

RESOLUTION NO. 2025-122

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1, IN THE AMOUNT OF \$12,500.00 TO PURCHASE ORDER NO. 24-05213, ISSUED TO MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS LLC, VINELAND, NJ.

WHEREAS, the City Council of the City of Vineland has adopted Resolution No. 2024-623, a Resolution pre-qualifying certain firms for as needed Architectural and Engineering Services; and

WHEREAS, the City of Vineland issued Purchase Order No. 24-05213 to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ, as authorized by Resolution No. 2024-623 and Contract No. C25-0171 for Professional Architectural/Engineering Services in connection with Vineland Municipal Court Staff Office Renovations; and

WHEREAS, there exists a need to amend and supplement Purchase Order No. 24-05213, to provide for a structural analysis of the existing first floor framing system to determine if the proposed high density file system can be supported by what is currently in place and includes the design of any structural modifications that might be required; and

WHEREAS, the Chief Financial Officer has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT said amendatory supplemental change order #1 to Contract No. C25-0171, Purchase Order No. 24-05213, issued to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ, in the amount of \$12,500.00, be and the same is hereby ratified and approved.
2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order #1 to Contract No. C25-0171, Purchase Order No. 24-05213, in the amount of \$12,500.00.

Adopted: March 11, 2025

ATTEST:

\_\_\_\_\_  
President of Council pfs

\_\_\_\_\_  
City Clerk



March 4, 2025

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 1  
Contract No. C25-0171, Purchase Order No. 24-05213  
Professional Architectural/Engineering Svcs–Mun. Court Staff Office Renovations  
Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ

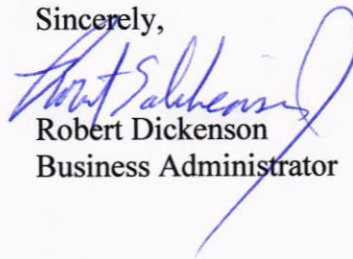
Dear Mayor and Member of Council:

We are requesting an amendatory supplemental change order to Contract No. C25-0171, Purchase Order No. 24-05213, issued to Manders Merighi Portadin Farrell Architects LLC, Vineland, NJ for Professional Architectural/Engineering Services in connection with Vineland Municipal Court Staff Office Renovations.

The change order requested in the amount of \$12,500.00 will provide for a structural analysis of the existing first floor framing system to determine if the proposed high density file system can be supported by what is currently in place and includes the design of any structural modifications that might be required. This change order will increase the original purchase order amount from \$63,000.00 to \$75,500.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:30-11.1 et seq.

Sincerely,



Robert Dickenson  
Business Administrator

RD/wr





REQUEST FOR CHANGE ORDER FOR  
CONTRACTS

PROJECT NAME: VINELAND MUNICIPAL COURT

CONTACT NAME: RACHELE M. DIPPOLITO DEPARTMENT: VINELAND MUNICIPAL COUF

CHANGE ORDER REQUEST NUMBER: \_\_\_\_\_ CONTRACT NUMBER: C24-0006/RFQ

PO NUMBER: 24-05213

NAME AND ADDRESS OF CONTRACTOR: MANDERS MERIGHI & PORTADIN

REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST. USE ADDITIONAL PAGES IF NECESSARY): PLEASE SEE <sup>WR</sup>EMAIL FROM RON PORTADIN FORW, <sub>Proposal</sub>

ORIGINAL CONTRACT AMOUNT:	\$ <u>63,000.00</u>
AMOUNT OF THIS CHANGE ORDER REQUEST:	\$ <u>12,500.00</u>
PREVIOUS CHANGE ORDER AMOUNTS:	\$ _____
TOTAL REVISED CONTRACT AMOUNT:	\$ <u>75,500.00</u>

ACCOUNT NUMBER FOR CHANGE ORDER: 4-01-99-800-2024-10003

TRACKING ID(S): \_\_\_\_\_ COMMODITY CODE(S): 910

APPROVED BY: RACHELE M. D'IPPOLITO

(PRINT NAME)

*Rachele M. D'ippolito*

(SIGNATURE)

PLEASE NOTE: CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

COPY TO:  
PurchasingOffice@vinelandcity.org

manders merighi portadin farrell



March 4, 2025

Ms. Rachele D'Ippolito, CMCA  
City of Vineland  
640 East Wood Street  
PO Box 1508  
Vineland, NJ 08360-1508

**Re: City of Vineland  
Municipal Court Renovations  
Project Number 22.019**

Dear Rachele:

On behalf of Manders Merighi Portadin Farrell Architects, I am pleased to present the following revised fee proposal for structural engineering services for renovations to the administrative areas of the City of Vineland Municipal Court located at 736 East Landis Avenue in Vineland, New Jersey.

This proposal is for a structural analysis of the existing first floor framing system to determine if the proposed high density file system can be supported by what is currently in place and includes the design of any structural modifications that might be required.

For the work described above we are proposing a fixed fee of twelve thousand five hundred (**\$12,500.00**) dollars. If this is acceptable, please let us know and provide a PO for this adjustment to our original project fee.

I would like to thank you for giving us the opportunity to provide you with this proposal. As always, please do not hesitate to contact me with any questions or concerns you might have.

Very Truly Yours,

A handwritten signature in blue ink, appearing to read "Ron Portadin", is written over a horizontal line. The signature is stylized and extends to the right.

Ron Portadin, AIA  
RPP/clh