



Vineland, New Jersey

RESOLUTION NO. 2025- 225

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO TIPS CONTRACT NO. 210305, PURCHASE ORDER NO. 25-02398, ISSUED TO GROUPE LACASSE LLC, CHICAGO, IL.

WHEREAS, the City Council of the City of Vineland, on April 8, 2025, adopted Resolution No. 2025-167, entitled “A RESOLUTION AUTHORIZING THE PURCHASE OF FURNITURE FOR THE CITY FACILITY LOCATED AT 78 W. PARK AVENUE FROM GROUPE LACASSE, LLC c/o BELLIA OFFICE FURNITURE, CHICAGO, IL, PURSUANT TO A NATIONAL COOPERATIVE CONTRACT AGREEMENT WITH INTERLOCAL PURCHASING SYSTEM (TIPS), A DIV. OF REGION 8 EDUCATION SERV. CENTER.”; and

WHEREAS, N.J.A.C. 5:30-11.1, et seq., sets forth the requirements for the processing of change orders; and

WHEREAS, a reduction change order has been requested for contract awarded to Groupe Lacasse LLC, Chicago, IL for the Engineering’s Office Furnishings for 78 West Park Avenue, as authorized by Resolution No. 2025-167; said change will provide for a reduction in the overall cost due to the manufacturing company discontinued the panel fabric, resulting in a switch to a different material; and

WHEREAS, the City of Vineland desires to comply with said requirements of N.J.A.C. 5:30-11.1, et seq., and to that end herewith files with the governing body a report stating the facts involved and indicating that the proposed change order may be allowed under these regulations; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland that said amendatory supplemental change order to TIPS Contract No. 210305, Purchase Order No. 25-02398, issued to Groupe Lacasse LLC, Chicago, IL, to reflect a reduction of the contract amount by \$18,800.20, be and the same is hereby ratified and approved.

Adopted: May 13, 2025

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President of Council pfs

ATTEST:

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



Vineland, New Jersey

May 6, 2025

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 1  
TIPS Contract No. 210305; Purchase Order No. 25-02398  
Engineering's Office Furnishings for 78 West Park Avenue  
Groupe Lacasse, LLC, Chicago, IL

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Dear Mayor and Members of Council:

We are requesting that an amendatory supplemental change order be issued for TIPS Contract No. 210305; Purchase Order No. 25-02398, issued to Groupe Lacasse, LLC, Chicago, IL for Engineering's Office Furnishings for 78 West Park Avenue. This contract was authorized by Resolution No. 2025-167, adopted by City Council on April 8, 2025.

The change order requested will provide for a reduction in the overall cost due to the manufacturing company discontinued the panel fabric, resulting in a switch to a different material, decreasing the revised contract amount from \$96,909.20 to \$78,109.00.

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.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Robert E. Dickenson, Jr.", is written over the typed name.

Robert E. Dickenson, Jr.  
Business Administrator

DM/rl  
Encl.



REQUEST FOR CHANGE ORDER FOR  
CONTRACTS

PROJECT NAME: Engineering's Office Furnishings for 78 West Park Ave  
CONTACT NAME: Lizzy Kennedy DEPARTMENT: Engineering  
CHANGE ORDER REQUEST NUMBER: 1 CONTRACT NUMBER: TIPS # 210305  
PO NUMBER: 25-02398  
NAME AND ADDRESS OF CONTRACTOR: Groupe Lacasse LLC c/o Bellia Office Furniture  
Chicago, IL

REASON FOR CHANGE ORDER (DOCUMENTATION MUST BE SUBMITTED TO SUPPORT THIS REQUEST.  
USE ADDITIONAL PAGES IF NECESSARY): The manufacturing company discontinued the panel  
fabric, resulting in a switch to a different material and a reduction in the overall cost.

ORIGINAL CONTRACT AMOUNT:	\$ <u>96,909.20</u>
AMOUNT OF THIS CHANGE ORDER REQUEST:	\$ <u>-18,800.20</u>
PREVIOUS CHANGE ORDER AMOUNTS:	\$ <u></u>
TOTAL REVISED CONTRACT AMOUNT:	\$ <u>\$78,109.00</u>

ACCOUNT NUMBER FOR CHANGE ORDER: 5-05-55-512-9007-52002

TRACKING ID(S): 1109 COMMODITY CODE(S): 425

APPROVED BY: David J. Maillet

(PRINT NAME)

*David J. Maillet*

(SIGNATURE)

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

COPY TO:  
PurchasingOffice@vinelandcity.org