



Approved as to Form and Legality

Date Adopted

Committee  
Health/ Human Services/  
Education

November 7, 2018

**RESOLUTION APPROVING CHANGE ORDER NUMBER 002  
FOR MEALS ON WHEELS OF SALEM COUNTY**

**WHEREAS**, the Board of Chosen Freeholders of the County of Salem through the Office on Aging & Disabilities has an agreement with Meals On Wheels of Salem County to provide Home Delivered Meal services to senior Salem County residents which was adopted at the November 18, 2015 Freeholder meeting on Resolution 2015-404; and

**WHEREAS**, the Salem County Board of Chosen Freeholders adopted Resolution 2018-254 on July 18, 2018 authorizing Change Order No.1 to said contract in the amount of Fifteen Thousand Five Hundred Two Dollars and Zero Cents (\$15,502.00); and

**WHEREAS**, N.J.A.C. 5:34-4.49a03 requires that all change orders for services be approved by the Board of Chosen Freeholders; and

**WHEREAS**, there was an increase in C2 Federal funding budget for Home Delivered Meal services for Meals On Wheels of Salem County services for 2018 and Office On Aging & Disabilities wishes to increase by the amount of \$67.00 (Sixty Seven Dollars and Zero Cents); and

**WHEREAS**, the Salem County Purchasing Agent recommends the approval of Change Order No.2 in the amount of Sixty Seven Dollars (\$67.00) increasing the contract to a total amount of Two Hundred Twenty Two Thousand, One Hundred Eighty Two Dollars and Zero Cents (\$ 222,182.00); and

**WHEREAS**, all other terms of the original contract shall remain in force; and

**WHEREAS**, the Salem County Treasurer has certified that the funding for this contract in 2018 shall be encumbered in accordance with N.J.A.C. 5:30-5.4 and this agreement shall further be contingent upon the availability and appropriation of sufficient funds for this purpose in the County's temporary and/or permanent budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Salem as follows:

1. The Board of Chosen Freeholders approves the issue of Change Order No.2 authorizing Meals On Wheels of Salem County to increase funds encumbered by the County of Salem in the amount of \$67.00 for a total contract amount of \$222,182.00.
2. The Salem County Treasurer shall certify to the Board of Chosen Freeholders that the funds are available for payment of the increased amount as necessitated by the issuance of Change Order No.2.
3. The Freeholder Director and the Clerk of the Board shall be authorized to execute said Change Order No.2.

  
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 BENJAMIN H. LAURY, FREEHOLDER  
 Chair, Health/Human Services/Education Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on November 7, 2018.

BRENDA P. BANKS  
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					✓
C. Hassler	✓					
B. Laury	✓				✓	
S. Griscom	✓					
M. DeCastro	✓					

✓ Indicates Vote

Department Initials

ooa/dc



**COUNTY OF SALEM**

**CHANGE ORDER FORM**

Change Order Number: 002

Project or Contract: Home Delivered Meals

Name and Address of Contractor: Meals On Wheels 90 Market Street Salem, NJ 08079

Need or Purpose of this Change Order: to increase funding

Date or Original Contract: January 1 2018

Amount of Original Contract: \$ 206,613 (a)

Amount of any Previous Change Orders: \$ 15,502 (b)

Amount of this Change Order: \$ 67 (c)

New Total Contract Amount (a+b+c) \$ 222,182

Certificate of Availability of Funds Ordered on this Date: 10/7/18

Change Order Requested By: [Signature] Date: 10/12/18  
(Department Head Signature)

Change Order Accepted By: Carly Mitchell Date: 10/10/18  
(Vendor Signature)

Date of Resolution Authorizing this Change Order: 11-7-18

Attest: [Signature] By: [Signature]  
BRENDA P. BANKS, Clerk MELISSA DECASTRO, Director  
11-8-18

**THIS CHANGE ORDER SHALL NOT BE OFFICIAL NOR AUTHORIZED UNTIL ACCEPTED BY RESOLUTION OF THE SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS**



## CERTIFICATION OF AVAILABILITY OF FUNDS

**NOTE TO COUNTY DEPARTMENTS:** This form is to be prepared by each department entering into a contract with a vendor when a resolution is required to be adopted by the Board of Chosen Freeholders of the County of Salem.

This form must accompany the resolution, and must be submitted with the resolution to the Finance Officer for approval by the Finance Officer at least one week prior to the Freeholder meeting at which it will be presented for adoption.

The contract/agreement between the County and the vendor shall be further contingent upon availability and appropriation of sufficient funds for this purpose in the County's Temporary and Permanent Budget. *If grant funds are utilized, this contract/agreement is further contingent upon the grants funds availability during the appropriate grant period.*

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I, **Kelly A. Hannigan**, Treasurer of the County of Salem, hereby certify in accordance with **Section 5:34-5 of the Local Public Contracts Guidelines and Local Public Contracts Regulations** that adequate funds for the contract listed below are available.

I further certify that the funds are contained in the **OFFICIAL BUDGET** of the County of Salem under the item listed below.

<b>AMOUNT:</b>	\$67.00
<b>ACCOUNT NAME:</b>	Area Plan Grant 2018
<b>ACCOUNT #:</b>	G-02-41-700-18B-303
<b>FOR:</b>	Contract for Home Delivered Meal Services
<b>DATE:</b>	10/7/2018
<b>VENDOR:</b>	Meals On Wheels

  
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**Kelly A. Hannigan, Treasurer**