



Approved as to Form and Legality

Date Adopted

Committee

July 17, 2019

Administrative

\_\_\_\_\_  
Salem County Counsel

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO THE CONTRACT FOR ARCHITECTURAL BUILDING EXPERT FOR THE COUNTY OF SALEM**

**WHEREAS**, the Salem County Board Chosen Freeholders awarded a contract in the amount not to exceed \$7,500.00 for Architectural Building Expert to USA Architects of Somerville, NJ by Resolution 2019-093 on February 7, 2019; and

**WHEREAS**, the Salem County Courts Addition and Renovations to the Existing Courthouse and Administration Building (Project 2019-017) is entering Phase 1 of the project which will include, but not be limited to a schematic design that will meet or exceed the New Jersey "Courthouse Facility Guidelines" ; and

**WHEREAS**, it is in Salem County's best interest to ensure continuity of services for this project and expediency in completing various tasks associated with the scoping of the project; and

**WHEREAS, USA Architect** has submitted a proposal to complete Phase 1 of the project for an amount not to exceed \$ 280,000.00 (Two Hundred, Eighty Thousand Dollars and Zero Cents);

**WHEREAS**, pursuant to New Jersey State Law N.J.S.A. 19:44A-20.7, the County did not utilize a "Fair and Open" process in the selection of this entity, hence, **USA Architect** has completed an updated Business Entity Disclosure Certificate and Political Contribution Disclosure Form stating that they have not made any reportable contributions to a political or candidate committee in the County of Salem in the previous year, and that the contract will prohibit them from making any contributions through the term of this agreement; and

**WHEREAS**, a copy of the project proposal dated July 3, 2019 and all supporting documents are on file in the office of the Purchasing Agent, 110 Fifth Street, in the County of Salem, New Jersey as required by law; and

**WHEREAS**, the Salem County Treasurer has certified that funding for this contract 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 contained in the 2019 Budget of the County of Salem under the item General Capital Improvement to Various County Buildings and Facilities (C-04-55-885-019-904).

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

1. The Board of Chosen Freeholders of the County of Salem authorizes Change Order No. 1 to the Contract for Architectural Building Expert for the County of Salem, subject to the approval of the County Solicitor, to **USA Architects, 20 N. Doughty Avenue, Somerville, NJ 08876** in the amount not to exceed \$280,000.00 (Two Hundred, Eighty Thousand Dollars and Zero Cents); thus bringing the total amount of the contract to \$287,500.00 (Two Hundred Eighty Seven Thousand, Five Hundred Dollars and Zero Cents).
2. The contract period will be for a period of twenty four months (24 months) from the date of the contract and shall be completed in full accordance with the terms and conditions of the agreement.
3. The Freeholder Director and the Clerk of the Board shall be authorized to execute said contracts.

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BENJAMIN H. LAURY, Freeholder Director  
Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem at its regular meeting of July 17, 2019.

  
 STACY PENNINGTON  
 Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	✓					✓
C. Hassler	✓					
L. Ware	✓					
R.S. Griscom	✓				✓	
B. Laury	✓					

✓ Indicates Vote

Department Initials

Purchasing



**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.*

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>	\$280,000.00
<b>ACCOUNT NAME:</b>	General Capital Improvements to Various Buildings and Facilities Renovation & Construction of County Facilities
<b>ACCOUNT #:</b>	C-04-55-885-019-904
<b>FOR:</b>	Change Order #1 to Contract for Architectural Building Expert for the County of Salem Courthouse
<b>DATE:</b>	July 17, 2019
<b>VENDOR:</b>	USA Architect 20 N. Doughty Avenue Somerville, NJ 08876

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**Kelly A. Hannigan, Treasurer**