



Approved as to Form and Legality

Date Adopted

Committee
Health/ Human Services/
Education

Salem County Counsel

September 18, 2019

**RESOLUTION APPROVING CHANGE ORDER #4
FOR PUERTO RICAN ACTION COMMITTEE**

WHEREAS, the Board of Chosen Freeholders of the County of Salem through the Office on Aging & Disabilities has an agreement with Puerto Rican Action Committee to provide Assisted Transportation Services to senior Salem County residents which was adopted at the November 7, 2018 Freeholder meeting on Resolution 2018-378; and

WHEREAS, N.J.A.C. 5:34-4.49a03 requires that all change orders which exceed 20% of the original contract amount for services be approved by the Board of Chosen Freeholders; and

WHEREAS, there was a previous Change Order in the amount of \$800.00 in IIIB Federal funding budget for Assisted Transportation Services for 2019 and Office On Aging & Disabilities under Resolution#2019-269 ; and

WHEREAS, Office On Aging & Disabilities wishes to additionally increase with Change Order #4 by the amount of \$4,000.00 (Four Thousand Dollars and Zero Cents) in IIIB funding for Assisted Transportation Services for 2019; and

WHEREAS, the Salem County Purchasing Agent recommends the approval of Change Order #4 in the amount of Four Thousand Dollars (\$4,000.00) increasing the contract to a total amount of Eight Thousand Eight Hundred Dollars and Zero Cents (\$8,800.00). This increase exceeds the 20% regulation; 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 2019 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 #4 authorizing Puerto Rican Action Committee to increase funds encumbered by the County of Salem in the amount of \$4,000.00 for a total contract amount of \$8,800.00.
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 #4.
3. The Freeholder Director and the Clerk of the Board shall be authorized to execute said Change Order #4.



GORDON J. OSTRUM, JR., 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 September 18, 2019.



STACY L. PENNINGTON
 Deputy 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 OOA/dc

COUNTY OF SALEM

CHANGE ORDER FORM

Change Order Number: 004

Project or Contract: Assisted Transportation

Name and Address of Contractor: Puerto Rican Action Committee
114 E. Main Street
Pennsgrove, NJ 08069

Need or Purpose of this Change Order: _____
to add funds for additional trips needed by clients we serve

Date of Original Contract: Resolution 2018-378 1/1/2019 P.O. Number

Amount of Original Contract: \$ 4,000.00 (a)

Amount of any Previous Change Orders: \$ 800.00 (b)

Amount of this Change Order: \$ 4,000.00 (c)

New Total Contract Amount (a+b+c) \$ 8,800.00

Certificate of Availability of Funds Ordered on this Date:

9/6/19

Change Order Requested By: [Signature] Date: 9/6/19
(Department Head Signature)

Change Order Accepted By: [Signature] Date: 9/9/19
(Vendor Signature)

Date of Resolution Authorizing this Change Order: 9/18/19

Attest: [Signature] By: [Signature]
Stacy Pennington, Clerk Ben Laury, Director

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

Salem County Department of Health and Human Services

OFFICE ON AGING & DISABILITIES

110 Fifth Street, Suite 900 Salem, NJ 08079
856-339-8622 856-451-1207 856-358-3857



Office Fax: 856-339-9268 Transportation Scheduling: 856-339-8644

TO : Jeff Ridgeway, County Administrator

FROM: Rebecca Gower Ferguson, Executive Director *Rebecca G. Ferguson*

DATE: September 9, 2019

RE: Change Order #4 PRAC

Due to a significant increase in ridership, the Office on Aging & Disabilities is requesting an additional \$4,000 be allocated for Assisted Transportation. The office had originally allocated \$4,000 for this program. PRAC was the successful bid at \$60 per one way trip, which would provide 80 rides.

An additional \$800 had been added to the program, because the funds were designated through the state mid-year amendment. This funding allowed 16 additional trips, for a total of 96 one-way rides in 2019.

In early 2019, a client requested to be transported to Philadelphia for 47 one-way trips. We thought that the number of rides in reserve would be adequate; however, additional requests from other riders have now depleted the funds.

Rather than wait to continue to provide this much needed service in 2020, we are requesting to add an additional \$4,000 to the program budget, which will provide another 80 rides to Salem County seniors. If the additional monies are unspent, we are able to carryover 8% of total unspent Area Plan Grant funds to be used the following year.

Resolution	OOA Funding	Provider Match	Total	Rides Provided (1 way)
2018-378	\$ 4,000.00	\$ 800.00	\$ 4,800.00	80
2019-269	\$ 800.00	\$ 160.00	\$ 960.00	16
<i>pending 9/18/19</i>	\$ 4,000.00	\$ 800.00	\$ 4,800.00	80
	\$ 8,800.00	\$ 1,760.00	\$ 10,560.00	176

Rides Provided	
2019 (to date)	96
2018	53
2017	80
2016	75

Cc: Rita Shade, Director

Salem County Department of Health and Human Services

OFFICE ON AGING & DISABILITIES

110 Fifth Street, Suite 900 Salem, NJ 08079
856-339-8622 856-451-1207 856-358-3857



Office Fax: 856-339-9268 Transportation Scheduling: 856-339-8644

TO : Jeff Ridgeway, County Administrator
FROM: Rebecca Gower Ferguson, Executive Director
DATE: September 9, 2019
RE: Change Order #4 PRAC

Due to a significant increase in ridership, the Office on Aging & Disabilities is requesting an additional \$4,000 be allocated for Assisted Transportation. The office had originally allocated \$4,000 for this program. PRAC was the successful bid at \$60 per one way trip, which would provide 80 rides.

An additional \$800 had been added to the program, because the funds were designated through the state mid-year amendment. This funding allowed 16 additional trips, for a total of 96 one-way rides in 2019.

In early 2019, a client requested to be transported to Philadelphia for 47 one-way trips. We thought that the number of rides in reserve would be adequate; however, additional requests from other riders have now depleted the funds.

Rather than wait to continue to provide this much needed service in 2020, we are requesting to add an additional \$4,000 to the program budget, which will provide another 80 rides to Salem County seniors. If the additional monies are unspent, we are able to carryover 8% of total unspent Area Plan Grant funds to be used the following year.

Resolution	OOA Funding	Provider Match	Total	Rides Provided (1 way)
2018-378	\$ 4,000.00	\$ 800.00	\$ 4,800.00	80
2019-269	\$ 800.00	\$ 160.00	\$ 960.00	16
<i>pending 9/18/19</i>	\$ 4,000.00	\$ 800.00	\$ 4,800.00	80
	\$ 8,800.00	\$ 1,760.00	\$ 10,560.00	176

Rides Provided	
2019 (to date)	96
2018	53
2017	80
2016	75

Cc: Rita Shade, Director



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.

AMOUNT:	\$4,000.00
ACCOUNT NAME:	Area Plan Grant 2019
ACCOUNT #:	G-02-41-700-19B-303
FOR:	2019 Contracted Services
DATE:	9/4/19
VENDOR:	Puerto Rican Action Committee

Kelly A. Hannigan, Treasurer