

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
COUNTY OF ESSEX**

**RESOLUTION NO.** \_\_\_\_\_ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(n)

**PROPOSED BY:** COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(i)

**SUBJECT: DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS – CONTRACT CHANGE ORDER WITH IRIS COMMUNICATIONS, – TO PROVIDE GRAPHIC ARTS VIDEO AND DESIGN SERVICES - ADDING AN AMOUNT NOT TO EXCEED \$26,980.00**

**WHEREAS,** the County of Essex by Resolution #2022-00199 adopted February 23, 2022 entered into a contract with Iris Communications, (Bid #21-285) for Graphic Arts Video and Design Services (The “Services”); and

**WHEREAS,** the Department of Parks, Recreation and Cultural Affairs is requesting a change order due to unforeseen needs for additional Services; and

**WHEREAS,** the County Executive has presented to the Board of County Commissioners a proposed change order to said contract between the County and Iris Communications., in the amount of \$28,980.00 bringing the contract maximum from an amount not to exceed \$134,900.00 to an amount not to exceed \$161,880.00; and

**WHEREAS,** the Chief Financial Officer has certified the availability of funds to pay such contract amendment (which certification is attached hereto), and

**WHEREAS**, the Board of County Commissioners is empowered by N.J.S.A 40: 41A-38 (n) to approve, by resolution, contracts presented by the County Executive; now, therefore, be it

**RESOLVED**, by the Essex County Board of County Commissioners:

1. That the change order with Iris Communications., a copy of which is attached hereto, is approved.
2. That the Clerk of the Board of County Commissioners forward two (2) copies certified copies of the amended contract and this resolution to the Department of Parks, Recreation and Cultural Affairs.

Approved as to form and legality \_\_\_\_\_ Date 2/23/23

ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved by Commissioner \_\_\_\_\_  
 Second by Commissioner \_\_\_\_\_

Commissioner	Yes	No	N.V.	ABS	Commissioner	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill					Pomares, V.P.				
Graham					Richardson, Pres.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was ( ) adopted ( ) defeated ( ) tabled by roll call vote at a \_\_\_\_\_ meeting of the Board of County Commissioners of the County of Essex, New Jersey held on \_\_\_\_\_.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_

Wayne L. Richardson, President

Iris Communications – Change Order  
 2/22/2023



**TO:** Honorable Robert D. Jackson  
County Administrator

**DEPARTMENT:** Essex County

**FROM:** Julius N. Coltre, MPA, OPA  
Director of Purchasing

**DIVISION:** Department of Parks

**DATE:** February 15, 2023

**INTRODUCTION AND OVERVIEW:**

**TITLE:** PROVIDE GRAPHIC ARTS VIDEO & DESIGN SERVICES – 20% CHANGE ORDER

**SOLICITATION NUMBER:** 21-285

**SOLICITATION TYPE:** Bid:    RFP: X    Comp. Contract:    Non-Fair & Open:    Other:

**REQUESTING AGENCY:** Department of Parks

**ADVERTISEMENT DATE:** December 14, 2021    **OPENING DATE:** January 4, 2022

**CONTRACT PERIOD:** April 25, 2022 – April 24, 2023

**MINORITY STATUS OF RECOMMENDED VENDOR:**

(WBE): X    (MGM):    (SBE): X    (VOB):    (Other): N/A

On February 23, 2022 via Resolution #R-2022-00199, the Board of County Commissioners awarded a contract to Iris Communications, To Provide Graphic Arts Video & Design Services for the Essex County Department of Parks for \$134,900.00. The Department of Parks is requesting a 20% change order to increase the contract an additional \$26,980.00 for a total of \$161,880.00.

**RECOMMENDATION:**

Based upon the recommendation of the Director of Parks, which is attached, it is recommended that the Board of County Commissioners authorize by resolution awarding of this change order to: Iris Communications, 11 Belaire Drive, Roseland, NJ 07068.

**REASON FOR RECOMMENDATION:**

The Department of Parks allotted \$134,900.00 for work in this contract and as of this date has currently expended \$128,053.75. Due to unforeseen needs they are requesting an increase of 20% to the contract amount.

**FISCAL IMPACT:**

The total cost of this change order shall not exceed \$26,980.00. The funding source will be acct #01-201-28-370-108-028.

**ALTERNATIVE:**

N/A.

**ATTACHMENTS:**

- 1) Memorandum of agreement (3 originals)
- 2) Recommendation Document from the Requesting Agency

JNC: jl



OFFICE OF ACCOUNTS AND CONTROL  
HALL OF RECORDS, ROOM 542  
NEWARK, NEW JERSEY 07102

**CERTIFICATION OF FUNDS**

Vendor Name Iris Communications  
Account Name Professional Services  
Account # 01-201-28-370-108-028  
Contract Period (If Applicable) 04/25/2022 04/24/2023  
Purpose of Contract To provide Graphic Arts Video and Design Services for the Department of Parks, Recreation and Cultural Affairs (Change Order)  
26,980.00 Contract Amount (This is a Contract Amendment)

**Funding**

Temporary Budget Amount  
Current Fund Budget Amount  
26,980.00 Contingent Current Year Amount  
Grant Funding  
Capital Funding  
Trust Funding  
Contingent Subsequent Years

I, do hereby certify that the funding is legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that the contracts have been processed in accordance with the applicable provisions of the Optional County Charter Law, the Essex County Administrative Code and the Essex County Standard Operating Policies and Procedures.

CM Date: 2/23/2023  
Cert: 723

  
Ehab Salama  
Chief Financial Officer

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**

**VENDOR**  
NAME: Iris Communications  
ADDRESS: 11 Belaire Drive  
Roseland, NJ 07068

**COUNTY**  
County of Essex County  
Hall of Records  
465 Dr. Martin Luther King Jr. Blvd.  
Newark, NJ 07102

RFP#: 21-285  
DATE ADVERTISED: December 14, 2021  
DATE RECEIVED: January 4, 2022  
CONTRACT PERIOD: April 25, 2022 – April 24, 2023  
BASIS OF AWARD: Change Order (N.J.A.C. 5:30-11.3) - Resolution #R-2022-00199  
COMMODITY  
DESCRIPTION: To Provide Graphic Arts & Design Services

**CONDITIONS:**

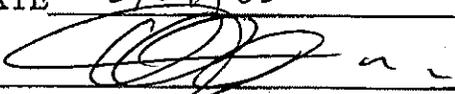
The award of this contract is subject to the approval of the Essex County Board of County Commissioners by resolution and such resolution will be prepared and presented to the Board at its regularly scheduled meeting. This contract becomes effective and binding upon adoption by resolution by the Essex County Board of County Commissioners, signature of the County Executive and attested to by Clerk of the Board.

The vendor identified above hereby agrees to comply with the terms and conditions of the bid specifications advertisement, and vendor's proposal, as submitted by the vendor listed above, under the bid number stated above, which are incorporated herein and made part hereof, and to faithfully perform the obligations therein to furnish and deliver the good or service listed above.

**PAYMENT TERMS:**

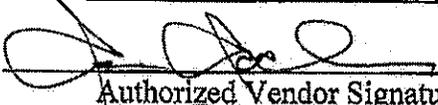
CONTRACT PERIOD: April 25, 2022 – April 24, 2023  
AWARDED ITEMS: 20 % Change Order (N.J.A.C. 5:30-11.3) - Resolution #R-2022-00199  
AMOUNT NOT TO EXCEED: \$161,880.00 (\$134,900.00 original contract amount + \$26,980.000)

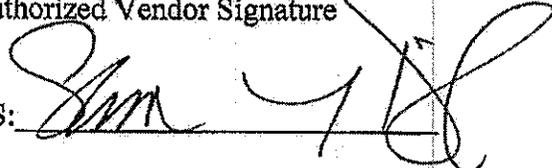
**ESSEX COUNTY**

DATE 2/27/23  
  
\_\_\_\_\_  
Joseph N. DiVincenzo, Jr.  
Essex County Executive

WITNESS: \_\_\_\_\_  
Deborah Davis Ford  
Clerk of the Board

**VENDOR**

DATE 2-14-23  
  
\_\_\_\_\_  
Authorized Vendor Signature

WITNESS:   
\_\_\_\_\_



COUNTY OF ESSEX  
DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS  
115 CLIFTON AVENUE  
NEWARK, NEW JERSEY 07104  
973-268-3500  
Fax 973-481-5302



Joseph N. DiVincenzo, Jr.  
County Executive

Daniel K. Salvante  
Director

**MEMORANDUM**

**TO: Julius Coltre,  
DIRECTOR OF PURCHASING**

**FROM: Daniel K. Salvante, Director  
Essex County Parks Department**

**DATE: February 9, 2023**

**RE: Recommend Adding an Additional 20% (\$26,980.00) to Iris Communications contract for  
RFP #21-285 To Provide Graphic Arts Video & Design Services**

**INTRODUCTION:**

Iris Communications was awarded Bid # 21-285. The contract budget was \$134,900.00.

The contract is not set to expire until April 24, 2023. However, the budget will run out of funds prior to the expiration date.

Therefore, I am requesting that an additional 20% (\$26,980.00) be added to Iris Communications contract for Bid #21-285.

**RECOMMENDATION AND REASONS:**

Adding an additional 20% (\$26,980.00) to the budget for Bid #21-285 will allow for the continued promotion of upcoming events.

**FISCAL IMPACT:**

The \$26,980.00 will be funded from account # 01-201-28-370-108-028.

*To: J. Coltre  
for 20%  
Change  
order  
973  
2/10/23*