

**RESOLUTION 2025-05-18**

**RESOLUTION APPROVING AND AUTHORIZING A CHANGE ORDER TO  
THE CONTRACT WITH JERSEY ELEVATOR LLC FOR THE ELEVATOR  
UPGRADES PROJECT**

**WHEREAS**, the Housing Authority of the Town of Dover (“Housing Authority”), a public entity organized and existing pursuant to the Code of Federal Regulations, the Department of Housing and Urban Development (“HUD”), and the laws of the State of New Jersey, has determined that it is in need of amending the contract for elevator upgrades at John J. Rich Dover Senior Apartments; and

**WHEREAS**, pursuant to Resolution 2025-02-09, the Housing Authority’s Board of Commissioners (“Board”) awarded a contract to Jersey Elevator LLC in the amount of \$252,890.00 for the elevator upgrades; and

**WHEREAS**, during the performance of the contract, a need arose for additional services that were unforeseen at the time the underlying Invitation for Bids was issued; and

**WHEREAS**, specifically, additional services were needed for auxiliary fire service panel monitors, lobby hall station, access stations, and line monitoring alert; and

**WHEREAS**, the Housing Authority’s Executive Director and professional elevator consulting firm determined that these additional services were needed for the proper completion of the project; and

**WHEREAS**, therefore, in accordance with N.J.A.C. 5:30-11.1 et seq., a proposed change order has been presented to the Board for consideration; and

**WHEREAS**, the Housing Authority has certified that sufficient funds have been appropriated for the above-mentioned change order; and

**WHEREAS**, the Board of Commissioners has found that it is in the best interest of the Housing Authority and its overall goal of providing quality, affordable housing to low-income families to approve and authorize a change order to the contract with Jersey Elevator LLC for the elevator upgrades project;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the Town of Dover hereby approves and authorizes a change order to the contract with Jersey Elevator LLC for the elevator upgrades project; and

**BE IT FURTHER RESOLVED**, that the Board hereby directs that the change order shall increase the not-to-exceed amount of the contract by \$12,540.50; and

**BE IT FURTHER RESOLVED**, that the change order and contract shall be available for review at the Housing Authority's office located at 215 E. Blackwell Street, Dover, New Jersey; and

**BE IT FURTHER RESOLVED**, that the Board hereby authorizes the Executive Director to take any and all administrative actions necessary to implement this resolution.

This Resolution shall take effect immediately.

PASSED and adopted this 6th day of May, 2025.

Motion by Chairman Toohey

Second by Commissioner Kline

Original Signed By:

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Maria Tchinchinian, Secretary