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COUNTY OF PASSAIC
Board of County Commissioners

Memorandum

TO: Board of County Commissioners

FROM: Matthew P. Jordan, Esq. 
County Administrator

RE: Door Works, Inc.
Repair, Replacement, and New Installation of Overhead Doors, Door Motors, and
Rolling Gate Motors for various County Departments
Change Order # 1 – (net add) exceeding 20% of the Contract

DATE: July 2, 2026

In my capacity as Chief Executive Officer of the County of Passaic, I am hereby requesting that the Board of County Commissioners adopt a Change Order pertaining to the above referenced contract, reflecting an increase in the contract in the amount of one hundred twenty thousand dollars (\$120,000.00). By way of background to the request, I received a letter from the Superintendent of Buildings & Grounds, Richard Maurer, along with its attachments outlining the various factors that contributed to this project exceeding the 20% required under the Local Public Contract Law, N.J.A.C. 5:30-11.9. The additional work in the amount of \$120,000.00 resulted in a new contract amount of \$220,000.00.

Under the above-mentioned circumstances, I join the recommendation of both the Superintendent of Buildings & Grounds and the County Commissioners of the Public Works Committee, that this change order in excess of the original contract be awarded and adjusted by the amount of \$120,000.00 to Door Works, Inc.

cc: Public Works, County Commissioner Committee:
Orlando Cruz (Chair), Rodney De Vore, and Michael Ramaglia
Nadege D. Allwaters, Esq., County Counsel
Richard Cahill, Director of Finance
Richard Maurer, Superintendent of Buildings & Grounds