

**CERTIFICATION FOR CHANGE ORDERS IN EXCESS OF 20% OF THE ORIGINAL
CONTRACT AMOUNT**

TO: Matthew P. Jordan, Passaic County Administrator
FROM: Door Works, Inc.
DATE: July 1st, 2026
SUBJECT: Change Order for Contract under SB-25-047

This is to request a Change Order in excess of 20% of the original contract amount, in accordance with N.J.A.C. 5:30-11.9. I do hereby certify the following:

1. Explanation of the factual circumstances which necessitates issuance of the Change Order

This work consisted of additional, numerous assignments to be completed by Door Works, under the original scope of SB-25-047, but were unforeseen by the County at the time the specifications for SB-25-047 were drafted.

2. Statement indicating why these circumstances could not have been foreseen

There was a need to furnish and install a new gate operator system at the Administration Building, 401 Grand Street, that was unforeseen at the time of initial bid award. Following that installation, emergency calls were made by the Superintendent of Buildings & Grounds on December 15, 2025, and again on December 31, 2025, when diagnostic testing was required in order for the gate to function properly. In addition, on July 21, 2025, service was requested for all fourteen (14) doors at the Nike Base in Wayne on behalf of the Roads Department, two (2) of which required repair, such necessary services were unforeseen at the time of bid award. The Sheriff's Department has likewise been utilizing this Bid for the repair and maintenance of doors on its buildings, and the Superintendent of Buildings and Grounds did not take into consideration the needs of the Sheriff's Office at the time of bid award.

3. Statement indicating why issuance of the change order would be in the best interests of the contracting unit and would not constitute an abuse of these rules

Door Works, Inc. is currently working on necessary repairs to the gates at 495 River Street and 151 East 11th Street, Paterson, as that work remains incomplete to date. We cannot state with certainty what the remaining costs will be upon completion of the work required to render the doors and gates fully operational, nor the cost of any further unforeseen repairs that may be necessary through the term of Resolution R-25-0430 (May 13, 2025 through May 31, 2027).

Because these repairs are necessary and ongoing, and because Door Works is already engaged and familiar with the affected equipment, issuance of the change order is in the best interests of the County and would not constitute an abuse of these rules. Requiring the County to re-bid this work at this juncture would delay essential repairs to County facilities, and possibly result in a scenario where a new low-bidder would be required to pick up where Door Works, Inc. left off, increasing the possibility of duplicative work.

4. **I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:30-11.9 and certify that the proposed change order may be allowed under the aforementioned rules.**

Sean Serillo 7/1/26
[Print Name] Sean Serillo
[insert title] Door Works, Inc.

