

**RESOLUTION: 169-22**

**RESOLUTION AUTHORIZING AGREEMENT FOR CERTAIN  
PROFESSIONAL SERVICES ADOPTED BY THE BOROUGH OF  
CLAYTON NUNC PRO TUNC**

*WHEREAS*, there exists a need for specialized services on behalf of the Borough of Clayton; and

*WHEREAS*, funds are or will be available for this purpose; and

*WHEREAS*, the Local Public Contracts Law, N.J.S.A. 40A:11-1 requires that notice with respect to contracts for Professional Services awarded without competitive bids must be publicly advertised.

*NOW, THEREFORE, BE IT RESOLVED* by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That TRIAD Associates Inc., of Vineland, New Jersey is hereby hired to prepare and process an ARP Firefighter Grant application for a total amount not to exceed \$2,500.00.
2. The term of this contract shall be from August 11, 2022 to August 10, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$2,500.00 is available through the 2022 Municipal Budget – General Administration O&E.
4. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-11-5(1)(a), and the Fair and Open Process because it is for services performed by persons authorized by law to practice a recognized profession.
5. A copy of this resolution as well as the Contract shall be placed on file with the Clerk of the Borough of Clayton.
6. A notice in accordance with the Local Public Contracts Law of New Jersey shall be published in The Sentinel or South Jersey Times.
7. The Mayor and Clerk of the Borough of Clayton are hereby authorized to execute a Contract outlining the above on behalf of the Borough of Clayton.

*ADOPTED* at a meeting of the Mayor and Council of the Borough of

Clayton, County of Gloucester, and State of New Jersey on August 11, 2022.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk



June 28, 2022

Susan Miller, Administrator  
Borough of Clayton  
125 N. Delsea Drive  
Clayton, New Jersey 08312

**RE: Authorization to Proceed – Borough of Clayton Fire Department  
American Rescue Plan (ARP) Firefighter Grant Program Application  
Project: To Be Determined**

Dear Ms. Miller,

Please allow this letter to confirm that the Borough of Clayton (Principal) has authorized TRIAD Associates to prepare and process an ARP Firefighter Grant application as an authorized project under the existing Professional Service Agreement (FY2022 General Services Agreement).

It is agreed that for all services rendered by TRIAD Associates in connection with the application, including those set forth on Exhibit "A" hereto, TRIAD will be paid a total compensation on an hourly basis not to exceed \$2,500.00 as set forth on Exhibit "B" hereto.

Please indicate your confirmation of the foregoing by signing this letter where indicated. Please retain one copy for your records and return the other signed copy for our files.

Sincerely,

Carolyn P. Zumpino, President

CZ/mm

Agreed to this 11<sup>th</sup> day of August, 2022

**BOROUGH OF CLAYTON**

By:

Name/Title Tom Bianco, Mayor

Witness/Attest

## EXHIBIT A

### PROJECT DESCRIPTION AND SCOPE OF SERVICES

Attached to and made a part of the Agreement dated June 28, 2022 between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF CLAYTON** ("Principal").

For the following project, Principal agrees to retain Consultant to provide these services:

**PROJECT DESCRIPTION:** American Rescue Plan (ARP) Firefighter Grant Program Application for the Borough of Clayton Fire Department

**SCOPE OF SERVICES:** The Consultant shall, as authorized, undertake the necessary analyses, applications and related activities to accomplish the following:

- Preparation of governing body resolution
- Preparation of narrative detailing need, call counts over a three-year period, population served, number of active personnel, and amount and source of any local match
- Preparation of a detailed proposed project budget
- Preparation of required certifications
- Preparation of list of key personnel who will be managing the grant funds
- Coordination of signatures on required application documents
- Uploading all required applications to SAGE
- Preparation and delivery to client of one hard copy of the complete application

**POST-SUBMISSION TECHNICAL ASSISTANCE:** Upon Principal's request, Consultant will provide technical assistance as needed to address in-house staff questions, follow up discussions with government officials, follow up with other issues associated with application, etc. Post-Submission Technical Assistance services to be pre-approved by Principal.

**DATA TO BE FURNISHED TO CONSULTANT:** The Principal shall provide the Consultant information and documentation, which the Consultant may require to properly render the services provided for in this Agreement.

**TIME OF PERFORMANCE:** The ARP Firefighters Grant Application shall be completed and submitted on behalf of the Principal on or before August 13, 2022

**RIGHT OF FIRST REFUSAL:** Upon funding approval of the ARP Firefighters Grant application, Principal agrees to grant Triad Associates right of first refusal to provide grant administration and implementation services.

**NOTIFICATION OF FUNDING APPROVAL/AWARD:** Principal shall provide Consultant with a copy of any notification of funding approval / award and any related documentation.

## EXHIBIT B

### COMPENSATION AND METHOD OF PAYMENT

Attached to and made a part of the Agreement dated June 28, 2022 between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF CLAYTON** ("Principal").

Principal agrees to pay the Consultant as follows:

**COMPENSATION:** Principal shall provide compensation of on an hourly basis not to exceed \$2,500.00 for services provided in accordance with Exhibit A as follows:

- Preparation and submission of an American Rescue Plan (ARP) Firefighter Grant Program Application
- Post-Submission Technical Assistance provided upon Principal's request and billed on an hourly basis.

**METHOD OF PAYMENT:** Principal agrees to pay Consultant in accordance with the following billing schedule:

- An invoice will be submitted upon completion of the ARP Firefighters Grant Application.
- Should the Principal opt not to submit the ARP Firefighters Grant Application after entering into this Grant Writing Agreement, an invoice will be submitted based on the level of work completed up to the time of withdrawal.
- Principal shall process all invoices for payment upon receipt.
- **Payment Address:** All payments must be remitted to Triad Associates, 1301 W. Forest Grove Road, Bldg. 3A, Vineland, NJ 08360

**HOURLY RATES:**

STAFF CATEGORY	RATE
Chief Executive Officer	\$225 per hour
President/Vice President/COO/Technical Specialist	\$200 per hour
Senior Associate	\$175 per hour
Associate	\$150 per hour
Housing Technician	\$135 per hour
Junior Associate	\$100 per hour

**POST APPROVAL/IMPLEMENTATION:** Services which are a part of this engagement shall be authorized to proceed by the municipality at such time that the budget has been established and funding for said services identified in the budget.

**UNSPECIFIED TECHNICAL SERVICES:** For services outside the scope of this contract, Consultant shall invoice at the hourly rate effective at the time of service. These rates include all clerical and related services. Unspecified technical services will be performed upon prior authorization from the Principal and/or Principal's staff.

**OVERNIGHT DELIVERY AND CERTIFIED MAIL SERVICES:** Consultant's compensation excludes charges for sending items via overnight delivery services (e.g., UPS, FedEx, USPS Express Mail Service, USPS Certified mail, or other similar services) to the Principal or on behalf of the Principal to other parties. Consultant will charge the Principal the actual cost of these services.

**COPIES:** Consultant shall provide the appropriate number of copies of applications/study/ work product necessary to meet submission requirements of the funding source. Consultant will also provide one (1) complimentary hard copy and one (1) PDF copy of final application, study or final work product for the Principal's file.