

RESOLUTION: 98-22

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

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 a Congressionally Directed Spending – Booker Application in connection with the acquisition of a Ladder Truck for a total amount not to exceed \$1,750.00.
2. The term of this contract shall be from April 14, 2022 to April 13, 2023.
3. Donna Nestore, CFO, for the Borough of Clayton certifies that \$1,750.00 is available through the 2022 Municipal Budget – Finance 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 April 14, 2022.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:



CHRISTINE NEWCOMB, Municipal Clerk



April 13, 2022

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

**RE: Authorization to Proceed – Borough of Clayton
Congressionally Directed Spending for FY2023 – Booker Application
Acquisition of a Ladder Truck**

Dear Ms. Miller,

Please allow this letter to confirm that Borough of Clayton has authorized TRIAD Associates to prepare and process a Congressionally Directed Spending – Booker 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 of \$1,750.00 as set forth on Exhibit "B" hereto. *Note: This fee will be credited toward the cost to prepare a FEMA Assistance to Firefighters Grant (AFG) application, should the Borough opt to apply.*

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 14th day of April, 2022

BOROUGH OF CLAYTON

By: _____

Name / Title

Tom Bianco, Mayor

Witness/Attest

Christine Newcomb, Clerk

EXHIBIT A

PROJECT DESCRIPTION AND SCOPE OF SERVICES

Attached to and made a part of the Agreement dated April 13, 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: Prepare and submit a Congressionally Directed Spending FY2023 – Booker Application for Acquisition of a Ladder Truck

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

1. Organization Information
2. Head of Organization Contact Info
3. Staff Contact at Organization (for application)
4. Additional Information:
 - Name of Lobbying Firm and Contact Info
 - Disclose any funding requested from any other member of Congress
5. Project Description
 - Name of project and location
 - Project Prioritization
 - Project Purpose
 - Detailed Project Description
 - Project benefit
 - Population served
 - Job creation
 - Justification / Value
 - Community Equity
 - Project location
 - Use of Funds and Budget Categories
 - Minimum amount needed for project
 - Anticipated funding sources
 - Amount raised to date
 - Work that is already completed
 - Please specify the applicable Appropriations bill you are seeking funding through.
 - Associated Sub-Account
6. Funding History
 - Year
 - Amount
 - Appropriations
 - Other funding
 - competitively awarded grant funding
7. Abstract: Description of proposed activity and objectives.
8. Supporting documentation

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. Such information or documentation may include planning, reports or analyses, descriptions and specifications for equipment to be purchased, cost estimates and other pertinent materials.

TIME OF PERFORMANCE: The Application shall be completed and submitted on behalf of the Principal on or before April 20, 2022.

RIGHT OF FIRST REFUSAL: Upon funding approval of the Congressionally Directed Spending 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 April 13, 2022, between **TRIAD ASSOCIATES** ("Consultant"), and **BOROUGH OF CLAYTON** ("Principal").

Principal agrees to pay the Consultant as follows:

COMPENSATION: Principal shall provide compensation of \$1,750.00* for services provided in accordance with Exhibit A as follows:

- Preparation and submission of a Congressionally Directed Spending FY2023 – Booker Application

** Fee will be credited toward the cost to prepare a FEMA Assistance to Firefighters Grant (AFG) application, should the Borough opt to apply.*

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

- Consultant will provide an invoice upon submission of the completed Application.
- 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

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.