

RESOLUTION NO. 2016 - 12

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG
HARBOR, COUNTY OF OCEAN, STATE OF NEW
JERSEY, APPOINTING T&M ASSOCIATES AS
TOWNSHIP GRANT WRITER**

WHEREAS, the Township of Little Egg Harbor is in need of the services of a Township Grant Writer; and

WHEREAS, although the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for “Professional Services” without competitive bids, the Township issued a request for proposals for professional service contracts in accordance with the competitive negotiation procedure as delineated within Section 40-8 of the Township Code of the Township of Little Egg Harbor, entitled “Fair and open process utilized to award contracts with anticipated value in excess of \$17,500”; and

WHEREAS, a determination of value has been made by the Township that said contract shall be a value in excess of \$17,500; and

WHEREAS, said competitive negotiation procedure satisfies the requirements of a fair and open process under N.J.S.A. 19:44A20.5 *et seq.*; and

WHEREAS, all proposals were to be submitted to the Office of the Township Clerk by December 1, 2015; and

WHEREAS, the Township Administrator has reviewed the proposals submitted and recommends T&M Associates; and

WHEREAS, T&M Associates is duly qualified to serve as Township Grant Writer; and

WHEREAS, it is the desire of the Mayor and Township Committee to appoint T&M Associates as Township Grant Writer for the Township of Little Egg Harbor; and

WHEREAS, the maximum amount of the contract to be awarded under this resolution is set forth in the 2016 municipal budget; and

WHEREAS, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, authorizes the award of contracts for “Professional Services” and requires that the resolution and contract be made available for public inspection.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That T&M Associates, is hereby appointed as Township Grant Writer for the Township of Little Egg Harbor for a term on one year, commencing January 1, 2016, and ending December 31, 2016 and shall be paid for all services as set forth on Schedule A, attached hereto and made a part hereof.

2. That the Mayor is hereby authorized to execute and the Township Clerk to attest to the attached agreement with T&M Associates.

3. That this contract is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because it is for services to be performed by a person(s) authorized by law to practice a recognized profession.

4. That a notice of this action shall be printed once in the official newspaper of the Township of Little Egg Harbor.

5. That this resolution shall take effect on January 1, 2016.

6. That the agreement shall be an open ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No services shall

be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services.

7. That a certified copy of this resolution, together with a copy of the contract between the parties, shall be provided by the Township Clerk to the Chief Financial Officer and to T&M Associates.

Motion to Approve: Gormley Second: Kehm Roll Call:

| | |
|---------|----------------|
| Gormley | <u>yes</u> |
| Kehm | <u>yes</u> |
| Kobryn | <u>yes</u> |
| Schlick | <u>Abstain</u> |
| Stevens | <u>yes</u> |

CERTIFICATION

I, **DIANA K. MCCRACKEN, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the **1st** day of **January, 2016**.

Diana K McCracken, RMC
DIANA K. MCCRACKEN, Township Clerk
Little Egg Harbor Township

CERTIFICATE OF AVAILABILITY OF FUNDS

RESOLUTION NO. 2016-12

T&M Associates as Township Grant Writer

I, **GARRETT LOESCH**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that no amount shall be chargeable or certified until such time as goods and/or services are ordered and/or rendered. Prior to incurring the liability by placing the order or receiving the services, the certification of available funds shall be issued and attached to the file copy of the purchase order or other such document.



GARRETT LOESCH, Chief Financial Officer
Township of Little Egg Harbor



SCHEDULE OF HOURLY BILLING RATES

|  2016 Schedule of Hourly Billing Rates | |
|--|-------------------|
| Billing Title | Billing Rate/Hour |
| Junior Technical Staff Administrative Support Staff | \$72.00 |
| Field Staff Professional Entry Level | \$92.00 |
| Technical Staff Junior Professional Staff | \$115.00 |
| Senior Technical and Field Staff | \$120.00 |
| Professional Staff | \$124.00 |
| Senior Professional Staff Supervising Technical Staff | \$142.00 |
| Supervising Professional Staff | \$150.00 |
| Principal Division Manager Corporate Manager | \$152.00 |

Billing Basis: Fixed Rate for Each Billing Title
Title M-2016 LEHT/LEPB/LEPL

T&M occasionally uses part-time and temporary staff to meet peak workload demands, and these staff will be billed in accordance with the rate schedule above.