

WEST DEPTFORD TOWNSHIP

RESOLUTION 2018-11

RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICE CONTRACT PURSUANT TO A FAIR AND OPEN PROCESS TO PROVIDE FOR AN ADMINISTRATIVE AGENT FOR THE ADMINISTRATION OF AFFORDABLE UNITS FOR THE YEAR 2018

**WHEREAS**, West Deptford Township has determined that it shall use a fair and open process to acquire certain services in accordance with the provisions of N.J.S.A. 19:44A-20-5; and

**WHEREAS**, N.J.S.A. 19:44A-20-5 provides that contracts awarded through a fair and open process may be awarded based on price and other factors; and

**WHEREAS** West Deptford Township has determined there exists a need to acquire the services of an **Administrative Agent for the Administration of Affordable Units** as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20-5; and

**WHEREAS**, this one (1) year contract shall commence on January 1, 2018 and terminate on December 31, 2018; and

**WHEREAS**, on November 30, 2017, Triad Associates submitted a responsive and responsible proposal, price and other factors considered, to provide an Administrative Agent for the Administration of Affordable Units services for the Township of West Deptford; and

**WHEREAS**, funding for this contract shall be encumbered by the West Deptford Township Finance Officers in accordance with N.J.A.C. 5:30-5.4;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of West Deptford, Gloucester County, New Jersey, as follows:

1. That, Triad Associates be and is hereby appointed Administrative Agent for the Administration of Affordable Units for the Township of West Deptford for the year commencing January 1, 2018, and ending December 31, 2018.
2. That the Mayor and Municipal Clerk are hereby authorized and directed to execute a contract with Triad Associates as Administrative Agent for the Administration of Affordable Units for a fee of **\$100.00-\$175.00 per hour** for services as defined in the contract. Said contract is awarded in compliance with rules and restrictions of N.J.S.A. 19:44A-20-5 and Township Ordinance Creating Fair and Open Process.
3. A Notice stating the nature, duration, service and the amount of the contract and that this Resolution and contract are on file and available for public inspection in the office of the Township Clerk shall be published in *The South Jersey Times and/or Courier Post*

**ADOPTED** at the annual Reorganization Meeting of the Township Committee of the Township of West Deptford held on January 3, 2018.

TOWNSHIP OF WEST DEPTFORD

By:

Denice DiCarlo  
DENICE DICARLO, Mayor

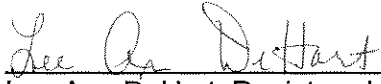
ATTEST:

Lee Ann DeHart

Lee Ann DeHart, Registered Municipal Clerk

**CLERKS CERTIFICATION**

I, Lee Ann DeHart, Registered Municipal Clerk of the Township of West Deptford, do hereby certify that the foregoing Resolution was duly adopted at the annual Reorganization Meeting of the Township of West Deptford, held on this 3<sup>rd</sup> day January, 2018.



Lee Ann DeHart, Registered Municipal Clerk