

RESOLUTION 2020-32

**AUTHORIZING THE AWARD
OF A PROPRIETARY CONTRACT
WITH AN ESTIMATED COST BETWEEN \$6,000.00 AND \$40,000.00
WITHOUT PUBLIC ADVERTISING FOR BIDS**

WHEREAS, the "Local Public Contracts Law" provides that except for contracts which require the performance of professional services, all contracts or agreements that are less than the bid threshold but are fifteen percent (15%) or more of that amount, two competitive quotations, whenever practicable, shall be solicited by the contracting agent, and the contract shall be awarded to the vendor whose response is the most advantageous, price and other factors considered; and

WHEREAS, N.J.S.A. 40A:11-13(d) provides that if the goods or services to be provided or performed are proprietary, such goods or services may be purchased if the resolution so indicates and the special need for such proprietary goods or services is directly related to the performance, completion or undertaking of the purpose for which the contract is awarded; and

WHEREAS, the Bordentown Sewerage Authority has solicited the following competitive quotations:

<u>BIDDER</u>	<u>PRICE</u>
LookFirst Technology, LLC	\$5,369.91

for the proprietary goods or services set forth below:

Two (2) Lenovo ThinkCentre Tiny Desktop Windows 10 Pro Computers (\$1,869.98), One (1) Lenovo ThinkPad Laptop Windows 10 Pro Computer (\$1,229.98), Three (3) Microsoft Office 2019 Licenses (\$674.97), Labor and Installation for three new workstations (\$525.00), Shipping (\$19.98), Labor and Installation for Windows 10 upgrade to four workstations (\$1,050.00)

which the Authority has determined are directly related to the performance, completion or undertaking of the project for the following reasons:


Mandatory upgrade from Windows 7 to Windows 10 and three new workstations to allow the Authority continued maintenance of an efficient system of computers and software throughout the organization.

WHEREAS, a certificate of availability of funds has been provided by the designated certifying finance officer and is attached hereto.

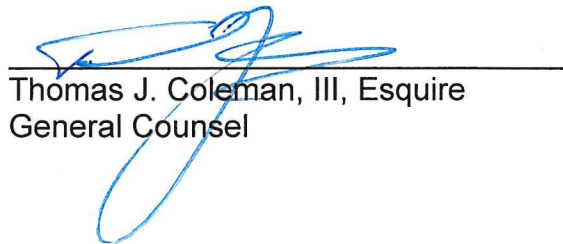
NOW, THEREFORE, BE IT RESOLVED, this 16th day of March, 2020, that the aforesaid contract for the proprietary services described above be and the same is hereby awarded to: **Lookfirst Technology, LLC in the amount of \$5,369.91**

THE BORDENTOWN SEWERAGE AUTHORITY

By: 
James E. Lynch, Jr., Chairman

Attest: 
Joseph R. Malone, III, Secretary

I have reviewed this resolution and the certificate of availability of funds and am satisfied that an appropriate certificate of availability has been provided.


Thomas J. Coleman, III, Esquire
General Counsel

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Elizabeth J. Kwelty, Administrative Manager and Certifying Finance Officer of The Bordentown Sewerage Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Two (2) Lenovo ThinkCentre Desktop Computers-Windows 10 Pro (\$1,869.98), One (1) Lenovo ThinkPad Laptop Computer-Windows 10 Pro (\$1,229.98), Three (3) Microsoft Office 2019 Licenses (\$674.97), Labor and Installation-three workstations (\$525.00), Shipping (\$19.98), Labor and Installation-Windows 10 upgrade-four workstations (\$1,050.00)

CONTRACTOR: LookFirst Technology, LLC

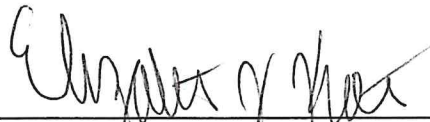
CONTRACT AMOUNT: \$5,369.91

BUDGETARY LINE ITEM: 01-001-6101

I certify that the same funds have not been certified as available for more than one pending contract.

3/16/20

Date



Elizabeth J. Kwelty
Certifying Finance Officer

PURCHASE REQUISITION

P.O. No.	VENDOR	Name LookFirst Technology, LLC	Vendor No. 88
P.O. Date		Address 100 Highpoint Drive, Suite 104	Phone
Requisitioned By Elizabeth Kwelty		Date	City, State, Zip Code Chalfont, PA 18914

Item No.	Quantity	Description	Budget No.	Unit Price	Extended Price
	2	Lenovo ThinkCentre Desktop Computer	01-001-610I	934.99	1,869.98
		Intel Core i5, 8GB ram, 256GB ssd Tiny			
		Windows 10 Pro 64-bit; E Gehm, E Kwelty			
	1	Lenovo ThinkPad Laptop Computer		999.99	999.99
		Intel Core i5, 8GB ram, 256GB ssd			
		Windows 10 Pro 64-bit; T Redwood			
	1	ThinkPad Pro Docking Station		229.99	229.99
	3	Microsoft Office 2019 Home & Business		224.99	674.97
		License - E Gehm, E Kwelty, T Redwood			
	5	Hours Labor & Installation- 3 Workstations		105.00	525.00
	2	Shipping		9.99	19.98
	10	Hours Labor & Installation for Windows 10		105.00	1,050.00
		upgrade of four workstations; R Eustace,			
		C Bluhm, T Jarvis, Payment Counter			
		Contract 2020-C1			
		Purchase Three User Workstations &			
		Upgrade Four Workstations			
		Lookfirst Quotes 1895, 1998, 1898			

Is this a Fixed Asset? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total Extended Price →	\$5,369.91
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Department Head Approval	Executive Director Approval
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Liz Kwelty

Windows 10 Replacement Desktops

1895

v1

February 25, 2020



LookFirst Technology, LLC
100 Highpoint Drive, Suite 104
Chalfont, PA 18914
T: 215.996.1488 F:215.822.9494

Prepared For

Bordentown Sewer Authority
Liz Kwelty
954 Farnsworth Avenue
Bordentown, NJ 08505
ekwelty@bordentownsa.org

Prepared By

LFT Sales Team
Phone: 215.996.1488
Email: sales@lookfirsttech.com

Hardware		Price	Qty	Extended
\$852.91	 Lenovo ThinkCentre Desktop Computer - Intel Core i5 - 8 GB RAM - 256 GB SSD - Tiny - Windows 10 Pro 64-bit - Bluetooth 4.2 - English (US) Keyboard <i>E GEM</i> <i>E KWELTY</i>	\$934.99	3 2	\$2,804.97
Hardware Subtotal				\$2,804.97

Software		Price	Qty	Extended
\$207.01	Microsoft Office 2019 Home & Business - License - 1 PC/Mac, 1 Device - Download - All Languages - Intel-based Mac, PC	\$224.99	3 2	\$674.97
Software Subtotal				\$674.97

Services		Price	Qty	Extended
Labor	Installation and Configuration (Quantity represents number of hours) An LFT technician will perform the following: <ul style="list-style-type: none"> ● Configure the desktop, install Microsoft Office, transfer data from other system if needed, and perform all system updates. ● Setup and configure the Outlook desktop app for the user's email ● Join computer to the domain and confirm user's software and files are correctly setup. ● Install requested printers. ● Facilitate installation of Flexibill, Microfund, and other corporate software ● Confirm all software and system functions are running correctly. 	\$105.00	2.5	\$262.50
Services Subtotal				\$262.50

Recap	Amount
Hardware	\$2,804.97
Software	\$674.97
Services	\$262.50
Subtotal	\$3,742.44
Shipping	\$9.99
Total	\$3,752.43

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Note: Illustrations appearing in this proposal are representative of the item(s) and the actual item(s) may differ.

50% down payment required upon receipt of order.

PURCHASE ORDER will be provided

934.99
- 224.99

2592.45

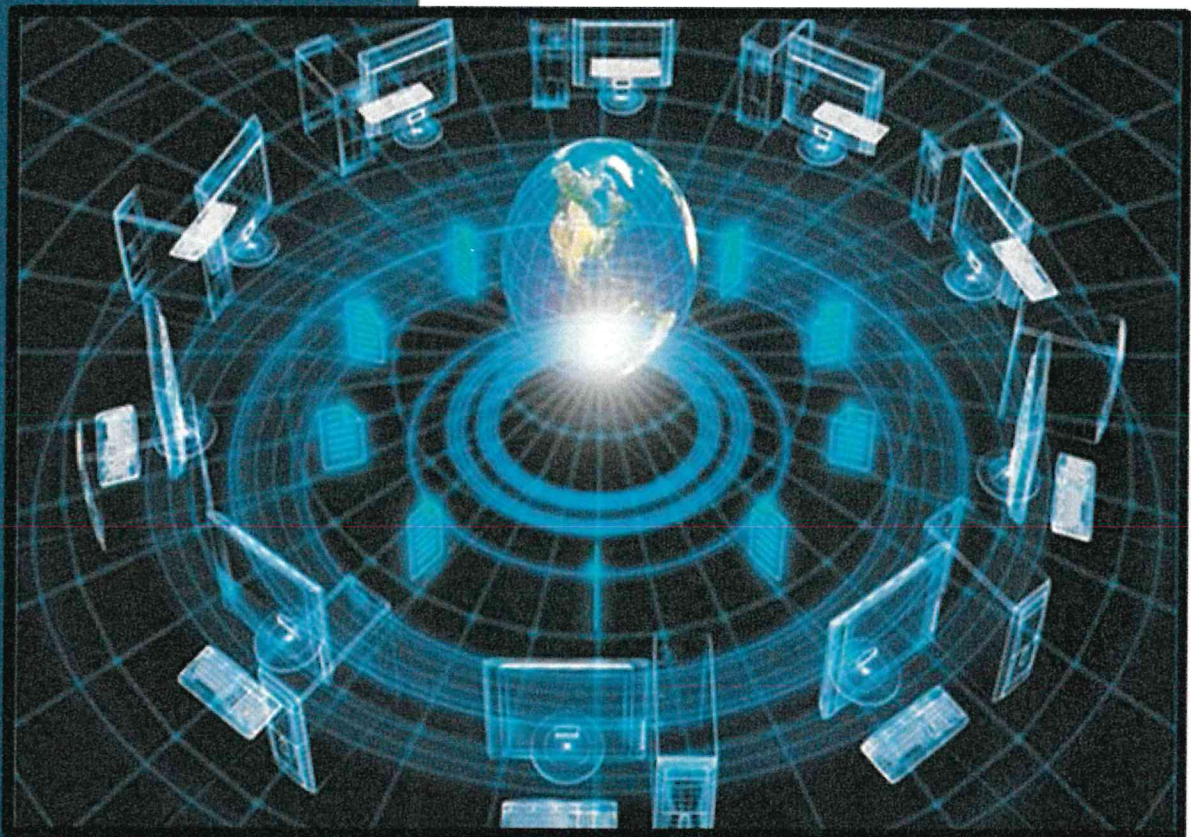
Liz Kwelty

Windows 10 Replacement Laptop

1998

v1

February 27, 2020



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Prepared For

Bordentown Sewer Authority
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Prepared By

LFT Sales Team
Phone: 215.996.1488
Email: sales@lookfirsttech.com

T REDWOOD

Hardware		Price	Qty	Extended
\$922.08	Lenovo ThinkPad Laptop Computer - Intel Core i5 - 8 GB RAM - 256 GB SSD - Windows 10 Pro 64-bit - Bluetooth 4.2 - English (US) Keyboard	\$999.99	1	\$999.99
\$210.45	ThinkPad Pro Docking Station	\$229.99	1	\$229.99
Hardware Subtotal				\$1,229.98

Software		Price	Qty	Extended
\$207.01	Microsoft Office 2019 Home & Business - License - 1 PC/Mac, 1 Device - Download - All Languages - Intel-based Mac, PC	\$224.99	1	\$224.99
Software Subtotal				\$224.99

Services		Price	Qty	Extended
Labor	<p>Installation and Configuration (Quantity represents number of hours)</p> <p>An LFT technician will perform the following:</p> <ul style="list-style-type: none"> ● Configure the desktop, install Microsoft Office 365, transfer data from other system if needed, and perform all system updates. ● Setup and configure the Outlook desktop app for the user's email ● Join computer to the domain and confirm user's software and files are correctly setup. ● Install requested printers. ● Facilitate installation of Flexibill, Microfund, and other corporate software ● Confirm all software and system functions are running correctly. 	\$105.00	2.5	\$262.50
Services Subtotal				\$262.50

Recap		Amount
	Hardware	\$1,229.98
	Software	\$224.99
	Services	\$262.50
	Subtotal	\$1,717.47
	Shipping	\$9.99
	Total	\$1,727.46

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Note: Illustrations appearing in this proposal are representative of the item(s) and the actual item(s) may differ.

LOOKFIRST
technology

Liz Kwelty

Windows 10 In-Place Upgrades

1898

v1

February 25, 2020



LookFirst Technology, LLC
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T: 215.996.1488 F:215.822.9494

Prepared For

Bordentown Sewer Authority
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Prepared By

LFT Sales Team
Phone: 215.996.1488
Email: sales@lookfirsttech.com

Services	Price	Qty	Extended
<p>Installation and Configuration (Quantity represents number of hours) <i>FOR FOUR (4) WORK STATIONS</i></p> <p>LookFirst Technology will perform the following:</p> <ul style="list-style-type: none"> Windows Upgrade: <ul style="list-style-type: none"> Install necessary media to perform operating system upgrade. Will upgrade current Windows 7 operating system to Windows 10. Update or install all necessary software and applications, including Microsoft Office 365 Business Premium. Confirm all software and system functions are running correctly. Microsoft Office 365 Business Premium: <ul style="list-style-type: none"> Set up email account in Outlook desktop app. Confirm all Microsoft Office software apps are running correctly. <p><i>COUNTER RICK E. CHUCK B TOM J.</i></p> <p>*This labor charge is only a ONE TIME fee. This cost will not be repeated yearly.*</p>	\$105.00	10	\$1,050.00
Services Subtotal			\$1,050.00

Recap	Amount
Services	\$1,050.00
Total	\$1,050.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Note: Illustrations appearing in this proposal are representative of the item(s) and the actual item(s) may differ.

Date: 02/27/2020
 Time: 1:33:43PM

Statement of Expenditures, Encumbrances & Appropriations

User: EKWELTY
 Page: 1

BORDENTOWN SEWERAGE AUTHORITY For Period Ending 02/29/2020

ACCOUNT ACCOUNT DESCRIPTION	APPROPRIATIONS	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	PRIOR YEAR OUTSTANDING ENCUMBRANCES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
01-001-500A ADMINISTRATIVE SALARIES	306,000.00	21,391.85	60,163.86			245,836.14	19.66
01-001-500B BOARD SALARIES	3,000.00					3,000.00	
01-001-500E ADMINISTRATIVE OVERTIME	1,500.00					1,500.00	
01-001-500F ADMIN - OTHER	14,000.00					14,000.00	
01-001-600A PERS ASSESSMENT	128,679.00					128,679.00	
01-001-600B ADMINISTRATIVE FICA (EMPLOYEE)	26,500.00	1,527.08	4,301.08			22,198.92	16.23
01-001-600C ADMINISTRATIVE NJSEHBP	94,000.00	6,154.37	19,830.43			74,169.57	21.10
01-001-600D ADMINISTRATIVE PRESCRIPTION	24,250.00	1,408.06	4,587.42			19,662.58	18.92
01-001-600E NJ DISABILITY EMPLOYER	3,000.00	74.40	157.41			2,842.59	5.25
01-001-600F DENTAL COVERAGE/ADMIN	3,800.00	351.61	1,119.12			2,680.88	29.45
01-001-600G EYEGLASS REIMBURSEMENT/AD	1,400.00					1,400.00	
01-001-601C NJSEHBP FOR RETIREES	100,000.00	5,001.93	17,092.97		10,150.20	72,756.83	27.24
01-001-610A INSURANCE	110,000.00		57,459.53			52,540.47	52.24
01-001-610B TRUSTEE FEES	9,000.00		5,300.00			3,700.00	58.89
01-001-610C TELEPHONE EQUIPMENT/CALLS	11,000.00	2,839.21	4,404.58		6,439.50	155.92	98.58
01-001-610D ENGINEERING FEES	45,000.00		2,201.00		1,632.25	41,166.75	8.52
01-001-610E AUDITING FEES	45,000.00	526.73	526.73		20,000.00	24,473.27	45.61
01-001-610F LEGAL FEES	65,000.00	4,700.00	14,100.00			50,900.00	21.69
01-001-610G POSTAGE	16,000.00	235.00	3,203.84		8,830.26	3,965.90	75.21
01-001-610H OFFICE FORMS	5,000.00	118.17	4,336.19			663.81	86.72
01-001-610I OFFICE EQUIPMENT/MAINTENANC	70,000.00	2,269.35	43,378.38		9,041.91	17,579.71	74.89
01-001-610J							

SAKON, MACKIN, ANDON

5,369.91 lockfast