

RESOLUTION 2021-41

AUTHORIZING THE AWARD OF A CONTRACT WITH AN ESTIMATED COST BETWEEN \$6,600.00 AND \$44,000.00 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, the Bordentown Sewerage Authority has solicited the following quotations from the contracted vendor for Operating System and Computer Hardware Maintenance Support:

<u>BIDDER</u>	<u>PRICE</u>
LookFirst Technology, LLC	\$15,469.90

for the goods or services set forth below:

PROJECT 1: Website recreation \$5,649.99

PROJECT 2: Computer upgrades \$7,299.91

Four ThinkBook 15 Laptops (\$4,999.96), Two Laptop dock (\$439.98), Two Terminal Server user licenses-four users will be created, the Authority has two previously purchased licenses (\$259.98), Four AEP stack standard licenses (\$100.00), Fourteen hours setup and configuration (\$1,470.00), Shipping (\$29.99)

PROJECT 3: Windows Server 2019 upgrade \$2,520.00

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

PROJECT 1: The Authority's website was created on a system that is no longer supported, in a programming language that is no longer compatible.

PROJECT 2: Four new workstations to allow the Authority continued maintenance of an efficient system of computers and software throughout the organization.

PROJECT 3: Currently running Windows 2011 which is no longer supported by Microsoft.

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 21st day of June, 2021, 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 \$15,469.90**

THE BORDENTOWN SEWERAGE AUTHORITY

By: M. Ellen Gulbinsky
M. Ellen Gulbinsky, Chairwoman

Attest:

Joseph R. Malone, III
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
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: Website redesign and upgrade
CONTRACTOR: LookFirst Technology, LLC
CONTRACT AMOUNT: \$5,649.99
BUDGETARY LINE ITEM: 02-004-7610

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

6/21/21

Date



Elizabeth J. Kwelty
Certifying Finance Officer

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) Computer upgrades \$7,299.91 - Four ThinkBook 15 Laptops (\$4,999.96), Two Laptop dock (\$439.98), Two Terminal Server user licenses-four users will be created, the Authority has two previously purchased licenses (\$259.98), Four AEP stack standard licenses (\$100.00), Fourteen hours setup and configuration (\$1,470.00), Shipping (\$29.99)

CONTRACTOR: LookFirst Technology, LLC

CONTRACT AMOUNT: \$7,299.91

BUDGETARY LINE ITEM: 01-001-610I

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

6/21/21

Date



Elizabeth J. Kwelty
Certifying Finance Officer

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: Windows Server 2019 Upgrade
CONTRACTOR: LookFirst Technology, LLC
CONTRACT AMOUNT: \$2,520.00
BUDGETARY LINE ITEM: 01-001-610I

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

6/21/21

Date



Elizabeth J. Kwelty
Certifying Finance Officer



Website Update

Bordentown Sewerage Authority

Quote #LFTQ2319



QUOTE #:	LFTQ2319
DATE:	May 18, 2021

LookFirst Technology, LLC
 100 Highpoint Drive , Suite 104,
 Chalfont, PA 18914

Phone: 215-996-1488
 Fax: 215-822-9494

Prepared For:

Liz Kwelty
 Bordentown Sewerage Authority
 954 Farnsworth Avenue
 Bordentown, New Jersey 08505
 UNITED STATES

Phone: (609) 291-9105
 Email: ekwelty@bordentownsa.org

Prepared By:

Sean McCoy
 Customer Needs Specialist
 sales@lookfirsttech.com
 215-996-1488

Valid Through
Jun 25, 2021

Qty	Description	Manufacturer	Unit Price	Ext. Price
Subscriptions				
1.00	Web Hosting - 1-Year Recurring Charge		\$249.99	\$249.99
Labor				
1.00	Website Recreation		\$5,400.00	\$5,400.00

The following work will be performed:

- Upgrade WordPress and outdated plugins
- Remove outdated theme(s)
- Create a new WordPress theme that looks like the existing site
 - Homepage template
 - Category template
 - Single page template
 - Single post template
 - Search results template
 - Sitemap template
- Make header and footer configurable in WordPress
- Create Alert banners functionality
- Make phone numbers callable
- Make website full width
- Implement Calendar functionality

Qty	Description	Manufacturer	Unit Price	Ext. Price
			SubTotal	\$5,649.99
			Tax	\$0.00
			Shipping	\$0.00
			TOTAL	\$5,649.99

Total Recurring Monthly Fees	\$0.00
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Total Recurring Annual Fees	\$249.99
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Please feel free to contact me if I can be of any further assistance.

New Laptops and Terminal Server Users

Bordentown Sewerage Authority

Quote #LFTQ2335



QUOTE #:	LFTQ2335
DATE:	Jun 14, 2021

LookFirst Technology, LLC
 100 Highpoint Drive , Suite 104,
 Chalfont, PA 18914

Phone: 215-996-1488
 Fax: 215-822-9494

Prepared For:

Liz Kwelty
 Bordentown Sewerage Authority
 954 Farnsworth Avenue
 Bordentown, New Jersey 08505
 UNITED STATES

Phone: (609) 291-9105
 Email: ekwelty@bordentownsa.org

Prepared By:

Sean McCoy
 Customer Needs Specialist
 sales@lookfirsttech.com
 215-996-1488

Valid Through

Jul 14, 2021

Qty	Description	Manufacturer	Unit Price	Ext. Price
Hardware				
4.00	ThinkBook 15 Laptop - Ryzen 7 CPU (or equivalent) - 16GB RAM - 512GB SSD <i>LFT Cost: \$1149.99</i>	Lenovo	\$1,249.99	\$4,999.96
2.00	Laptop Dock w/ Pass-through Charging <i>LFT Cost: \$199.99</i>	Lenovo	\$219.99	\$439.98
Software				
2.00	Win Server 2019 RDS User CAL <i>LFT Cost: \$119.99</i>	Microsoft	\$129.99	\$259.98
4.00	AEP Stack Standard License - 1 User Monthly Fee <i>These 4 Standard licenses will replace 4 of the existing Basic licenses. The reason for this is that the Standard license includes an Office 365 applications subscription, while the Basic license does not. The following users will be upgraded from Basic to Standard:</i> <ul style="list-style-type: none"> - Alex Hale - Tom Redwood - Tom Jarvis - Chuck Bluhm 		\$25.00	\$100.00
Labor				
14.00	Setup and Configuration		\$105.00	\$1,470.00
	<i>An LFT Technician will perform the following:</i> <ul style="list-style-type: none"> - Configure the laptops, transfer data from existing system if applicable, and perform all system updates. 			

Qty	Description	Manufacturer	Unit Price	Ext. Price
	<ul style="list-style-type: none"> - Join computer to the domain if applicable and confirm users software and files are correctly setup. - Install VPN connection software and create/configure an RDP icon on the desktop to connect to a terminal server session. - Activate Office 365 applications on the terminal server for all four new users. - Confirm all software and system functions are running correctly. 			

SubTotal	\$7,269.92
Tax	\$0.00
Shipping	\$29.99
TOTAL	\$7,299.91

Total Recurring Monthly Fees	\$100.00
Total Recurring Annual Fees	\$0.00

Please feel free to contact me if I can be of any further assistance.



Windows Server 2019 Upgrade

Bordentown Sewerage Authority

Quote #LFTQ2321



QUOTE #:	LFTQ2321
DATE:	May 25, 2021

LookFirst Technology, LLC
 100 Highpoint Drive , Suite 104,
 Chalfont, PA 18914

Phone: 215-996-1488
 Fax: 215-822-9494

Prepared For:

Liz Kwelty
 Bordentown Sewerage Authority
 954 Farnsworth Avenue
 Bordentown, New Jersey 08505
 UNITED STATES

Phone: (609) 291-9105
 Email: ekwelty@bordentownsa.org

Prepared By:

Sean McCoy
 Customer Needs Specialist
 sales@lookfirsttech.com
 215-996-1488

Valid Through

Jun 24, 2021

Qty	Description	Manufacturer	Unit Price	Ext. Price
Software				
1.00	Microsoft Windows Server 2019 Standard - License - 16 Core - Microsoft Qualified, Volume, Local Government - Microsoft Open License for Government - English - PC	Microsoft Corporation	\$0.00	\$0.00
	<p><i>***This license has already been purchased. The purchase of the Windows Server 2019 license for the terminal server implementation allows for 2 simultaneous machines to be licensed, and only one has been licensed so far (the terminal server).</i></p>			
Labor				
1.00	Setup and Configuration		\$2,520.00	\$2,520.00

An LFT Technician will perform the following:

- Install and configure the Server 2019 software in existing hardware
- Perform all security updates for Server 2019 software
- Promote newly configured Server 2019 to the new Domain Controller
- Transfer all Domain roles to new server
- Update DNS to resolve old server name to new server IP
- Remap printers and shared drives to new location if necessary
- Decommision the old 2011 SBS server
- Standby for any issues that may come up

Qty	Description	Manufacturer	Unit Price	Ext. Price
			SubTotal	\$2,520.00
			Tax	\$0.00
			Shipping	\$0.00
			TOTAL	\$2,520.00

Total Recurring Monthly Fees	\$0.00
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Total Recurring Annual Fees	\$0.00
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Please feel free to contact me if I can be of any further assistance.