

**RESOLUTION 2021-103
AUTHORIZING AGREEMENT FOR
EXTRAORDINARY, UNSPECIFIABLE SERVICES**

WHEREAS, there exists a need to obtain services of a consultant to provide Operating System and Computer Hardware Maintenance Support; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-5(1)(a)(ii) exempts the award of contracts for extraordinary, unspecifiable services from the requirements of public advertisement and bidding; and

WHEREAS, the award of this contract meets the statute and regulations governing the award of said contracts; and

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

WHEREAS, the contract has an anticipated value of not more than \$44,000.00.

NOW, THEREFORE, BE IT RESOLVED this 20th day of December, 2021, by The Bordentown Sewerage Authority as follows:

1. The Executive Director is hereby authorized and directed to enter into an agreement with LookFirst Technology, LLC for Operating System and Computer Hardware Maintenance Support.

2. This contract is awarded without competitive bidding as an "Extraordinary Unspecifiable Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(ii) of the Local Public Contracts Law because this service is specialized and qualitative in nature requiring expertise, extensive training and proven reputation.

3. A notice of this action shall be published in the official newspaper of the Authority.

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.

Anthony T. Drollas, Jr.
Anthony T. Drollas, Jr., 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: Operating System and Computer Hardware
Maintenance Support

CONTRACT NUMBER: 2022-C1

CONTRACTOR: LookFirst Technology, LLC

CONTRACT AMOUNT: \$16,050.10

BUDGETARY LINE ITEM: 01-001-6101

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

12/20/21
Date


Elizabeth J. Kwelty
Certifying Finance Officer

Total Care/EC Agreement

— OVERVIEW —

At LookFirst Technology, LLC (“LFT”), “Total Care/EC” represents our comprehensive solution towards meeting the computer support needs of our valued clients. Customer satisfaction, creating ease of mind, and exceeding expectations are all part of our philosophy.

Total Care/EC exemplifies high-priority technical service

LFT will provide **Bordentown Sewerage Authority** (“the Client”) with efficient, flexible, and reliable computer hardware and operating system support and consulting services as detailed in the “IT Services” section of this agreement.

Total Care/EC fosters reliable support

LFT understands the importance of keeping your technical infrastructure running reliably. Support is offered through remote monitoring and on-site services to provide fast resolution to computer support needs. With the Total Care/EC Agreement, LFT technicians will be available during Regular Business Hours to respond to issues. Our team also offers off-hours Emergency Support for critical situations.¹

Total Care/EC promotes endless possibilities

Overall, our Total Care/EC Agreement provides comprehensive consulting and support services to keep your business technologies functioning efficiently. LFT’s resources, expertise, and experience will help reduce costs, improve reliability, and increase the security of your essential data and business operations.

LFT builds business relationships that last. We look forward to providing years of valuable service to your business and are fully prepared to take total care of you, our valued Customer.

The cost for LFT to provide **Bordentown Sewerage Authority** with the comprehensive IT Services under the terms described in the following pages of this Total Care/EC Agreement is:

TOTAL CARE/EC AGREEMENT	
Bordentown Sewerage Authority	
Description	Agreement Period 01/01/2022– 12/31/2022
Total Care/EC Agreement Annual Cost:	\$16,050.10
Total Care/EC Agreement Monthly Rate:	\$ 1,337.51

¹ “Regular Business Hours” and “Emergency Support Hours” are defined in the “Requesting Support” section of this Agreement on Page (5).