

RESOLUTION 2024-7
AUTHORIZING AWARD OF COMPETITIVE CONTRACT 2023-C14
COMPUTER NETWORKING AND INFORMATION TECHNOLOGY SERVICES
FOR A PERIOD OF JANUARY 1, 2024 – DECEMBER 31, 2028

WHEREAS, there exists a need to obtain services of a consultant to provide Computer Networking and Information Technology Services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-4.1) and the New Jersey Administrative Code (N.J.A.C. 5:34-4.1 et seq) designate permissible use of the competitive contracting process; and

WHEREAS, N.J.S.A. 40A:11-4.1k allows for use of competitive contracting for operation, management, or administration of other services with the approval of the Director of Local Government Services; and

WHEREAS, on March 1, 2023, the Director of Local Government Services provided approval pursuant to N.J.S.A. 40A:11-4.1k; and

WHEREAS, Bordentown Sewerage Authority Resolution 2023-37 was passed March 20, 2023 authorizing the use of competitive contracting for the procurement of Computer Networking and Information Technology Services through the request for proposals process; and

WHEREAS, Bordentown Sewerage Authority solicited proposals and the proposal opening took place November 28, 2023 at 10:00am; and

WHEREAS, the Authority received one proposal from LookFirst Technology, LLC, with an estimated contract total of \$226,500.00; and

WHEREAS, the Authority reviewed that proposal against the published criteria for the award of this contract, and the Authority recommends an award of the contract to LookFirst Technology, LLC, on terms consistent with the vendor's proposal; and

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

NOW, THEREFORE, BE IT RESOLVED this 16th day of January, 2024, 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 Computer Networking and Information Technology Services.
2. This contract is awarded without competitive bidding as a "Competitive Contract" in accordance with N.J.S.A. 40A:11-4 of the Local Public Contracts Law.

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:

Aneka Miller
Aneka Miller, 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: Computer Networking and Information Technology Services

CONTRACT NUMBER: 2023-C14

CONTRACTOR: LookFirst Technology, LLC

CONTRACT AMOUNT: \$226,500.00

Based on a reasonable estimate of goods and services needed over the contract term of five years with the Authority not obligated to spend the entire amount.

Proposal cost based on 2023 software fees is \$164,000.00; adding \$60,000 for hardware and software upgrades (\$12,000 per year based on historical purchasing) and \$2,500.00 for potential increases in subscription costs.

BUDGETARY LINE ITEMS: 01-001-610I
02-004-7610

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

01/16/24
Date



Elizabeth J. Kwelty
Certifying Finance Officer

Special situations (check all that apply):

- A.) The Authority is operating under a temporary budget and:
- 1. the full cost of the contract is certified against the temporary budget; or
 - 2. only the pro rata amount of the contract is charged against the temporary budget and the contract contains a clause making its continuation past the date subject to a further appropriation of sufficient funds.
- B.) This contract is an open-ended contract for goods at a unit price up to a maximum amount and:
- 1. the full maximum amount permitted by the contract is being certified; or
 - 2. the amount of the purchase shall be certified at the time that such goods are ordered by attaching the certificate of availability to the file copy of the purchase order.
- C.) This 12-month contract does not coincide with the fiscal year and:
- 1. the full cost of the contract is hereby certified against the budget of the year in which the contract is awarded; or
 - 2. the amounts for which liability is to be incurred is hereby certified against the two respective budgets at this time.
- D.) This is a multi-year contract and:
- 1. this contract is for construction and related services and the full amount of the contract is hereby certified to the current budget; or
 - 2. this is not a construction contract, and the availability of funds will be certified to the respective budgets at the time that the goods or services are ordered.

01/16/24
Date



Elizabeth J. Kwelty
Certifying Finance Officer