

RESOLUTION 107-2023

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT TO ROBBIE CONLEY ARCHITECT, LLC FOR PRELIMINARY ARCHITECTURAL SERVICES RELATED TO THE CONSTRUCTION OF A NEW PUBLIC WORKS BUILDING

WHEREAS, the Borough of Woodbury Heights has a need to retain architectural services for preliminary design for the construction of a new public works building as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, the Purchasing Agent/CMFO has determined and certified in writing that the value of the services from Robbie Conley Architect, LLC will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year(s) and may be extended 2 times as approved by this governing body; and

WHEREAS, Robbie Conley Architect, LLC has submitted a proposal dated October 6, 2023 indicating they will provide schematic design services and design development for the public works building in the amount of \$31,150.00; and

WHEREAS, Robbie Conley Architect, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Robbie Conley Architect, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Woodbury Heights in the previous one year, and that the contract will prohibit Robbie Conley Architect, LLC from making any reportable contributions through the term of the contract, and

WHEREAS, the Chief Financial Officer has certified funds in the amount of \$31,150.00 for the services to be rendered by Robbie Conley Architect, LLC for the preliminary design work for the development of a public works building.

NOW THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Woodbury Heights authorizes the Mayor to enter into a contract with Robbie Conley Architect, LLC as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification, the proposal of Robbie Conley Architect, LLC and the Determination of Value be placed on file with this resolution. *and,*

BE IT FURTHER RESOLVED, that the above documents shall be available for public inspection at the office of the Borough Clerk during regular business hours; and

BE IT FURTHER RESOLVED, that a notice in accordance with the Local Public Contracts Law of the State of New Jersey shall be published in the South Jersey Times.

BOROUGH OF WOODBURY HEIGHTS

BY: 

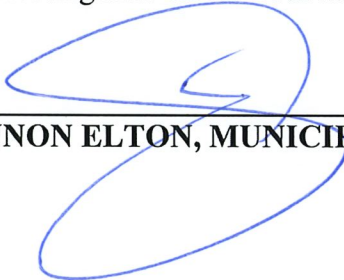
WILLIAM C PACKER, MAYOR

ATTEST:



SHANNON ELTON, MUNICIPAL CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 18th day of October, 2023



SHANNON ELTON, MUNICIPAL CLERK


CERTIFICATION OF AVAILABILITY OF FUNDS

I, Victoria Holmstrom, being the Chief Financial Officer of the Borough of Woodbury Heights, do hereby certify, pursuant to the rules of the Local Finance Board of the State of New Jersey and in accordance with N.J.S.A. 40A:4-57, that there are available adequate funds for the proposed contract between the Mayor and Borough Council of the Borough of Woodbury Heights and Robbie Conley Architect, LLC .

The money necessary to fund said contract is in the maximum amount of \$31,150.00 and upon approval of the contact, all funds expended shall be charged to the following:

X-04-55-134-000-101	\$ 15,575.00
X-06-56-082-000-101	\$ 15,575.00

These funds are not being certified as being available for more than the contract.



Victoria Holmstrom, CFO

Date: October 18, 2023

BOROUGH OF WOODBURY HEIGHTS
GLOUCESTER COUNTY, NEW JERSEY

Determination of Value Form

Prior to the Governing Body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, chief financial officer or chief administrative officer.

The determination of the amount is based on the value of the full life of the contract, not the amount spent annually.

SERVICES: Architect for Public Works Building Design (Preliminary Design)

Time Period: October 18, 2023 to October 17, 2024

Awarded Pursuant to: N.J.S.A. 19:44A-20.5

CERTIFICATION

I hereby certify that the estimated amount of the contract to be awarded exceeds \$17,500. I hereby further certify that funds to cover the expenditures for the above-referenced contract will be encumbered by purchase order

By: 

Victoria Holmstrom, Chief Financial Officer

Date: October 18, 2023