

R-16-119

**RESOLUTION AUTHORIZING THE AWARD OF A “FAIR AND OPEN”
CONTRACT FOR PROFESSIONAL SERVICES – GRANT WRITING &
CONSULTING SERVICES**

WHEREAS, the Borough of Highlands has a need for professional grant writing and consulting services; and

WHEREAS, the Borough has gone through the fair and open process, advertised on its website and in the Asbury Park Press on March 31, 2016, the solicitation for receipt of proposals from professional grant writers for said services and three (3) proposals were received and documented on April 22, 2016; and

WHEREAS, the Borough has reviewed all proposals received and it was determined that T & M Associates, satisfies the requisites contained in the request for proposals to be considered for professional services that the Borough may require during the contract year; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the value of the contract will exceed \$17,500; and

WHEREAS, this contract is to be awarded for an amount not to exceed \$20,000 for the contract year set to expire on December 31, 2016; and

WHEREAS, the governing body of the Borough of Highlands shall select which grants to apply for and will direct T & M Associates accordingly; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands.

I hereby certify funds are available as follows:

Patrick DeBlasio, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Borough of Highlands as follows:

1. T& M Associates, 11 Tindall Road, Middletown, NJ 07748 is hereby retained to provide professional grant writing and consulting services for an amount not to exceed \$20,000 for the contract year to expire on December 31, 2016.
2. The contract is awarded through the fair and open process as a Professional Service in accordance with N.J.S.A. 19:44A-20.5 et seq. and in accordance with N.J.S.A. 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.

3. A copy of this Resolution as well as the contract/proposal shall be placed on file with the Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

	INTRODUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BROULLON		X	X			
CARD						X
D'ARRIGO			X			
WELLS			X			
NOLAN	X		X			
ON CONSENT AGENDA		X	YES		NO	

Date: May 4, 2016

Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-16-119 adopted by the Governing Body of the Borough of Highlands on May 18, 2016.

Carolyn Cummins, Borough Clerk