

Township of West Milford

Passaic County, New Jersey

~ Resolution 2019 – 373 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT WITH PRIMEPOINT LLC FOR PAYROLL SERVICES AND POLICE SCHEDULING SOFTWARE

WHEREAS, the Township has the need to obtain a new payroll service that will better suit the needs of the municipality; and

WHEREAS, the Chief Financial Officer and the Principal Payroll Clerk have met with several different payroll providers and believe that Primepoint, LLC has the technology, including the scheduling software for the Police Department, that best suits the Township's needs; and

WHEREAS, Primepoint, LLC has submitted a proposal for payroll services and Police scheduling software in the amount of \$45,189.60, which includes a one-time set up fee in the amount of \$5,450.00; and

WHEREAS, the Township portion of the yearly payroll services are \$4,739.60 due to the banking agreement we have with Columbia Bank to pay up to \$35,000 for annual payroll expenses; and

WHEREAS, Primepoint, LLC will complete both a Political Contribution Disclosure Form and a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Township of West Milford with the elected officials in the previous one year, and that the contract will prohibit Primepoint, LLC from making any reportable contributions through the term of the contract.

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et. seq.) requires that the Resolution authorizing the award of contracts for Professional Services without competitive bids and the contract itself must be available for public inspection.

NOW THEREFORE, BE IT RESOLVED by the Township Council of the Township of West Milford as follows:

1. The Mayor and Acting Township Clerk be and are hereby authorized to execute a professional services contract with *Primepoint, LLC* of 2 Springside Road, Westampton, NJ 08060 for the Township Payroll Services and Police Scheduling Software.
2. The Chief Financial Officer has certified the availability of funds for these services, said funds to be encumbered from 01-201-25-240-498 in an amount not to exceed \$3,180.00 and 01-201-20-130-450 in an amount not to exceed \$7,009.60 without prior written consent from the Township Council.
3. That Primepoint, LLC begin the transition period as soon as practicable after the execution of the professional services contract for an implantation date of April 1, 2020.
4. This contract is awarded without competitive bidding as "Professional Services" pursuant to *N.J.S.A. 19:44A-20 et seq.* and the local public contracts law.
5. That a notice of this action shall be published in accordance with law, and said notice to provide that the contract awarded and this resolutions authorizing same are available for public inspection in the office of the Township Clerk.

Adopted: December 18, 2019

Adopted this 18th of December, 2019
and certified as a true copy of an original.

Diane Curcio, Acting Township Clerk