



UNION COUNTY UTILITIES AUTHORITY

1499 Routes 1 & 9, North, Rahway, New Jersey 07065

(732) 382-9400
FAX (732) 382-5862

RESOLUTION NO.: 15-2013

DATED: February 13, 2013

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY AWARDING A CONTRACT FOR THE PROVISION OF INFORMATION TECHNOLOGY SERVICES.

APPROVED AS TO FORM:
Joseph C. Bodek
Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS
 YES NO NONE REQUIRED
UNION COUNTY UTILITIES AUTHORITY

By: *Joseph C. Bodek*

By: *[Signature]*

| | PRESENT | ABSENT | AYE | NAY | ABSTAIN | MOTION | SECOND |
|---------------------------------|---------|--------|-----|-----|---------|--------|--------|
| <i>Badri</i> | 1 | | 1 | | | | |
| <i>Eastman</i> | | 1 | | | | | |
| <i>Erdos</i> | 1 | | 1 | | | | |
| <i>Huff</i> | 1 | | 1 | | | | 1 |
| <i>Jackus</i> | 1 | | 1 | | | | |
| <i>Kahn</i> | | 1 | | | | | |
| <i>Kennedy</i> | | 1 | | | | | |
| <i>Kulish</i> | 1 | | 1 | | | 1 | |
| <i>People</i> | 1 | | 1 | | | | |
| <i>Bonanno, Alternate No. 1</i> | 1 | | 1 | | | | |
| <i>Lombardo, Alternate No.2</i> | | 1 | | | | | |

RESOLUTION NO.: 15-2013

DATE: February 13, 2013

**RESOLUTION OF THE UNION COUNTY UTILITIES
AUTHORITY AWARDING A CONTRACT FOR THE PROVISION
OF INFORMATION TECHNOLOGY SERVICES.**

WHEREAS, pursuant to the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq. (the "SWMA"), each county within the State of New Jersey is designated a solid waste management district with responsibility for the development of a solid waste management plan setting forth the solid waste disposal strategy to be applied in the district; and

WHEREAS, the Board of Chosen Freeholders of the County of Union (the "County") has adopted the Union County District Solid Waste Management Plan, as amended from time to time (the "County Plan"); and

WHEREAS, the County has designated the Union County Utilities Authority (the "Authority" or "UCUA") as the agency responsible for implementing the County Plan; and

WHEREAS, in order to carry out the stated purposes and goals for which the Authority was created, as well as the powers granted by the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., and pursuant to N.J.S.A. 40A:11-1 et seq., the Authority has determined that it will require the provision of information technology services relating to and in furtherance of its activities; and

WHEREAS, the Authority has undertaken a fair and open process in accordance with the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq., through the issuance of a Request for Qualifications/Proposals ("RFQ/P"), to procure such information technology services required on and after the Authority's 2013 re-organization meeting; and

WHEREAS, the Authority has established and implemented a procedure for such a process which required, at a minimum (1) public advertisement of the RFQ for ten (10) calendar days, (2) establishment of appropriate evaluation criteria, which was documented in writing and disclosed prior to the solicitation of qualifications, and (3) public opening; followed by announcement of any contract award; and

WHEREAS, the Authority advertised the RFQ/P for information technology services on January 29, 2013; and

WHEREAS, the Authority established an evaluation committee to evaluate any and all responses to the RFQ/P, consisting of the following individuals: Daniel P. Sullivan, Executive Director and Lisa M. da Silva, Deputy Clerk/Office Manager; and

WHEREAS, on February 12, 2013, the Authority received and opened the qualifications submitted in response to the RFQ/P, which have been reviewed by the evaluation committee and are available for public inspection, and which consisted of the submission made by United Computer Sales and Service, Inc. who has been deemed qualified by the committee to provide

such services to the Authority and whose proposal has been deemed responsible and advantageous to the Authority; and

WHEREAS, the Authority desires to award a contract to United Computer Sales and Service, Inc., to provide information technology consulting services to the Authority during the period beginning February 14, 2013 through the Authority's next reorganization meeting on or about February 12, 2014.

NOW, THEREFORE, BE IT RESOLVED THAT THE UNION COUNTY UTILITIES AUTHORITY:

1. Awards a contract to United Computer Sales and Service, Inc., to provide information technology consulting services to the Authority during the time period covering February 14, 2013 through February 12, 2014, on a monthly fee basis, with a total annual amount not to exceed \$12,000.00.
2. The Authority authorizes the Chairman and the Executive Director to execute a Contract with United Computer Sales and Service, Inc., in a form substantially similar to the form of contract attached hereto.
3. This Resolution is adopted and the aforementioned Contract is hereby awarded pursuant to a Fair and Open Process in accordance with the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, et seq.
4. This Resolution shall take effect immediately.

CONTRACT FOR INFORMATION TECHNOLOGY SERVICES

BY AND BETWEEN

UNION COUNTY UTILITIES AUTHORITY

AND

UNITED COMPUTER SALES AND SERVICE, INC.

This Contract dated as of _____, 2013 (hereinafter referred to as "the Contract") entered into by and between the **UNION COUNTY UTILITIES AUTHORITY**, with its principal offices located at 1499 Routes 1&9 North, Rahway, New Jersey 07065 (hereinafter referred to as the "Authority"), and **United Computer Sales and Service, Inc.** (hereinafter referred to as "Consultant");

WITNESSETH

WHEREAS, the Authority wishes to engage Consultant to provide information technology services to the Authority with respect to the Authority's programs, facilities and activities, all as described in Paragraph 1, Scope of Services; and

WHEREAS, Consultant has agreed to provide such information technology services as set forth in the aforesaid Scope of Services and are qualified and experienced in providing such services.

NOW THEREFORE, the parties hereto, each intending to be legally bound hereby, agree as follows:

1. SCOPE OF SERVICES:

a) Consultant hereby agrees to perform, at the direction of the Authority, computer related information technology services (hereinafter "Services"), as set forth in Exhibit B attached hereto.

b) The budget cap applicable to these services shall not exceed \$12,000.00 during the term of this Contract.

c) The Consultant, during any month within which they provide services to the Authority, shall provide a Status Report to the Authority on or before the Wednesday preceding the next meeting of the Authority's Board of Commissioners. The Status Report shall be a comprehensive, type-written report depicting the status of all projects, initiatives and/or other matters, including activities and accomplishments, being handled by the Consultant as of the first day of the reporting month. The Status Report shall not be a recitation of the Consultant's Billing Statement. The Status Report shall be provided to the Authority's Executive Director, and shall be clearly marked "Advisory, Consultative and/or Deliberative Material."

2. PERSONNEL:

a) Consultant represents that they have or will secure, at their own expense, all personnel required to perform the Services. Personnel shall specifically include Jay Sklarow. Personnel may also include such other personnel as may be pre-approved by the Authority.

b) Personnel shall not be employees of, or have any other contractual relationship with, the Authority.

c) The Services shall be performed by, or under the direct supervision of Jay Skarlow and all personnel, whether employees of the Consultant or sub-consultants, to whom Jay Skarlow delegates responsibility for performing the Scope of Services under this Contract, shall be fully qualified to perform whatever duties that have been delegated to him or her.

d) None of the work or Services shall be subcontracted without the prior written approval of the Authority.

e) By entering into this Contract and/or performing Services for the Authority, Consultant represents that it has, or has available to it, the skills, experience, facilities, and financial resources required to perform the Scope of Services in a satisfactory manner and within the time frame specified. Consultant agrees to employ and pay from its own funds all persons or entities that Consultant needs to meet the requirements of this Contract.

3. **TIME OF PERFORMANCE:** It is understood and agreed by and between the parties hereto, that this Contract covers the time period beginning on the effective date of this Contract (as set forth below) and ending on February 12, 2014, during which time the Consultant agrees to perform their services in such sequence as to assure their expeditious completion in light of the purposes of this Contract. The effective date of this Contract shall be the date upon which the Authority receives a fully executed copy of the Contract.

4. **COMPENSATION:**

a) All Services rendered by Consultant shall be provided and billed on the basis of a flat monthly fee of \$795.00 per month; not to exceed the annual budget cap set forth in Paragraph 1 above. A billing month shall be deemed to commence on the first day of each calendar month. In the event the Contract is in effect for only a portion of a given billing month (for example, the month of February 2013), then payment shall be made on a prorated basis for that month.

b) For any month during which the services were not provided as required by this Contract, the Authority reserves the right to prorate the payment for such services in a manner consistent with the actual services provided. In the event the Authority determines to exercise its rights under this subparagraph, then the Authority will, upon request, provide the Consultant with a written explanation of the basis therefor within 15 days of the request. This paragraph is not intended to reduce payment in any manner for instances of diminished necessity for, or reduced use of, the Consultant's services by the Authority, but rather to provide the Authority the right to modify payments to Consultant when the consultant fails to timely provide the services required hereunder.

c) The Authority agrees to reimburse Consultants for its out-of-pocket expenses incurred in connection with performance of the Services to be provided under this Contract. Such out-of-pocket expenses shall include, but not be limited to, the cost of duplication, telecopy, Federal Express or similar overnight mail services, and messenger services. Receipts are required for all expenses. In no event shall Consultants be reimbursed for expenses related to travel, meals or lodging.

c) Consultant covenants and agrees to have available, upon request, in the County of Union, New Jersey, their books and records for inspection by appropriate officials covering the charges, fees and costs under this Contract.

d) Vouchers and Itemized Billing Statements shall be submitted to the Authority's Comptroller, along with a copy for the Executive Director on or before 4:00 PM on the first Wednesday of the month or 14 days prior to the Authority's Board of Commissioners Meeting (whichever is later). Failure to submit such documents in a timely manner may result in a delay in processing applicable payments.

5. **SERVICE AND DOCUMENT CONFORMANCE/APPROVAL:** All Services rendered and documents prepared or obtained by Consultant shall strictly conform to all laws, statutes and ordinances and the applicable rules and regulations, methods and procedures of all governmental boards, bureaus, offices and commissions and other agencies, in effect when the Services are rendered and the documents are prepared.

The Services shall be performed to the satisfaction of, and with the approval of, the Authority, which approval shall not be unreasonably withheld.

6. **DOCUMENT OWNERSHIP:** All plans, notes, briefs, reports, opinions, calculations, drafts, contracts, specifications, designs, memoranda and all other documents pertaining to the Services and prepared or obtained by the Consultant in the performance of this Contract shall be the absolute property of the Authority; subject however, to the Authority making payment for the provision of the Services.

7. **TERMINATION:** The Authority reserves the right to terminate this Contract, at its sole discretion, by giving at least ten (10) days prior written notice to Consultant of such termination and specifying the effective date. Upon any termination of the Contract, Consultant shall be entitled to be reasonably compensated for any Services rendered prior to the date of termination.

a) Upon payment for all services rendered to the Authority as of the date of termination, all finished or unfinished documents, calculations, drafts, contracts, specifications, designs, memoranda, data, studies, agreements and/or reports prepared or obtained by the Consultant under this Contract, shall be delivered promptly to the Authority in accordance with Paragraph 6.

b) Payment shall be made in accordance with the provisions of Paragraph 4.

8. **ASSIGNMENT:** This Contract shall not be assigned or assignable, either by action of Consultant or by law.

9. **ERRORS AND/OR OMISSIONS:** The Authority reserves the right to deny payment of the part of any fee that is based on an increase in costs in the preparation of documents or Services resulting from an error or omission of the Consultants.

10. **INDEMNIFICATION:** Consultant shall indemnify, defend and hold harmless the Authority, its members, officers, directors and employees from and against any and all losses, claims, actions, damages, liability and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property, to the extent they are occasioned, in whole or in part, by Consultant's negligent acts or omissions, or the negligent acts or omissions

of Consultant's agents, sub-consultants, employees or servants, in the performance of the Services pursuant to this Contract.

11. **LITIGATION:** In the event the Authority becomes involved in any litigation with third parties concerning or relating in any way to Consultant's Services, whether such litigation occurs during or after the term of the Contract, Consultant agrees, at no additional fees other than the hourly rates called for under this Contract, to make its members and employees available to the Authority, to consult, assist and cooperate in any such litigation to the extent such consultation, assistance and cooperation may be required by the Authority.

12. **AFFIRMATIVE ACTION PLAN:** See Exhibit A

13. **FIRM HISTORY:** Consultant represents that no corporation, partnership, individual or association, officer, director, employee, manager, parent, subsidiary, affiliate or principal shareholder of Consultant, has been adjudicated in violation of any state or federal anti-trust or other similar statute within the preceding five years, or previously adjudged in contempt of any court order enforcing any such law, or has an operating history which shows a recurring pattern of flagrant and consistent violation of prohibited or illegal acts.

14. **AUTHORITY REPRESENTATIONS AND WARRANTIES:** The Authority represents and warrants that this Contract has been duly authorized by its board membership, and when executed by the Chairman or Vice Chairman shall be valid and binding upon the Authority and shall be in full force and effect.

15. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

16. **SEVERABILITY:** A waiver or breach of any term condition or covenant by either party shall not constitute a waiver or breach of any other term condition or covenant. If any court of competent jurisdiction declares a provision of the Contract to be invalid, illegal or otherwise unenforceable, the remaining provisions of the contract shall remain in full force and effect.

17. **AWARD:** This Contract has been awarded in accordance with a Fair and Open Process pursuant to the New Jersey Local Unit Pay-to-Play Law (N.J.S.A. 19:44A-20.4 et seq.).

IN WITNESS WHEREOF, the Authority has caused these presents to be duly executed and the Consultants have caused these presents to be duly executed, as of the day and year first above written.

ATTEST:

By: Livia M. da Silva

(SEAL)

UNION COUNTY UTILITIES AUTHORITY

By: Edward Jackus
Edward Jackus
Chairman, UCUA

By: Daniel P. Sullivan
DANIEL P. SULLIVAN
Executive Director, UCUA

UNITED COMPUTER
SALES AND SERVICE, INC.

By: _____

Print Name: _____

Title: _____

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

EXHIBIT B

SCOPE OF SERVICES

Consultant shall be on-call to provide technical assistance and system administration to the Authority. The Consultant is responsible for troubleshooting computer problems and maintaining the PC Network to prepare for future needs and to prevent technical difficulties. Specific services to be furnished at the request of the Authority include, but are not limited to, the following:

- Provide general IT services on an as-needed basis primarily during normal business hours: M–F 8:30 a.m. to 4:30 p.m. with a 2-hour in person response time for emergency situations.
- Evaluate the Authority’s IT system and develop a prioritized order of recommended hardware and software upgrades to keep it “current.”
- Troubleshoot (either remotely or on-site) hardware and software problems.
- Perform minor cabling work & maintain hardware, software & license inventory.
- Perform the repairs and necessary maintenance of the PC network.
- Provide for system file backup for PC operations, including rebuilding various databases in case of system malfunction.
- Monitor network security and usage and perform necessary system “housekeeping.”
- Document information system processes and procedures and assist with network security.
- Assist users with operational problems.
- Perform general maintenance on all software packages.
- Coordinate problem-solving with software vendors and product support hotlines.
- Install initial files, directories, and security to accommodate department needs.
- Install hardware, software, and peripherals.
- Recommendation solutions to issue, including cost estimates for repairs & replacements.
- Advise management on new hardware & software, & enhancement thereto.
- Set up new computer programs.
- Coordinate the hardware & software purchases & assist in budget preparation for IT function.
- Provide, as requested, training for the Authority’s software applications.
- Obtain quotes on software or hardware and/or order through state/WSCA contract
- Should have knowledge of asp.net; SQL server and Microsoft technology.