

RESOLUTION NO. 13 - 30

**RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE AND INSTALLATION
OF OFFICE CUBICLES**

WHEREAS, the New Jersey Environmental Infrastructure Trust (the "Trust") is organized and existing under the New Jersey Environmental Infrastructure Trust Act, constituting Chapter 334 of the Pamphlet Laws of 1985 of the State of New Jersey (codified at N.J.S.A, 58:11B-1 et seq.), as the same may from time to time be amended and supplemented (the "Act"); and

WHEREAS, pursuant to Section 5(g) of the Act, the Trust is authorized to purchase personal property; and

WHEREAS, the Trust authorized staff to solicit bids for the Purchase and Installation of Refurbished Office Cubicles at its new offices pursuant to Resolution No. 13-04; and

WHEREAS, staff distributed the Invitation for Bids (IFB) to ten firms, posted the IFB on the Trust's website, and advertised the procurement notice in five newspapers; and

WHEREAS, the Trust received and reviewed one bid from American Business Support Services, Inc. (ABS Services) in the amount of \$25,225; and

WHEREAS, the committee of the Trust reviewed the proposal and following discussion recommends awarding the contract for the Purchase and Installation of Refurbished Office Cubicles to ABS Services.

NOW THEREFORE BE IT RESOLVED, That the Trust directs the Executive Director to send a letter of intent to award a contract for the Purchase and Installation of Refurbished Office Cubicles to ABS Services, which letter will also state that the award is contingent upon the subsequent execution by all parties of an agreement substantially in the form of the agreement authorized by the Attorney General; and

BE IT FURTHER RESOLVED, the Chairman or Vice Chairman of the Trust is hereby authorized to execute an agreement with ABS Services, substantially in the form of the agreement authorized by the Attorney General. The terms and conditions of that agreement shall include but not be limited to:

- a. The provision of services as outlined in the Trust's IFB distributed on March 26, 2013 and the Bid package submitted by ABS Services, dated April 9, 2013; and
- b. The payment to ABS Services for the Purchase and Installation of Refurbished Office Cubicles and inclusive of all fees and services shall not exceed \$25,225 absent separate board authorization; and
- c. Such other terms and conditions as may be contemplated by the IFB and the materials enclosed therewith as deemed necessary and appropriate by the Chairman or Vice Chairman of the Trust.

Adopted Date: May 9, 2013

Motion Made By: Mr. Requa

Motion Seconded By: Mr. Ellis

Ayes: 7

Nays: 0

Abstentions: 0