

RESOLUTION NO. 2014-556

A RESOLUTION AWARDED A PROFESSIONAL SERVICES AGREEMENT TO FORD, SCOTT & ASSOCIATES, LLC., OCEAN CITY, NJ TO PERFORM THE DUTIES OF AUDITOR AND OTHER RELATED ACCOUNTING SERVICES, IN AN AMOUNT NOT TO EXCEED \$91,400.00.

WHEREAS, WHEREAS, there exists a need for Municipal Auditing Services; and

WHEREAS, the City of Vineland has a need to acquire such professional services as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, , it is considered in the best interest of the City of Vineland to retain Ford, Scott & Associates, L.L.C., Ocean City, NJ, for Municipal Auditing Services and other related Accounting Services on behalf of the City of Vineland covering Calendar Year ending December 31, 2015, in an amount not to exceed \$91,400.00; and

WHEREAS, the Auditor and City acknowledge that should the City request performance of additional services not contemplated by the engagement letter, the parties would discuss the scope and cost of the additional services which would be billed in accordance with the schedule of compensation work rates submitted; and

WHEREAS, Ford, Scott & Associates, L.L.C. has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that Ford, Scott & Associates, L.L.C. has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit Ford, Scott & Associates, L.L.C. from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the City Comptroller; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a Non-Fair and Open Agreement pursuant to N.J.S.A. 19:44A-20.5 with Ford, Scott & Associates, L.L.C., Ocean City, NJ, for Municipal Auditing Services and other related Accounting Services for a contract period beginning January 1, 2015 through December 31, 2015, in an amount not to exceed \$91,400.00.
2. That additional services out of the normal scope of Audit engagement letter will be agreed upon in advance and separately billed.
3. That this Agreement is awarded without competitive bidding as a Professional Service in accordance with N.J.S.A. 40A:11-5 (1) (a) of the Local Public Contracts Law because said services to be rendered or performed require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction distinguished from general academic instruction or apprenticeship and training.
4. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with this Resolution.

5. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

President of Council

ATTEST:

Deputy City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**



December 9, 2014

(DATE)

1. Service (detailed description): Auditor

2. Amount to be Awarded: \$ Please see attached for additional

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ See attached

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: See attached

6. Contract Period: January 1, 2015 - December 31, 2015

7. Date To Be Awarded: Before January 1, 2015

8. Recommended Vendor and Address: Ford-Scott & Associates, LLC
1535 Haven Avenue, Ocean City, NJ 08226

9. Justification for Vendor Recommendation:(attach additional information for Council review)
Finance continues to be pleased with the services provided and has no reason to
recommend a change. Contract amount for Audit/Budget Services had remained
the same amount for the last 5 years. The current year sees a slight decrease.
(See attached.)

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? _____

10. Evaluation Performed by: Roxanne B. Tosto

11. Approved by: _____

12. Attachments:

- Awarding Proposal
- Other: Other fee schedule.

- **Send copies to:**
Purchasing Division
Business Administration

**** If more than one account #, provide break down**

Request for Resolution For Contract Awards continued-

Auditor

2. Amount to be Awarded: \$91,400.00 for Audit and Budget Services. Other services rendered outside the scope of such will be billed in accordance with the rate schedule attached. Additional billings will be agreed upon between the Comptroller and Auditor at the time additional services are determined to be required. Additional services will be encumbered by Supplemental Release.

9. The Audit Fee had remained at the same level because Finance Staff continues to take ownership of its financial statement preparation, as well as, budget preparation. Therefore reducing the time required by the Auditor for these functions which has afforded the City no increase in services over the years.



FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAYEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538
PHONE 609.399.6333 • FAX 609.399.3710
www.ford-scott.com

July 24, 2014

Ms. Roxanne Tosto
City of Vineland
640 E. Wood Street
Vineland, N.J. 08360

The following is a schedule of compensation work rates submitted in accordance with the terms of the contract of engagement for work performed in 2014:

	<u>HOURLY RATE</u>
Partners	\$120.00 to \$175.00
Managers	\$95.00 to \$150.00
Supervisors	\$70.00 to \$120.00
Senior Accountants	\$60.00 to \$95.00
Staff Accountants	\$50.00 to \$75.00
Assistants	\$45.00 to \$70.00

Very truly yours,

FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Leon P. Costello

Leon P. Costello
Certified Public Accountant
Registered Municipal Accountant
No. 393