

RESOLUTION NO. 2023- 184

RESOLUTION EXERCISING OPTION TO RENEW
CONTRACT C21-0081 TO TRIAD ASSOCIATES,
VINELAND, NJ FOR GRANT WRITING AND RELATED
CONSULTANT SERVICES, COV RFQ 2021-13.

WHEREAS, on June 22, 2021, City Council adopted Resolution No. 2021-296 awarding a contract to Triad Associates, Vineland, NJ, for Grant Writing and Related Consultant Services, for the contract period beginning July 1, 2021 through June 30, 2023, with the option to extend for one additional two (2) year term; and

WHEREAS, the Purchasing Agent and Triad Associates, have agreed to exercise the option to renew Contract C21-0081 for the one (1) additional two (2) year term through June 30, 2025 in an amount not to exceed \$20,000.00, at the same terms and conditions; and

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that the Purchasing Agent is hereby authorized to issue an extension to Contract No. C21-0081, issued to Triad Associates, Vineland, NJ for Grant Writing and Related Consultant Services, in an amount not to exceed \$20,000.00 for the one (1) additional two (2) year term beginning July 1, 2023 to June 30, 2025, at the same terms and conditions.

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified that the funds for the contract extension herein are available.

Adopted:

President of Council

ATTEST:

City Clerk

FROM THE DESK OF JEANINE N. BROWNLEE



April 4, 2023

MEMORANDUM TO BUSINESS ADMINISTRATION:

RE: Resolution Request to Extend Contract for Prof. Services- Grant Writing and Related Consulting Services for the COV Contract # C21-0081

Request to exercise the two (2) year term option with Contract C21-0081 awarded by Resolution No. 2021-296 to Triad Associates, 1301 W. Forest Grove Rd., Vineland, NJ 08360 for the period July 1, 2023 to June 30, 2025. The specifications and contract included the option for one (1) additional two (2) year term through June 30, 2025, and as such, the City wishes to exercise this renewal option. The Using Department and Triad Associates both have agreed to extend this contract through June 30, 2025 at the same terms and conditions of the original contract.

If you have any questions or need additional information, please contact me.

Sincerely,

Jeanine N. Brownlee, QPA
Purchasing Agent

RESOLUTION NO. 2022-261

A RESOLUTION AUTHORIZING THE EXECUTION OF CHANGE ORDER NO. 1 TO A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN TRIAD ASSOCIATES AND THE CITY OF VINELAND FOR GRANT WRITING AND RELATED CONSULTING SERVICES.

WHEREAS, on June 22, 2021 City Council adopted Resolution 2021-296 awarding a professional services contract to Triad Associates, Vineland, New Jersey for grant writing and related consulting services; and

WHEREAS, the original proposal authorized said services at a cost of \$20,000.00, as a retainer plus a "blended" hourly fee of \$140.00. however, unforeseen services were requested beyond the original understanding of the award referenced in Resolution 2021-296 including completion of NJDEP Green Acres Urban Parks Application in accordance with invoice 53206, NJDCA NPP Grant Application in accordance with invoice 53250, and such other requested projects as listed on the attached document entitled "Amendment to Contract"; and

WHEREAS, City Council adopted Resolution 2021-296 authorizing the execution of a Professional Services Agreement with Triad in an amount not to exceed \$20,000.00 but did not consider the hourly fee or the cost for the additional requested services; and

WHEREAS, the cost for said requested services is \$90,000.00 per contract year, representing a yearly increase of \$80,000.00 for a total increase of \$160,000.00 representing the total contract amount of \$180,000.00 for the two year term of the contract; and

WHEREAS, the increase is recommended by the Director of Economic Development and Council finds it to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Vineland that the Mayor and Clerk are hereby authorized to execute a change order no. 1 to a Professional Services Agreement with Triad Associates for additional grant writing and related consulting services in the amount of \$80,000.00 per annum which represents a total award of \$90,000.00 inclusive of the funds available in accordance with Resolution 2021-296.

Adopted: *6/28/22*

President of Council

ATTEST:

City Clerk