

RESOLUTION NO. 2023- 252

A RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE VINELAND BOARD OF EDUCATION FOR INFLUENZA VACCINES FOR THE 2023-2024 SCHOOL YEAR.

WHEREAS, beginning September 2008, an amendment approved by the New Jersey Department of Health required additional vaccines for school age children; and

WHEREAS, the City of Vineland Department of Health has agreed to assist the Vineland Board of Education in providing free influenza vaccines to eligible pre-school students enrolled in the Vineland Public Schools Pre-School Programs to help meet the State requirements; now, therefore,

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

1. THAT, pursuant to the provisions of N.J.S.A. 40A:65-4 et seq., the Mayor and City Clerk are hereby authorized to execute a Shared Services Agreement between the City of Vineland (the "Lead Agency") and the Vineland Board of Education for influenza vaccinations for eligible pre-school students for the school year 2023-2024.

2. THAT the Lead Agency entering into contracts on behalf of the parties shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

AGREEMENT

THIS AGREEMENT, made by and between the CITY OF VINELAND, hereinafter referred to as "City;" and the VINELAND BOARD OF EDUCATION;

WITNESSETH:

WHEREAS, N.J.S.A. 40A:65-4, et seq. permits any local unit of the State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the agreement is empowered to render within its own jurisdiction; and

WHEREAS, beginning September 2008, an amendment approved by the New Jersey Department of Health required additional vaccines for school age children; and

WHEREAS, the City of Vineland Department of Health has agreed to assist the Vineland Board of Education in providing free influenza vaccines to eligible pre-school students enrolled in the Vineland Public Schools Pre-School Programs to help meet the State requirements;

NOW, THEREFORE, in consideration of the mutual covenants and terms contained herein, the parties hereto agree as follows:

1. The City shall provide the Vineland Board of Education with administration and associated costs of influenza vaccine as supply is available, to eligible pre-school students enrolled in the Vineland Public Schools Pre-School Programs, including vaccines, syringes, gloves and staff time for the school year 2023-2024. In consideration of said services, the Vineland Board of Education agrees to reimburse the City for its actual costs not to exceed the sum of \$10,000.00.

2. This agreement shall be conditioned upon approval of authorizing resolutions being passed by the City of Vineland and the Vineland Board of Education.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and year written below.

CITY OF VINELAND

Date: \_\_\_\_\_

BY: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

VINELAND BOARD OF EDUCATION

Date: \_\_\_\_\_

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**REQUEST FOR RESOLUTION  
FOR COOPERATIVE CONTRACT AWARDS  
UNDER 40A:11-12, N.J.A.C. 5:34-7.29 & LFN 2012-10  
(REQUIRED FOR PURCHASES OVER \$17,500.00)**

May 23, 2023

(DATE)

1. Goods or Services (detailed description): A shared services agreement between Vineland Board of Education and the City of Vineland for provision of in-school influenza vaccination to City of Vineland Abbott pre-school students

2. Amount to be Awarded: \$ 10,000.00

- Encumber Total Award  
 Encumber by Supplemental Release

3. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

4. \*\*Account Number to be Charged: \_\_\_\_\_

5. Contract Period (if applicable): School year 2023-2024

6. Date to be Awarded: \_\_\_\_\_

7. Recommended Vendor and Address: N/A

8. Justification for Vendor Recommendation:(attach add'l information for Council review)  
N/A

Type of Contract:  State  National  Regional  County

Vendor's Cooperative Contract # \_\_\_\_\_

9. Evaluation Performed by: \_\_\_\_\_

10. Approved by: \_\_\_\_\_

11. Attachments:

- Awarding Proposal  
 Other: \_\_\_\_\_

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

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

*Jayne L. Burke, BSN, RN*



CITY OF  
**VINELAND**  
WHERE IT'S ALWAYS GROWING SEASON

*Jayne L. Burke, BSN, RN*  
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Ph: 856-794-4000 x 4806  
Fax: 856-692-1872  
[jburke@vinelandcity.org](mailto:jburke@vinelandcity.org)

May 18, 2023

Scott Musterel, Business Administrator  
Vineland Board of Education  
61 W. Landis Avenue  
Vineland, NJ 08360

RE: LETTER OF INTENT TO CONTRACT INFLUENZA VACCINATION SERVICES FOR THE CITY OF VINELAND BOARD OF EDUCATION ABBOTT STUDENTS DURING THE 2023-2024 SCHOOL YEAR

Dear Mr. Musterel,

Each year the Vineland Health Department contracts with the Vineland Board of Education to provide Influenza Immunizations to the Abbott Pre-School students. I am contacting you to obtain a signed letter of intent to contract with the City of Vineland Health Department for the ABBOTT PRE-SCHOOL INFLUENZA VACCINATION Services in the 2023-2024 School Year. Melissa Hannagan-Painter confirmed intention and that \$10,000 is budgeted via email on 3/30/23.

Your signature on this letter below will serve as a written notice of intent to contract services with the Vineland Health Department for the upcoming school season. Should it be determined that this agreement cannot be carried out as planned, please notify me in writing within 5 business days at [jburke@vinelandcity.org](mailto:jburke@vinelandcity.org). Please sign, date, and return this letter no later than Friday, May 26, 2023.

Thank you,

Jayne L. Burke, BSN, RN  
Public Health Nursing Supervisor

**STATEMENT:**

As the City of Vineland Board of Education Business Administrator, I attest inclusion of \$10,000.00 in the 2023-2024 City of Vineland School Budget for vaccination of the Abbott Pre-School students against Influenza.

  
\_\_\_\_\_  
Scott Musterel, Business Administrator  
Vineland School District

\_\_\_\_\_  
May 23, 2023  
Date