

RESOLUTION NO. 2024- 624

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH HARDENBERGH INSURANCE GROUP, MARLTON, NJ FOR RISK MANAGEMENT CONSULTANT SERVICES.

WHEREAS, the City of Vineland is a member of the Gloucester, Salem, Cumberland County Municipal Joint Insurance Fund; and

WHEREAS, the Bylaws of said Fund require that each municipality appoint a Risk Management Consultant to perform various professional services; and

WHEREAS, the City of Vineland advertised for qualifications for Risk Management Consultant Services; and

WHEREAS, the Request was published on the City of Vineland's official newspaper and the City's website and the responses to said Request have been reviewed and evaluated by the Business Administrator; and

WHEREAS, it has recommended that a Professional Services Agreement for the required services be awarded to Hardenbergh Insurance Group, Marlton, NJ, for a term of one year from February 1, 2025 through January 31, 2026 based upon the proposal received, pursuant to a fair and open process; and

WHEREAS, compensation for any insurance coverages authorized by the City to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company. A flat fee shall be paid by the City for all other services rendered which may not exceed 6% of the City's assessment by the Fund; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that Hardenbergh Insurance Group, Marlton, NJ be appointed as Risk Management Consultant for a term of one year from February 1, 2025 through January 31, 2026 and until a successor has been appointed and qualified.

BE IT FURTHER RESOLVED that the Business Administrator and City Clerk are hereby authorized and directed to execute Agreements in a form to be approved by the City Solicitor.

Adopted: December 23, 2024

President of Council eaa

ATTEST:

Deputy City Clerk rgf



BID EVALUATION FORM – AWARDING

DEPARTMENT: Administration DATE: 11/19/24

The undersigned recommends that a contract be awarded for the following:

- 1. BID TITLE: Risk Management Consultant
- 2. BID NUMBER: 2024-53
- 3. AMOUNT TO BE AWARDED: _____
 ENCUMBER TOTAL AWARD ENCUMBER BY SUPPLEMENTAL RELEASE
- 4. ENGINEER'S ESTIMATE: _____
- 5. AMOUNT BUDGETED: \$ _____
- 6. ACCOUNT NUMBER TO BE CHARGED: _____
- 7. TRACKING ID: _____ COMMODITY CODE: _____
- 8. DATE BIDS RECEIVED: _____
- 9. DATE TO BE AWARDED: asap
- 10. RECOMMENDED VENDOR NAME AND ADDRESS: Hardenbergh Insurance Group

11. IS RECOMMENDED VENDOR APPARENT LOWEST BIDDER? Yes No

12. COMMENTS/SPECIAL INSTRUCTIONS: Qualified bidder who has been our Risk Management Consultant for past couple years and do excellent work

13. EVALUATION PERFORMED BY: Robert Dickenson, BA ext 4602
(NAME, TITLE AND EXTENSION NUMBER)

14. APPROVED BY: *Robert Dickenson*
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

15. ATTACHED: (CHECK-OFF LIST)
- Tabulation of Bids
 - Justification for Recommendation (if applicable)
 - Evaluation Data (if applicable)