

TOWNSHIP OF JEFFERSON
COUNTY OF MORRIS, NJ

CONSENT AGENDA RESOLUTION #17-158

**“RESOLUTION AUTHORIZING CONTRACT FOR CLEANING OF THE HVAC SYSTEMS
OF THE MUNICIPAL BUILDING, CAMP JEFFERSON, AND THE TOWNSHIP SENIOR CENTER”**

WHEREAS, the Jefferson Township Health Department has advised the Township Administration that an inspection of the HVAC system of the Municipal Building indicates that the same is contaminated with dust and debris; and

WHEREAS, the Health Department has advised the Administration that the HVAC system should be cleaned and treated for microbial growth; and

WHEREAS, the Administration is advised that the work will take 3 to 4 days, and that the building should not be occupied, or the fire system engaged; and

WHEREAS, the building will be closed for the Fourth of July holiday, from Saturday, July 1 through Tuesday, July 4, 2017, which will provide an opportunity for the work to be completed; and

WHEREAS, the Township Administration has also agreed to have the HVAC systems for the Camp Jefferson buildings and the Township Senior Center cleaned; and

WHEREAS, the total of the work to be performed by **Matt's Clean Air Tech., LLC**, and associated work with disarming and rearming the alarm systems **will not exceed \$17,500**; and

WHEREAS, because of the emergent nature as to when this work will be done, the Administration was unable to obtain any other competitive quotations; and

WHEREAS, N.J.S.A. 40A:11-6.1 provides for the award of such contract if under the bidding threshold, which the same is; and

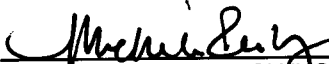
WHEREAS, said statute requires two competitive quotations “if practicable”; and

WHEREAS, it is determined that because of the impending holiday and the need to close the building for up to 4 days, it was not practicable to obtain other quotations.

NOW, THEREFORE, be it resolved by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Administration be authorized to enter into the necessary contractual agreements with **Matt's Clean Air Tech., LLC**, and any other contractor to disarm and rearm the alarm systems and clean and treat the HVAC system for the Municipal Building, Camp Jefferson buildings and the Township Senior Center, **at a total cost not to exceed \$17,500.**

ATTEST:

COUNCIL OF THE TOWNSHIP OF JEFFERSON:



MICHELE REILLY, TOWNSHIP CLERK
Dated: June 28, 2017



DEBI MERZ, COUNCIL PRESIDENT

RESOLUTION #17-158
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CERTIFICATION: I, Michele Reilly, Clerk of the Township of Jefferson, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Jefferson Township Council at a meeting held on June 28, 2017.


Michele Reilly, RMC, Township Clerk

NAME	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
Birmingham			X			
Finnegan					X	
Smith	X		X			
Dunham		X	X			
Merz			X			

TOWNSHIP OF JEFFERSON

Memorandum

Date: June 22, 2017
To: Council Members
cc: Mayor Felter, Bill Eagen
From: James M. Leach
Re: Emergency HVAC Repair

Please find attached a memo from Pam Mancini regarding the HVAC system duct work. This project will last 3-4 days. The offices need to be empty and the fire/smoke alarm system shut down.

The Mayor has ordered this work be done July 1st through July 3rd (Monday).

We intend to have the senior center and community lodge ducts cleaned at the same time.

The cost of being all 3 buildings including the disarming/rearming the alarm system will be \$12,100±.

We will monitor our building accounts and may need to transfer funds after Nov. 1st.

We also need a motion authorizing the work as an emergency repair because of the risk to employees and public health and safety.

TOWNSHIP OF JEFFERSON
DEPARTMENT OF HEALTH

Memorandum

Date: June 20, 2017

To: James M. Leach, Administrator

From: Pamela A. Mancini, Principal REHS

Re: HVAC System for the Municipal Building

An inspection of the HVAC system for the Municipal Building was performed and revealed the components of the HVAC system to be contaminated with dust and debris. Dust and debris can act as a reservoir for microbial growth, can restrict air flow and can cause offensive odors.

As a result, I would recommend that the work identified in the Clean Air Technologies proposal dated June 15, 2017 be arranged as soon as possible. The dust cleaning should be performed during hours when the building is unoccupied to protect the users of the building during and after the dust cleaning has been performed.

TOWNSHIP OF JEFFERSON

1033 WELDON ROAD • LAKE HOPATCONG, NJ 07849
 TEL (973) 697-1500 • FAX (973) 208-7533

Date _____ Check # _____

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, CORRESPONDENCE, ETC.

No. 17-01822

ORDER DATE: 06/23/17
 REQUISITION NO: R7-01050
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS:

NOTICE TO VENDOR: No change may be made in any provision of this purchase order without written notice to that effect issued by the Township. Substitutions must NOT be made. If unable to fill order EXACTLY in accordance with quantity, description, and price, notify the Township immediately. Contract orders are subject to all the terms and conditions of the accepted bid and executed contract. Informal awards (openmarket orders resulting from advertised proposals) are subject to the terms and conditions of the accepted bid.

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SHIP TO
 ATTN:MARGO LOPES-DPW
 Township of Jefferson
 1033 Weldon Road
 Lake Hopatcong, NJ 07849

VENDOR
 MATT'S CLEAN AIR TECH. LLC
 CLEAN AIR TECHNOLOGIES
 268 MAIN STREET
 BUTLER, NJ 07405
 VENDOR #: MATTS005

This purchase is Tax Exempt by Statute. Tax Exempt No. 22-6002010.

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	ENCUMBER FUNDS FOR HVAC CLEANING MUNICIPAL BUILDING CAMP JEFFERSON AND SENIOR CENTER	7-01-26-310-310-218	10,950.0000	10,950.00
			TOTAL	10,950.00

ENCUMBERED BY

ate 6-23-17 Initials YL
JEFFERSON TOWNSHIP OFFICER'S CERTIFICATION

I hereby certify that the above articles were necessary and for the sole use of Jefferson Township.

DATE 6/23/17 SIGNATURE [Signature]

IF ABOVE ORDER WAS APPROVED AND ORDERED PAID

DATE 6/23 TOWNSHIP ADMINISTRATOR [Signature]

COMPLETE ORDER RECEIVED

Articles were received in good condition. Services were properly performed; quality and quantity have been verified by me.

By _____
 Date _____

PAYMENT AUTHORIZED

Order paid at the Meeting of the Township held: _____

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or person within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X
 VENDOR SIGN HERE

OFFICIAL POSITION _____ DATE _____
 TAX I.D. NO. OR SOCIAL SECURITY NO. _____

VOUCHER COPY - SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

TOWNSHIP OF JEFFERSON

1033 WELDON ROAD • LAKE HOPATCONG, NJ 07849
 TEL (973) 697-1500 • FAX (973) 208-7533

Date _____ Check # _____

PURCHASE ORDER

PACKING LISTS, CORRESPONDENCE, ETC.

No. 17-01844

ORDER DATE: 06/26/17
 REQUISITION NO: R7-01074
 DELIVERY DATE:
 STATE CONTRACT:
 F.O.B. TERMS:

NOTICE TO VENDOR: No change may be made in any provision of this purchase order without written notice to that effect issued by the Township. Substitutions must NOT be made. If unable to fill orders EXACTLY in accordance with quantity, description, and price, notify the Township immediately. Contract orders are subject to all the terms and conditions of the accepted bid and executed contract. Informal awards (openmarket orders resulting from advertised proposals) are subject to the terms and conditions of the accepted bid.

SHIP TO	Municipal Building Township of Jefferson 1033 Weldon Road Lake Hopatcong, NJ 07849
	VENDOR #: PROTE005 PROTECTIVE MEAS. SEC. & FIRE SYS. 305 PALMER ROAD DENVERVILLE, NJ 07834

This purchase is Tax Exempt by Statute. Tax Exempt No. 22-6002010.

QTY/UNIT	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL COST
1.00	HVAC SYSTEM DUCT DETECTOR UNITS (16) QUOTE #06234-17PV3	7-01-26-310-310-218	2,137.0000	2,137.00
			TOTAL	2,137.00

NUMBERED BY _____

Date 6-26-17 Initials g

JEFFERSON TOWNSHIP OFFICER'S CERTIFICATION

I hereby certify that the above articles were necessary and for the sole use of Jefferson Township.

6/26/17 J. Meyer
 DATE SIGNATURE

THE ABOVE ORDER WAS APPROVED AND ORDERED PAID

6/26/17 [Signature]
 DATE TOWNSHIP ADMINISTRATOR

COMPLETE ORDER RECEIVED

Articles were received in good condition. Services were properly performed; quality and quantity have been verified by me.

By _____
 Date _____

PAYMENT AUTHORIZED

Order paid at the Meeting of the Township held: _____

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the article have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or person within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

 VENDOR SIGN HERE

 OFFICIAL POSITION DATE

 TAX I.D. NO. OR SOCIAL SECURITY NO.

VOUCHER COPY SIGN AT X AND RETURN WITH INVOICE FOR PAYMENT

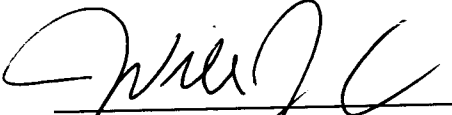
CMFO'S Certification of Availability of Funds

I, William J. Eagen, hereby certify that sufficient funds will be available with the adoption of the 2017 Budget, Buildings & OE, for the purpose stated herein, all in accordance with requirements of the Local Budget Law NJSA 40A: 4-1, et.seq.

Purpose: HVAC Cleaning & Related Services
Vendor: MATT'S CLEAN AIR TECHNOLOGIES (MATTS005)
PROT. MEAS. SECURITY & FIRE SYSTEMS (PROTE005)
Line Item No.: 7-01-26-310-310-218
Amount Certified: \$17,499.00

TOTAL CERTIFIED AMOUNT NOT TO EXCEED: **\$17,499.00**

Certified this 28th day of June, 2017
For 6/14/17 meeting



William J. Eagen
Chief Financial Officer