



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 24-017

AUTHORIZING AWARD OF A FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – ADMINISTRATIVE AGENT

WHEREAS, the Borough of Highlands has a need for professional administrative agent services to be provided to the Borough of Highlands for the calendar year 2024 pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough has through the fair and open process, in accordance with N.J.S.A. 19:44A-20.5, solicited proposals from qualified professionals for the appointment and position of Administrative Agent; and

WHEREAS, the Borough has reviewed all proposals received and has determined that the Mayor and Borough Council desires to authorize the execution of a professional services contract between the following listed persons/firms and the Borough for the provision of said services for the year of 2024; and

WHEREAS, certification of availability of funds has been provided by the Chief Financial Officer contingent upon the adoption of the 2024 budget.

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Highlands as follows:

1. Heyer, Gruel & Associates is hereby appointed Borough Administrative Agent for the calendar year 2024 and is awarded a professional services contract for an amount not to exceed \$3,000.00 for Administrative Agent services for the period of January 1, 2024, through December 31, 2024.
2. The Mayor and Borough Clerk are hereby authorized to sign a contract for professional administrative agent services in accordance with this Resolution.
3. This contract is awarded without competitive bidding as "Professional Services" in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), because it is for services performed by persons authorized by law to practice a recognized profession.
4. A copy of the Resolution as well as the contract shall be placed on file with the Borough Clerk.
5. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 24-017:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: January 1, 2024

Nancy Tran, Municipal Clerk
Borough of Highlands