

**RESOLUTION AUTHORIZING THE AWARD OF A “FAIR AND OPEN” CONTRACT FOR  
RFP #15-25 AFFORDABLE HOUSING ADMINISTRATIVE SERVICES**

**WHEREAS**, the Borough of Tinton Falls has a need for professional Affordable Housing Administrative Services that may arise during the contract year January 1, 2025 through December 31, 2025; and

**WHEREAS**, the Borough of Tinton Falls has, through the fair and open process, advertised on its website and in the Asbury Park Press on Wednesday, October 30, 2024, the solicitation for receipt of proposals for Affordable Housing Administrative Services, and one (1) proposal was received and documented on Wednesday, December 4, 2024; and

**WHEREAS**, the Borough has reviewed the proposal received, and it was determined that CME, 1460 Route 9 South, Howell, NJ 07731 satisfies the requisites contained in the Request for Proposals to be considered for the Affordable Housing Administrative Services; and

**WHEREAS**, this contract is to be awarded for an amount not to exceed \$34,000; and

**NOW, THEREFORE BE IT RESOLVED**, by the Borough Council of the Borough of Tinton Falls as follows:

1. The firm of CME, 1460 Route 9 South, Howell, NJ 07731 is hereby retained for the Affordable Housing Administrative Services as described above for an amount not to exceed \$34,000.
2. This contract is awarded through the fair and open process as a Professional Service in accordance with NJSA 19:44A-20.5 et seq. and in accordance with NJSA 40A:11-5(1)(a) because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this Resolution as well as the contract shall be placed on file with the Clerk of the Borough of Tinton Falls.
4. The Borough Clerk is hereby directed to publish a public notice of this award as required by law.

I hereby certify funds are available from: Affordable Housing Trust Fund

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Thomas P. Fallon, Chief Financial Officer

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Risa Clay, Council President

**BOROUGH OF TINTON FALLS COUNCIL**

<b>Council Member</b>	<b>Moved</b>	<b>Second</b>	<b>Ayes</b>	<b>Nays</b>	<b>Absent</b>	<b>Abstain</b>
Mr. Allesi						
Ms. Buckley						
Dr. Dobrin						
Mr. Nesci						
Mrs. Clay						

**CERTIFICATION**

I, Michelle Hutchinson, Borough Clerk of the Borough of Tinton Falls, hereby certify the foregoing to be a true copy of a resolution adopted by the Tinton Falls Borough Council at their meeting held December 17, 2024.

WITNESS, my hand and the seal of the Borough of Tinton Falls this 17<sup>th</sup> day of December 2024.

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Michelle Hutchinson  
Borough Clerk