



Date Adopted

Committee

April 4, 2018

Administrative

## RESOLUTION AUTHORIZING THE PURCHASE OF ELECTION MATERIALS FOR THE COUNTY OF SALEM AND ISSUING CHANGE ORDER #1

**WHEREAS**, the County Clerk has a need for Election Materials for the County of Salem and desires to make purchases from **Royal Printing Service** to provide such materials; and

**WHEREAS**, Local Public Contracts Law, N.J.S.A 40A:11-5 (L) allows the County to purchase goods and services necessary or required to prepare and conduct an election by foregoing the public bidding process; and

**WHEREAS**, pursuant to New Jersey State Law N.J.S.A. 19:44A-20.7, the County of Salem did not utilize a “fair and open process” in the selection of this entity, hence **Royal Printing Service** has completed a Business Entity Disclosure Certificate and Political Contribution Disclosure Form stating that they have not made any reportable contributions to a political or candidate committee in the County of Salem in the previous year, and that the contract will prohibit them from making any contributions through the term of this agreement; and

**WHEREAS**, on May 17, 2017 the Salem County Board of Chosen Freeholders approved Resolution 2017-182 authorizing the purchase of Election materials via a two year contract to Royal Printing Services, for a term from July 1, 2017 to June 30, 2019 for a cost not to exceed **\$200,000**; and

**WHEREAS**, in calendar year 2017, Royal Printing was paid a total amount of \$130,979.47 for services associated with the primary and general elections; and

**WHEREAS**, the Salem County Purchasing Agent, having conferred with the Deputy County Clerk, has determined there is a need to increase the total contract amount by **\$130,000** for a total contract amount of **\$330,000.00** to insure there is adequate funding for the services needed for the 2018 primary and general elections and 2019 primary election which will all occur during the term of this contract; and

**WHEREAS**, the Salem County Treasurer has certified that funding for this contract shall be encumbered in accordance with N.J.A.C. 5:30-5.4 and this agreement shall further be contingent upon the availability and appropriation of sufficient funds contained in the 2018 and 2019 Budget of the County of Salem under the items County Clerk – Election Costs (8-01-20-123-408-218) and County Clerk Trust (T-92-56-865-196-111).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Chosen Freeholders of the County of Salem as follows:

1. The Board of Chosen Freeholders of the County of Salem hereby affirms the approval to purchase Election Materials for the County of Salem from **Royal Printing Service**, PO Box 1000, West New York, NJ 07093, subject to the approval of the County Solicitor.
2. The contract term is affirmed as being for a two (2) year term commencing, retroactively, from July 1, 2017 and terminating June 30, 2019.
3. Change Order #1 in the amount of **\$130,000.00** is hereby authorized resulting in a total contract amount not to exceed **\$330,000.00** (Three Hundred Thirty Thousand Dollars and Zero Cents).
4. The vendor shall enter into contract with the County through purchase orders.
5. Notice of award of said contract shall be published in the “South Jersey Times” as required by law.



MELISSA L. DECASTRO, Freeholder Director  
Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on April 4, 2018.



STACY L. PENNINGTON  
Deputy Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					
C. Hassler	✓				✓	
B. Laury	✓					✓
S. Griscom	✓					
M. DeCastro	✓					

✓ Indicates Vote

Department Initials \_\_\_\_\_



## CERTIFICATION OF AVAILABILITY OF FUNDS

**NOTE TO COUNTY DEPARTMENTS:** This form is to be prepared by each department entering into a contract with a vendor when a resolution is required to be adopted by the Board of Chosen Freeholders of the County of Salem.

This form must accompany the resolution, and must be submitted with the resolution to the Finance Officer for approval by the Finance Officer at least one week prior to the Freeholder meeting at which it will be presented for adoption.

The contract/agreement between the County and the vendor shall be further contingent upon availability and appropriation of sufficient funds for this purpose in the County's Temporary and Permanent Budget. *If grant funds are utilized, this contract/agreement is further contingent upon the grants funds availability during the appropriate grant period.*

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I, Kelly A. Hannigan, Treasurer of the County of Salem, hereby certify in accordance with Section 5:34-5 of the Local Public Contracts Guidelines and Local Public Contracts Regulations that adequate funds for the contract listed below are available.

I further certify that the funds are contained in the OFFICIAL BUDGET of the County of Salem under the item listed below.

AMOUNT:	\$65,000	
ACCOUNT NAME:	CO. CLERK ELECTION COSTS	
	COUNTY CLERK TRUST	
ACCOUNT #:	8-01-20-123-408-218	\$25,457.00
	T-92-56-865-196-111	\$39,543.00
FOR:	ELECTION MATERIALS	
DATE:	APRIL 4, 2018	
VENDOR:	ROYAL PRINTING SERVICE	
	WEST NEW YORK, NJ	

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Kelly A. Hannigan, Treasurer