



**RESOLUTION AWARDING A CONTRACT FOR LEGAL TRANSCRIPTIONIST
FOR THE COUNTY OF SALEM**

WHEREAS, the Salem County Purchasing Agent as authorized Contracting Agent for the Board of County Commissioners of the County of Salem requested, received, and opened sealed proposals on Wednesday, December 16, 2020 at 10:00 A.M., prevailing time for **Legal Transcriptionist Services** for the County of Salem, the receipt of which proposal was duly advertised in accordance with the law and in such case made and provided; and

WHEREAS, Pursuant to New Jersey State Law N.J.S.A. 19:44A-20.4 et. seq. a "Fair and Open" practice, as adopted by the Board of County Commissioners, was utilized by the County of Salem in the determination of this award; and

WHEREAS, all proposal results and recommendations for contract award are on file in the office of the Purchasing Agent, 110 Fifth Street, Suite 400, in the County of Salem, New Jersey as required by law; and

WHEREAS, the Qualified Purchasing Agent has determined that the value of this contract may exceed Seventeen Thousand, Five Hundred Dollars and Zero Cents (\$17,500.00); and

WHEREAS, it has been determined that the firm of **Para-Plus Translations, Inc.** has substantially met the necessary qualifications for the fulfillment of this contract, and further has provided the documentation necessary to successfully fulfill the requirements of the County of Salem; 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 temporary and final 2021 Budget of the County of Salem under the item Special Counsel-Misc. (1-01-20-155-103-218).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Salem as follows:

1. The Board of County Commissioners of the County of Salem awards a contract for the provision of Legal Transcriptionist Services for the County of Salem, subject to the approval of the County Solicitor, to **Para-Plus Translations, Inc.** in accordance with the fee schedule, in an amount not to exceed \$20,000.00 (Twenty Thousand Dollars and Zero Cents).
2. The contract commencing, retroactively, January 1, 2021 and terminating December 31, 2021, or until a successor is appointed, whichever is later and which shall be completed in full accordance with the terms and conditions of the contract.

3. The County Commissioners Director and the Clerk of the Board shall be authorized to execute said contracts.



 BENJAMIN H. LAURY, Director of the
 Board of County Commissioners

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners at its annual reorganization meeting held on January 6, 2021.



 STACY L. PENNINGTON
 Clerk of the Board

RECORD OF VOTE

COMMISSIONER	RESOLUTION MOVED	RESOLUTION SECOND	AYE	NAY	ABSTAIN	ABSENT
G. Ostrum, Jr.		✓	✓			
E. Ramsay			✓			
L. Ware			✓			
R.S. Griscom	✓		✓			
B. Laury			✓			

✓ Indicates Vote

Department Initials PPF

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 and are contained in the **OFFICIAL BUDGET** of the County of Salem.



Kelly A. Hannigan, Treasurer

AMOUNT: \$ 5,000.00	DATE: January 6, 2021
ACCOUNT # and NAME: 1-01-20—155-103-218 Special Counsel-Misc.	
FOR: Legal Transcriptionist	
*Contingent upon adoption of the temporary budget	
VENDOR: Para Plus	