

Resolution 15-003

**RESOLUTION TO AWARD CONTRACT FOR  
METER INSPECTION AND CALIBRATION**

**WHEREAS**, the Rockaway Valley Regional Sewerage Authority (hereinafter the Authority) utilizes meter units for the measurement of flow, which meter units are required to be inspected on an annual basis and calibrated on a quarterly basis to ensure their continued accuracy; and

**WHEREAS**, the Rockaway Valley Regional Sewerage Authority ("RVRSA") issued a Notice to Bidders for the receipt of sealed proposals for the performance of meter inspection and calibration services; and

**WHEREAS**, the RVRSA received bids on December 11, 2014; and

**WHEREAS**, the RVRSA received one bid from North East Technical Sales, Inc., which bid has been determined to be the lowest responsive bid; and

**WHEREAS**, North East Technical Sales submitted a bid in the amount of \$54,000.00 for the performance of the annual meter inspection and quarterly meter calibrations; and

**WHEREAS**, the bids have been reviewed by the RVRSA and its consultants to determine compliance with the bid specifications in accordance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et. seq. and the same have been determined to be in order provided that the bidder submits a Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4; or, in accordance with N.J.A.C. 17:27-4, a copy of an Employee Information Report (Form AA302) submitted to the Division of Public Contracts Equal Employment Opportunity Compliance established in the State of New Jersey, Department of the Treasury; and

**WHEREAS**, there are sufficient funds from 01-507-020 to provide funding for the contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Rockaway Valley Regional Sewerage Authority as follows:

1. The RVRSA hereby awards, and the Executive Director is authorized and directed to execute, a one (1) year contract for Meter Inspections and Calibrations in the amount of \$54,000.00 with North East Technical Sales, 171 Ruth Road, Harleysville, PA 19438, subject to compliance with the equal opportunity employment and affirmative action requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et seq.

2. The Executive Director is authorized and directed to forward notice of award to North East Technical Sales, Inc.

3. This Resolution shall take effect as provided by law.

I hereby certify that this Resolution was adopted at a meeting of the Rockaway Valley Regional Sewerage Authority held on January 8, 2015

On motion of Glenn Corbett

Second by: Joseph Lowell

And a Roll Call Vote as Follows:

Yeas: (8) Andes, Cegelka, Corbett, Guadagno, Lowell, Recchia, Schaefer, Schorno

Nays: (0) None

Abstain: (0) None

Absent: (2) Secco and Vincitore



Michael Guadagno  
Board Secretary

JOSEPH J. MARAZITI, JR.  
CHRISTOPHER H. FALCON  
DIANE ALEXANDER<sup>1</sup>  
BRENT T. CARNEY  
ANDREW M. BREWER  
JOANNE VOS  
CHRISTOPHER D. MILLER<sup>2</sup>  
HEATHER A. PIERCE

<sup>1</sup>ALSO ADMITTED IN NY  
<sup>2</sup>ALSO ADMITTED IN DC

# MARAZITI FALCON, LLP

ATTORNEYS AT LAW

150 JOHN F. KENNEDY PARKWAY  
SHORT HILLS, NEW JERSEY 07078

PHONE: (973) 912-9008  
FAX: (973) 912-9007  
WWW.MFHLAW.COM

Direct Dial Number: (973) 912-6811

## MEMORANDUM

TO: JoAnn Mondsini, Executive Director  
FROM: Diane Alexander, Esq.  
DATE: December 30, 2014  
RE: Meter Inspection and Calibrations Bid

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With respect to the Meter Inspection and Calibrations Bid, per your request I have reviewed the bid submitted by the apparent low bidder, North East Technical Sales, Inc. to determine whether it meets the legal requirements set forth in the bid specifications. Based upon my review, the bid submitted by North East Technical Sales meets the legal requirements set forth in the bid specifications provided that the bidder submits a Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4 or a copy of a completed Employee Information Report (Form AA302). Pursuant to N.J.A.C. 17:27-4, each contractor must submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or

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2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

Compliance with the technical specifications contained in the bid documents for Meter Inspection and Calibrations must be reviewed for technical sufficiency and I defer to RVRSA with respect to any determination made on this basis.