

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
PKF O'CONNOR DAVIES  
TO PROVIDE MUNICIPAL AUDITING SERVICES**

**WHEREAS**, the Township of North Brunswick has a need to acquire Municipal Auditing Services for calendar year 2023; and

**WHEREAS**, on October 11, 2022, the Township Council approved Resolution #298.10.22, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were anticipated to be procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Thursday, November 10, 2022, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one proposal in response to PRO23010; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with PKF O'Connor Davies (20 Commerce Drive, Suite 301, Cranford, NJ 07016) to serve as Municipal Auditor for calendar year 2023; and

**WHEREAS**, proposals have been reviewed and the response submitted by with PKF O'Connor Davies, LLC has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an Agreement with PKF O'Connor Davies to serve as Municipal Auditor for calendar year 2023; and

**WHEREAS**, PKF O'Connor Davies shall be compensated for these services as outlined within their contract in the amount of \$75,000.00 for preparation of the FY2023 audit, exclusive of special services which shall be billed in accordance with the terms of the contract and charged to the related accounts, as certified by the Chief Financial Officer; and

**WHEREAS**, the Chief Financial Officer has certified that \$60,000.00 for the FY2023 audit is available in budget account 3-01-20-135-000-130, \$10,000.00 for the FY2023 audit is available in water account 3-05-55-502-000-130 and \$10,000.00 for the FY2023 audit is available in sewer account 3-07-55-502-000-130, and all other requested services shall be billed at an hourly rate and charged to the related improvement authorizations and/or the Finance-OE Financial Services budget account as certified by the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** on this 3<sup>rd</sup> day of January, 2023, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to

execute and the Township Clerk to witness an agreement with PKF O’Connor Davies to serve as Municipal Auditor in the amount of \$75,000.00 for preparation of the FY2023 audit, exclusive of special services which shall be charged to the related accounts.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$55,000.00 for the FY2023 audit is available in budget account 3-01-20-135-000-130, \$10,000.00 for the FY2023 audit is available in water account 3-05-55-502-000-130 and \$10,000.00 for the FY2023 audit is available in sewer account 3-07-55-502-000-130, and all other requested services shall be billed at an hourly rate and/or charged to the related improvement authorizations and/or the Finance-OE Financial Services budget account as certified. Contract PRO23010

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 3, 2023.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



## TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 435  
Website: WWW.NORTHBRUNSWICKNJ.GOV

### Evaluation Report

### Municipal Auditor - Request for Proposals – PRO23010

December 29, 2022

On October 11, 2022, the Township Council passed a Resolution #298-10.22 authorizing the advertisement for the receipt of proposals for Professional Services to include Municipal Auditor through a competitive contracting process. This process allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer

Marrissa Heyman, Supervising Account Clerk

Joseph Maimone, Sr. Account Clerk

The committee reviewed and discussed the Request for Proposal. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- |   |             |
|---|-------------|
| 1. Understanding of Services                      | – 30 points |
| 2. Prior experience of Individual/Team identified | – 20 points |
| 3. Overall Company History with Similar Services  | – 30 points |
| 4. Agreement to Pricing Model                     | – 20 points |

The following one (1) proposal was received by the submission deadline of November 10<sup>th</sup>, 2022:

PKF O'Connor Davies, LLP  
20 Commerce Drive  
Cranford, NJ 07016

The committee members all individually reviewed the proposal. The committee then met to discuss the proposal, experience, proposed methodology and other factors.

The committee members then individually filled out Committee Evaluation forms, assigning numerical scores for each criterion.

When the scoring was added for all vendors, the firms were ranked as follows:

PKF O'Connor Davies, LLP	300
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The committee therefore recommends appointment of PKF O'Connor Davies, LLP to serve as Municipal Auditor.

**RECEIPT OF PROPOSALS**

**November 10, 2022**

**Results from the receipt of Requests for Proposals on Wednesday, November 10, 2022 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Business Administrator/Purchasing Agent  
Samantha Sickles, Assistant Purchasing Agent  
Lisa Russo, Municipal Clerk  
Nellie Sowell, Clerk 3**

**Resolution #298-10.22 was adopted on October 11, 2022 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	<b>Total</b>
<b>PRO23010 – Municipal Auditor</b>	<b>No Bond required</b>	
<b>PKF O’Connor Davies LLP 20 Commerce Drive Cranford, NJ 07016</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the Reorganization Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**