

**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 2025; and

WHEREAS, on September 16, 2024, the Township Council approved Resolution 289-9.24, 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 14, 2024, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one (1) proposal in response to PRO25010; 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 2025; 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 2025; and

WHEREAS, PKF O'Connor Davies shall be compensated for these services as outlined within their contract in the amount of \$80,000.00 for preparation of the FY2025 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 FY2025 audit is available in budget account 5-01-20-135-000-130, \$10,000.00 for the FY2025 audit is available in water account 5-05-55-502-000-130 and \$10,000.00 for the FY2025 audit is available in sewer account 5-07-55-502-000-130, 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 2nd day of January 2025, 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 \$80,000.00 for preparation of the FY2025 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 \$60,000.00 for the FY2025 audit is available in budget account 5-01-20-135-000-130, \$10,000.00 for the FY2025 audit is available in water account 5-05-55-502-000-130 and \$10,000.00 for the FY2025 audit is available in sewer account 5-07-55-502-000-130, 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 PRO25010

Cavel Gallimore
Chief Financial Officer

Justine Progebin
Business Administrator

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

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
CHEDID				
HUTCHINSON				
MEHTA				
DAVIS				
SOCIO				
GUADAGNINO				
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 2, 2025.

Lisa Russo
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK

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NORTH BRUNSWICK, NJ 08902

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Website: WWW.NORTHBRUNSWICKNJ.GOV

Evaluation Report

Municipal Auditor - Request for Proposals – PRO25010

December 31, 2024

On September 16, 2024, the Township Council passed a Resolution #289-9.24 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

Stephanie Benanti, Principal Payroll 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 14, 2024:

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

The committee members all individually reviewed the proposal. 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 14, 2024

Results from the receipt of proposals on Thursday, November 14, 2024, at 11:00 a.m., by way of virtual: <https://us02web.zoom.us/j/86923261108?pwd=QOv013RQZABbcWdZ9SqEOMY9liwy19.1>

Present: Justine Progebin, Business Administrator/Purchasing Agent
Samantha Sickles, Purchasing Agent
Emma Von Thun, Purchasing Agent
Nellie Sowell, Clerk 3

Resolution #289-9.24 adopted on September 16, 2024 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Receipt of proposals is closed.

The following receipt of proposals were received:

	Bond	Total
PRO25010 – Municipal Auditor	No Bond required	
PKF O’Connor Davies LLP 20 Commerce Drive Cranford, NJ 07016		Set Fees

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

Lisa Russo
Municipal Clerk