

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING AN AMENDMENT TO CONTRACT PRO24065 WITH TAKEFORM
UNDER THE DEPARTMENT OF PUBLIC WORKS**

WHEREAS, the Township of North Brunswick's Municipal Complex sustained severe water damage during Hurricane Ida in September of 2021; and

WHEREAS, a number of areas and offices experienced damage during the event that required restoration work; and

WHEREAS, the Township's Architect, USA Architects, advised the Director of Public Works that signage should be updated to comply with ADA Standards, ICC A117.1, and applicable building codes; and

WHEREAS, a quote submitted by Takeform (11601 Maple Ridge Road, Medina, NY, 14103) in the amount of \$23,705.03 for the design, fabrication, and installation of 191 signs was determined to be both responsive and responsible; and

WHEREAS, on October 7, 2024, pursuant to Resolution 308-10.24, the Township Council authorized a contract with Takeform under PRO24065, for the design, fabrication, and installation of interior signage in an amount not-to-exceed \$23,705.03; and

WHEREAS, the Director of Public Works and the Township Architect identified areas where signs had been omitted in the original solicitation of quotes but are required per the above ADA Standards; and

WHEREAS, the Sales Order, attached to this resolution, has been amended to \$25,291.62, a net increase of \$1,586.59; and

NOW THEREFORE BE IT RESOLVED, on this 3rd day of February 2025, that the Township Council of the Township of North Brunswick does hereby authorize an amendment to the agreement with Takeform for the design, fabrication, and installation of interior signage with an increase of \$1,586.59 to the current authorization, for a revised authorization amount of \$25,291.62.

CERTIFICATION

I, Cavell Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount of \$1,586.59 are available for this purpose in Account no. G-02-25-100-000-007. Contract PRO24065

Cavell Gallimore
Chief Financial Officer

Steve Bloyed
Director of Public Works

Justine Progebin
Business Administrator

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

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
CHEID				
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 February 3, 2025.

Lisa Russo
Township Clerk



branding space. moving people.

Quorum Group, LLC DBA

Sales Order # 136055

PO # 25-01015

Payment Terms Net 30

January 20, 2025

Bill To:
North Brunswick Township
Emma Von Thun

710 Hermann Rd
North Brunswick, NJ 08902-2850
evonthun@northbrunswicknj.gov
(732) 247-0922 x234

Site Address:

710 Hermann Rd
North Brunswick, NJ 08902-2850

Project Contact:
Emma Von Thun

Account Manager:
Jennifer Twitchell
jlt@takeform.net
(585) 318-1048

NOR0334: North Brunswick Municipal Complex

Order may be shipped to a Takeform Certified installer.

Confirm site will be ready by ship date mentioned in your confirmation email. For the site to be ready the paint on the walls must be dried for 72 hours prior to install. If installation is delayed due to site not being ready, additional charges may apply.

Contact must be present and available on site to the installer during installation service.

		QTY	Unit Net	Extended Net
1	Type H: Room ID w/Insert	35	\$104.65	\$3,662.75
2	Inserts for Type H	35	\$13.26	\$464.10
3	Type M: Flag Mount ID	9	\$233.30	\$2,099.70
4	Type J.2: Conference Room Sign	15	\$125.71	\$1,885.65
5	Type G: Room ID - 1 line copy	52	\$62.27	\$3,238.04
6	Glass Backer for Type G	2	\$9.04	\$18.08
7	Type G.2: Room ID - 2 lines copy	33	\$71.23	\$2,350.59
8	Type G.3: Room ID - 3 lines copy	6	\$76.75	\$460.50
9	Type E: Stair Sign	14	\$102.62	\$1,436.68
10	Type E.2: Restroom Sign	19	\$102.62	\$1,949.78
11	Type D: Evacuation Map ID with insert	4	\$180.92	\$723.68
12	Inserts for Type D	4	\$15.91	\$63.64
13	Type SF.1: No Smoking/Vaping	6	\$40.97	\$245.82
14	Type SF.2: No Cell Phones	5	\$40.97	\$204.85
15	Type SF.3: No Recording	3	\$40.97	\$122.91
16	A0150 Silicone Adhesive Cartridge	4	\$13.25	\$53.00
17	Production Documents and File Creation	1	\$1,909.35	\$1,909.35

NOR0334: North Brunswick Municipal Complex

18	Takeform Certified Installation Service - Prevailing Wage	1	\$3,843.00	\$3,843.00
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Subtotal:	\$24,732.12
S & H:	\$859.50
Taxes:	\$-
Total:	\$25,591.62
Deposit paid:	\$-
Balance due:	\$25,591.62

DEPOSIT: 40% deposit due upon release to production. Deposits are requested due to the custom nature of signage and graphic products, design hours, and planning services.

MINIMUMS: Orders less than \$500 must be paid in full prior to fabrication.

RELEASE TO PRODUCTION: Client approvals of rendering, location plan and message schedule/proof required prior to production.

SHIPMENT WINDOW: If shipment cannot be completed within 1 year of purchase order, a price escalation of 7% shall apply with an additional 7% for every ensuing year. The increase shall be based on total invoice excluding taxes.

DELIVERY: 4 weeks after receipt of approvals contingent on project scope and materials.

FOB Origin, with full freight allowed.

INSTALLATION: Unless indicated, sign installation is not included. If shown, price is based on the minimum trips required to perform the work. If additional trips are necessary, for reasons beyond our control, additional charges may apply. Please advise if multiple trips are anticipated. Prices reflect installations performed during regular business hours (M-F, 7:00am - 5:00pm). Work outside these hours or days will incur additional cost.

CHANGES: Changes in quantities, sign types and/or finishes may affect prices. Further, due to rising material prices, it may be necessary to adjust prices for orders which fail to ship within one year of placement.

CANCELLATION: Canceled orders shall be subject to a 25% fee.

EXPIRATION: Prices are valid for 90 days.

WARRANTY: Takeform warrants its products to be free of defects in material and workmanship for a period of five years from date of shipment. Warranty covers all material and labor to repair or replace products determined to be defective.

Balance due: \$25,591.62

Payment Options:

Return via fax at 585-798-8889 or email your project manager

Order #: 136055

Visa MasterCard Discover American Express Mail Check

North Brunswick Township

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____

Card Billing Address: _____

Signature: _____

C V V 2#: _____

Amount: _____