

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY

RESOLUTION NO. 19-321

**RESOLUTION AWARDING CONTRACT TO  
ADMINISTRATIVE AGENT**

WHEREAS, the Township of Washington is in need of administrative agent services which involves certain knowledge and experience in the field, and the Township has determined to solicit proposals for such services; and

WHEREAS, the Township has advertised its request for proposals for the provision of administrative agent services, and has received several responsive submissions which have been reviewed and evaluated by the Township's Department of Law and Department of Administration in accordance with its solicitation request, including the following criteria:

1. Familiarity with the Township of Washington and its affordable housing portfolio;
2. Demonstrated experience with COAH approved approaches to affordable administration;
3. Experience and reputation in the field of affordable housing administration;
4. Education and/or special accreditations in the field of affordable housing administration;
5. Availability of sufficient personnel and other resources to provide the services required;
6. Compensation proposal;
7. Ability to attend Township of Washington Council meetings, if required; and
8. Other factors which may be in the best interest of the Township of Washington including familiarity with the housing stock and related matters pertaining to Bergen County; and

WHEREAS, it has been recommended to the Township Counsel that Community Grants, Planning & Housing, 101 Interchange Plaza, Suite 301, Cranbury, NJ 08512 ("CGP&H") be awarded an administrative agent service contract, consistent with the Township's obligations under resolution of its municipal affordable housing obligations; and

WHEREAS, the Township has determined to award an administrative agent service contract to CGP&H in accordance with the procurement process described in the Township's solicitation request; and

WHEREAS, such contract shall be charged to such accounts as deemed appropriate by the Chief Financial Officer or her designee, and these funds shall be certified by the Chief Financial Officer;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Bergen, New Jersey that an administrative agent services contract in form and substance satisfactory to the Township shall be and is hereby awarded to CGP&H; and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute such contract on behalf of the Township with CGP&H for the above stated purpose; and

BE IT FURTHER RESOLVED that this expenditure shall be charged to such accounts as deemed appropriate by the Chief Financial Officer or her designee.

ATTEST:

APPROVED:

TOWNSHIP COUNCIL OF THE  
TOWNSHIP OF WASHINGTON

  
Susan Witkowski,  
Township Clerk

  
Michael DeSena,  
Council President

DATED: December 9, 2019

MOTION	SECOND	COUNCIL	AYES	NAYES	ABSTAIN	ABSENT
Bruno	Bruno	Bruno	X			
Cascio	Cascio	Cascio	X			
Cumming	Cumming	Cumming	X			
DeSena	DeSena	DeSena	X			
Ullman	Ullman	Ullman	X			