

RESOLUTION NO. 2018-108

AWARD OF ADMINISTRATIVE SERVICES CONTRACT, TAX OFFICE TO J.H. SERVICES, INC.

WHEREAS, the Township Administrator has advised the Township Council that there is a need to execute a short-term administrative services contract to assist with the tax assessment data as part of maintaining and updating various tax files for the upcoming tax year, assisting with property inventories; and

WHEREAS, the award of this contract to J.H. Services, Inc. shall not exceed twelve (12) months in length and will not exceed the state bid threshold for municipalities; and

WHEREAS, J.H. Services address is 520 Stokes Road, Suite D-2, Medford, NJ 08055 and the Tax Assessor has stated that they are qualified to perform the services outlined in the attached schedule "A"; and

WHEREAS, the Administrator in consultation with the Tax Assessor is recommending that the short-term administrative services contract be awarded to J.H. Services, Inc. for the reasons stated herein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Florence, County of Burlington, State of New Jersey, that the Administrative Services Contract be awarded to J.H. Services, Inc., which is noted in the Schedule "A" attached, as recommended by the Township Tax Assessor and Township Administrator.

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CERTIFICATION OF FUNDS BY CFO:

<b>Amount</b>	<b>Account</b>
\$9,240	# 8-01-20-150-258-523

  
Sandra A. Blacker, CFO

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I, NANCY L. ERLSTON, Clerk of the Township of Florence, County of Burlington, State of New Jersey, do hereby certify that the certification of available funds has been provided to the governing body and that the foregoing Resolution is a true copy of the Resolution approved by Township Council at their April 18, 2018 meeting.

  
Nancy L. Erlston, RMC  
Township Clerk  


Note: This Resolution approves the award of a short-term administrative services contract.