RESOLUTION

No. 18-639

Date of Adoption
OCT 04, 2018

Approved as to Form and Legality

[Signature]

CITY ATTORNEY

Factual content certified by

[Signature]

JANET SCHOENHAAR, COMPTROLLER/CFO

Councilman/woman

[Signature]

presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ TO MERCADIAN, P.C., 3625 QUAKERBRIDGE ROAD, HAMILTON, NEW JERSEY 08619 TO PROVIDE MUNICIPAL AUDITING SERVICES FOR A PERIOD OF ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED $82,172.00– RFP# 2018-32

WHEREAS, the City of Trenton has a need for Municipal Auditing Services for the Department of Finance; and

WHEREAS, the request for proposal was advertised on June 13, 2018, and two (2) proposals were received on July 3, 2018, and were evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of Mercadian, P.C., 3625 Quakerbridge Road, Hamilton, New Jersey 08619 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed $82,172.00 for a period of one (1) year have been certified to be available in the following accounts numbers: 9-01- -30-3020-290 ($36,156.00), 9-05- -30-3000-899 ($23,830.00), 9-07- -30-3000-290 ($18,078.00), and 9-26- -60-6020-290 ($4,108.00) contingent upon the adoption of FY’2019 temporary and or final budget; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Trenton, that:

1. The Mayor is authorized to enter into contract with Mercadian, P.C., 3625 Quakerbridge Road, Hamilton, New Jersey 08619 in an amount not to exceed $82,172.00 for Municipal Auditing Services for the City of Trenton, Department of Finance for a period of one (1) year.

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-41.

3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk’s Office.

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This Resolution was adopted at a Meeting of the City Council of the City of Trenton on

OCT 04, 2018

[Signature]

President of Council

[Signature]

City Clerk
PROFESSIONAL SERVICES CONTRACT
RFP2018-32
RESOLUTION 18-639

THIS CONTRACT, made this 5th day of OCTOBER 2018 by and between the CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608 a Municipal Corporation of the State of New Jersey, ("City") and MERCADIEN, P.C., 3625 QUAKERBRIDGE ROAD, HAMILTON, NEW JERSEY 08619 ("CONTRACTOR").

WHEREAS, the City has a need to provide MUNICIPAL AUDITING SERVICES for the City of Trenton, Department of Finance.

WHEREAS, Contractor agrees to provide MUNICIPAL AUDITING SERVICES for the City of Trenton, Department of Finance in accordance with the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

1. MUNICIPAL AUDITING SERVICES:
The City agrees to retain MERCADIEN, P.C., 3625 QUAKERBRIDGE ROAD, HAMILTON, NEW JERSEY 08619 the request of and under the general supervision of the City of Trenton, Department of Finance.

2. SCOPE OF SERVICES
SEE ATTACHED SCOPE OF SERVICES

DURATION OF THE CONTRACT:
This contract shall remain in full force and effect for a period of one (1) year from date of award from October 5, 2018 to October 4, 2019 an amount not to exceed $82,172.00 contingent upon the adoption of FY’2019 temporary and or final budget.

3. STATUS OF CONTRACTOR: It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

4. NOTICES: Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

5. INTEGRATION: Resolution #18-639 and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbonding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Administration.

6. ENFORCEABILITY: If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

7. GOVERNING LAW: This Contract shall be governed by the laws of the State of New Jersey.
8. MISCELLANEOUS PROVISIONS:

a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.

c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.

d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.

e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

f. Contractor, where applicable, agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional, sexual orientation, disability or nationality. Contractor will conform these employment goals consistent with statutes and court decisions of the State of New Jersey, and applicable Federal law and Federal court decisions.

g. Contractor, where applicable, shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations. Contractor shall furnish such information as may be requested by the Affirmative Action Office
for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

h. Contractor, shall submit along with the signed contract one of the following as evidence of compliance with N.J.A.C. 17-27:

1. Appropriate evidence that the Independent contractor is operating under an existing Federally approved or sanctioned affirmative action program.


3. An initial employee information report (Form AA#302) provided by the Affirmative Action Office and completed by the contractor in accordance with N.J.A.C. 17:27-4

MERCADIEN, P.C.,
3625 QUAKERBRIDGE ROAD
HAMILTON, NEW JERSEY 08619

Seal: __________________________

Attest: _________________________

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

DWAYNE M. HARRIS
MUNICIPAL CLERK

DATE 11/01/18

CITY OF TRENTON

W. REED GUSCIORA, ESQ.
MAYOR

DATE 10/30/18
Section 1 - GENERAL CRITERIA:
The City of Trenton is in need of a Registered Municipal Accountant to provide Municipal Audit Services in accordance with NJSA 40A:5-4. Applicants shall demonstrate knowledge with governmental auditing standards and regulations as well as experience verifying compliance with New Jersey Statutes and Regulations.

Section 2 - COMPETITIVE CONTRACT (a Fair and Open Process):
The selection of a qualified respondent is subject to the "New Jersey Local Unit Pay-to-Play" Law, NJSA 19:44A-20.4 et seq. The City of Trenton has structured a procurement process (a competitive contracting model) that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP which will be applied in the same manner to each proposal received.

Section 3 - SCOPE OF WORK (Services to be Provided):
This contract is exclusive of consulting accountant services to assist with general accounting, financial statement preparation or budget. These services will be the subject of a separate competitive contract.

Audit fieldwork will be designed to provide reasonable assurance that the financial statements are free from material misstatement. In performing the audit the auditor shall follow governmental auditing standards as set forth by the US Comptroller General "Yellow Book" as well as audit requirements promulgated by the NJ Division of Local Government Services.

1. Conduct an annual audit of the books and records for the City of Trenton for the Calendar Year ending June 30, 2017:
   a. Audit field work shall begin no later than September 1, 2017
   b. The audit shall be completed within six months after the close of the fiscal year.
   c. The governing body of every local unit may by resolution petition the Director of the Division of Local Government Services in the Department of Community Affairs for an extension to complete and file the annual audit with the division. Upon good cause being shown the director may grant an extension upon whatever terms or
conditions he may deem reasonable. The determination of the
director in the granting of an extension is final.

2. Meet with City of Trenton staff to evaluate internal controls and technical
competencies. All employees will be directed to assist the chosen auditor
in any and every way possible. It is expected that City of Trenton
employees will retrieve all documents selected by the auditor for
evaluation. Employees will also work with the auditor, as necessary, to
analyze all account balances and account activity.

3. The Auditor shall meet with the Audit Committee at least three times to
discuss audit plans, expectations and progress; prior to audit field work,
mid-way through audit field work and upon completing audit field work
(exit conference).

   a. The Audit Committee shall be comprised of the Municipal
      Manager/Administrator, the Chief Financial Officer, one (or two)
      representative(s) from the Governing Body and the DLGS Fiscal
      Monitor.

   b. Additional meetings may be called at the discretion of either the
      auditor or the City of Trenton.

4. Provide comments and recommendations relating to any and all audit
findings

   a. statutory compliance (particularly NJSA 40A)

   b. material weaknesses in internal accounting controls

5. Perform an audit of State and Federal Grants as per the “Single Audit”
circulars OMB-A133 and NJ 04-04-OMB.

   a. The City of Trenton reserves the right to split away the State and
      Federal Single Audit from the Financial Statement Audit and award
      each to separate Firms.

6. Perform compliance testing on the State MOU required as a result of the
transitional aid money that is received.

   a. The City of Trenton reserves the right to split away the State MOU
testing from the Financial Statement Audit and award each to
separate Firms.