

**CONTRACT**  
**COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL**  
**CC2023-09**  
**RESOLUTION NO.#23-378**

**PROVIDE THIRD PARTY ADMINISTRATOR SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION**

THIS CONTRACT, made this 4<sup>TH</sup> day of AUGUST 2023 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 **CLAIMS RESOLUTION CORPORATION INCORPORATED., 323 PITNEY ROAD, SUITE 200, GALLOWAY, NEW JERSEY 08205**("CONTRACTOR")

**WHEREAS**, the City has a need to **THIRD PARTY ADMINISTRATOR SERVICES** for the City of Trenton, Department of Administration.

**WHEREAS**, Contractor agrees to provide **THIRD PARTY ADMINISTRATOR SERVICES** in the terms and conditions as set forth hereinafter, and the City being agreeable thereto;

**NOW THEREFORE**, the parties mutually agree as follows:

**1. PROFESSIONAL SERVICES:**

The City agrees to retain **CLAIMS RESOLUTION CORPORATION INCORPORATED., 323 PITNEY ROAD, SUITE 200, GALLOWAY, NEW JERSEY 08205** hereinafter set forth at the request of and under the general supervision for the City of Trenton, Department of Administration.

**2. SCOPE OF SERVICES**

**SEE SCOPE OF SERVICES SECTION**

**3. DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect for a period of one (1) year from AUGUST 4, 2023, TO AUGUST 3, 2024, in an amount not to exceed a flat fee of \$133,100.00, with an option to extend the contract for an additional two (2) one (1) year options; **2<sup>nd</sup> year (\$136,650.00) and 3<sup>rd</sup> year (\$140,150.00)**

**4. 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.

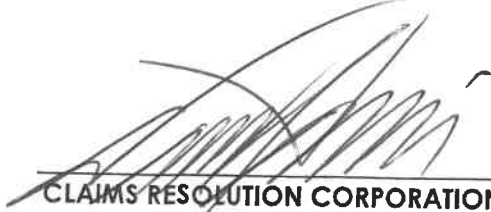
**5. NOTICES:** Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.

**6. INTEGRATION:** Resolution #23-378 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.

7. **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.
8. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.
9. **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,

- f. Contractor will 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.
- g. 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.
- h. 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).
- i. 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.
  - 2. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4.
  - 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



CLAIMS RESOLUTION CORPORATION INCORPORATED  
323 PITNEY ROAD, SUITE 200  
GALLOWAY, NEW JERSEY 08205

8/28/23

DATE

Seal: \_\_\_\_\_

Attest: Jauren Malley

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

ATTEST:

CITY OF TRENTON

  
\_\_\_\_\_  
BRANDON GARCIA  
MUNICIPAL CLERK

  
\_\_\_\_\_  
W. REED GUSCIORA  
MAYOR

# RESOLUTION

No.

23 - 378

Date of Adoption

AUG 03 2023

Approved as to Form and Legality

Factual content certified by

WESLEY BRIDGES, ESQ., CITY ATTORNEY

ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman

presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A COMPETITIVE CONTRACTING PROCESS TO CLAIMS RESOLUTION CORPORATION INCORPORATED, TO PROVIDE THIRD PARTY ADMINISTRATOR SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF ADMINISTRATION FOR A PERIOD OF ONE (1) YEAR FROM DATE OF AWARD IN AN AMOUNT NOT TO EXCEED A FLAT ANNUAL FEE OF \$133,150.00 - CC2023-09 WITH AN OPTION TO EXTEND THE CONTRACT FOR AN ADDITIONAL TWO (2) ONE (1) YEAR OPTIONS**

WHEREAS, Resolution Number 08-154 authorized the utilization of competitive contracting in lieu of public bidding for Third Party Administrator Services for general liability claims, worker's compensation claims management and loss control services as required pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-4.1 et. seq.; and

WHEREAS, a Request for Competitive Contracting Proposal was advertised on June 9, 2023, and three (3) proposals were received on July 12, 2023 and reviewed for procurement by the purchasing agent, and proposals were evaluated based on criteria that included experience and qualifications, quality of technical proposal, price proposal and responsiveness to the specifications; and

WHEREAS, the proposal of Claims Resolution Corporation, Incorporated, 323 Pitney Road, Suite 200, Galloway, New Jersey 08205 was deemed to include the necessary qualifications and expertise for the performance of the services at the rates listed in the proposal; and

WHEREAS, funds in an amount not to exceed a flat annual fee of \$133,150.00 have been certified to be available in account # 3-01- -80-8030-688 (\$133,150.00) contingent upon the adoption of the final CY'2023 budget with an option to extend two (2) one (1) year extensions 2<sup>nd</sup> year (\$136,650.00 and 3<sup>rd</sup> year (\$140,150.00).

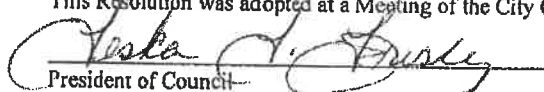
# RESOLUTION

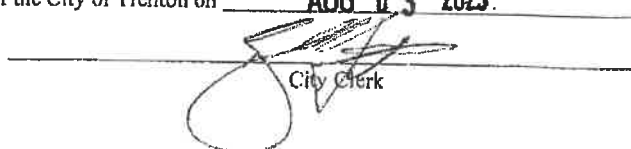
**NOW, THEREFORE IT IS RESOLVED**, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Claims Resolution Corporation, Incorporated, 323 Pitney Road, Suite 200, Galloway, New Jersey 08205 to provide Third Party Administrator Services for General Liability Claims, Worker's Compensation Claims Management and Loss Control Services in an amount not to exceed a flat annual fee of \$133,150.00 for a period of one (1) year from date of award with an option to extend two (2) one year (1) extensions for the City of Trenton, Department of Administration.
2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-4.5.
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.

MOTION:					SECOND:				
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓			
FELICIANO	✓				HARRISON	✓			
FIGUEROA	✓				WILLIAMS	✓			
KETTENBURG	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on AUG 13 2023

  
President of Council

  
City Clerk