

**RESOLUTION # 23-426**  
**CONTRACT AUTHORIZING A SIXTY DAY (60) CONTRACT EXTENSION**  
**TO MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION FOR THE EMPLOYEE ASSISTANCE**  
**PROGRAM FOR THE CITY OF TRENTON EMPLOYEES, FOR THE DEPARTMENT OF ADMINISTRATION FROM DATE**  
**OF AWARD**  
**CC2019-09**

**THE AGREEMENT** made this 6TH day of OCTOBER 2023, by and between the **CITY OF TRENTON**, a municipal corporation, of the State of New Jersey, with principal offices located at **319 EAST STATE STREET, TRENTON, NEW JERSEY 08608** (hereinafter the "City") and **MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION, 1931 BRUNSWICK AVENUE, LAWRENCE TOWNSHIP, NJ 08648** (hereinafter "CONTRACTOR")

**WHEREAS**, Resolution #22-370 adopted on October 5, 2022, exercise the final option to extend the contract for an additional one (1) year to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 from September 1, 2022 to August 31, 2023 in the amount not to exceed \$50,000.00; and

**WHEREAS**, the City of Trenton, Department of Administration, has the need to extend the current contract which expired on August 31, 2023; for an additional sixty (60) days from September 1, 2023, to October 31, 2023, until the new proposals received have been evaluated by the evaluating team, a resolution is adopted by City Council and there is a new contract in place; and

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

1. The amount of the contract extension agreement shall be funds in an amount not to exceed **\$8,333.34** for the City of Trenton, Department of Administration for an additional sixty (60) days from **September 1, 2023, to October 31, 2023**.
2. The Mayor is hereby authorizing a sixty (60) day contract extension to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 for Employee Assistance Program for the City of Trenton Employees; for the Department of Administration in an amount not to exceed **\$8,333.34** for the said purposes in the manner prescribed by law.

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

ATTEST:

CITY OF TRENTON

Witness:

  
MUNICIPAL CLERK

  
W. REED GUSCIORA, MAYOR

DATE

DATE

 10-23-2023  
MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION  
1931 BRUNSWICK AVENUE  
LAWRENCE TOWNSHIP, NJ 08648

# RESOLUTION

No. 23-426

Date of Adoption OCT 05 2023

Approved as to Form and Legality

Factual content certified by

WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

ABRAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman

presents the following Resolution:

## RESOLUTION AUTHORIZING A SIXTY DAY (60) CONTRACT EXTENSION TO MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION FOR THE EMPLOYEE ASSISTANCE PROGRAM FOR THE CITY OF TRENTON EMPLOYEES, FOR THE DEPARTMENT OF ADMINISTRATION FROM DATE OF AWARD IN AN AMOUNT NOT TO EXCEED \$8,333.34 - CC2019-09

**WHEREAS**, Resolution #22-370 adopted on October 5, 2022, exercise the final option to extend the contract for an additional one (1) year to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 from September 1, 2022 to August 31, 2023 in the amount not to exceed \$50,000.00; and

**WHEREAS**, the City of Trenton, Department of Administration, has the need to extend the current contract which expired on August 31, 2023; for an additional sixty (60) days from September 1, 2023, to October 31, 2023, until the new proposals received have been evaluated by the evaluating team, a resolution is adopted by City Council and there is a new contract in place; and

**WHEREAS**, additional funds in an amount not to exceed \$8,333.34 at a monthly rate of \$4,166.67 have been certified to be available in the following account number in CY' 23 3-01- -80-8010-695. This contract extension shall be awarded from September 1, 2023, to October 31, 2023.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton that the mayor is hereby authorized a sixty (60) day contract extension with Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648, for Employee Assistance Program for the City of Trenton Employees; for the Department of Administration in an amount not to exceed \$8,333.34 for the said purposes in the manner prescribed by law.

MOTION: <u>Harrison</u>					SECOND: <u>Figueroa Kottenburg</u>									
	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
EDWARDS	✓				GONZALEZ	✓				FRISBY	✓			
FELICIANO	✓				HARRISON	✓								
FIGUEROA	✓				WILLIAMS	✓								
KETTENBURG	✓													

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on OCT 05 2023

President of Council

City Clerk



## METRO EMPLOYEE ASSISTANCE SERVICE

EXECUTIVE DIRECTOR  
Margarita Leahy

DIRECTOR OF OPERATIONS  
Catherine Arulmohan

August 29, 2023

Isabel Garcia, Purchasing Agent  
Department of Purchasing  
City of Trenton

Re: CC2019-09 Resolution 20-51 Extension letter

Dear Isabel,

I am writing to express our intent to continue providing EAP services for the City of Trenton for the extension year as noted in the resolution for an additional two months (9/1/2023 to 10/1/2023). We will provide services for the same administrative fee of \$50,000 for the year. SAP referral charges will be billed in addition to the monthly administrative fee.

We look forward to our continued partnership with the City of Trenton providing this important service to its employees.

Sincerely,

Margarita Leahy, Ed.S, NCC, LPC, LCADC, ACS  
Executive Director/MEAS Clinical Supervisor

# RESOLUTION

No. **22-370**Date of Adoption **OCT 06 2022**

Approved as to Form and Legality

WESLEY BRIDGES, ESQ. DIRECTOR OF LAW

Factual content certified by

ALBERT E. CRUZ, BUSINESS ADMINISTRATOR

Councilman /woman \_\_\_\_\_ presents the following Resolution:

**RESOLUTION EXERCISING THE OPTION TO EXTEND THE CONTRACT FOR THE FINAL ADDITIONAL ONE (1) YEAR TO MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION FROM SEPTEMBER 1, 2022 TO AUGUST 31, 2023 TO PROVIDE EMPLOYEE ASSISTANCE FOR CITY OF TRENTON EMPLOYEES IN AN AMOUNT NOT TO EXCEED \$50,000.00- CC2019-09**

**WHEREAS**, Resolution Number 20-51 awarded a contract on February 6, 2020, to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 to Provide Employee Assistance for the City of Trenton Employees for a period of two (2) years from December 1, 2019 to June 30, 2021 in an amount not to exceed \$50,000.00 per year with an option to extend one (1) additional year in an amount not to exceed \$50,000.00 for the City of Trenton, Department of Administration; and

**WHEREAS**, pursuant to N.J.S.A. 40A-11-15 provides that service contracts may be extended for no more than one (1) two-year or (2) two one-year extensions; and

**WHEREAS**, the City of Trenton, Department of Administration, has determined that the vendor has performed its services in a satisfactory manner and it is in the best interest of the City to exercise the final option to extend the contract from September 1, 2022 to August 31, 2023 to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 in an amount not to exceed \$50,000.00; and

**WHEREAS**, funds in an amount not to exceed \$50,000.00 have been certified to be available in the following account number: 2-01- -80-8010-695 (\$16,666.64), and 3-01- -80-8010-695 (\$33,333.36). The City shall exercise the option to extend the final year from September 1, 2022 to August 31, 2023.

**NOW, THEREFORE, IT IS RESOLVED**, by the City Council of the City of Trenton that the Mayor is hereby authorized to exercise the final option to extend the contract with Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 to Provide Employee Assistance for the City of Trenton Employees for the City of Trenton in an amount not to exceed \$50,000.00 for the City of Trenton, Department of Administration for the said purpose in the manner prescribed by law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL					VAUGHN									
WILSON	✓								✓					
HARRISON	✓				WILKINS	✓								
MUSCHAL	✓				MCBRIDE	✓								

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

Kathy McBride  
President of Council

City Clerk

10/6/22  
[Signature]

**RESOLUTION NUMBER:#22-370**  
**EXERCISING THE OPTION TO EXTEND THE CONTRACT FOR A THE FINAL ONE (1) YEAR**  
**FROM SEPTEMBER 1, 2022 TO AUGUST 31, 2023**  
**WITH MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION TO PROVIDE EMPLOYEE ASSISTANCE FOR CITY**  
**OF TRENTON EMPLOYEES**  
**CC2019-09**

**THE AGREEMENT** made this 4<sup>TH</sup> day of OCTOBER 2022, by and between the **CITY OF TRENTON**, a municipal corporation, of the State of New Jersey, with principal offices located at 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608 (hereinafter the "City") and **MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION, 1931 BRUNSWICK AVENUE, LAWRENCE TOWNSHIP, NEW JERSEY 08648** (hereinafter "CONTRACTOR")

**WHEREAS**, Resolution Number 20-51 awarded a contract on February 6, 2020, to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 to Provide Employee Assistance for the City of Trenton Employees for a period of two (2) years from December 1, 2019 to June 30, 2021 in an amount not to exceed \$50,000.00 per year with an option to extend one (1) additional year in an amount not to exceed \$50,000.00 for the City of Trenton, Department of Administration; and

**WHEREAS**, pursuant to N.J.S.A. 40A-11-15 provides that service contracts may be extended for no more than one (1) two-year or (2) two one-year extensions; and

**WHEREAS**, the City of Trenton, Department of Administration, has determined that the vendor has performed its services in a satisfactory manner and it is in the best interest of the City to exercise the final option to extend the contract from September 1, 2022 to August 31, 2023 to Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 in an amount not to exceed \$50,000.00; and

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

1. The amount of the agreement shall be funds in an amount not to exceed \$50,000.00 for the City of Trenton, Department of Administration, Division of Personnel for the final one (1) year from September 1, 2022 to August 31, 2023.
2. The Mayor is hereby authorized to exercise the option to extend the contract for the final one (1) year from September 1, 2022 to August 31, 2023 with Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Avenue, Lawrence Township, New Jersey 08648 to Provide Employee Assistance for the City of Trenton Employees for the City of Trenton, Department of Administration, Division of Personnel for the said purposes in the manner prescribed by law.

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

ATTEST:

CITY OF TRENTON

Witness:

  
MUNICIPAL CLERK

  
W. REED GUSCIORA, MAYOR

11/4/2022  
DATE

10-27-22  
DATE

  
MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION  
1931 BRUNSWICK AVENUE  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

## RESOLUTION

No. \_\_\_\_\_

Date of Adoption **FEB 06 2020**

Approved as to Form and Legality

Factual content certified by

JOHN MORELLI, CITY ATTORNEY

ADAM E. CRUZ, BUSINESS ADMINISTRATOR

Councilman / woman \_\_\_\_\_

presents the following Resolution:

**RESOLUTION AWARDING A CONTRACT THROUGH A COMPETITIVE CONTRACTING PROCESS TO MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION, 1931 BRUNSWICK AVENUE, LAWRENCE TOWNSHIP, NEW JERSEY 08648 TO PROVIDE EMPLOYEE ASSISTANCE FOR CITY OF TRENTON EMPLOYEES FOR A PERIOD OF TWO (2) YEARS WITH THE OPTION TO EXTEND ONE (1) YEAR IN AN AMOUNT NOT TO EXCEED \$50,000.00 PER YEAR - CC2019-09**

WHEREAS, Resolution Number 16-203 authorized the utilization of competitive contracting in lieu of public bidding for Employee Assistance 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 Proposal was advertised, and two (2) proposals were received on November 19, 2019 and 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 Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Ave, Lawrence Township, NJ 08648 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 \$29,166.69 have been certified to be available in account number 0-01--80-8010-695 (December 1, 2019 to June 30, 2020) FY'2020, account number 1-01--80-8010-695 FY'2021 in an amount not to exceed \$50,000.00 (year two) from date of award to June 30, 2021; with an option to extend the third year FY'22 in an amount not to exceed \$50,000.00 account number 2-01--80-8010-695 (June 30, 2022) and 3-01--80-8010-695 (OTE) \$20,833.31 (November 30, 2022).

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 Mercer Council on Alcoholism and Drug Addiction, 1931 Brunswick Ave, Lawrence Township, NJ 08648 in an amount not to exceed \$29,166.69 (12/1/19 - 6/30/20) 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:11-4.1.
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.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
BLAKELEY	<input checked="" type="checkbox"/>				MUSCHAL	<input checked="" type="checkbox"/>				MCBRIDE	<input checked="" type="checkbox"/>			
CALDWELL					RODRIGUEZ	<input checked="" type="checkbox"/>								
WILSON														
HARRISON	<input checked="" type="checkbox"/>				VAUGHN	<input checked="" type="checkbox"/>								

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

**FEB 06 2020**

Kathy McBride  
President of Council

City Clerk

**COMPETITIVE CONTRACTING REQUEST FOR PROPOSAL**  
**CC2019-09**  
**RESOLUTION 20-51**

**THIS CONTRACT**, made this 7TH day of FEBRUARY 2020 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 **MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION, 1931 BRUNSWICK AVENUE, LAWRENCE TOWNSHIP, NEW JERSEY 08648** ("CONTRACTOR")

**WHEREAS**, the City has a need to provide **EMPLOYEE ASSISTANCE** to the City of Trenton's employees for the Department of Administration.

**WHEREAS**, Contractor agrees to provide **EMPLOYEE ASSISTANCE** for in 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 **MERCER COUNCIL ON ALCOHOLISM AND DRUG ADDICTION, 1931 BRUNSWICK AVENUE, LAWRENCE TOWNSHIP, NEW JERSEY 08648** 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 ATTACHED**

**DURATION OF THE CONTRACT:**

This contract shall remain in full force and effect as follows: in an amount not to exceed \$29,166.69 from December 1, 2019 to June 30, 2020 for year one (1); in an amount not to exceed \$50,000.00 year two (2) from date of award to June 30, 2021; with an option to extend the third (3) year in an amount not to exceed \$50,000.00.

(a) All work performed by the Contractor is a continuance to complete the project.

(b) The Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing.

**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 #20-51** 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 Health and Human Services.
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,



- f. 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

*Paulyn Cooper*  
MERCER COUNCIL ON ALCOHOLISM  
AND DRUG ADDICTION  
1931 BRUNSWICK AVENUE  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

3-11-2020  
DATE

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

Attest: *Alvin G. [Signature]*

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

ATTEST:

*Dwayne M. Harris*  
DWAYNE M. HARRIS  
MUNICIPAL CLERK

4/27/20  
DATE

CITY OF TRENTON

*W. Reed Gusciora*  
W. REED GUSCIORA  
MAYOR

4-21-2020  
DATE