

P.O. Type: All  
Range: First to Last  
Format: Condensed

Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACCES010 ACCESS ARCHITECTURAL GLASS & 00026995		12/31/12	GLASS AND GLAZING	Open	18,592.20	0.00		
AIRSY010 AIR SYSTEMS MAINTENANCE 00026999		12/31/12	MOTOR REPLACEMENT FOR AIR SYS	Open	392.00	0.00		
ATLAN030 ATLANTIC TACTICAL 00027049		12/31/12	DUTY AMMUNITION	Open	804.48	0.00		
		12-02756	12/31/12 SAFARILAND ALS LEVEL 2 RT	Open	<u>7,326.00</u>	0.00		
					8,130.48			
AUT03 AUTOMATIC DATA PROCESSING INC. 13-00070		02/13/13	Invoice #415886109	Open	716.32	0.00		
BIRDSALL BIRDSALL SERVICES GROUP, INC 13-00201		02/20/13	Fee for Services Rendered	Open	1,006.47	0.00		
BLAKE010 BLAKE HARDWARE & MILL SUPPLY 00026695		12/31/12	CENTER PULL TOWELS & TP	Open	247.38	0.00		
BOR03 BOR PRIN TRUST FUND 12-02940		12/31/12	change to a/p set up	Open	13,007.80	0.00		
BOR33 Bor Gen Capital The Bk of Prin 12-02512		12/31/12	CAPITAL IMPROVEMENT FUND	Open	290,000.00	0.00		
BOR39 Bor Unemployment Prin Bank 12-02941		12/31/12	move unemployment appro	Open	45,930.76	0.00		
BREGENZE BREGENZER BROS., INC. 00026722		12/31/12	COPING INSTALLATION POOL	Open	24,406.32	0.00		B
BRI03 DEREK BRIDGER 13-00077		02/13/13	Reimbursement Zoning Cert.	Open	25.00	0.00		
CFASS010 CF ASSOCIATES 00026716		12/31/12	BUDGET UPDATES	Open	250.00	0.00		
CUOMO010 CUOMO, ANTHONY 13-00194		02/20/13	RETIREE MEDICAL	Open	1,348.17	0.00		
CUTRO010 CUTRONEO, ILENE 13-00145		02/20/13	REIMBURSEMENT	Open	30.64	0.00		
DANDREA1 ERNEST DANDREA 13-00162		02/20/13	RETIREE MEDICAL	Open	1,618.65	0.00		
DAVEY DAVEY RESOURCE GROUP 00026786		12/31/12	TREE KEEPER 7.7 SUBSCRIPTION	Open	2,100.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
DITSCHMA DFFLM,LLC DITSCHMAN FLEMINGTON	12-02801	12/31/12	TIMING BELT AND WATER PUMP	Open	2,035.84	0.00		
DWDIESEL D & W DIESEL INC.	12-02759	12/31/12	REMAN INJECTION PUMP/INJECTORS	Open	1,030.10	0.00		
EASTC030 EASTCO BLDG SVCES	00026982	12/31/12	CUSTODIAL SERVICES FOR THE	Open	12,462.13	0.00		
ELI01 ELIZABETHTOWN WATER COMPANY	13-00048	02/12/13	Various Water Billings	Open	5,193.82	0.00		
ESQUILLI EDWIN ESQUILLIN	13-00161	02/20/13	UNIFORM / SHOE REIMBURSEMENT	Open	188.90	0.00		
FIUME010 FIUMENERO, MILDRED	13-00168	02/20/13	RETIREE MEDICAL	Open	1,023.00	0.00		
FRENCH FRENCH & PARELLO ASSOCIATES,PA	00018270	12/31/12	MTN LAKES DAMS ADD'L DESIGN SV	Open	2,591.20	0.00		B
GLOBA010 GLOBAL COMPUTER SUPPLIES	00027114	12/31/12	TONER	Open	1,680.46	0.00		
GRE01 GREATER MERCER TMA	R0-12316	02/20/13	RESOLUTION#R0-12316	Open	4,641.20	0.00		B
GRIGG010 GRIGGS FARM CONDOMINIUM ASSOCI	00026886	12/31/12	45 BILLE ELLIS ACCT 185-045B	Open	123.66	0.00		
	00026989	12/31/12	45 BILLIE ELLIS 4TH QTR WATER	Open	48.47	0.00		
					<u>172.13</u>			
HAU01 HARRY HAUSHALTER, ESQ	R0-12009	12/31/12	Resolution R0-12009	Open	1,874.00	0.00		B
HILLWALL HILL WALLACK	13-00198	02/20/13	COAH Invoices	Open	371.25	0.00		
HOGAN010 HOGANCAMP, STEPHEN	13-00164	02/20/13	RETIREE MEDCIAL	Open	1,336.82	0.00		
HOM01 HOME DEPOT/GEFC	13-00199	02/20/13	2013 BLANKET	Open	148.74	0.00		B
HOMED010 HOME DEPOT CREDIT SERVICE	13-00090	02/13/13	CPN Stage: Repair materials	Open	506.97	0.00		
HUMPHREY MITCHELL HUMPHREY & COMPANY	00025625	12/31/12	CONSTR DATABASE CONVERSION	Open	7,000.00	0.00		
JANSE010 JANSEN, GEORGE	13-00195	02/20/13	RETIREE MEDICAL	Open	1,585.80	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
JOHNF010 JOHN F. PETRONE, JR	13-00166	02/20/13	RETIREE MEDICAL	Open	761.75	0.00		
JRHAR010 J.R. HART FARMS	13-00114	02/14/13	DEER MANAGEMENT CORN	Open	6,400.00	0.00		
KUCKE010 KUCKER-HANEY PAINT CO.	13-00080	02/13/13	Field Marking Paint - Parks	Open	630.00	0.00		
LAGOMARS THOMAS LAGORMARSINO	13-00025	02/12/13	TUITION REIMBURSEMENT	Open	1,836.50	0.00		
LAN05 LANGUAGE LINE SERVICES	00026730	12/31/12	LANGUAGE LINE SVC SEP 2012	Open	144.50	0.00		
LAPENNA JACOB LAPENNA	12-01892	12/31/12	VIP FIRST HALF 2012	Open	30.00	0.00		
LAW05 THE LAWYERS DIARY AND MANUAL	12-02808	12/31/12	NJ LAWYERS DIARY & MANUAL	Open	99.00	0.00		
LETIT010 LET IT GROW, INC.	00027089	12/31/12	STONY BROOK PATHWAY	Open	6,200.00	0.00		
LIDSTONE Lidstone David & Susan	13-00202	02/20/13	Escrow Refund	Open	410.33	0.00		
MAJ01 MAJOR POLICE SUPPLY	13-00035	02/12/13	INVOICE :# 76136	Open	113.96	0.00		
MAR06 ROGER C. MARTINDELL	13-00049	02/12/13	Reimbursement for Copies	Open	82.52	0.00		
MARCO MARCOLINE, JULIA & EMBLEY	13-00169	02/20/13	SEWER REFUND	Open	316.80	0.00		
MERTZ DAN MERTZ	13-00066	02/13/13	Retiree reimbursement medical	Open	5,593.08	0.00		
METROPOL METROPOLITAN LIFE INSURANCE CO	13-00068	02/13/13	Dental - January & February	Open	17,560.21	0.00		
MILLE020 MILLER, PORTER, MULLER, GAYNOR	00025974	12/31/12	LEGAL COUNSEL	Open	4,180.00	0.00		B
MOB01 MOBILE-VISION, INC.	12-02836	12/31/12	INVOICE #: 0192065-IN	Open	265.00	0.00		
MOREL2 MOREL, FRANCOIS M	13-00170	02/20/13	SEWER REUFUND	Open	807.60	0.00		
MOSKWA MOSKWA, ALEXANDER C. & ELAINE	13-00172	02/20/13	2012 SEWER REFUND	Open	607.20	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MOTOR010 MOTOROLA	00026324	12/31/12	RADIO UPGRADE	Open	1,900.00	0.00		
NEW29 NEW JERSEY STATE LEAGUE OF	13-00102	02/13/13	Seminar Roberta Cass 01/23/13	Open	85.00	0.00		
	13-00104	02/13/13	Seminar Shari Phillips 4/5/13	Open	55.00	0.00		
					<u>140.00</u>			
NEW51 NEW JERSEY CONFERENCE	13-00121	02/14/13		Open	510.00	0.00		
NEWJE020 NEW JERSEY AMERICAN WATER	00027043	12/31/12	WATER IN MUNI PARKS	Open	2,640.06	0.00		
	13-00054	02/13/13	Various Park water Bills	Open	521.36	0.00		
	13-00150	02/20/13	Grover Park Water/Acct. #52-00	Open	278.44	0.00		
					<u>3,439.86</u>			
NJDEP010 N J DEPT OF COMMUNITY AFFAIRS	13-00108	02/14/13	4TH QTR 2012 STATE FEES	Open	27,152.00	0.00		
NJINV010 NJ INVASIVE SPECIES STRIKE	00027020	12/31/12	MOUNTAIN LAKES	Open	131.73	0.00		
NJSLE010 NJS LEAGUE OF MUNICIPALITIES	13-00075	02/13/13	PATRICK SIMON SEMINAR 1/26/13	Open	115.00	0.00		
NJSOC010 N J SOCIETY MUNICIPAL ENGINEER	00027107	12/31/12	ANNUAL AWARDS LUNCHEON DEC 5	Open	75.00	0.00		
NJSTA020 NJ STATE LEAGUE OF MUNICIPALIT	13-00120	02/14/13		Open	1,914.00	0.00		
NJUNE St of NJ Div of Employer Acct	13-00200	02/20/13	4th Quarter 2012 Unemployment	Open	12,106.04	0.00		
OCENO010 OCE NORTH AMERICA, INC.	00026997	12/31/12	OCE COPIER SERVICE	Open	441.40	0.00		
OGLES010 OGLESBY, VICTORIA	13-00193	02/20/13	RETIREE MEDICAL	Open	1,562.50	0.00		
PARAD010 PARADYNE CREDIT CORP	00027059	12/31/12	FOR NCIC CONNECTION TO ST POL	Open	40.04	0.00		
PASCA010 PASCALE, JAMES J.	13-00163	02/20/13	RETIREE MEDICAL	Open	443.22	0.00		
PETRO010 PETRONE SR., JOHN F	13-00192	02/20/13	RETIREE MEDICAL	Open	3,077.52	0.00		
PORRE010 PORRECA, SCOTT	13-00167	02/20/13	RETIREE MEDICAL	Open	943.75	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
POTOC010 POTOCKI, TIM	00026421	12/31/12	BOILER INSP VALLEY RD BLDG	Open	1,870.00	0.00		B
PSE01 P.S.E. & G.	00027044	12/31/12	ELECTRIC IN MUNI PARKS	Open	14.72	0.00		B
	13-00083	02/13/13	CP Pool Account 65 994 606 07	Open	426.20	0.00		
	13-00085	02/13/13	Grover Account 66 371 251 05	Open	1,967.34	0.00		
	13-00149	02/20/13	Park Electric charges	Open	<u>128.04</u>	0.00		
					2,536.30			
PUMPING PUMPING SERVICES, INC.	00027091	12/31/12	RESURFACING 2008	Open	6,400.00	0.00		
ROMAT010 ROMATOWSKI, VICTOR	00023657	12/31/12	FIRE INSPECTOR HRS 12/27-1/5	Open	1,440.00	0.00		
	13-00160	02/20/13	FIRE INSPECTOR 2013	Open	<u>3,980.00</u>	0.00		B
					5,420.00			
ROSSI010 ROSSI, LAURA	13-00197	02/20/13	12/31/12 - 2 10/13 HOURS WORK	Open	2,178.00	0.00		
SANDU010 SANDUSKY, GREGORY	00024835	12/31/12	PSA MAINT TWP TAX	Open	887.50	0.00		B
SAPIO010 SAPIO, CAROLINE	13-00196	02/20/13	RETIREE MEDICAL	Open	8,877.24	0.00		
SCHUL010 SCHULZ, FRED	13-00176	02/20/13	REIMBURSEMENT	Open	161.22	0.00		
SCULL010 SCULLION, JOE	13-00053	02/13/13	Reimbursement/Tolls	Open	14.95	0.00		
SHI00010 SHI	00025682	12/31/12	HP PROCURVE GIGABIT SX LC MINI	Open	607.99	0.00		
SOKOL SOKOL, BEHOT & FIORENCO	R0-12155	02/20/13	RESOLUTION#R012155	Open	1,402.50	0.00		B
STEWARTS STEWARTS TOWING	00027027	12/31/12	TOWING CHARGES	Open	230.00	0.00		
STOCK010 STOCKTON, DEANNA	13-00182	02/20/13	REIMBURSEMENT	Open	350.00	0.00		
STONY020 STONY BROOK REG.SEW.AUTH.	13-00065	02/13/13	Industrial User Charges	Open	15,183.42	0.00		
STORM010 STORM WATER MGMT CONSULTING, L	00014332	12/31/12	PSA PREP OF EMERGENCY 2949	Open	160.00	0.00		B
	00024455	12/31/12	PROF ENG SVC SMOYER PARK DAM	Open	<u>480.00</u>	0.00		B
					640.00			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SURVEYMO SURVEY MONKEY, LLC	13-00064	02/13/13	GOLD PLAN	Open	300.00	0.00		
TAMAS010 TAMASI, CONSTANTINO L.	13-00191	02/20/13	RETIREE MEDICAL	Open	1,131.02	0.00		
TAMAS020 TAMASI, MARIANNE	13-00189	02/20/13	RETIREE MEDICAL	Open	1,049.29	0.00		
TCTA2 TCTA Membership Serivces	13-00109	02/14/13	KATHY MONZO 2013 MEMBERSHIP	Open	100.00	0.00		
TOPLI010 TOP LINE CONSTRUCTION CO.	00026860	12/31/12	NJDEP INFRASTRUCTURE TRUST	Open	248,790.87	0.00		B
TOW07 TOWNSHIP OF PRINCETON	12-02970	12/31/12	green trust loan balance	Open	4,666.20	0.00		
UNIVERSI UNIVERSITY MEDICAL CENTER	13-00072	02/13/13	Reimbursement for 1st Qtr 2012	Open	66.78	0.00		
UPS01 UNITED PARCEL SERVICE	12-02830	12/31/12	EMERGENCY MGT PACKAGES (3)	Open	28.68	0.00		
USBAN010 US BANK CUST FOR CCTS CAPITOL,	13-00171	02/20/13	REDEEMED CERT#10-10	Open	38,610.31	0.00		
VER05 VERIZON WIRELESS	12-02845	12/31/12	INVOICE #: 6810954703	Open	1,100.39	0.00		
VER06 VERIZON	00027058	12/31/12	DSL LINE FOR RADIO TOWER	Open	585.48	0.00		
VERTR VERIZON/TRENTON	13-00019	02/11/13	ACCOUNT #6094971793	Open	18,661.93	0.00		
VILLA010 VILLAGE OFFICE SUPPLY	00027002	12/31/12	STAMPS	Open	24.95	0.00		
VIT01 VITAL COMMUNICATIONS, INC.	13-00100	02/13/13	Accounts Receivable Ledger	Open	35.00	0.00		
WB MASON W.B. MASON CO., INC.	13-00028	02/12/13	INV#: I08830518, I08961448	Open	703.60	0.00		
	13-00036	02/12/13	INVOICE #: I09220433	Open	593.27	0.00		
	13-00051	02/13/13	INVOICE #: I09543240	Open	674.41	0.00		
	13-00099	02/13/13	INVOICE #: I09563473	Open	444.41	0.00		
	13-00115	02/14/13	ACCOUNT #: C1144067	Open	730.17	0.00		
					<u>3,145.86</u>			
YOUNG020 YOUNG, LILIAN	13-00165	02/20/13	RETIREE MEDICAL	Open	1,322.37	0.00		

February 21, 2013  
02:24 PM

PRINCETON  
Bill List By Vendor Id

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Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type

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Total Purchase Orders:	112	Total P.O. Line Items:	273	Total List Amount:	918,053.31	Total Void Amount:	0.00
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Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total
CURRENT FUND	2-01	439,865.28	0.00	439,865.28	0.00
PARKING UTILITY OPERATING	2-05	1,344.79	0.00	1,344.79	0.00
	2-12	2,100.00	0.00	2,100.00	0.00
	2-21	1,440.00	0.00	1,440.00	0.00
	2-40	<u>172.13</u>	<u>0.00</u>	<u>172.13</u>	<u>0.00</u>
Year Total:		444,922.20	0.00	444,922.20	0.00
CURRENT FUND	3-01	175,407.45	0.00	175,407.45	0.00
PARKING UTILITY OPERATING	3-05	1,033.69	0.00	1,033.69	0.00
	3-21	3,980.00	0.00	3,980.00	0.00
	3-40	<u>371.25</u>	<u>0.00</u>	<u>371.25</u>	<u>0.00</u>
Year Total:		180,792.39	0.00	180,792.39	0.00
	C-04	290,448.39	0.00	290,448.39	0.00
ESCROW PLANNING/ZONING	E-30	410.33	0.00	410.33	0.00
	G-02	480.00	0.00	480.00	0.00
	T-13	1,000.00	0.00	1,000.00	0.00
Total of All Funds:		<u>918,053.31</u>	<u>0.00</u>	<u>918,053.31</u>	<u>0.00</u>



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
OFFICE OF THE ENGINEER**

DATE: February 19, 2013  
TO: Robert Bruschi, Princeton Administrator  
FROM: Robert V. Kiser, P.E., Director of Engineering  
PROJECT: **Improvements to Cedar Lane, Southern Way and Western Way**  
Applicant: Mr. Walter R. Earle, II, President  
Earle Asphalt Company  
330 Fairfield Road  
Farmingdale, NJ 08876

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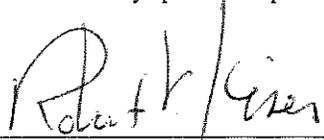
<input type="checkbox"/>	Performance Guaranty	<input type="checkbox"/>	Reduction	<input type="checkbox"/>	Release	<input type="checkbox"/>	Extension
X	Maintenance Guaranty	<input type="checkbox"/>	Acceptance	X	Release	<input type="checkbox"/>	Extension
<input type="checkbox"/>	Completion Time Extension			<input type="checkbox"/>	Status Report		

This office has received a request from the contractor for the above project. Pertinent project information on file prior to this request is as follows:

1. Performance Guaranty:  
Expiration Date: \_\_\_\_\_ Amount: \_\_\_\_\_  
Form: \_\_\_\_\_ Issued By: \_\_\_\_\_
2. Maintenance Guaranty:  
Expiration Date: February 28, 2013 Amount: \$134,868.51  
Form: Bond No. 3-25-92-94 Issued By: Federal Insurance Company

All work has been inspected and found to be satisfactory. It is therefore recommended at this time that the Maintenance Guaranty for this project be authorized to be released.

If you have any questions please contact me.



Robert V. Kiser, P.E., Director of Engineering

RVK/cc

- c: Linda McDermott, Municipal Clerk  
Kathy Monzo, Deputy Administrator / Director of Finance  
Robert Killian, Construction Administrator  
Scott Hutchinson, Project Manager  
Rosanna Roberto, Bookkeeper / Secretary  
Applicant



# *Municipality of Princeton*

*Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540-3496*

*Department of Community Development  
Office of the Engineer  
Telephone (609)921-7077  
Fax: (609) 688-2027*

**ROBERT V. KISER, P.E.**  
*Director of Engineering*

## MEMORANDUM

**To:** Robert Bruschi, Princeton Administrator  
**From:** Robert V. Kiser, P.E., Director of Engineering  
**Date:** February 19, 2013  
**Subject:** **Supplemental PSA; Shuttle Service Administration Services – NTE \$900.00**

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It is recommended that a supplemental Professional Services Agreement (PSA) be approved for the Greater Mercer TMA, Inc. for Shuttle Service Administration services. This approval would extend the contract that the Borough had awarded on behalf of both municipalities in 2012 for services related to the Daytime route of the Princeton freeB shuttle. Having Greater Mercer TMA continue to serve in this capacity for an additional three (3) months to March 31, 2013, will enable the Special Task Force on freeB Transit to properly plan for the next phase of freeB service.

Greater Mercer TMA has served as the region's designated transportation management association for almost thirty (30) years, and brings a wealth of experience in managing shuttle systems.

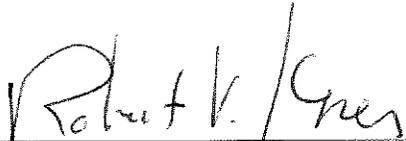
The types of duties that Greater Mercer TMA would perform under this supplemental agreement would include the following: contracting with service providers, handling customer service, providing detailed ridership and capacity analysis reports, performance monitoring, routing and scheduling, transit coordination, passenger surveys, online interactive maps, establishing policies and procedures for passengers and operator.

Greater Mercer TMA would continue the current monthly fee of \$300 per month. The total cost for the three (3) month period would be \$900. This is less than the TMA's normal fee because Princeton is a member.

Please find attached an approving resolution, a supplemental agreement, and the email from GMTMA offering to provide these additional services at the current fee.

Consideration of this matter by the Princeton Council will be appreciated.

Please contact myself or Don Mayer-Brown if you have any questions.

  
Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Kathy Monzo, Deputy Administrator / Director of Finance  
Sandra Webb, Chief Financial Officer  
Linda S. McDermott, Municipal Clerk  
Donald W. Mayer-Brown, Project Engineer

From:  Robert Kiser  
Don Mayer-Brown  
Cheryl Kastrenakes <CKastrenakes@gmtma.org> 

Subject: Fwd(2): freeB extension

To:

Cc:

Attachments:  Attach0.html / Uploaded File

5K

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Don-

GMTMA is pleased to continue to provide administration of the daytime freeB service for the three month extension at the current fee.

Please let me know if you need for me to supply any additional information.

Regards,

Cheryl

Cheryl Kastrenakes

Executive Director Greater Mercer TMA

15 Roszel Rd. Princeton, NJ 08540

609 452-1491 ext.225

[www.gmtma.org](http://www.gmtma.org)

RESOLUTION  
OF THE MAYOR AND COUNCIL  
OF THE MUNICIPALITY OF PRINCETON  
COUNTY OF MERCER, STATE OF NEW JERSEY

**RESOLUTION AUTHORIZING AN AWARD FOR PROFESSIONAL SERVICES AGREEMENT  
TRANSIT SHUTTLE ADMINISTRATION SERVICES**

WHEREAS, the Municipality desires to enter into a professional services agreement in connection with certain activities as hereafter more particularly stated; and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law; and

WHEREAS, the Municipality of Princeton would like to execute a contract extension with Greater Mercer TMA, Inc. for the continued provision of transportation administrative services for the Daytime FreeB Service; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a contract for professional services with Greater Mercer TMA Inc. (hereinafter referred to as "Provider") to provide administration services for the Special Task Force on FreeB Transit from January 1, 2013 through March 31, 2013, as hereafter more particularly stated.

1 . The contract so authorized shall require the Provider to provide services and other related duties, as follows:

Provider shall serve as a transportation administrative agency on behalf of the Municipality of Princeton Special Task Force on FreeB Transit to provide shuttle service administration of the freeB Daytime Route. During the term of this extension, there will be a review to properly plan for the next phase of the FreeB service to the community. Specifically, the Provider shall perform the following types of duties: contracting with service providers, handling customer service, providing detailed ridership and capacity analysis reports, performance monitoring, routing and scheduling, transit coordination, passenger surveys,

online interactive maps, and establishing policies and procedures for passengers and operator. Administrative services shall be billed at the rate of \$300.00 per month, or a total of \$900.00 for the three month period.

Under this Agreement, Provider shall at all times act as an independent professional contractor and not as an employee of Princeton, and shall have no authority to act as an agent or representative of Princeton or to enter into any financial or other contractual commitment on behalf of Princeton without the prior written approval of same granted in accordance with law.

Payment of fees will be made upon the submission to the Provider to the Municipality of Princeton of invoices in duplicate in the form prescribed by Princeton not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees are claimed for the services performed.

2. The form of contract shall include standard provisions common to professional service agreements entered into by Princeton and shall be subject to approval by the Municipal Attorney.
3. The contract shall be awarded without competitive bidding as a contract for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.
4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

#### CERTIFICATION

I, Linda S. McDermott, Clerk of the Municipality of Princeton, hereby certify that the foregoing resolution was adopted by the Mayor and Council of the Municipality of Princeton at its meeting held on 25<sup>th</sup> day of February 2013.

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Linda S. McDermott, Municipal Clerk

RESOLUTION  
OF THE MAYOR AND COUNCIL  
OF THE MUNICIPALITY OF PRINCETON  
COUNTY OF MERCER, STATE OF NEW JERSEY

**RESOLUTION AUTHORIZING AN AWARD FOR PROFESSIONAL SERVICES AGREEMENT  
TRANSIT SHUTTLE ADMINISTRATION SERVICES**

WHEREAS, the Municipality desires to enter into a professional services agreement in connection with certain activities as hereafter more particularly stated; and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law; and

WHEREAS, the Municipality of Princeton would like to execute a contract extension with Greater Mercer TMA, Inc. for the continued provision of transportation administrative services for the Daytime FreeB Service; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a contract for professional services with Greater Mercer TMA Inc. (hereinafter referred to as "Provider") to provide administration services for the Special Task Force on FreeB Transit from January 1, 2013 through March 31, 2013, as hereafter more particularly stated.

1 . The contract so authorized shall require the Provider to provide services and other related duties, as follows:

Provider shall serve as a transportation administrative agency on behalf of the Municipality of Princeton Special Task Force on FreeB Transit to provide shuttle service administration of the freeB Daytime Route. During the term of this extension, there will be a review to properly plan for the next phase of the FreeB service to the community. Specifically, the Provider shall perform the following types of duties: contracting with service providers, handling customer service, providing detailed ridership and capacity analysis reports, performance monitoring, routing and scheduling, transit coordination, passenger surveys,

online interactive maps, and establishing policies and procedures for passengers and operator. Administrative services shall be billed at the rate of \$300.00 per month, or a total of \$900.00 for the three month period.

Under this Agreement, Provider shall at all times act as an independent professional contractor and not as an employee of Princeton, and shall have no authority to act as an agent or representative of Princeton or to enter into any financial or other contractual commitment on behalf of Princeton without the prior written approval of same granted in accordance with law.

Payment of fees will be made upon the submission to the Provider to the Municipality of Princeton of invoices in duplicate in the form prescribed by Princeton not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees are claimed for the services performed.

2. The form of contract shall include standard provisions common to professional service agreements entered into by Princeton and shall be subject to approval by the Municipal Attorney.
3. The contract shall be awarded without competitive bidding as a contract for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.
4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

#### CERTIFICATION

I, Linda S. McDermott, Clerk of the Municipality of Princeton, hereby certify that the foregoing resolution was adopted by the Mayor and Council of the Municipality of Princeton at its meeting held on 25<sup>th</sup> day of February 2013.

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Linda S. McDermott, Municipal Clerk

## **AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT**, entered into on this 25 day of February, 2013, by and between the **MUNICIPALITY OF PRINCETON**, a municipal corporation of the State of New Jersey, 400 Witherspoon Street, Princeton, New Jersey 08540 (hereinafter referred to as "**MUNICIPALITY**") and **GREATER MERCER TMA, Inc.**, 15 Roszel Road, Princeton, New Jersey 08540 (hereinafter referred to as "**GREATER MERCER TMA**").

### **WITNESSETH:**

WHEREAS, the Municipality of Princeton wishes to continue using the services of **GREATER MERCER TMA** to provide administration services for the Special Task Force on FreeB Transit from January 1, 2013 through March 31, 2013; and

WHEREAS, the **MUNICIPALITY**, has adopted a Resolution authorizing a "Professional Services Agreement" with **GREATER MERCER TMA** as permitted by the provisions on the New Jersey Local Public Contracts Laws, *N.J.S.A. 40A:11-1 et seq.*, in order to undertake and complete said work.

NOW, THEREFORE, IT IS AGREED by and between the **MUNICIPALITY** and the **GREATER MERCER TMA**, as follows:

1. The **MUNICIPALITY**, hereby retains **GREATER MERCER TMA** to perform the following duties: contracting with service providers, handling customer service, providing detailed ridership and capacity analysis reports, performance monitoring, routing and scheduling, transit coordination, passenger surveys, online interactive maps, establishing policies and procedures for passengers and operator. The nature and scope of services to be provided are as set forth in the proposal dated February 20, 2012, a copy of which is attached hereto and made a part hereof as Exhibit A.

2. The **MUNICIPALITY** agrees to compensate **GREATER MERCER TMA** for a sum not-to-exceed nine hundred (\$900.00) dollars for undertaking and completing said work.
3. All of the work to be undertaken and completed by **GREATER MERCER TMA** shall be done under the direct supervision of the Office of the Princeton Department of Community Development, Office of the Engineer.
4. The **MUNICIPALITY** and **GREATER MERCER TMA** hereby incorporate by reference into this Agreement the affirmative action/non-discrimination requirements as set forth on Exhibit B attached.
5. **GREATER MERCER TMA** agrees to comply with the requirements of the New Jersey Business Registration Act in accordance with Exhibit C attached.
6. **GREATER MERCER TMA** further agrees to adhere to the requirements of the New Jersey Local Unit Pay-to-Play Act, *N.J.S.A. 19:44A-20.7 et seq.*, as well as the Princeton Pay-to-Play Ordinance No. 2007-11 as set forth on Exhibit D attached.

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

**ATTEST:**

\_\_\_\_\_  
Linda S. McDermott, Clerk

**MUNICIPALITY OF PRINCETON**

By: \_\_\_\_\_  
Liz Lempert, Mayor

**WITNESS:**

\_\_\_\_\_

**GREATER MERCER TMA**

By: \_\_\_\_\_  
Cheryl Kastrenakes, Executive Director

**Greater Mercer TMA's Proposed Service Agreement  
for the  
Administration of the Princeton FreeB Daytime Bus Service**

Princeton is a diverse community that offers residents and visitors numerous shopping, medical, educational and cultural options. The communities of Princeton Borough and Princeton Township (herein after referred to as Princeton) recognize the need to offer a neighborhood transportation bus service to access these amenities and serve as a means of assisting those in need of transportation alternatives, reducing traffic, addressing parking concerns, and reducing carbon emissions alternatives.

In April of 2008, the borough of Princeton introduced a new bus service to provide the "last mile" link to the Princeton Rail station. The service, known as FreeB, provides service only during rush hours, primarily for commuters to make connections to NJ TRANSIT's NEC trains. NJ TRANSIT through its Community grant program provided the vehicle and partial support for the operating service during the first three years. Community leaders realized the potential to capitalize on the existing service by extending the service hours during the midday for seniors, shoppers and residents.

In July of 2011, the expanded FreeB service began. The midday route serves Suzanne Patterson Center, Elm Court, Palmer Square, Princeton Hospital, Princeton Shopping Center, Community Village, Princeton Township Municipal Hall and Pool and various other locations along the route. The average daily number of Passenger trips is 35.

Since 1984, Greater Mercer TMA has served as the region's designated transportation management association, supporting transportation option programs that improve mobility and aid in the reduction of automobile traffic. Over the years Greater Mercer TMA has successfully worked on the development and management of many shuttle systems in Mercer County; these services include among others, Train Link, P-rides, JUMP, and the Rt. 130 Connection bus. With coordinated and efficient management of the freeB, the shuttle should realize an increase in ridership and even more reliable service. Greater Mercer TMA is a fervent proponent of Princeton's mission relating to the freeB and welcomes the opportunity to assist in the provision of transportation service for the mid-day service.

Greater Mercer TMA is proposing to provide shuttle service administration on behalf of the Princeton Transportation Committee. Shuttle administration services include but are not limited to: contracting with service providers; handling customer service; providing detailed ridership and capacity analysis reports; performance monitoring; routing and scheduling; transit coordination; passenger surveys; online interactive maps; establishing policies and procedures for passengers and operator; and "directed work" as identified by the client. "Directed work" is defined as projects, campaigns and other work where the TMA could incur additional costs and exceeds the scope of service or resources.

Greater Mercer TMA has reviewed the existing service and identified areas where the TMA can assist the Princeton community. Said services are outlined below. If "directed work" results in costs beyond the resources of Greater Mercer TMA, proposed costs will be approved by the Princeton Transportation Committee in advance of commencing work. Greater Mercer TMA will provide the following assistance:

### **Service**

- Conduct passenger amenities inventory
- Review ridership data and prepare monthly reports
- Route monitoring to include visual observations for on-time performance and operations
- Review origin and destination data
- Prepare bi-annual performance overview with recommendations if appropriate
- Recommend routing and scheduling revisions when needed
- Trouble shoot and address operational issues
- Coordinate with service provider
- Preparation, oversight and review of service provider proposals
- Direct invoicing of service provider

### **Marketing**

- Evaluation of current marketing materials and media employed
- Develop new marketing promotional concepts if needed
- Update of maps, information and distribution
- Bus connections information, to improve connectivity between modes
- Implement customer score cards
- Develop web page and links for a FreeB page
- Coordinate with Princeton in updating and channeling information
- Provide customer support services

### Proposed cost

GMTMA anticipates that a significant number of hours will be needed for initial system evaluation. Greater Mercer TMA will provide this work as an in-kind donation to the freeB service.

Monthly administration fee: \$450/month or \$300/month with \$500 membership fee from Princeton Borough and Township.

# MASON, GRIFFIN & PIERSON

A PROFESSIONAL CORPORATION  
COUNSELLORS AT LAW

## MEMORANDUM

To: Mayor and Council of Princeton

From: Edwin W. Schmierer, Esq.  
Princeton Attorney

Date: February 19, 2013 

Re: **Resolution and Agreement: City Connections, LLC Web Page Maintenance**

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In order to update and maintain the Princeton website, the Office of the Municipal Clerk recommends continuing to utilize City Connections, LLC. City Connections, LLC has serviced the former Township website for a number of years. The annual cost for the update and maintenance is nine thousand one hundred ninety-nine (\$9,199.00) dollars.

At the Reorganization Meeting on January 1, 2013, City Connections, LLC was appointed to continue to maintain the website. The amount authorized in the Contract, however, was incorrect. As the invoice attached to the Agreement indicates, the 2013 annual service is in the nine thousand one hundred ninety-nine (\$9,199.00) dollar amount.

We would appreciate your considering this request as a part of your Agenda on February 25, 2013.

EWS:jv  
attachs.

cc: Robert W. Bruschi, Administrator (w/attachs.)  
Kathy Monzo, Assistant Administrator/CFO (w/attachs.)  
Linda S. McDermott, Clerk (w/attachs.)  
Robert V. Kiser, P.E., Princeton Engineer (w/attachs.)  
Robert McQueen, Information Technology Director (w/attachs.)

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COUNTY OF MERCER

PRINCETON

STATE OF NEW JERSEY

RESOLUTION

WHEREAS, Princeton wishes to update and maintain its Web Page; and

WHEREAS, Princeton has solicited and received a proposal from City Connections, LLC to undertake and complete this work; and

WHEREAS, pursuant to *N.J.S.A. 40A:11-3(c)*, the amount of the Contract proposed for City Connections, LLC of nine thousand one hundred ninety-nine (\$9,199.00) dollars for the calendar year 2013 does not exceed the bidding threshold of the New Jersey Local Public Contracts Law and, therefore, can be awarded without competitive bid.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton, as follows:

1. The Mayor and Clerk of Princeton are hereby authorized and directed to enter into an Agreement with City Connections, LLC, 5 Ebbtide Court, Barnegat, New Jersey 08005 for a sum not-to-exceed nine thousand one hundred ninety-nine (\$9,199.00) dollars in order to undertake and complete the update and maintenance of the Princeton Web Page. The Agreement authorized by this Resolution is on file in the Office of the Township Clerk and may be inspected during regular office hours.
2. Notice of the award of this Contract shall be published in The Princeton Packet within ten (10) days of its award as required by law.

CERTIFICATION

I, Linda S. McDermott, Clerk of Princeton, do hereby certify that the foregoing Resolution was adopted by the Princeton Council at its meeting held on the 25<sup>th</sup> day of February, 2013.

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Linda S. McDermott, Clerk  
Princeton



# **CITY CONNECTIONS, LLC**

5 Ebbtide Court, Barnegat, NJ 08005

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## **City Connections Web Page Development Agreement**

This agreement is made effective as of January 1, 2013 by and between City Connections, LLC of 5 Ebbtide Court, Barnegat, NJ 08005 and Princeton, New Jersey.

In this Agreement, the party who is contracting for the Web Page development, storage and maintenance shall be referred to as "PRINCETON" and the party providing the services shall be referred to as "City Connections". The affirmative action language, required by State law and attached as Exhibit A, is incorporated in this Agreement. The term, "Contractor," as referred to in such Exhibit A means City Connections.

The term of this Agreement shall begin on January 1, 2013 and end on December 31, 2013 (1 year). This Agreement may be renewed for additional one-year periods upon agreement of City Connections and PRINCETON.

City Connections has a background in developing Internet Web Pages, maintaining Web sites, and consulting on matters of Internet access and is willing to provide these services to PRINCETON based on this background.

PRINCETON desires to have these types of services provided by City Connections.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Beginning on January 1, 2013 City Connections will provide the following services (collectively the "Services") for a total base fee of \$9,199.00 (nine thousand One hundred ninety-nine dollars). If services listed in the Optional Services section is elected, then the base price will be increased by that amount during the term of this agreement.

- a.) Renew the registration of the main existing Internet Domain Name on behalf of PRINCETON to the account set up by City Connections. The registered Domain Name shall remain the property of PRINCETON. The fee for this service and registration is included in the total price. Additional registration of domain names will be charged at the same cost incurred by City Connections.
- b.) City Connections will host and develop new Internet Web Pages as requested by the PRINCETON and upon PRINCETON's approval will activate the pages on the PRINCETON Web Site.

- c.) Web pages: City Connections will create/modify up to 450 Web Pages of the same design during the term of this contract with PRINCETON. The basic development fee per page beyond the 450 pages included will be \$15.00 per page during the term of this agreement. Blocks of additional pages may be purchased as follows: 100 additional pages \$1,295.00, 200 additional pages \$2,100. The additional fee for other quantities will be determined at the time of the request if PRINCETON requests them. Updates from Princeton will be sent to City Connections via email or uploaded via our large file transfer facility. Updates can be submitted in the same format they are created (Word, Excel, Publisher, PowerPoint, PDF, jpg, gif, Tiff, mov, mpg, vob etc) and City Connections will convert the update to the most appropriate format for visitors ensuring it is also handicapped accessible.
- d.) Staff Update Capability. City Connections can provide CMS updating capability for designated Princeton Staff to update web pages using only their web browser. No additional software on client machines needs to be installed. Level 1 access for emergency staff and Police is included at no charge. It allows up to 3 client users to update designated pages on the website. City Connections retains the administrator role for setting up clients and security. Optional Level 2 access is described below in Optional Services.
- e.) A "Resident/Visitor Notification System" is included in the total price. Up to 100,000 messages may be sent annually. Charge per email in excess of 100,000 emails for resident notification service is \$0.0095. All content posted on the web site is a matter of public record by law. In addition, New Jersey courts have ruled that email lists are subject to Opra Requests. However, City Connections will not share, sell, or give email lists or other content to anyone unless required to do so by court order or a request to do so by Princeton.
- f.) Online Surveys with real time results. City Connections maintains a Question Pro Corporate account that is capable of creating sophisticated online surveys and data analysis reports. Five surveys annually are included in the base cost.
- g.) Website Security. City Connections will take all reasonable precautions against hacker intrusions including using strong passwords, changing system passwords every 30 days, and site monitoring or malware and viruses by SiteLock. However, City Connections does not provide a guarantee against hacker intrusions on the hosting site. No web development company or governmental institution today can provide such a guarantee with absolute confidence within the cost constraints of this Agreement. As such, City Connections will not be liable for costs or damages resulting from hacker intrusions.
- City Connections will take all reasonable precautions against hacker intrusions including using strong passwords, changing system passwords every 30 days, and site monitoring or malware and viruses by SiteLock.
- h.) E-commerce and payment systems. We do not provide e-commerce solutions including any online forms for payment systems. Links to third-party payment

systems such as Cit-e-net and PayPal are permitted. City Connections is not responsible for PCI compliance.

- i.) Scanning Photos or Line Art: Scanning of photos or line art up to 8 ½ " X 14" is included in the total price. There are no separate charges for this service. Photos and graphics supplied by PRINCETON will be returned to PRINCETON after scanning if requested. Scanning of photos or line art larger than 8 ½ " X 14" will be charged separately based on the size of the image to be scanned.
- j.) If City Connections hosts the web site, City Connections guarantees the PRINCETON web site availability of 99.99% on a 24 hour x 7 days/week basis. City Connections will notify PRINCETON to obtain permission if it needs to take the site down for maintenance. No web site availability guarantee is provided if PRINCETON hosts the web site or if PRINCETON staff or its designees are given access to update web pages. Should the Web Site experience an outage due to an action by City Connections, 400% of the down time will be added to the contract at no additional charge.
- k.) All html, cgi, image, txt and other files are backed up for disaster recovery purposes at the time they are created and transferred to the web site. Incremental backups occur weekly and are kept for four weeks. Additional full site backups are made the last calendar day of the month and are kept for six months.
- l.) City Connections will provide Web Site traffic statistics to PRINCETON on request.
- m.) FORMS. City Connections will create interactive forms in html or PDF format with up to 15 fields for online submission to Princeton. Forms creation where more than 15 fields per form are required will incur an hourly charge of \$35 per hour per form. Forms that cannot be provided to City Connections via email or CD and must be created from scratch will be charged at \$35 per hour per form.
- n.) City Connections will provide an advanced search engine that provides faster response time in searches, will search deeper level searches for PDFs, Excel, Word and PowerPoint documents and will automatically re-index the site every night to provide the best search results.

## 2. OPTIONAL SERVICES (not included in the base price)

- a.) **Staff Updating of website pages.** Level 2 Content Management System (CMS). \$588 annually base charge plus \$64 annually per CMS login assigned. Level 2 adds an administrator role to Princeton with unlimited users and the ability to edit all pages coded for CMS updating. Editing capability can be secured to limit specific staff to only edit and publish pages they have been approved to edit. For example, Police can only edit police page, recreation can only edit recreation pages, etc. In addition, within a department's pages,

different staff can be assigned to edit different pages. Each staff member will have a separate login to ensure only allowed pages can be edited.

- b.) **Photo and Video on demand streaming. The charge for converting and posting.** Unlimited photo galleries are included in the base proposal price. The cost of videos varies depending on the need to convert the video for streaming. Videos provided in mpg, mov or wmv format are \$39/video for conversion and streaming hosting. Videos provided in original VOB format are \$59 per video for conversion and hosting. On-Demand hosting for video streaming for two years is included at no cost. After two years, the cost of on-demand video hosting is \$3/month/video.
- c.) **Online Surveys with real time results.** City Connections maintains a Question Pro Corporate account that is capable of creating sophisticated online surveys and data analysis reports. Surveys six and up will be charged \$45/hour to create the survey.
- d.) **On-site Training.** Staff training in areas such as Email retention for OPRA, Social Media for Local Government and other topics is available by Dr. Enyeart. The normal charge of \$125 per hour is discounted to \$65 per hour for Princeton.

2. **CONTENT.** PRINCETON is wholly responsible for the accuracy of the content and graphics it provides to City Connections and warrants said content and graphics are either the property/copyright of PRINCETON or it has obtained written permission to place it on the municipal web site.

3. **PAYMENT.** All payments shall be in the form of a check made payable to City Connections, LLC and sent to 5 Ebbtide Court, Barnegat, NJ 08005. The agreed price should be paid within 30 days following the annual renewal date noted in this agreement.

4. **NOTICES.** All notices required or permitted under this agreement shall be in writing and shall be deemed delivered when delivered in person, sent and received by e-mail to "Enyeart@cityconnections.com" or deposited in the United States mail, postage paid, and addressed as follows:

Morris A. Enyeart  
City Connections, LLC  
5 Ebbtide Court  
Barnegat, NJ 08005

Princeton  
400 Witherspoon Street  
Princeton, NJ 08540

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

5. **COPYRIGHT.** PRINCETON retains the copyright to any material it provides to City Connections for use in its Web Pages. In addition, City Connections transfers the copyright for any graphics it creates specifically for the PRINCETON Web Site as well as page design, scripts and program code associated with all web pages. PRINCETON

may use the name of City Connections in its marketing literature and City Connections may list PRINCETON in its marketing literature.

6. ENTIRE AGREEMENT. This Agreement and its amendments contain the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

7. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and signed by both parties.

8. SEVERABILITY. If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

10. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of New Jersey

11. This Agreement supercedes the Agreement authorized by Princeton on January 1, 2013. City Connections will comply with the requirements on Exhibits B and C.

City Connections LLC

Princeton

Morris A. Enyeart  
Print or Type Name

Liz Lempert  
Print or Type Name

Title: President

Title: Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**EXHIBIT A**  
**{Revised 1994}**  
**P.L. 1975, C. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age. Race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The 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 or sexual orientation. Such action shall include, but not be limited to the following: employment. up-grading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination: rates of pay or other forms of compensation; and selection for training, including apprenticeship. The 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.

The contractor or subcontractor 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. affectional or sexual orientation. The contractor or subcontractor where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice. to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor 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 Americans with Disabilities Act. The contractor or subcontractor agrees to attempt in good faith to employ 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 promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time to time

The contractor or subcontractor 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, affectional or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all

personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor and its subcontractors 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, and public agencies 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 (NJAC 17:27)

EXHIBIT B

**BUSINESS REGISTRATION & SALES & USE TAX ADDENDUM**

P.L. 2004, c.57 (N.J.S.A. 52:32-44) imposes the following requirements on contractors and subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

**A. Proof of Contractor's Business Registration**

The contractor must provide a copy of its business registration certificate issued by the Department of the Treasury or such other form or verification that the contractor is registered with the Department of the Treasury. Proof of business registration must be submitted no later than at the time of execution of this contract.

**B. Proof of Subcontractors' Business Registration**

The contractor shall not enter into any contract with a subcontractor under this contract unless the subcontractor first provides proof of valid business registration to the contractor. Also, if the contractor subcontracts any of the work:

1. The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor. Subcontractors through all tiers of the project must provide written notice to their subcontractors to submit proof of business registration, and subcontractors shall collect such proofs of business registration.
2. The contractor shall forward copies of proof of the subcontractors' business registrations to the contracting agency.
3. The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance.
4. Before final payment is made by the contracting agency under this contract, the contractor shall submit to the contracting agency a complete and an accurate list of all subcontractors, along with their proof of business registration (if not previously provided), used in fulfillment of the contract. If no subcontractors were used, the contractor shall attest to same prior to final payment.

A contractor or subcontractor who fails to provide proof of business registration or provides false information of business registration shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each proof of business registration not properly provided under a contract with a contracting agency.

**C. Sales and Use Tax**

For the term of this contract, the contractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and

Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

In the event the contractor subcontracts any of its work, the contractor shall include within its subcontracts the requirement that, for the term of this contract, the subcontractor and each of its affiliates shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L. 1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State.

Information on the law and its requirements is available by calling (609) 292-9292.

EXHIBIT C

NEW JERSEY "LOCAL UNIT PAY-TO-PLAY LAW" COMPLIANCE

Political Contribution Disclosure

This Agreement has been awarded to CONTRACTOR/CONSULTANT based on the merits and abilities of CONTRACTOR/CONSULTANT to provide the goods or services as described herein. This Agreement was not awarded through a "fair and open process" as that phrase is defined in *N.J.S.A. 19:44A-20.7*. As such, CONTRACTOR/CONSULTANT hereby certifies that CONTRACTOR/CONSULTANT (including persons and other business entities having an interest in CONTRACT/CONSULTANT as defined by *N.J.S.A. 19:44A-20.7*) has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to *N.J.S.A. 19:44A-1 et seq.* (i.e., in excess of \$300.00), in the one (1) year period preceding the award of this Agreement that would, pursuant to P.L. 2004, c.19 affect its eligibility to perform this Agreement, nor will it make a reportable contribution during the term of this Agreement to any municipal committee of a political party if a member of that political party is serving in an elective public office of the Township of Princeton when the Agreement is awarded, or to any candidate committee of any person serving in an elective public office of the Township of Princeton when the Agreement is awarded.

# City Connections LLC

# Invoice

5 Ebbtide Court  
Barnegat, NJ 08005

Date	Invoice #
2/17/2013	1025LKH

Phone # 609-660-9327      Enyeart@citiesnj.com  
Fax # 866-326-7277      www.CityConnections.com

**Bill To**  
Princeton  
Attn: Linda McDermott  
400 Witherspoon Street  
Princeton, NJ 08540

Description	Amount
January 1, - December 31 2013 Annual Web Services Agreement for the hosting, maintenance, development and updating of the www.princetonnj.gov, princetonwpnj.org and comerhousesnj.org websites as described in the Annual Web Services Agreement.	9,199.00

Tax ID 22 3527556

**Total**      **\$9,199.00**

# Memo

**To:** Robert Bruschi  
**From:** Robert Gregory  
**CC:** Linda McDermott  
**Date:** 2/21/2013  
**Re:** Approval of Associate Members for membership in the Princeton Volunteer Fire Department

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We have nine Princeton University Associate Members who are in the application process. They have completed their physicals and back ground check forms and we are waiting for the results. They start Firefighter 1 class the first week in March and in order for them to attend they need to be Princeton Fire Department members. Therefore we want to provisionally approve membership and if there are any issues with the results we will address the issues before putting them forward for final approval.

RESOLUTION  
MAYOR AND COUNCIL OF PRINCETON

RESOLUTION to provisionally approve Princeton University Associate Members

WHEREAS, Joseph Mudry, James Buzgo, Marco Rodriguez, Dan Soler, Paul Midura, Kyle Angjelo, Brandon Chance, Stephen Elwood, and Louis Revy have submitted all necessary applications to become Associate Members of the Princeton Volunteer Fire Department, Station 60; and

WHEREAS, all applications for membership have been reviewed and are in process; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton that:

1. Herby provisionally approve all applicants for membership.

I, Linda S. McDermott, Clerk of Princeton, County of Mercer , State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council at its meeting held February 25, 2013.

---

Linda S. McDermott

**DRAFT**

**Mayor and Council  
PRINCETON**

**RESOLUTION**

**BE IT RESOLVED** by the Mayor and Council of Princeton:

The following persons are hereby appointed to Princeton Boards, Commissions and Committee:

**Board, Commission & Committee**

**Term of Office**

Construction Board of Appeals

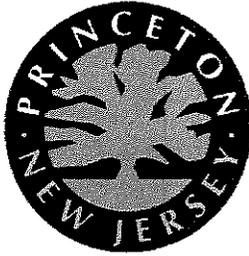
Frank Maddalon  
R. Peter Hodge

2 years  
1 year

I, **Linda S. McDermott**, Municipal Clerk of Princeton, County of Mercer, State of New Jersey, do hereby certify that the foregoing is a true copy of a resolution adopted by the Mayor and Council of Princeton at its meeting held February 25, 2013.

---

Linda S. McDermott  
Township Clerk



# Municipality of Princeton

Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540-3496

Department of Community Development  
Office of the Engineer  
Telephone (609)921-7077  
Fax: (609) 688-2027

**ROBERT V. KISER, P.E.**  
Director of Engineering

## MEMORANDUM

**To:** Robert Bruschi, Princeton Administrator

**From:** Robert V. Kiser, P.E., Director of Engineering

**Date:** February 19, 2013

**Subject:** **Project #11-14: - Alterations to Princeton Senior Resource Center  
Removal & Replacement of Windows  
Approval Change Order # 1; NTE \$5,404.00**

This memorandum is to recommend the approval of a change order to Winderco, Inc., the Contractor engaged in removing and replacing most of the existing window units at the Suzanne Patterson Center building. When the design and bidding documents were prepared, the existing windows in the kitchen and the two bathrooms were not included in the scope of work. The Project Architect recommended adding these three (3) windows to the list of those to be replaced. This change order provides for the Contractor to furnish and install three (3) additional windows so that all windows in the building will be energy efficient.

As shown on the attached change order form, the original contract amount was \$53,223.00. The change order provides for furnishing and installing three (3) Type D aluminum windows. As noted on the Contractor's attached quotation dated November 6, 2012, and reviewed by the Project Architect (Steven S. Cohen's office), the cost to provide and install these additional window units would not exceed an amount of \$5,404.00, providing for a new contract amount of \$58,627.00.

The Contractor has requested a ninety (90) day extension of time to complete this additional work, until April 10, 2013.

It is recommended that the attached change order to complete this work be considered for approval by the Princeton Council. Please contact either myself or Don Mayer-Brown, if you have any questions.

Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Kathy Monzo, Deputy Administrator / Director of Finance  
Sandra Webb, Chief Financial Officer  
Linda S. McDermott, Municipal Clerk  
Jack West, P.E., Land Use Engineer  
Deanna Stockton, P.E., Assistant Engineer  
Donald W. Mayer-Brown, Project Engineer

# MUNICIPALITY of PRINCETON

## DEPARTMENT OF ENGINEERING

### CONSTRUCTION CHANGE ORDER NO. 1

Project 11-14

Alterations to Princeton Senior Resource Center - Windows Replacement

Contractor: Winderco, Inc.

Contract Date: 08/29/12

**Description of Change:** Replacement of Three (3) Additional Windows and Modification of Contract Time.

**Reason for Change:** The Contractor was advised by the Project Architect and the Borough, prior to finalizing shop drawing submittals, that three additional windows should be replaced. These windows are located in the existing Kitchen and two Bathrooms. Revised drawings dated October 2, 2012 were reviewed by the Contractor, and the attached quotation for furnishing and installing the windows was submitted by the Contractor. In addition, an extension of time to the contract is recommended, to account for the long period of time needed for shop drawing approvals and fabrication of the window units by the manufacturer.

CHANGE IN CONTRACT PRICE:

ORIGINAL CONTRACT PRICE:	\$53,223.00
TOTAL OF PREVIOUS CHANGE ORDERS:	\$0.00
ADJUSTED CONTRACT PRICE PRIOR TO THIS MODIFICATION:	<u>\$53,223.00</u>
VALUE OF CHANGE ORDER:	\$5,404.00
NEW CONTRACT PRICE:	\$58,627.00

CHANGE IN CONTRACT TIME:

CONTRACT STARTING DATE:	08/29/12
LENGTH OF CONTRACT:	120
ORIGINAL DATE OF COMPLETION:	12/27/12
PREVIOUS CHANGE IN CONTRACT TIME:	0
REVISED CONTRACT DATE PRIOR TO THIS MODIFICATION:	01/10/13
CHANGE IN TIME DUE TO THIS CHANGE ORDER:	90
NEW CONTRACT COMPLETION DATE:	04/10/13

APPROVALS:

EDWARD J. MCCOURT, JR., VICE-PRESIDENT

CONTRACTOR - CAPITOL CONSTRUCTION MANAGEMENT LI

SIGNATURE

DATE

ROBERT V. KISER, P.E.

MUNICIPAL ENGINEER

SIGNATURE

DATE

LINDA S. McDERMOTT

MUNICIPAL CLERK

SIGNATURE

DATE

APPROVED BY MAYOR AND COUNCIL AT A MEETING DATED \_\_\_\_\_ FEBRUARY 25, 2013 \_\_\_\_\_



"MUCH MORE THAN WINDOWS"

November 6, 2012

Don Mayer Brown  
Borough of Princeton  
Department of Engineering  
Borough Hall  
Monument Drive  
Princeton, NJ 08542  
Phone: 609-497-7634  
Fax: 609-497-2974

**WINDERCO, INC.**  
908 NORTHWOOD AVE.  
CHERRY HILL, NJ 08002  
Phone: 856-663-6300  
Fax: 856-486-1601  
Email: [edjr@windercoinc.com](mailto:edjr@windercoinc.com)  
Website: [www.windercoinc.com](http://www.windercoinc.com)

**Project: Alterations to Princeton Senior Resource Center (Project 11-14)**  
**Princeton, NJ**  
**RE: Addition of 3 Type D Window Units**

**Scope of Work**

We hereby offer our proposal per the bid documents as prepared by Steven S. Cohen Architects, architectural drawings dated October 2, 2012. Our quotation is also based upon specification sections: 06400 Architectural Woodwork (Interior Laminate Stools), 07900 Joint Sealers, 08520 Aluminum Windows, 088000 Glazing.

- Furnish and install 3 each Type D aluminum projected windows as manufactured by Kawneer, Trifab VG451T, with project out Glassvents, insect screens, all in a dark bronze anodized finish, glazing shall be 1" clear insulated glass with Low E coating, argon filled airspace. Complete with interior laminate stools. Perimeter sealants included. Removal and demo of existing frames. All labor to be prevailing wage rates.

All for the sum of..... \$ 5,404.00

*Our price is valid for 60 days from the date of the quotation.*

**Exclusions:** permits, protection of stored and installed materials, repair or remedial work to surrounding substrates, preparation of rough openings, structural support members of frame work, mock ups, field testing, engineers review or calculations.

regards,

Ed McCourt Jr.  
Winderco, Inc.

RESOLUTION  
OF THE MAYOR AND COUNCIL  
OF THE MUNICIPALITY OF PRINCETON  
COUNTY OF MERCER, STATE OF NEW JERSEY

**A RESOLUTION TO APPROVE CHANGE ORDER No. 1  
WINDERCO, INC.**

WHEREAS, change orders are regulated by Local Finance Board Regulations (N.J.A.C. 5:30-14,4); and

WHEREAS, there is a need to amend the contract with Winderco, Inc. as outlined in the change order recommendation, as prepared by the Municipal Engineer; and

WHEREAS, three (3) additional windows will be furnished and installed by the contractor at a net additional cost of \$5,404.00 as recommended by the Municipal Engineer; and

WHEREAS, the approval of change order No. 1 will result in a new contract amount of \$58,627.00; and

WHEREAS, the Mayor and Council of the Municipality of Princeton are satisfied that the requested change order is necessary; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Municipality of Princeton as follows:

1. Change order #1 of the Contract between the Municipality of Princeton and Winderco, Inc. for the Alterations to Princeton Senior Resource Center in the amount of \$5,404.00 is hereby approved.
2. The Municipal Engineer and Clerk are hereby authorized to sign the change order on behalf of the Municipality.

CERTIFICATION

I, Linda S. McDermott, Clerk of the Municipality of Princeton, hereby certify that the foregoing resolution was adopted by the Mayor and Council of the Municipality of Princeton at its meeting held on 25<sup>th</sup> day of February 2013.

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Linda S. McDermott, Municipal Clerk

A RESOLUTION APPOINTING A SAFETY DELEGATE AND  
AN ALTERNATE SAFETY DELEGATE TO THE  
MID JERSEY MUNICIPAL JOINT INSURANCE FUND

BE IT RESOLVED, on this 25th day of February, 2013, by the Mayor and Council of Princeton, County of Mercer, State of New Jersey, that the appointment of William Drake as Safety Delegate and Robert Gregory as Alternate Safety Delegate for Princeton to the Mid Jersey Municipal Joint Insurance Fund and is hereby authorized.

Councilperson	Absent	Present	1 <sup>st</sup>	2 <sup>nd</sup>	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Ms. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								
<p>I, LINDA McDERMOTT, Clerk of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Princeton at a meeting held February 25, 2013</p> <p>IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Princeton, this 25<sup>th</sup> day of February, 2013.</p>								
<p>_____ LINDA McDERMOTT Princeton Clerk</p>								

RESOLUTION

TO GO INTO CLOSED SESSION  
(Open Public Meetings Act Sec.3)

BE IT RESOLVED by the Mayor and Council of Princeton:

1. This body will now convene into a closed session that will be limited only to consideration of an item or items with respect to which the public may be excluded pursuant to section 7B of the Open Public Meetings Act.
2. The general nature of the subject or subjects to be discussed in said session is as follows:  
Litigation
3. Stated as precisely as presently possible, the following are the time when and the circumstances under which the discussion conducted at said session can be disclosed to the public:

Within 90 days or upon settlement of litigation, if applicable

Date: 2/25/13