

RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. **DA16-00927-39**

Date of Adoption **SEPTEMBER 27, 2016**

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

Legislative Research Officer

PRESENTED BY COUNCIL MEMBER **COX**

SECONDED BY **HUDLEY**

AUTHORIZING FAIR AND OPEN PROFESSIONAL SERVICE CONTRACT FOR ADMINISTRATION OF VOLUNTARY INSURANCE BENEFITS

WHEREAS, the Request for Proposals for Administration of Voluntary Insurance Benefits was publicly advertised in the New Jersey Star Ledger on July 30, 2016 with a deadline for qualifications to be submitted on August 18, 2016; and

WHEREAS, one qualification was received and publicly opened by the Municipal Clerk and Purchasing Agent; and

WHEREAS, said qualifications was referred to the Business Administrator; and

WHEREAS, the qualifications satisfied the RFP requirement and;

WHEREAS, the Business Administrator has recommended award should be made to Fairview Insurance Agency Associates, 25 Fairview Ave, Verona, NJ 07044 on the basis of their qualifications and experiences at no cost to the Township. The vendor will be paid directly from the Insurance carrier and the total commission received shall be disclosed to the Township; and

NOW THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that a contract for Administration of Voluntary Insurance Benefits be awarded Fairview Insurance Agency Associates, 25 Fairview Ave, Verona, NJ 07044 on the basis of their response to the request for proposal meeting the selection criteria and qualifications at no cost to the township, The vendor will be paid directly from the Insurance carrier and the total commission received shall be disclosed to the Township; and

BE IT FURTHER RESOLVED that this contract shall start on September 28, 2016 and end on September 27, 2017; and

BE IT FURTHER RESOLVED that the Township Attorney is hereby authorized and directed to prepare the necessary contract and the Mayor and Township Clerk are authorized and directed to sign the same.

RECORD OF COUNCIL VOTE

X = Indicates Vote

N.V. = No Vote

A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BURGESS, 1ST VICE PRESIDENT	X				INMAN	X			
COX	X				JONES, 2ND VICEPRESIDENT	X			
FREDERIC	X				LYONS, PRESIDENT	X			
DR. HUDLEY	X								

PRESIDENT OF COUNCIL *David Lyons* MUNICIPAL CLERK *Sheldene* DATE **SEPTEMBER 27, 2016**

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK *Sheldene*

DATE **SEP 27 2016**

ADMINISTRATOR ☒ ASSESSOR ☐ BLDG ☐ CFE ☒ COLLECTOR ☐ COURT ☐ ENGINEER ☐ FIRE ☒ HEALTH ☐ HOUSING ☐ INIC ☐ JUDGE ☐ LEGAL ☐ LIBR ☐ LICEN ☐ MAYOR ☐ OCDP ☐ PARKS ☐ PAYROLL ☐ PUBLIC SAFETY ☒ DIR ☐ PUBLIC WORKS ☐ PURCHASING ☒ SEC ☐ PB/ZBA ☐ TRAFFIC ☐ ZONING ☒ OFF ☐ DLGS ☐ GNCD ☐ OTHER(S): _____

SERVICE REQUESTED:	Administration of Voluntary Insurance Benefits
VENDOR NAME:	Fairview Insurance
CONTACT PERSON:	Ryan Graham
ADDRESS:	25 Fairview Ave, Verona, NJ 07044
TELEPHONE:	973-857-0870 x116
FAX NUMBER:	973-857-9131
EMAIL ADDRESS:	rgraham@fairviewinsurance.com
TOTAL COST:	No fee will be charged to the Township Standard Commission paid directly by the Insurance Carrier
Disclosure Ownership	☒
Bidder's Affidavit	☒
Non-Collusion Affidavit	☒
Affirmative Action	☒
Business Disclosure Entity Certification	☒
NJ BRC	☒
Insurance Requirement	☒
Professional Service Entity info	☒
Submission Form	☒
Agreement to Payment Commodity	☒
Statement of Indebtedness	☒
Disclosure Investment Activities in Iran	☒
Addendum	☒

Township of Irvington
Request for Proposal
Various Professional Services - Voluntary Insurance

4.0 PROPOSAL REQUIREMENTS

- **Cover letter expressing intent to provide services**

For Fairview Insurance Agency Associates, Inc.'s cover letter expressing intent to provide services, please see the first page of this proposal package.

- **Detailed proposals of services w/ service levels**

Fairview Insurance will provide a service representative to meet with employees on an individual basis to discuss any and all voluntary benefits available for purchase.

- **Cost estimate for each service**

Fairview Insurance Agency Associates Inc.'s will receive Standard Commission paid directly by the insurance carrier, with no additional fee to the township. This commission is inclusive of all hourly rates and expenses. The gross dollars is paid up based upon volume of employees selecting coverages. This is a variable that cannot be calculated as this benefit is a VOLUNTARY NOT MANDATORY benefit.

- **Contact Name and Phone Number**

Ryan Graham

rgraham@fairviewinsurance.com

(973) 857-0870 ext. 116

Joseph Graham

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