



**MONROE TOWNSHIP, MIDDLESEX COUNTY
OPEN PUBLIC RECORDS ACT REQUEST FORM**

Office of Township Clerk
Municipal Complex -1 Municipal Plaza
Monroe Township, New Jersey 08831-1900
Telephone # 732-666-4573 & Fax # 732-521-3190
e-mail address soberflor@monroetwp.com
Sharon Daerfler, Township Clerk



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully

Requestor Information - Please Print

First Name Ken MI _____ Last Name Shoverlla

E-mail Address ken@monroetwp.com

Mailing Address 116 Pergola Ave

City Monroe State NJ Zip 08831

Telephone 732-754-0506 FAX _____

Preferred Delivery Pick Up US Mail On-Site Inspect Fax Email

If you are requesting records containing personal information, please circle one. Under penalty of U.S.A. 20 28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature [Signature] Date 10/22/15

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash Check Money Order

Actual Cost of paper copies not to exceed _____

Fees Letter Size @ \$0.05
Lg/ Size & Larger @ \$0.07

Delivery Delivery / postage fees additional depending upon delivery type

Extras: Special service charge dependent upon request

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please provide all yearly costs for Monroe News including printing, distribution, mailing etc.
Thank you!
Ken

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven-business days, detail reasons here: _____

In Progress Open _____

Denied Closed _____

Filed Closed _____

Partial Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Issuing #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	



**MONROE TOWNSHIP, MIDDLESEX COUNTY
OPEN PUBLIC RECORDS ACT REQUEST FORM**

Office of Township Clerk
Municipal Complex -1 Municipal Plaza
Monroe Township, New Jersey 08831-1900
Telephone # 732-666-4573 & Fax # 732-521-3190
e-mail address sdoerfler@monroetwp.com
Sharon Doerfler, Township Clerk



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information - Please Print

First Name Ken MI _____ Last Name Chavez III
 E-mail Address MonroeNews@comcast.net
 Mailing Address 111 Perigold Ave
 City Monroe State NJ Zip 08831
 Telephone 732-754-0506 FAX _____
 Preferred Delivery Pick Up US Mail On-Site Inspect Fax E-mail
 If you are requesting records containing personal information, please circle one. Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other State, or the United States.
 Signature [Signature] Date 10/22/05

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash Check Money Order
 Actual Cost of paper copies not to exceed:
 Fees: Letter Size @\$0.05
 Lgi Size&Larger @\$0.07
 Delivery: Delivery / postage fees additional depending upon delivery type
 Extras: Special service charge dependent upon request

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Please provide all yearly costs for Monroe News including printing, distribution, mailing etc.
 Attached.
 Ken

AGENCY USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered to requester, please specify date & reasons here:

 In Progress - Open _____
 Donec - Closed _____
 Filed - Closed _____
 Partial - Closed _____

AGENCY USE ONLY

Tracking Information

Tracking Information		Final Cost	
Tracking # _____	Total _____	Deposit _____	Balance Due _____
Rec'd Date _____	Balance Due _____	Balance Paid _____	_____
Ready Date _____	Balance Paid _____	Records Provided _____	_____
Total Pages _____	_____	_____	_____
Custodian Signature _____		Date _____	

MONROE TOWNSHIP, MIDDLESEX COUNTY

RESOLUTION NO.: R-9-2014-224

RESOLUTION OF THE MONROE TOWNSHIP COUNCIL
AUTHORIZING THE AWARD OF CONTRACT FOR
MONROE TOWNSHIP PUBLICATION

WHEREAS, on August 6, 2014 one (1) sealed proposal was received by Monroe Township for the Monroe Township Publication; and

WHEREAS, the Township Business Administrator recommends in a letter dated August 6, 2014, a copy of which is attached hereto as Exhibit "A", that a three (3) year contract be awarded to **Jaffe Communications, Inc.** for the Monroe Township Publication, ;and

WHEREAS, the fees for such services will not exceed **\$12,453.50 per issue**; and

WHEREAS, the Certified Municipal Finance Officer has determined that sufficient funds are available, as set forth in Certificate No. C-140050, a copy of which is attached hereto as Exhibit "B"; and

WHEREAS, no contract that is subject to the requirements of Article 3 of the Affirmative Action Regulations pursuant to Public Law 1975, Chapter 127 (N.J.A.C. 17:27-1, et seq.) shall be awarded by the Township of Monroe, nor shall any monies be paid thereunder, to any contractor, subcontractor or business firm that has not agreed and guaranteed to comply with Affirmative Action Regulations and to afford equal opportunity in the performance of the contract in accordance with the affirmative action plan approved under the terms established in the above-cited regulations;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Monroe, County of Middlesex, State of New Jersey as follows:

- (1) The Mayor and Township Clerk be and are hereby authorized and directed to execute a three (3) year contract with **Jaffe Communications, Inc, 45 Academy Street, Suite 501, Newark, NJ 07102**, in accordance with the proposal, a copy of which is attached hereto, said contract effective for 2 years from execution of contract with an option to review for one additional year;
- (2) The Certified Municipal Finance Officer is hereby authorized and directed to pay Invoices for services rendered by **Jaffe Communications, Inc.**, not to exceed \$12,453.50 per issue;
- (3) This contract is awarded in accordance with N.J.S.A. 40A:11-4.4 et seq. of the Local Public Contracts Law;
- (4) This contract is being awarded with the further stipulation that **Jaffe Communications, Inc.** shall comply with Affirmative Action Regulations, including revising their contract as necessary to add mandatory affirmative action language, and submitting either a letter of federal approval or a Certificate of Employee Information Report or a completed Form AA302 at the time the signed contracts are returned to the Township of Monroe, or seven (7) days thereafter, or risk being declared non-responsive and forfeiting the award.
- (5) A notice of this action shall be printed once in the Home News Tribune.

SO RESOLVED, as aforesaid.


GERALD W. TAMBURRO, Council President

CERTIFICATION

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Monroe Township Council at its meeting held on September 3, 2014..


SHARON DOERFLER, Township Clerk

Certification Of Availability of Funds

This is to certify to the Township Mayor and Council of the Township of Monroe that funds for the following resolutions are available.

Resolution Date: 09/03/14
Resolution Number: R-9-2014

Vendor: JAFFE000 JAFFE COMMUNICATIONS, INC.
45 ACADEMY STREET
SUITE 501
NEWARK, NJ 07102

Contract: C-140050 MONROE TOWNSHIP PUBLICATION

Account Number	Amount	Department Description
4-01-20-100-002-241	12,453.50	BUSINESS ADMINISTRATOR
Total	12,453.50	

Only amounts for the 2014 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated.



Chief Financial Officer




Township of Monroe

County of Middlesex

WAYNE R. HAMILTON
Business Administrator

ADMINISTRATIVE OFFICES:
Municipal Complex
1 Municipal Plaza
Monroe Township, NJ 08831
(732) 521-4400
(732) 521-5659 FAX

TO: SHARON DOERFLER, TOWNSHIP CLERK
FROM: WAYNE HAMILTON, BUSINESS ADMINISTRATOR 
DATE: August 6, 2014
SUBJECT: COMPETITIVE CONTRACT AWARD – TOWNSHIP PUBLICATION

As you know, we received and opened sealed proposals for the above project at 9:45 am this morning. Only one competitive contract proposal was received.

The proposal documents submitted by Jaffe Communications, Inc. of 200 North Avenue East in Westfield, New Jersey 07090 appear to be complete, reasonable and responsible and meet the requirements of the selection criteria. An insurance certificate naming the Township of Monroe as additional insured must be provided.

It is my recommendation, subject to the Township Attorney's review and the CFO's certification that sufficient funds are available, that the contract (2-year term expiring 8-31-16 with an option to renew for one additional year) for Township Publication be awarded to Jaffe Communications, Inc. in an amount not to exceed \$12,453.50 per issue.

CC: Mayor Richard Pucci
Township Council
Joel Shain, Esq.
George Lang, CFO

