

CITY COUNCIL

The City of Orange Township, New Jersey

DATE June 20, 2023

NUMBER 258-2023

TITLE:

AMENDED

RESOLUTION AUTHORIZING A THREE-YEAR AGREEMENT WITH EDMUNDS & ASSOCIATES, INC., 301A TILTON ROAD, NORTHFIELD, NJ 08225 FOR SOFTWARE AND TECHNICAL SUPPORT SERVICES THROUGH THE SOURCEWELL CO-OP FOR UTILITY BILLINGS AND COLLECTIONS IN AN AMOUNT NOT TO EXCEED \$109,632.00

WHEREAS, the City of Orange Township, through Sourcewell Cooperative pricing agreement, formally known as The New Jersey Cooperative Purchasing Alliance, selected Edmunds & Associates, Inc to provide for software, hosting, and supporting services for water utility billing and collection systems.

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose in Account No. 3-01-26-310-000-528, contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract Edmunds & Associates, Inc.


NOW, THEREFORE, BE IT RESOLVED that the Mayor and the Municipal Council for the City of Orange Township are hereby authorized to enter into an agreement with Edmunds & Associates, Inc., for software, hosting, and supporting services for water utility billing and collection systems.

BE IT FURTHER RESOLVED that the Mayor of the City of Orange Township is hereby authorized to execute a contract with the above company for the services as outlined in the attached.

Adopted: June 20, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

 AMBER

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT WATER OPERATING BUDGET

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2023 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract with:

Vendor Name: Edmunds Govtech

Address: 301A Tilton Road

City: Northfield

State: New Jersey

Zip Code: 08225

Purpose: Water Sewer Software for Utility Billing & Collections

Vendor ID: EDMUN020

Fund: Water Operating Fund

Line Description WTR - Water Operating - Contractual Services

Account Numbers(s): CY'23 3-05-55-502-192-528 \$ 109,632.00

Purchase Order # : 23-01291

Amount not to exceed: \$ 109,632.00

Division Head

Date

Nile Clements

6/16/2023

Chief Financial Officer

Date



Pricing Proposal
Quotation #: 23526279
Created On: 5/30/2023
Valid Until: 8/31/2023

NJ-City of Orange

Chris Hartwyk

29 N Day Street
Orange, NJ 07050
United States
Phone: 973-266-4111
Fax:
Email: chartwyk@ci.orange.nj.us

Inside Account Executive

Sergio Ramalho

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-507-1541
Fax:
Email: Sergio_Ramalho@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Inventory Control Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Software Services	1	\$5,207.45	\$5,207.45
2 Online Service Applications Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Software Services	1	\$5,207.45	\$5,207.45
3 Utility Billing & Collections Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Software Services	1	\$34,328.72	\$34,328.72
4 WIPP - Utility Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Software Services	1	\$2,097.87	\$2,097.87
5 WIPP - Utility IVR Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Software Services	1	\$4,095.74	\$4,095.74
6 Work Orders Edmunds GovTech - Part#:	1	\$18,617.02	\$18,617.02

Contract Name: New Jersey Cooperative Purchasing Alliance
 Contract #: CK04
 Subcontract #: 22-24
 Note: Software Services

7	Hosting (Level II) Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Hosting Services	1	\$7,446.81	\$7,446.81
8	Standard Utility Implementation III Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Professional Services - Implementation	1	\$19,148.94	\$19,148.94
9	WIPP - Utility IVR Implementation Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Professional Services - Implementation	1	\$3,191.49	\$3,191.49
10	Inventory - Base Conversion - Inventory Master and Balance Information - Inventory History for 1 year + current based on transaction date Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Conversion Services	1	\$7,446.81	\$7,446.81
11	Utility Billing - Advanced Conversion Edmunds GovTech - Part#: Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24 Note: Conversion Services - See Notes Below on Utility Billing - Advanced Conversion broken down	1	\$19,702.13	\$19,702.13
			Total	\$126,490.43

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Utility Billing - Advanced Conversion

- Current Customer Master Account and Bill to Information
- Meter Master Information
- Current Billing Configuration (Services, cycles, rates, etc.)
- Current Open Balance Information for Active and Inactive Accounts (Open balances by service, Penalty, Interest, Deposits, etc.)

- Minimum required consumption information needed to calculate next cycle billing by service
- Meter Reading History Information for 3 years + current based on reading date
- Billing and Payment Transaction History for 3 years + current based on transaction date
- Backflow Mas

Software Services -Subscriptions

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and

utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

Smart Phone Apps – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

Security – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee's

security profile. The security is module and task specific.

Integration – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system

dynamically posts all related entries to the appropriate modules.

Reporting – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and

save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are

accessible at any time.

PDF Forms - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or

utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding

record.

Attachments - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided.

There is no limitation with the amount or size of those items you wish to attach.

Edmunds Cloud Provides:

- Convenience and Resiliency

3

- Fast and secure access to information from anywhere, anytime
- Expansive data storage
- Redundant data backups to 3 locations in the US
- Maintains workflow during and after a crisis
- Always access the most current data available
- Empowers mobile and citizen engagement apps to work efficiently

Implementation & Project Management

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and

reporting of progress to ensure the success of the software implementation. The Client's Project Manager and EGT Staff will work in concert to identify

the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to

describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem

resolution, risk management, opportunity management, change management, software configuration management, and data management are included,

identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of

similar successful projects.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Sales Proposal prepared for Orange City, NJ

Prepared by: Mark Pryzbylkowski, Regional Sales Director

Proposal Date: 06/06/2023

Expiration Date: 08/31/2023

Software Services - Subscription	Amount
Inventory Control - 3 Year	\$4,895.00
Online Service Applications - 3 Year	\$4,895.00
Utility Billing & Collections - 3 Year	\$29,000.00
WIPP - Utility - 3 Year	\$1,972.00
WIPP - Utility IVR - 3 Year	\$3,850.00
Work Orders - 3 Year	\$14,500.00
Annual Fees:	\$59,112.00

Hosting Services	Amount
Hosting (Level II)	\$7,000.00
Annual Fees:	\$7,000.00

Professional Services - Implementation	Amount
Standard Utility Implementation III	\$17,000.00
WIPP - Utility IVR Implementation	\$3,000.00
One-Time Fees:	\$20,000.00

Conversion Services	Amount
Inventory - Base Conversion <i>- Inventory Master and Balance Information</i>	\$7,000.00



Conversion Services	Amount
- Inventory History for 1 year + current based on transaction date	
Utility Billing - Advanced Conversion	\$16,520.00
- Current Customer Master Account and Bill to Information	
- Meter Master Information	
- Current Billing Configuration (Services, cycles, rates, etc.)	
- Current Open Balance Information for Active and Inactive Accounts (Open balances by service, Penalty, Interest, Deposits, etc.)	
- Minimum required consumption information needed to calculate next cycle billing by service	
- Meter Reading History Information for 3 years + current based on reading date	
- Billing and Payment Transaction History for 3 years + current based on transaction date	
- Backflow Master Account Information	
- Backflow Inspector Master Information	
- Backflow Inspection History for 3 years + current based on inspection date	
One-Time Fees:	\$23,520.00

Total Year 1 Investment:

\$109,632.00

Software Services -Subscriptions

With an Edmunds GovTech solution, a true Windows application with a graphical user interface is delivered. All applications are ODBC compliant and utilize a SQL database, which allows for seamless integration with products such as MS Excel™, MS Word™, and many GIS packages to name a few.

Smart Phone Apps – All applicable Smart Phone Apps are included with the associated MCSJ module at no additional cost.

Security – The software features a single sign-on approach that allows for user-based security. This provides access to modules based on the employee's security profile. The security is module and task specific.

Integration – All modules are fully integrated. A single source of entry minimizes data entry errors and streamlines organizational processes. The system dynamically posts all related entries to the appropriate modules.

Reporting – Along with standard system reports, customized reporting is also provided. Through built-in custom reporting tools, users can create and save personalized reports that can be exported directly into MS Excel™. Reporting flexibility allows users to create unlimited custom reports that are accessible at any time.

PDF Forms - All required forms can be generated within the application. This reduces the need to have pre-printed forms, such as pre-printed checks or utility bills. Create customized letters by merging in any field from the system. Letters can be created, printed, and documented in the corresponding record.

Attachments - The ability to attach any type of file to records, accounts, and employees along with scanning images directly into the software is provided. There is no limitation with the amount or size of those items you wish to attach.

Edmunds Cloud Provides:

- Convenience and Resiliency

- Fast and secure access to information from anywhere, anytime
- Expansive data storage
- Redundant data backups to 3 locations in the US
- Maintains workflow during and after a crisis
- Always access the most current data available
- Empowers mobile and citizen engagement apps to work efficiently

Implementation & Project Management

Edmunds GovTech has a goal to make the transition from a legacy system as painless as possible. Project management includes planning, monitoring, and reporting of progress to ensure the success of the software implementation. The Client’s Project Manager and EGT Staff will work in concert to identify the scope of the project, estimate the work involved, and create a project schedule with appropriate resources. The project plan is then developed to describe the tasks that will lead to a successful implementation. The project is carefully planned, implemented, monitored, and controlled. Problem resolution, risk management, opportunity management, change management, software configuration management, and data management are included, identified, and documented throughout the project. Project Managers and Training and Implementation Employees have been involved in hundreds of similar successful projects.

Payment Terms

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Hosting Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year’s fees.

**Please return executed Sales Orders
via DocuSign or Email to:
Edmunds GovTech
SalesOrders@EdmundsGovTech.com
P: 888.336.6999 | F: 609.645.3111
www.EdmundsGovTech.com**

Orange City

Chris Hartwyk
Business Administrator

Date