

CITY COUNCIL

The City of Orange Township, New Jersey

DATE October 3, 2023

NUMBER 400-2023

TITLE:

AMENDED

A RESOLUTION RATIFYING AND AUTHORIZING A CONTRACT FOR SERVICES WITH POWERDMS LOCATED AT 101 SOUTH GARLAND AVENUE SUITE 300, ORLANDO, FLORIDA 32801 TO MAINTAIN THE ELECTRONIC DOCUMENT MANAGEMENT FOR FIRE POLICIES WITHIN THE ORANGE FIRE DEPARTMENT FROM MAY 4, 2023 UNTIL MAY 3, 2024 IN AN AMOUNT NOT TO EXCEED \$8,960.90.

WHEREAS, the Municipal Council of the City of Orange Township approved Resolution 186-2022 on April 5, 2022 authorizing a yearly agreement with PowerDMS to provide service to maintain and manage policy and procedures for the Orange Fire Department; and

WHEREAS, PowerDMS is the sole source provider for the maintenance of the fire database already in place at the Orange Fire Department; and

WHEREAS, the City of Orange wishes to renew the service for maintenance of policies that pertain to the rule of law, order and discipline as disseminated and communicated within the Orange Fire Department from PowerDMS, 101 S. Garland Avenue, Suite 300, Orlando, Florida 32801; and

WHEREAS, this agreement between PowerDMS and the Orange Fire Department will be in effect from May 4, 2023 until May 3, 2024; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, which certifies that funds are available in OFD Fire Communications Account 3-01-25-265-000-501.

NOW, THEREFORE, BE IT RESOLVED that the Municipal Council of the City of Orange Township hereby endorses and authorizes the maintenance of fire database services from PowerDMS commencing May 4, 2023 until May 3, 2024 in an amount not to exceed \$8,960.90.

Adopted: October 3, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President





CITY COUNCIL

The City of Orange Township, New Jersey

DATE April 5, 2022

NUMBER 186-2022

AMENDED

TITLE:

A RESOLUTION FOR THE APPROVAL TO ACQUIRE THE SERVICE TO MAINTAIN THE ELECTRONIC DOCUMENT MANAGEMENT FOR FIRE POLICIES WITHIN THE ORANGE FIRE DEPARTMENT UNDER THE NEW JERSEY STATE CONTRACT #20-TELE-01511 FOR THE CITY OF ORANGE TOWNSHIP FIRE DEPARTMENT FROM POWERDMS LOCATED AT 101 S. GARLAND AVENUE SUITE 300, ORLANDO, FLORIDA 32801 FROM APRIL 1, 2022 THROUGH MARCH 31, 2023 IN AN AMOUNT NOT TO EXCEED \$8,413.60

WHEREAS, pursuant to N.J.S.A. 40A:11-12, any contracting unit may, without advertising for bids, purchase any materials, supplies, equipment, or services under any contract or contracts for such material, supplies or equipment entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and


WHEREAS, PowerDMS will provide service to maintain and manage policy and procedures for the Orange Fire Department for the contracted period of April 1, 2022, through March 31, 2023; and


WHEREAS, the City of Orange Township wishes to acquire the service for maintenance of fire policies that pertain to the rule of law, order and discipline as disseminated and communicated within the Orange Fire Department from PowerDMS, 101 S. Garland Avenue, Suite 300, Orlando, Florida, 32801, under New Jersey Contract #20-TELE-01511; and

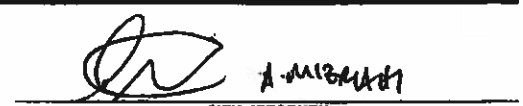
WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose in Account 2-01-25-265-000-501, contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2022 Budget, there will be sufficient funds to contract PowerDMS.

NOW, THEREFORE, BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP hereby endorses and authorizes the maintenance of the fire database services from PowerDMS commencing April 1, 2022, through March 31, 2023, in the amount not to exceed \$8,413.60.

Adopted: April 5, 2022


Joyce L. Danier
City Clerk


Kerry Coley
Council President



RESOLUTION NO. 186- 2022

ON CONSENT AGENDA

REGULAR COUNCIL MEETING – April 5, 2022

MOTION TO ADOPT: Montague, III

SECOND: Wooten

YEAS: Eason, Montague, III, Wooten & Council President Coley

NAYS: None

ABSTENTIONS: None

ABSENCES Johnson, Jr., Ross & Summers-Johnson

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGET - CURRENT FUND

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: PowerDMS, Inc.

Address: 2120 Park Place
Suite 100

City: El Segundo
State: California
Zip Code: 90245

Purpose: Service to maintain the electronic document
management for Fire policies

Vendor ID: POWER040

Fund: Current Fund
Line Description OFD - Fire - Communications
Account Numbers(s): CY'23 3-01-25-265-000-501 \$ 8,960.90

Purchase Order # : 23-01771

Amount not to exceed: \$ 8,960.90

Division Head

Date

Nile Clements

8/30/2023

Chief Financial Officer

Date

Contract Details

Account Number: A-222380
Customer: City of Orange Fire Department / Fire Prevention (NJ)
Sales Rep: Salesforce Administrator

Order Details

Order #: Q-170608
Order Date: 5/4/2023
Valid Until: 5/4/2023
Subscription Start Date: 5/4/2023
Subscription Term (months): 12

Customer Contact

Billing Contact: City of Orange Fire Department / Fire Prevention (NJ)
Derrick Brown
Address: 419 Central Ave
Orange, NJ 07050

Billing Contact Email: dbrown@orangenj.gov
Phone: (973) 266-4230
Fax:

Payment Terms

Payment Term: Net 60 **Notes:** 90-99 user tier
PO Number:

Subscription Service

Item	Type	Start Date	End Date	Qty	Total
PowerPolicy Professional Subscription	Recurring	5/4/2023	5/3/2024	99	\$7,665.90
A policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting.					
PowerTraining	Recurring	5/4/2023	5/3/2024	99	\$1,295.00
A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations. It integrates with PowerPolicy Select and Professional, giving you the ability to attach policies to training courses while ensuring version control.					
TOTAL:					\$8,960.90

This price does not include any sales tax.

Additional Terms and Conditions

Payment Terms All invoices issued hereunder are **due upon the invoice due date**. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable.

Terms & Conditions Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Service Order and the services to be furnished pursuant to this Service Order are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

Accepted and Agreed By Authorized Representative of:
City of Orange Fire Department / Fire Prevention (NJ)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

THE INFORMATION AND PRICING CONTAINED IN THIS SERVICE ORDER IS STRICTLY CONFIDENTIAL

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PowerDMS, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. 2120 Park Place Suite 100	Requester's name and address (optional)
	6 City, state, and ZIP code EI Segundo, CA 90245	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
5 9 - 3 6 6 8 8 8 5	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 1/5/2023
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: POWERDMS, INC.
Trade Name:
Address: 101 S GARLAND AVE STE 300
ORLANDO, FL 32801
Certificate Number: 1896834
Effective Date: August 25, 2014
Date of Issuance: May 28, 2020

For Office Use Only:
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