

CITY COUNCIL**The City of Orange Township, New Jersey**DATE February 6, 2024NUMBER 80-2024

TITLE: A RESOLUTION AUTHORIZING A CONTRACT WITH GENERAL CODE, LLC TO SUPPLEMENT, PRINT AND ELECTRONICALLY PUBLISH THE ORDINANCES OF THE CITY OF ORANGE TOWNSHIP FOR THE CALENDAR YEAR 2024 IN AN AMOUNT NOT TO EXCEED \$16,000.00.

WHEREAS, the City of Orange Township is in need of having the City's Ordinances supplemented, printed and electronically published; and

WHEREAS, contracts for these services may, pursuant to N.J.S.A. 40A:11-5(1)(x) of the Local Public Contracts Law, be awarded without public advertising for bids and bidding therefor and shall be awarded by Resolution of the City Council; and

WHEREAS, General Code, LLC has agreed to supplement, print and electronically publish the City's Ordinances for the year 2024 in an amount not to exceed \$16,000.00; and

WHEREAS, the amount of \$16,000.00 does not exceed the bid threshold and does not exceed the \$17,500.00 pay-to-play requirements; 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 4-01-20-120-000-515 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 Budget, there will be sufficient funds to contract General Code, LLC; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Orange Township that:

1. A contract is authorized with General Code, LLC for supplementation, printing and electronic publishing of the City of Orange Township's Ordinances through January 1, 2024 to December 31, 2024 for an amount not to exceed \$16,000.00.
2. Notice of this action shall be printed in the Orange Transcript as required by law within ten (10) days of its passage.

Adopted: February 6, 2024

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President



CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT 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 2024 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 2024 Budget, there will be sufficient funds to contract with:

Vendor Name: General Code LLC.
Address: 781 Elmgrove Road

City: Rochester
State: New York
Zip Code: 14624

Purpose: Electronically publish ordinances
Vendor ID: GENER035

Temporary Budget: \$ 4,000.00
Fund: Current Fund
Line Description CLK - Clerk - Printing & Binding
Account Numbers(s): CY24 4-01-20-120-000-515

The remainder of: \$ 12,000.00
will be provided in
Fund: Current Fund
Line Description CLK - Clerk - Printing & Binding
Account Numbers(s): CY24 4-01-20-120-000-515

Purchase Order # : 24-00244

Amount not to exceed: \$ 16,000.00

Division Head

Date

Nile Clements

1/29/2024

Chief Financial Officer

Date

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
ICC General Code, Inc.

2 Business name/disregarded entity name, if different from above
General Code, LLC

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.
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 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.
 Other (see instructions) ▶ **Tax-exempt 501(c)(4) corporation**

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) _____
Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.) See instructions.
781 Elmgrove Road

6 City, state, and ZIP code
Rochester, NY 14824

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See specific instructions on page 3.

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								
8	2		-	3	7	2	2	1 4 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 ▶ *Anna Martin* Date ▶ *7/9/2020*

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-INT (interest earned or paid)

- 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: GENERAL CODE, LLC
Trade Name:
Address: 781 ELMGROVE ROAD
ROCHESTER, NY 14624
Certificate Number: 2394308
Effective Date: October 29, 2019
Date of Issuance: October 30, 2019

For Office Use Only:
20191030083827434

GENERAL CODE



Agreement for Codification Services

PREPARED FOR:

City of Orange Township, New Jersey

PREPARED BY:

MICHELLE WOOD

Solutions Account Executive

mwood@generalcode.com

800.836.8834

DATE:

January 25, 2024
(Valid for six months)

January 25, 2024

Joyce Lanier, Clerk
City of Orange Township
City Hall
29 N. Day Street
Orange, NJ 07050

Dear Ms. Lanier,

We are providing our Agreement for consideration by the City for the 2024 year. The enclosed Agreement provides for the continuation of codification services as provided by General Code for the maintenance of the Code Supplementation and Electronic Publishing for work completed in 2024.

Our agreement provides for the supplementation services in print and electronic formats. If acceptable, please execute two copies and provide one copy for our files.

Please feel free to contact me if you have any questions on the enclosed Agreement or require any further information.

We look forward to our continued work with the City of Orange Township and your office on this very important project. Thank you for your continued assistance.

Very truly yours,



Michelle A. Wood
Solutions Account Executive

Agreement

Source Files and Scope of Work

General Code will codify legislation submitted by the City in 2024 that is general and permanent in nature. We will include new or replacement legislation of 10 pages or fewer (individual ordinances) for the cost specified in this contract. We will notify the City of any work that may result in any additional charges and provide an estimate prior to beginning any additional chargeable work.

Recommended Solution

General Code will codify and supplement the Legislation listed above, which includes but is not limited to:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Table of Contents, Schemes, Histories, Tables, Charts, Index, Disposition Lists, etc.
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the City for possible resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of Instruction Pages (for inserting/removing new pages)
- 27 sets of supplemental pages for the Code
- Update to Premium eCode360

Price (Not to Exceed)

\$16,000

This total price includes the following services from General Code:

- > Supplementation
- > Premium eCode360 Annual Maintenance

Authorization

This order is subject to General Code's Codification Terms and Conditions, which are available at www.generalcode.com/TCdocs. Please email the completed form to contracts@generalcode.com. You may also fax the completed form to General Code at 585-328-8189 or return by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

City of Orange Township, Essex County, New Jersey

General Code, LLC

By: _____

Cristina LoVerde, Vice President, Client Engagement

Dated: _____

Approved as to form and sufficiency:

By: _____

Gracia R. Montilus, City Attorney

City of Orange Township, New Jersey

By: _____

Dwayne D. Warren, ESQ., Mayor

Attest:

By: _____

Joyce L. Lainer, City Clerk

A Member of the ICC Family of Solutions



Joyce Lanier

From: Michelle Wood <MWood@generalcode.com>
Sent: Thursday, January 25, 2024 3:54 PM
To: Joyce Lanier; Tamara Robinson
Cc: Margarete Homere; Trisha Scipio; Gabrielle Sims-Shelton
Subject: City of Orange Twp NJ-2024 Codification Services Agreement GC:022704765
Attachments: Orange NJ 2024 Codification Services Agreement.pdf

Good afternoon Joyce,

We are pleased to provide our Agreement for the 2024 Codification Services for the City of Orange Township Code.

Our Agreement provides for the maintenance and updating of the City Code and eCode360 with the adopted City ordinances.

Please feel free to contact me with any questions on our services or the attached agreement.

Thank you, we appreciate your continued assistance and presenting our agreement to the City Council for consideration.

Best regards,

Michelle

Michelle Wood
Code Services: Solutions Account Executive

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General Code: Building Vibrant Resilient Communities, Together