

GARDEN STATE MUNICIPAL JIF**RISK MANAGEMENT CONSULTANT'S AGREEMENT**

THIS AGREEMENT entered into this _____ day of _____, 2014, between the Township of West Orange (hereinafter referred to as "MUNICIPALITY") and Fairview Insurance Associates (hereinafter referred to as the "CONSULTANT").

WHEREAS, the CONSULTANT has offered to the MUNICIPALITY professional risk management consulting services as required in the Bylaws of the Garden State Municipal Joint Insurance Fund for the Fund year January 1, 2014 to December 31, 2014, pursuant to P.L. 1993 Chapter 269 (N.J.S.A. 40A:1D-36) and;

WHEREAS, the MUNICIPALITY desires these professional services pursuant to the resolution adopted by the MUNICIPALITY's Township Council at a meeting held on January 28, 2014; and

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - (a) Assist the MUNICIPALITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
 - (b) Assist the MUNICIPALITY in understanding the various coverage available from the Garden State Municipal Joint Insurance Fund.
 - (c) Review with the MUNICIPALITY any additional coverage that the CONSULTANT feels should be carried but are not available from the FUND and subject to the MUNICIPALITY's authorization, place such as coverage outside the FUND.
 - (d) Assist the MUNICIPALITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - (e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the MUNICIPALITY.
 - (f) Review the MUNICIPALITY's assessment as prepared by the FUND and assist the MUNICIPALITY in the preparation of its annual insurance budget.
 - (g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Municipal safety committee meeting per annum to promote the safety objectives and goals of the MUNICIPALITY and the FUND.

- (h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - (i) Perform any other risk management related services required by the FUND's bylaws.
- 2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
 - (a) The MUNICIPALITY authorizes the FUND to pay its CONSULTANT, a fee as compensation for services rendered, an amount equal to seven percent (7%) of the MUNICIPALITY's annual assessment as promulgated by the FUND. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the MUNICIPALITY's assessment.
 - (b) For any insurance coverage authorized by the MUNICIPALITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2(a).
 - (c) **POLITICAL CONTRIBUTIONS.** This section only applies to the CONSULTANT if the appointment was not made pursuant to a fair and open process in accordance with N.J.S.A. 19:44a-20.4, et seq. By acceptance of this Agreement, the CONSULTANT certifies that in the one year period preceding the date that this contract is legally authorized that neither the CONSULTANT business entity nor persons holding 10% or more of the issued and outstanding stock of the CONSULTANT business entity or entitled to receive the benefit of 10% or more of the revenues and/or profits of the CONSULTANT business entity have made any reportable contributions pursuant to N.J.S.A. 19:44a-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract. This includes any reportable contribution to any official, candidate, joint candidates committee or political party representing elected officials or candidates as defined pursuant to N.J.S.A. 19:44a-3(p), (q) and (r) of any member local unit insured by the FUND. Further, the CONSULTANT and all persons holding 10% or more of the issued and outstanding stock of the CONSULTANT business entity or entitled to receive the benefit of 10% or more of the revenues and/or profits of the CONSULTANT business entity shall not make such contributions during the period of this Agreement.
- 3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of the Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.
- 4. **AFFIRMATIVE ACTION**, during the performance of this Agreement, the CONSULTANT agrees as follows:

(a) The CONSULTANT, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The CONSULTANT will take affirmative action to ensure that such applicants are recruited and employed, and that the employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Compliance Officer setting forth provisions of this nondiscrimination clause;

(b) The CONSULTANT where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT state that all qualified applications will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

(c) The CONSULTANT, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the labor union or workers' representative of the CONSULTANT's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(d) The CONSULTANT, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

(e) The CONSULTANT agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

(f) The CONSULTANT agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

(g) The CONSULTANT agrees to revise any of its testing procedures, if necessary to assure that all personnel testing conforms with the principles of job-related

testing, as established by the statutes and court decisions of the State of New Jersey, and as established by applicable Federal Law and applicable Federal court decisions.

(h) The CONSULTANT agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

(i) The CONSULTANT shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

WEST ORANGE TOWNSHIP

RISK MANAGEMENT CONSULTANT

Robert D. Parisi, Mayor

NAME

Attest:

Karen J. Carnevale, Municipal Clerk