315-26

AGREEMENT BETWEEN THE TOWNSHIP OF WEST ORANGE AND MILLENNIUM STRATEGIES, LLC FOR GRANT WRITER SERVICES

THIS AGREEMENT, made this 23rd day of November, 2026

BETWEEN: Township of West Orange
66 Main Street
West Orange, New Jersey 07052
Hereinafter Referred to as the "Township"

AND: Millennium Strategies LLC
60 Columbia Road, Building B, Suite 230
Morristown, New Jersey 07960
Hereinafter referred to as "Contractor."

NOW, THEREFORE, in consideration of the terms, conditions and stipulations hereinafter set forth, it is mutually agreed by and between the parties:

1. WORK TO BE PERFORMED

Contractor shall perform services and maintenance as set forth in the Grant Writer Services Request for Proposals attached hereto as "Exhibit A," related to the following:

- Provide professional consultations with respect to the study of County, State, Federal, corporate and private aid funds as they relate to the needs of the Township of West Orange, or as requested by the Township.
- Research, plan, prepare, submit, proceed with and follow up on all applications and programs for such aid.
- Obtain "New Grants" on a yearly basis totaling at least the amount paid to vendor for that year.
- Submit an annual written report by the end the contract year to the Mayor concerning all services rendered and new grants obtained.
- Attend any meetings requested by the Mayor and/or Business Administrator to discuss potential grants and report as to timeframes and deadlines for submission of grant applications, status of grant applications, and areas of available grant funding.

To the extent of any inconsistency between this Agreement and the Request for Proposals, the Request for Proposals shall govern. To the extent of any inconsistency between this Agreement and the Bid Proposal, this Agreement shall govern.

2. CONSIDERATION

The Township shall compensate the Contractor in an amount not to exceed $47,736.00 for Grant Writer Services, and $27,000.00 for Grants360 Awards Management Tool, for a total of $74,736.00 for calendar year 2027. The Fee Schedule for the Option Years (2028 through 2031), shall be as set forth in the Request for Proposals.

3. NOT-TO EXCEED AMOUNT

Total compensation under this Agreement for the 2027 calendar year shall not exceed $74,736.00 (the "Not-to-Exceed Amount") without a further written encumbrance and additional authorization by resolution of the Township Council.

4. PAYMENT

Payment shall be made by the Township within thirty (30) days of the receipt and approval of itemized bills and vouchers. No payments may be made in advance of services pursuant to N.J.S.A. 40A:5-16.

5. TERM

The term of this agreement shall commence on January 1, 2027 through December 31, 2027, and shall be for a term of one (1) year, with the option to extend for four (4) one-year periods. The terms set forth in this section shall run thus, unless earlier terminated in accordance with the provisions set forth in Section 16, below.

6. NEW JERSEY LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey notwithstanding any provisions of such laws relating to jurisdiction.

7. PARTIAL INVALIDITY

If any term, condition, or provision of this Agreement or the application thereof to any person or circumstance shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which this Agreement is invalid or unenforceable, shall not be affected thereby, and each term, condition, and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law, provided, however, that no such invalidity shall in any way reduce the services to be performed by the Contractor for the Township.

8. NO ASSIGNMENT

The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this Agreement or its right, title or interest in or to the same or any part thereof without prior written consent of the Township and the approval of the Township's Municipal Council.

9. BINDING ON SUCCESSORS

Except as otherwise provided in this Agreement, all agreements' terms, provisions and conditions to this Agreement shall be binding on and inure to the benefit of the parties hereto, their respective personal representatives and successors.

10. MODIFICATIONS

No modification of this Agreement or work change orders shall be valid or binding unless the modifications shall be in writing, approved by the Township's Municipal Council and executed by the Township and the Contractor.

11. NO WAIVER

No waiver of any term, provision or condition contained in this Agreement or any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same, or any other term, provision, or condition of this Agreement by either party.

12. CAPTIONS

The captions or the paragraph headings contained in this Agreement are solely for purposes of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

13. OWNERSHIP OF RECORDS

All records and data relating to work performed for the Township shall belong to the Township and shall be surrendered to the Township upon the expiration or termination of this Agreement, except that the Contractor will retain such information as is necessary to maintain a complete work record. The Contractor shall not use such information or data except for the performance of the service hereunder, without the prior written permission of the Township.

14. INSURANCE

The Contractor performing work for or on behalf of the Township shall keep in force the following types of insurance at its own expense and underwritten by a company licensed to do business in the State of New Jersey and acceptable to the Township. The Township reserves the right to accept, amend or modify any of the conditions listed. The Township must be notified within three (3) days of an offense, which may result in a claim. The Contractor shall not take any action to cancel any of the insurance required under this Agreement without the approval of the Township. The maintenance of insurance under this section shall not relieve the Contractor of any liability greater than the insurance coverage. The Contractor must provide insurance certificates to the Township.

a. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE with limits of not less than $1,000,000.00 will be maintained in full force during the life of this contract by the Contractor covering all employees engaged in performance of this contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12-235-1.6.

b. GENERAL LIABILITY INSURANCE with limits of not less than $1,000,000.00 for Bodily Injury and Property Damage Liability each occurrence and $2,000,000.00 General Aggregate will be maintained in full force during the life of the contract by the Contractor. The policy will include Contractor's protective liability insurance (also known as contingent liability insurance) with the same limits. In the event more than one insured is named in the policy, a CROSS LIABILITY endorsement will be included which provides that the employees of each of the named insureds are not excluded under the policy as respect to claims that are made against other named insured.

c. AUTOMOBILE LIABILITY INSURANCE with limits of not less than $1,000,000.00 Liability and Property Damage Liability Combined Single Limit, $1,000,000.00 Uninsured Motorist and Underinsured Motorist, $1,000,000.00 Owned, Hired and Non-owned Automobile, will be maintained in full force during the life of this contract by the Contractor.

d. PROFESSIONAL LIABILITY INSURANCE with the limits of not less than $2,000,000.00 maintained in full force during the life of the contract by the Contractor.

15. INDEMNIFICATION AND HOLD HARMLESS

The Contractor shall, at its sole cost and expense, defend, indemnify, and hold harmless the Township**,** including their employees, officers, agents, servants, representatives, and officials, from and against any and all claims, actions, lawsuits, penalties, fines, losses, damages, liabilities, judgments, demands, and expenses, including, but not limited to, attorney's fees and costs which arise out of the performance of this Agreement.

Additionally, this indemnification provision shall apply to any and all claims, actions, judgments, penalties, liabilities, damages, losses or expenses, caused in whole or in part, by the negligence, professional error, or omission of the Contractor or any person employed by it.

The Contractor shall provide to the Township with evidence that, at all times during the term of this Agreement, it has obtained statutory professional liability and any other statutorily required coverages. No limitations on the foregoing indemnity shall impair or limit the Township's recourse to the insurance coverage set forth herein.

16. TERMINATION

The Township may terminate the Agreement upon twenty (20) days written notice to the other party. Upon such termination, the Township shall pay the Contractor for all services performed hereunder up to the date of such termination in accordance with the payment terms of this Agreement as well as all reasonable costs and expenses incurred by the Contractor in effecting the termination, including, but not limited to non-cancelable commitments and demobilization costs.

17. FORCE MAJEURE

Neither Party shall be liable to the other, or considered in default or breach of this Agreement, for any failure or delay in performing its obligations, except for obligations to make payments already owed, if the failure or delay results from circumstances beyond the impacted Party's reasonable control. Such circumstances include, but are not limited to: (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war; (d) government order or law; (e) actions, embargoes, or blockades; (f) national or regional emergency; (g) strikes, labor stoppages, slowdowns, or other industrial disturbances; (h) epidemic, pandemic, or State of Emergency declared by the State of New Jersey; and (i) other similar events beyond the impacted Party's reasonable control.

18. ENTIRE AGREEMENT

This Agreement, including the attachments referenced herein, contains the entire Agreement of the parties hereto and may not be amended, modified, released or discharged, in whole or in part, except as specifically provided herein or in an instrument in writing executed by the parties hereto.

19. EFFECTIVE DATE OF CONTRACT

This Agreement shall not become binding upon the parties until the chief financial officer or certifying finance officer causes an appropriate entry to be made into the Township's encumbrance system, pursuant to N.J.A.C. § 5:30-5.4.

20. FAIR AND OPEN

This Agreement has been awarded to the Contractor based on the Contractor's merits and abilities to provide the professional services described herein. This Agreement was awarded through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.4 et seq.

21. PAY TO PLAY REQUIREMENT

The Contractor is advised that it may have a responsibility to file an annual statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.8 (P.L. 2004, c.19, s.7, amended 2005, ch.51, s.15) if the Contractor received contracts in excess of $50,000 from public entities in a calendar year. It is the Contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

By executing this Agreement, the Contractor certifies that it is in compliance with N.J.S.A. 19:44A-20.26 (P.L. 2025, c.176 and J.R. 12). The Contractor further certifies that it has neither made or solicited nor will make or cause to be solicited a prohibited political contribution in violation of any applicable federal, state or local laws. Any such failure to comply shall constitute a breach of the Contract.

22. AVAILABILITY OF FUNDS

This is a contract which may be awarded in one fiscal year although the date on which it properly takes effect may fall in a different fiscal year. Accordingly, this contract is subject to the availability and appropriation of sufficient funds in the year in which it takes effect. N.J. Admin. Code 5:30-5.3.

23. CONFLICT OF INTEREST

The Contractor acknowledges that the nature of the service to be performed requires that the Contractor must not have or appear to have a conflict of interest with any potentially adversarial party. The Contractor agrees that:

(a) It will not accept any assignments, compensation, consideration or gratuities from any other party with an interest in the subject matter of this Agreement that shall conflict or shall have the appearance of conflicting with the interest of the Township relative to the purposes of this Agreement.

(b) In the event that a conflict or potential conflict of interest arises, the Contractor shall notify the Township in writing within three (3) days of becoming aware of the conflict or the potential conflict. Failure to provide such notice may be grounds for termination of this Agreement for cause.

(c) In the event that the Township receives timely notice of an actual or potential conflict, the Contractor and the Township shall attempt to reach an agreement on a course of action in response to the actual or potential conflict. If such an agreement cannot be reached, the Township has the right to terminate the Agreement for convenience.

24. INDEPENDENT CONTRACTOR

The Contractor shall be and remain an independent contractor with respect to all services performed hereunder and agrees to and does hereby accept full and exclusive liability for the payment of any and all contributions or taxes for social security, unemployment insurance or old age retirement benefits, pensions or annuities now or hereafter imposed under any state or federal law which are measured by the wages, salaries or other remuneration paid to persons employed by the Contractor for work performed under the terms of this contract and further agrees to obey all lawful rules and regulations and to meet all lawful requirements by all duly authorized state or federal officials, and said Contractor agrees to indemnify and save harmless the Township from any such contributions or taxes or liability therefore.

25. EQUAL EMPLOYMENT OPPORTUNITY

The Contractor acknowledges that he/she shall comply with the requirement of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27 and submit to the State of New Jersey and/or the Township such documentation as shall be required by law as more specifically set forth in Exhibit B entitled "Mandatory Equal Employment Opportunity Language."

26. STATE REQUIRED RECORD RETENTION N.J.S.A. 52:15C-14(d) and N.J.A.C. 17:44-2.2

The Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Refusal by the Contractor to provide information upon request by the State Comptroller or otherwise impede or fail to cooperate with any audit or performance review, the State Comptroller may recommend to the Township that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the Township.

27. DEFAULT

In the event the Contractor fails or neglects to perform any of the conditions or covenants set forth herein during the Term of this Agreement, the Township shall upon three (3) days written notice to the Contractor, deliver to the Contractor by Certified Mail a Notice of Default, with the opportunity to cure within three (3) days. In the event that the Contractor fails to cure such default within three (3) days of receipt of the Notice, the Township shall terminate this Agreement, and all rights, privileges, or interest herein shall cease. The Contractor shall be liable to the Township for any damages or loss, including, but not limited to reasonable attorneys' fees in the event any legal action is necessary, as a result of the Default, in accordance with New Jersey law.

IN WITNESS WHEREOF, the Township and the Contractor have executed this Agreement as of the date first written above.

Attest: **Township of West Orange**

Karen Carnevale, Municipal Clerk
Attest:

By:

By: Mayor Susan McCartney
Millenium Strategies LLC

By: