

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Clerk Of The Board

Date: May 13, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING THE COUNTY TO EXTEND AND INCREASE A CONTRACT WITH FORGE SIGNWORKS, LLC, FOR ON-CALL PASSAIC COUNTY WAYFINDING SIGNAGE FABRICATION & INSTALLATIONS, PURSUANT TO N.J.S.A. 40A:11-15.

THIS RESOLUTION WAS REQUESTED BY:  
CULTURAL AND HISTORIC AFFAIRS

REVIEWED BY:

  
Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

  
Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	5/13/2025
Introduced Date	5/2/2025
Adopted Date	
Agenda Item	51.
CAF#	0-25-56-641-001-603
Purchase Req. #	
Result	

Public Works  
COMMITTEE NAME

**RESOLUTION AUTHORIZING THE COUNTY TO EXTEND AND INCREASE A CONTRACT WITH FORGE SIGNWORKS, LLC, FOR ON-CALL PASSAIC COUNTY WAYFINDING SIGNAGE FABRICATION & INSTALLATIONS, PURSUANT TO N.J.S.A. 40A:11-15.**

**WHEREAS**, the County of Passaic (hereafter “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners for the County of Passaic (the “Board”) is vested with decision-making powers on behalf of the County; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-4, et seq., every contract awarded by the County, for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold [40A:11-3], shall be awarded only by resolution of the Board to the lowest responsible bidder after public advertising for bids and bidding thereof; and

**WHEREAS**, on March 31, 2023, the Purchasing Agent issued C-23-005 qualifying unit prices for On-Call Wayfinding Signage Fabrication & Installations for a contract period of two (2) years beginning May 15, 2023, through May 14, 2025 (“C-23-005”); and

**WHEREAS**, on April 27, 2023, the Purchasing Agent unsealed bid C-23-005 for On-Call Passaic County Wayfinding Signage Fabrication & Installation, and only one response was received from Forge Signworks LLC; and

**WHEREAS**, on May 23, 2023, the Board awarded a contract to Forge Signworks, LLC for On-Call Wayfinding Signage Fabrication & Installations for a contract period of two (2) years beginning May 15, 2023, and expiring on May 14, 2025; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-15, a contract may be extended by mutual agreement of the parties to the contract when a contracting unit has commenced rebidding prior to the time the contract expires; and

**WHEREAS**, the County and Forge Signworks, LLC have agreed to extend the contract by way of letter, which is incorporated into this Resolution and attached hereto; and

**WHEREAS**, the Director of the Department of Cultural & Historical Affairs is recommending that the County extend its contract with Forge Signworks LLC, for a ninety (90) day period beginning on May 15, 2025 and expiring on July 14, 2025 in an amount not to exceed sixty thousand dollars (\$60,000.00); and

**WHEREAS**, funds are available in Account No. O-25-56-641-001-603 or any other account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget (s), which is attached to and made part of this Resolution; and

**WHEREAS**, this matter was at discussed at the April 30, 2025 meeting of the Public Works Committee, and is being recommended to the Board for approval; and

**NOW, THEREFORE, LET IT BE RESOLVED**, pursuant to N.J.S.A. 40A:11-15, that the Board of County Commissioners of the County of Passaic authorizes that the contract with Forge Signworks, LLC, for On-Call Wayfinding Signage Fabrication & Installations, set to expire on May 14, 2025, is hereby authorized to be extended for a ninety (90) day period beginning on May 15, 2025 and expiring on July 14, 2025 in an amount not to exceed sixty thousand dollars (\$60,000.00); and

**LET IT BE FURTHER RESOLVED**, that the Clerk of the Board, County Counsel, and Director of the Board are authorized to execute the contracts and take any other steps necessary to carry out the purpose of this resolution.