

**THE COMMISSIONERS OF FIRE DISTRICT NO. 3
IN THE TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW
JERSEY**

RESOLUTION # - 2025-12

**AUTHORIZING THE QUALIFIED PURCHASING AGENT TO AWARD
CONTRACTS EXCEEDING \$17,500.00 AND UNDER THE CURRENT
BID THRESHOLD OF \$53,000.00 AND ESTABLISHING QUOTE LIMITS**

WHEREAS, The Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey (the "Commissioners" when referring to the governing body and "Fire District" when referring to the legal entity governed by the Commissioners); and

WHEREAS, N.J.S.A. 40A:11-3(a) establishes the threshold at which contracts, as defined by the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., must be subject to competitive bidding; and

WHEREAS, in accordance with N.J.S.A. 40A:11-3(c), the Governor of the State of New Jersey is authorized to adjust the bid threshold in an amount proportional to the index rate, as defined in N.J.S.A. 40A:11-2, every five years; and

WHEREAS, in accordance with N.J.S.A. 40A:11-3(a)(3), fire districts that employ a Qualified Purchasing Agent are permitted to increase its bid threshold to the amount established by the Governor in accordance with N.J.S.A. 40A:11-3(c); and

WHEREAS, effective July 1, 2025, the Governor of the State of New Jersey, in consultation with the State Treasurer, established the current bid threshold for municipalities that employ a Qualified Purchasing Agent at \$53,000.00; and

WHEREAS, with the adoption of the increased bid threshold, the statutory quote threshold for the Fire District is \$7,950.00, which is 15% of the new QPA bid threshold; and

WHEREAS, the Commissioners desire to establish an internal policy that purchases under \$4,000.00 shall not require multiple quotes from using departments but encourages departments to obtain competitive pricing whenever feasible; and

WHEREAS, the Qualified Purchasing Agent and Chairman of the Board of Commissioners shall have the authority to approve exceptions to the quote requirement up to the legal threshold of \$7,950.00, when deemed in the best interest of the Fire District; and

WHEREAS, the Fire District has an appointed Qualified Purchasing Agent, Margaret Vitelli, who is authorized to negotiate and award contracts below the former state bid threshold

limit of \$44,000.00, and the Fire District desires to take advantage of the increased bid threshold of \$53,000.00 established by the Governor to increase efficiency associated with awarding of contracts having a value in excess of \$17,500.00 but below the current bid threshold of \$53,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey, that, Margaret Vitelli, in her capacity as the Qualified Purchasing Agent for the Fire District, is hereby granted the authority to award contracts having an anticipated value in excess of \$17,500.00 but below the \$53,000.00 bid threshold established by the Governor of the State of New Jersey in accordance with N.J.S.A. 40A:11-3(c), subject to compliance with all applicable Pay-to-Play laws.

BE IT FURTHER RESOLVED by the Board of Commissioners of Fire District No. 3, in the Township of Lower, County of Cape May, State of New Jersey, that the quote threshold shall be \$7,950.00.

	MOTION	SECOND	YEA	NAY	ABSTAIN	ABSENT
Robertson			✓			
G. Douglass	✓		✓			
S. Douglass			✓			
Sweeten			✓			
Devlin		✓	✓			

I hereby certify the foregoing to be the original resolution adopted by the Board of Commissioners of Fire District No. 3 at a meeting held on August 19, 2025.


Steven Douglass, Secretary