

EXHIBIT A



**BOARD OF TRUSTEES
Business/Finance Committee Agenda Items**

To: Board of Trustees
From: Office of the President
Date: December 4, 2025

The following Finance Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, December 11, 2025:**

1. Recommend acceptance of the statement of income and expenditures as of October 31, 2025 (**Exhibit A-1**)
2. Recommend that the following contracts be awarded:
 - a. For the preparation and issuance of IRS 1098-T forms to students at Ocean County College (**Exhibit A-2**)
 - b. For professional website redesign for The Jay and Linda Grunin Center for the Arts (**Exhibit A-3**)
 - c. For a one-year contract with two additional one-year contract options for grounds and landscape maintenance services from January 1, 2026, through December 31, 2026, at Ocean County College and OCC Manahawkin. (**Exhibit A-4**)
3. Recommend adoption of resolutions to award the following contracts:
 - a. For travel services from December 11, 2025, through December 10, 2026, for the OCC Study Abroad Seminar in London (**Exhibit A-5**)

- b. For the purchase of dental equipment, including all extended service warranties for the Allied Health Dental and Radiography Program Renovation Project in the Hovnanian Health and Sciences Building through the Sourcewell Cooperative Purchasing Program at Ocean County College **(Exhibit A-6)**
 - c. For the installation of electric distribution facilities at Ocean County College **(Exhibit A-7)**
4. Recommend that the following contracts be amended:
- a. An additional \$15,094.24, for a maximum total of \$10,433,912.70, to Newport Construction Management Corporation, Pennsauken, New Jersey, to abate an existing pipe made of asbestos and needs to be removed by an abatement company as part of the general contractor construction services for a new Administration Building at Ocean County College (contract originally awarded at the January 23, 2025, Board meeting) **(Exhibit A-8)**

EXHIBIT A-1

EXHIBIT A-1
OCEAN COUNTY COLLEGE
 STATEMENT OF CURRENT EXPENDITURES FY 2025-2026
 For the Period Ending October 31, 2025

| | ACTUAL | ENCUMBRANCES | TOTAL | FY2025-2026 BUDGET | OVER (UNDER) BUDGET | % BUDGET |
|----------------------------|-------------------|------------------|-------------------|--------------------|---------------------|---------------|
| REVENUE: | | | | | | |
| Tuition & Fees | 26,292,237 | | 26,292,237 | 38,861,051 | (12,568,814) | 67.66% |
| State Appropriation | 3,364,714 | | 3,364,714 | 10,100,528 | (6,735,814) | 33.31% |
| County Appropriation | 4,680,990 | | 4,680,990 | 18,723,958 | (14,042,968) | 25.00% |
| Miscellaneous | 810,871 | | 810,871 | 2,913,346 | (2,102,475) | 27.83% |
| Fund Balance | - | | - | 986,645 | (986,645) | 0.00% |
| Total Revenue: | 35,148,812 | | 35,148,812 | 71,585,528 | (36,436,716) | 49.10% |
| EXPENDITURES: | | | | | | |
| Instruction | 6,948,164 | 382,728 | 7,330,892 | 23,310,990 | (15,980,098) | 31.45% |
| Academic Support | 3,862,398 | 255,128 | 4,117,526 | 11,768,006 | (7,650,480) | 34.99% |
| Student Services | 2,696,164 | 45,323 | 2,741,486 | 8,656,186 | (5,914,700) | 31.67% |
| Institutional Support | 6,268,589 | 1,381,946 | 7,650,536 | 14,574,096 | (6,923,560) | 52.49% |
| Plant Maint-Opr. | 3,380,641 | 1,839,542 | 5,220,184 | 10,931,250 | (5,711,066) | 47.75% |
| Scholarships | 1,149,593 | - | 1,149,593 | 1,345,000 | (195,407) | 85.47% |
| Debt Service | - | - | - | 1,000,000 | (1,000,000) | 0.00% |
| Total Expenditures: | 24,305,549 | 3,904,667 | 28,210,216 | 71,585,528 | (43,375,312) | 39.41% |

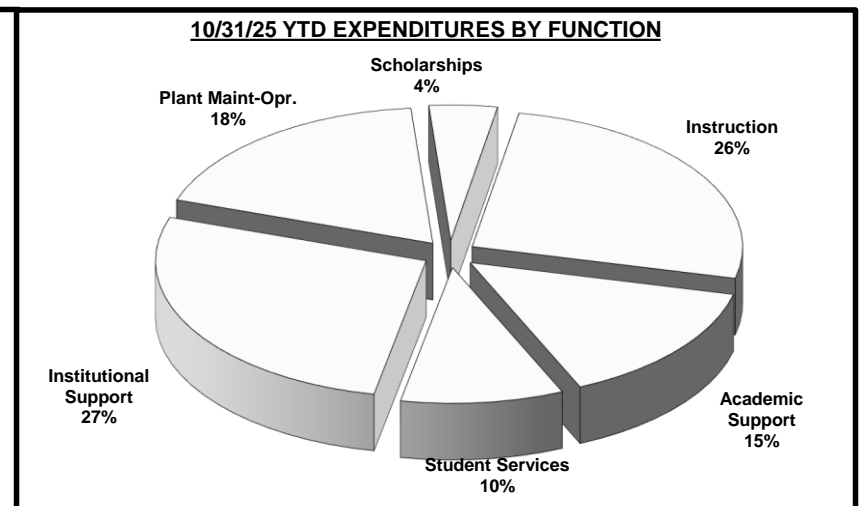
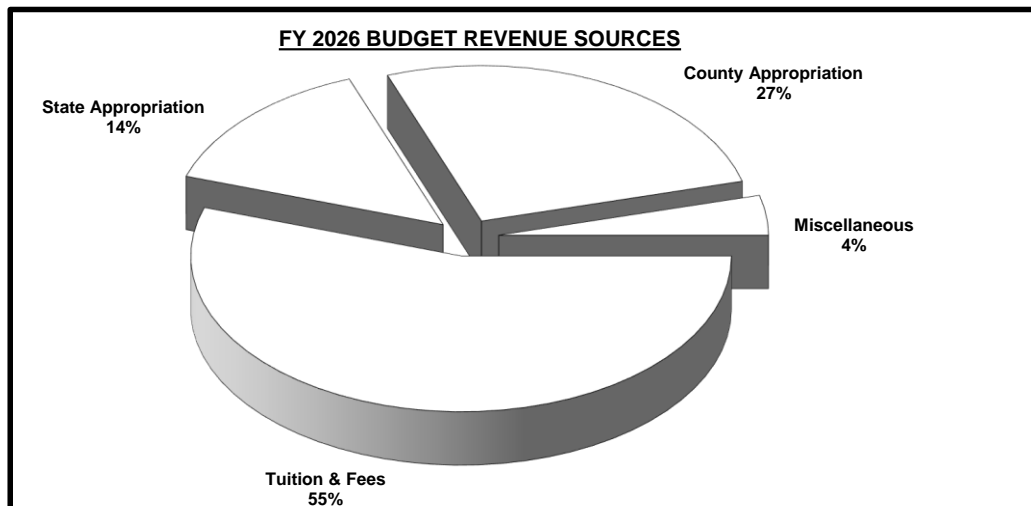


EXHIBIT A-2

OCEAN COUNTY COLLEGE

AWARD for 1098-T Form Processing

RECOMMENDATION: Contract award to **Educational Computer Systems Inc. (ECSI)**, 1200 Cherrington Parkway, Moon Township, PA 15108 in the amount not to exceed **\$28,500.00** for a comprehensive solution for the generation, processing, distribution, and regulatory compliance of IRS Form 1098-T for all eligible students.

Said contract to be in accordance with proposal specifications and requirements of RFP #25/26 R-1705, publicly advertised on October 29, 2025 and proposals received November 25, 2025.

NATURE OF PROPOSAL: Tax Form Processing Services

ITEM #1: Lump Sum Amount

SOURCE OF FUNDS: College Wide / Reporting Services
FY 2025/2026

Proposals were evaluated by the Evaluation Committee to ascertain which proposal best meets the needs of Ocean County College. Proposals were evaluated using the following criteria:

1. Experience with higher education institutions 25%
2. Technical capabilities 25%
3. Compliance and security measures. 20%
4. Cost-effectiveness. 15%
5. Quality of support and training services 15%

PROPOSAL SUMMARY

| Vendor Name | Total |
|--------------------|---------------------|
| OneSource | \$ 24,300.00 |
| ECSI* | \$ 28,500.00 |
| Tab Service | \$ 29,975.00 |
| Avalara | \$ 33,600.00 |
| Concourse | \$ 77,500.00 |

*Recommended Vendor

The following is a list of vendors who received the request for proposal. Vendors in **bold-type** submitted a proposal.

ATZ Solution LLC

Avalara

BBR Printers

Broadridge

BuildCentral Inc

CJIS GROUP

Concourse Tech Inc.

Deltek

Educational Computer Systems Inc.

eRepublic, Inc.

HFA

Nerds Inc

OneSource

SevenOutsource

Shay Enterprise

Smartprocure Inc

TAB SERVICE COMPANY

Vised Corp.

VISUAL

website design

xiaoma

EXHIBIT A-3

OCEAN COUNTY COLLEGE

AWARD for Website Design Services

RECOMMENDATION: Contract award to **Visionary Graphics, Ltd.**, 80 Orville Drive, Suite 100, Bohemia, NY 11716 in the amount not to exceed **\$37,000.00** for a redesign of the website for The Jay and Linda Grunin Center for the Arts. The current website is outdated and no longer aligns with the College’s marketing and sales objectives.

Said contract to be in accordance with proposal specifications and requirements of RFP #25/26 R-1696, publicly advertised on September 18, 2025 and proposals received November 4, 2025.

NATURE OF PROPOSAL: Website Design Services

ITEM #1: Lump Sum Amount

SOURCE OF FUNDS: Fine Arts Administration / Contract Payment
 Planetarium / Contract Payment
 FY 2025/2026

Proposals were evaluated by the Evaluation Committee to ascertain which proposal best meets the needs of Ocean County College. Proposals were evaluated using the following criteria:

| Item | Description | Weight (%) |
|------|---|------------|
| 1 | Overall plan for redesign, layout, features, integration, and content strategy of the new website | 25% |
| 2 | Experience with integrating ticketing systems or other third-party APIs into a website | 25% |
| 3 | Experience with arts organization websites | 8% |
| 4 | Experience with mobile-first design and social media integration | 8% |
| 5 | Experience and proven ability to migrate content to a new website | 9% |
| 6 | Cost | 25% |

PROPOSAL SUMMARY

| Vendor Name | Total Project Cost |
|-----------------------------------|---------------------------|
| Qlogic LLC | \$ 18,965.00 |
| Studio Center LLC | \$ 29,000.00 |
| Blu Creative Digital Technologies | \$ 32,206.61 |
| Visionary Graphics, Ltd.* | \$ 37,000.00 |
| KellyBrady Advertising, Inc | \$ 44,500.00 |
| XDUCE Public Services LLC | \$ 49,520.00 |
| MinoriLabs, Inc. | \$ 56,856.00 |
| King Willy Studios | \$ 58,800.00 |
| EFK Group, LLC | \$ 71,817.00 |
| DoodleWeb Inc. | \$ 90,500.00 |
| Exemplifai LLC DBA Exemplifi LLC | \$ 128,100.00 |

*Recommended Vendor

EXHIBIT A-3

The following is a list of vendors who received the request for proposal. Vendors in **bold-type** submitted a proposal.

| | | |
|--|-----------------------------------|------------------------------------|
| Acuta Digital | Enterprise Solutions, Inc. | Precision Management Solutions |
| ALOIS LLC | eRepublic, Inc. | Protiviti Government Services Inc. |
| Alpha Solutions | Evolving Web | Proviso Technology Solutions |
| Antech Systems, Inc. | Exemplifai LLC | PureLogics LLC |
| ArcStone, GBC | Expentor Inc | PWXPress |
| Ardent Technologies, Inc. | Federal Government Advisors | QLogic LLC |
| Ask the Egghead, Inc. | FivePaths LLC | rootid |
| ATZ Solution LLC | FMITA LLC | Saguna Consulting Services LLC |
| BBR Printers | GENISIGN | SevenOutsource |
| BDKL Solutions LLC | GovGuide | Shrestha Consultant Pvt. Ltd. |
| Beacon | Hybrid Media | Siver Solutions LLC |
| Bharmal Technologies | i7MEDIA | Smartprocure Inc |
| Blackberg Group, LLC | ImageX Media, Inc. | Solmapp Inc. |
| Blu Creative Digital Technologies | Infojini, Inc. | Stellar Ops Advisors LLC |
| Blue Astral LLC | Infostride Inc. | Studio Center |
| Blue Whale Apps, Inc | InfoStrideInc | SumatoSoft |
| BuildCentral Inc | Jester Graphix Design | TEKOCEANS LLC |
| BuzzClan, LLC | Kanopy Labs LLC | Tellbyte |
| Byte | KellyBrady Advertising | UpSela Talent Solutions Inc. |
| Capicua Group Inc | King Willy Studios | Vardot LLC |
| Central Business Solutions Inc | Kristal Eley LLC | Vinsys Corporation |
| CivicPlus, LLC | KWALL, LLC | Vision Biz Solutions LLC |
| CJIS GROUP | MarketAtomy LLC | Visionary Graphics, LTD. |
| Codaemon LLC | Mass Inbound | VISUAL |
| Concourse Tech Inc. | MinoriLabs, Inc | We Are Immediate |
| Cross Point Data | MKG Marketing | website design |
| Datanetiix Solutions | Nerds Inc | XDuce |
| Deltek | Neumeric Technologies Corporation | xiaoma |
| Doodle Web LLC | Omm Inc. | Ziel Global Inc. |
| Ecommerce Factory | osl | Zivtech |

EXHIBIT A-4

OCEAN COUNTY COLLEGE

AWARD for Grounds and Landscape Maintenance Services

RECOMMENDATION: Contract award to **RPM Landscape Contractor LLC**, 1514 Mays Landing Road, Folsom, NJ 08037, in the amount not to exceed **\$225,809.13** for BID Items #1, #2, and #3 for a one-year contract with two additional one-year contract options for grounds and landscape maintenance services at Ocean County College. Service areas shall include the main campus at Ocean County College and the campus at OCC Manahawkin.

Said contract to be in accordance with bid specifications and requirements of BID #25/26 B-1706 publicly advertised on October 29, 2025 and the bids received December 2, 2025.

Contract Term: January 1, 2026 - December 31, 2026 (first year)

NATURE OF BID: Grounds and Landscape Maintenance Services

YEAR 1:

BID ITEM #1: Task - Main Campus Site Location

BID ITEM #2: Task - OCC Manahawkin Site Location

BID ITEM #3: Optional Services for Main Campus

SOURCE OF FUNDS: Maintenance / Service-Maintenance
FY 2025/2026

BID SUMMARY

| Vendor Name | A. Guzzo Landscaping, LLC | TLC Landscape Co. | RPM Landscape Contractor LLC* |
|--------------------|--------------------------------------|--------------------------|--|
| Bid Item #1 | \$ 185,510.00 | \$ 233,810.00 | \$ 174,545.44 |
| Bid Item #2 | \$ 13,655.00 | \$ 12,000.00 | \$ 13,196.38 |
| Bid Item #3 | \$ 50,960.00 | \$ 18,300.00 | \$ 38,067.31 |
| Total | \$ 250,125.00 | \$ 264,110.00 | \$ 225,809.13 |

*Recommended Vendor

The following is a list of vendors who received the bid. Vendors in **bold-type** submitted bids.

A. Guzzo Landscaping, LLC

BBR Printers
BuildCentral Inc
C & S Landscaping LLC
CIS
CJIS GROUP
Construct Connect
Deltek
Dodge Data & Analytics
Dodge Data and Analytics

Frank Galbraith & Son
Gov Alpha Inc
Nerds Inc
PWXPRESS
Rpm Landscape Contractor LLC
Shay Enterprise
Smartprocure Inc
TLC Landscape Co.
VISUAL
xiaoma

EXHIBIT A-5

**OCEAN COUNTY COLLEGE
RESOLUTION**

**Authorizing a Contract for Travel Services - Study Abroad London
Contract Term: December 11, 2025 - December 10, 2026**

WHEREAS, the Board of Trustees of Ocean County College recognizes the need for program support services for the study abroad seminar in London scheduled to take place during August 2026. The seminar will allow students to earn college credit while they travel. Students will view several plays at London theaters, as well as visit sites of historical importance in the United Kingdom; and

WHEREAS, vendor **Fellowship Travel International, Inc.** was approved at the Board of Trustees meeting on November 6, 2025 for the Qualified Pool of Professional Services Providers for Study Abroad Services, RFQ 25/26 Q-1703; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

WHEREAS, Ocean County College will pay the vendor in advance on behalf of the trip participants and the trip participants will pay the full cost of the trip individually to Ocean County College. Cost per participant as well as payment and refund practices have been determined in advance to ensure no cost to the College; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Fellowship Travel International, Inc.**, 10220 Timber Ridge Dr., Ashland, VA 23005, in the amount not to exceed **\$140,000.00** for program support services for the study abroad trip to London.

| COST PER STUDENT Breakdown: | | |
|---|----------------|---|
| Item: | Cost | Notes |
| Trip | \$4,869 | |
| Transfers | \$60 | |
| Tips | \$24 | Shuttle, dinners, guides, manager & bus |
| Instructor Expenses | \$60 | |
| Excursions | \$700 | |
| Admin Fee | \$25 | |
| Faculty/Guests/Rental Classroom | \$60 | |
| Cancellation and Travel Insurance | \$296 | |
| Credits | \$618 | (In-County) |
| Total | \$6,712 | |
| OCC Foundation Support | -\$3,356 | |
| Cost per Student | \$3,356 | Based on 20 students |
| Additional Fees: * Out of County Fee \$39 * Out of State Fee \$258 * Single supplement additional charge \$1,365 * Foundation discount available for in-county OCC students | | |

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Authorizing a Contract for Travel Services - Study Abroad London

Contract Term: December 11, 2025 - December 10, 2026

VENDOR: Fellowship Travel International, Inc.
10220 Timber Ridge Dr.
Ashland, VA 23005

ACCOUNT: International Education / International Education Program
FY 2025/2026

AMOUNT: not to exceed \$140,000.00

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2025/2026 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-6

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing a Contract for Purchase of Dental Equipment

WHEREAS, the Board of Trustees of Ocean County College has a need to purchase dental equipment, including all associated extended service warranties, for the Allied Health Dental and Radiography Program Renovation project, to be located in the H. Hovnanian Health Sciences Building (Building #102), procured through the Sourcewell Cooperative Purchasing Program; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.11(a) et seq.; a county college may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

WHEREAS, Ocean County College wishes to award a fair and open contract in compliance with the provisions of N.J.S.A. 19:44A-20.4 and without the need for public bidding in compliance with the provisions of County College Contracts Law, N.J.S.A.18A:64A-25.1 et seq.;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to execute an agreement with **Henry Schein, Inc.**, 135 Duryea Road, Melville, NY 11747 in the amount not to exceed **\$833,681.84** to purchase dental equipment at Ocean County College. This contract will be procured through Sourcewell Cooperative Purchasing Program, Contract # 092623, effective through 11/6/2027.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Contract for Purchase of Dental Equipment

VENDOR: **Henry Schein, Inc.**
135 Duryea Road
Melville, NY 11747

ACCOUNT: Allied Health Laboratories / Minor Capital - Instructional
FY 2025/2026

AMOUNT: **\$833,681.84**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2025/2026 and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-7

OCEAN COUNTY COLLEGE

RESOLUTION

Authorizing an Agreement with JCP&L

WHEREAS, the Board of Trustees of Ocean County College has a need to enter into an agreement with **Jersey Central Power & Light Company (JCP&L)** for the installation of electric distribution facilities at Ocean County College; and

WHEREAS, Ocean County College will make the initial deposit of **\$62,918.56**. JCP&L will refund this expense to the college over the course of ten (10) years; and

WHEREAS, Ocean County College has a need to acquire goods and services which are exempt from bidding pursuant to the provisions of N.J.S.A. 18A:64A-25.5a.(8) The supplying of any product or the rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities, in accordance with tariffs and schedules of charges made, charged and exacted, filed with said board; and

WHEREAS, the Executive Vice President of Finance and Administration of Ocean County College has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4, a Certificate has been provided by the Executive Vice President of Finance and Administration of Ocean County College, stating that funds are available for this purpose, which certificate is attached to the original of this resolution and is on file in the office of the Executive Vice President of Finance and Administration; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Ocean County College, in the County of Ocean and the State of New Jersey as follows:

1. The Ocean County College Board of Trustees hereby authorizes and directs the appropriate officials of the College to enter into and execute an agreement with **Jersey Central Power & Light Company (JCP&L)**, PO Box 371422, Pittsburgh, PA 15250, in an amount not to exceed **\$62,918.56** for the installation of electric distribution facilities at Ocean County College. JCP&L will refund this expense to the college over the course of ten (10) years.

RESOLUTION

CERTIFICATION OF THE EXECUTIVE VICE PRESIDENT OF FINANCE AND ADMINISTRATION AS TO THE AVAILABILITY OF FUNDS FOR THE AWARDING OF A CONTRACT BY THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES.

Authorizing an Agreement with JCP&L

VENDOR: Jersey Central Power & Light Company (JCP&L)
PO Box 371422
Pittsburgh, PA 15250

ACCOUNT: Parking Lot Improvements / Construction
FY 2025/2026

TOTAL: **\$62,918.56**
=====

I HEREBY CERTIFY that funds are available in the Ocean County College Board of Trustees budget for 2025/2026, and the appropriation is sufficient to cover this contract and the contract shall be encumbered against such appropriation.



Executive Vice President of Finance and Administration

EXHIBIT A-8

OCEAN COUNTY COLLEGE

AMENDMENT

AWARD for New Administration Building

RECOMMENDATION: Contract award to **Newport Construction Management Corporation**, 5032 Marlton Pike, Pennsauken, NJ 08109 to be amended with an additional **\$15,094.24** for a total amount of **\$10,433,912.70**. The original contract in the amount of **\$10,287,700.00** for the construction of a two story, 18,000 ft² administration building with associated site improvements and utilities was awarded at the Board of Trustees Meeting on January 23, 2025. Amendments in the amount of **\$19,119.64** and **\$111,998.82** were awarded at the Board of Trustees Meetings on July 24 and September 4, 2025.

Additional funds are needed for Allowance Usage (AU) Authorization #3 - **\$15,094.24** to abate an existing Transite sanitary pipe. The pipe is made of asbestos and needs to be removed by an abatement company. This line is located underneath the new building footprint and will be in conflict when digging for footings.

Said contract to be in accordance with bid specifications and requirements of BID #24/25 B-1643 publicly advertised on November 27, 2024 and bids received on January 8, 2025.

NATURE OF BID: Construction of a New Administration Building

BID ITEM #1: Base Bid Amount

SOURCE OF FUNDS: New Administration Building / Construction
FY 2025/2026

BID SUMMARY

| Vendor Name | Bid Item #1 - Base Bid Amount |
|---|--------------------------------------|
| Massett Building Company | \$ 12,975,259.00 |
| Ernest Bock & Sons, Inc. | \$ 10,625,000.00 |
| Shorelands Construction, Inc. | \$ 11,710,000.00 |
| Hall Building Corp. | \$ 10,950,000.00 |
| Epic Management, Inc. | \$ 10,743,000.00 |
| The Bennett Company, Inc. | \$ 11,680,000.00 |
| Grafas Painting Contractors, Inc. | \$ 10,890,000.00 |
| M&M Construction Company, Inc. | \$ 10,890,000.00 |
| Newport Construction Management Corporation* | \$ 10,287,700.00 |

*Recommended Vendor