



*Morris-Union  
Jointure Commission  
Board of Education*

**Janet L. Fike, Ed.D., J.D.**  
Superintendent

**Denise A. Smallacombe**  
Assistant Superintendent

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December 12, 2025

Yolanda Koon  
School Business Administrator/Board Secretary  
Township of Union Public Schools  
2369 Morris Avenue  
Union, NJ 07083

**RE: COOPERATIVE PRICING SYSTEM INVITATION**

Dear Yolanda,

On November 13, 2025, the Morris-Union Jointure Commission adopted a resolution to establish a Cooperative Pricing System for the provision and performance of goods and services relating to technology, professional development and staffing in accordance with N.J.A.C. 5:34-7.3 (b). Specifically, the MUJC's authorization resolution provides, in part, as follows:

*The Morris-Union Jointure Commission Board of Education hereby authorizes the creation of a Cooperative Pricing System to be known as MUJC Cooperative Pricing System with the Morris-Union Jointure Commission Board of Education serving as the Lead Agency.*

As the Lead Agency, the Morris-Union Jointure Commission would serve as the **purchasing agent** for the system's membership, with all duties and responsibilities attendant thereto. The Lead Agency therefore advertises bids and awards contracts to vendors for its own needs and the needs of the participating registered members of the system.

**Goods and Services**

The goods or services to be priced cooperatively may include Technology Goods/Services, Professional Development Services, Staffing Services, and other items as agreed upon by two or more participating contracting units in the system.

### **Invitation Request**

I am writing to request that your school district become a participating member of the Morris-Union Jointure Commission's Cooperative Pricing System.

### **Board Resolution Membership**

Your board of education would have to adopt the attached resolution to become a member.

### **Cooperative Pricing System Agreement**

I provide a copy of the Cooperative Pricing System Agreement, which would be executed by the Board Secretary and the Board President after the adoption of the board resolution.

### **Submission of Documents**

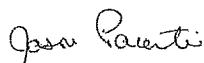
To participate, please submit to my office the following documents no later than February 1, 2026:

- Certified extract of meeting minutes noting the authorization of the Board's "Resolution for Member Participation in a Cooperative Pricing System;"
- Executed Copy of the Cooperative Pricing Agreement; and
- Attached Resolution for Member Participation in a Cooperative Pricing System

Upon receipt of the certified resolution and executed pricing agreement, the Morris-Union Jointure Commission will make an application to the New Jersey Division of Local Government Services (NJDLGS) for the establishment of the cooperative pricing system and inclusion of your board of education as a participating member.

I have been advised that the NJDLGS needs at least forty-five (45) days to review the application before rendering a decision. Thank you.

Sincerely,



Jason Parenti  
School Business Administrator/Board Secretary

Attachments

Cc: Dr. Gerry Benaquista, Superintendent, Township of Union Public Schools

**MORRIS-UNION JOINTURE COMMISSION  
NEW PROVIDENCE, NEW JERSEY 07974**

**COOPERATIVE PRICING SYSTEM AGREEMENT**

**MUJC Cooperative Pricing System**

**AGREEMENT FOR A COOPERATIVE PRICING SYSTEM**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the, **MORRIS-UNION JOINTURE COMMISSION BOARD OF EDUCATION** of New Providence, New Jersey ("MORRIS-UNION JOINTURE COMMISSION") and the \_\_\_\_\_ **BOARD OF EDUCATION**, of \_\_\_\_\_ New Jersey who desires to participate in the MUJC Cooperative Pricing System.

**WITNESSETH**

**WHEREAS**, N.J.S.A. 40A:11-11(5) and N.J.S.A. 18A:18A-11 specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

**WHEREAS**, the MORRIS-UNION JOINTURE COMMISSION is conducting a voluntary Cooperative Pricing System with other contracting units; and

**WHEREAS**, this Cooperative Pricing System ("System") is to effect substantial economies in the provision and performance of goods and services; and

**WHEREAS**, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute; and

**WHEREAS**, it is the desire of all parties to enter into such an Agreement for said purposes;

**NOW, THEREFORE, IN CONSIDERATION OF** the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or services to be priced cooperatively may include Technology Goods/Services, Professional Development Services, Staffing Services, and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.

2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.

3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter in January of each succeeding year publish a legal ad in such format as required by N.J.A.C. 5:34-7.9 (a) in its official newspaper normally used for such purposes by it to include such information as:

- (A) The Morris-Union Jointure Commission soliciting competitive bids or informal quotations.
- (B) The address and telephone number of the Lead Agency.
- (C) The names of the participating contracting units.
- (D) The State Identification Code assigned to the Cooperative Pricing System.
- (E) The expiration date of the Cooperative Pricing System.

4. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired [IF NOT AN OPEN-ENDED CONTRACT], the location for delivery, and other requirements, to permit the preparation of specifications as provided by law.

5. The specifications shall be prepared and approved by the Lead Agency, and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7. The Lead Agency, when advertising for bids or soliciting informal quotations, shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:

- (A) The quantities ordered for the Lead Agency's own needs, and

(B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.

8. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.

9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.

10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

11. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.

13. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.

14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.

15. The Morris-Union Jointure Commission will not charge any administrative fee for cooperative purchasing services to contracting units.

16. For the five (5) year term of this Agreement, the MORRIS-UNION JOINTURE COMMISSION shall serve as the Lead Agency.

17. This Agreement shall become effective on or about July 1, 2026, subject to the review and approval of the Director of the Division of Local Government Services, and shall continue in effect for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation.

18. **Additional local contracting units** may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this Agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.

19. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

20. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE LEAD AGENCY MORRIS-UNION JOINTURE COMMISSION

**Jason Parenti** \_\_\_\_\_ Date \_\_\_\_\_  
School Business Administrator/Board Secretary

**FOR THE PARTICIPATING UNIT** **BOARD OF EDUCATION**

## COOPERATIVE PRICING AGREEMENT RIDER

Pursuant to Paragraph 18 of the Cooperative Pricing Agreement, the \_\_\_\_\_ hereby requests that it be allowed to participate in the cooperative arrangement described in the above-mentioned Agreement.

The \_\_\_\_\_ acknowledges that it has received and reviewed the Agreement in its entirety, and agrees to be bound by its promises, covenants, terms and conditions, as well as by any rules and regulations duly promulgated by the Lead Agency and the members of the Cooperative Pricing System.

The \_\_\_\_\_ shall likewise be entitled to all the rights and benefits of a member of the Cooperative Pricing System.

IN WITNESS WHEREOF, the parties hereto have caused this Rider to be executed by their authorized officers on the \_\_\_\_\_ st day of \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST: \_\_\_\_\_ (Member)

\_\_\_\_\_, Secretary/Clerk  
Signature

Pursuant to Paragraph 18 of the Cooperative Pricing Agreement, the Morris-Union Jointure Commission Board of Education does hereby accept \_\_\_\_\_ as a member of the Cooperative Pricing System in consideration for the execution of the foregoing Rider and the promises, covenants, terms and conditions, as well as by any rules and regulations, referred to therein.

ATTEST: MORRIS-UNION JOINTURE COMMISSION (LEAD AGENCY)

\_\_\_\_\_  
Jason Parenti, Board Secretary

Date: \_\_\_\_\_

**RESOLUTION FOR MEMBER PARTICIPATION  
IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE \_\_\_\_\_ BOARD OF  
EDUCATION TO ENTER INTO THE

**MORRIS-UNION JOINTURE COMMISSION COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 18A:18A-11 et seq. and N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Morris-Union Jointure Commission, hereinafter referred to as the "Lead Agency," has offered voluntary participation in the **Cooperative Pricing System** for the purchase of goods and services;

Whereas, on \_\_\_\_\_ the governing body of the \_\_\_\_\_ Board of Education of \_\_\_\_\_ County, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services relating to technology, professional development and staffing.

NOW, THEREFORE, BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Morris-Union Jointure Commission Board of Education.

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 18A:18A-11 et seq., N.J.S.A. 40A:11-11(5) and N.J.A.C. 5:34-7.1 et seq., the Board Secretary of the Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency on the Board's behalf.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

BY: \_\_\_\_\_

School Board Secretary

ATTEST BY: \_\_\_\_\_

School Board President

