

# Resolution of the City of Newark, N.J.

NO. 7R1-BDate of Adoption AUG 02 2017

## Title Page

**Dept/ Agency:** Administration/Division of Central Purchasing**Action:** ( ) Ratifying (X) Authorizing ( ) Amending**Type of Service:** Bid Contract(s)**Purpose:** Interpretation and Documents Translation**Entity Name(s)/Address(s):** Geneva Worldwide, Inc., 256 West 38<sup>TH</sup> Street, 10<sup>th</sup> floor, New York, New York 10018**Contract Amount:** Amount not to exceed \$220,000.00 for two (2) years**Funding Source:** 2017 Budget/Department of Administration, Division of Office Services, NW011,030,0308,7151,B2017; Department of Public Safety, Police-NW011-080-0801-72220-B2017**Contract Period:** Two (2) years**Contract Basis:** (X) Bid ( ) State Vendor ( ) Prof. Ser. ( ) EUS

(X) Fair &amp; Open ( ) No Reportable Contributions ( ) RFP ( ) RFQ

( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) n/a

**Additional Information:**

Bids Solicited: Six (6)

Bids Received: One (1).

Approved as to Form and Legality on Basis of Facts Set Forth

Factual contents certified by

\_\_\_\_\_  
Corporation Counsel\_\_\_\_\_  
Title

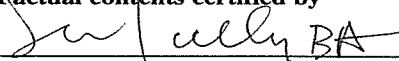
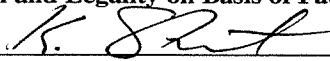
Council Member \_\_\_\_\_ presents the following Resolution:

# Resolution of the City of Newark, N.J.

NO. 7R1-BDate of Adoption AUG 02 2017

Approved as to Form and Legality on Basis of Facts Set Forth

Factual contents certified by



Acting Corporation Counsel

Title

Council Member council of the whole presents the following Resolution:

**WHEREAS**, on October 11, 2016, the City of Newark, through its Supervising Procurement Specialist, advertised to solicit bids for contractors to provide Interpretation and Documents Translation services to the Departments of Administration, Division of Office Services, and Public Safety, Division of Police, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing distributed six (6) bid proposal packages to prospective vendors following the October 11, 2016 advertisement; and

**WHEREAS**, on October 27, 2016, the Division of Central Purchasing received one (1) bid in response to the October 11, 2016, advertisement; and

**WHEREAS**, the Manager of the Division of Office Services, and the Director of Public Safety, Division of Police, recommend that the contract for Interpretation and Documents Translation be awarded to the only responsive, responsible bidder, Geneva Worldwide, Inc.; and

**WHEREAS**, the Supervising Procurement Specialist concurs with the recommendation; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24 the vendor agreed to hold the prices bid until such time as an award is made; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.5 et seq., solicitations through public bidding meets the requirements of the fair and open process.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY THAT:**

1. The Mayor and or his designee, the Supervising Procurement Specialist, are hereby authorized to enter into and execute a contract with Geneva Worldwide, Inc., 256 West 38<sup>th</sup> Street, New York, New York 10018 to provide Interpretation and Document Translation services to the City Of Newark, as said vendor was determined to be the only responsive, responsible bidder in accordance with bid specifications and said bid was received on the advertised due date. The contract will be established for a two (2) year term; pursuant to N.J.S.A. 40A: 11-3-(b).

AUG 02 2017

7R1-B

- 2 -

2. There shall be no amendments or changes to this contract without the approval of the Municipal Council by resolution.
3. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A:5-16. Pursuant to N.J.A.C.5:30-5.5(d), funds for 2017 and subsequent years are contingent upon appropriations.
4. This is an open ended contract to be used as needed during the term of the contract. Thus, as required by N.J.A.C. 5:30-5.5(b)(2), for any and all expenditures against this contract, each time an order is placed, a certification of the availability of sufficient funds covering the amount of the order shall be executed before a contractual liability is incurred, from account lines NW011, 030, 0308, 07151, B2017, Office Services and Public Safety, Police NW011, 080, 0801, 72220, B2017. This contract shall not exceed Two Hundred and Twenty Thousand Dollars and Zero Cents (\$220,000.00) for a two (2) year term.
5. The Supervising Procurement Specialist shall file a fully executed copy of the contract in the Office of the City Clerk.
6. If required by State Law, the City Clerk shall provide the appropriate notice of the award of this contract to the State Comptroller no later than twenty (20) business days following such award, in accordance with N.J.S.A. 52:15C-10 and the Notice of the Office of the State Comptroller dated, May 7, 2008.

**STATEMENT**

This resolution authorizes the Mayor and/ or his designee, the Supervising Procurement Specialist, to enter into a two (2) year contract with Geneva Worldwide Inc. for Interpretation and Documents Translation services at a cost not to exceed \$220,000.00 for a two (2) year contract term.

CERTIFIED TO BY ME THIS  
AUG 08 2017

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**RECORD OF COUNCIL VOTE ON FINAL PASSAGE**

Council Member	AYE	NAY	NV	AB	Council Member	AYE	NAY	NV	AB	Council Member	AYE	NAY	NV	AB
Amador				✓	Chaneyfield Jenkins	✓				Quintana	✓			
Gonzalez	✓				McCallum, Jr.	✓				Ramos, Jr.	✓			
James				✓	Osborne	✓				Crump, President	✓			

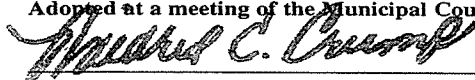
✓ Indicates Vote

AB - Absent

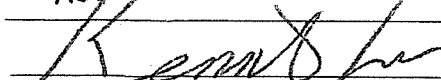
NV - Not Voting

Adopted at a meeting of the Municipal Council of the City of Newark, N.J.,

AUG 02 2017



President of the Council



016

City Clerk

This Resolution when adopted must remain in the custody of the City Clerk. Certified copies are available.

16-1799