



Legislation Details (With Text)

File #: 17-0165 **Version:** 1 **Name:** Scanning Services, Documents

Type: Resolution **Status:** Adopted

File created: 1/26/2017 **In control:** Administration

On agenda: 7/17/2018 **Final action:** 7/17/2018

Title: Dept/ Agency: Administration/Division of Central Purchasing
 Action: Ratifying Authorizing Amending
 Type of Service: Bid Contract(s)
 Purpose: To provide Scanning Services
 Description: Scanning Services, Documents
 Entity Name(s)/Address(s): DRS Imaging Services of New Jersey, Inc., 43 Fadem Road, Springfield, New Jersey 07081
 Contract Amount: \$400,000.00
 Funding Source: City Budget/Department of Engineering
 Account Code Line: NW051-G16-E16T0-B2016
 Contract Period: To be established for a period not to exceed two (2) years
 Contract Basis: Bid State Vendor Prof. Ser. EUS
 Fair & Open No Reportable Contributions RFP RFQ
 Private Sale Grant Sub-recipient N/A
 Entity Name/Address:
 Additional Information:
 1st Advertisement Date: October 25, 2016
 Bids Solicited: Five (5)
 Bids Received: One (1)
 2nd Advertisement Date: December 27, 2016
 Bids Solicited: Three (3)
 Bids Received: One (1)

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
7/17/2018	1	Municipal Council	Adopt	Pass

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WHEREAS, on October 25, 2016, the City of Newark through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Scanning Services, Documents, to the Department of Engineering, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed five (5) bid proposal packages to the prospective vendors following the date of advertisement; and

WHEREAS, on November 17, 2016, one (1) bid was received in response to this advertisement; and

WHEREAS, after review of the received bid the Supervising Procurement Specialist, QPA, determined it was in the best interest of the City to recommend that the bid be rejected and a re-bid take place to increase competition and to identify and allocate specific funding between user agencies resulting in a fair and open competitive process; and

WHEREAS, on December 27, 2016, the City of Newark through its Supervising Procurement Specialist, QPA, re-advertised to solicit bids for contractor(s) to provide Scanning Services, Documents, to the Department of Engineering, for its elevator inspection reports and other Uniform Construction Office (UCC) permits as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed three (3) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on January 12, 2017, one (1) bid was received in response to this advertisement; and

WHEREAS, the Director for the Department of Engineering recommends that an award be made to DRS Imaging Services of New Jersey, Inc., the only responsive and responsible bidder; and

WHEREAS, the Supervising Procurement Specialist, QPA, concurs with the recommendation from the Department of Engineering that an award be made to DRS Imaging Services of New Jersey, Inc., the only responsive and responsible bidder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding prices bid for consideration, until such time as an award is made, as the law permits; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.5 et seq., solicitations through public bidding in accordance with N.J.S.A. 40A:11-1 et seq., 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, QPA, are hereby authorized to enter into a contract with DRS Imaging Services of New Jersey Inc., 43 Fadem Road, Springfield, New Jersey 07081, to provide Scanning Services, Documents, to the Department of Engineering, for its elevator inspection reports and other Uniform Construction Office (UCC) permits whose bid was received on the advertised due date and determined to be the only responsive and responsible bidder, in accordance with the bid specifications. The term of the contract will be established for a two (2) year term, pursuant to N.J.S.A. 40A:11-3.
2. There shall be no amendment or change of 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. Funds for this project are contingent upon appropriations, pursuant to N.J.A.C. 5:30-5.5(d).
4. This is an open-ended contract to be used as needed during the term of contract. Thus, for any and all expenditures against this contract, a certification of the availability of sufficient funds, as required by N.J.A.C. 5:30-5.5(b)(2), shall be executed before a contractual liability is incurred each time an order is placed from account code line NW051-G16-E16T0-B2016, covering the amount of the order(s). This contract shall not exceed \$400,000.00 for two (2) years.
5. A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Supervising Procurement Specialist, QPA.
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 OF INTENT

This contract is awarded to DRS Imaging Services of New Jersey, Inc., to provide Scanning Services, Documents to the City of Newark, Department of Engineering, at a cost not to exceed \$400,000.00 for two (2) years.