



Legislation Details (With Text)

File #: 20-1627 **Version:** 1 **Name:** Office Supplies

Type: Resolution **Status:** Adopted

File created: 12/10/2020 **In control:** Administration

On agenda: 3/17/2021 **Final action:** 3/17/2021

Title: Dept/ Agency: Administration/Division of Central Purchasing
Action: () Ratifying (X) Authorizing () Amending
Type of Service: Bid Contract(s)
Purpose: To purchase Office Supplies.
Entity Name(s)/Address(s): Staples Contract and Commercial, LLC, Inc., 45 Cedar Lane, Englewood, New Jersey 07631
Contract Amount: Not to exceed \$810,960.00
Funding Source: 2020 and 2021 Budgets/Department of Administration, Division of Central Purchasing/NW011-030-0303-83010-B2021/Department of Administration, Division of Office Services/NW011-030-0308-83010-B2021/ Department of Administration, Office of Personnel/NW011-030-0304-71280-B2021/Department of Administration, Office of Personnel/NW011-030-0304-83010-B2021/Department of Administration/Department of Economics and Housing Development, Division of Property Management/NW011-150-1504-83010-B2021 and NW011-110-1107-83010-B2021/Department of Finance, Accounts and Control/NW011-050-0502-83010-B2021/ Department of Finance, Grant Accounting/NW027-A18-EC835-83010-CDBG/Department of Finance, Division of Revenue and Department of Engineering, Director's Office/NW011, 110-1101-83010-B2021/Department of Engineering, Division of Traffic and Signals/NW011-110-1107-83010-B2021/Department of Finance, Accounts and Control/NW011-050-0502-83010-B2021/ Department of Finance, Grant Accounting/NW027-A18-EC835-83010-CDBG/Department of Finance, Division of Revenue and Collections/NW011-050-0505-83010-B2021/Department of Finance, Division of Tax Abatement and Special Taxes/NW011-050-0509-83010- B2021/Department of Finance, Division of Tax Assessment/NW011-050-0510-83010- B2021/Department of Health and Community Wellness, Division of Environmental Health/NW051-G20-H20Q-83010-Grant/Department of Health and Community Wellness, Division Medical Care Services/NW051-G20-H20NO-83010-Grant/Department of Health and Community Wellness, Division Medical Care Services/NW026-G20-H20NO-46540-Grant/Department of Health and Community Wellness, Division of Immunization and Surveillance and Prevention/NW051-G19-2H9PO-83010-Grant (Immunization Grant)/Department of Health and Community Wellness, Division of Surveillance and Preventions/NW011-120-1208-83010-B2021/Department of Health and Community Wellness, Division of Social Services/NW051-G16-H16C0-71130-Grant (Victim Assistant Grant)/Department of Health and Community Wellness, Division of Social Services/NW011-120-1205-83010-B2021/Department of Municipal Court/NW011-010-0107-83010-B2021/Department of Public Safety, Division of Fire/NW011-190-1903-83010-B2021/Department of Public Safety, Division of Police/NW011-190-1902-83010-B2021/Department of Public Works, Director's Office/NW011-060-0601-83010-B2021/Department of Public Works, Division of Motors/NW011-060-0602-83010-B2021/Department of Public Works, Division of Public Buildings/NW011-060-0604-83010-B2021/Department of Recreation, Cultural Affairs and Senior Services, Director's Office/NW011-160-1601-83010-B2021/Department of Recreation, Cultural Affairs and Senior Services, Directors Office/NW011-160-1601-83030-B2021/Department of Recreation, Cultural Affairs and Senior Services, Division of Recreation/NW011-160-1606-83840-B2021/Department of Water and Sewer Utilities/NW037-750-7502-83010-B2021/Department of Water and Sewer Utilities, Division of Billing and Customer Services/NW037-750-7501-83010-B2021/Department of Water and Sewer Utilities, Division of Billing and Customer Services/NW038-800-8002-83010-B2021/Office of the Mayor/NW011-010-0101-83010-B2021/Department of Administration, Office of the Business Administrator/NW011-030-0301-71280-B2021/Department of Administration, Office of the Business Administrator/NW011-010-0101-83010-B2021/Department of Administration, Office of the Business Administrator/NW011-030-0301-71280-B2021/Office of City Clerk and Municipal Council/NW011-020-0201-83870-B2021/Department of Administration, Office of

Management and Budget/NW011-030-0301-83010-B2021/Department of Administration, Office of Management and Budget/NW011-030-0301-83030-B2021

Contract Period: To be established for a period not to exceed twenty-four (24) consecutive months commencing upon fully executed contract

Contract Basis: (X) Bid () State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

Advertisement: September 23, 2020

Bids Solicited: Twelve (12)

Bid Received: Five (5)

Bid Rejected: One (1)

To purchase Office Supplies for the Departments of Administration, Economic and Housing Development, Engineering, Finance, Health and Community Wellness, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services, Water and Sewer Utilities, Office of the Mayor, Office of the Business Administrator, Office of the City Clerk and Municipal Council and Office of Management and Budget.

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
3/17/2021	1	Municipal Council	Adopt	Pass

Dept/ Agency: Administration/Division of Central Purchasing

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Community Wellness, Division of Surveillance and Preventions/NW011-120-1208-83010-B2021/Department of Health and Community Wellness, Division of Social Services/NW051-G16-H16C0-71130-Grant (Victim Assistant Grant)/Department of Health and Community Wellness, Division of Social Services/NW011-120-1205-83010-B2021/Department of Municipal Court/NW011-010-0107-83010-B2021/Department of Public Safety, Division of Fire/NW011-190-1903-83010-B2021/Department of Public Safety, Division of Police/NW011-190-1902-83010-B2021/Department of Public Works, Director's Office/NW011-060-0601-83010-B2021/Department of Public Works, Division of Motors/NW011-060-0602-83010-B2021/Department of Public Works, Division of Public Buildings/NW011-060-0604-83010-B2021/Department of Recreation, Cultural Affairs and Senior Services, Director's Office/NW011-160-1601-83010-B2021/Department of Recreation, Cultural Affairs and Senior Services, Directors Office/NW011-160-1601-83030-B2021/Department of Recreation, Cultural Affairs and Senior Services, Division of Recreation/NW011-160-1606-83840-B2021/Department of Water and Sewer Utilities/NW037-750-7502-83010-B2021/Department of Water and Sewer Utilities, Division of Billing and Customer Services/NW037-750-7501-83010-B2021/Department of Water and Sewer Utilities, Division of Billing and Customer Services/NW038-800-8002-83010-B2021/Office of the Mayor/NW011-010-0101-83010-B2021/Department of Administration, Office of the Business Administrator/NW011-030-0301-71280-B2021/Department of Administration, Office of the Business Administrator/NW011-010-0101-83010-B2021/Department of Administration, Office of the Business Administrator/NW011-030-0301-71280-B2021/Office of City Clerk and Municipal Council/NW011-020-0201-83870-B2021/Department of Administration, Office of Management and Budget/NW011-030-0301-83010-B2021/Department of Administration, Office of Management and Budget/NW011-030-0301-83030-B2021

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WHEREAS, on September 23, 2020, the City of Newark (hereinafter the "City") through its Purchasing Agent, QPA, advertised to solicit bids for contractors to provide Office Supplies for the Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Municipal Court; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; and the Office of the Mayor; Office of the Business Administrator; Office of the City Clerk and Municipal Council; and the Office of Management and Budget, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed twelve (12) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, the Division of Central Purchasing also published the bid package on the City's website to provide broader access and download capability to potential bidders; and

WHEREAS, on October 8, 2020, the Division of Central Purchasing received five (5) bids in response to this advertisement; and

WHEREAS, one (1) bid was deemed non-responsive because the vendor did not submit a USB digital catalog/catalog book or price sheets with bid as required by the bid specifications; and

WHEREAS, the bid results were shared with the user agencies for review and receipt of recommendations; and

WHEREAS, the Assistant Purchasing Agent, on behalf of the Purchasing Agent, QPA, recommended that an award be made to: Staples Contract and Commercial, LLC, Inc., 45 Cedar Lane, Englewood, New Jersey 07631, the highest discount off per line item commodity, per year and being a responsive, and responsible bidder to provide Office Supplies to the City; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding their bid beyond sixty (60) days; and

WHEREAS, pursuant to N.J.S.A. 19:44A20.5 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 the Business Administrator are hereby authorized to enter into and execute a contract with: Staples Contract and Commercial, LLC, Inc., 45 Cedar Lane, Englewood, New Jersey 07631 to receive line items #1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99 and 100 for years one (1) and year two (2), to provide Office Supplies for the City, whose bid was received on the advertised due date and determined to be the highest discount off per line item commodity per year and being a responsive and responsible bidder. The term of the contract will be established for twenty-four (24) consecutive months, pursuant to N.J.S.A. 40A:11-15, start date to commence upon fully executed contract.
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 2021 and subsequent years are contingent upon appropriations, pursuant to N.J.A.C. 5:30-5.5(d)(2).
4. This is an open-ended contract to be used as needed during the term of the 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: NW011-030-0303-83010-B2021/Department of Administration, Division of Central Purchasing/NW011-030-0308-8303-B2021/Department of Administration, Division of Office Services/NW011-150-1506-8303-B2021/Department of Economic and Housing Development, Office of the Boards/NW011, 110-1101-83010-B2021/Department of Engineering, Director's Office/NW011-110-1107-83030-B2021/Department of Engineering, Division of Traffic and Signals/NW011-050-0502-83603-B2021/Department of Finance, Accounts and Control/NW011-050-0505-83030-B2021/Department of Finance, Division of Revenue and Collections/NW011-050-0510-83030-B2020/Department of Finance, Division of Tax Assessment/NW011-120-1208-83030-B2021 /Department of Health and Community Wellness, Division of Surveillance and Preventions/NW051-G20-HOQ0-Immunization Grant/Department of Health and Community Wellness, Division of Immunization and Surveillance and Prevention/NW011-120-1203-83030-B2021/Department of Health and Community Wellness, Division of Environmental Health/NW011-120-1205-8303-B2021/Department of Health and Community Wellness, Division of Social Services/NW011-190-1904-83030-B2021/Department of Public Safety, Division of Office of Emergency Management/NW011-190-1902-83030-B2020/Department of Public Safety, Division of Police/NW011-060-0601-83030-B2021/Department of Public Works, Director's Office/NW011-060-0602-83030-B2021/Department of Public Works, Division of Motors/NW011-060-0604-83030-B2021/Department of Public Works, Division of Public Buildings/NW011-160-1601-83030-B2021/Department of Recreation, Cultural Affairs and Senior Services, Directors Office/NW037-750-7502-83030-B2021/Department of Water and Sewer Utilities/NW011-010-0101-83010-B2021/Office of the Mayor, Mayor's Office, covering the amount or the order. This contract shall not exceed Eight Hundred Ten Thousand, Nine Hundred and Sixty Dollars and Zero Cents (\$810,960.00) for twenty-four (24) consecutive months for one (1) vendor.

5. The Purchasing Agent, QPA, shall file a duly executed copy of this 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 Business Administrator to enter into and execute a contract with: Staples Contract and Commercial, LLC to provide Office Supplies to the City of Newark, at a cost not to exceed \$810,960.00 for twenty-four (24) consecutive months for one (1) vendor.