



Legislation Details (With Text)

File #: 17-0469 **Version:** 1 **Name:** Envelopes, Plain Stock
Type: Resolution **Status:** Adopted
File created: 3/17/2017 **In control:** Administration
On agenda: 6/21/2017 **Final action:** 6/21/2017

Title: Dept/ Agency: Administration/Division of Central Purchasing
Action: () Ratifying (X) Authorizing () Amending
Type of Service: Bid Contract(s)
Purpose: To provide stock envelopes to the City
Description: Envelopes, Plain Stock
Entity Name(s)/Address(s): Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936
Contract Amount: Amount not to exceed \$209,200.00
Funding Source: 2017 Budget/Departments of Administration, Health and Community Wellness, Engineering, Law, Public Safety, Public Works, Water and Sewer Utilities, the Municipal Courts and the Office of the Mayor
Account Line Code(s):
NW011, 010, 0101, 83010, B2017- Office of the Mayor
NW011, 030, 0301, 83010, B2017- Administration/Office of the Business Administrator
NW011, 030, 0303, 83010, B2017- Administration/Central Purchasing
NW011, 030, 0308, 83010, B2017- Administration/Office Services
NW011, 120, 1201, 83010, B2017- Health and Community Wellness/Directors Office
NW011, 026, GLP, 46540, B2017- Health & Community Wellness / Medical Care Services/FQHC
NW011, 110, 1107, 83010, B2017- Engineering / Traffic and Signals
NW011, 040, 0401, 83010, B2017- Law
NW011, 010, 0107, 71040, B2017- Municipal Courts
NW011, 190, 1903, 83010, B2017- B2016 - Public Safety/Fire
NW011, 190, 1902, 83010, B2017- B2016 - Public Safety/Police
NW011, 060, 0602, 83010, B2017- Public Works/Motors
NW011, 060, 0604, 83010, B2017- Public Works/Public Buildings
NW011, 060, 0601, 83010, B2017- Public Works/Directors Office
NW011, 060, 0603, 83010, B2017- Public Works/Parks and Grounds
NW011, 060, 0605, 83010, B2017- Public Works/Sanitation and Demolition
NW037, 750, 7502, 83010, B2017- Water and Sewer Utilities
Contract Period: To be established for a period not exceeding two (2) years
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:
Advertised Date February 14, 2017
Bids Solicited: Four (4)
Bids Received: One (1)

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
6/21/2017	1	Municipal Council	Adopt	Pass

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Additional Information:

Advertised Date February 14, 2017

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WHEREAS, on February 14, 2017, the City of Newark, through its Supervising Procurement Specialist, advertised to solicit bids for contractor(s) to provide, Envelopes, Plain Stock, to the Departments of Administration, Health and Community Wellness, Engineering, Law, Public Safety, Public Works, Water and Sewer Utilities, the Municipal Courts and the Office of the Mayor, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed four (4) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on March 2, 2017, the Division of Central Purchasing received one (1) bid in response to this advertisement; and

WHEREAS, the Supervising Procurement Specialist recommends an award be made to Paper Mart,

Inc., the only responsive, responsible bidder; 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, are hereby authorized to enter into a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Envelopes, Plain Stock, to the City, whose bid was received on the advertised due date and determined to be the only responsive, 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:11-15.

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 2016 and subsequent years 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 lines, NW011, 010, 0101, 83010, B2017- Mayor's Office NW011, 030, 0301, 83010, B2017- Administration/Office of the Business Administrator NW011, 030, 0303, 83010, B2017- Administration/Central Purchasing, NW011, 030, 0308, 83010, B2017- Administration/Office Services NW011, 120, 1201, 8301, B2017- Health and Community Wellness/Directors Office NW011, 026, GLP, 46540, B2017- Health & Community Wellness/Medical Care Services/FQHC NW011, 110, 1107, 83010, B2017- Engineering/Traffic and Signals NW011, 040, 0401, 83010, B2017- Law NW011, 010, 0107, 7104, B2017- Municipal Courts NW011, 190, 1903, 83010, B2017- B2016 - Public Safety/Fire NW011, 190, 1902, 83010, B2017- B2016 - Public Safety/Police NW011, 060, 0602, 83010, B2017- Public Works/Motors NW011, 060, 0604, 83010, B2017- Public Works/Public Buildings NW011, 060, 0601, 83010, B2017- Public Works/Directors Office NW011, 060, 0603, 83010, B2017- Public Works/Parks and Grounds NW011, 060, 0605, 83010, B2017- Public Works/Sanitation and Demolition NW037, 750, 7502, 83010, B2017- Water and Sewer Utilities, covering the amount of the order. This contract shall not exceed \$209,200.00 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.

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 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 contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Envelopes, Plain Stock, to the City of Newark, at a cost not to exceed \$209,200.00 for two (2) years.