



Legislation Details (With Text)

**File #:** 21-1319      **Version:** 1      **Name:** Resolution: Bid Contract(s) - Printed Forms (Checks and Notices)  
**Type:** Resolution      **Status:** Adopted  
**File created:** 9/7/2021      **In control:** Administration  
**On agenda:** 5/24/2022      **Final action:** 5/24/2022

**Title:** Dept/ Agency: Administration/Division of Central Purchasing  
Action: ( ) Ratifying (X) Authorizing ( ) Amending  
Type of Service: Bid Contract(s)  
Purpose: Printed Forms (Checks and Notices)  
Entity Name(s)/Address(s): Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004  
Contract Amount: Not to exceed \$120,000.00  
Funding Source: 2021 Budget/Department of Water and Sewer Utilities/NW037-750-7501-83120-B2021/Department of Finance, Division of Revenue Collection/NW011-050-0505-71040-B2021  
Contract Period: To be established for a period not to exceed twenty-four (24) consecutive months  
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:  
This contract will provide Printed Forms (Checks and Notices) to the City of Newark, Department of Water and Sewer Utilities and the Department of Finance.

Advertisement Date: August 5, 2021  
Bids Solicited: Sixteen (16)  
Bids Received: Two (2)

**Sponsors:** Council of the Whole

**Indexes:**

**Code sections:**

Date	Ver.	Action By	Action	Result
5/24/2022	1	Municipal Council	Adopt	Pass

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Advertisement Date: August 5, 2021

Bids Solicited: Sixteen (16)

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**WHEREAS**, on August 5, 2021 the City of Newark, through its Purchasing Agent, QPA, (the "City") advertised to solicit bids for contractors to provide Printed Forms (Checks and Notices) for the Departments of Water and Sewer Utilities and the Department of Finance, Division of Revenue Collection, as described in the attached bid proposal; and

**WHEREAS**, the Division of Central Purchasing distributed sixteen (16) 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 of Newark's website to provide broader access and download capability to potential bidders; and

**WHEREAS**, on August 19, 2021, the Division of Central Purchasing received two (2) bids in response to this advertisement; and

**WHEREAS**, the Director of the Department of Water and Sewer Utilities recommended that a single award be made to: Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, the lowest, responsive and responsible bidder; and

**WHEREAS**, the Purchasing Agent, QPA, concurs with the recommendations from the Director of the Department of Water and Sewer Utilities that a single award be made to: Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, the lowest, responsive and responsible bidder; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding the 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 of the City of Newark and/or his designee, the Business Administrator, are hereby authorized to enter into and execute a contract with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, to provide Printed Forms (Checks and Notices) to the City's Departments of Water and Sewer Utilities and the Department of Finance, Division of Revenue Collection, whose bid was received on the advertised due date and determined to be the lowest, responsive and responsible bidder in accordance with the bid specifications. The term of the contract will be established for a period not to exceed twenty-four (24) consecutive months, pursuant to N.J.S.A. 40A:11-15 to commence on the date the contract is executed, at a contract amount not to exceed One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00).
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 2020 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: 2021 Budget/ Department of Water and Sewer Utilities, NW037-750-7501-83120-B2021 and Department of Finance, Division of Revenue Collection, NW011-050-0505-71040-B2021. This contract shall not exceed One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00) for a period to be established and not to exceed twenty-four (24) consecutive months for one (1) vendor with the start date of the contract commencing upon contract execution.
5. The Purchasing Agent, QPA, shall file a copy of this Resolution and the duly 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 of the City of Newark and/or his designee, the Business Administrator, to enter into and execute a contract with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, to provide Printed Forms (Checks and Notices) to the City's Departments of Water and Sewer Utilities and the Department of Finance, Division of Revenue Collection at a contract amount not to exceed \$120,000.00 for a period to be established and not to exceed twenty-four (24) consecutive months to commence on the date the contract is executed.