



## Legislation Text

File #: 23-0527, Version: 1

**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):**

- 1) Star Data Products, P.O. Box 12, Hewlett, New York 11557;
- 2) CMF Business Supplies, Inc., 3622 Kennedy Road, P.O. Box 339, South Plainfield, New Jersey 07080;
- 3) Plastic Express, Inc., 667 Lehigh Avenue, Union, New Jersey 07083;
- 4) W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

**Contract Amount:** Not to exceed \$789,514.00

**Funding Source:** 2022 and 2023 Budgets/Office of the Mayor/Mayor's Office, NW011-010-0101-83010-B2023, Mayor's Office, Newark Works/NW011-010-0109-83010-B2023, NW051-G22-M22D0-83010-B2022, NW051-G22-M22E0-83010-B2022, NW051-G22-M22F0-83010-B2022, NW051-G22-M22G0-83010-B2022, NW051-G22-M22H0-83010-B2022, Administration/Office of Management and Budget/NW-011-030-0302-83010-B2023, Department of Administration/ Department of Office Services, NW011-030-0308-83010-B2023, Office of the Mayor Homeless Service/NW011-010-0119-83010-B2023, Department of Administration/Office of the Business Administrator/NW011-030-0301-71280/83010/83030/83870-B2023, Office of Administration/Division of Personnel NW011-030-0301-71280/83010/83030/83130/83870-B2023, Office of Administration/Civilian Complaint Review Board NW011-030-0301-71280-B2023, NW011-030-0301-83010-B2023, Administration/Office of Violence Prevention Traumatic Recovery, NW011-030-0312-83010-B2023, Department of Engineering/Director's Office, NW011-110-1101-83010-B2023, Division of Tax Abatement and Special Taxes, NW011-050-0509-83010-B2023, NW011-050-0509-71040-B2024, Department of Administration/Central Purchasing, NW011-030-0303-83010-B2023, Municipal Courts, NW011-010-0107-83010-B2023, Department of Administration/Office Services, NW011-030-0308-83010-B2023, Department of the City Clerk NW011-020-0201-83870-B2023, Department of Engineering/Division of Traffic and Signals NW011-110-1107-83010-B2023, Department of Finance/Director's Office/Accounts and Control NW011-050-0501-83010-B2023, NW011-050-0502-83010-B2023, Department of Finance/Division of Assessment NW011-050-0510-83010-B2023, Department of Finance Division of Grant Accounting, NW027-A22-EC2JO-83010-B2022, Department of Finance Division of Revenue Collections, NW011-050-0505-83010-B2023, Department of Health Division of Surveillance and Prevention/OHECE, NW051-G21-H21Q0-46540-B2021, Department of Health Division of Health and Community Wellness/Directors Office, NW011-120-1201-83010-B2023, Department of Medical Care Services, NW026-46540-B2022 (Trust Account), Department of Health and Community Wellness/Surveillance and Prevention/Immunization Program, NW051-G22-2H22H-83010-B2023, Department of Health and Wellness/Surveillance and Prevention, NW011-120-1208-83010-B2023, NW051-G22-2H22M-83010-B2022, Department of Health - Environmental Health, NW011-120-1203-83010-B2023, Department of Law, NW011-040-0401-83010-B2023, Division of Public Safety, NW011-190-1904-83010-B2023, Division of Public Safety/Fire, NW001-190-1903-83010-B2023, Division of Public Safety/Police NW011-190-1902-83010-B2023, Department of Public

Works Division of Public Buildings, NW011-060-0604-83010-B2023, Department of Recreation Division Cultural Affairs and Senior Services, NW011-160-1601-71280/83010-B2023 Directors Office, NW011-160-1606-71280\83840-B2023 Recreation, Department of Water and Sewer, NW037-750-7501-83010-B2023, NW037-750-7502-83010-B2023

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

**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 provides for the purchase of Office Supplies for City Departments.

Advertisement Date: March 2, 2023

Bids Solicited: Eighteen (18)

Bids Received: Four (4)

**WHEREAS**, on March 2, 2023, 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; 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 City Clerk and Municipal Council, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing published the bid on the City of Newark's electronic procurement portal to provide a broader access and download capability to potential bidders; and

**WHEREAS**, on March 23, 2023, the Division of Central Purchasing received four (4) bids in response to this advertisement; and

**WHEREAS**, the Purchasing Agent, QPA, recommends that a multiple award be made to: (1) Star Data Products P.O. Box 12, Hewlett, New York 1557, (2) CMF Business Supplies, Inc., 3622 Kennedy Rd., South Plainfield, New Jersey 07080, (3) Plastic Express Inc., 667 Lehigh Avenue, Union, New Jersey 07083 and (4) W.B. Mason Co., Inc., 535 Secaucus Rd., Secaucus, New Jersey 07094, whose bids were received on the advertised due date and determined to be the highest discount off per line item commodity, per year and on being the responsive and responsible bidders; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the recommended bidders consented to holding their prices 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 of the City of Newark and/or his designees, the Business Administrator and/or the

Purchasing Agent, QPA, are hereby authorized to enter into and execute a contract with: Star Data Products, P.O. Box 12, Hewlett, New York 11557 to receive line items 1, 2, 4, 7, 13, 14, 15, 16, 18, 24, 44, 54, 87, 89, and 90 for year one (1) and 4, 14, 15, 16, 18, 32, 54, 87, 89, 90 for year two (2); CMF Business Supplies, Inc., 3622 Kennedy Road South Plainfield, New Jersey 07080 to receive line items 1,7, 24, 28, 50, 51, 55, and 91 for year one (1) and 1, 7, 8, 18, 24, 28, 50, 51, 55, and 91 for year two (2), Plastic Express Inc. 667 Lehigh Avenue, Union New Jersey 07083 to receive line items 3, 5, 6, 8, 9, 10, 11, 12, 17, 19, 20, 21, 22, 23, 25, 26, 27, 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 52, 53, 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, 88, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, and 106 for year one and line items #2, 3, 5, 6, 9, 10, 11, 12, 13, 17, 19, 20, 21, 22, 23, 25, 26, 27, 29, 30, 31, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 52,53, 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, 88, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106 for year two (2), W.B. Mason Co., Inc. 535 Secaucus Road, Secaucus, New Jersey 07094 to receive line item # 32 for year one and line items # 16 and 17 for year two; to provide Office Supplies for the City, whose bids were received on the advertised due date and determined to be the highest discount off per line item commodity per year and deemed responsive and responsible bidders. The term of the contract will be established for twenty-four (24) consecutive months, pursuant to N.J.S.A. 40A:11-15, to commence upon contract execution.

2. There shall be no amendment or change of this contract without approval of Municipal Council Resolution.
3. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A: 5-16. Funds for 2023 and subsequent years 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: 2022 and 2023 Budgets/Office of the Mayor/Mayor's Office, NW011-010-0101-83010-B2023, Mayor's Office, Newark Works/NW011-010-0109-83010-B2023, NW051-G22-M22D0-83010-B2022, NW051-G22-M22E0-83010-B2022, NW051-G22-M22F0-83010-B2022, NW051-G22-M22G0-83010-B2022, NW051-G22-M22H0-83010-B2022, Administration/Office of Management and Budget/NW-011-030-0302-83010-B2023, Department of Administration/ Department of Office Services, NW011-030-0308-83010-B2023, Office of the Mayor Homeless Service/NW011-010-0119-83010-B2023, Department of Administration/Office of the Business Administrator/NW011-030-0301-71280/83010/83030/83870-B2023, Office of Administration/Division of Personnel NW011-030-0301-71280/83010/83030/83130/83870-B2023, Office of Administration/Civilian Complaint Review Board NW011-030-0301-71280-B2023, NW011-030-0301-83010-B2023, Administration/Office of Violence Prevention Traumatic Recovery, NW011-030-0312-83010-B2023, Department of Engineering/Director's Office, NW011-110-1101-83010-B2023, Division of Tax Abatement and Special Taxes, NW011-050-0509-83010-B2023, NW011-050-0509-71040-B2024, Department of Administration/Central Purchasing, NW011-030-0303-83010-B2023, Municipal Courts, NW011-010-0107-83010-B2023, Department of Administration/Office Services, NW011-030-0308-83010-

B2023, Department of the City Clerk NW011-020-0201-83870-B2023, Department of Engineering/Division of Traffic and Signals NW011-110-1107-83010-B2023, Department of Finance/Director's Office/Accounts and Control NW011-050-0501-83010-B2023, NW011-050-0502-83010-B2023, Department of Finance/Division of Assessment NW011-050-0510-83010-B2023, Department of Finance Division of Grant Accounting, NW027-A22-EC2JO-83010-B2022, Department of Finance Division of Revenue Collections, NW011-050-0505-83010-B2023, Department of Health Division of Surveillance and Prevention/OHECE, NW051-G21-H21Q0-46540-B2021, Department of Health Division of Health and Community Wellness/Directors Office, NW011-120-1201-83010-B2023, Department of Medical care Services, NW026-46540-B2022 (Trust Account), Department of Health and Community Wellness/Surveillance and Prevention/Immunization Program, NW051-G22-2H22H-83010-B2023, Department of Health and Wellness/Surveillance and Prevention, NW011-120-1208-83010-B2023, NW051-G22-2H22M-83010-B2022, Department of Health - Environmental Health, NW011-120-1203-83010-B2023, Department of Law, NW011-040-0401-83010-B2023, Division of Public Safety, NW011-190-1904-83010-B2023, Division of Public Safety/Fire, NW001-190-1903-83010-B2023, Division of Public Safety/Police NW011-190-1902-83010-B2023, Department of Public Works Division of Public Buildings, NW011-060-0604-83010-B2023, Department of Recreation Division Cultural Affairs and Senior Services, NW011-160-10601-71280/83010-B2023 Directors Office, NW011-160-1606-71280\83840-B2023 Recreation, Department of Water and Sewer, NW037-750-7501-83010-B2023, NW037-750-7502-83010-B2023. This contract shall not exceed Seven Hundred Eighty Nine Thousand Five Hundred Fourteen Dollars and Zero Cents (\$789,514.00) for four (4) vendors for twenty-four (24) consecutive months to commence upon contract execution.

5. The Purchasing Agent, QPA, shall file a copy of the 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 and/or his designees, the Business Administrator and/or the Purchasing Agent, QPA, to enter into and execute a multiple award contract with: CMF Business Supplies, Plastic Express Inc., Star Data Products Co., and WB Mason to provide office supplies to the City of Newark, at a cost not to exceed Seven Hundred Eighty Nine Thousand Five Hundred Fourteen Dollars and Zero Cents (\$789,514.00) for twenty-four (24) consecutive months with the start date commencing upon contract execution.