



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 24-0044, Version: 1

Dept/ Agency: Offices of Municipal Council/City Clerk

Action: (X) Ratifying (X) Authorizing () Amending

Type of Service: Exception to Public Bidding - N.J.S.A. 40A:11-5(1)(dd)

Purpose: To provide for the website hosting, support, upgrades, managed services and maintenance of the Archives Records Management Systems (ARMS) and related hardware used by the Archive Records Management Center (ARMC) of the Office of the City Clerk.

Entity Name: Summit Information Systems, LLC

Entity Address: 118 Westfield Avenue, Suite 6, Clark, New Jersey 07066

Contract Amount: Not to exceed \$60,000.00

Funding Source: 2024 and 2025 Budget/Office of the City Clerk/NW011-020-0201-71280-B2024 and B2025

Contract Period: January 21, 2024 through January 20, 2026

Contract Basis: () Bid () State Vendor () Prof. Ser. () EUS

() Fair & Open (X) No Reportable Contributions () RFP () RFQ

() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

An Archives Records Management Systems (ARMS) computer software utilized by the Archive and Records Management Center (ARMC) of the Office of the City Clerk.

Partial Certification of Funds in the amount of \$15,000.00.

WHEREAS, the Office of City Clerk has a need to enter into a contract with Summit Information Systems, LLC (hereinafter "Summit"), to provide hosting, support, upgrades, maintenance and managed services and necessary hardware for the Archives Records Management System (ARMS) computer software use by the Archive and Records Management Center (ARMC) for the Office of the City Clerk for a period of two (2) years from January 21, 2024 to January 20, 2026, in an amount not to exceed Sixty Thousand Dollars and Zero Cents (\$60,000.00); and

WHEREAS, this maintenance contract is essential for ARMC staff's continued inventory of City records; and

WHEREAS, Summit owns the rights to ARMS and is engaged in the business of providing various "goods and services", including any work, labor, commodities, equipment, materials or supplies of any tangible or intangible nature, N.J.S.A. 40A:11-2(24) of the proprietary software; and

WHEREAS, Summit has represented that they are qualified by their training and experience to provide the required services and that they have the exclusive rights to make and sell these goods and services which the City Clerk certifies is essential and necessary for the conduct of its affairs, N.J.S.A. 40A:11-2(39); and

WHEREAS, pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(dd), such a contract

for proprietary computer system may be awarded as an exception to public bidding because the provision or performance of goods and services are for the support and maintenance of proprietary computer hardware and software; and

WHEREAS, this contract is being awarded pursuant with the “Non-Fair and Open” Procedures of State Pay-to-Play Law, N.J.S.A. 19A:44A-20.5; and

WHEREAS, the City Clerk has determined and certified in writing the value of this contract will not exceed Sixty Thousand Dollars and Zero Cents (\$60,000.00).

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. The City Clerk is hereby authorized, on behalf of the City of Newark, to enter into and execute a contract with Summit Information Systems, LLC, 118 Westfield Avenue, Suite 6, Clark, New Jersey 07066, to provide website hosting, support, upgrades, maintenance and managed services of computer software and associated services and necessary hardware for ARMS for a period of two (2) years from January 21, 2024 to January 20, 2026, in an amount not to exceed Sixty Thousand Dollars and Zero Cents (\$60,000.00).
2. Attached hereto is a Partial Certification of Funds for a total amount of Fifteen Thousand Dollars and Zero Cents (\$15,000.00) from the Director of the Department of Finance, which states there are available sufficient legally appropriated funds from: Account Code Line: Business Unit NW011, Dept. 020 Div./Proj. 0201, Account #71280, Budget Ref. B2024.
3. This contract is being awarded pursuant to and in compliance with the Non-Fair and Open Procedures of State Pay-to-Play Law, N.J.S.A. 19A:44A-20.5; the provisions of Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(dd); and in compliance with the Contractor Pay-to-Play Reform Ordinance 2:4-22C.
4. There shall be no amendments or changes to this contract without approval of the Municipal Council.
5. There shall be no advance payments on this contract in accordance with N.J.S.A. 40A:5-16.
6. A copy of the executed contract herein authorized shall be filed in the Office of the City Clerk and made available for public inspection.

STATEMENT

This Resolution ratifies and authorizes the City Clerk, on behalf of the City of Newark, to enter into and execute a contract with Summit Information Systems, LLC, 118 Westfield Avenue, Suite 6, Clark, New Jersey 07066, to provide website hosting, support, upgrades, maintenance and managed services of computer software, associated services and necessary hardware for ARMS Software for a period of two (2) years from January 21, 2024 to January 20, 2026, in an amount not to exceed \$60,000.00.