



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 23-0640, Version: 1

**Dept/ Agency:** Administration/Division of Central Purchasing

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

**Type of Service:** Amend Resolution 7R1-b(S) adopted on May 24, 2022, to add additional City Departments.

**Purpose:** To provide Printed Forms (Checks and Notices).

**Entity Name:** Drew and Rogers, Inc.

**Entity Address:** 30 Plymouth Street, Fairfield, New Jersey 07004

**Contract Amount:** Not to exceed \$220,000.00

**Funding Source:** 2023 Budget/Municipal Court/NW011-010-0107-71040-B2023

**Contract Period:** August 1, 2022 through July 31, 2024

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

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

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

**Additional Information:**

Resolution 7R1-1-b(S) adopted on May 24, 2022, awarded a contract in an amount not to exceed \$120,000.00, for a period not to exceed twenty-four (24) consecutive months.

This contract will provide for printed forms (checks and notices) for the Municipal Courts, in addition to the Department of Water and Sewer Utilities and Department of Finance, Division of Revenue Collection increasing the contract amount by \$100,000.00, for a total contract amount not to exceed \$220,000.00, for the period of August 1, 2022 through July 31, 2024.

**WHEREAS**, on May 24, 2022, the Municipal Council adopted Resolution 7R1-b(S) authorizing the Departments of Finance and Water and Sewer Utilities to enter into and execute a contract with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004 for the provision of Printed Forms (Checks and Notices) in an amount not to exceed One Hundred Twenty Thousand Dollars and Zero Cents (\$120,000.00); and

**WHEREAS**, the Municipal Court notified the Division of Central Purchasing of their desire to amend and join the contract with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004 in order to utilize the contract at a cost not to exceed an amount of One Hundred Thousand Dollars and Zero Cents (\$100,000.00), which will cover the amount of goods the Municipal Court requires, for an increased total contract amount not to exceed Two Hundred Twenty Thousand Dollars and Zero Cents (\$220,000.00); and

**WHEREAS**, all other contract terms and conditions will remain the same.

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

1. Resolution 7R1-b(S) adopted on May 24, 2022 is amended to include the Municipal

Court as an authorizing department on the contract with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004 to provide Printed Forms (Checks and Notices) for the City's Departments of Finance and Water and Sewer Utilities, 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 is August 1, 2022 through July 31, 2024.

2. This contract shall increase by an amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00) to include the purchase of Checks and Notices by the Municipal Court.
3. This contract shall be ratified back to May 24, 2022 from the date of adoption of this amending Resolution.
4. There shall be no amendment or change of this contract without the approval of the Municipal Council by Resolution.
5. 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).
6. 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 and Municipal Court NW011-010-0107-71040-B2023. This contract shall not exceed Two Hundred Twenty Thousand Dollars and Zero Cents (\$220,000.00) 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.
7. 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.
8. If required by State Law, the Acting 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 ratifies, authorizes, and amends Resolution 7R1-b(S) adopted on May 24, 2022 to include the Municipal Court as an authorizing department on the contract for Printed Forms (Checks and Notices) with Drew and Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, and increase the contract by an amount not to exceed \$100,000.00 to include the purchase of Checks and Notices by the Municipal Court for an amended total contract not to exceed amount of

\$220,000.00, this contract shall be ratified back to May 24, 2022 from the date of adoption of this amending Resolution.