



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 23-1420, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide Health Education Materials.

Entity Name(s)/Address(s): Business Promo Solutions, LLC d/b/a Promo Advertising, 1174 West Chestnut Street, Union, New Jersey 07083

Contract Amount: Not to exceed \$600,000.00

Funding Source: 2023 Budget/Department of Health and Community Wellness/NW026-46545-B2023

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

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 Health Education Materials and Promotional Items for the Department of Health and Community Wellness.

Advertisement Date: July 19, 2023

Bids Downloaded: Thirty-three (33)

Bids Received: Two (2)

WHEREAS, on July 19, 2023 the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for Health Education Materials and Promotional Items for the Department of Health and Community Wellness; and

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

WHEREAS, on August 3, 2023 the Division of Central Purchasing received two (2) proposals in response to the advertisement; and

WHEREAS, Concept Printing, Inc.'s proposal was deemed unresponsive due to failure to submit the Statement of Ownership Disclosure pursuant to N.J.S.A. 40A:11-23.2(c); and

WHEREAS, the Director of the Department of Health and Community Wellness recommended that a single award be made to Business Promo Solutions LLC dba Promo Advertising, 1174 West Chestnut Street, Union, New Jersey 07083; and

WHEREAS, the Purchasing Agent, QPA, concurs with the recommendation that the award be

made to Business Promo Solutions LLC dba Promo Advertising, 1174 West Chestnut Street, Union, New Jersey 07083 based on being the only responsive and responsible bidder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding their prices beyond sixty (60) days; 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 designees, the Business Administrator and/or the Purchasing Agent, QPA, are hereby authorized to enter into and execute a contract with Business Promo Solutions LLC dba Promo Advertising, 1174 West Chestnut Street, Union, New Jersey 07083 to provide line items 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 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, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 105, 106, 107, 108, 109, for year 1 (one), and to provide line items 1, 2, 3, 4, 5, 8, 9, 10, 19, 21, 22, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 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, 87, 88, 89, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 105, 106, 107, 108, 109 for year 2 (two) for Health Education Materials to be purchased by the Department of Health and Community Wellness, whose bid was received on the advertised due date and determined to be the only 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, commencing upon a fully executed contract.
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 2023 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 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: Department of Health and Community Wellness NW026-46545-B2023. This contract shall not exceed Six Hundred Thousand Dollars and Zero Cents (\$600,000.00) for one (1) vendor for twenty-four (24) consecutive months with start the date commencing when the contract is fully executed.
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 an award contract with Business Promo Solutions LLC dba Promo Advertising, 1174 West Chestnut Street, Union, New Jersey 07083, to provide Health Education Materials for the Department of Health and Community Wellness, at an amount not to exceed Six Hundred Thousand Dollars and Zero Cents (\$600,000.00) for a period not to exceed twenty-four (24) consecutive months with the start date commencing upon the full execution of the contract.