



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 12-1696, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: Office Supplies

Entity Name(s)/Address(s): 1.W.B. Mason Co., 59 Centre Street, Brockton, Massachusetts 02302

2. CMF Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080

Contract Amount: Not to exceed \$375,000.00

Funding Source: City of Newark Budget/ Office of the Mayor, Office of the City Clerk, the Departments of Administration, Child and Family Well-Being, Economic and Housing Development, Engineering, Finance, Fire, Law, Neighborhood and Recreational Services, Police and Water and Sewer Utilities

Contract Period: To be established for a term not to exceed one (1) year

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:

Bids solicited: Eight (8)

Bids received: Three (3)

WHEREAS, on July 3, 2012, the City of Newark through its Purchasing Director advertised to solicit bids for contractor(s) to provide **Office Supplies**, to the City of Newark Office of the Mayor, Office of the City Clerk, the Departments of Administration, Child and Family Well-Being, Economic and Housing Development, Engineering, Finance, Fire, Law, Neighborhood and Recreational Services, Police and Water and Sewer Utilities, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing distributed eight (8) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on July 26, 2012, three (3) bids were received in response to this advertisement; and

WHEREAS, the Purchasing Director recommends a dual award based on line item pricing to **W.B. Mason Co. Inc. and CMF Business Supplies, Inc.**, the lowest responsible bidders; and

WHEREAS, pursuant to N.J.S.A.40A:11-24, the selected responsible bidders consented to hold prices, until such time as an award is made; 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 designee, the Purchasing Director, are hereby authorized to enter into a contract with **W.B. Mason Co. Inc., 59 Centre Street, Brockton, Massachusetts 02303, to receive line items as per the price schedule and CMF Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080, to receive line items as per the price schedule, to provide Office Supplies,** to the City of Newark, whose bids were received on the advertised due date and determined to be the lowest responsible bidders, based on line item awards, in accordance with bid specifications. The term of the contract will be established for a one (1) year term, pursuant to N.J.S.A.40A:11-3.

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 2012 and subsequent years are contingent upon appropriations; pursuant to N.J.A.C. 5:30-5.5(c).

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, covering the amount of the order. This contract shall not exceed \$375,000.00 for one (1) year.

5. A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Purchasing Director.

6. If required by the State Law, the City Clerk shall provide the appropriate notice of the award of this contract, to the State Comptroller no later than 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 contract is awarded to **W. B. Mason Co., Inc. and CMF Business Supplies, Inc.,** to provide **Office Supplies,** to the City of Newark at a cost not to exceed \$375,000.00 for one (1) year for two (2) vendors.