



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 23-1528, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Extension of Emergency Contract #E2023-10

Purpose: To extend the Emergency Contract to ensure continued payment of all temporary employees of the City of Newark.

Entity Name: Precise Payroll, LLC

Entity Address: Ventnor City, New Jersey, 08406

Contract Amount: Not to exceed \$100,000.00

Funding Source: 2023 Budget/Department of Administration, Division of Personnel/NW011-030-0304-71280-B2023

Contract Period: Extended from October 1, 2023, through June 30, 2024, or until new contract(s) are executed, whichever occurs first

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

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

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

Additional Information:

An Emergency Contract #E2023-10 was awarded to Precise Payroll, LLC in an amount not to exceed \$50,000.00 for the period of July 1, 2023, through September 30, 2023, for the City's Department of Administration, Division of Personnel.

This extension of Emergency Contract #E2023-10 will be in place until June 30, 2024, or until the new contract(s) is/are awarded and this extension will increase the contract amount by \$50,000.00 for a new total emergency contract amount not to exceed \$100,000.00.

WHEREAS, on June 23, 2023, the Division of Personnel requested a declaration of emergency to ensure payroll processing for all temporary employees of the City of Newark; and

WHEREAS, on July 3, 2023, pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1(a), the Purchasing Agent, QPA, approved the aforementioned request and the Division of Personnel entered into Emergency Contract #E2023-10 for a period of July 1, 2023 through September 29, 2023 with an amount not to exceed Fifty Thousand Dollars and Zero Cents (\$50,000.00) with Precise Payroll LLC, 103 N Buffalo Avenue, Ventnor City, New Jersey 08406. A copy of said Emergency Contract #E2023-10 is attached hereto and made a part hereof; and

WHEREAS, the Division of Personnel continues to be in immediate and emergent need to provide continued payment to all temporary employees of the City of Newark; and

WHEREAS, N.J.S.A. 40A:11-6 provides that Emergency Contracts may be entered into when an emergency affecting the public health, safety, or welfare requires the immediate delivery of goods or the performance of service; and

WHEREAS, the Division of Personnel desires to ratify and extend Emergency Contract #E2023-10 for the period commencing from October 1, September 30, 2023, and continuing until June 30, 2024 or until a new contract(s) is/are in place, whichever occurs first. Thereby increasing the contract by Fifty Thousand Dollars and Zero Cents (\$50,000.00) for a new total contract amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00); and

WHEREAS, N.J.A.C. 5:34-6.1(a)(3) provides that the emergency purchasing procedure may be used when the need for such goods or services has arisen notwithstanding a good faith effort on the part of a municipality to plan for the purchase of any goods or services required by the municipality; and

WHEREAS, it is a matter of public health, safety, and welfare that the above-described emergency contract be extended because the City of Newark still needs to ensure safe and uninterrupted services and any interruption of the services would pose imminent harm to the health, safety and welfare of the residents of the City of Newark; and

WHEREAS, City Ordinance 6PSF-e adopted on April 6, 2011, Article 2:5-13.2 (E)(1)(b)(c) limits the period of Emergency Contracts to ninety (90) days and no extensions of Emergency Contracts shall be permitted without authorization by the Municipal Council by Resolution; and

WHEREAS, the Municipal Council has the exclusive authority to extend an emergency; and

WHEREAS, the Division of Central Purchasing now seeks authorization from the Municipal Council to ratify and extend the emergency contract to prevent interruption of payroll process for temporary employees for the City of Newark until the emergency abates.

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 execute an extension of Emergency Contract #E2023-10 with Precise Payroll LLC, 103 N Buffalo Avenue, Ventnor City, New Jersey 08406 for the period commencing on October 1, 2023 through June 30, 2024 or until new contract(s) is/are executed, whichever comes first; and increase the contract amount by Fifty Thousand Dollars and Zero Cents (\$50,000.00) for a new total amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00).
2. This extension will allow the continued payment of all temporary employees of the City of Newark.
3. The extension of Emergency Contract #E2023-10 is ratified from October 1, 2023 to the date of adoption of this authorizing Resolution until June 30, 2024 or until new contract(s) is/are executed, whichever comes first.
4. Funds are available for Emergency Contract #E2023-10 in an amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00) under line appropriation of the Official Budget, which shall be charged is NW011-030-0304-71280-B2023.

5. The Qualified Purchasing Agent, for the City of Newark, has filed a copy of Emergency Contract #E2023-10, attached hereto, with 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 ratifies and authorizes the Mayor, and/or his designees, the Business Administrator and/or the Purchasing Agent, QPA, to extend Emergency Contract #E2023-10 with Precise Payroll LLC, 103 N Buffalo Avenue, Ventnor City, New Jersey 08406; to continue payment for all temporary employees for the City of Newark for the period commencing on October 1, 2023 through June 30, 2024 or until new contract(s) is/are executed, whichever occurs first. Increasing the contract amount by Fifty Thousand Dollars and Zero Cents (\$50,000.00) for a new total contract amount not to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00).