



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 17-1636, Version: 1

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

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

**Type of Service:** Use of State Contract(s) T-0200 and all applicable vendors

**Purpose:** Mailroom Equipment, Accessories, Supplies and Maintenance

**Entity Name(s)/Address(s):** See below

**Contract Amount:** Amount not to exceed \$150,000.00

**Funding Source:** 2017 Budget/Department of Administration, Division of Office Services NW011; 030; 0308; 72130; B2017

**Contract Period:** May 1, 2017 through April 14, 2019, inclusive of extensions by the State

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

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

( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) N/A

**Entity Names/Addresses:**

#41261 to Garden State Office Systems & Equipment, 115 Campus Drive, Edison, New Jersey 08837-3937

#41265 to Jersey Office Systems, LLC DBA/Jersey Mail Systems, 205 US Hwy 9N/Suite 38, Freehold, New Jersey 07728

#41258 to Pitney Bowes Inc., 27 Waterview Drive, Mail Station MSC 27-1C, Shelton, Connecticut 06484

#41262 RR Donnelley, 130 Lesha Drive, Yardley, Pennsylvania 19067.

**Additional Information:**

**WHEREAS**, the City of Newark (hereinafter "City"), through its Supervising Procurement Specialist, QPA, wishes to utilize State Agencies Term Contract T-0200 for Purchase of Mailroom Equipment, Accessories, Supplies and Maintenance (hereinafter referred to as "Contract") to purchase products from authorized vendors under the New Jersey Cooperative Purchasing Program 1-NJCP, pursuant to N.J.A.C. 5:34-7.29; and

**WHEREAS**, the purchase of goods/services by Local contracting units through State contracts complies with Local Pay-to-Play Law, N.J.S.A. 19:44A-20.5 as a State contract award and constitutes a fair and open procedure and is authorized by Local Public Contracts Law, N.J.S.A. 40A:11-12; and

**WHEREAS**, in accordance with N.J.S.A. 40A:11-11(5), N.J.S.A. 52:25-16.1 et seq. and N.J.A.C. 5:34-1.7, all Cooperative Purchasing Program participants are responsible for ensuring that the purchase orders issued reflect the correct contract item pricing and that payment is processed accordingly. Only the items/services specified in the applicable State contract(s) may be purchased from the contract vendor(s) of record. Cooperative Purchasing participants assume full responsibility for all purchase transactions issued through State contracts, including purchase orders, delivery

compliance, and payments; and

**WHEREAS**, the State awarded to and the Department of Administration, Office Services seeks to use the Contract with the following vendors:

#41261 to Garden State Office Systems & Equipment, 115 Campus Drive, Edison, New Jersey 08837-3937

#41265 to Jersey Office Systems, LLC DBA/Jersey Mail Systems, 205 US Hwy 9N/Suite 38, Freehold, New Jersey 07728

#41258 to Pitney Bowes Inc., 27 Waterview Drive, Mail Station MSC 27-1C, Shelton, Connecticut 06484

#41262 RR Donnelley, 130 Lesha Drive, Yardley, Pennsylvania 19067.

**WHEREAS**, the City wishes to utilize the Contract for the provision of Mailroom Equipment, Accessories, Supplies and Maintenance with the following vendors,

Garden State Office Systems & Equipment; Jersey Office Systems, LLC DBA/Jersey Mail Systems, Pitney Bowes Inc., and RR Donnelley, commencing May 1, 2017 through April 14, 2019, inclusive of extensions by the State; and

**WHEREAS**, the Supervising Procurement Specialist, QPA, recommends the utilization of this Contract on the grounds that it provides mailroom equipment and maintenance as required by the City's Division of Office Services; and

**WHEREAS**, usage of this Contract shall not exceed \$150,000.00; and

**WHEREAS**, the Chief Financial Officer will certify the availability of funds before orders are placed.

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

1. Pursuant to N.J.S.A. 40A:11-1 et seq., and N.J.A.C. 5:34-7.29, the Supervising Procurement Specialist, QPA is authorized to utilize Term Contract T-0200, for Purchase of Mailroom Equipment, Accessories, Supplies and Maintenance which includes the following vendors:

- #41261 to Garden State Office Systems & Equipment, 115 Campus Drive, Edison, New Jersey 08837-3937
- #41265 to Jersey Office Systems, LLC DBA/Jersey Mail Systems, 205 US Hwy 9N/Suite 38, Freehold, New Jersey 07728
- #41258 to Pitney Bowes Inc., 27 Waterview Drive, Mail Station MSC 27-1C, Shelton, Connecticut 06484
- #41262 RR Donnelly, 130 Lesha Drive, Yardley, Pennsylvania 19067.

Usage of the Contract shall be, for the term May 1, 2017 through April 14, 2019, inclusive of extensions by the State.

2. The Municipal Council hereby ratifies this contract usage from May 1, 2017 to the date of adoption of this authorizing resolution.

3. All purchases, Purchase Orders and other related documentation shall be in accordance with the relevant State Contract, State of New Jersey Standard Terms and Conditions, Method of Operation and Third Party Agreement/Three Party Agreement (if applicable) as contained in the State Contract Documentations and Agreements.
4. There shall be no amendment of this resolution without the approval of the Municipal Council.
5. There shall be no advance payment on this State contract in accordance with N.J.S.A. 40A: 5-16. Funding is contingent upon appropriations pursuant to N.J.A.C. 5:30-5.5(c).
6. This contract is awarded as an open-end contract; pursuant to N.J.A.C. 5:30-5.5(b)(2). A Certification of the Availability of Funds shall be executed each time a purchase order is placed and charged against this contract. This contract shall not exceed \$150,000.00 for the period commencing from the adoption of this resolution through April 14, 2019, inclusive of the extensions by the State.
7. This contract complies with Local Pay to Play Law, N.J.S.A. 19:44A-20.5 as a State contract award and constitutes a fair and open procedure.
8. The Office of Central Purchase shall forthwith file a duly executed copy of the attached contract(s) in the Office of the City Clerk, if applicable.
9. 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 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 Supervising Procurement Specialist, QPA, to utilize the State Term Contract T-0200, which includes awards to the following vendors:

- #41261 to Garden State Office Systems & Equipment
- #41265 to Jersey Office Systems, LLC DBA/Jersey Mail Systems
- #41258 to Pitney Bowes Inc.
- #41262 RR Donnelley

for Purchase of Mailroom Equipment, Accessories, Supplies and Maintenance for the Division of Office Services for the period of May 1, 2017 through April 14, 2019, inclusive of extensions by the State, at a cost not to exceed \$150,000.00.