



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 18-0318, Version: 1

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

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

**Type of Service:** Bid Contract(s)

**Purpose:** To provide office furniture to the City

**Description:** Furniture, Office, 7th Precinct (One-time purchase)

**Entity Name(s)/Address(s):** Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, New Jersey 07103

**Contract Amount:** \$72,402.00

**Funding Source:** 2018 Budget/Department of Public Safety/Division of Police

**Account Code Line:** NW011-190-1902-94010-B2018

**Contract Period:** To be established for a period not to exceed June 30, 2018

**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:**

The Purchase Order is the contract

Advertisement Date: February 5, 2018

Bids solicited: Eleven (11)

Bids received: One (1)

Pursuant to N.J.S.A. 40A:11-2(21) the Purchase Order(s) is the contract.

**WHEREAS**, on February 5, 2018, the City of Newark, through its Supervising Procurement Specialist, QPA, advertised to solicit bids for a one time purchase to provide Furniture, Office, 7th Precinct, which the contractor will provide to the City of Newark, for the Department of Public Safety/Division of Police's usage as described in the attached bid proposal; and

**WHEREAS**, the Division of Central Purchasing also distributed eleven (11) bid proposal packages to prospective vendors following the date of advertisement; and

**WHEREAS**, on February 16, 2018, one (1) bid was received in response to this advertisement; and

**WHEREAS**, the Director of Public Safety / Division of Police recommends that an award be made to Atlas Desk & Office Equipment Corp, being the only responsible and responsive bidder; and

**WHEREAS**, the Supervising Procurement Specialist, QPA, recommends and concurs with the Director of the Department of Public Safety/Division of Police after review and evaluation, for the one time purchase of Furniture, Office, 7th Precinct, be made to Atlas Desk & Equipment Corp., being the only responsible and responsive bidder; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the bidder consented to holding prices bid for

consideration, until such time as an award is made, as the law permits; 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 Supervising Procurement Specialist, QPA, are hereby authorized to enter into a contract with Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, New Jersey 07103, whose bid was received on the advertised due date and determined to be the only responsible and responsive bidder, in accordance with bid specifications, for the one time purchase of Furniture, Office, 7th Precinct for the City of Newark, Department of Public Safety/Division of Police. The term of the contract will be established upon delivery not to exceed June 30, 2018.
2. There shall be no amendment or change of this contract without the approval of the Municipal Council.
3. Funds for the purchase of this office furniture is encumbered on Purchase Orders NW011-0000127680 and NW011-0000127682 from account line NW011-190-1902-94010-B2018. This contract shall not exceed \$72,402.00 upon complete delivery.
4. The Supervising Procurement Specialist, QPA, shall forthwith file an executed copy of the purchase order and the supporting documents with the Office of the City Clerk.
5. 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 designee, the Supervising Procurement Specialist, QPA, to enter into and execute a contract with Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, New Jersey 07103, a One Time Purchase for Furniture, Office, 7<sup>th</sup> Precinct, to the City of Newark, Department of Public Safety/Division of Police, for a total amount not to exceed \$72,402.00, for a one-time purchase not to exceed June 30, 2018.