



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 16-0475, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: Purchase of Health Education Promotional Items

Description: Educational Items

Entity Name(s)/Address(s): 1.) Business Promo Solutions, LLC, 1174 West Chestnut Street, Union, New Jersey 07083; and 2.) Channing Bete Company, Inc., 1 Community Place, South Deerfield, Massachusetts 01373

Contract Amount: \$44,000.00 for two (2) years for two (2) vendors

Funding Source: City of Newark Budget/Department of Health and Community Wellness, Fund : Dept - Div/Proj. - Acct - Bud/Ref.

Funding Account Codes: NW011, 120, 1203, 831, B2016; NW051, G15, 1208, 8311, B2015

Contract Period: To be established for a period not exceeding two (2) years

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

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

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

Entity Name/Address:

Additional Information:

Advertisement: 12/22/15

Bids Solicited: Five (5)

Bids Received: Two (2)

Deferred 7R1-d 061516

WHEREAS, on December 22, 2015, the City of Newark, through its Supervising Procurement Specialist, advertised to solicit bids for contractor(s) to provide Health Education Promotional Items to the Department of Health and Community Wellness, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing distributed five (5) bid proposal packages to the prospective vendors following the date of advertisement; and

WHEREAS, on January 7, 2016, two (2) bids were received in response to this advertisement; and

WHEREAS, the Director of the Department of Health and Community Wellness recommends that a dual award be made to Business Promo Solutions, LLC and Channing Bete Company, Inc., the only responsive and responsible bidders; and

WHEREAS, the Supervising Procurement Specialist recommends line item awards to Business Promo Solutions, LLC, and Channing Bete Company, Inc., the only responsive responsible bidders to provide Health Education Promotional Items to the City; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the responsive 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 Supervising Procurement Specialist, are hereby authorized to enter into contracts with Business Promo Solutions, LLC, 1174 West Chestnut Street, Union, New Jersey 07083, to receive line items # 1, 3-5, 8-10, 12, 14, 17, 21 & 22, 31, 45 & 46 for year one and year two, (various types, quantities and sizes) and Channing Bete Company, Inc., 1 Community Place, South Deerfield, Massachusetts 01373, to receive line items # 2, 6, 11, 13, 15 & 16, 18-20, 32-43 and 45 for year one and year two, (various types, quantities and sizes) to provide Health Education Promotional Items to the City, whose bids were received on the advertised due date and determined to be the only responsive responsible bidders, in accordance with the bid specifications. The terms of the contracts will be established for a two (2) year term, pursuant to N.J.S.A. 40A:11-3.

2. There shall be no amendment or change of these contracts without the approval of the Municipal Council by resolution.

3. There shall be no advance payment on these contracts in accordance with N.J.S.A. 40A:5-16. Funds for 2016 and subsequent years are contingent upon appropriations pursuant to N.J.A.C. 5:30-5.5(d).

4. These are open-ended contracts to be used as needed during the term of contracts. Thus, for any and all expenditures against these contracts, 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 line(s) NW011, 120, 1203, B2016

NW051, G15, 1208, 8311, B2015

covering the amount of the order. These contracts shall not exceed \$44,000.00 for two (2) years for two (2) vendors.

5. The Supervising Procurement Specialist shall file executed copies of the contracts in the Office of the City Clerk by.

6. If required by State Law, the City Clerk shall provide the appropriate notice of the award of these contracts, 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 authorizes the award of contracts to Business Promo Solutions, L.L.C, 1174 West Chestnut Street, Union, New Jersey 07083 and Channing Bete Company, Inc., 1 Community Place, South Deerfield, Massachusetts 01373, to provide Health Education Promotional Items, to the City of Newark, at a cost not to exceed \$44,000.00 for two (2) years for two (2) vendors.