



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 12-1499, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: Interpretation and Document Translation Services

Entity Name(s)/Address(s): Geneva Worldwide, Inc., 256 West 38th Street, 10th Floor, New York, NY 10018

Contract Amount: \$100,000.00

Funding Source: City of Newark Budget, Department of Administration, Division of Office Services and Police Department/Open-Ended

Contract Period: To be established for a term not exceed two (2) years

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: Ten (10)

Bids received: Two (2)

WHEREAS, on April 24, 2012, the City of Newark through its Purchasing Director advertised to solicit bids for **Interpretation and Document Translation Services**, which the contractor will provide to the City of Newark, for the Department of Administration, Division of Office Services, and the Police Department, usage as described in the attached bid proposal; and

WHEREAS, the Division of Central Purchasing solicited ten (10) prospective vendor (s) from its established bid list, and

WHEREAS, on May 10, 2012, two (2) bids were received in response to this advertisement; and

WHEREAS, the Purchasing Director reviewed and evaluated the bids and recommends that an award be made to Geneva Worldwide, Inc., the lowest responsive and responsible bidder; and

WHEREAS, pursuant to N.J.S.A. 40A: 11-24, the vendor agreed to hold their prices beyond 60 days; 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 Geneva Worldwide, Inc., 256 West 38th St., 10th Fl., New York, N.Y.

10018 , for the provision of Interpretation and Document Translation Services, for the City of Newark, whose bid was received on the above advertised due date and determined to be the lowest responsive and responsible bidder in accordance with the bid specifications. The term of the contract will be established for a two (2) year term; pursuant to N.J.S.A. 40A: 11-3 (b).

2. There shall be no amendment or change of this contract without the approval of the Municipal Council.
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 appropriation; pursuant to N.J.A.C. 5:30-5.5 (d) (2).
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, certification of the availability of sufficient funds, as required by N.J.A.C. 5:30-5.5 (b) (2), shall be incurred each time an order is placed, covering the amount of the service. This contract shall not exceed \$100,000.00 for a two (2) year term.
5. The Purchasing Director shall forthwith file a duly executed copy of this contract in 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 contract is awarded to Geneva Worldwide, Inc., to provide Interpretation and Document Translation Services, at a cost not to exceed \$100,000.00 for a two (2) year term.