



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 18-0740, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide data processing, word processing, and computer supplies

Description: Data Processing, Word Processing, and Computer Supplies

Entity Name(s)/Address(s): 1) Star Data Products, P.O. Box 12, Hewlett, New York 11557; 2) W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

Contract Amount: \$373,000.00

Funding Source: 2018 Budget/Departments of Administration, Engineering, Finance, Health and Community Wellness, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities, and Office of the Mayor

Account Code Line:

NW011-10-101-83030-B2018/Office of the Mayor

NW011-30-303-83030-B2018/Administration/Central Purchasing

NW011-110-1107-83030-B2018/Engineering/Traffic and Signals

NW011-50-501-83030-B2018/Finance/Director's Office

NW011-50-502-83030-B2018/Finance/Accounts and Control

NW011-50-510-83030-B2018/Finance/Assessment

NW011-50-504-83030-B2018/Finance/Treasury

NW011-120-1201-83030-B2018/Health and Community Wellness/Director's Office

NW011-120-120-83030-B2018/ Health and Community Wellness /Environmental Health

NW011-120-1207-83030-B2018/ Health and Community Wellness /Health Planning

NW051-G16-2H6GO-83240-Grant/ Health and Community Wellness /Immunization

NW051-G16/G17-2H640/2H740-83030-Grant/ Health and Community Wellness /Ryan White

NW011-120-1202-83030-B2018/ Health and Community Wellness /Medical Care Services (FQHC)

NW011-120-1208-83030-B2018/ Health and Community Wellness /Surveillance and Prevention

NW011-120-1208-83030-B2018/ Health and Community Wellness /Surveillance and Prevention and Vital Statistics

NW011-190-1904-83010-B2018/Public Safety/Office of Emergency Management NW011-190-1902-83030-B2018/Public Safety/Police

NW011-60-602-83030-B2018/Public Works/Motors

NW011-60-604-83030-B2018/Public Works/Public Buildings

NW011-60-1601-83030-B2018/Recreation, Cultural Affairs and Senior Services

NW037-750-7502-83030-B2018/Water and Sewer Utilities

Contract Period: To be established for a period not to exceed 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

Additional Information:

Advertisement Date: September 19, 2017

Number of Bids Solicited: Five (5)

Number of Bids Received: Three (3)

WHEREAS, on September 19, 2017, the City of Newark, (hereinafter the “City”) through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Data Processing, Word Processing and Computer Supplies to the Departments of Administration, Engineering, Finance, Health and Community Wellness, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services, Water and Sewer Utilities, and the Office of the Mayor, as per the bid proposal attached hereto; and

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

WHEREAS, on October 5, 2017, the Division of Central Purchasing received three (3) bids in response to this advertisement; and

WHEREAS, the Supervising Procurement Specialist, QPA, recommends to award line item contracts to Star Data Products and W.B. Mason Co., Inc., the two lowest responsive responsible bidders based on discount percentage off per line item commodities per year to provide Data Processing, Word Processing and Computer Supplies to the City; and

WHEREAS, this is a multiple award based on line item commodities per year, catalog prices, discount percentage offered, and the User agencies use of the applicable discount to calculate the lowest price offered by vendor per line item commodities per year; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the bidders consented to hold the 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 Star Data Products, Inc., P.O. Box 12, Hewlett, New York 11557 and W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, to provide Data Processing, Word Processing and Computer Supplies to the City; whose bids were received on the advertised due date and determined to be the only responsible and responsive bidders based on discount percentage off per line item commodities per year, in accordance with the bid specifications. The term of the contract will be established for a period not to exceed two (2) years, pursuant to N.J.S.A. 40A:11-15, at a cost not to exceed \$373,000.00 for two (2) vendors.
2. There shall be no amendment or change to this contract without the approval of the Municipal Council by resolution.
3. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A:5-16. Funds for 2018 and subsequent years are contingent upon appropriations, pursuant to N.J.A.C. 5:30-5.5(d).

4. This is an open-ended contract to be used as needed during the term of contract. Thus, for any and all expenditures against this contract 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 the following Account Code lines:

NW011-10-101-83030-B2018/Office of the Mayor
NW011-30-303-83030-B2018/Administration/Central Purchasing,
NW011-110-1107-83030-B2018/Engineering/Traffic and Signals,
NW011-50-501-83030-B2018/Finance/Director's Office
NW011-50-502-83030-B2018/Finance/Accounts and Control
NW011-50-510-83030-B2018/Finance/Assessment
NW011-50-504-83030-B2018/Finance/Treasury
NW011-120-1201-83030-B2018/ Health and Community Wellness /Director's Office
NW011-120-120-83030-B2018/ Health and Community Wellness /Environmental Health
NW011-120-1207-83030-B2018/ Health and Community Wellness /Health Planning
NW051-G16-2H6GO-83240-Grant/ Health and Community Wellness /Immunization
NW051-G16/G17-2H640/2H740-83030-Grant/ Health and Community Wellness /Ryan
White
NW011-120-1202-83030-B2018/ Health and Community Wellness /Medical Care Services
(FQHC)
NW011-120-1208-83030-B2018/ Health and Community Wellness /Surveillance and
Prevention
NW011-120-1208-83030-B2018/ Health and Community Wellness /Surveillance and
Prevention and Vital Statistics
NW011-190-1904-83010-B2018/Public Safety/Office of Emergency Management
NW011-190-1902-83030-B2018/Public Safety/Police
NW011-60-602-83030-B2018/Public Works/Motors
NW011-60-604-83030-B2018/Public Works/Public Buildings
NW011-60-1601-83030-B2018/Recreation, Cultural Affairs and Senior Services
NW037-750-7502-83030-B2018/Water and Sewer Utilities; covering the amount of the
order. This contract shall not exceed \$373,000.00 for a period of two (2) years.

5. A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Supervising Procurement Specialist, QPA.
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 authorizes the Mayor and/or his designee, the Supervising Procurement Specialist, QPA, to enter into a contract with Star Data Products and W.B. Mason Co., Inc., to provide Data Processing, Word Processing and Computer Supplies to the City of Newark, at a cost not to exceed \$375,000.00 for a period established not to exceed two (2) years for two (2) vendors.