



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 21-1017, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide Video Production Services.

Entity Name(s)/Address(s): Interfaith Television Ministries Inc., 1 Gateway Center, Suite 2600, Newark, New Jersey 07102

Contract Amount: Not to exceed \$300,000.00

Funding Source: 2021 Budget/Office of the City Clerk/NW011-020-0201-71280-B2021

Contract Period: To be established for a period not to exceed twenty-four (24) months

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:

This contract will provide the Office of the City Clerk with professional video production services and technical assistance.

Advertisement Date: September 11, 2020

Bid Solicited: Three (3)

Bids Received: Three (3)

WHEREAS, on September 11, 2020 the City of Newark through its Purchasing Agent, QPA, (the "City") advertised to solicit bids for contractor(s) to provide Video Production Services for the Office of the City Clerk, as described in the attached bid proposal; and

WHEREAS, the Division of Central Purchasing distributed three (3) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, the Division of Central Purchasing also published the bid package on the City of Newark's website to provide broader access and download capability to potential bidders; and

WHEREAS, on September 24, 2020, the Division of Central Purchasing received three (3) bids in response to this advertisement; and

WHEREAS, the City Clerk rejected one (1) of the bids as non-responsive for requiring minimum rates on price schedules contrary to the bid specifications; and

WHEREAS, the City Clerk recommended that a single award be made to Interfaith TV Ministries, Inc., 1 Gateway Center, Suite 2600, Newark, New Jersey 07102, the lowest responsive and responsible bidder; and

WHEREAS, the Purchasing Agent, QPA, concurred with the recommendation from the Office

of the City Clerk, that a single award be made to Interfaith TV Ministries, Inc., 1 Gateway Center, Suite 2600, Newark, New Jersey 07102 the lowest responsive and responsible bidder; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding the 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 Business Administrator, are hereby authorized to enter into and execute a contract with Interfaith TV Ministries Inc., 1 Gateway Center Suite 2600, Newark, New Jersey 07104, to provide Video Production Services for the City's Office of the City Clerk, whose bid was received on the 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 period not to exceed twenty-four (24) consecutive months, pursuant to N.J.S.A. 40A:11-15 to commence on the date the contract is executed, at a cost not to exceed Three Hundred Thousand Dollars and Zero Cents (\$300,000.00) for one (1) vendor.
2. There shall be no amendment or change of 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 2020 and subsequent years are contingent upon appropriations, 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, 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 Code Line: 2021 Budget/ Office of the City Clerk NW011-020-0201-71280-B2021. This contract shall not exceed Three Hundred Thousand Dollars and Zero Cents (\$300,000.00) for a period to be established and not to exceed twenty-four (24) consecutive months for one (1) vendor with the start date of the contract commencing upon contract execution.
5. The Purchasing Agent, QPA, shall file a copy of this resolution and the duly executed copy of the 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 Resolution authorizes the Mayor and/or his designee, the Business Administrator, to enter into and execute a contract with Interfaith TV Ministries Inc., 1 Gateway Center Suite 2600 Newark, New Jersey 07104, to provide Video Production Services for the City's Office of the City Clerk at a cost not to exceed Three Hundred Thousand Dollars and Zero Cents (\$300,000.00) for a period to be established and not to exceed twenty-four (24) consecutive months with the start date commencing upon contract execution.