



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 12-0404, Version: 2

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

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

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

**Purpose:** Printing Forms, Checks and Notices

**Entity Name(s)/Address(s):** Moore Wallace North America Inc., RR Donnelley, 15 Seeley Avenue, Piscataway, NJ 08854

**Contract Amount:** Not to exceed \$175,000.00

**Funding Source:** City of Newark Budget/Department of Finance/Open-Ended

**Contract Period:** To be established for a period not to 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: Twelve (12)

Bids received: Four (4)

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WHEREAS, on October 25, 2011, the City of Newark through its Purchasing Director advertised to solicit bids for Printed Forms, Checks and Notices, which the contractor will provide to the City of Newark, for the Department of Finance's usage as described in the attached bid proposal; and

WHEREAS, the Division of Central Purchasing solicited twelve (12) prospective vendor (s) from its established bid list; and

WHEREAS, on November 17, 2011, four (4) bids were received in response to this advertisement; and

WHEREAS, the Department of Finance, reviewed the bids and recommended an award be made to Moore Wallace North America Inc., RR Donnelley; and

WHEREAS, the Purchasing Director concludes from review and evaluation that an award be made to Moore Wallace North America Inc. RR Donnelley, 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 contract with Moore Wallace North America Inc. RR Donnelley, 15 Seeley Ave. Piscataway, NJ 08854, for the provision of Printed Forms, Checks and Notices, 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 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 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, 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 \$175,000.00 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 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 OF INTENT:

This contract is awarded to Moore Wallace North America Inc. RR Donnelley, to provide Printed Forms, Checks and Notices, to the City of Newark, at a cost not to exceed \$175,000.00 for a two (2) year term.