



Legislation Text

File #: 17-0469, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide stock envelopes to the City

Description: Envelopes, Plain Stock

Entity Name(s)/Address(s): Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936

Contract Amount: Amount not to exceed \$209,200.00

Funding Source: 2017 Budget/Departments of Administration, Health and Community Wellness, Engineering, Law, Public Safety, Public Works, Water and Sewer Utilities, the Municipal Courts and the Office of the Mayor

Account Line Code(s):

NW011, 010, 0101, 83010, B2017- Office of the Mayor

NW011, 030, 0301, 83010, B2017- Administration/Office of the Business Administrator

NW011, 030, 0303, 83010, B2017- Administration/Central Purchasing

NW011, 030, 0308, 83010, B2017- Administration/Office Services

NW011, 120, 1201, 83010, B2017- Health and Community Wellness/Directors Office

NW011, 026, GLP, 46540, B2017- Health & Community Wellness / Medical Care Services/FQHC

NW011, 110, 1107, 83010, B2017- Engineering / Traffic and Signals

NW011, 040, 0401, 83010, B2017- Law

NW011, 010, 0107, 71040, B2017- Municipal Courts

NW011, 190, 1903, 83010, B2017- B2016 - Public Safety/Fire

NW011, 190, 1902, 83010, B2017- B2016 - Public Safety/Police

NW011, 060, 0602, 83010, B2017- Public Works/Motors

NW011, 060, 0604, 83010, B2017- Public Works/Public Buildings

NW011, 060, 0601, 83010, B2017- Public Works/Directors Office

NW011, 060, 0603, 83010, B2017- Public Works/Parks and Grounds

NW011, 060, 0605, 83010, B2017- Public Works/Sanitation and Demolition

NW037, 750, 7502, 83010, B2017- Water and Sewer Utilities

Contract Period: To be established for a period not exceeding 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:

Advertised Date February 14, 2017

Bids Solicited: Four (4)

Bids Received: One (1)

WHEREAS, on February 14, 2017, the City of Newark, through its Supervising Procurement Specialist, advertised to solicit bids for contractor(s) to provide, Envelopes, Plain Stock, to the Departments of Administration, Health and Community Wellness, Engineering, Law, Public Safety, Public Works, Water and Sewer Utilities, the Municipal Courts and the Office of the Mayor, as per the

bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed four (4) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on March 2, 2017, the Division of Central Purchasing received one (1) bid in response to this advertisement; and

WHEREAS, the Supervising Procurement Specialist recommends an award be made to Paper Mart, Inc., the only responsive, responsible bidder; 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 a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Envelopes, Plain Stock, to the City, whose bid was received on the advertised due date and determined to be the only responsive, 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:11-15.

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 2016 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 account code lines, NW011, 010, 0101, 83010, B2017- Mayor's Office NW011, 030, 0301, 83010, B2017- Administration/Office of the Business Administrator NW011, 030, 0303, 83010, B2017- Administration/Central Purchasing, NW011, 030, 0308, 83010, B2017- Administration/Office Services

NW011, 120, 1201, 8301, B2017- Health and Community Wellness/Directors Office NW011, 026, GLP, 46540, B2017- Health & Community Wellness/Medical Care Services/FQHC NW011, 110, 1107, 83010, B2017- Engineering/Traffic and Signals NW011, 040, 0401, 83010, B2017- Law NW011, 010, 0107, 7104, B2017- Municipal Courts NW011, 190, 1903, 83010, B2017- B2016 - Public Safety/Fire NW011, 190, 1902, 83010, B2017- B2016 - Public Safety/Police NW011, 060, 0602, 83010, B2017- Public Works/Motors NW011, 060, 0604, 83010, B2017- Public Works/Public Buildings NW011, 060, 0601, 83010, B2017- Public Works/Directors Office NW011, 060, 0603, 83010, B2017- Public Works/Parks and Grounds NW011, 060, 0605, 83010, B2017- Public Works/Sanitation and Demolition NW037, 750, 7502, 83010, B2017- Water and Sewer Utilities, covering the amount of the

order. This contract shall not exceed \$209,200.00 for 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.

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

This resolution authorizes the Mayor and/or his designee, the Supervising Procurement Specialist, to enter into a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Envelopes, Plain Stock, to the City of Newark, at a cost not to exceed \$209,200.00 for two (2) years.