



## Legislation Details (With Text)

**File #:** 13-0931      **Version:** 1      **Name:** Shredding Services for Documents and Various Items (On-Site)  
**Type:** Resolution      **Status:** Filed  
**File created:** 5/13/2013      **In control:** Administration  
**On agenda:** 8/7/2013      **Final action:** 8/7/2013

**Title:** Dept/ Agency: Administration/Division of Central Purchasing  
Action: ☐ Ratifying ☒ Authorizing ☐ Amending  
Type of Service: Bid Contract  
Purpose: Shredding Services for Documents and Various Items (On-Site)  
Entity Name/ Address: Safeguard Document Destruction, Inc., 800 Rike Drive, Millstone Township, New Jersey 08535  
Contract Amount: Not to exceed \$100,000.00 for a two (2) year term  
Funding Source: City of Newark Budget/Office of the City Clerk, Archives/Open-Ended  
Contract Period: To be established for a period not exceed two (2) years  
Contract Basis: ☒ Bid ☐ State Vendor ☐ Prof. Ser. ☐ EUS  
☒ Fair & Open ☐ No Reportable Contributions ☐ RFP ☐ RFQ  
☐ Private Sale ☐ Grant ☐ Sub-recipient ☐ n/a  
Additional Information:  
Bids solicited: Nine (9)  
Bids received: Six (6)

### Sponsors:

### Indexes:

### Code sections:

Date	Ver.	Action By	Action	Result
8/7/2013	1	Municipal Council	Adopt	Pass

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**WHEREAS**, on February 26, 2013, the City of Newark through its Purchasing Director advertised to solicit bids for Shredding Services for Documents and Various Item (On-Site), which the contractor will provide to the City of Newark, for the Office of City Clerk, Archives, usage as described in the

attached bid proposal; and

**WHEREAS**, the Division of Central Purchasing solicited nine (9) prospective vendors from its established bid list; and

**WHEREAS**, on March 14, 2013, six (6) bids were received in response to this advertisement; and

**WHEREAS**, the Purchasing Director concludes from review and evaluation that an award should be made to Safeguard Document Destruction, 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 contract with Safeguard Document Destruction, Inc., 800 Rike Drive, Millstone Township, New Jersey 08535 for the provision of Shredding Services for Documents and Various Items (On-Site), for the City of Newark, Office of the City Clerk, Archives, whose bid was received on the above advertised due date and determined to be the only 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 2013 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, a 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 OF INTENT:

Resolution authorizing award of contract to Safeguard Documents Destruction, Inc., to provide Shredding Services for Documents and Various Items (On-Site), to the City of Newark, at a cost not to exceed \$100,000.00 for a two (2) year term.