



## Legislation Details (With Text)

**File #:** 13-2214      **Version:** 1      **Name:** Office Supplies  
**Type:** Resolution      **Status:** Returned to Administration  
**File created:** 11/18/2013      **In control:** Administration  
**On agenda:** 2/5/2014      **Final action:** 2/6/2014  
**Title:** Dept/ Agency: Administration/Division of Central Purchasing  
Action: ☐ Ratifying ☒ Authorizing ☐ Amending  
Type of Service: Bid Contract(s)  
Purpose: Office Supplies  
Entity Name(s)/Address(s): (1.) CMF Business Supplies, 3622 Kennedy Road, South Plainfield, New Jersey 07080, (2.) W.B. Mason, 535 Secaucus Road, Secaucus, New Jersey 07094  
Contract Amount: Not to Exceed \$607,700.00 for (2) years  
Funding Source: City of Newark Budget/Departments of Administration, Child and Family Well-Being, Engineering, Economic and Housing Development, Finance, Fire, Law, Police, Neighborhood and Recreational Services, Water and Sewer Utilities and Offices of the Mayor and City Clerk  
Contract Period: To be established for a period not to exceed two years  
Contract Basis: ☒ Bid ☐ State Vendor ☐ Prof. Service ☐ EUS  
☐ Fair & Open ☐ No Reportable Contributions ☐ RFP ☐ RFQ  
☐ Private Sale ☐ Grant ☐ Sub-recipient ☐ N/A  
Entity Name/Address:  
Additional Information:  
Bids solicited: Nine (9)  
Bids received: Two (2)

### Sponsors:

### Indexes:

### Code sections:

Date	Ver.	Action By	Action	Result
2/6/2014	1	Municipal Council	Returned to Administration	Pass

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**WHEREAS**, on October 22, 2013, the City of Newark through its Purchasing Director advertised to solicit bids for contractor(s) to provide, **Office Supplies**, to the Departments of Administration, Child and Family Well-Being, Engineering, Economic and Housing Development, Finance, Fire, Law, Police, Neighborhood and Recreational Services, the Water and Sewer Utilities and the Offices of the Mayor and City Clerk as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing distributed nine (9) bid proposal packages to prospective vendors following the date of advertisement; and

**WHEREAS**, on November 7, 2013, two (2) bids were received in response to this advertisement; and

**WHEREAS**, the Purchasing Director recommends a dual award be made to **CMF Business Supplies and W.B. Mason**, based on line items, the only responsive responsible bidders; 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 a contract for **Office Supplies** with CMF Business Supplies, 3622 Kennedy Road., South Plainfield, New Jersey 07080, **to receive line items #14, 16, 18, 23, 25, 28 & 29, 35, 40, 42 & 43, 47 & 48, 50, 69, 76 & 77, 79-81 and 88 for year one and year two, and line item #22 for year one and line #26 for year two (various brands), and W.B. Mason, 535 Secaucus Road., Secaucus, New Jersey 07094 to receive line items #1-13, 15, 17, 19-21, 24, 27, 30-34, 36-39, 41, 44-46, 47, 49, 51-68, 70-75, 78, 82-87, 89-101 for year one and year two, and line item #26 for year one and line #22 for year two(various brands)**, in a dual award, whose bids were received on the advertised due date and determined to be the only responsive responsible bidders, based on line item awards 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:11-3(b).

2. There shall be no amendment or change of this contract without the approval of the City of Newark 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 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 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, covering the amount of the order. This contract shall not exceed \$607,700.00 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 Purchasing Director.

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 contract is awarded to **CMF Business Supplies and W.B. Mason**, to provide **Office Supplies**, to the City of Newark, at a cost not to exceed \$607,700.00 for two (2) years for two (2) vendors.