



Legislation Details (With Text)

File #: 16-1865 **Version:** 1 **Name:** Mailroom Equipment and Maintenance
Type: Resolution **Status:** Adopted
File created: 12/2/2016 **In control:** Administration
On agenda: 3/15/2017 **Final action:** 3/15/2017
Title: Dept/ Agency: Administration/Division of Central Purchasing
Action: ☐ Ratifying ☒ Authorizing ☐ Amending
Type of Service: Use of State Contract(s) T-0200 and all applicable vendors
Purpose: Mail Room Equipment and Maintenance Various State Agencies
Entity Name(s)/Address(s): Garden State Office Systems & Equipment, 115 Campus Drive, Edison, New Jersey 08837-3937
Contract Amount: Amount not to exceed \$222,000.00
Funding Source: 2016 and 2017 Budgets/ Department of Public Safety, Division of Police NW011; 080; 0801; 71020; B2016-B2017 \$192,000.00/ Office of the City Clerk and Municipal Council NW011;020; 0201; 7128; B2017 \$30,000.00
Contract Period: Upon approval by Municipal Council through April 14, 2019
Contract Basis: ☐ Bid ☒ State Vendor ☐ Prof. Ser. ☐ EUS
☐ Fair & Open ☐ No Reportable Contributions ☐ RFP ☐ RFQ
☐ Private Sale ☐ Grant ☐ Sub-recipient ☐ n/a
Additional Information:

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
3/15/2017	1	Municipal Council	Adopt	Pass

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Additional Information:

WHEREAS, the City of Newark, through its Supervising Procurement Specialist, wishes to utilize the Mail Room Equipment and Maintenance Various State Agencies Term Contract #T-0200, to purchase

products from an authorized vendor under the New Jersey Cooperative Purchasing Program 1-NJCP, pursuant to N.J.A.C. 5:34-7.29; and

WHEREAS, the purchase of goods/services by Local contracting units is authorized by Local Public Contracts Law, N.J.S.A. 40A: 11-12; and

WHEREAS, in accordance with N.J.S.A. 40A:11-11(5), N.J.S.A. 52:25-16.1 et seq. and N.J.A.C. 5:34-1.7, all Cooperative Purchasing Program participants are responsible for ensuring that the Purchase Order issued reflects the correct contract item pricing and that payment is processed accordingly. Only the items/services specified in the applicable State contract(s) may be purchased from the contract vendor(s) of record. Cooperative Purchasing participants assume full responsibility for all purchase transactions issued through State contracts, including Purchase Orders, delivery compliance, and payments; and

WHEREAS, the City wishes to utilize the Term Contract # T-0200, Mail Room Equipment and Maintenance Various State Agencies with the following vendor, #41261 Garden State Office Systems & Equipment, 115 Campus Drive, Edison, New Jersey 08837-3937, commencing upon adoption of this resolution by the Municipal Council, upon complete delivery, for a term not to exceed April 14, 2019; and

WHEREAS, the Supervising Procurement Specialist, recommends the utilization of this State contract award on the grounds that it provides Mail Room Equipment and Maintenance as required by the City; and

WHEREAS, usage of this contract for Mail Room Equipment and Maintenance Various State Agencies by the Department of Public Safety, Division of Police and the City Clerk and Municipal Council shall not exceed \$222,000.00; and

WHEREAS, the Chief Financial Officer will certify the availability of funds before orders are placed.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. Pursuant to N.J.S.A. 40A:11-1 et seq., and N.J.A.C. 5:34-7.29, the Supervising Procurement Specialist is authorized to utilize Term Contract # T-0200, Mail Room Equipment and Maintenance Various State Agencies which includes the following vendor: #41261 Garden State Office Systems & Equipment, for the City of Newark, for the period commencing from the adoption of this resolution for a term not to exceed April 14, 2019.
2. All purchases, Purchase Orders and other related documentation shall be in accordance with the relevant State Contract, State of New Jersey Standard Terms and Conditions, Method of Operation and Third Party Agreement/Three Party Agreement (if applicable) as contained in the State Contract Documentations and Agreements.
3. There shall be no amendment of this resolution without the approval of the Municipal Council.
4. There shall be no advance payment on this State contract in accordance with N.J.S.A. 40A: 5-16. Funding is contingent upon appropriation; pursuant to N.J.A.C. 5:30-5.5(c).

5. This contract is awarded as an open ended contract; pursuant to N.J.A.C. 5:30-5.5(d) (2). A certification of the Availability of Funds shall be executed each time a purchase order is placed and charged against this contract. This contract shall not exceed \$222,000.00

6. This contract complies with Local Pay to Play Law, N.J.S.A. 19:44A-20.5 as a State contract award and constitutes a fair and open procedure.

7. 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 Supervising Procurement Specialist to utilize the Term Contract # T-0200, as provided herein, Mail Room Equipment and Maintenance Various State Agencies, which includes an award to Garden State Office Systems & Equipment, for the period commencing from the adoption of this resolution by Municipal Council of the City of Newark, for a term not to exceed April 14, 2019, at a cost not to exceed \$222,000.00