



Legislation Details (With Text)

File #: 18-0921 **Version:** 1 **Name:** Shared Services Agreement for Office Services (hereinafter "Office Services") has its principal place of business located at 295 Halsey Street, Newark, New Jersey; and

Type: Resolution **Status:** Adopted

File created: 6/8/2018 **In control:** Administration

On agenda: 7/11/2018 **Final action:** 7/11/2018

Title: Dept/ Agency: Administration/ Office of the Business Administrator
Action: () Ratifying (X) Authorizing () Amending
Type of Service: Exception to Public Bidding - Agreement with Governmental Entity
Purpose: Authorizing a Shared Services Agreement between: (1) The City of Newark and Essex County Municipalities and; (2) The City of Newark and the Newark Board of Education and Its Charter Schools.
Entity Name: City of Newark Department of Administration, Division of Office Services
Entity Address: 295 Halsey Street, Newark, New Jersey 07102
Contract Amount: 0
Funding Source: N/A
Contract Period: N/A
Contract Basis: () Bid () State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient (X) n/a
Additional Information:
Offering copying, printing and signage services, at cost, to Local Units, the Board of Education and its Charter Schools; Revenue generating legislation.

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
7/11/2018	1	Municipal Council	Adopt	Pass

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WHEREAS, the Department of Administration, Division of Office Services (hereinafter “Office Services”) has its principal place of business located at 295 Halsey Street, Newark, New Jersey; and

WHEREAS, Office Services offers and provides for, the copying and printing of documents, forms, brochures, booklets, newsletters, letterhead and other materials which are used by all City departments and the Governing Body for advertising and the printing and publication of many other important items necessary to keep the public informed (“Copying, Printing and Signage Services”); and

WHEREAS, the City desires to extend its Copying, Printing and Signage Services to all Local Units within the County of Essex and to the Newark Board of Education and its Charter Schools which may request such services through the Common Sense Shared Services Pilot Program Act, N.J.S.A. 40A:65-4.1, et seq.; and

WHEREAS, the main purpose of this Shared Services Agreement is to offer a Local Unit the opportunity to utilize the Copying, Printing and Signage Services offered by the Division of Office Services for a Local Unit’s; and

WHEREAS, the Division of Office Services shall offer its Copying, Printing and Signage Services at an “at-cost” charge per order, and for a minimum term of two (2) years; and

WHEREAS, the Division of Office Services shall provide Copying, Printing and Signage Services at no additional cost, expense or manpower to the City.

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

1. The Business Administrator, through the Division of Office Services is authorized to offer its Copying, Printing and Signage Services to all Essex County Local Units, including the Newark Board of Education and its Charter Schools.
2. The Business Administrator, through the Division of Office Services is authorized to execute shared services agreements substantially in the form attached, upon request by the Local Unit, including the Newark Board of Education and its Charter Schools.
3. The Business Administrator and/or the Manager of the Division of Office Services shall file with the City Clerk a copy of this Resolution and the Shared Services Agreement form.

4. Pursuant to N.J.S.A. 40A:65-4(b), the Business Administrator and/or the Manager of the Division of Office Services shall file with the City Clerk as well as each the Division of Local Government Services in the New Jersey Department of Community Affairs a copy of each executed Shared Services Agreement.
5. Each executed Shared Services Agreement shall comply with NJSA 40A:65-7.

STATEMENT

This resolution authorizes the Business Administrator through the Division of Office Services, to offer its Copying, Printing and Signage Services to all Essex County Local Units, including the Newark Board of Education and its Charter Schools, and to execute the attached Shared Services Agreement between the City of Newark and municipalities of the County of Essex and between the City of Newark and the Newark Board of Education and its Charter Schools.