



## Legislation Details (With Text)

<b>File #:</b>	18-0768	<b>Version:</b>	1	<b>Name:</b>	Office Supplies
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Adopted:</b>	Adopted
<b>File created:</b>	5/15/2018	<b>In control:</b>		<b>Administration:</b>	Administration
<b>On agenda:</b>	8/8/2018	<b>Final action:</b>		<b>8/8/2018:</b>	8/8/2018
<b>Title:</b>	<p>Dept/ Agency: Administration/Division of Central Purchasing Action: ( ) Ratifying (X) Authorizing ( ) Amending Type of Service: Bid Contract(s) Purpose: To provide office equipment and supplies to the City Description: Office Supplies Entity Name(s)/Address(s): 1) C.M.F. Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080; 2) Star Data Products, Inc., PO Box 12, Hewlett, New York 11557; and 3) W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 Contract Amount: \$844,000.00 Funding Source: 2018 Budget/Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Law; Municipal Court; Newark Works; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; and Offices of the Mayor, Municipal Council and Office of the City Clerk Account Code Line: NW011-10-101-83010-B2018 Office of the Mayor NW011-30-301-83010-B2018 Office of the Business Administrator NW011-30-308-83010-B2018 Office Services NW011-30-303-83010-B2018 Administration/Central Purchasing NW011-30-310-83010-B2018 Administration/Communications NW011-30-310-83150-B2018 Administration/Communications NW011-30-310-83870-B2018 Administration/Communications NW011-30-302-83010-B2018 Administration/Office of Management and Budget NW011-30-308-83010-B2018 Administration/Office Services NW011-20-201-83010-B2018 Office of the City Clerk and I Council NW011-150-1504-83010-B2018 Economic and Housing Development NW011-150-1506-83010-B2018 Economic and Housing Development/Office of Boards and Commissions NW011-110-1101-83010-B2018 Engineering/Director's Office NW011-50-501-83010-B2018 Finance/Director's Office NW011-50-502-83010-B2018 Finance/Accounts and Controls NW011-50-510-83010-B2018 Finance/Assessment NW011-50-509-83010-B2018 Finance/Tax Abatement and Special Taxes NW011-50-504-83010-B2018 Finance/Treasury NW011-120-1201-83010-B2018 Health and Community Wellness/Director's Office NW011-G17-H17AO-83010-Grant Health and Community Wellness/Environmental Health NW051-G17- 2H7KO-83010-Grant Health and Community Wellness/Health Planning NW011-120-1201-83010-B2018 Health and Community Wellness/Health Planning NW051-G17-H27PO-83010-Grant Health and Community Wellness/Medical Care Services (FQHC) NW011-120-1201-83010-B2018 Health and Community Wellness/ Medical Care Services (FQHC) NW011-120-1208-83010-B2018 Health and Community Wellness/Surveillance and Prevention NW051-G17- 2H7QO-83010-Grant Health and Community Wellness/Surveillance and Prevention and Immunization NW011-40-401-83010-B2018 Law NW011-10-107-83010-B2018 Municipal Court NW051-G17- M17E0-83010-Grant Newark Works NW051-G17-M17H0-83010-Grant Newark Works NW051-G17-M17J0 -83010-Grant Newark Works NW051-G17-M17K0-83010-Grant Newark Works</p>				

NW051-G17- M17P0-83010-Grant Newark Works  
 NW011-190-1904-83010-B2018 Public Safety/Office of Emergency Management NW011-190-1903-83010-B2018 Public Safety/Fire  
 NW011-190-1902-83010-B2018 Public Safety/Police  
 NW011-190-1901-83010-B2018 Public Safety/Police/Taxicabs  
 NW011-60-601-83010-B2018 Public Works/Director's Office  
 NW037-60-602-83010-B2018 Public Works/Motors  
 NW011-60-603-83010-B2018 Public Works/Parks and Grounds  
 NW011-60-604-83010-B2018 Public Works/Public Buildings  
 NW011-60-605-83010-B2018 Public Works/Sanitation/Demolition  
 NW011-60-1601-83010-B2018 Recreation, Cultural Affairs and Senior Services  
 NW011-60-1601-83030-B2018 Recreation, Cultural Affairs and Senior Services  
 NW011-60-1606-83840-B2018 Recreation, Cultural Affairs and Senior Services  
 NW037-750-7502-83010-B2018 Water and Sewer Utilities  
 NW037-750-7501-83010-B2018 Water and Sewer Utilities/Billing and Customer Services  
 NW037-800-8002-83010-B2018 Water and Sewer Utilities/Billing and Customer Services  
 Contract Period: To be established for a period not to exceed two (2) years  
 Contract Basis: (X) Bid ( ) State Vendor ( ) Prof. Ser. ( ) EUS  
 (X) Fair & Open ( ) No Reportable Contributions ( ) RFP ( ) RFQ  
 ( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) N/A  
 Additional Information:  
 Advertisement Date: October 31, 2017  
 Number of Bids Solicited: Seven (7)  
 Number of Bids Received: Three (3)

**Sponsors:** Council of the Whole

**Indexes:**

**Code sections:**

Date	Ver.	Action By	Action	Result
8/8/2018	1	Municipal Council	Adopt	Pass

**Dept/ Agency:** Administration/Division of Central Purchasing

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

**Type of Service:** Bid Contract(s)

**Purpose:** To provide office equipment and supplies to the City

**Description:** Office Supplies

**Entity Name(s)/Address(s):** 1) C.M.F. Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080; 2) Star Data Products, Inc., PO Box 12, Hewlett, New York 11557; and 3) W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

**Contract Amount:** \$844,000.00

**Funding Source:** 2018 Budget/Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Law; Municipal Court; Newark Works; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; and Offices of the Mayor, Municipal Council and Office of the City Clerk

**Account Code Line:**

NW011-10-101-83010-B2018 Office of the Mayor  
 NW011-30-301-83010-B2018 Office of the Business Administrator  
 NW011-30-308-83010-B2018 Office Services  
 NW011-30-303-83010-B2018 Administration/Central Purchasing  
 NW011-30-310-83010-B2018 Administration/Communications  
 NW011-30-310-83150-B2018 Administration/Communications  
 NW011-30-310-83870-B2018 Administration/Communications  
 NW011-30-302-83010-B2018 Administration/Office of Management and Budget

NW011-30-308-83010-B2018 Administration/Office Services  
NW011-20-201-83010-B2018 Office of the City Clerk and I Council  
NW011-150-1504-83010-B2018 Economic and Housing Development NW011-150-1506-83010-B2018 Economic and Housing Development/Office of Boards and Commissions  
NW011-110-1101-83010-B2018 Engineering/Director's Office  
NW011-50-501-83010-B2018 Finance/Director's Office  
NW011-50-502-83010-B2018 Finance/Accounts and Controls  
NW011-50-510-83010-B2018 Finance/Assessment  
NW011-50-509-83010-B2018 Finance/Tax Abatement and Special Taxes  
NW011-50-504-83010-B2018 Finance/Treasury  
NW011-120-1201-83010-B2018 Health and Community Wellness/Director's Office  
NW011-G17-H17AO-83010-Grant Health and Community Wellness/Environmental Health  
NW051-G17-2H7KO-83010-Grant Health and Community Wellness/Health Planning  
NW011-120-1201-83010-B2018 Health and Community Wellness/Health Planning  
NW051-G17-H27PO-83010-Grant Health and Community Wellness/Medical Care Services (FQHC)  
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NW051-G17-2H7QO-83010-Grant Health and Community Wellness/Surveillance and Prevention and Immunization  
NW011-40-401-83010-B2018 Law  
NW011-10-107-83010-B2018 Municipal Court  
NW051-G17-M17E0-83010-Grant Newark Works  
NW051-G17-M17H0-83010-Grant Newark Works  
NW051-G17-M17J0 -83010-Grant Newark Works  
NW051-G17-M17K0-83010-Grant Newark Works  
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NW011-190-1901-83010-B2018 Public Safety/Police/Taxicabs  
NW011-60-601-83010-B2018 Public Works/Director's Office  
NW037-60-602-83010-B2018 Public Works/Motors  
NW011-60-603-83010-B2018 Public Works/Parks and Grounds  
NW011-60-604-83010-B2018 Public Works/Public Buildings  
NW011-60-605-83010-B2018 Public Works/Sanitation/Demolition  
NW011-60-1601-83010-B2018 Recreation, Cultural Affairs and Senior Services  
NW011-60-1601-83030-B2018 Recreation, Cultural Affairs and Senior Services  
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**Contract Period:** To be established for a period not to exceed two (2) years  
**Contract Basis:** (X ) Bid ( ) State Vendor ( ) Prof. Ser. ( ) EUS  
(X ) Fair & Open ( ) No Reportable Contributions ( ) RFP ( ) RFQ  
( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) N/A  
**Additional Information:**  
Advertisement Date: October 31, 2017  
Number of Bids Solicited: Seven (7)  
Number of Bids Received: Three (3)

**WHEREAS**, on October 31, 2017, the City of Newark, through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Office Supplies to the Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Law; Municipal Court; Newark Works; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; Office of the Mayor, Office of the City Clerk and Municipal Council, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing also distributed seven (7) bid proposal packages to the prospective vendors following the date of advertisement; and

**WHEREAS**, on November 16, 2017, three (3) bids were received in response to this advertisement; and

**WHEREAS**, the Supervising Procurement Specialist, QPA, recommends to award line item contracts to C.M.F. Business Supplies, Star Data Products, and W.B. Mason Co., the only responsive and responsible bidders to provide Office Supplies to the City of Newark; and

**WHEREAS**, this is a multiple award based on line items, catalog prices, discount percentage offered, and the User agencies use of the applicable discount to calculate the lowest price offered by vendor per line item; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the bidders consented to holding prices bid for consideration, until such time as an award is made, as the law permits; 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, QPA, are hereby authorized to enter into a contract with C.M.F. Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080 (various brands, sizes and types) for years one and two; Star Data Products, Inc., PO Box 12, Hewlett, New York 11557 (various brands, sizes and types) for years one and two; and W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 (various brands, sizes and types) for years one and two to provide Office Supplies, whose bids were received on the advertised due date and determined to be the only responsive and responsible bidders in accordance with the bid specifications. The term of the contract will be established for a period not to exceed two (2) years, for three (3) vendors, pursuant to N.J.S.A. 40A:11-115.

2. There shall be no amendment or change to 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 2018 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 for the following Account Code lines: NW011-10-101-

83010-b2018 Office of the Mayor

NW011-30-301-83010-B2018 Office of the Business Administrator

NW011-30-308-83010-B2018 Office Services

NW011-30-303-83010-B2018 Administration/Central Purchasing

NW011-30-310-83010-B2018 Administration/Communications

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83010-B2018 Administration/Office Services

NW011-20-201-83010-B2018 Office of the City Clerk and Council

NW011-150-1504-83010-B2018 Economic and Housing Development/Property Management

NW011-150-1506-83010-B2018 Economic and Housing Development /Office of Boards and Commissions

NW011-110-1101-83010-B2018 Engineering/Director's Office

NW011-50-501-83010-B2018 Finance/Director's Office

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NW051-G17-2H7KO-83010-Grant Health and Community Wellness /Health Planning

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NW037-750-7501-83010-B2018 Water and Sewer Utilities/Billing and Customer Services

NW037-800-8002-83010-B2018 Water and Sewer Utilities/Billing and Customer Services, covering the amount of the order. This contract shall not exceed \$844,000.00 for a period not to exceed two (2) years for three (3) vendors.

A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Supervising Procurement Specialist, QPA.

If required by the 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**

This contract is a multiple award to C.M.F. Business Supplies, Inc.; Star Data Products, Inc.; and W.B. Mason Co., Inc., to provide Office Supplies to the City of Newark, at a cost not to exceed \$844,000.00 for a period to be established not to exceed two (2) years for three (3) vendors.