



Legislation Details (With Text)

File #: 19-0611 **Version:** 1 **Name:** Printed Forms: Checks and Notices
Type: Resolution **Status:** Adopted
File created: 4/4/2019 **In control:** Administration
On agenda: 7/10/2019 **Final action:** 7/10/2019
Title: Dept/ Agency: Administration/Division of Central Purchasing
Action: () Ratifying (X) Authorizing () Amending
Type of Service: Bid Contract(s)
Purpose: To provide printing services of forms for checks and notices to the City for the Departments of Finance and Water and Sewer Utilities
Description: Printed Forms: Checks and Notices
Entity Name(s)/Address(s):
1. Concept Printing, Inc., 40 Lydecker Street, Nyack New York 10960
2. Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004
Contract Amount: \$289,000.00
Funding Source: 2019/Budget/Department of Finance/NW011-050-0501-71040-B2019, Department of Finance/Divisions of Revenue and Collections/ NW011-050-0505-71040-B2019, Department of Water and Sewer Utilities/ NW011-037-750-7501- 83120 -B2019 and Department of Water and Sewer Utilities, Division of Billing and Customer Service/NW011-038-800-8002-83120-B2019
Contract Period: To be established for a period not to exceed two (2) years, pursuant to N.J.S.A. 40A:11-15
Contract Basis: (X) Bid () State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient () N/A
Additional Information:
1st Advertisement Date: June 12, 2018
Bids Solicited: Eleven (11)
Bids Received: Four (4)

2nd Advertisement Date: January 15, 2019
Bids Solicited: Five (5)
Bids Received: Two (2)
Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
7/10/2019	1	Municipal Council	Adopt	Pass

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2nd Advertisement Date: January 15, 2019

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WHEREAS, on June 12, 2018, the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for contractor(s) to provide Printed Forms of Checks and Notices, to the Departments of Finance and Water and Sewer Utilities, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed eleven (11) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on June 28, 2018, four (4) bids were received in response to this advertisement; and

WHEREAS, the Department of Finance Division of Revenue Collections recommended that an award be made to Drew & Rogers, Inc., located at 30 Plymouth Street, Fairfield, New Jersey, 07004, one of the responsive, responsible bidders; and

WHEREAS, during the resolution submission review it was determined by Corporation Counsel that the recommended awarded vendor, Drew & Rogers was not the overall lowest responsive, responsive bidder and the bids should be rejected and re-advertised; and

WHEREAS, on January 15, 2019, the City of Newark through its Purchasing Agent, QPA, re-advertised to solicit bids for contractor(s) to provide Printed Forms of Checks and Notices, to the Departments of Finance and Water and Sewer Utilities, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed five (5) bid proposal packages to prospective vendors following the date of advertisement; and

WHEREAS, on January 31, 2019, two (2) bids were received in response to this advertisement; and

WHEREAS, the Department of Finance Division of Revenue Collections and the Department of Water and Sewers Utilities recommended that a dual award be made to 1.) Concept Printing, Inc.,

located at 40 Lydecker Street, Nyack, New York 10960 and 2.) Drew & Rogers Inc., 30 Plymouth Street, Fairfield, New Jersey 07004, the responsive, responsible bidders; and

WHEREAS, the Purchasing Agent, QPA, concurred with the recommendation from the Department of Finance/Division of Revenue Collections and the Department of Water and Sewer Utilities that an award be made to Concept Printing, Inc. and Drew & Rogers, Inc.; 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 Purchasing Agent, QPA, are authorized to enter into a dual contract with Concept Printing, Inc. 40 Lydecker Street, Nyack, New York 10960, to receive line items #1, 5, 7, 8, 9, 10 and 11 for year one and year two 2.) and Drew & Rogers, Inc., 30 Plymouth Street, Fairfield, New Jersey 07004 to receive line items #2, 3, 4, 6, 12, 13 and 14 for year one and year two to provide Printed Forms of Checks and Notices to the City, whose bids were received on the advertised due date and determined to be the only responsive, responsible bidders, in accordance with the bid specifications. The term of the contract will be established for a period not to exceed a two (2) year term, pursuant to N.J.S.A. 40A:11-15, at a cost not to exceed Two Hundred Eighty-Nine Thousand Dollars and Zero Cents (\$289,000.00) for two (2) vendors.

2. There shall be no amendment or change of 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, from account code lines, Department of Finance / NW011-050-0501-71040-B2019, Department of Finance/Divisions of Revenue and Collections/ NW011-050-0505-71040-B2019, Department of Water and Sewer Utilities/ NW011-037-750-7501- 83120 -B2019 and Department of Water and Sewer Utilities/ NW011-038-800-8002-83120-B2019/Water and Sewer Utilities/Division of Billing and Customer Service, covering the amount of the order. This contract shall not exceed Two Hundred Eighty-Nine Thousand Dollars and Zero Cents (\$289,000.00) for a period to be established not to exceed two (2) years.

5. A duly executed copy of the contract shall be filed in the Office of the City Clerk by the Purchasing Agent, QPA.

6. 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 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 Mayor and/or his designee, the Purchasing Agent, QPA, to enter into a dual contract with Concept Printing, Inc. and Drew & Rogers, Inc., to provide Printed Forms of Checks and Notices for the City of Newark at a cost not to exceed Two Hundred Eighty-Nine Thousand Dollars and Zero Cents (\$289,000.00) for a period not to exceed two (2) years.