Legislation Details (With Text)

File #:	22-0683	**Version:** 1	**Name:**	Resolution: Bid Contract - Data Processing, Word Processing and Computer Supplies
Type:	Resolution		**Status:**	Adopted
File created:	5/4/2022		**In control:**	Administration
On agenda:	11/2/2022		**Final action:**	11/2/2022

Title: Dept/ Agency: Administration/Division of Central Purchasing
Action: ( ) Ratifying (X) Authorizing ( ) Amending
Type of Service: Bid Contract(s)
Purpose: To purchase Data Processing, Word Processing and Computer Supplies.
Entity Name(s)/Address(s): Star Data Products Corporation, 1245 Hewlett Plaza, Hewlett, New York, New York 11557 (P.O. Box 12, Hewlett, New York, New York 11557)
Contract Amount: Not to exceed $491,202.00
Funding Source: 2022 Budget/Department of Administration, Division of Central Purchasing/NW011-030-0303-8330-B2022/Department of Administration, Division of Office Services/NW011-030-0308-8303-B2022/Department of Economic and Housing Development, Office of the Boards/NW011-150-1506-83030-B2022/Department of Engineering/Director's Office/NW011-110-1101-83010-B2022/Department of Engineering, Division of Traffic and Signals/NW011-110-1107-83030-B2022/Department of Finance, Accounts and Control/NW011-050-0502-83030-B2022 and NW011-050-0501-83030-B2022/Department of Finance, Division of Revenue and Collections/NW011-050-0505-83030-B2022/Department of Finance, Division of Tax Assessment/NW011-050-0510-83030-B2022/Department Health and Community Wellness, Division of Environmental Health/NW051-G20-H20Q0-8303 and NW051-G20-H210-8303/Department of Health and Community Wellness, Division of Surveillance and Preventions/NW011-120-1208-83030-B2022/Department of Health and Community Wellness, Division of Immunization/NW051-G21-2H218-83030-Immunization Grant/Department of Health and Community Wellness, Division of Social Services/NW011-120-1205-83870-B2022/Department of Public Safety, Division of Office of Emergency Management/NW011-190-1904-83030-B2022/Department of Public Safety, Division of Police/NW011-190-1902-83030-B2022/Department of Public Works, Director's Office/NW011-060-0601-83030-B2022/Department of Public Works, Division of Motors/NW011-060-0602-83030-B2022/Department of Public Works, Division of Public Buildings/NW011-060-0604-83010-B2022/Department of Recreation, Cultural Affairs and Senior Services, Director's Office/NW011-160-1601-83030-B2022/Department of Water and Sewer Utilities/NW037-750-7502-83030-B2022 and the Office of the Mayor/Mayor's Office/NW011-010-0101-83010-B2022
Contract Period: To be established for a period not to exceed twenty-four (24) consecutive months commencing upon fully executed contract
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:
Advertisement: September 11, 2020
Bids Solicited: Seven (7)
Bid Received: Three (3)
Bids Rejected: Two (2)

This contract will provide Data Processing, Word Processing and Computer Supplies for the Departments of Administration, Economic and Housing Development, Engineering, Finance, Health and Community Wellness, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services, Water and Sewer Utilities and the Office of the Mayor.

Sponsors: Council of the Whole

Indexes:

Code sections:

Date	Ver.	Action By	Action	Result
11/2/2022	1	Municipal Council	Adopt	Pass

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Additional Information:
Advertisement: September 11, 2020
Bids Solicited: Seven (7)
Bid Received: Three (3)
Bids Rejected: Two (2)

This contract will provide Data Processing, Word Processing and Computer Supplies for the Departments of Administration, Economic and Housing Development, Engineering, Finance, Health and Community Wellness, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services, Water and Sewer Utilities and the Office of the Mayor.

WHEREAS, on September 11, 2020, the City of Newark through its Qualified Purchasing

Agent, QPA (the "City"), advertised to solicit bids for contractors to provide Data Processing, Word Processing and Computer Supplies for the Departments of Administration, Division of Central Purchasing, Department of Administration, Division of Office Services, Department of Economic and Housing Development, Office of the Boards, Department of Engineering, Director's Office, Department of Engineering, Division of Traffic and Signals, Department of Finance, Accounts and Control, Department of Finance, Division of Revenue and Collections, Department of Finance, Division of Tax Assessment, Department of Health and Community Wellness, Divisions of Surveillance and Prevention, Division of Environmental Health, Division of Social Services, Department of Public Safety, Divisions of Office of Emergency Management, Division of Police, Department of Public Works, Director's Office, Divisions of Motors, Public Buildings, Department of Recreation, Cultural Affairs and Senior Services, Directors Office, Department of Water and Sewer Utilities and the Office of the Mayor, as described in the attached bid proposal; and

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

WHEREAS, the Division of Central Purchasing also published the bid package on the City of Newark's website to provide broader access and download capability to potential bidders; and

WHEREAS, on September 24, 2020, the Division of Central Purchasing received three (3) bids in response to this advertisement; and

WHEREAS, one (1) bid was deemed non-responsive due to non-submission of the required catalog request; and

WHEREAS, one (1) bid was deemed non-responsive due to quantity changes made from 1 to 20 by vendor as indicated on the USB digital catalog submitted with bid, and

WHEREAS, the Qualified Purchasing Agent, QPA, recommends that an award be made to: Star Data Products Corporation, the highest discount off per line item commodity per brand and being the responsive and responsible bidder to provide Data Processing, Word Processing and Computer Supplies to the City; and

WHEREAS, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding their bid beyond sixty (60) days; and

WHEREAS, pursuant to N.J.S.A. 19:44A20.5 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 of the City of Newark and/or his designee, the Business Administrator, are hereby authorized to enter into and execute a contract with Star Data Products Corporation, 1245 Hewlett Plaza, Hewlett, New York, New York 11557 (P.O. Box 12, Hewlett, New York, New York 11557) to receive line items #1, 2 and 3, for year one and year two, to provide Data Processing, Word Processing and Computer Supplies for the City of Newark, to the City, whose bid was received on the advertised due date and determined to be the highest discount off per line item commodity per brand per year and being a responsive and responsible bidder. The term of the contract will

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be established pursuant to N.J.S.A. 40A:11-15 for twenty-four (24) consecutive months commencing upon fully executed contract.

2. There shall be no amendment or change of this contract without the approval of the Municipal Council.

3. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A:5-16. Funds for 2022 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 the 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 Line: NW011-030-0303-83010-B2020/Department of Administration, Division of Central Purchasing-B2020, NW011-030-0308-8303-B2020/Department of Administration, Division of Office Services, NW011-150-1506-8303-B2020/Department of Economic and Housing Development, Office of the Boards, NW011, 110-1101-83010-B2020/Department of Engineering, Director's Office, NW011-110-1107-83030-B2020/Department of Engineering, Division of Traffic and Signals, NW011-050-0502-83603-B2020/Department of Finance, Accounts and Control,
NW011-050-0505-83030-B2020/Department of Finance, Division of Revenue and Collections, NW011-050-0510-83030-B2020/Department of Finance, Division of Tax Assessment, NW011-120-1208-83030-B2020/Department of Health and Community Wellness, Division of Surveillance and Prevention, NW051-G20-HOQ0-Immunization Grant EPID21IMM008, Department of Health and Community Wellness, Division of Immunization and Surveillance and Prevention, NW011-120-1203-83030-B2020/Department of Health and Community Wellness, Division of Environmental Health, NW011-120-1205-8303-B2020/Department of Health and Community Wellness, Division of Social Services, NW011-190-1904-83030-B2020/Department of Public Safety, Division of Office of Emergency Management, NW011-190-1902-83030-B2020/Department of Public Safety, Division of Police, NW011-060-0601-83030-B2020/Department of Public Works, Director's Office, NW011-060-0602-83030-B2020/Department of Public Works, Division of Motors, NW011-060-0604-83030-B2020/Department of Public Works, Division of Public Buildings, NW011-160-1601-83030-B2020/Department of Recreation, Cultural Affairs and Senior Services, Director's Office, NW037-750-7502-83030-B2020/Department of Water and Sewer Utilities, NW011-010-0101-83010-B2020/Office of the Mayor, covering the amount of the order. This contract amount shall not exceed Four Hundred Ninety-One Thousand, Two Hundred Two Dollars and Zero Cents ($491,202.00) for twenty-four (24) consecutive months for one (1) vendor.

5. The Qualified Purchasing Agent, QPA, shall file a duly executed copy of this contract in the Office of the City Clerk.

6. If required by State Law, the Acting 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 Resolution authorizes the Mayor of the City of Newark and/or his designee, and the Business Administrator, to enter into and execute a contract with Star Data Products Corporation, 1245 Hewlett Plaza, Hewlett, New York, New York 11557 (P.O. Box 12, Hewlett, New York, New York 11557), to provide Data Processing, Word Processing and Computer Supplies to the City of Newark, for a period of twenty-four (24) consecutive months, for an amount not to exceed $491,202.00 for one (1) vendor.