



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 14-1581, Version: 1

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

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

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

**Purpose:** Envelopes, Plain Stock

**Entity Name(s)/Address(s):** (1) Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, (2) W.B. Mason, 535 Secaucus Road, Secaucus, New Jersey. 07094

**Contract Amount:** \$57,800.00

**Funding Source:** City of Newark Budget/ Departments of Administration, Engineering and Police

**Contract Period:** To be established for a period not to exceed two years

**Contract Basis:** (X) Bid ( ) State Vendor ( ) Prof. Ser. ( ) EUS

( ) Fair & Open ( ) No Reportable Contributions ( ) RFP ( ) RFQ

( ) Private Sale ( ) Grant ( ) Sub-recipient ( ) n/a

**Entity Name/Address:**

**Additional Information:**

Bids Solicited: Three (3)

Invitations Solicited: Six (6)

Bids Received: Two (2)

**Deferred to Special Meeting 7R1-t 110614**

**WHEREAS**, on July 30, 2014, the City of Newark through its Purchasing Director advertised to solicit bids for contractor(s) to provide, **Envelopes, Plain Stock**, to the Departments of Administration, Engineering and Police, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing distributed three (3) bid proposal packages and six (6) bid invitations to the prospective vendors following the date of advertisement; and

**WHEREAS**, on August 21, 2014, two (2) bids were received in response to this advertisement; and

**WHEREAS**, the Purchasing Director recommends a line item award be made to **Paper Mart, Inc. and W.B. Mason**, the only responsive responsible bidders; and

**WHEREAS**, pursuant to N.J.S.A.40A:11-24, the selected responsible bidders consented to hold prices until such time as an award is made; 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 Director, are hereby authorized to enter

into a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 , to receive item #3 for year one and line items #1, 2, & 4 (various sizes & weights) for year one and year two, and W.B. Mason, 535 Secaucus Road, Secaucus, New Jersey 07094, to receive line item #3 (various sizes & weights) for year two only, to provide Envelopes, Plain Stock, to the City, whose bids were received on the advertised due date and determined to be the only responsive responsible bidders, based on line item awards in accordance with the bid specifications. The term of the contract will be established for a two (2) year term, pursuant to N.J.S.A.40A:11-3(b).

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 2014 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 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, covering the amount of the order. This contract shall not exceed \$57,800.00 for two (2) years.

5. A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Purchasing Director.

6. 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 contract is awarded to **Paper Mart, Inc. and W.B. Mason**, to provide Envelopes, Plain Stock, to the City of Newark, at a cost not to exceed \$57,800.00 for two (2) years for two (2) vendors.