



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 14-1107, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: Data Processing, Word Processing & Computer Supplies

Entity Name(s)/Address(s): W.B. Mason, 535 Secaucus Road, Secaucus, New Jersey 007094

Contract Amount: \$380,850.00

Funding Source: City of Newark Budget/ the Offices of the Mayor, Office of Boards, Office of the City Clerk, the Departments of Administration, Health and Community Wellness, Economic and Housing Development, Engineering, Finance, Fire, Law, Police, Neighborhood and Recreational Services and Water and Sewer Utilities

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: Four (4)

Invitations to bids solicited: Seven (7)

Bids received: Three (3)

WHEREAS, on June 24, 2014, the City of Newark through its Purchasing Director advertised to solicit bids for contractor(s) to provide, **Data Processing, Word Processing & Computer Supplies**, to the Offices of the Mayor, Office of Boards and Office of the City Clerk, and the Departments of Administration, Health and Community Wellness, Economic and Housing Development, Engineering, Finance, Fire, Law, Police, Neighborhood and Recreational Services and Water and Sewer Utilities, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing distributed four (4) bid proposal packages and seven (7) bid invitations to prospective vendors following the date of advertisement; and

WHEREAS, on July 10, 2014, three (3) bids were received in response to this advertisement; and

WHEREAS, the Purchasing Director recommends an award be made to **W.B. Mason**, the responsive and responsible bidder offering the highest discount off prices; 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 **W.B. Mason, 535 Secaucus Road, Secaucus, New Jersey 07094**, to provide Data Processing, Word Processing & Computer Supplies, to the City, whose bid was received on the advertised due date and determined to offer the highest discount off brands indicated on the price schedules, and 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 \$380,850.00 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 **W.B. Mason**, to provide **Data Processing, Word Processing & Computer Supplies**, to the City of Newark, at a cost not to exceed \$380,850.00 for two (2) years.