



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 15-1707, Version: 1

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

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

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

**Purpose:** Fax Machine Cartridges

**Description:** Data Supplies

**Entity Name(s)/Address(s):** 1.) Star Data Products, P.O. Box 688, 175 East Main Street., Ramsey, New Jersey 07446, 2.) W.B. Mason Co. Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

**Contract Amount:** \$69,800.00

**Funding Source:** City of Newark Budget/Departments of Administration, Engineering, Health and Community Wellness, Municipal Courts, Police, Water and Sewer Utilities Office of the City Clerk and Office of Management and Budget

**Funding Account Codes:** NW011-72120, 72140, 83010, 8303, 83030, 83020  
NW037- 83030

**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: Eight (8)

Bids received: Two (2)

**WHEREAS**, on July 21, 2015, the City of Newark through its Purchasing Director advertised to solicit bids for contractor(s) to provide, Fax Machine Cartridges to the Departments of Administration, Engineering, Health and Community Wellness, Municipal Courts, Police, Water and Sewer Utilities, Office of the City Clerk and Office of Management and Budget, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing distributed eight (8) bid proposal packages to the prospective vendors following the date of advertisement; and

**WHEREAS**, on August 6, 2015, two (2) bids were received in response to this advertisement; and

**WHEREAS**, the Purchasing Director recommends that a dual award be made to **Star Data Products and W.B. Mason Co., Inc.**, 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 Star Data Products, P.O. Box 688, 175 East Main Street, Ramsey, New Jersey, 07446 to receive line items #1-28, 30-36 and 38-41 (various brands, types and colors) for year one; year two: W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 to receive line items #29 & 37 (various brands, types and colors) for year one and year two to provide Fax Machine Cartridges, 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 two (2) year term, pursuant to N.J.S.A.40A:11-3.
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 2015 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 line(s) 72120, 72140, 83010, 8303, 83030 and 83020 covering the amount of the order. This contract shall not exceed \$69,800.00 for two (2) years for two (2) vendors.
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 resolution authorizes the Mayor and/or his designee, the Purchasing Director, to enter into a contract with Star Data Products, and W.B. Mason, Co., Inc., to provide Fax Machine Cartridges, to the City of Newark, at a cost not to exceed \$69,800.00 for two (2) years for two (2) vendors.