



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

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**File #:** 16-1859, **Version:** 1

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

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

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

**Purpose:** Shredding Services Documents and Various Items (On Site)

**Entity Name(s)/Address(s):** SafeGuard Documents Destruction, Inc., 800 Rike Drive, Millstone Township, New Jersey 08535

**Contract Amount:** Amount not to exceed \$50,000.00

**Funding Source:** 2017 Budget/ Office of the City Clerk NW011-020-0201-7128-B2017

**Contract Period:** To be established for a period not to exceed two (2) years.

**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:**

Bids solicited: Twelve (12)

Bid received: Two (2)

**WHEREAS**, on October 11, 2016, the City of Newark through its Supervising Procurement Specialist, advertised to solicit bids from contractors to provide Shredding Services, Documents and Various Items on Site, to the Office of the City Clerk as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing distributed twelve (12) bid proposal packages to prospective vendors following the October 11, 2016, advertisement; and

**WHEREAS**, on October 27, 2016 the Division of Central Purchasing received two (2) bids in response to the October 11, 2016, advertisement; and

**WHEREAS**, the Archives Manager, Office of the City Clerk, recommends that a contract for Shredding Services be awarded to the lowest responsive responsible bidder SafeGuard Document Destruction, Inc.; and

**WHEREAS**, the Supervising Procurement Specialist, concurs with the recommendation; and

**WHEREAS**, pursuant to N.J.S.A.40A:11-24 the vendor agreed to hold the prices bid until such time as an award is made as the law allows; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.5 et seq., solicitations through public bidding 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 Supervising Procurement Specialist, are hereby authorized to enter into a contract with SafeGuard Document Destruction, Inc. 800 Rike Drive, Millstone Township, New Jersey 08535, for the provision of Shredding Services Documents and Various Items (On Site) as said vendor was determined to be the lowest, responsive and responsible bidder in accordance with bid specifications, received on the advertised due date. 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 amendments or changes to the 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 pursuant to N.J.A.C. 5:30-5.5-(d). Funds for 2017 and subsequent years are contingent upon appropriations.

4. This an open ended contract to be used as needed during the term of the contract. Thus, as required by the N.J.A.C. 5:30-5.5 (b) (2), for any and all expenditures against this contract, each time an order is placed, a certification of the availability of sufficient funds covering the amount of the order shall be executed, before any contractual liability is incurred, from account lines NW011, 020, 0201, 7128, B2017, Office of The City Clerk. This contract shall not exceed \$50,000.00 for a two (2) year term.

5. The Supervising Procurement Specialist shall forthwith file a duly executed copy of the contract in the Office of the City Clerk.

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 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 and /or his designee, the Supervising Procurement Specialist, to enter into a contract with SafeGuard Documents Destruction, Inc., 800 Rike Drive, Millstone Township, New Jersey 08535, for Shredding Services Documents and Various Items (On- Site) at a cost not to exceed \$50,000.00 for a two (2) year term.