



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 16-1799, **Version:** 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: Interpretation and Documents Translation

Entity Name(s)/Address(s): Geneva Worldwide, Inc., 256 West 38TH Street, 10th floor, New York, New York 10018

Contract Amount: Amount not to exceed \$220,000.00 for two (2) years

Funding Source: 2017 Budget/ Departments of Administration and Public Safety

Account Code Lines:

NW011-030-0308-07151-B2017-Administration/ Division of Office Services

NW011-080-0801-72220-B2017-Public Safety/ Police

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

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

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

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

Additional Information:

Bids Solicited: Six (6)

Bids Received: One (1)

WHEREAS, on October 11, 2016, the City of Newark, through its Supervising Procurement Specialist, advertised to solicit bids for contractors to provide Interpretation and Documents Translation services to the Departments of Administration, Division of Office Services, and Public Safety, Division of Police, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing distributed six (6) bid proposal packages to prospective vendors following the October 11, 2016 advertisement; and

WHEREAS, on October 27, 2016, the Division of Central Purchasing received one (1) bid in response to the October 11, 2016, advertisement; and

WHEREAS, the Manager of the Division of Office Services, and the Director of Public Safety, Division of Police, recommend that the contract for Interpretation and Documents Translation be awarded to the only responsive, responsible bidder, Geneva Worldwide, 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; 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 and execute a contract with Geneva Worldwide, Inc., 256 West 38th Street, New York, New York 10018 to provide Interpretation and Document Translation services to the City Of Newark, as said vendor was determined to be the only responsive, responsible bidder in accordance with bid specifications and said bid was received on the advertised due date. 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 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. Pursuant to N.J.A.C.5:30-5.5(d), funds for 2017 and subsequent years are contingent upon appropriations.
4. This is an open ended contract to be used as needed during the term of the contract. Thus, as required by 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 a contractual liability is incurred, from account lines NW011, 030, 0308, 07151, B2017, Office Services and Public Safety, Police NW011, 080, 0801, 72220, B2017. This contract shall not exceed Two Hundred and Twenty Thousand Dollars and Zero Cents (\$220,000.00) for a two (2) year term.
5. The Supervising Procurement Specialist shall file a fully 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 two (2) year contract with Geneva Worldwide Inc. for Interpretation and Documents Translation services at a cost not to exceed \$220,000.00 for a two (2) year contract term.