



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

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**File #:** 18-0319, **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:** To provide office furniture to the City

**Description:** Furniture, Office, 6<sup>th</sup> Precinct (One-time purchase)

**Entity Name(s)/Address(s):** Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, New Jersey 07103

**Contract Amount:** \$55,452.00

**Funding Source:** 2018 Budget/Department of Public Safety, Division of Police

**Account Code Line:** NW011-19091902-94010-B2018

**Contract Period:** One Time Purchase not to exceed June 30, 2018

**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: Eleven (11)

Bids received: One (0)

Pursuant to N.J.S.A. 40A:11-2(21) the purchase order(s) is the contract.

**WHEREAS**, on February 5, 2018, the City of Newark, through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Furniture, Office, 6th Precinct (one-time purchase), which the contractor will provide to the City of Newark, for the Department of Public Safety, Division of Police, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing also distributed eleven (11) bid proposal packages to the prospective vendors following the date of advertisement; and

**WHEREAS**, on February 16, 2018, one (1) bid was received in response to this advertisement; and

**WHEREAS**, the Director of Public Safety, Division of Police recommends that an award be made to Atlas Desk & Office Equipment Corp., being the only responsible and responsive bidder; and

**WHEREAS**, the Supervising Procurement Specialist, QPA, concurs with the recommendation from the Director of Public Safety, Division of Police that an award be made to Atlas Desk & Office Equipment Corp., the only responsible and responsive bidder; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the bidder consented to holding prices bid for consideration, until such time as an award is made, as the law permits; 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 Supervising Procurement Specialist, QPA, are hereby authorized to enter into a contract with Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, New Jersey 07103, to provide Furniture, Office, 6th Precinct for the City of Newark, Department of Public Safety/Division of Police, whose bid was received on the advertised due date and determined to be the only responsible and responsive bidder in accordance with the bid specifications. The term of the contract will be established for a one-time purchase not to exceed June 30, 2018.
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.
4. Funds for this expenditure are encumbered on Purchase Orders NW011-0000127681 and NW011-0000127678 from account code line NW011-1901902-94010-B2018, Department of Public Safety, Division of Police covering the amount of the order. This contract shall not exceed \$55,452.00 for a one-time purchase not to exceed June 30, 2018.
5. The Supervising Procurement Specialist, QPA, shall forthwith file an executed copy of the Purchase Orders and the supporting documents with 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, QPA, to enter into and execute a contract with Atlas Desk & Office Equipment Corp., 191 Central Avenue, Newark, NJ 07103 to provide Furniture, Office, 6th Precinct, to the City of Newark, Department of Public Safety, Division of Police, for a total amount of \$55,452.00 for a one-time purchase not to exceed June 30, 2018 for one (1) vendor.