



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 18-0635, Version: 1

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

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

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

**Purpose:** To provide copier paper to the City

**Description:** Copier Paper, Recycled and Virgin

**Entity Name(s)/Address(s):**

1. Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936

2. W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

**Contract Amount:** \$347,154.00

**Funding Source:** 2018 Budget/ Departments of Administration, Health and Community Wellness, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities

**Account Code Line:**

NW011-030-0308-83020-B2018-Administration/ Division of Office Services

NW011-120-1201-83010-B2018-Health and Community Wellness

NW051-G17-H17A0-83010-B2018-Health and Community Wellness

NW051-G17-H77A0-83010-B2018-Health and Community Wellness

NW051-G17-H2780-83010-B2018-Health and Community Wellness

NW011-160-1601-83010-B2018- Recreation, Cultural Affairs and Senior Services

NW011-160-1606-83840-B2018- Recreation, Cultural Affairs and Senior Services

NW011-110-1107-83750-B2018- 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

**Additional Information:**

Advertisement Date: August: 16, 2017

Number of Bids Solicited: Five (5)

Number of Bids Received: Three (3)

**WHEREAS**, on August 16, 2017, the City of Newark through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Copier Paper, Recycled and Virgin, to the Departments of Administration, Health and Community Wellness, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities, as per the bid proposal attached hereto; and

**WHEREAS**, the Division of Central Purchasing also distributed five (5) bid proposal packages to prospective vendors following the date of advertisement; and

**WHEREAS**, on August 31, 2017, three (3) bids were received in response to this advertisement; and

**WHEREAS**, the Department of Administration / Division of Office Services, Health and Community Wellness, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities

recommended that a dual award be made to Paper Mart, Inc. and W.B. Mason Co., Inc., as the lowest responsive and responsible bidders; and

**WHEREAS**, the Supervising Procurement Specialist, QPA, concurred with the recommendations that a dual award be made, based on line item prices, to Paper Mart, Inc. and W.B. Mason Co., Inc., the Lowest responsive, responsible bidders based on line item pricing; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the bidders 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 Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 to receive line items #6, 7, 10, 11, 12, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 50, for year one and year two and line items # 1, 8 and 9 for year one only, and W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, to receive line items #2, 3, 4, 5, 13, 14 and 49 for year one and year two and line items #1, 8 and 9 for year two only, to provide Copier Paper, Recycled and Virgin to the City, whose bids were received on the advertised due date and determined to be the lowest responsive responsible bidders based on line item pricing, in accordance with the bid specifications. The term of the contract will be established for a period not to exceed a two (2) year term, pursuant to N.J.S.A.40A:11-15, at a cost not to exceed \$347,154.00 for two (2) vendors.

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 2018 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 Code lines, NW011-030-0308-83020-B2018-Administration/ Division of Office Services, NW011-120-1201-83010-B2018-Health and Community Wellness, NW051-G17-H17A0-83010-B2018-Health and Community Wellness, NW051-G17-H77A0-83010-B2018-Health and Community Wellness, NW051-G17-H2780-83010-B2018-Health and Community Wellness, NW011-160-1601-83010-B2018 - Recreation, Cultural Affairs and Senior Services, NW011-160-1606-83840-B2018-Recreation, Cultural Affairs and Senior Services, NW011-110-1107-83750-B2018-Water and Sewer Utilities, covering the amount of the order. This contract shall not exceed \$347,154.00 for a period to be established not to exceed two (2) years.

5. A duly executed copy of the contract shall be forthwith filed in the Office of the City Clerk by the Supervising Procurement Specialist, QPA.

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 Paper Mart, Inc. and W.B. Mason Co., Inc., to provide Copier Paper, Recycled and Virgin to the City of Newark, at a cost not to exceed \$347,154.00, for a period to be established not to exceed two (2) years for two (2) vendors.