



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 18-0768, **Version:** 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide office equipment and supplies to the City

Description: Office Supplies

Entity Name(s)/Address(s): 1) C.M.F. Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080; 2) Star Data Products, Inc., PO Box 12, Hewlett, New York 11557; and 3) W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

Contract Amount: \$844,000.00

Funding Source: 2018 Budget/Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Law; Municipal Court; Newark Works; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; and Offices of the Mayor, Municipal Council and Office of the City Clerk

Account Code Line:

NW011-10-101-83010-B2018 Office of the Mayor

NW011-30-301-83010-B2018 Office of the Business Administrator

NW011-30-308-83010-B2018 Office Services

NW011-30-303-83010-B2018 Administration/Central Purchasing

NW011-30-310-83010-B2018 Administration/Communications

NW011-30-310-83150-B2018 Administration/Communications

NW011-30-310-83870-B2018 Administration/Communications

NW011-30-302-83010-B2018 Administration/Office of Management and Budget

NW011-30-308-83010-B2018 Administration/Office Services

NW011-20-201-83010-B2018 Office of the City Clerk and I Council

NW011-150-1504-83010-B2018 Economic and Housing Development NW011-150-1506-83010-B2018 Economic and Housing Development/Office of Boards and Commissions

NW011-110-1101-83010-B2018 Engineering/Director's Office

NW011-50-501-83010-B2018 Finance/Director's Office

NW011-50-502-83010-B2018 Finance/Accounts and Controls

NW011-50-510-83010-B2018 Finance/Assessment

NW011-50-509-83010-B2018 Finance/Tax Abatement and Special Taxes

NW011-50-504-83010-B2018 Finance/Treasury

NW011-120-1201-83010-B2018 Health and Community Wellness/Director's Office

NW011-G17-H17AO-83010-Grant Health and Community Wellness/Environmental Health

NW051-G17-2H7KO-83010-Grant Health and Community Wellness/Health Planning

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

NW051-G17-H27PO-83010-Grant Health and Community Wellness/Medical Care Services (FQHC)

NW011-120-1201-83010-B2018 Health and Community Wellness/ Medical Care Services (FQHC)

NW011-120-1208-83010-B2018 Health and Community Wellness/Surveillance and Prevention

NW051-G17-2H7QO-83010-Grant Health and Community Wellness/Surveillance and Prevention and Immunization

NW011-40-401-83010-B2018 Law
NW011-10-107-83010-B2018 Municipal Court
NW051-G17-M17E0-83010-Grant Newark Works
NW051-G17-M17H0-83010-Grant Newark Works
NW051-G17-M17J0-83010-Grant Newark Works
NW051-G17-M17K0-83010-Grant Newark Works
NW051-G17-M17P0-83010-Grant Newark Works
NW011-190-1904-83010-B2018 Public Safety/Office of Emergency Management NW011-190-1903-83010-B2018 Public Safety/Fire
NW011-190-1902-83010-B2018 Public Safety/Police
NW011-190-1901-83010-B2018 Public Safety/Police/Taxicabs
NW011-60-601-83010-B2018 Public Works/Director's Office
NW037-60-602-83010-B2018 Public Works/Motors
NW011-60-603-83010-B2018 Public Works/Parks and Grounds
NW011-60-604-83010-B2018 Public Works/Public Buildings
NW011-60-605-83010-B2018 Public Works/Sanitation/Demolition
NW011-60-1601-83010-B2018 Recreation, Cultural Affairs and Senior Services
NW011-60-1601-83030-B2018 Recreation, Cultural Affairs and Senior Services
NW011-60-1606-83840-B2018 Recreation, Cultural Affairs and Senior Services
NW037-750-7502-83010-B2018 Water and Sewer Utilities
NW037-750-7501-83010-B2018 Water and Sewer Utilities/Billing and Customer Services
NW037-800-8002-83010-B2018 Water and Sewer Utilities/Billing and Customer Services

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:

Advertisement Date: October 31, 2017

Number of Bids Solicited: Seven (7)

Number of Bids Received: Three (3)

WHEREAS, on October 31, 2017, the City of Newark, through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Office Supplies to the Departments of Administration; Economic and Housing Development; Engineering; Finance; Health and Community Wellness; Law; Municipal Court; Newark Works; Public Safety; Public Works; Recreation, Cultural Affairs and Senior Services; Water and Sewer Utilities; Office of the Mayor, Office of the City Clerk and Municipal Council, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed seven (7) bid proposal packages to the prospective vendors following the date of advertisement; and

WHEREAS, on November 16, 2017, three (3) bids were received in response to this advertisement; and

WHEREAS, the Supervising Procurement Specialist, QPA, recommends to award line item contracts to C.M.F. Business Supplies, Star Data Products, and W.B. Mason Co., the only responsive and responsible bidders to provide Office Supplies to the City of Newark; and

WHEREAS, this is a multiple award based on line items, catalog prices, discount percentage offered, and the User agencies use of the applicable discount to calculate the lowest price offered by vendor per line item; 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 C.M.F. Business Supplies, Inc., 3622 Kennedy Road, South Plainfield, New Jersey 07080 (various brands, sizes and types) for years one and two; Star Data Products, Inc., PO Box 12, Hewlett, New York 11557 (various brands, sizes and types) for years one and two; and W.B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 (various brands, sizes and types) for years one and two to provide Office Supplies, whose bids were received on the advertised due date and determined to be the only responsive and responsible bidders in accordance with the bid specifications. The term of the contract will be established for a period not to exceed two (2) years, for three (3) vendors, pursuant to N.J.S.A. 40A:11-115.

2. There shall be no amendment or change 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. 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 for the following Account Code lines: NW011-10-101-

83010-b2018 Office of the Mayor

NW011-30-301-83010-B2018 Office of the Business Administrator

NW011-30-308-83010-B2018 Office Services

NW011-30-303-83010-B2018 Administration/Central Purchasing

NW011-30-310-83010-B2018 Administration/Communications

NW011-30-310-83150-B2018 Administration/Communications

NW011-30-310-83870-B2018 Administration/Communications

NW011-30-302-83010-B2018 Administration/Office of Management and Budget NW011-30-308-83010-B2018 Administration/Office Services

NW011-20-201-83010-B2018 Office of the City Clerk and Council

NW011-150-1504-83010-B2018 Economic and Housing Development/Property Management

NW011-150-1506-83010-B2018 Economic and Housing Development /Office of Boards and Commissions

NW011-110-1101-83010-B2018 Engineering/Director's Office
NW011-50-501-83010-B2018 Finance/Director's Office
NW011-50-502-83010-B2018 Finance/Accounts and Controls
NW011-50-510-83010-B2018 Finance/Assessment
NW011-50-509-83010-B2018 Finance/Tax Abatement and Special Taxes
NW011-50-504-83010-B2018 Finance/Treasury
NW011-120-1201-83010-B2018 Health and Community Wellness /Director's Office
NW011-G17-H17AO-83010-Grant Health and Community Wellness/Environmental Health
NW051-G17-2H7KO-83010-Grant Health and Community Wellness /Health Planning
NW011-120-1201-83010-B2018 Health and Community Wellness /Health Planning
NW051-G17-H27PO-83010-Grant Health and Community Wellness /Medical Care Services (FQHC)
NW011-120-1201-83010-B2018 Health and Community Wellness / Medical Care Services (FQHC)
NW011-120-1208-83010-B2018 Health and Community Wellness /Surveillance and Prevention
NW051-G17-2H7QO-83010-Grant Health and Community Wellness /Surveillance and Prevention and Immunization
NW011-40-401-83010-B2018 Law
NW011-10-107-83010-B2018 Municipal Court
NW051-G17-M17E0-83010-Grant Newark Works
NW051-G17-M17H0-83010-Grant Newark Works
NW051-G17-M17J0-83010-Grant Newark Works
NW051-G17-M17K0-83010-Grant Newark Works
NW051-G17-M17P0-83010-Grant Newark Works
NW011-190-1904-83010-B2018 Public Safety/OEM
NW011-190-1903-83010-B2018 Public Safety/Fire
NW011-190-1902-83010-B2018 Public Safety/Police
NW011-190-1901-83010-B2018 Public Safety/Police/Taxicabs
NW011-60-601-83010-B2018 Public Works/Director's Office
NW037-60-602-83010-B2018 Public Works/Motors
NW011-60-603-83010-B2018 Public Works/Parks and Grounds
NW011-60-604-83010-B2018 Public Works/Public Buildings
NW011-60-605-83010-B2018 Public Works/Sanitation/Demolition
NW011-60-1601-83010-B2018 Recreation, Cultural Affairs and Senior Services NW011-60-1601-83030-B2018 Recreation, Cultural Affairs and Senior Services NW011-60-1606-83840-B2018 Recreation, Cultural Affairs and Senior Services NW037-750-7502-83010-B2018 Water and Sewer Utilities
NW037-750-7501-83010-B2018 Water and Sewer Utilities/Billing and Customer Services
NW037-800-8002-83010-B2018 Water and Sewer Utilities/Billing and Customer Services, covering the amount of the order. This contract shall not exceed \$844,000.00 for a period not to exceed two (2) years for three (3) vendors.

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

If required by the 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 contract is a multiple award to C.M.F. Business Supplies, Inc.; Star Data Products, Inc.; and W.B. Mason Co., Inc., to provide Office Supplies to the City of Newark, at a cost not to exceed \$844,000.00 for a period to be established not to exceed two (2) years for three (3) vendors.