



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 18-0567, **Version:** 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To provide scanning services

Description: Consulting Services: Organizational (Microfilming, Scanning and Storage Solution)

Entity Name(s)/Address(s): DRS Imaging Services of New Jersey, Inc., 43 Fadem Road, Springfield, New Jersey 07081

Contract Amount: \$100,000.00

Funding Source: 2018 Budget/ Department of Economic and Housing Development

Account Code Line: NW011-150-1506- 71280-B2018- Economic and Housing Development

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

Entity Name/Address:

Additional Information:

Advertisement Date: February 6, 2018

Number of Bids Solicited: Seven (7)

Number of Bids Received: One (1)

WHEREAS, on February 6, 2018, the City of Newark, through its Supervising Procurement Specialist, QPA, advertised to solicit bids for contractor(s) to provide Consulting Services: Organizational (Microfilming, Scanning and Storage Solution) to the Department of Economic and Housing Development, as per the bid proposal attached hereto; and

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

WHEREAS, on February 22, 2018 the Division of Central Purchasing received one (1) bid in response to this advertisement; and

WHEREAS, the Acting Director of the Department of Economic and Housing Development recommends that an award be made to DRS Imaging Services of New Jersey, Inc. 43 Fadem Road, Springfield, New Jersey 07081 ("DRS Imaging"), being the only responsive and responsible bidder; and

WHEREAS, the Supervising Procurement Specialist, QPA, concurs with the recommendation from the Acting Director of the Department of Economic and Housing Development that an award be made to DRS Imaging, being the only responsive and responsible 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 DRS Imaging Services of New Jersey, Inc., 43 Fadem Road, Springfield, New Jersey, 07081, for year one and year two, to provide Consulting Services: Organizational (Microfilming, Scanning and Storage Solution) to the City, whose bid was received on the advertised due date and determined to be the only responsive, responsible bidder, in accordance with the bid specifications. The contract will be established for a two (2) year term, pursuant to N.J.S.A. 40A:11-15.
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 the 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, NW011-150-1506-71280-B2018- Economic and Housing Development, covering the amount of the order. This contract shall not exceed \$100,000.00 for 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 resolution authorizes the Mayor and/or his designee, the Supervising Procurement Specialist, QPA, to enter into a contract with DRS Imaging Services of New Jersey, Inc., 43 Fadem Road, Springfield, New Jersey 07081, to provide Consulting Services: Organizational (Microfilming, Scanning and Storage Solution) to the City of Newark, at a cost not to exceed \$100,000.00 for a term of two (2) years.