# Legislation Text

**File #:** 19-0766, **Version:** 1

**Dept/ Agency:** Administration/Division of Central Purchasing
**Action:** ( ) Ratifying (X) Authorizing ( ) Amending
**Type of Service:** Bid Contract(s)
**Purpose:** To provide Shredding Services, Documents and Various Items (On-Site).
**Entity Name(s)/Address(s):** Safeguard Document Destruction Inc., 800 Rike Drive, Millstone Township, New Jersey 08535
**Contract Amount:** $50,000.00
**Funding Source:** 2019 Budget/ Office of the City Clerk/NW011-020-0201-7128-B2019
**Contract Period:** To be established for a period not to exceed two (2) 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:**
To provide shredding services to the Office of the City Clerk.

Advertised Date: March 20, 2019
Bids Solicited: Nine (9)
Bids Received: One (1)

**WHEREAS**, on March 20, 2019, the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for contractors to provide Shredding Services, Documents and Various Items (On-Site) for the Office of the City Clerk, as described in the attached bid proposal; and

**WHEREAS**, the Division of Central Purchasing also distributed nine (9) bid proposal packages to prospective vendors following the date of advertisement; and

**WHEREAS**, on April 11, 2019, the Division of Central Purchasing received one (1) bid in response to this advertisement; and

**WHEREAS** the Division of Central Purchasing also published the bid package on the City of Newark's website to provide access and download capability to potential bidders; and

**WHEREAS**, the Office of the City Clerk recommended that an award be made to Safeguard Document Destruction Inc., the only responsive and responsible bidder; and

**WHEREAS**, the Purchasing Agent, QPA, concurs with the recommendation from the City Clerk that a single award be made to Safeguard Document Destruction Inc., 800 Rike Drive, Millstone Township, New Jersey 08535; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-24, the recommended bidder consented to holding their prices beyond sixty (60) days; 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:**

The Mayor and/or his designee, Purchasing Agent, QPA, are hereby authorized to enter into and execute a contract with Safeguard Document Destruction Inc., 800 Rike Drive, Millstone Township, New Jersey 08535 to provide Shredding Services, Documents and Various Items (On-Site) for the City of Newark, Office of the City Clerk, whose bid was received on the advertised due date and determined to be the only responsive and responsible bidder. The term of the contract will be established for a period not to exceed two (2) years pursuant to N.J.S.A. 40A:11-15.

1. There shall be no amendment or change of this contract without the approval of the Municipal Council.

2. There shall be no advance payment on this contract in accordance with N.J.S.A. 40A:5-16. Funds for 2019 and subsequent years are contingent upon appropriations, pursuant to N.J.A.C. 5:30-5.5(d)(2).

3. 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 Line: NW011-020-0201-7128-B2019. This contract shall not exceed Fifty Thousand Dollars and Zero Cents ($50,000.00) for a period not to exceed two (2) years for one (1) vendor.

4. The Purchasing Agent, QPA, shall file a duly executed copy of this contract in the Office of the City Clerk.

5. 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, Purchasing Agent, QPA, to enter into and execute a contract with Safeguard Document Destruction Inc., 800 Rike Drive, Millstone Township, New Jersey 08535, to provide Shredding Services, Documents and Various Items (On-Site) to the City of Newark, Office of the City Clerk, at a cost not to exceed Fifty Thousand Dollars and Zero Cents ($50,000.00) for a period not to exceed two (2) years.



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