



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 19-1231, Version: 1

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

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

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

**Purpose:** Envelopes, Plain Stock

**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:** Not to exceed \$260,800.00

**Funding Source:** 2019 Budget/Office of the Mayor - NW011, 011, 0101, 83010, B2019/Department of Administration/Office of the Business Administrator - NW011, 200, 2001, 60240, 2019/Office of the Mayor/Municipal Court - NW011, 010, 0107, 71040, B2019/Office of the City Clerk - NW011, 020, 0201, 71040, 2019/Department of Administration/Division of Central Purchasing - NW011, 030, 0303, 3030, 2019/Department of Administration/Division of Office Services -NW011, 030, 0308, 83020, B2019/Department of Engineering/Director's Office -NW011, 110, 1101, 83010, B2019/Department of Finance/Division of Accounts and Control - NW011, 050, 0502, 83010, B2019/Department of Finance/Division of Revenue and Collections - NW011, 050, 0505, 83010, B2019/Department of Health and Community Wellness/Division of Immunization and Surveillance and Prevention - NW051, G18, 2H8R0, 83870, Grant-B2018/Department of Health and Community Wellness/Division of Surveillance and Prevention - NW011, 120, 1208, 83010, B2019/Department of Law - NW011, 041, 0401, 83010, B2019/ Department of Public Safety/Division of Fire - NW011, 190, 1903, 83010, B2019/ Department of Public Works/Division of Motors - NW011, 060, 0602, 83010, B2019/Department of Public Works/Division of Public Buildings - NW011, 060, 0604, 83360, B2019/Department of Public Works/Division of Sanitation/Department of Recreation, Cultural Affairs and Senior Services -NW011, 160, 1601, 83010, B2019/Department of Recreation, Cultural Affairs and Senior Services - NW011, 160, 1601, 83030, B2019/Department of Water and Sewer Utilities - NW037, 750, 7502, 83010, B2019

**Contract Period:** To be established for twenty-four (24) consecutive months

**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 purchase envelopes, plain stock for the Departments of Administration, Engineering, Finance, Health and Community Wellness, Law, Municipal Court, Public Safety, Public Works, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities.

Advertisement Date: June 18, 2019

Bids Solicited: Five (5)

Bids Received: Two (2)

**WHEREAS**, on June 18 2019, the City of Newark, through its Purchasing Agent, QPA, advertised to solicit bids for contractor(s) to provide Envelopes, Plain Stock to the Departments of Administration,

Engineering, Finance, Health and Community Wellness, Law, Municipal Courts, Public Safety, Public Works, 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 the prospective vendors following the date of advertisement; and

**WHEREAS**, the Division of Central Purchasing uploaded the bid package to the City of Newark's bid management to allow potential registered vendors to have access and to download advertised bid packages; and

**WHEREAS**, on July 11, 2019, two (2) bids were received in response to this advertisement; and

**WHEREAS**, after reviewing the bid results the Deputy Administrator recommends that a dual award be made to Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 and W.B. Mason, Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, the responsive and responsible bidders per the highest discount off per brand to provide, Envelopes, Plain Stock to the City; and

**WHEREAS**, the Purchasing Agent, QPA, agreed with the Assistant Purchasing Agent for the Department of Administration/Division of Central Purchasing, concurrence with the recommendation from the Deputy Administrator that a dual award be made to Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 and W.B. Mason, Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, the responsive and responsible bidders per the highest discount off per brand to provide, Envelopes, Plain Stock to the City; 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 Purchasing Agent, QPA, are hereby authorized to enter into a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 and W.B. Mason, Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, to provide Envelopes, Plain Stock, whose bid was received on the advertised due date and determined to be the responsive and responsible bidders per the highest discount off per brand in accordance with the bid specifications. The term of the contract will be established for a period not to exceed a twenty-four (24) consecutive month 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 2019 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 account code lines, 2019 Budget/for the Department of Administration/Office of the Mayor/ NW011, 011, 0101, 83010/, B2019, 2019 Budget/for the Department of Administration/Office of the Business Administrator/ NW011, 200, 2001, 60240, 2019, 2019 Budget/for the Office of the Mayor/Municipal Courts NW011, 010, 0107, 71040, B2019, 2019 Budget/ for the Department of Administration /Office of the City Clerk/ NW011, 020, 0201, 71040, 2019, 2019 Budget/ for the Department of Administration/Division of Central Purchasing/ NW011, 030, 0303, 3030, 2019, 2019 Budget/ for the Department of Administration/Division of Office Services/ NW011, 030, 0308, 83020, B2019, 2019 Budget/ for the Department of Engineering/Directors Office/ NW011, 110, 1101, 83010, B2019, 2019 Budget /for the Department of Finance/Division of Accounts and Control/ NW011, 050, 0502, 83010, B2019, 2019 Budget/for the Department of Finance/Division of Revenue and Collections/ NW011, 050, 0505, 83010, B2019, 2018 Budget 2018 Grant/for the Department of Health and Community Wellness/Division of Immunization and Surveillance and Prevention/ NW051, G18, 2H8R0, 83870, Grant-2018, 2019 Budget/for the Department of Health and Community Wellness/Division of Surveillance and Prevention/NW011, 120, 1208, 83010, B2019, 2019 Budget/for the Department of Law/ NW011, 041, 0401, 83010, B2019, 2019 Budget/for the Department of Public Safety/Division of Fire/ NW011, 190, 1903, 83010, B2019, 2019 Budget/for the Department of Public Works/Division of Motors/ NW011, 060, 0602, 83010, B2019, 2019 Budget/ for the Department of Public Works/Division of Public Buildings/ NW011, 060, 0604, 83360, B2019, 2019 Budget/ for the Department of Public Works/Division of Sanitation/, 2019 Budget/ for the Department of Recreation, Cultural Affairs and Senior Services/ NW011, 160, 1601, 83010, B2019, 2019 Budget/ for the Department of Recreation, Cultural Affairs and Senior Services/NW011, 160, 1601, 83030, B2019/, 2019 Budget/ for the Department of Water and Sewer Utilities/ NW037, 750, 7502, 83010, B2019 covering the amount of the order. This contract shall not exceed \$260,800.00, for two (2) vendors.

5. A duly executed copy of the contract shall be filed in the Office of the City Clerk by the Purchasing Agent, 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 Purchasing Agent, QPA to enter into and execute a contract to Paper Mart, Inc. and W.B. Mason, Co., Inc., to provide Envelopes, Plain Stock, per the highest discount off per brand to the City of Newark at a cost not to exceed Two Hundred Sixty Thousand Eight Hundred Dollar and Zero Cents (\$260,800.00) for a period to be established not to exceed twenty-four (24) consecutive months.