



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 19-1795, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: The purchase of Computer Paper for the Departments of Administration, Public Works, Water and Sewer Utilities and the Office of the Mayor.

Entity Name(s)/Address(s): Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936

Contract Amount: Not to exceed \$92,700.00

Funding Source: 2019 Budget/Department of Administration, Division of Office Services/NW011-030-0308-83020-B2019/Department of Public Safety, Division of Fire/NW011-190-1903-83010-B2019/Department of Water and Sewer Utilities/NW037-750-7502-83030-B2019/Office of the Mayor, Municipal Court/NW011-010-0107-83010-B2019

Contract Period: To be established for a period not to exceed 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 Computer Paper for the Departments of Administration, Public Works, Water and Sewer Utilities and the Office of the Mayor.

Advertisement Date: October 8, 2019

Number of Bids Solicited: Eight (8)

Number of Bids Received: One (1)

WHEREAS, on October 8, 2019, the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for contractor(s) to provide Computer Paper to the Departments of Administration, Public Works, Water and Sewer Utilities and the Office of the Mayor, as per the bid proposal attached hereto; and

WHEREAS, the Division of Central Purchasing also distributed eight (8) bid proposal packages to prospective vendors following the date of advertisement; and

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

WHEREAS, on October 24, 2019, one (1) bid was received in response to this advertisement; and

WHEREAS, the Manager for the Department of Administration/Division of Office Services, the Captain for the Department of Public Safety/Division of Fire (Finance Unit), the Acting Director for the Department of Water and Sewer Utilities and the Chief Accountant for the Office of the Mayor Office Services, recommended that an award be made to Paper Mart, Inc., 151 Ridgedale Avenue, East

Hanover, New Jersey 07936, the only responsive and responsible bidder to provide Computer Paper to the City; and

WHEREAS, the Purchasing Agent, QPA, concurs with the recommendations that an award be made to Paper Mart, Inc., the only responsive, responsible bidder to provide, Computer Paper to the City; 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 Purchasing Agent, QPA, are hereby authorized to enter into a contract with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Computer Paper, to the City, whose bid was received on the advertised due date and determined to be the only responsible, responsive bidder, per line item commodity per year 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, NW011-030-0308-83020-B2019- Department of Administration/Division of Office Services NW011-190-1903-83010-B2019- Department of Public Safety/Division of Fire (Finance Unit), NW037-750-7502-83030-B2019- Department of Water and Sewer Utilities and NW011-010-0107-83010-B2019- Office of the Mayor/Office Services, covering the amount of the order. This contract shall not exceed Ninety Two Thousand Seven Hundred Dollars and Zero Cents (\$92,700.00) for a period to be established not to exceed twenty-four (24) consecutive months.

5. A duly executed copy of the contract shall be forthwith 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 with: Paper Mart Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936, to provide Computer Paper to the City of Newark, at a cost not to exceed Ninety Two Thousand and Seven Hundred dollars and Zero Cents (\$92,700.00) for a period to be established and not to exceed twenty-four (24) consecutive months