



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 20-0421, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing
Action: (X) Ratifying (X) Authorizing () Amending
Type of Service: Extension of Emergency Contract #E2020-02
Purpose: To provide Prescription Insurance Claims and Consulting Services.
Entity Name: Fairview Insurance Agency Associates, Inc.
Entity Address: 5 Fairview Avenue, Verona, New Jersey 07044
Contract Amount: Not to exceed \$112,500.00
Funding Source: 2020 Budget/Department of Administration/NW011-200-2001-60240-B2020
Contract Period: Extended an additional nine (9) months from April 1, 2020 through December 31, 2020
Contract Basis: () Bid () State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient (X) n/a
Additional Information:
Extension of Emergency Contract #E2020-02
A contract amount not to exceed \$112,500.00 for nine (9) months.

WHEREAS, on March 2, 2020 the Department of Administration requested a declaration of emergency to provide prescription insurance claims and consulting services for the health, safety, and welfare of the eligible employees, retirees and their dependents for the City of Newark; and

WHEREAS, on March 4, 2020 the Qualified Purchasing Agent, QPA, declared an emergency and awarded an Emergency Contract for the period of January 1, 2020 through March 31, 2020 in the amount of Thirty-Seven Thousand Five Hundred Dollars and Zero Cents (\$37,500.00) to Fairview Insurance Agency Associates, Inc., 25 Fairview Avenue, Verona, New Jersey 07044 (the "Vendor"). (A copy of Emergency Contract # E-2020-02 is attached hereto and made a part of this resolution); and

WHEREAS, the Department of Administration is in immediate and emergent need for the Vendor to continue to provide prescription insurance claims and consulting services for the eligible employees, retirees and their dependents in the City of Newark for the period of April 1, 2020 through December 31, 2020 or until such time as the City executes a contract; and

WHEREAS, N.J.S.A. 40A:11-6 provides that Emergency Contracts may be entered into when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services; and

WHEREAS, the Department of Administration desires to extend Emergency Contract #E2020-02 for the period of April 1, 2020 through December 31, 2020 for a total amount not to exceed One Hundred Twelve Thousand Five Hundred Dollars and Zero Cents (\$112, 500.00) or until such time as the City executes a contract; and

WHEREAS, N.J.A.C. 5:34-6.1(a)3 provides that the emergency purchasing procedure may be used when the need for such goods or services has arisen notwithstanding a good faith effort on the part of a municipality to plan for the purchase of any goods or services required by the municipality; and

WHEREAS, the services of Fairview Insurance Agency Associates, Inc. to the City of Newark, is essential to the protection of the health, safety and welfare of the eligible employees, retirees and their dependents of the City of Newark; and

WHEREAS, it is a matter of public health, safety and welfare that the above-described emergency contract be extended because the City of Newark still needs to ensure the safe and uninterrupted services for its employees, retirees and their dependents; and

WHEREAS, City Ordinance 6PSF-e adopted on April 6, 2011, Article 2:5-13.2 (E)(1)(b)(c) limits the period of Emergency Contracts to ninety (90) days and no extensions of Emergency Contracts shall be permitted without authorization by the Municipal Council by resolution; and

WHEREAS, the Department of Administration now seeks authorization by the Municipal Council to extend the emergency to prevent interruption of prescription coverage.

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 Qualified Purchasing Agent, QPA, and/or the Deputy Administrator of the Department of Administration, are authorized to extend Emergency Contract #E2020-02 with Fairview Insurance Agency Associates, Inc., 25 Fairview Avenue, Verona, New Jersey 07044 for the period of April 1, 2020 through December 31, 2020, or until such time as the City executes a contract, for a total amount not to exceed One Hundred Twelve Thousand Five Hundred Dollars and Zero Cents (\$112,500.00).
2. This extension will allow for the continuation of prescription insurance claims and consulting services in the City of Newark.
3. The extension of Emergency Contract #E2020-02 is ratified from April 1, 2020 to the date of adoption of this authorizing resolution.
4. Attached hereto is a Certification of Funds in an amount not to exceed One Hundred Twelve Thousand Five Hundred Dollars and Zero Cents (\$112,500.00) from the Director of Finance and the line appropriation of the Official Budget which shall be charged is Business Unit NW011; Dept. ID 200; Division: 2001; Activity A, Account # 60240, Budget Ref: B2020.
5. The Qualified Purchasing Agent, for the City of Newark, has filed a copy of Emergency Contract #E2020-02, attached hereto, with the Office of the City Clerk.
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 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 ratifies and authorizes the Mayor and/or his designee, the Qualified Purchasing Agent and/or the Deputy Administrator of the Department of Administration to extend Emergency Contract # E2020-02 with Fairview Insurance Agency Associates, Inc., to provide prescription insurance claims and consulting services, for the period of April 1, 2020 through December 31, 2020, or until such time as the City executes a contract, for a total amount not to exceed One Hundred Twelve Thousand Five Hundred Dollars and Zero Cents (\$112,500.00).