



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 20-0735, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Bid Contract(s)

Purpose: To purchase Copier Paper, Recycled and Virgin for the City's user agencies.

Entity Name(s)/Address(s):

1) Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 and

2) W. B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094

Contract Amount: \$317,000.00

Funding Source: NW011-030-0308-A-83020-Administration/Division of Office Services, NW051-120-1201-83010-B2020 Budget-Health and Community Wellness/Directors Office, NW011-120-1203-83810-B2020 Budget-Health and Community Wellness/Division of Environmental Health, NW026-46540-(Homeless Trust)-Health and Community Wellness/Division of Medical Care Services, NW011-120-1201-8301-B2020 Budget-Health and Community Wellness/Division of Social Services (Directors Office), NW011-120-1205-8301-B2020 Budget-Health and Community Wellness/Division of Social Services, NW051-G19-2H9P0-EPID20IMM006-(Immunization Grant) Health and Community Wellness/Division of Surveillance and Prevention/Immunization, NW011-120-1208-83010-B2020 Budget - Health and Community Wellness/ Division of Surveillance and Prevention, NW051-G19-H79D0 - (WIC Grant)-Health and Community Wellness/Division of Surveillance and WIC-Surveillance and Prevention, NW051-G20-83010-B2020 Budget-Health and Community Wellness/Division of NW051-120-1201-83010-B2020 Budget -Surveillance and WIC-Surveillance and Prevention, Health and Community Wellness/Directors Office, NW011-190-1903-83010-B2020 Budget - Public Safety/Division of Fire, NW011-190-1982-8301-B2020 Budget - Public Safety/Division of Police, NW011-160-1601-83010-B2020 Budget - Recreation, Cultural Affairs and Senior Services and NW037-750-7502-8301-B2020 Budget -Water and Sewer Utilities

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 provide the City of Newark with Copier Paper, Recycled and Virgin.

Advertisement: February 27, 2020

Bids Solicited: Six (6)

Bids Received: Two (2)

WHEREAS, on February 27, 2020 the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for contractors to provide Copier Paper, Recycled and Virgin for the Departments of Administration/Division of Office Services, Health and Community Wellness, Public Safety/Division of Fire, Public Safety/Division of Police, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities, as described in the attached bid proposal; and

WHEREAS, the Division of Central Purchasing also distributed six (6) 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 March 19, 2020, the Division of Central Purchasing received two (2) bids in response to this advertisement; and

WHEREAS, the Director of Recreation, Cultural Affairs and Senior Services and the Director of Water and Sewer Utilities, recommended that a dual award be made to: 1) Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936; and 2) W. B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 the responsive and responsible bidders per line item commodities per year; and

WHEREAS, the Purchasing Agent, QPA, concurs with the recommendations from the Director of Recreation, Cultural Affairs and Senior Services and Director of Water and Sewer Utilities 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; and

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

WHEREAS, pursuant to N.J.S.A. 19:44A20.5 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 and execute contracts with two (2) vendors: 1) Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936 for line items #10, 11, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 50 for year one (1) and year two and line item# 2 for year one (1) only; and 2) W. B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094 for line items # 1, 3, 4, 5, 7, 8, 9, 12, 14 and 49 for year one (1) and year (2) and line item #2 for year two (2) only to provide Copier Paper, Recycled and Virgin for the City of Newark, Departments of Administration/Division of Office Services, Health and Community Wellness/Director's Office, Health and Community Wellness/Division of Environmental Health, Health and Community Wellness/Division of Medical Care Services, Health and Community Wellness/Division of Social Services, Health and Community Wellness/Division of Surveillance and Prevention/Immunization, Health and Community Wellness/Division of Surveillance and Prevention, Health and Community Wellness/Directors Office, Public Safety/Division of Fire, Public Safety/Division of Police, Recreation, Cultural Affairs and Senior Services and Water and Sewer Utilities whose bids were received on the advertised due date and determined to be the responsive and responsible bidders. The term of the contract will be established for twenty-four (24) consecutive months, 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 2020 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, for Account Code Lines: NW011-030-0308-A-83020-Administration/Division of Office Services, NW051-120-1201-83010-B2020 Budget - Health and Community Wellness/ Director's Office, NW011-120-1203-83810-B2020 Budget - Health and Community Wellness/Division of Environmental Health, NW026-46540 - (Homeless Trust) - Health and Community Wellness/Division of Medical Care Services, NW011-120-1201-8301-B2020 Budget - Health and Community Wellness/Division of Social Services (Director's Office), NW011-120-1205-8301-B2020 Budget - Health and Community Wellness/Division of Social Services, NW051-G19-2H9P0-EPID20IMM006 - (Immunization Grant) Health and Community Wellness/Division of Surveillance and Prevention/Immunization, NW011-120-1208-83010-B2020 Budget - Health and Community Wellness/Division of Surveillance and Prevention, NW051-G19-H79D0 - (WIC Grant) - Health and Community Wellness/Division of Surveillance and WIC - Surveillance and Prevention, NW051-G20-83010-B2020 Budget - Health and Community Wellness/Division of NW051-120-1201-83010-B2020 Budget - Surveillance and WIC - Surveillance and Prevention, Health and Community Wellness/Director's Office, NW011-190-1903-83010-B2020 Budget - Public Safety/Division of Fire, NW011-190-1982-8301-B2020 Budget-Public Safety/Division of Police, NW011-160-1601-83010-B2020 Budget-Recreation, Cultural Affairs and Senior Services and NW037-750-7502-8301-B2020 Budget - Water and Sewer Utilities, covering the amount of the order. This contract shall not exceed Three Hundred Seventeen Thousand Dollars and Zero Cents (\$317,000.00) for a period to be established not to exceed twenty-four (24) consecutive months with two (2) vendors.
5. The Purchasing Agent, QPA, shall file a duly executed copy of this contract in 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 authorizes the Mayor and/or his designee, the Purchasing Agent, QPA, to enter into and execute a dual contract award with: 1) Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, New Jersey 07936; and 2) W. B. Mason Co., Inc., 535 Secaucus Road, Secaucus, New Jersey 07094, to provide Copier Paper Recycled and Virgin to the City of Newark, Departments of Administration/Division of Office Services, Health and Community Wellness, Public Safety/Division of Fire, Public Safety/Division of Police, Recreation, Cultural Affairs and Senior Services and the Department of Water and Sewer Utilities, at a cost not to exceed Three Hundred Seventeen

Thousand Dollars and Zero Cents (\$317,000.00) for a period to be established not to exceed twenty-four (24) consecutive months for two (2) vendors.