



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 22-1532, Version: 1

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

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

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

**Purpose:** To provide Consulting Services: Organizational Development (Microfilming, Scanning and Storage Solution).

**Entity Name(s)/Address(s):** DRS Imaging Services, LLC, 43 Fadem Road, Springfield, New Jersey 07081

**Contract Amount:** Not to exceed \$100,000.00

**Funding Source:** 2022 Budget/Department of Economic and Housing Development/NW011-150-1506-71280-B2022

**Contract Period:** To be established for a period not to exceed twenty-four (24) consecutive months commencing upon contract execution

**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:**

This contract will provide Consulting Services: Organizational Development (Microfilming, Scanning and Storage Solution) to the City of Newark.

Advertisement Date: August 3, 2022

Bids Downloaded: Thirteen (13)

Bids Received: One (1)

**WHEREAS**, on August 3, 2022, the City of Newark through its Purchasing Agent, QPA, advertised to solicit bids for contractors to provide Consulting Services: Organizational Development (Microfilming, Scanning and Storage Solution) to the Department of Economic and Housing Development, as described in the attached bid proposal; and

**WHEREAS**, the Division of Central Purchasing published the bid package on the City of Newark's electronic procurement portal to provide a broader access and download capability to potential bidders; and

**WHEREAS**, on August 18, 2022, the Division of Central Purchasing received one (1) bid in response to this advertisement; and

**WHEREAS**, the Purchasing Agent recommends that a single award be made to DRS Imaging Services LLC, 43 Fadem Road, Springfield, New Jersey 07081, the only responsive and responsible bidder; 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:**

1. The Mayor and/or his designees, the Business Administrator and/or the Purchasing Agent, QPA, are hereby authorized to enter into and execute a contract with DRS Imaging Services LLC, 43 Fadem Road, Springfield, New Jersey 07081, to provide Consulting Services: Organizational Development (Microfilming, Scanning and Storage Solution) for the City of Newark's Department of Economic and Housing Development, whose bid was received on the advertised due date and determined to be the only responsive and responsible bidder in accordance with the bid specifications. The term of the contract will be established for a period not to exceed 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 2022 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 from Account Code Line: Department of Economic and Housing Development NW011-150-1506-71280-B2022. All services performed under this contract shall be paid by the agency requesting the service. Other user departments/offices and applicable funding sources will be presented with the Certification of Funds signed by the Chief Financial Officer on an as needed basis. This contract shall not exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for one (1) vendor for twenty-four (24) consecutive months with start date commencing when contract is fully executed.
5. The Purchasing Agent, QPA, shall file a copy of the resolution and the duly executed copy of the 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 Business Administrator and/or the Purchasing Agent, QPA, to enter into and execute a contract with DRS Imaging Services LLC, 43 Fadem Road, Springfield, New Jersey 07081, to provide Consulting Services: Organizational Development (Microfilming, Scanning and Storage Solution) to the City of Newark, at an amount not

to exceed One Hundred Thousand Dollars and Zero Cents (\$100,000.00) for a period to be established and not to exceed twenty-four (24) consecutive months with the start date commencing upon the full execution of the contract.