



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 24-1144, Version: 1

Dept/ Agency: Administration/Division of Central Purchasing

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

Type of Service: Use of State Contract(s) #M0052: Office Supplies and Related Products Master Blanket 24-COMG-78752 and 24-COMG-78746

Purpose: To purchase office supplies and related products for various City Departments.

Entity Name(s)/Address(s):

- 1) WB Mason Co Inc., 300 Prospect Plains Road, Cranbury, New Jersey 08512
- 2) ODP Business Solutions, LLC, P.O. Box 1413 Charlotte, North Carolina 28201

Contract Amount: Not to exceed \$80,000.00

Funding Source: 2024 Budget/Department of Administration, Division of Office Services/NW011-030-0308-83010-B2024; NW011-030-0308-83030-B2024; and NW011-030-0308-83120-B2024/Office of City Clerk and Municipal Council/NW011-020-0201-83870-B2024/Department of Recreation, Cultural Affairs and Senior Services/NW011-160-1601-83010-B2024; Director's Office/ NW011-160-1601-83030-B2024 and NW011-160-1606-83840-B2024

Contract Period: Upon approval by the Municipal Council through February 28, 2027, inclusive of any extensions by the State

Contract Basis: () Bid (X) State Vendor () Prof. Ser. () EUS
() Fair & Open () No Reportable Contributions () RFP () RFQ
() Private Sale () Grant () Sub-recipient () n/a

Additional Information:

This State Contract will provide office supplies and related products for various City Departments. Additional City Departments that wish to use this contract shall be permitted. Applicable funding sources for other City Departments will be presented on an as-needed basis.

WHEREAS, N.J.S.A. 40A:11-12 authorizes local contracting units to purchase of goods and services without advertising for bids when said goods and services were purchased under any contract entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City's Purchasing Agent recommends the utilization of State Contract Master Blanket 24-COMG-78752 and 24-COMG-78746 to enter into a contract with WB Mason Co., Inc., 300 Prospect Plains Road, Cranbury, New Jersey 08512 and ODP Business Solutions, LLC, P.O. Box 1413, Charlotte, North Carolina 28201, authorized vendors thereunder, to purchase office supplies and related products for various City Departments; and

WHEREAS, N.J.A.C. 5:34-7.29 mandates that the terms and conditions of said purchases, including prices and payment, be binding on the local contracting unit and the vendor and that the identifier NJCP-1 be used by all contracting units purchasing under the Division of Central Purchasing and Property's Cooperative Purchasing Program; and

WHEREAS, funding for said purchase is from the 2024 Budget/Department of Administration,

Division of Office Services/NW011-030-0308-83010-B2024; NW011-030-0308-83030-B2024; and NW011-030-0308-83120-B2024/Office of City Clerk and Municipal Council/NW011-020-0201-83870-B2024/Department of Recreation, Cultural Affairs and Senior Services/NW011-160-1601-83010-B2024; Director's Office/ NW011-160-1601-83030-B2024 and NW011-160-1606-83840-B2024.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. Pursuant to N.J.S.A. 40:12 and N.J.A.C. 5:34-7.29, the Mayor of the City of Newark and/or his designees, the Business Administrator or the Purchasing Agent is hereby authorized to utilize State Contract #M0052: Office Supplies and Related Products Master Blanket 24-COMG-78752 and 24-COMG-78746 to enter into contracts with WB Mason Co., Inc., 300 Prospect Plains Road, Cranbury, New Jersey 08512 and ODP Business Solutions, LLC, P.O. Box 1413, Charlotte, North Carolina 28201 to purchase office supplies and related products for the Department of Administration, Division of Office Services, Office of City Clerk and Municipal Council, Department of Recreation, Cultural Affairs and Senior Services, Director's Office.
2. The contract authorized by this Resolution shall be for the period commencing on upon approval of this Resolution by the Municipal Council and ending on February 28, 2027, inclusive of extensions by the State.
3. The terms and conditions of all purchases hereunder shall accord with the relevant State Contract, New Jersey Standard Terms and Conditions, Method of Operation and Third Party Agreement, if applicable.
4. This contract shall not exceed Eighty Thousand Dollars and Zero Cents (\$80,000.00). It is being awarded as an open-ended contract pursuant to N.J.A.C. 5:30-5.5(d)(2). A Certification of the Availability of Funds shall be executed each time a purchase order is placed and charged against the following Funding Sources: NW011-030-0308-83010-B2024, NW011-030-0308-83030-B2024, and NW011-030-0308-83120-B2024/Department of Administration, Division of Office Services; NW011-020-0201-83870-B2024/Office of City Clerk and Municipal Council; NW011-160-1601-83010-B2024, NW011-160-1601-83030-B2024/Director's Office; NW011-160-1606-83840-B2024/Department of Recreation, Cultural Affairs and Senior Services.
5. There shall be no amendments of this Resolution without the approval of the Municipal Council.
6. There shall be no advance payment of this State Contract in accordance with N.J.S.A. 40A:5-16.
7. This contract complies with N.J.S.A. 19:44A-20.5 and the City of Newark's Pay-to-Play Ordinance and as a purchase pursuant to a State Contract award, constitutes a Fair and Open Process.
8. The Division of Central Purchasing shall file a duly executed copy of the contract in the Office of the City Clerk.

STATEMENT

This Resolution authorizes the Mayor of the City of Newark and/or his designees, the Business Administrator or the Purchasing Agent to utilize State Contract #M0052: Office Supplies and Related Products Master Blanket 24-COMG-78752 and 24-COMG-78746 to enter into a contract with WB Mason Co., Inc., 300 Prospect Plains Road, Cranbury, New Jersey 08512 and ODP Business Solutions, LLC, P.O. Box 1413, Charlotte, North Carolina 28201 to purchase office supplies and related products for various City Departments. It is for an amount not to exceed \$80,000.00 and is for the period commencing upon approval of this Resolution by the Municipal Council and ending February 28, 2027, inclusive of extensions by the State, or upon completion of the project, whichever occurs first.