

RESOLUTION NO. 2018-173

A RESOLUTION AUTHORIZING THE ISSUANCE OF AN OPEN-ENDED CONTRACT TO W.B. MASON COMPANY, EGG HARBOR TOWNSHIP, NJ FOR DELIVERING AND SUPPLYING OFFICE SUPPLIES THROUGH THE CUMBERLAND COUNTY COOPERATIVE PRICING SYSTEM.

WHEREAS, the City of Vineland is a participant in the Cumberland County Cooperative Pricing System, pursuant to Resolution No. 96-534, adopted August 13, 1996; and

WHEREAS, the County of Cumberland, as the Lead Agency, has advertised for bids and received bids on behalf of all participating contracting units in the Cooperative Pricing System for Delivering and Supplying Office Supplies; and

WHEREAS, the County of Cumberland has reviewed said bids and has made an award to the lowest responsive, responsible bidder, W.B. Mason Company, Egg Harbor Township, NJ, for the period April 1, 2018 through December 31, 2019, with option to renew for one (1) additional two (2) year period commencing January 1, 2020 through December 31, 2021, based on unit pricing for Section A, Core Items and a 69.5% discount for Section B, Included Items for numerous other items from the United Stationers Catalog. For Section A, (Core Items) the contractor may request unit price adjustments for the period January 1, 2019 to December 31, 2019 which shall not exceed the Index Rate posted on the NJ Department of Local Government Services. If no request received by November 30, 2018 the prices included in the original agreement shall prevail for the January 1, 2019 to December 31, 2019 contract period. For Section B (Included Items) the 69.5% discount shall be fixed for the entire term of the contract; and

WHEREAS, the City of Vineland desires to enter into an agreement with W.B. Mason Company, for Delivering and Supplying Office Supplies under the cooperative pricing system contract awarded by the County of Cumberland for the period April 1, 2018 through December 31, 2019, with option to renew for one (1) additional two (2) year period commencing January 1, 2020 through December 31, 2021, and

WHEREAS, the Chief Financial Officer has certified the availability of funds for the contract to be awarded herein;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VINELAND, as follows:

1. THAT the Mayor and City Clerk are hereby authorized to execute an agreement with W.B. Mason Company, for Delivering and Supplying Office Supplies for the period April 1, 2018 through December 31, 2019, with option to renew for one (1) additional two (2) year period commencing January 1, 2020 through December 31, 2021, based on unit pricing for Section A, Core Items and a 69.5% discount for Section B, Included Items for numerous other items from the United Stationers Catalog. For Section A, (Core Items) the contractor may request unit price adjustments for the period January 1, 2019 to December 31, 2019 which shall not exceed the Index Rate posted on the NJ Department of Local Government Services. If no request received by November 30, 2018 the prices included in the original agreement shall prevail for the January 1, 2019 to December 31, 2019 contract period. For Section B (Included Items) the 69.5% discount shall be fixed for the entire term of the contract.

2. THAT the Purchasing Agent be and the same is hereby authorized and directed to issue a purchase order contract to W.B. Mason Company, for Delivering and Supplying Office Supplies, as stated above.

Adopted:

President of Council

ATTEST:

City Clerk

FROM THE DESK OF MIGUEL A. MERCADO



April 6, 2018

MEMORANDUM TO BUSINESS ADMINISTRATION: 

RE: Resolution Request for Cooperative Contract for Supply and Delivering Office Supplies

On March 8, 2018 the County of Cumberland solicited bids for Supplying and Delivering Office Supplies for themselves and for the Cumberland County Cooperative Contract Purchasing System, of which we are a member of.

The Cumberland County Board of Chosen Freeholders adopted a Resolution to award an open-ended contract to W.B. Mason Company, to provide these services to the County. W.B. Mason has elected to extend their prices to government entities within the geographic boundaries of the County.


The contract period is April 1, 2018 – December 31, 2019 with an option to renew for one additional two (2) year period commencing January 1, 2020 through December 31, 2021.

We recently had a contract with W.B. Mason through the County which expired on March 31, 2018. The new contract with W.B. Mason has unit pricing for Section A, Core Items and a 69.5% discount for Section B, Included Items for numerous other items from the United Stationers Catalog. For Section A (Core Items) the contractor may request unit price adjustments for the period January 1, 2019 to December 31, 2019 which shall not exceed the Index Rate posted on the NJ Dept. of Local Government Services. If no request received by November 30, 2018 the prices included in the original agreement shall prevail for the January 1, 2019 to December 31, 2019 contract period. For Section B (Included Items) the 69.5% discount shall be fixed for the entire term of the contract.

If you are in concurrence with the above, I have attached a resolution contract award request for the Supply and Delivery Office Supplies to W.B. along with a letter from the Cumberland County Purchasing Office and County's Resolution.

If you have any questions or need additional information, please contact me.

Sincerely,


Miguel A. Mercado, QPA
Purchasing Agent

Enclosures

**REQUEST FOR RESOLUTION
FOR COOPERATIVE CONTRACT AWARDS
UNDER 40A:11-12, N.J.A.C. 5:34-7.29 & LFN 2012-10
(REQUIRED FOR PURCHASES OVER \$17,500.00)**

April 6, 2018
(DATE)

1. Goods or Services (detailed description): Supplying & Delivering Office Supplies

2. Amount to be Awarded: \$ N/A

Encumber Total Award
 Encumber by Supplemental Release

3. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

4. **Account Number to be Charged: Various

5. Contract Period (if applicable): 4/1/18 - 12/31/19 with option to renew for 1 additional 2 year term.

6. Date to be Awarded: 4/24/18

7. Recommended Vendor and Address: W. B. Mason Co., Inc.
350 Commerce Drive
Egg Harbor Township, NJ 08234

8. Justification for Vendor Recommendation: (attach add'l information for Council review)
See Memo attached

Type of Contract: State National Regional County

BID #18-09
Vendor's Cooperative Contract # 181-CCCCPS

9. Evaluation Performed by: Miguel A. Mercado

10. Approved by: [Signature]

11. Attachments:
 Awarding Proposal
 Other: _____

• Send copies to: **Purchasing Department
Business Administration**

****If more than one account #, provide break down**



**Cumberland County
Board of Chosen Freeholders**
164 West Broad Street
Bridgeton, NJ 08302



**ADOPTED
RESOLUTION 2018-187
Meeting: March 27, 2018 6:00 PM**

**RESOLUTION AWARDING CONTRACT FOR SUPPLYING AND
DELIVERING OFFICE SUPPLIES FOR THE COUNTY OF
CUMBERLAND AND THE CUMBERLAND COUNTY COOPERATIVE
CONTRACT PURCHASING SYSTEM IDENTIFIER #181-CCCCPS**

WHEREAS, this Board duly received and opened bids for supplying and delivering office supplies for the County of Cumberland and the Cumberland County Cooperative contract Purchasing System Identifier #181-CCCCPS; and

WHEREAS, bids were received as follows:

WB Mason Company; EHT, NJ	\$102,577.94
Office Basics; Boothwyn, PA	\$120,357.75

; and

WHEREAS, the Director of Purchasing has reported that WB Mason Company, 350 Commerce Drive, Egg Harbor Township, NJ 08234 was the lowest responsive, responsible bidder; and

WHEREAS, the maximum contract renewal amount is \$102,577.94; and

WHEREAS, no amount will be encumbered until such time as good or services are ordered; and

WHEREAS, the Purchasing Agent and/or CFO/Treasurer shall ascertain that there are available sufficient uncommitted appropriations to provide for payment; and

WHEREAS, the purchase order will encumber appropriate account numbers as determined by the CFO/Treasurer at the time the purchase order is created in an amount(s) not to exceed the maximum contract renewal of \$102,577.94.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF CUMBERLAND, as follows:

1. That this Board hereby recommends a contract be awarded to WB Mason Company in accordance with the specifications and the bid of the contractor in the amount of \$102,577.94 for the contract period April 1, 2018 through December 31, 2019 and the County has the option to renew for one (1) additional two (2) year period commencing January 1, 2020 through December 31, 2021.

2. That, additionally, WB Mason Company shall be declared the winning bidder for the Cumberland County Cooperative Contract Purchasing System Identifier #181-CCCCPS.

3. That the proper officers of this Board are hereby authorized and directed to execute the contract hereby awarded.

4. That the said contract shall be contingent upon appropriation of sufficient funds in the temporary and/or permanent 2018 and 2019 Budgets.

Passed and adopted at a regular meeting of the Board of Chosen Freeholders held at the Cumberland County Administration Building, 164 West Broad Street in Bridgeton, New Jersey on Tuesday, March 27, 2018 at 6:00 p.m., prevailing time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Darlene Barber, Deputy Director
SECONDER:	Carol Musso, Freeholder
AYES:	Castellini, Musso, Quinn, Sparacio, Surrency, Barber, Derella