

**TOWNSHIP OF JEFFERSON
COUNTY OF MORRIS, NJ**

CONSENT AGENDA RESOLUTION #17-128

**“RESOLUTION AWARDING CONTRACT FOR MANAGED PRINT SERVICES
TO IMPERIAL COPY PRODUCTS, TOTAL NOT TO EXCEED \$10,500.00”**

WHEREAS, this Township has heretofore, in accordance with the Local Public Contracts Law of the State of New Jersey, received bids for **Managed Print Services**, at the municipal building; and

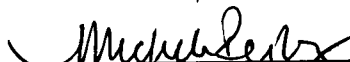
WHEREAS, **Imperial Copy Products** is the lowest responsible bidder and therefore, the contract should be awarded to said contractor; and,

WHEREAS, a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that the funds for said contract are available.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the contract for **Managed Print Services** is hereby awarded to **Imperial Copy Products, 961 Route 10, Randolph, New Jersey, 07869** in the amount not to exceed \$10,500.00 for one (1) year with an option for a second year.

BE IT FURTHER RESOLVED that the Mayor and Clerk of this Township be and are hereby authorized and directed to execute the contract and other necessary documents in order to effectuate the purpose of this resolution and that the Certificate of Availability of Funds supplied by the Chief Financial Officer (CFO) of this Township shall be attached to the original copy of this resolution.

ATTEST:


MICHELE REILLY, TOWNSHIP CLERK
Dated: June 14, 2017

COUNCIL OF THE TOWNSHIP OF JEFFERSON:


DEBI MERZ, COUNCIL PRESIDENT

CERTIFICATION: I, Michele Reilly, Clerk of the Township of Jefferson, County of Morris, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Jefferson Township Council at a meeting held on June 14, 2017.


Michele Reilly, RMC, Township Clerk

NAME	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
Birmingham		X	X			
Finnegan			X			
Smith			X			
Dunham	X		X			
Merz			X			

INTEROFFICE MEMORANDUM

TO: Michele Reilly, Township Clerk

FROM: William J. Eagen
Chief Financial Officer

SUBJECT: Managed Print Services Bid Award

DATE: May 19, 2017

The township received bids for Managed Print Services on May 9, 2017. Two (2) vendors submitted bids.

Konica Minolta was the lowest apparent bidder but was not compliant. I recommend the bid award to the lowest responsible bidder, Imperial Copy Products, 961 Route 10, Randolph, NJ 07869.

The contract shall be for a one-year period, with the option to renew for an additional year. Annual contract cost shall not to exceed \$10,500 per year.

cc: Township Council
Russell Felter, Mayor
Carol Fett, Purchasing Assistant

CMFO'S Certification of Availability of Funds

I, William J. Eagen, hereby certify that sufficient funds are available with the adoption of the 2017 Budget, Various OE, for the purpose stated herein, all in accordance with requirements of the Local Budget Law NJSA 40A: 4-1, et.seq.

Purpose: Print Management Services

Vendor: Imperial Copy Products (IMPERI99)

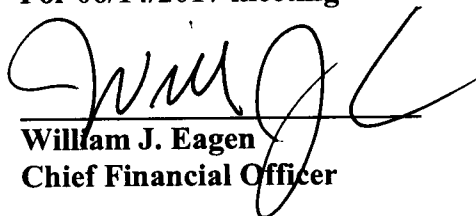
Line Item No.:

7-01-20-110-110-228
7-01-20-120-000-228
7-01-20-130-130-228
7-01-20-145-145-228
7-01-20-150-150-829
7-01-21-180-180-228
7-01-22-195-195-228
7-01-25-240-240-228
7-01-25-265-265-228
7-01-26-290-290-228
7-01-27-330-330-228
7-01-28-370-370-228
7-01-43-490-490-228
7-05-55-500-000-561

Amount Certified: \$10,500.00

Total Certified: \$10,500.00

**Certified this 14th day of June, 2017
For 06/14/2017 meeting**



**William J. Eagen
Chief Financial Officer**

Township of Jefferson **Notice to Bidders**

Notice is hereby given that sealed bids will be received by the Jefferson Township Purchasing Office until the 9th day of May, 2017 @ 11:00 A.M. at which time bids will be publicly opened and read in the Council Chambers at the Municipal Building, 1033 Weldon Road, Jefferson Township, Morris County, New Jersey, for the following categories:

Managed Print Services for Municipal Building Offices and Other Township Facilities

All Bids must be in compliance with Chapter 33 of the Public Laws of 1977 and Chapter 43 of the Public Laws of 2016. The Municipality reserves the right to hold bids for 60 days.

Bidders are required to comply with the requirement of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

The Township Council reserves the right to reject any and all bids.

Specifications can be obtained between the hours of 9:00 a.m. and 3:30 p.m., Weekdays only by contacting the Purchasing Department at the Municipal Building, 1033 Weldon Road, Jefferson Township.

Bids must be enclosed, sealed and marked on the outside of the envelope as to the bids designation by name or type of equipment or service and addressed to the Township Administrator, Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey, 07849

BY ORDER OF THE ADMINISTRATION

James Leach
Administrator