

**CITY COUNCIL**

**The City of Orange Township, New Jersey**

DATE May 19, 2020

NUMBER 219-2020

**TITLE:**

**A RESOLUTION AMENDING RESOLUTION 117-2020 "A RESOLUTION RATIFYING AND AWARDED A CONTRACT TO RELIANCE GRAPHICS, INC., 80 POMPTON AVENUE, VERONA, NEW JERSEY 07044 TO PROVIDE LOCAL PRINTING SERVICES FOR THE LOCAL MUNICIPAL ELECTION TO BE HELD ON MAY 12, 2020, IN AN AMOUNT NOT TO EXCEED \$15,000.00" BY ADDING AN ADDITIONAL \$6,130.00 DUE TO RESPONDING TO THE COIVD-19 PANDEMIC AS MANDATED BY EXECUTIVE ORDER NO. 105 AND INCREASING THE AMOUNT NOT TO EXCEED TO \$21,130.00**

**WHEREAS**, pursuant to Resolution No. 117-2010, adopted on March 17, 2020 the City Council for the City of Orange Township authorized that the contract for Municipal Election Printing be awarded to Reliance Graphics, Inc. in a total amount not to exceed \$15,000.00; and

**WHEREAS**, on March 9, 2020 Governor Murphy, through Executive Order No. 103, issued a state of emergency due to the COVID-19 Pandemic; and

**WHEREAS**, on March 19, 2020 Governor Murphy, through Executive Order No. 105, mandated that all elections scheduled for May 12, 2020 shall be conducted via mail in ballot; and

**WHEREAS**, the City of Orange Township's Local Municipal Election was held on May 12, 2020 via mail in ballot as dictated by Executive Order No. 105; and

**WHEREAS**, due to adhering to Executive Order No. 105, additional expenses were incurred for the production of the mail in ballots;

**WHEREAS**, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificates of Availability of Funds, certifying that the funds are available for this purpose in Account No. 0-01-20-121-000-308 contingent upon the passage of CY 2020 budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP**, authorizes the additional funds of \$6,130.00 to Reliance Graphics, Inc. in response to the COVID-19 Pandemic as mandated by Executive Order No. 105 and increasing the total amount not to exceed to \$21,130.00.

**Adopted:**

\_\_\_\_\_  
**Joyce L. Lanier**  
City Clerk

\_\_\_\_\_  
**Tency A. Eason**  
Council President

*Vaughn Perchman on behalf of the City Attorney*  
\_\_\_\_\_  
CITY ATTORNEY



Reliance Graphics, Inc.  
80 Pompton Avenue  
Verona, New Jersey 07044

Invoice

Invoice #: 00004236  
Date: 4/27/2020  
Ship Via:  
Page: 1

Bill To:  
**City of Orange**  
**City Clerk**  
**29 North Day Street**  
**Orange, NJ 07050**

Ship To:  
**Post Office**

Description	Amount	Tx
<b>Design and Print 18,342 vote by mail packages for the Orange Municipal election for MAY 12, 2020 which consists of outgoing special window envelope, certificate envelope, return envelope, ballot, instruction insert and insert for inactive voters, mailing services, outgoing postage and delivery to post office.</b>	<b>\$21,129.98</b>	

Your Order #:	Freight:	\$0.00
Shipping Date:	Sales Tax:	\$0.00
Terms: C.O.D.	Total Amount:	\$21,129.98
	Amount Applied:	\$0.00
	<b>Balance</b>	<b>\$21,129.98</b>

**CITY COUNCIL**

**The City of Orange Township, New Jersey**

DATE March 17, 2020

NUMBER 117-2020

**TITLE: A RESOLUTION RATIFYING AND AWARDED A CONTRACT TO RELIANCE GRAPHICS, INC., 80 POMPTON AVENUE, VERONA, NEW JERSEY 07044 TO PROVIDE LOCAL PRINTING SERVICES FOR THE LOCAL MUNICIPAL ELECTION TO BE HELD ON MAY 12, 2020, IN AN AMOUNT NOT TO EXCEED \$15,000.00.**

WHEREAS, Local Municipal Election will be held in the City of Orange Township on May 12, 2020; and

WHEREAS, Municipal Elections require that voting machine ballots, emergency ballots, voting authority books, mail-in ballots and provisional ballots be designed and printed; and

WHEREAS, the Municipal Clerk solicited quotes and received the following responses:

<u>CONTRACTOR</u>	<u>TOTAL PRICE</u>
ROYAL PRINTING SERVICE 441-51 <sup>ST</sup> Street West New York, NJ 07093	\$19,800.00
RELIANCE GRAPHICS, INC. 80 Pompton Avenue Verona, New Jersey 07044	\$15,000.00


WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificates of Availability of Funds, certifying that the funds are available for this purpose in Account No. 0-01-20-121-000-308 contingent upon the passage of CY 2020 budget; and


WHEREAS, the City of Orange Township may, pursuant to N.J.S.A. 40A:11-6.1 award a contract when all contracts in the aggregate are less than the bid threshold.

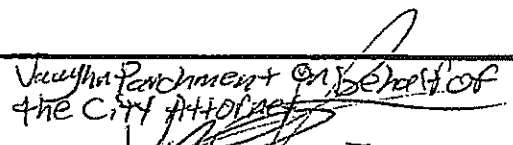
**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP**, that a contract for Municipal Election Printing be awarded to Reliance Graphics, Inc. in a total amount not to exceed \$15,000.00.

**BE IT FURTHER RESOLVED**, that the Mayor of the City of Orange Township is hereby authorized to enter into said contract with Reliance Graphics, Inc.

Adopted: **March 24, 2020**

  
Joyce J. Lanier  
City Clerk

  
Tency A. Eason  
Council President

  
Veronica Perdomo on behalf of  
the City Attorney

**RESOLUTION NO. 117-2020**

**ON CONSENT AGENDA**

**REGULAR MEETING-- MARCH 24, 2020**

**MOTION TO ADOPT: Summers-Johnson**

**SECOND: Wooten**

**YEAS: Coley, Jackson, Johnson, Jr., Summers-Johnson, Williams, Wooten & Council President Eason**

**NAYS: None**

**ABSTENTIONS: None**

**ABSENCES: None**

CITY OF ORANGE TOWNSHIP  
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS  
NEXT BUDGET

I, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2020 service contract, and the resolution presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2020 Budget, there will be sufficient funds to contract with:

Vendor Name: Reliance Graphics, Inc.  
Address: 80 Pompton Ave.

City: Verona  
State: New Jersey  
Zip Code: 07044

Purpose: Local Municipal Election Printing  
Vendor ID: RELIA020

Temporary Budget: \$ 7,000.00  
Fund: Current Fund  
Line Description CLK EE- Clerk Election - Election Expenses  
Account Numbers(s): CY'20 0-01-20-121-000-308

The remainder of: \$ 8,000.00  
will be provided in  
Fund: Current Fund  
Line Description CLK EE- Clerk Election - Election Expenses  
Account Numbers(s): CY'20 0-01-20-121-000-308

Purchase Order Number : 20-00167

Amount not to exceed: \$ 15,000.00

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Division Head

Date

*Rile Clements*

*3-10-2020*

Chief Financial Officer

Date

# Reliance

SINCE 1980 *Graphics Inc.*

For all your election printing and direct mail needs.

November 18, 2019

Ms. Joyce L. Lanier  
Orange Municipal Clerk  
29 No. Day Street  
Orange, New Jersey 07050

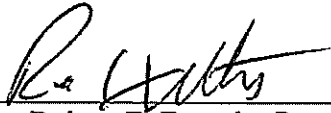
RECEIVED  
THE CITY CLERK'S OFFICE  
NOV 20 PM 3: 18

This letter serves as an agreement between Reliance Graphics, Inc. and City of Orange to supply the following for your May, 2020 Municipal Election.

1. Design and print voting machine ballot faces and deliver to warehouse.
2. Typeset and print emergency ballots and deliver to warehouse.
3. Print voting authorities and deliver to Board of Elections.
4. Typeset, print, and supply Dominion certified ballots for mail-in and provisional ballots and deliver to county clerk.
5. Print sample ballots, apply voter's name to ballot, deliver to post office and pay postage.
6. Print Challenger Certificates and deliver to Board of Elections
7. Print signs for posting announcing election.

Total cost for above: **\$15,000** based on **17,200** voters.

If you have any questions, please do not hesitate to call.



Robert E. Fetterly, President

11/18/19

Date

-----  
Authorized Signature—City of Orange

-----  
Date

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 282  
TRENTON, N J 08646-0282

TAXPAYER NAME:  
RELIANCE GRAPHICS, INC

TRADE NAME:

ADDRESS:  
80 POMPTON AVE  
VERONA NJ 07044  
EFFECTIVE DATE:

SEQUENCE NUMBER:  
1077117

ISSUANCE DATE:  
03/15/07

07/29/04

*James J. Fusione*  
Acting Director  
New Jersey Division of Revenue

FORM-BRC(08-04)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

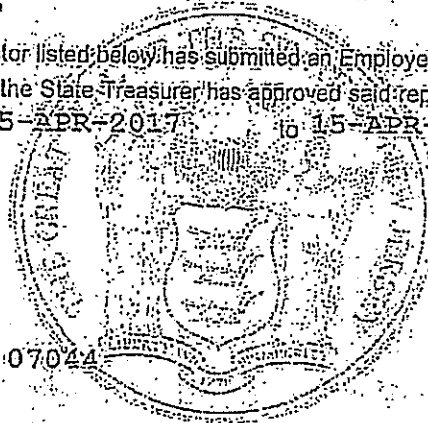
Certification 20873

CERTIFICATE OF EMPLOYEE INFORMATION REPORT  
RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-APR-2017 to 15-APR-2024.

RELIANCE GRAPHICS  
80 POMPTON AVENUE  
VERONA

NJ 07044



*Ford M. Scudder*

FORD M. SCUDDER  
State Treasurer



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Reliance Graphics**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.  
**80 Pompton Ave**

**6** City, state, and ZIP code  
**Verona, NJ 07044**

**7** List account number(s) here (optional)

Requester's name and address (optional)  
**City of Orange**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

OR

Employer identification number								
0	3	-	0	4	6	6	8	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person ▶ *Kendy A. Settely*    Date ▶ *3.10.2020*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*