

CITY COUNCIL

The City of Orange Township, New Jersey

DATE November 21, 2023

NUMBER 460-2023

AMENDED

TITLE: A RESOLUTION 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 14, 2024 IN AN AMOUNT NOT TO EXCEED \$21,090.00

WHEREAS, Local Municipal Election will be held in the City of Orange Township on May 14, 2024; 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 ST Street West New York, NJ 07093	No response
RELIANCE GRAPHICS, INC. 80 Pompton Avenue Verona, New Jersey 07044	\$21,090.00

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificates of Availability of Funds, a copy of which is attached hereto certifying that funds are available for this purpose in Account No. 4-01-20-121-000-308 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 Budget, there will be sufficient funds to contract Reliance Graphics, Inc.; 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 \$21,090.00

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: November 21, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

 AMZ/TH

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGET - CURRENT FUND

I, Nile Clements, 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 2024 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 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: Printing services for the local municipal election on May 14, 2024

Vendor ID: RELIAN020

Fund:	Current Fund		
Line Description	CLK EE - Clerk Election Expenses		
Account Number(s):	CY'24 4-01-20-121-000-308	\$	21,090.00

Amount not to exceed: \$ 21,090.00

Division Head	Date
<i>Nile Clements</i>	11/21/2023
Chief Financial Officer	Date

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <i>Rebecca Graham</i></p> <p>2 Business name/disregarded entity name, if different from above</p> <p>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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p style="font-size: x-small;">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.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p> <p>5 Address (number, street, and apt. or suite no.) See instructions. <i>80 Roughton Hill</i></p> <p>6 City, state, and ZIP code <i>Verona, NJ</i></p> <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional) <i>City of Orange</i></p>
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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										
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6	3	-	0	4	6	8	9	D		

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 ▶ <i>R. Graham</i>	Date ▶ <i>11/16/23</i>
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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.

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.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 287
TRENTON, NJ 08646

TAXPAYER NAME:

RELIANCE GRAPHICS, INC

TRADE NAME:

ADDRESS:

80 POMPTON AVE
VERONA, NJ 07066

EFFECTIVE DATE:

07/29/04

SEQUENCE NUMBER:

107717

ISSUANCE DATE:

03/18/07

[Signature]
Treasurer
New Jersey Division of Revenue

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
GENERAL

This is a copy of the certificate of employee information report prepared by the Department of Treasury, Division of Revenue, pursuant to N.J.A.C. 17:27. The report was prepared for the period 12/31/06 to 12/31/07.



RELIANCE GRAPHICS
80 POMPTON AVENUE
VERONA, NJ 07066

[Signature]
FORD W. SLUDER
State Treasurer

Reliance Graphics

October 16, 2023

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

Dear Ms. Lanier

Reliance Graphics would like to submit a proposal for your May, 2024 Municipal Election. The proposal is as follows:

1. Print and program Dominion certified ballots for polling places and deliver to warehouse.
2. Typeset and print emergency ballots and tally sheets 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. Provide mailing services for mail-in ballots.
5. Design and 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 all signs needed for election.
8. Print for early voting if required.

Total cost for above: **\$21,090.00** based on **17,000** voters.

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

Very truly yours,


Robert E. Fetterly