

CITY COUNCIL

The City of Orange Township, New Jersey

DATE February 6, 2024

NUMBER 96-2024

AMENDED

TITLE:

A RESOLUTION AUTHORIZING A CONTRACT WITH STEWART BUSINESS SYSTEMS, LLC, A XEROX COMPANY, LOCATED AT 6000 IRWIN ROAD, SUITE A, MT LAUREL, NEW JERSEY 08054, UNDER STATE CONTRACT G-2075 FOR SUPPLIES, MAINTENANCE, AND MANAGEMENT OF PRINTERS AND MULTIFUNCTIONAL DEVICES FOR THE PERIOD OF THREE (3) YEARS, EFFECTIVE ON FEBRUARY 7, 2024 THROUGH FEBRUARY 6, 2027, IN AN AMOUNT NOT TO EXCEED \$180,917.16 PER YEAR AND CONTINGENT ON THE AVAILABILITY OF FUNDS IN BUDGET YEARS 2024, 2025, 2026, and 2027 AND ADDITIONALLY RATIFYING A CONTRACT WITH STEWART BUSINESS SYSTEMS FOR GOODS AND SERVICES PROVIDED TO THE CITY OF ORANGE TOWNSHIP FROM AUGUST 1, 2023 THROUGH FEBRUARY 6, 2024 IN THE AMOUNT OF \$58,281.21.

WHEREAS, Stewart Business Systems has been providing supplies, prophylactic and preventative maintenance, and management of the City of Orange Township's (hereinafter the "City") copiers, printers and multifunctional devices: and

WHEREAS, Stewart Business Systems is a State contractor under State Contract G-2075; and

WHEREAS, during the period August 1, 2023, to February 6, 2024, Stewart Business Systems repaired copiers and printers, provided supplies, and performed maintenance and management tasks including but not limited to: updating relevant software drivers, lubrication of moving parts, routine calibration and alignment procedures, and professional cleaning of debris buildup; and

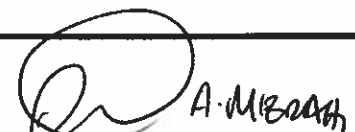
WHEREAS, in consideration for the provision of these goods and services by Stewart Business Systems, a contract must be ratified between the City and Stewart Business Systems in order to effect payment for same; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for the purpose of this contract ratification in Account No. 4-01-20-102-000-528, contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 Budget, there will be sufficient funds to ratify the contract with Stewart Business Systems, LLC.

WHEREAS, there is a continuing need for an all-inclusive printer service contract for parts and genuine HP toner, for all existing laser printers by the City of Orange Township; and

WHEREAS, Stewart Business Systems, LLC has presented a proposal for the lease of 42 Color Xerox devices for three (3) years, monthly payments of \$15,076.43; and

WHEREAS, the Division of Purchasing has reviewed and verified New Jersey State Contract No. G-2075 for Copiers, Maintenance and Supplies awarded to Stewart, a Xerox



Company, located at 6000 Irwin Road, Ste. A, Mt. Laurel, New Jersey 08054 from February 7, 2024 through February 6, 2027; and

WHEREAS, funds in an amount not to exceed \$542,751.48 at a rate per month (\$15,076.43) for a period of three (3) years have been certified to be available in account number 4-01-20-102-000-528; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto certifying that funds will be available for this purpose in Account No. 4-01-20-102-000-528, 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 Stewart Business Systems, LLC.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Council of the City of Orange Township, be and hereby ratifies and approves the awarding of a supply and maintenance contract to Stewart Business Systems, LLC in an amount not to exceed \$180,917.16 per year, subject to annual budget appropriation; and,

BE IT FURTHER RESOLVED, that payments to be made under this award of a supply and maintenance contract to Stewart Business Systems, LLC are contingent on Municipal Council approval and inclusion of this item in the Temporary Budget and adopted 2024 Municipal Budget and the future approval and inclusion of this item in any Temporary Budget or Adopted Budget in calendar years 2025, 2026 and 2027, and further, if said item is not included in any of the aforementioned budgets in this paragraph, this contract, shall be terminated without recourse to Stewart Business Systems and a contractual provision to this effect shall be added to the contract prior to its execution; and,

BE IT FURTHER RESOLVED, by the Municipal Council of the City of Orange Township, that a contract between State Government Contractor Stewart Business Systems and the City of Orange Township be and is hereby ratified for copier repair, printer repair, supply services and prophylactic maintenance services for the period of August 1, 2023 through February 6, 2024 in the amount of \$58,281.21.

Adopted: February 6, 2024

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS

I, Chief Financial Officer for the City of Orange Township, do hereby confirm that, based on the experience record of the prior year, and based on the Quote, RFP, or RFQ bid results, "extraordinary unspecifiable services" without competitive bids or inclusion in a cooperative which the City has approved, and contingent upon Council approval and inclusion of said item in the Temporary Budget and the adopted 2023, 2024, 2025, 2026 and 2027 Budgets, there will be sufficient funds to contract with:

Vendor Name: Stewart Business Systems LLC.

Address: 6000 Irwin Road
Suite A

City: Mt. Laurel
State: New Jersey
Zip Code: 08054

Purpose: Lease, maintenance and supplies for printers
02/01/2024-01/31/2027 And 2023 services rendered

Fund: Current Fund
Line Description ADM - Administration - Rentals & Leases
Budget years: 2023 2024 2025, 2026, 2027
Account Numbers(s): 3-01-20-102-000-528 4-01-20-102-000-528

Vendor ID: STEWA060

2023 PO # : 23-00303 Amount in 2023 budget: 58,281.21

holding PO Number: 24-00358

2024 - 2027 Amount not
to exceed Annually: \$ 180,917.16

Division Head	Date
<i>Nile Clements</i>	2/3/2024
Chief Financial Officer	Date

Renewal of contract W-CN12233-02 for additional 36 months

Date 1/11/2024

FROM: Stewart Business Systems

Customer Name: CITY OF ORANGE

Renewal of contract W-CN12233-02 for additional 36 months.
Agreement also includes 6 Xerox Versalink C415's

Addendum to Existing Agreement

Total new B/W monthly allowance	<u>13,500 coverage @ .018</u>
Total new Color monthly allowance	<u>10,000 coverage @ .11</u>
Total new B/W Flat Rate Printers	<u>17 @ \$38.28 per printer</u>
Total new Color Flat Rate Printers	<u>26 @ \$54.76 per printer</u>

New Monthly Payment \$4,772.79

Change effective Date: 1/19/2024

Customer Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

Schedule A

Quantity	Location	Make	Model	Serial #	ID #	Accessories

Notes:

The additional Printers will be added to the current Managed Print Services agreement. The same terms and conditions for existing agreement will apply.