



Approved as to Form and Legality

Date Adopted

Committee
Economic Development/
Public Works

September 5, 2018

**RESOLUTION RENEWING A CONTRACT FOR THE PROVISION OF
JANITORIAL SUPPLIES AND COARSE PAPER PRODUCTS FOR
THE SALEM COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM**

WHEREAS, the Salem County Purchasing Agent, as authorized Contracting Agent for the Board of Chosen Freeholders of the County of Salem requested, received and opened sealed proposals on August 4, 2015 at 2:00 PM prevailing time for Supplying and Delivering Janitorial Supplies and Coarse Paper Products for the County of Salem Cooperative Contract Purchasing System. The receipt of said bids were duly advertised in accordance with the law and in such case made and provided; and

WHEREAS, all bid results and recommendations for contract award are on file in the Office of the Purchasing Agent, 110 Fifth Street, Salem, New Jersey, as required by Law; and

WHEREAS, it had been determined that the company of **Office Basics, Inc.** had substantially met the necessary qualifications for the fulfillment of this contract, and further has provided the documentation necessary to successfully fulfill the requirements of the County of Salem; and

WHEREAS, on August 19, 2015, the Salem County Board of Chosen Freeholders adopted Resolution 2015-318 Awarding said contract to **Office Basics, Inc.** for a period of two (2) years; and

WHEREAS, on June 21, 2017, the Salem County Board of Chosen Freeholder adopted Resolution 2017-197 Renewing aid contract to **Office Basics, Inc.** for a period of one (1) year; and

WHEREAS, the Salem County Treasurer has certified that funding for this contract shall be encumbered in accordance with NJAC 5:30-5.4 and this agreement shall further be contingent upon the availability and appropriation of sufficient funds contained in the 2018 Budget of the County of Salem under various line items.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem as follows:

1. The Board of Chosen Freeholders of the County of Salem hereby awards a renewal contract for the Supplying and Delivering Janitorial Supplies and Coarse Paper Products for the County of Salem Cooperative Contract Purchasing System, subject to the review of the County Solicitor to **Office Basics, Inc.**, 22 Creek Circle, PO Box 2230, Boothwyn, PA, 19061. The cost shall not exceed **\$37,600.15** (Thirty-Seven Thousand Six Hundred Dollars and Fifteen Cents). The renewal contract commences retroactively on August 20, 2018 and terminate August 19, 2019, with no additional renewal options remaining. This shall be completed in full accordance with the terms and conditions of the contract.

2. The Freeholder Director and the Clerk of the Board shall be authorized to execute said renewal contract upon compliance by the firm with all requirements and specifications.

CHARLES V. HASSLER, Deputy Freeholder Director
Chair, Economic Development/ Public Works Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on September 5, 2018.

BRENDA P. BANKS
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					
C. Hassler	✓				✓	
B. Laury	✓					
S. Griscom	✓					✓
M. DeCastro	✓					

✓ Indicates Vote

Department Initials

DTF



CERTIFICATION OF AVAILABILITY OF FUNDS

NOTE TO COUNTY DEPARTMENTS: This form is to be prepared by each department entering into a contract with a vendor when a resolution is required to be adopted by the Board of Chosen Freeholders of the County of Salem.

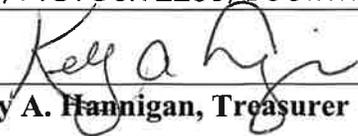
This form must accompany the resolution, and must be submitted with the resolution to the Finance Officer for approval by the Finance Officer at least one week prior to the Freeholder meeting at which it will be presented for adoption.

The contract/agreement between the County and the vendor shall be further contingent upon availability and appropriation of sufficient funds for this purpose in the County's Temporary and Permanent Budget. *If grant funds are utilized, this contract/agreement is further contingent upon the grants funds availability during the appropriate grant period.*

I, **Kelly A. Hannigan, Treasurer** of the County of Salem, hereby certify in accordance with **Section 5:34-5 of the Local Public Contracts Guidelines and Local Public Contracts Regulations** that adequate funds for the contract listed below are available.

I further certify that the funds are contained in the **OFFICIAL BUDGET** of the County of Salem under the item listed below.

AMOUNT:	\$37,600.15
ACCOUNT NAME:	Jail- Misc. & Facilities Management -Misc.
ACCOUNT #:	8-01-25-280-580-218 & 8-01-26-310-210-218
FOR:	Supplying and Delivering Janitorial Supplies and Coarse Paper Products
DATE:	September 5, 2018
VENDOR:	Office Basics, Inc. 22 Creek Circle, P.O. Box 2230, Boothwyn, PA 19061



Kelly A. Hannigan, Treasurer