

RESOLUTION

22-144


No. _____

Date of Adoption APR 21 2022

Approved as to Form and Legality


WESLEY BRIDGES, ESQ., DIRECTOR OF LAW

Factual content certified by


TONYA STEWART, DIRECTOR OF MUNICIPAL COURT

Councilman /woman

Caldwell-Wilson

presents the following Resolution:

**RESOLUTION ACCEPTING A BID AND AWARDING A CONTRACT TO
BILL BROWN AND COMPANY FOR PRINTING SERVICES FOR TRENTON
MUNICIPAL COURT FOR A PERIOD OF TWO (2) YEARS FROM MARCH
18, 2022 TO DECEMBER 31, 2023, IN AN AMOUNT NOT TO EXCEED
\$120,000.00 AT \$60,000.00 PER YEAR BID 2021-61**

WHEREAS, two (2) sealed bids were received on September 16, 2021, for printing services for a period of two (2) years with an option to extend an additional two (2) years from March 18, 2022 to December 31, 2023 for the City of Trenton, Municipal Court; and

WHEREAS, Concept Printing, low bidder is located in Nyack, New York, during this time of the pandemic and the excessive shipping delays, the committee's main concerns is the timely shipping and delivery of all orders. Bill Brown and Company, the second low bidder is located in Mercer County New Jersey and this decision was based upon the responsiveness and timely delivery of all printing orders. It is imperative that the forms, notices, and documents utilized in the daily operations of municipal court are readily available, with no extended delays in delivery due to unforeseen shipping matters; and

WHEREAS, the second low bidder, Bill Brown and Company, 275 Whitehead Road, Hamilton, New Jersey 08619. There is a minimal difference of \$225.70 from the bidding companies. This is made pursuant to advertisement, be and is hereby accepted, as the responsive, responsible bidder complying with terms and specifications on file in the Division of Purchasing; and

WHEREAS, funds in an amount not to exceed \$120,000.00 (**see attached breakdown of the services and pricing**) have been certified to be available in the following account number: CY' 2022, 2-01- -75-7500-230 (\$60,000.00) from March 18, 2022 to December 31, 2022, and CY' 2023, 3-01- -75-7500-230 (\$60,000.00) from January 1, 2023 to December 31, 2023 contingent upon the adoption of CY' 2022 and CY'2023 budget; with an option to extend the contract for an additional two (2) years in an amount not to exceed \$60,000.00 per year. A resolution must be prepared for the option to extend for an additional two (2) years prior to the expiration date, and the awarded vendor must submit an extension letter for their services and pricing.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Trenton that the Mayor is hereby authorized to execute a contract with Bill Brown and Company, 275 Whitehead Road, Hamilton, New Jersey 08619 for Printing Services for the City of Trenton, Municipal Court for the said purposes in the manner prescribed by law.

	Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent		Aye	Nay	Abstain	Absent
CALDWELL	✓				RODRIGUEZ	✓				MCBRIDE	✓			
WILSON														
HARRISON	✓				VAUGHN	✓								
MUSCHAL	✓				WILKINS	✓								

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on APR 21 2022

Kathy McBride
President of Council

Penelope S. Edwards-Carter
City Clerk

Penelope S. Edwards-Carter
Assistant Municipal Clerk

**CITY OF TRENTON
DEPARTMENT OF FINANCE**

CERTIFICATION OF FUNDS

I, Ronald Zilinski, Acting Chief Financial Officer of the City of Trenton, do hereby certify, to the best of my knowledge and belief, that there are now sufficient funds to Contract with:

Vendor Name: Bill Brown and Company
Address# 1: 275 Whitehead Road
City: Hamilton
State: New Jersey
Zip Code: 08619

Purpose: Trenton Municipal Court – Printing Services

Fund: CY2022 January 1, 2022 - December 31, 2022
CY2023 January 1, 2023 - December 31, 2023

Account Numbers: 2-01-75-7500-230 (\$60,000.00)
3-01- -75-7500-230 (\$60,000.00)

\$ (120,000) RZ

Vendor ID: BILLB005

BID#: BID2021-61

Amount not to exceed: \$60,000.00 per year

Ronald Zilinski 2/3/22


Chief Financial Officer

2/3/22

Date

**TRENTON MUNICIPAL COURT
P.O. BOX 1360
TRENTON, NEW JERSEY 08607**

MEMORANDUM

DATE: Tuesday, December 7, 2021
TO: Isabel Garcia, Purchasing Agent
FROM: Tonya Stewart, Municipal Court Director 
RE: Recommendation Awarding Bill Brown and Company

Bill Brown and Company have been selected to provide all the printing services for the Trenton Municipal Court. This decision was based upon the responsiveness and timely delivery of all printing orders. In reviewing the overall cost in producing all the documents needed by the Trenton Municipal Court, there is a minimal difference of \$225.70 from the bidding companies. Bill Brown is in Mercer County, New Jersey and Concept Printing is in Nyack, New York. During this time of the pandemic and the excessive shipping delays, the committees main concern is the timely shipping and delivery of all orders. It is imperative that the forms, notices, and documents utilized in the daily operations of the municipal court are readily available, with no extended delays in delivery due to unforeseen shipping matters.

The printing services will be rendered to the Trenton Municipal Court in calendar years CY2022 & CY2023 and are not to exceed \$120,000.00 at \$60,000.00 per year for a period of two (2) years, with an option to extend two (2) additional years. The funds utilized for CY2022 dated January 1, 2022, to December 31, 2022, in the amount of \$60,000.00. All expenditures for the printing services will be captured from the budget line for Printing Services, account number 2-01 -75-7500-230.

If you should have any questions or require additional information, please contact me at (609) 989-8635.

Thank you.

Cc: Adam Cruz, Business Administrator
Marc McKithen, Chief Judge
Seneca Baker, Court Administrator