

RESOLUTION NO. 2025 - 102

A RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO PRINT & MAIL AT HARRIS LOCAL GOVERNMENT, NIAGARA FALLS, NY TO PROVIDE MANAGED PRINT AND MAIL SERVICES.

WHEREAS, there exists a need for Print and Mail Services for the City of Vineland; and

WHEREAS, the City of Vineland has a need to acquire such service as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, the Information Systems Director has recommended that a contract be awarded to Print & Mail at Harris Local Government, Niagara Falls, NY to Provide Managed Print and Mail Services for a monthly amount of \$25,332.50 for a period of twelve (12) months for a total award amount not to exceed \$303,990.00 commencing on January 1, 2025 to December 31, 2025; and

WHEREAS, Print & Mail at Harris Local Government has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that Print & Mail at Harris Local Government has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit Harris Local Government from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the City of Vineland has certified that this meets the statute and regulations governing the award of said contracts.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that:

1. The Purchasing Agent be and the same is hereby authorized to issue contract to Print & Mail at Harris Local Government, Niagara Falls, NY, to Provide Managed Print and Mail Services for an estimated monthly amount of \$25,332.50 for a period of twelve (12) months commencing on January 1, 2025 to December 31, 2025 for a total award amount not to exceed \$303,990.00.
2. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with the Resolution.
3. Notice of this action shall be printed once in the Daily Journal.

Adopted: February 25, 2025

President of Council pfs

ATTEST:

Deputy City Clerk rgf



**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS UNDER
40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

1. GOODS OR SERVICES (DETAILED DESCRIPTION): Harris Print and Mail Services for 12 months
@ \$25,332.50
2. TYPE: RFP ORFQ NUMBER: _____
 NON-FAIR & OPEN (PAY TO PLAY DOUCMENTS REQUIRED)
 FAIR & OPEN: HOW WAS RFP ADVERTISED? _____
3. AMOUNT TO BE AWARDED: \$303,990.00
 ENCUMBER TOTAL AWARD ENCUMBER BY SUPPLEMENTAL RELEASE
4. BUDGETED ITEM: YES NO ACCOUNT NUMBER: 5-05-55-502-9004-53044 5-07-55-502-8011-53044 5-09-55-502-7010-53052
5. CAPITAL ORDINANCE: YES NO ORDINANCE NUMBER: _____
6. TRACKING ID(S): E903 COMMODITY CODE(S): 920
7. CONTRACT PERIOD (IF APPLICABLE): 12 Months - January 2025 thru December 2025
8. DATE TO BE AWARDED: 2/11/25 2/25/25
9. RECOMMENDED VENDOR NAME AND ADDRESS: Print & Mail At Harris Local Government
2017 E Main St Easley, SC 29640
10. JUSTIFICATION FOR VENDOR RECOMMENDATION (INCLUDE ADDITIONAL INFORMATION FOR COUNCIL):
Proprietary Harris solution with Cayenta integration
11. EVALUATION PERFORMED BY: Tony Quigley, Director of IS and Customer Service Ext. 4345
(NAME, TITLE AND EXTENSION NUMBER)
12. APPROVED BY: _____
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)
13. ATTACHMENTS: AWARDDING PROPOSAL OTHER: Invoices

COPY TO:
PurchasingOffice@vinelandcity.org



Remit To: Harris Computer Systems
 PO BOX 74008484
 Chicago, IL 60674-8484

Invoice **TBPM00006823**
 Date **1/31/2025**
 Page **1 of 1**

Bill To

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08360
 United States

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08360
 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
DC-VMU14-08022023	VIN800		LOCAL DELIVERY	Due on Receipt

Ordered	Item Number	Description	Unit Price	Ext Price
1	NOTE	Job Ticket#19602-PRTSVC - UB - Vineland Jan 2025	US\$0.00	US\$0.00
1	PM POSTAGE - UB	Job Ticket#19602-POSTAGE: Vineland Jan 2025	US\$7,666.87	US\$7,666.87
1	PRTSVC - UB	Job Ticket#19602-PRINTING: Vineland Inserts - 2-sided full color	US\$3,506.00	US\$3,506.00
1	PRTSVC - UB	Job Ticket#19602-PRINTING: Vineland Utility Bills Jan 2025 - (Qty total: 15057 Unit Price: .18)	US\$2,710.26	US\$2,710.26
1	PRTSVC - UB	Job Ticket#19602-PRINTING: Vineland Second Page Jan 2025 (Qty total: 5127 Unit Price: .07)	US\$358.89	US\$358.89
1	NOTE	Job Ticket#19603-PRTSVC - UB - Vineland - Late Notices - Jan 2025	US\$0.00	US\$0.00
1	PM POSTAGE - UB	Job Ticket#19603- POSTAGE: Vineland Late Notices	US\$574.32	US\$574.32
1	PRTSVC - UB	Job Ticket#19603-PRINTING: Utility Bill Late Notices - (Total Qty: 903 Unit Price: .17)	US\$153.51	US\$153.51
			Subtotal	US\$14,969.85
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$14,969.85

Invoice Questions? Please call Raheemat Oyelola at 1-888-847-7747 ext. 990170 OR e-mail
 ar_hlg@harriscomputer.com



Remit To: Harris Computer Systems
 PO BOX 74008484
 Chicago, IL 60674-8484

Invoice **TBPM00006822**
 Date **1/31/2025**
 Page **1 of 1**

Bill To

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08360
 United States

Vineland, City of
 640 E Wood Street
 Vineland, NJ 08360
 United States

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	VIN800		LOCAL DELIVERY	Due on Receipt

Ordered	Item Number	Description	Unit Price	Ext Price
1	NOTE	Job Ticket#26-Mail Processing Annual Rate	US\$0.00	US\$0.00
1	PRTSVC - UB	Job Ticket#26-Includes: Sorting, CASS, NCOA	US\$775.00	US\$775.00
			Subtotal	US\$775.00
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			Total	US\$775.00

Invoice Questions? Please call Raheemat Oyelola at 1-888-847-7747 ext. 990170 OR e-mail ar_hlg@harriscomputer.com



New Invoices Notice

Account (VIN800)

Date: Jan-31-25
Vineland, City of
640 E Wood Street
Vineland
NJ
08360
United States

Dear Customer,

Please find below a list of your most recent invoices, and copies attached.

Reference	Invoice Date	Due Date	Invoice Amount
TBPM00006822	Jan-31-25	Jan-31-25	US\$ 775.00
TBPM00006823	Jan-31-25	Jan-31-25	US\$ 14,969.85
Total:			US\$ 15,744.85

It would be appreciated if you could confirm receipt of these invoices.

For your convenience, we are now delivering the new invoices via email only. If you prefer mail, please send a written request to the below email.

Payment can be remitted to:
Tailored Business Systems
PO Box 74008484
Chicago, IL 60674-8484, USA

When remitting payment, please refer to the second page of this notice for our current bank address and ACH/Wire information and reference the invoice number on the memo line of the cheque. If making payment electronically, please email the remittance to the below email.

If you have any questions, please do not hesitate to contact me at 1 (613) 691-8690 or by email at royelola@harriscomputer.com .

Thank you for your time. I look forward to hearing from you.

Yours sincerely,

Raheemat Oyelola
Accounts Receivable, Finance