

RESOLUTION OF THE BOARD OF FREEHOLDERS  
COUNTY OF ESSEX

RESOLUTION NO. R-2015-00715 AUTHORITY FOR RESOLUTION:

N.J.S.A. 40:41A-38(n)

PROPOSED BY: COUNTY EXECUTIVE AUTHORITY FOR ACTION:

N.J.S.A. 40:41A-36(i)

SUBJECT:

DEPARTMENT OF CORRECTIONS - CONTRACT AWARD TO PATHWAY COMMUNICATIONS GROUP, LLC, THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER TO PROVIDE E-MAIL ARCHIVING SERVICES - SEPTEMBER 1, 2015 - AUGUST 31, 2017 - AMOUNT NOT TO EXCEED \$48,000.00

WHEREAS, the County of Essex has a need for a vendor to provide Email Archiving Services (the "Services") for the Department of Corrections; and

WHEREAS, the County's Office of Purchasing has publicly advertised for bids for the Services; and

WHEREAS, the County has received, from three (3) vendors written responses to the aforesaid advertisement for bids; and

WHEREAS, the County's Office of Purchasing recommends the Board of Chosen Freeholders award the contract for the Services for the period September 1, 2015 through August 31, 2017 to Pathway Communications Group, LLC, the lowest responsive and responsible bidder; and

WHEREAS, the Chief Financial Officer has certified that he will further certify the availability of funds to pay such contract when services are ordered (which certification is attached hereto); and

WHEREAS, the New Jersey Public Contracts Law (N.J.S.A. 40a: 11-1 et. seq.) requires that the Board of Chosen Freeholders by resolution approve the awarding of a contract for the provision or performance of any goods or services, the cost of which in the aggregate exceed the statutory bidding threshold; now, therefore, be it.

**RESOLVED**, by the Essex County Board of Chosen Freeholders:

1. That the award of a Contract for the Services for the period September 1, 2015 through August 31, 2017 at a cost not to exceed \$48,000.00 to Pathway Communications Group, LLC, the lowest responsive and responsible bidder, in accordance with the recommendation of the County's Office of Purchasing, be and hereby is approved, and that the County Administrator and it hereby is authorized to enter into and execute said contract as aforesaid together with such other documents incident thereto as may be necessary.
2. That the Clerk of the Board of Chosen Freeholders forward two (2) certified copies of this resolution and agreement to the Office of Purchasing and one to the Department of Corrections.

RECEIVED and FILED  
Office of Purchasing of the  
Board of Freeholders

AUG 27 2015

COUNTY OF ESSEX

Approved as to form and legality Courtney Gaccione Date 8/26/15

A ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved By Freeholder Richardson  
 Second by Freeholder Johnson

Freeholder	Yes	No	N.V.	ABS	Freeholder	Yes	No	N.V.	ABS
Bobadilla				✓	Richardson	✓			
Gill, V.P.				✓	Sebold	✓			
Johnson	✓				Timberlake, Pres.	✓			
Jones	✓				Toro	✓			
Luciano	✓								

It is hereby certified that the foregoing Resolution was (✓) adopted ( ) defeated ( ) tabled by roll call vote at a Regular meeting of the Board of Chosen Freeholders of the County of Essex, New Jersey held on September 9, 2015.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_

  
 Britnee N. Timberlake, President

Pathway Communications Group, LLC

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**MEMORANDUM OF AGREEMENT**  
**BETWEEN**

**VENDOR**

**COUNTY**

NAME: Pathway Communications Group, LLC  
ADDRESS: 301 Route 17 North, Suite 800  
Rutherford, NJ 07070

County of Essex  
Hall of Records  
465 Dr. Martin Luther King Blvd.  
Newark, New Jersey 07102

RFP FILE #: 15-123  
DATE ADVERTISED: June 23, 2015  
DATE RECEIVED: July 7, 2015  
CONTRACT PERIOD: September 1, 2015 – August 31, 2017  
BASIS OF AWARD: Lowest Responsive Responsible Bidder under  
COMMODITY: Provide E Mail Archiving for Correctional Facility  
DESCRIPTION:

**CONDITIONS:**

The Essex County Chief Financial Officer has certified that funds are available for this expenditure (N.J.S.A. 5:30-5.1 et seq.).

The vendor identified above hereby agrees to comply with the terms and conditions of the request for proposal specifications, advertisement, and vendor's proposal, as submitted by the vendor listed above, under the RFP number stated above, which are incorporated herein and made part hereof, and to faithfully perform the obligations therein to furnish and deliver the good or service listed above.

**The award of this contract is subject to the approval of the Essex County Board of Chosen Freeholders by resolution and such resolution will be prepared and presented to the Board at its regularly scheduled meeting. This contract becomes effective and binding upon adoption by resolution by the Essex County Board of Chosen Freeholders, signature of the County Executive and attested to by the Clerk of the Board**

**PAYMENT TERMS:**

CONTRACT PERIOD: September 1, 2015 – August 31, 2017  
AWARDED ITEMS: N/A  
AMOUNT NOT TO EXCEED: \$48,000.00  
MONTHLY PAYMENT: N/A  
ANNUAL PAYMENT: N/A  
TOTAL AWARD TO ALL VENDORS UNDER THIS BID: \$48,000.00

**ESSEX COUNTY**

**VENDOR**

DATE 8/27/15

DATE 08-11-2015

[Signature]  
Joseph N. DiVincenzo, Jr.  
Essex County Executive

[Signature]  
Authorized Vendor Signature

ATTEST: [Signature]  
Deborah Davis Ford – Clerk of the Board

WITNESS: [Signature]

Ralph J. Ciallella  
County Administrator

Julius N. Coltre  
Acting Director of Purchasing



Correctional Services  
DEPARTMENT: \_\_\_\_\_  
Correctional Facility  
DIVISION: \_\_\_\_\_

August 24, 2015

**Subject: Department of Correctional Services  
Provide E Mail Archiving Services  
Bid File #15-127**

**Introduction:**

The Department of Correctional Services has requested a contract to provide e mail archiving services. In accordance with the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq.), the County's Office of Purchasing advertised for bids. In response thereto three (3) bids were received out of a possible forty (40) vendors who received/viewed the specification. This contract is a formal bid and awarded to the lowest responsive/responsible bidder. The minority status of the vendor cannot be determined. The previous bid was awarded to Facsimile Communications for \$48,400.00 and all monies on this contract have been expended.

Contractor:	Price per mail box per month:
Pathway Communications Group, LLC	\$4.98
International Digital, Inc.	\$5.20
R & S Management	\$3000.00

**Contract Period: September 1, 2015 – August 31, 2017**

Completed copies of all bid proposals are available in the Office of Purchasing for review. All affirmative action requirements have been met.

**Recommendation:**

Based upon the recommendation of the Department of Correctional services Director which is attached hereto and after reviewing the submitted bids, it is recommended that the Board of Chosen Freeholders, authorize by resolution the awarding of this contract to: Pathway Communications Group, LLC, 301 Route 17 North, Suite 800, Rutherford, NJ 07070.

**Reason for Recommendation:**

By law all emails to and from the County must be stored off site and this contract fulfills that need.

**Fiscal Impact:**

As noted on attached Certification of Fund Availability, funds for this contract are available. This contract will not exceed \$48,000.00 and the funding source will be account number 10142014234600 (operating funds).

**Alternatives:**

There is no alternative except to bid this contract and award it to the lowest responsive/responsible bidder.

Res # 15-00715

**BID PRICING FORM**

We the undersigned have read and fully understand the specifications above pursuant to the bid specifications and made part her

**PROVIDE E MAIL ARCHIVING SERVICES**

**\$4.98** \_\_\_\_\_ x 24 months = **\$119.52** \_\_\_\_\_  
**Price per Mailbox** **Total price for 24 Months**  
**Per Month**

**TOTAL IN WORDS** One hundred nineteen dollars & Fifty two cents  
Per mail box over a twenty month period

VENDOR'S COMPANY NAME Pathway Communications Group, LLC

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME Len Moncrieffe TITLE President

TELEPHONE NUMBER: 201-210-2430 FAX NUMBER: 201-308-8861

ADDRESS: 301 Route 17 North Suite 800  
Rutherford NJ 07070

PHONE 201-210-2430 FAX 201-306-8861

EMAIL contact pcg@pathwaynj.com