

**RESOLUTION**  
of the  
**BOROUGH OF NEW PROVIDENCE**  
Resolution No 2012-156

Council Meeting Date: 05-29-2012

Date Adopted: 05-29-2012

TITLE: RESOLUTION APPROVING PURCHASE ORDER #43879 FOR  
CLARION OFFICE PRODUCTS, IN THE AMOUNT OF \$4131.85

Councilperson Galluccio submitted the following resolution, which was duly seconded by Councilperson Lesnewich.

BE IT RESOLVED by the Mayor and Council of the Borough of New Providence, in the County of Union and State of New Jersey, that they do hereby approve purchase as follows:

- Purchase Order Number - 43879
- Capital - 15—255-911-3-40027
- Amount - \$4,131.85

Said purchase order is made and approved in the form as attached hereto and made a part thereof. Funds for said purchase order are certified available from Current Budgeted Appropriations.

APPROVED, this 29<sup>th</sup> day of May, 2012.

RECORD OF VOTE

	AYE	NAY	ABSENT	NOT VOTING
CUCCO	X			
GALLUCCIO	X			
GENNARO	X			
LESNEWICH	X			
MUÑOZ	X			
ROBINSON	X			
HERN			TO BREAK COUNCIL TIE VOTE	

I hereby certify that the above resolution was adopted at a meeting of the Borough Council held on the 29<sup>th</sup> day of May, 2012.

Wendi B. Barry, Borough Clerk

# BOROUGH OF NEW PROVIDENCE PURCHASE ORDER

43879

360 ELKWOOD AVE

Construction-370

CLARIO

NEW PROVIDENCE, NJ 07974-1838

[www.newprov.org](http://www.newprov.org)

**SIGN & RETURN TO ADDRESS ABOVE**

DATE	5/22/2012
PAGE NO.	1
CHECK NO.	
TAX EXEMPT NO. 22-6002132	

VENDOR	SHIP TO
<b>CLARION OFFICE PRODUCTS</b> 101 EAST MAIN STREET  LITTLE FALLS, NJ 07424	<b>BUILDING DEPT</b> 360 ELKWOOD AVE  NEW PROVIDENCE, NJ 07974 Attn: KEITH LYNCH

**SPECIAL INSTRUCTIONS**

**BRC: 0106756**

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	HON19830 2-drawer pedestal file (admin) 15--255-911-3-40027	1	310.00	310.00
2	HON38244 72in Hutch (Recreation) 15--255-911-3-40027	1	328.00	328.00
3	HON38249 2 flipper doors for hutch (Recreation) 15--255-911-3-40027	1	186.00	186.00
4	HON T72 tackboard for 72in hutch 15--255-911-3-40027	1	167.50	167.50
5	HON10563 2-drawer lateral file (Recreation) 15--255-911-3-40027	1	410.85	410.85
6	HON38243 66in Hutch (Planning) 15--255-911-3-40027	1	308.00	308.00
7	HON38248 2 flipper doors for hutch (Planning) 15--255-911-3-40027	1	183.00	183.00
8	HON T66 tackboard for 66in hutch 15--255-911-3-40027	1	161.50	161.50
9	HON38966 30x66 Peninsula (Bldg Insp) 15--255-911-3-40027	1	446.00	446.00
<b>NO ORDER VALID UNLESS SIGNED BELOW</b>		<b>TOTAL</b>	<b>4431.85</b>	

PURCHASING AGENT		CERTIFICATION OF AVAILABLE FUNDS	
DEPARTMENT HEAD CERTIFICATION		FINANCE DEPARTMENT	
I certify that the materials and supplies have been received or the services rendered.			
AUTHORIZED SIGNATURE		DATE	
APPROVAL FOR PAYMENT			
COUNCIL MEMBER	DATE	ADMINISTRATOR	DATE

**VENDOR CERTIFICATION AND DECLARATION**

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

**X**

VENDOR SIGN HERE

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

VENDOR SOCIAL SECURITY NO. OR TAX I.D. NO. \_\_\_\_\_

**VOUCHER - SIGN AT (X) AND RETURN FOR PAYMENT (SEE CONDITIONS ON REVERSE SIDE)**

# BOROUGH OF NEW PROVIDENCE PURCHASE ORDER

43879

360 ELKWOOD AVE

Construction-370

CLARIO

NEW PROVIDENCE, NJ 07974-1838

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**SIGN & RETURN TO ADDRESS ABOVE**

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TAX EXEMPT NO. 22-6002132	

VENDOR	SHIP TO
CLARION OFFICE PRODUCTS 101 EAST MAIN STREET  LITTLE FALLS, NJ 07424	BUILDING DEPT 360 ELKWOOD AVE  NEW PROVIDENCE, NJ 07974 Attn: KEITH LYNCH

**SPECIAL INSTRUCTIONS**

**BRC: 0106756**

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
10	HON38216L 48in return (desk) (Bldg Insp) 15--255-911-3-40027	1	373.00	373.00
11	HON38215R 48in return (desk) (Fire Prevention) 15--255-911-3-40027	1	373.00	373.00
12	HON38242 60in Hutch (Bldg & Fire Prevent) 15--255-911-3-40027	2	286.00	572.00
13	HON T60 lackboard for 60in hutch 15--255-911-3-40027	2	156.50	313.00
NO ORDER VALID UNLESS SIGNED BELOW			<b>TOTAL</b> →	<b>4,131.85</b>

CERTIFICATION OF AVAILABLE FUNDS	
_____ PURCHASING AGENT	_____ FINANCE DEPARTMENT
<b>DEPARTMENT HEAD CERTIFICATION</b>	
I certify that the materials and supplies have been received or the services rendered.	
_____ AUTHORIZED SIGNATURE	_____ DATE
<b>APPROVAL FOR PAYMENT</b>	
_____ COUNCIL MEMBER	_____ ADMINISTRATOR
_____ DATE	_____ DATE

<b>VENDOR CERTIFICATION AND DECLARATION</b>	
I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing, and that the amount charged is a reasonable one.	
	
	
_____ VENDOR SIGN HERE	
_____ TITLE	_____ DATE
_____ VENDOR SOCIAL SECURITY NO. OR TAX I.D. NO.	

**VOUCHER SIGN AT (X) AND RETURN FOR PAYMENT (SEE CONDITIONS ON REVERSE SIDE)**



# Memorandum

**To:** Wendi Barry, Borough Clerk  
**From:** Keith J. Lynch, Construction Official *KJL*  
**CC:** Michael Gennaro, Councilman  
**Date:** May 21, 2012  
**Re:** **Municipal Center Upgrades**

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I have submitted a purchase order for Council consideration on Tuesday, May 29<sup>th</sup>. This is for the revised requisition #369 to Clarion Office Supply in the amount of \$4,131.85.

The request will provide various pieces of office furniture to multiple departments within the Municipal Building. Several years ago we had reconfigured the offices and furniture was acquired by various means including mostly new pieces, but some offices were furnished with used items received from corporate donations. The items on this list will provide the missing details or accessory furnishings. More specifically, hutch top storage units and file storage cabinets have been requested to supplement the desks and offices

Furnishings in this order will provide necessary pieces to the following departments:

1. **Administration;** a two-drawer pedestal file will be installed under the desk of N. Pasquale (\$310)
2. **Recreation;** a 72" hutch storage unit with doors and a tackboard to complete the desk of M. Parker (\$681.5)
3. **Planning/Zoning;** a 66" hutch storage unit with doors and tackboard to complete the desk of M. Kuntz (\$652.5)
4. **Building;** a 48" desk extension with a hutch top/tackboard, desk shared by three building inspectors (\$659)
5. **Fire Prevention;** a 48" desk extension with a hutch top/tackboard, desk shared by three fire inspectors (\$659)
6. **Bldg & Fire Prevention;** a 66" Peninsula to connect the inspectors' desks with a shared area to spread out and review plans (\$446.)

Thank you for your consideration in this matter.