

**DOING BUSINESS WITH
THE CITY OF NEW BRUNSWICK**

DIVISION OF PURCHASING

TABLE OF CONTENTS

WELCOME	PAGE 1
PURCHASING POLICIES INTRODUCING YOUR PRODUCT	PAGE 2
HOW THE CITY BUYS NOTICE OF INVITATION FOR FORMAL BID	PAGE 3
SUBMISSION OF FORMAL BIDS	PAGE 4
BID SECURITY BID OPENINGS TABULATIONS AND AWARDS	PAGE 5
DELIVERIES AND DELIVERY DATES	PAGE 6
COMPLETING THE PROCUREMENT PROCESS AND RECEIVING PAYMENT DISPOSITION OF SURPLUS & OBSOLETE MATERIALS ETHICS	PAGE 7

WELCOME

This booklet will acquaint you with the procedures followed by the Purchasing Division in carrying out procurement activities for the City of New Brunswick.

Familiarity with these procedures will assist you in presenting your product or service and developing cordial and businesslike relationships.

Intended as a general guide, this information may not respond to all the questions you may have. If you do have other questions, please telephone or visit:

CITY OF NEW BRUNSWICK PURCHASING DIVISION

**CITY HALL
78 BAYARD STREET
3RD FLOOR
ROOM 307
NEW BRUNSWICK, NJ 08901-3019**

HOURS: 8:30AM – 4:30PM

PHONE: 732-745-5022

FAX: 732-247-5842

**JOANNE VITANZA
PURCHASING AGENT**

jvitanza@cityofnewbrunswick.org

**MARIE JAMES
PURCHASING ASSISTANT
mjames@cityofnewbrunswick.org**

PURCHASING POLICIES

In an average year, the Purchasing Division approves 8,550 purchase orders. The Division is guided in its activities by a number of basic policies:

1. To conduct all purchasing in accordance with the applicable laws of the State of New Jersey and specifically N.J.S.A. 40A: 11-1 et seq., the Local Public Contracts Law and attendant rules, N.J.A.C. 5:34 et seq.
2. To obtain the necessary quantity and quality of goods and services at the least cost at the time and place they are needed and to purchase recycled or recyclable products whenever practicable.
3. To stimulate competitive bidding in order to obtain goods and services at the least cost.
4. To provide all viable vendors with an opportunity to offer their goods and services to the City of New Brunswick.
5. To treat all vendors fairly.

INTRODUCING YOUR PRODUCT

The City of New Brunswick engages in varied activities providing services to its residents. Over thirty divisions require equipment, supplies and services procured with the help and direction of the Purchasing Division.

While it is beyond the scope of this booklet to list the products and services the City of New Brunswick buys, we are interested in your product or service if the City of New Brunswick requires it. Therefore, it is important that your product or service be introduced in the most effective manner possible.

HOW THE CITY BUYS

Under the City of New Brunswick de-centralized purchasing function, the Purchasing Agent authorizes all purchases. Employees do not have the authority to purchase goods or services without a Purchase Order or otherwise commit funds or enter into contracts without written authority from the Municipal Council.

The Purchasing Division acts as the liaison between all vendors and the City of New Brunswick.

All Purchases (supplies, equipment, contractual services) in excess of the bid threshold are awarded on the basis of state contract or formal, written, competitive, sealed bids. Bid documents must be used and are supplied by the Purchasing Division.

Purchases that in the aggregate are valued between \$3,150.00 and the bid threshold (\$21,000.00) are made on a competitive basis utilizing a Request For Quotation Form, which will be mailed or faxed to you from the individual departments.

All vendors shall complete and submit to the City of New Brunswick:

- IRS Form W-9 Request for Taxpayer Identification Number and Certification
- State of New Jersey Business Registration Certificate

In case of an imminent emergency threatening the health, welfare or safety of the citizens of the City of New Brunswick and with the consent of the City Administrator, Purchasing Agent, and Chief Financial Officer the department head may purchase necessary supplies, materials or equipment. This authority is very narrowly construed.

NO VENDOR SHALL ACCEPT OR FILL AN ORDER WITHOUT A PURCHASE ORDER NUMBER AND/OR A PURCHASE ORDER ISSUED WITH THE CITY OF BRUNSWICK'S OFFICIAL SEAL.

NOTICE OF INVITATION FOR FORMAL BID

A legal notice to bidders is published in the official newspaper "Home News Tribune". Advertisements may also be placed in other publications having a specific planned coverage. Those responding to a bid advertisement are given full opportunity to submit a bid and are not discriminated against on any basis.

Notice to bidders bid packages, and quotations may be mailed to vendors whose names are on a bidder's list for commodities and services, which are regularly purchased by the City of New Brunswick. Obtaining bid packages is the sole responsibility of vendors. The City of New Brunswick specifically disclaims any liability for failure to mail any request for proposals, quotations or bid packages. Vendors not responding after receiving three consecutive invitations are deleted from the bidder's list. Please respond if you wish to remain on the mailing list, even if you do not submit a bid.

A letter on company letterhead asking for placement on a bidder's list may be mailed, faxed or brought to the purchasing office.

Bid requirements may include but are not necessarily limited to:

1. Stockholder Disclosure P.L. 1977 C.33
2. Non-Collusion Affidavit
3. Affirmative Action: P.L 1975 C. 127 (N.J.A.C. 17:27)
4. Americans With Disabilities Act of 1990, Equal Opportunity for Individuals with Disability
5. New Jersey Workers & Community Right to Know Act: (N.J.S.A. 34:54-1 et seq.); Material Safety Data Sheet
6. Prevailing Wages: P.L. 63, C. 150 (N.J.S.A. 34:11-56.25 et seq.)
7. Bid Surety/Bonds
8. Business Registration Certificate, Chapter 57, P.L. 2004
9. Public Works Contractor Registration Act, Chapter 91
10. Certificate of Insurance, Including Specific Insurance Requirements
11. IRS Form W-9

SUBMISSION OF FORMAL BIDS

Bids must be submitted on forms provided by the City of New Brunswick. Vendors are urged to read and thoroughly understand all general and specific instructions to bidders.

All submissions must be received by the City Clerk's office prior to the time and date in the documents. Bids will not be accepted after the designated times and will be returned unopened and will not be considered under any circumstances. All bid envelopes are time and date stamped when received in advance of the bid opening.

The bidder is responsible for presenting the bid at the time and place listed in the notice to bidders.

BID SECURITY

Bid sureties may be required with formal, sealed bids. They are a guarantee that the successful bidder will accept the order (enter into a contract) and will perform at the price noted on the bid. A bid guarantee can be in the form of a surety bond from an acceptable surety company or in the form of certified or cashier's check.

BID OPENINGS

All formal bids are opened and read publicly at a location stated in the notice to bidders at the time and date shown.

The Purchasing Agent and City Clerk or designee presides over the bid opening. The total gross amount of the bid is read. Unit prices will be read where necessary.

A cordial invitation is extended to all bidders, sales representatives, press and interested public to be present at all bid openings.

TABULATIONS AND AWARDS

The Purchasing Agent and the using department/division head evaluate all submissions. The award is made to the lowest responsive and responsible bidder providing a submission that results in the lowest ultimate cost to the City of New Brunswick.

All bids are to be submitted as specified in the bid or quotation documents, with the bid to include all shipping and delivery charges to the specific address.

A factor in determining what the City of New Brunswick buys is the quality requirement of the using department or division. This requirement is not necessarily the most nor the least expensive of a particular commodity. The City determines specific quality levels for each individual application. That is, the items that are both economical and deemed most suitable for the particular use.

The quality or function required in an item or service is identified in a specification that may become quite technical. Brand names and/or descriptions used in bids are frequently designed to acquaint bidders with the type and function of the commodity to be purchased. Brand names may be used as a standard by which alternate or competitive materials may be evaluated. When bidders are proposing an alternate product, full explanation of the variations between the alternate and the specified brand name product and the reasons for advantages of substitution must be provided in the appropriate space in the bid proposal or in an accompanying letter. Failure to provide such written explanation with the bid prior to bid opening may disqualify the bid.

The City of New Brunswick reserves the right to reject any and all bids. The City also reserves the right to accept or reject any specific item or group of items on a bid.

If prior to bid opening, a vendor finds that an error has been made in a submission, a written request must be made to withdraw the bid. An alternative sealed bid may be submitted containing the correct information, however, it must be submitted prior to the specified time and date of the bid opening.

DELIVERIES AND DELIVERY DATES

All shipments to the City of New Brunswick must be made to the locations designated on the purchase order. Deliveries may be required to various departments and divisions throughout the City. A City purchase order number shall appear on the vendor's shipping documents. Failure to meet specified delivery schedules may result in cancellation of the order or jeopardize future orders.

Delivery must be made in the exact quantity called for in the purchase order. Partial deliveries, however, may be required and accepted in some instances.

In case of a partial delivery, the shipping documents and invoices must indicate the quantity being delivered and not the quantity covered by the total order.

Vendors should always state the number of working days required before delivery of a product will be made or indicate the specific date upon which delivery will be made. The time required for delivery may be one of the most important considerations in determining an award. Successful bidders are expected to deliver materials and/or services within the specified time. Late deliveries could jeopardize award of future orders.

COMPLETING THE PROCUREMENT PROCESS AND RECEIVING PAYMENT

After a purchase order has been issued to a vendor, we require the following prior to payment:

1. Delivery and acceptance of goods
2. Vendor signature in Vendor Certification section on the purchase order
3. Returning the signed purchase order and original invoice to the "Bill To" address on the purchase order

Any questions regarding the status of the payment should be directed to the contact person listed at the bottom of the purchase order.

Purchase orders are generally paid after Municipal Council's approval at Council Meetings held on the 1st and 3rd Wednesday of each month.

The City of New Brunswick is exempt from all federal excise and state sales taxes.

DISPOSITION OF SURPLUS & OBSOLETE MATERIALS

The Division of Public Property disposes of surplus or obsolete materials, supplies and equipment that are no longer needed by the City of New Brunswick. Some items are offered as trade-ins. The items are sold at specific times and dates by public sale, bid or auction as permitted by law.

ETHICS

The City of New Brunswick expects a high standard of ethics in conducting business and reserves the right to reject any supplier whose performance breaches these standards.

The Purchasing Division subscribes to the Code of Ethics of the Governmental Purchasing Association of New Jersey, Inc., and the National Institute of Governmental Purchasing.