

*DOING BUSINESS WITH
THE CITY OF NEW BRUNSWICK*

DIVISION OF PURCHASING

TABLE OF CONTENTS

INTRODUCTION	PAGE 3
PURCHASING POLICIES INTRODUCING YOUR PRODUCT HOW THE CITY PROCURES	PAGE 4
NOTICE OF INVITATION FOR FORMAL BIDS	PAGE 5
SUBMISSION OF FORMAL BIDS BID SECURITY BID OPENINGS	PAGE 6
TABULATIONS AND AWARDS DELIVERIES AND DELIVERY DATES	PAGE 7
COMPLETING THE PROCUREMENT PROCESS AND RECEIVING PAYMENT DISPOSITION OF SURPLUS AND OBSOLETE MATERIALS ETHICS	PAGE 8

Introduction

This booklet will acquaint you with the procedures followed by the Division of Purchasing 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 have other questions, please call, e-mail or visit:

CITY OF NEW BRUNSWICK
Division of Purchasing

City Hall
78 Bayard Street
3rd Floor, Room 307
New Brunswick, NJ 08901

Hours: 8:30 am - 4:30 pm
Telephone Number 732-745-5022
Fax Number 732-247-5842

Marie James
Purchasing Agent
mjames@cityofnewbrunswick.org

Lauren McCann
Purchasing Assistant
lmccann@cityofnewbrunswick.org

Purchasing Policies

In an average year, the Purchasing Division approves 9,550 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 the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and the Local Public Contracts Law Rules, N.J.A.C. 5:34-1 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 forty (40) divisions require equipment, supplies and services procured with the help and direction of the Division of Purchasing.

While it is beyond the scope of this booklet to list the products and services, which 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 Procures

Under the City of New Brunswick's 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 City Council.

The Division of Purchasing acts as 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 Division of Purchasing.

Purchases that are in the aggregate valued between \$3,900.00 and the bid threshold (\$26,000.00) are made on a competitive basis utilizing a Request for Quotation Form, which will be mailed or faxed to vendors from the individual departments.

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

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

In case of an **imminent emergency**, which directly affects the public health, safety or welfare, and requires the immediate delivery of goods or the performance of service(s) consent shall be provided by the City Administrator, Purchasing Agent, and Chief Financial Officer. The Department Head may purchase necessary supplies, materials and/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 NEW BRUNSWICK'S OFFICIAL SEAL.

Notice of Invitation for Formal Bids

A legal Notice to Bidders is published in the official newspaper, "the Home News Tribune" and posted on the City's website. (cityofnewbrunswick.org)

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.

Bid Packages, Request for Proposals, and Quotations may be mailed or e-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 Bid Packages, Request for Proposals, or Quotations.

Vendors not responding after receiving two (2) 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, e-mailed or brought to the Purchasing Office.

Bid requirements may include, but are not necessarily limited to:

1. Stockholder Disclosure, P.L. 1977, C.33 (Disclosure of Ownership)
2. Non-Collusion Affidavit

3. Affirmative Action Compliance Notice, N.J.S.A. 10:5-31 and 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 Bond/Bid Surety
8. Business Registration Certificate, 2009, C.315
9. Public Works Contractor Registration Act, Chapter 91
10. Contractor Responsibility Certification
11. Disclosure of Investment Activities in Iran
12. Certificate of Insurance, including specific insurance requirements
13. Form W-9 - Request for Taxpayer Identification Number and Certification

Submission of Formal Bids and Request for Proposals

Bids and Request for Proposals 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 and Request for Proposals will not be accepted after the designated times and will be returned unopened and will not be considered under any circumstances. All bid and Request for Proposal envelopes are time and date stamped when received in advance of the bid opening.

The bidder is responsible for presenting the bid and/or Request for Proposals 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 and Request for Proposals are opened and read publicly at a location stated in the notice to bidders at the time and date shown.

The Purchasing Agent, City Clerk and Department/Division Head or designee presides over the bid opening.

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 by providing a submission that results in the lowest ultimate cost to the City of New Brunswick.

All bids and Request for Proposals shall be submitted as specified in the Bid, Request for Proposal 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.

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, the City requires the following prior to payment:

1. Delivery and acceptance of goods.
2. Vendor signature in Vendor Certification section on the original purchase order.
3. Returned the signed original 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 City 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 and 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. 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 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.