

## Doing Business With The



## Township of Branchburg

[www.branchburg.nj.us](http://www.branchburg.nj.us)

## A Vendors Guide to Contracting With the Township

*The Purchasing Department of the Township of Branchburg is pleased to provide this guide to its vendors. As of March 14, 2018 the contents of this guide are up to date with State of New Jersey Local Public Contracts Law and various other regulations affecting purchasing and contracting with the Township. However, due to the constant changing of purchasing laws and practices, the Township makes no claim as to the accuracy of this information. Vendors should view this as a guide only.*

Denise Piszowski, Q.P.A.  
Purchasing Agent

### NEW JERSEY PROCUREMENT LAWS

#### The Township must:

- Bid out all single purchases and aggregate purchases of similar type greater than \$40,000.00.
- Must receive multiple quotes for single and aggregate purchases greater than \$6,000.00.
  - Please note that Township policy requires quotes for all purchases greater than \$1,000.00.

#### Vendors must:

- Complete Pay to Play forms for purchases greater than \$17,500.00 in accordance with N.J.S.A. 19:44A-20.7 and 19:44A-20.4 et seq.
- Provide a Business Registration Certificate to do business with the Township. Certificates are provided free of charge by registering at: [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm).
- Submit a Certificate of Employee Information Report.
- Submit a Public Works Contractor Certification and are subject to New Jersey Prevailing Wages laws for construction on public facilities over \$15,444.
- For maintenance on public facilities valued greater than \$50,000.00. A Public Works Contractor Certification must be provided and they are subject to New Jersey Prevailing Wage laws
- Sign and return Purchase Order Voucher and an Invoice to receive payment.

### WHO THE TOWNSHIP CONTRACTS WITH:

#### Preferences:

The Township gives preference to:

- Goods made in the United States.
- Vendors who have a State of New Jersey Cooperative Purchasing Agreement
- Vendors registered with:
  - Somerset County Cooperative
  - Morris County Cooperative Pricing Council
  - Hunterdon County Educational Services Commission
  - Educational Services Commission of New Jersey Cooperative Pricing System
  - Cranford Police Cooperative Pricing System

#### The Township does not contract with:

- Vendors who are disqualified by the State of New Jersey.
- Vendors who cannot provide proper certifications.

## Bidding

- Vendors are encouraged to sign up for notifications of current bidding opportunities through the Township's email notification service on the Township's website.
- Bids are advertised in the Courier News, which is the local paper of record and posted on the Township's website.
- Bid documents may be picked up at the Branchburg Municipal Building. Most bid documents will be provided free of charge on CD-ROM, in .pdf format, or on paper at a cost of \$0.05 per page. Bid documents can also be sent on a CD via FedEx upon receipt of the bidders FedEx account number and payment.
- Construction bid documents are available for pick up at the Branchburg Municipal Building or by Fed-Ex with the vendors Fed-Ex account number upon the receipt of cost of the bid package by check or cash, price to be determined at time of printing.
- All bid documents are to be filled out in their entirety. Exceptions are to be noted, the use of N/A is not acceptable.
- If bid documents are picked up through any source other than the Township of Branchburg the vendor is solely responsible to check on the Township's web site for any addenda issued.
- Addenda will be posted on the Township's website.

## Professional Services

- The Township will use either the Fair and Open process (Bids, Competitive Contracting, RFP's) or the Alternate Procurement process, whichever is most beneficial to the Township for hiring of its professionals in accordance with N.J.S.A. 19:44A-20.7 and 19:44A-20.4 et seq.
- All professionals are required to provide a Business Registration Certificate, professional insurance certification, business disclosure forms and political contribution forms.
- Fair and Open proposals are ranked using a standard ranking sheet and are available after award.
- Fair and Open proposals will receive a blank copy of the evaluators ranking sheet for their information.

## Request for Documents

- All document requests are processed through the Open Public Records Act (OPRA) administered by Township Clerk Marguerite Schmitt, 1077 US Highway 202 North, Branchburg NJ 08876.
- OPRA request forms are available on the Township's website or by contacting the Township Clerk's office at 908-526-1300 x104.

## Questions

- All bid questions must be submitted in writing by e-mail or fax:
  - purchasing@branchburg.nj.us
  - Fax# 908-526-8486
- Responses to questions will be sent via fax to all bidders that have received the bid documents. If an Addendum is required it will be faxed.
- Bid results and contract awards will be posted on the Township's website.
- the Township does not maintain bidders lists and does not release bidder information for current bids
- Bid Documents will not be emailed.

Please note

*The Purchasing department does not accept vendor solicitations. If a vendor wishes they may submit an information packet by e-mail or regular mail.*

**No solicitation calls will be accepted.**

## Contact Information:

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