

PURCHASING MANUAL

PURCHASING MANUAL
A GUIDE
FOR BYRAM TOWNSHIP
IN THE
PREPARATION OF REQUESTS
FOR
GOODS AND SERVICES



December 2015
Joseph Sabatini, Township Manager

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MAXIMUM THRESHOLDS EFFECTIVE JULY 1, 2015

	WITHOUT QPA	WITH QPA	
Quotes	\$2,625	\$6,000	3 written quotes or written justification for lack of quotes shall be filed with the Purchasing Agent. You may be required to solicit quotes under this threshold when your unit is included in the Towns total aggregate for the particular commodity or service.
Formal Bid and Competitive Contracting	\$17,500	\$40,000	Aggregation applies.
State Contract	\$17,500(+)	\$40,000(+)	Requires Resolution
County Cooperatives	\$17,500(+)	\$40,000(+)	Requires Resolution
Pay to Play	\$17,500		Aggregation Applies
Professional Services	\$1.00 +		Requires a Resolution – Professional Services Agreement

Note:

The municipalities prevailing wage threshold, which also requires a Public Contractors Registration, is \$15,444.

INTRODUCTION

The procedures in this manual apply to all Byram Township departments, boards, committees and other offices, which operate within the framework of the Township's budget.

The purpose of this manual is to familiarize employees and volunteer organizations with the procedures, responsibilities, and documents required for purchasing goods and services.

PURCHASING POLICY

I. Policy Statement

This manual presents the employees and volunteer organizations of the Township of Byram with the required procedures and processes for purchasing to assure uniformity and compliance with any and all applicable laws. The Township's department heads are accountable for following the Township's purchasing policy and applicable laws. The policies documented in this manual are critical to maintaining an efficient and effective purchasing process and system and controlling the distribution of public funds. Any and all individuals, groups, or user agencies will adhere to these policies for the purchase and procurement of goods or services. No goods or services shall be contracted for or purchased by any department, board, committee or office of Byram Township except in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) and with procedures set forth herein.

The Township will not be bound by any purchase or contract made contrary to this policy, and any employee or representative of the Township who violates the policy may face disciplinary actions, as well as personal liability for any costs or obligations improperly incurred.

Public Laws of 1989, c. 131. – Purposeful Overspending by Public Officials: Purposely and knowingly disbursing moneys or incur obligations in excess of appropriations is a crime of the fourth degree, and a person who commits it may be imprisoned for a term not to exceed 18 months and fined or ordered to make restitution.

II. LEGAL AUTHORIZATION AND AUTHORITY OF PURCHASING AGENT

The Byram Township Mayor and Council may by resolution in accordance with 40A:11-9 establish the office of purchasing agent, or a purchasing department or a purchasing board, with the authority, responsibility, and accountability as its contracting agent, for the purchasing activity for the contracting unit, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services on behalf of the contracting unit and to award contracts permitted pursuant to subsection a. of section 3 of P.L.1971, c.198 (C.40A:11-3) in the name of the contracting unit, and conduct any activities as may be necessary or appropriate to the purchasing function of the contracting unit.

Public funds from any account (grant, dedicated fund, regular O.E.) must be expended in accordance with the Local Public Contracts Law & Rules. The Chief Financial Officer certifies Availability of Funds **PRIOR TO** any obligations being incurred.

III. PURCHASING GOALS AND OBJECTIVES

A. Promote Ethics, Efficiency, Economy and Effectiveness and Full, Fair, Free, Open Competition

To Purchase the: Right Quality
in: Right Quantity
for: Right Price
from: Right Source
at: Right Time
in: Right Manner

And in accordance with sound procurement practices and policies; the Local Public Contract Laws and Rules; and other governing statutes and regulations.

- B. Balance centralization of the purchasing function against decentralized using agencies. What is needed and when it is needed is best understood by the using agency while the lowest possible cost or greatest net savings is a function of purchasing control.
- C. Facilitate Purchasing / Vendor relationships and department / vendor relationships through impartial, ethical standards and behavior.

IV. PRICE OBJECTIVES

- A. Factors affecting the lowest ultimate cost:
 - 1. Unless purchasing through State Contracts, existing County Contracts or Regional Pricing Systems already including shipping, a low price paid to a non-local vendor may be outweighed by transportation and packing charges.
 - 2. A low price paid for a large quantity may be outweighed by the cost of storage and handling, spoilage or obsolescence.
 - 3. A low price obtained because of inferior materials could easily result in a higher cost due to unsatisfactory service and higher maintenance costs.
 - 4. Poor planning or estimating may result in restocking charges.
- B. Factors affecting net delivered cost:
 - 1. Price quoted
 - 2. Free on Board (F.O.B.) Destination or Origin.
 - 3. Discount; Prompt Payment Bonus.
 - 4. Service offered by Vendor.
 - 5. Delivery Date.

V. METHODS OF SECURING PRICES AND CONTRACTS

1. Standard Purchasing Procedures

The following procedures must be used to make all purchases except for Emergency Purchases, Construction Projects, and Items Exempt from The Local Public Contracts Law. Such purchases or contracts will be controlled by separate procedures. The Department Head is responsible for ensuring compliance with the Local Public Contracts Law.

2. Small purchases under \$25.00

Random purchases of non-repetitive materials, not covered by contract, should be purchased through the use of the office's petty cash fund in order to avoid the expense of processing a purchase order. Required documentation is provided for reimbursement of the office's petty cash fund. There will be no purchase orders processed for less than \$25 without approval of the Chief Financial Officer.

3. Purchases under quote threshold

Any purchase of material or services that are single in nature and in aggregate, not exceeding the quote threshold, shall be made by a department head submitting a requisition to the Chief Financial Officer. Once the requisition is approved by the Chief Financial Officer, a General Purchase Order will be issued.

This applies to individual one time purchases of goods and services or to the aggregate sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services during the same contract year.

The purchase of materials or services with an estimated cost exceeding the Township's quote threshold, but not exceeding the bid threshold, shall be made by the process of the department head submitting a requisition and obtaining three (3) written quotations and submitting them to the Chief Financial Officer. In the case that there is no approved equal or there is a compelling reason why an alternative product or vendor is inadequate and cannot be accepted, the department head or user agency must state these reasons as an attachment to their requisition or General Purchasing Order, but all written quotations will be evaluated by the Chief Financial Officer in accordance with the Local Public Contracts Law and this policy. Normally the lowest of the three (3) written quotations is selected, unless other factors are more pressing.

Note: NJ Local Government statutes do not recognize "Sole Source" as an acceptable alternative to seeking quotes or bids. "Proprietary" items must be publicly bid.

4. State and County Cooperative Contracts:

Cooperative Pricing is when one government agency or jurisdiction performs the solicitation and award process for several agencies or jurisdictions, but separate contracts or purchase orders are executed between each participating agency and the vendor. State contracts and contracts through the Morris County Cooperative Pricing Council take this form of cooperative pricing.

The State of New Jersey, through the Division of Purchasing and Property in the Department of Treasury, awards contracts for goods and services that can be used by local units of government. The purchaser is responsible to verify whether vendors are currently on the state list and in good standing, and the particular good or service is covered by the specific contract.

When Available, State Contracts and contracts through County Cooperative Pricing Councils should be utilized to procure goods and services. For these instances, the requisition should identify the contract number under which the good or service is being procured. It is the responsibility of the department head to verify the vendor is in good standing, the contract is current, the particular good or service is covered by the specific contract and the methods of operations of the contract are properly followed. The quote from the vendor should specifically identify if each individual good is under contract with appropriate contract references

The valid contract number, term of contract and authorized commodity and/ or service shall be confirmed prior to issuing a purchase order. Vendor may be asked to provide additional information including but not limited to: the manufacturers suggested list price, photocopy of the page of the vendor's original bid proposal detailing the item or system, letter of authorization from the State Purchase Bureau verifying approval for the addition of items not included on original bid.

State Rules require that the Governing Body authorize by Resolution State Contract purchases exceeding the bid threshold. This applies to single item or aggregate/ open-end annual purchases.

5. Blanket Purchase Orders

It is economical, labor and material-wise, to maintain Open Purchase Orders for routine, recurring items such as hardware supplies, etc., and other small dollar volume purchases.

To confirm the procedure:

- a. Department/division submits a requisition reflecting an estimate of annual, quarterly and/or monthly usage.
- b. Contract validity (State Contract, Bid or Quotes) is confirmed.
- c. Purchase Order/Voucher is generated.
- d. The using department orders and receives commodity on an as-need basis, matches signed delivery slips and invoices for each individual purchase against the encumbered Purchase Order (release order).
- e. The using department must submit partial payment vouchers noting original blanket purchase order number and attach all current invoices to Finance for payment.

- f. Upon exhaustion of the amount encumbered or applicable period (ie month) the using department completes Partial Payment Voucher for the actual amount owed and submits as above adding the original signed Blanket Purchase Order.
- g. Must request to increase Blanket Purchase Order.

6. Bids:

Any purchase of goods or services, single in nature and in aggregate, with an estimated cost exceeding Township's bid threshold shall be handled through open competitive bids. The process of formal bidding requires the cooperation and interaction of various Township Officials. All bids have one basic "boiler plate" of statutorily required forms and statements and generally preferred instructions. Department Heads with the assistance of Purchasing and/or the Township's professionals, prepare the bid package of statutory requirements, forms, proposal and your specifications. Specifications shall be broadly drafted to insure competition yet definitive enough to secure the needed goods or service (yellow book or state website).

Specification preparation is the responsibility of the using department/division. The specifications must be complete and in final form before requesting advertising for the bids. Quantities requested must be justifiable either through history or usage or specific pending projects.

7. Requisitions:

General

- Where no current co-op or state contract exist each department, board, committee, or office may locate vendors able to fulfill the Township's supply or service needs and obtain informal price quotations. Assistance will be provided by Purchasing upon request. The lowest, responsible vendor is to be submitted on the requisition. **No order is to be placed or commitment made except by an approved written Purchase Order/Voucher or by the formal emergency purchase procedure.**
- Proper preparation of the requisition reduces time and paperwork for all concerned, enabling Purchasing to acquire your exact requirements in the most expeditious manner. Omissions of required information often result in a delay in issuing the Purchase Order, which in turn may result in delay in delivery.
- The requisition must follow an approval path and should be submitted well in advance of the time the goods and services are needed to allow sufficient time for review and for the solicitation of formal quotations for more difficult purchases.
- A large purchase not originally budgeted for may require additional information in the form of a memorandum to the Township Manager indicating **what** the item is, **who** the vendor is you want to utilize, **when** you would like to purchase, **where** the item would be located, **why** you want to purchase (what's its purpose) and **how much** item will cost. Requests may be denied.
- Based on the total and aggregate dollar amount of the purchase(s), written specifications and sealed bids, or informal solicited quotations may be required.
- Before any formal commitment is made to a vendor, a Purchase Order must be issued. **Failure of the department head to encumber funds and receiving a signed purchase order with the certification of funds prior to procuring the goods order services may result in disciplinary actions, as well as personal liability for any costs or obligations improperly incurred.**
- All Capital account requisitions require certification of funds by the Chief Financial Officer.
- By virtue of being a government unit, the Township is exempt from sales tax. See Finance Department for Tax Exempt Certificate if required.

Instructions for Requisitions

- Byram Township utilizes Municipal Software, Inc. (MSI) as the Township's fund accounting system that includes finance (including processing of requisitions/purchase orders), property tax collection, and sewer utility collections.
- All **OFFICIAL** requisitions are generated using MSI and are reviewed for approval within the procedures of the system.
- All department heads will be required to approve all requisitions in the system acknowledging procurement is being completed following the Township's purchasing policy and applicable laws.
- For department heads that do not have access to MSI to generate requisitions, a paper requisition (see appendix) will be accepted for entry by finance. All approvals are then completed in MSI.
- Finance maintains the vendor list; changes, additions, and deletions in MSI. Please contact the Finance Department when requesting the addition of a new vendor.
- Any vendor providing a good or service regardless of value shall submit form W-9 as required by the Internal Revenue Service.
- Quantity - It is essential quantities be indicated to eliminate any confusion as to just how much of anything is required.
- Credits and discounts can be put on a request as a line item.
- **The system will require quote information when procurement exceeds the quote threshold.**
- **State or County Cooperative contract numbers are required on requisitions that are being procured under State or County Cooperative contracts. Do not include items on the same requisition for the vendor that are not covered under the State or County Cooperative contract. Finance will need to enter contract information in MSI before available for selection when generating requisition.**
- Description - When the correct nomenclature is not used in describing items required, or sufficient details such as stock number, model numbers, size, color, capacity, dimension, etc. are not given, Purchasing must contact the originator for further information. Careful preparation of the original request with as much detail as possible to describe items completely will avoid delays. Keep in mind when describing your requisition an outside person needs to be able to understand what you're purchasing.
- Other reasons for delay are:
 - Lack of sufficient information in a number of areas: account codes, vendor information, incomplete description of the goods or services requested, lack of quotations, the month or period of time covered, the number of a multi-year term, i.e. #12 of 36.
 - When registering for a class, conference, seminar or other meeting the individual, confirmation number (if available), the name of the event, the date and location should be included.
 - Requisitions are further delayed if not annotated with the appropriate State Contract #, County Contract/Resolution #, or other co-op i.d. as in the case of the Morris County Cooperative Pricing Council which should be noted as "MCCPC" and the contract number.
 - If requisitioning on the basis of an invoice, some description must be made, generic terms are acceptable, of what the goods and services are and/or the program/event for which they were secured
 - **Missing quotations are a source of delay. Quote information is required entry in the system. Written quotes should be forwarded to the Finance Department.**

8. Purchase Order/Voucher:

Process:

- The System will generate the numbered Purchase Order after all approvals are secured.

- Unless otherwise requested, as in the case of a "pick up", the Finance Department mails the Purchase Order and any required enclosures to the vendor.
- On receipt of the Purchase Order, the vendor performs accordingly in providing the goods or services directly to the using department. The vendor returns the signed voucher (PO) and original, itemized invoice(s) to the requesting division.
- The Department/Division Head authorizes payment of the voucher by signing the receiving certification. A copy of the receiving report should be attached to the PO/voucher.

Changes:

- Changes to purchase orders will not be approved without the written approval of Qualified Public Purchasing Agent or the Chief Financial Officer. If there are additions, deletions or changes to prices or units this will most likely require canceling the purchase order and initiating a new requisition.

Request for Duplicate Purchase Orders:

- A request for a duplicate purchase order must be sent to the Finance Officer with a copy to the Township Manager.

9. Asset Inventory Number (Fixed Assets):

- If the purchase price of any single acquisition exceeds **\$1,000** an asset number is issued and a sticker must be affixed to the item. Exceptions: All firearms; computer equipment including but not limited to laptops, desktops and printers; and all cell phones, portable radios and pagers, will be entered in to the Fix Assets Inventory regardless of value.
- Finance provides inventory forms. The form is to be returned to Finance with all pertinent information filled in; serial number, model numbers are essential.
- An Asset Inventory Form should be completed for an addition or move of an asset, or for a deletion of an asset. Completed forms must be submitted with signed Purchase Order to authorize payment.

10. Procedures for Mayor and Council Contract Awards:

1. The using department must:

- Submit recommendation of award and detailed requisition with all pertinent information to Purchasing.
- In the case of a State or County contract, submit requisition with quote or other detail from the vendor referencing the applicable State Contract. This should be an original, non-confirming order.
- Verify any state Contract number and back up to be available for auditors on demand
- Using department shall prepare resolution.

2. Purchasing/Finance/Clerk will:

- Prepare and secure the Certification of Funds.
- Purchasing Agent will certify EUS or Professional Fair & Open RFP, if applicable.
- Submit all documents to Clerk.

3. Clerk of the Council:

- a. Items to be considered for the agenda must include the following:
 - Resolution
 - Financial Certification of Funds for all contract awards
 - Contracts/agreements/leases

Only the Mayor and Council may execute Contracts, Agreements and/or Leases. Under no circumstance is a division head to sign any such document except with the expressed consent of the Council.

11. Leases

- Rules concerning duration of contracts, prohibitions and equipment changes are contained in the Local Public Contracts Rules. However, all leases or service agreements authorized by the Local Public Contract shall be subject to competitive bidding if the cumulative amount to be expended during the duration of the multi-year lease exceeds the competitive bid threshold.

VI. EMERGENCY PURCHASES AND CONTRACTS

- A. No contracts shall be entered into, or funds committed or expended, on an emergency basis pursuant N.J.S.A. 40A: 11-6 unless the circumstances meet all of the following requirements.
1. An actual or imminent emergency must exist requiring the immediate delivery of the article or the performance of the services;
 2. The emergency condition must affect the public health, safety or welfare and require the immediate delivery of the article or performance of the service to alleviate such effect;
 3. The emergency purchasing procedure may not be used unless the need for the articles or services could not have been reasonably foreseen or the need for such articles has arisen notwithstanding a good faith effort to plan the purchase of any articles or services required.
 4. The contract shall be of such limited duration as to meet only the immediate needs of the emergency; and
 5. Under no circumstances shall the emergency purchasing procedure be used to enter into a multi-year contract.
- B. Procedure for emergency purchases and contracts:
1. The affected department head must consult the Township Manager to proceed. If satisfied that the emergency exists, the Administrator is authorized to award a contract for said work or labor, materials, supplies or services. In the absence of the Township Manager, the affected department head must consult the Deputy Township Manager and in the absence of the Deputy Township Manager must consult the Township's Chief Financial Officer.
 2. A written requisition for the performance of work or labor or the furnishing of materials, supplies or services must be filed with the Purchasing Agent describing the nature of the emergency, the time of its occurrence and the need for invoking an emergency, certified by the department director or designee.
 3. The Mayor and Council will confirm the award of emergency contracts in excess of the bid threshold by resolution describing the imminent peril to life or property.
 4. Payments for emergency purchases shall not exceed budget appropriations.

VII. STATUTORY & OTHER REQUIREMENTS:

This section generally references statutory and other requirements. The specific laws should be reviewed to ensure compliance.

- A. **Required Contract Compliance and Equal Employment Opportunity in Public Contracts:**
(Formerly referred to as Affirmative Action Evidence)-www.nj.gov/treasury/contract_compliance

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1975, C. 127 AS AMENDED FROM TIME TO TIME, AND THE AMERICANS WITH DISABILITIES ACT.

B. Prevailing Wage Act:

- Applies to all work \$15,444 and above (quotations, PO, Bid).
- Pursuant to N.J.S.A. 34:11-56.25 et. seq., successful bidders on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act.

- The contractor shall be required to submit a certified payroll record. Such certified payroll record must be submitted within ten (10) days of the payment of wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payrolls in the form set forth in N.J.A.C. 12:60-6.1 ©. It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey Department of Labor, Division of Workplace Standards.

C. Construction & Other Public Works Contracts:

- Where Prevailing Wages apply, Contractor shall also be Registered Public Works Contractor and provide proof in form of a certificate.

D. State Contractor Business Registration Program - NJBRC

C57, Laws of 2004 (S1778 signed 6/29/04)

www.state.nj.us/treasury/revenue/busregcert.htm

- For public contracting, as proof of valid business registration with the New Jersey Division of Revenue all contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state.
- A copy of the Business Registration Certificate shall be submitted before any purchase order or other contracting document can be issued.

E. Notice of Disclosure Requirement - "Pay to Play", P.L. 2005, Chapter 271, Section 3 Reporting, (N.J.S.A. 19:44A – 20.27):

1. Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year is required to file an annual disclosure report with ELEC. The instructions and form are available on the ELEC website.
2. At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

VIII. VENDOR RELATIONS:

A. General

- Byram Township promotes a program of fairness with all vendors. Salespeople are received courteously and as promptly as time permits. Appointments are recommended.
- Interviews may be arranged between vendors and Township personnel when it appears to be to the advantage of the Township or when such an interview is requested by an appropriate Township employee.
- No Township employee is required to place his/her time at the disposal or discretion of salespeople.
- Prices and other specific information received from vendors will be considered confidential. During price solicitation, quotations received from one supplier shall not be divulged to another.

B. Gifts And Gratuities

- Township employees and offices are expressly prohibited from soliciting or accepting any rebate, money or entertainment, gift or gratuity from any person, company, firm or corporation to which any purchase order or contract, is, or might be, awarded.
- The Township will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between personal interests of an employee or volunteer and the interests of the Township. Accordingly, the Township will take appropriate action and may terminate, at no charge to the Township, any purchase order or contract if it is found that gifts or gratuities were offered to any employee.

- The Township may also take disciplinary action, including dismissal, against an employee or volunteer who solicits or accepts gifts or gratuities.

C. Vendor Responsibilities

- Vendors are urged to read all detailed specifications and all bid documents, to comply with all instructions and required conditions. If a vendor does not fully understand a request, any inquiry must be directed in writing to the Purchasing Agent.
- Vendors shall quote firm contract prices only, F.O.B. Byram Township, location of the using agency, or as directed.
- Vendor shall submit bid proposals or requests for quotations on forms supplied by the Township or as otherwise expressly authorized in writing.
- Vendor must assure that an original signature of an authorized representative of the firm is on any written proposal or bid.
- Vendors are expected to promptly and accurately provide the proper quality of goods or services at a reasonable and competitive price.
- Vendors are encouraged to provide information on new products, processes and materials along with demonstrations and samples when requested.
- Suggestions that will help reduce cost, promote efficiency or improve supplier services are welcome. Cost reduction ideas should reduce costs without a corresponding reduction in quality of goods and services.

D. Selection

- Vendors are to be selected on a competitive basis. Bids, quotations, and proposals will be solicited in accordance with the law and may be by newspaper advertising, direct mail request to prospective suppliers, in person, by telephone or on the Township website.
- Purchase Orders or contracts will be awarded to the lowest responsive, responsible vendor.
- Competitive contracts and RFP's will be reviewed by an evaluation team to determine if they satisfy the Proposal Requirements, determine if a proposal should be rejected and evaluate the proposals based upon the evaluation criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors.
- All proposals or quotations may be rejected if in the Township's best interest to do so.

E. Payment

- Vendors may offer a cash discount if their invoices are paid promptly. To take advantage of this policy and to maintain good vendor relations it is important upon completion of the order that all required documents are forwarded to Finance. Upon receipt of goods or services, using departments/divisions should submit all invoices and vouchers to Accounts Payable without delay.

F. Non-payment of Penalties and Interest on Overdue Bills

- State Law requires that public funds be used to pay only for goods delivered or services rendered.
- Byram Township will not pay penalties and/or interest on overdue bills.
- No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the Township to pay additional fees.

G. Unsatisfactory Vendor Performance

December 15, 2015 - Version 3.0

- All using agencies shall notify the Purchasing Agent immediately of any failure by a vendor to comply with contract terms and conditions. Notifications shall be in writing.

Appendix – Common Terms:

LPCL	Local Public Contract Law 40A: 11-1 et. seq
RULES	New Jersey Administrative Code N.J.A.C. 5:34-5 et-seq
DCA/DLGS	New Jersey Department of Community Affairs Division of Local Government Services
PURCHASING AGENT	The individual duly assigned the authority, responsibility, and accountability for the purchasing activity of the contracting unit.
REQUISITION	Internal document in which a using agent or department head requests purchasing department to initiate a purchase.
VOUCHER	Used as the basis of payment; it must have the signature of the vendor certifying that the material or service was provided and no payment or favor was received by the vendor from a municipal employee.
INVOICE	List of goods or services, showing prices, terms, quantities, shipping terms and other particulars sent to the purchaser in request for payment.
PURCHASE ORDER	A document issued by the contracting agent authorizing a purchase transaction with a vendor to provide or perform goods or services. Acceptance of a Purchase Order by a vendor constitutes a contract.
BLANKET PURCHASE ORDER	Arrangement under which a public agency contracts with a vendor to provide items or services on an as-needed basis. It should set a maximum amount of money which may be spent at one time and have a limit on the period of time it is valid.
QUOTATION	The response to a formal or informal request made by a vendor for provision or performance of goods or services, when the aggregate cost is less than the bid threshold. Quotations may be in writing or taken verbally if a record is kept by the contracting agent.
AGGREGATE	The sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, the furnishing of similar goods or services, during the same contract year through a contract award by a contracting agent.
CONTRACT	Any agreement, including but not limited to a purchase order or a formal agreement, which is a legally binding relationship enforceable by law, between a vendor who agrees to provide or perform goods or services and a contracting unit which agrees to compensate a vendor, as defined by and subject to the terms and conditions of the agreement. A contract also may include an arrangement whereby a vendor compensates a contracting unit for the vendor's right to perform a service.
BUSINESS REGISTRATION CERTIFICATE (BRC)	Certificate issued by the State of New Jersey Division of Taxation required from all individuals and firms doing business with a contracting unit.
CONTRACT YEAR	The period of 12 consecutive months following the award of a contract. (Not a Calendar Year)
RESPONSIBLE	Able to complete the contract in accordance with its requirements, including but not limited to requirements pertaining to experience, moral integrity, operating capacity, financial capacity, credit, and workforce, equipment, and facilities availability.
RESPONSIVE	Conforming in all materials respects to the terms and conditions, specifications, legal requirements, and other provisions of the request.
LOWEST PRICE	The least possible amount that meets all requirements of the request of a contracting agent.
LOWEST RESPONSIBLE	The bidder or vendor; (a) whose responses to a request for bids offer

BIDDER OR VENDOR	the lowest price and is responsive; and (b) who is responsible.
PROFESSIONAL SERVICES	Services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.
EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS)	Services, which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor.
COMPETITIVE CONTRACTING	The method described in sections 1 through 5 of PL1999, c.440 (c.40A: 11-4.1 through c.40A: 11-4.5) of contracting for specialized goods and services in which formal proposals are solicited from vendors; formal proposals are evaluated by the purchasing agent or counsel or administrator: and the governing body awards a contract to a vendor or vendors from among the formal proposals received.
PROPRIETARY	Goods or services of a specialized nature, that may be made or marketed by a person or persons having the exclusive right to make or sell them, when the need for such goods or services has been certified in writing by the governing body of the contracting unit to be necessary for the conduct of its affairs.
PUBLIC WORKS	Building, altering, repairing, improving or demolishing any public structure or facility constructed or acquired by a contracting unit to house local government functions or provide water, waste disposal, power, transportation, and other public infrastructures.
F.O.B. (FREE ON BOARD) DESTINATION	Title changes hands from vendor to purchaser at the origin of shipment, <i>VENDOR</i> owns goods in transit and files any claims. Payment of freight charges is determined by contract terms.
F.O.B. (FREE ON BOARD) ORIGIN	Title changes hands from vendor to purchaser at the origin of shipment, <i>PURCHASER</i> owns goods in transit and files any claims. Payment of freight charges is determined by contract terms.

Byram Township
SOLICITATION OF QUOTATION RECORD FORM

DEPARTMENT _____

ITEM OR SERVICE _____

Verbal Quotes for Less Than \$2,625

Written/Formal Quotes \$2,625 but Less than \$17,500 - Quotes Attached

VENDOR: _____

PRICE: _____

DELIVERY: _____

SPECIAL TERMS: _____

VENDOR: _____

PRICE: _____

DELIVERY: _____

SPECIAL TERMS: _____

VENDOR: _____

PRICE: _____

DELIVERY: _____

SPECIAL TERMS: _____

VENDOR: _____

PRICE: _____

DELIVERY: _____

SPECIAL TERMS: _____

Recommended Vendor _____

Purchasing Initials _____

Cost: _____

Department Initials _____

Comments: _____

NOTIFICATION OF CHANGE OF STATUS
FIXED ASSETS

 ADDITION **MOVEMENT** **DELETION**

A. ADDITION OR MOVEMENT OF AN ASSET **DEPT** _____

TAG NUMBER _____

ASSET DESCRIPTION – MANDATORY: _____

MANUFACTURER: _____

MODEL #: _____ **SERIAL #:** _____

QTY REC'D: _____ **DATE ACQUIRED:** _____

REPLACEMENT/HISTORICAL VALUE: _____

P.O. NUMBER _____ **GRANT NUMBER:** _____

CONDITION: _____ **DISPOSITION:** _____

APPROVED BY: _____ **DATE:** _____

COMMENTS: _____

B. DELETION OF AN ASSET

(Section A of this form must be completed!!!)

REASON FOR DELETION: _____

DATE OF DISPOSAL: _____

APPROVED BY: _____ **DATE:** _____

VERSION CONTROL:

Date	Version	Change
01/04/2011	1.0	Adopted Final Version
01/14/2011	1.1	<p>On January 1, 2011, the provisions of the revisions to Qualified Purchasing Agent laws (P.L. 2009, c.166) took effect.</p> <p>Contracting units who do not currently have named a Qualified Purchasing Agent (pursuant to N.J.S.A. 40A:11-9 and N.J.A.C. 5:34-5) now have a bid threshold of \$17,500, regardless of any prior local actions that provide a higher threshold</p> <p>These contracting units now also have a quotation threshold of \$2,625 (15% of the bid threshold).</p>
02/16/2011	1.2	Resolution No. 28-2011 was adopted by the Mayor and Council on February 15, 2011 appointing Theresa A. Vervet as the Byram Township's Qualified Purchasing Agent and setting the bid threshold at \$36,000.
12/03/2013	2.0	Adopted Updated Version – to remove QPA appointment and to reflect Township's revised policy and procedures regarding the procurement of goods and services.
12/02/2015	3.0	<p>Updated the following sections:</p> <ul style="list-style-type: none"> • Maximum Thresholds • Purchasing Policy • Requisitions • Fixed Asset Inventory • Procedures for Contract Awards • Emergency Purchases and Contracts