

VENDOR GUIDE

**Bergen Community College
Purchasing Department
Pitkin Education Center Room A-205E
400 Paramus Road
Paramus, NJ 07652
201-447-7112 Voice
201-447-7850 Fax**

Deliveries to Central Receiving at Pitkin Education Center unless otherwise specified in the purchase order. Deliveries accepted between 9 a.m. and 4 p.m. Monday through Friday, excluding College holidays and Fridays during the summer. The front side of the College Purchase Order provides specific delivery information.

Invoices must be addressed to the Accounts Payable Department and emailed to invoices@bergen.edu

DEPARTMENT STAFF

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| Wilton Thomas-Hooke, Managing Director of Finance | Room# A-205E (Inside Office) |
| Barbara Hamilton-Golden, R.P.P.O., Director, Purchasing and Services | Room# A-205D |
| Stephanie Weise, Q.P.A., Assistant Director, Purchasing and Services | Room# A-205E (Inside Office) |
| Thomas McCoy, R.P.P.S, Buyer | Room# A-205E |
| Randi Greene, STEM Financial Literacy Specialist/Buyer | Room# A-121 |
| Donna Adams, Senior Secretary | Room# A-205E |
| Mario Leonor, Copy Center/Stock Clerk, Office Supply Storeroom | Room# A-243 |

The Purchasing Department procures goods and services in accordance with New Jersey County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq. and College policy.

Statutory and other requirements that may apply:

EEO in Public Contracts N.J.S.A. 10:5-31 et. seq. N.J.A.C. 17:27
Prevailing Wage Act N.J.S.A. 34:11-56.25 et. seq.
Public Works Contractor Registration Act N.J.S.A. 34:11-56.48 et. seq.
Stockholder/Ownership Disclosure N.J.S.A. 52:25-24.2
New Jersey Worker and Community Right to Know Law N.J.S.A. 34:5A-1 et. seq. 5:89.5 et. seq.
New Jersey Business Registration of Public Contractors N.J.S.A. 52:52-44
Non Collusion Affidavit N.J. S. A. 52:34-15
Pay-to-Play disclosure requirements N.J.S.A. 19:44A-20.4 et. seq.
OSC Audit of Public Contracts N.J.S.A. 52:15C-10

Disclosure of Investment Activities in Iran P.L. 2012 c.25
New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et. seq.
Americans with Disabilities Act of 1990 42 U.S.C. 512101 et. seq.
Federal and State Grant Laws
Proof of Insurance
Bid Bond/Consent of Surety/Performance Bond

GENERAL INFORMATION

The College does not recognize and will not be responsible for goods or services provided without a valid purchase order. Vendors are cautioned not to accept orders that are not supported by a purchase order number. Failure to comply may result in non-payment of invoices and/or return of goods. Vendors should include the purchase order number on all delivery packing slips, invoices, and other related correspondence.

Public Notices for bid advertisements are published in "The Record" newspaper and on the Bergen Community College website. Other solicitations are advertised on the website.

Generally, no fee bid/RFP/RFQ packages can be obtained by registering on the Purchasing Department website. Vendors who register will receive a copy of the solicitation via email. Bid packages for which there is a fee can be reserved for pick up in the Purchasing Department office after registering on our website.

Emergency Purchases

A member of the Executive Staff in situations affecting the health, safety, or welfare of occupants of college property and immediate delivery of supplies or services are required, may document and declare an emergency N.J.S.A 18A:64A-25.6. In this case, the contracting agent or designee in charge, may award a contract for any services or supplies needed to mitigate the emergency.

New Vendors

Companies wishing to do business with Bergen Community College should fax their information to 201-447-7850. Please include the company name and address, contact information and a description of products/services provided. The College will maintain this information on file for future vendor opportunities. **You are also encouraged to monitor our website for current vendor opportunities.**

New vendors will be required to complete a Vendor Information Questionnaire and a W-9 form before the initial purchase order will be issued by the College. A New Jersey Business Registration Certificate and other documents as mandated by NJ Public Purchasing Laws may also be required.

Taxes

Bergen Community College is New Jersey Sales Tax exempt by statute.

How the College Buys

Upon receipt of an approved requisition, the Purchasing Department determines the manner/method of procurement in accordance with State of New Jersey Public Purchasing Laws and College policy.

The current procurement thresholds for County Colleges as established by the New Jersey Department of Treasury are listed below.

Quote threshold: \$7,280
Bid threshold: \$36,400
Business Registration Certificate: \$5,460
Pay-to-Play law- \$17,500

Aggregation applies to all of the above thresholds.

Purchases exceeding \$17,500 require ratification by the Bergen Community College Board of Trustees before a purchase order can be issued.

Generally, the Board of Trustees meetings are held the first Tuesday of every month excluding January. The meeting schedule is published on the College website at www.bergen.edu.

The College may also purchase through State Cooperative Contracts, County Contract and or other Cooperative Purchasing agreements as allowed by law.

The following list gives an overview of the types of materials, supplies and services that the College may require. The College awards multi-year agreements whenever practicable.

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| Art Supplies | Equipment Repair Services |
| Asphalt Repair Services | Fire Safety Services |
| Athletic Supplies | Food Services |
| Audio Visual Services and Supplies | Furniture |
| Auditing Services | Gasoline |
| Banking Services | General Contractor Services |
| Bookstore Services | Grounds Maintenance Services and Supplies |
| Carpeting and Flooring | HVAC Services |
| Charter Bus Services | Industrial Technology Equipment and Supplies |
| Chiller Maintenance | IT Services |
| Collection Agency Services | Legal Services |
| Computers, Printers, Software and Peripherals | Library Services and Supplies |
| Construction Services | Locksmith and Automatic and Fire Door Services |
| Copiers | Medical Supplies |
| Culinary Equipment and Supplies | MRO Supplies and Services |
| Custodial Supplies, and Services | Natural Gas |
| Dental Hygiene Equipment and Supplies | Nursing Equipment and Supplies |
| Electrical and Network Cabling Services | Office Supplies |
| Electricity | Performing Arts Services, Equipment and Supplies |
| Elevator Maintenance | |

Pest Control
Plumbing Services
Printing
Professional Architectural Services
Professional Engineering Services
Professional Consulting Services
Promotional Items
Public Safety Supplies and Uniforms

Radiography/Sonography Equipment and Supplies
Science & Laboratory Supplies
Snow Plowing
Swimming Pool Supplies and Services
Trash Disposal
Veterinary Technology Equipment and Supplies
Welding Supplies

The Public Bidding Process

A legal Notice to Bidders is published in “The Record” newspaper and on the College Purchasing Department website under “Current Vendor Opportunities”. The legal notice provides information to bidders regarding the bid opening date and time, instructions for obtaining bid specifications, and if applicable, the time and place of pre-bid conference, and any bonding requirements. Please note that generally, attendance at the pre-bid conference is not mandatory, but bidders are strongly urged to attend in order to become familiar with the project, bid specifications, and project job site.

Bid specifications may be obtained by registering on the website. Once registered, a copy of the bid package will be forwarded via email to the address provided.

Bidders should review the bid specifications in detail in order to gain a thorough understanding of the requirements and instructions for submittal. It is imperative that all of the required forms are submitted with the bid. Otherwise the bid may be rejected. During the bidding process, there is a period for questions. This is the bidder’s opportunity to obtain clarification on any aspect of the bid specifications. Questions must be submitted in writing by the date and time indicated in the bid instructions. The College will compile all of the questions and distribute the questions and answers and any addendums to all companies who registered for bid specifications.

Notices of Addendum are published in “The Record” newspaper and on our website.

Bids must be submitted in a sealed envelope with the bid number and title clearly marked on the outside. Bids must be received at the location and by the date and time indicated in the bid specifications at which time they will be opened and read publicly.

Preliminary bid results are published on our website usually within 1 week after the bid opening. The preliminary results reflect the numbers that were read at the bid opening and are not indicative of submittal of a complying bid.

Bid awards are made to the lowest responsible and responsive bidder subject to ratification by the Board of Trustees.

Request for Proposals and Request for Qualifications

For goods and services that are exempt from bidding, the College may choose to utilize a Request for Proposal (RFP) or Request for Qualifications (RFQ) process to seek competitive proposals. These are advertised on the Purchasing Department website and the specifications can be obtained through the website.

Awards are based on the criteria established in the specifications.

9/9/2019