



Vendor Guide for Doing Business with Middlesex County

Spring 2023

TABLE OF CONTENTS

Welcome	3
Contact Information	3
Introduction	4
Registering as a Middlesex County Vendor	5
Required Documentation	6
Current Procurement Thresholds & Processes	6

WELCOME

Each year, the County of Middlesex procures a variety of goods and services and enters into contracts for various public improvements.

Under the County's centralized purchasing organization, the Purchasing Agent is duly assigned the authority, responsibility and accountability for the purchasing activities of all offices in the County, whose duties are defined by the Board of County Commissioners. With the exception of construction projects, employees outside the Purchasing Office do not have authority to commit funds, sign agreements for purchases or enter into contracts.

This guide has been developed to assist vendors who wish to do business with Middlesex County, NJ.

Construction projects are solicited by the Office of Engineering in conjunction with the Office of the County Counsel.

CONTACT INFORMATION

Middlesex County Department of Finance

Office of Purchasing

75 Bayard Street

New Brunswick, NJ 08901

732-745-3277

middlesexcountypurchasing@co.middlesex.nj.us

Ann V. Hartwick, QPA, CCPO

Director of Purchasing

INTRODUCTION

The Middlesex County Purchasing Office’s mission is to provide equipment, materials, supplies, and services at economical prices by seeking competition and evaluating the most advantageous bid or proposal while taking into account the needs and the best interests of the County and its residents.

Our goals and objectives are to promote efficiency, economy and effectiveness while allowing full, fair, free and open competition.

The basic elements of purchasing are obtaining the proper quality goods and services:

IN THE Right Quantity

FOR THE Right Price

AT THE Right Time

FROM THE Right Source

IN THE Right Manner

We achieve these goals through:

- Sound procurement policies and practices; the NJ Local Public Contracts Law and Rules; other governing statutes and regulations
- Encouraging Purchasing/Vendor relationships and Office/Vendor relationships through impartial ethical standards and behaviors
- Administration of the Middlesex County Cooperative which is open to all governmental and school entities within the geographical boundaries of Middlesex County.

The State of New Jersey purchasing laws that apply to County purchases include, but are not limited to:

1. The Local Public Contracts Law (NJSA 40A:11-1 et seq.)
2. The New Jersey Local Public Contracts Law Rules (NJAC 5:34-1 et seq.).
3. The New Jersey Local Unit Pay-to-Play Law (NJSA 19:44A-20.4 et seq.)

By State Statute, the County is exempt from paying any sales and use taxes. The County will not pay nor reimburse vendors for any sales or use taxes under the provisions of the N.J. Sales and Use Tax Act (Chapter 30, Laws of 1966).

The staff in the Middlesex County Purchasing Office has, cumulatively, over 65 years of Public Purchasing experience in New Jersey. Various staff members have received Public Purchasing designations from both the State of New Jersey and Rutgers Center for Government Services. Continuing education is required to maintain these designations.

REGISTERING AS A VENDOR

Middlesex County solicits and receives bids electronically through our OpenGov Procurement portal, which can be found at: <https://procurement.opengov.com/middlesexcountynj>.

Vendors are encouraged to subscribe. The vendor should choose the specific commodities or services their business provides. Once subscribed, automatic email notices will be sent when an opportunity for those commodities/services are posted on the portal.

The OpenGov Procurement site provides tutorials to vendors on the process of submitting bids and proposals electronically.

QUALIFIED BUSINESS ENTERPRISES

The County of Middlesex has established a Qualified Business Enterprise Set-Aside Program. The purpose of this Program is to promote and encourage diversity in the County's procurement of goods, services and construction as it relates to Qualified Minority Business Enterprises, Qualified Women Business Enterprises, Qualified Veteran Business Enterprises, and Qualified Small Business Enterprises (collectively referred to as "Qualified Business Enterprises") and as specifically defined under N.J.S.A. 40A:11-25 and N.J.S.A. 40A:11-41.

The goal of 20% shall be collectively allocated to the Qualified Business Enterprises.

Businesses who have received certifications as Qualified Business Enterprises are encouraged to indicate their status so when they register in the OpenGov Procurement portal AND include a copy of those certifications in each bid or proposal submittal.

REQUIRED BID/PROPOSAL DOCUMENTATION

Each bid and proposal solicited by the County of Middlesex may require the bidders to submit documentation specific to that particular solicitation.

Both the State of New Jersey and the County have MANDATORY documentation that must be submitted either at the time of the bid or proposal submittal or prior to the award of a contract.

Those documents are:

Statement of Ownership	Non Collusion Affidavit
EEO/Affirmative Action Compliance Form	Certificate of Employee Information Report
Corporate Resolution	NJ Business Registration Certificate
ADA Compliance Form	Certificate of Non-Debarment
FTP Lobbying Certification	Disclosure of Lobbying Activities
Russia-Belarus & Iran Investment Certification	
Prevailing Wage Compliance*	
Public Works Contractor Registration*	

*when applicable

CURRENT PROCUREMENT THRESHOLDS & PROCESSES

QUOTE THRESHOLD

Up to \$6,600.00	Single quote – written or verbal. Verbal quotes must be documented with date, time, phone number and name of individual contacted
\$6,600.00 - \$17,500.00	At least three written quotes (or justification for lack of quotes are required). The County may be required to solicit bids if the total aggregate for the particular commodity or service exceeds \$17,500.00

WINDOW CONTRACTS (aka 'REQUIRED DISCLOSURE' contracts) THRESHOLD

\$17,500.00 - \$44,000.00

At least 3 written quotes are required. All forms required in public bidding must be completed, signed and submitted to the Purchasing Office. The County may opt to solicit a formal bid.

FORMAL BID THRESHOLD

\$44,000.00 and over

Open competitive bid process. The lowest responsible and responsive bidder is awarded the contract.

COMPETITIVE CONTRACT THRESHOLD

\$44,000.00 and over

Solicitation for specialized goods or services in which contract(s) are awarded based on a score of multiple factors which may include experience, project management, staff qualifications and or availability, cost, etc.

EMERGENCY PURCHASES

No dollar limit

Events that affect the public health, safety or welfare and require the immediate delivery of goods or the performance of services.

Other procurement processes include the utilization of state contracts or contracts administered by other New Jersey entities who maintain cooperative purchasing programs.

The County of Middlesex maintains the Middlesex County Cooperative Contract Purchasing System (CK-12 Middlesex) which allows political subdivisions within the geographical boundaries of Middlesex County to utilize certain contracts.

Middlesex County Board of County Commissioners

Ronald G. Rios, *Director*

Shanti Narra, *Deputy Director*

Claribel A. Azcona-Barber, Charles Kenny,

Leslie Koppel, Chanelle Scott McCullum,

Charles E. Tomaro

Middlesex County Department of Finance

Office of Purchasing

75 Bayard Street

New Brunswick, NJ, 08901

732-745-3277

middlesexcountypurchasing@co.middlesex.nj.us



middlesexcountynj.gov