

Doing Business with the Township of Lakewood

The Township of Lakewood's Department of Purchasing conducts all Township purchasing activities in accordance with the Local Public Contract Law of the State of New Jersey, specifically N.J.S.A. 40A:11-1 et seq. and attendant rules, N.J.A.C. 5:34 et seq.

Public purchasing law requires all vendors to apply for and maintain in good standing a Business Registration Certificate with the State of New Jersey.

Getting Started

Business Registration Certificates (BRC)

This certificate is required for any business that wishes to conduct business in New Jersey regardless of if they are contracting with public agencies such as municipalities and BOE's or not.

Do you have one? Not sure, check here https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Your business needs one: <https://www.njportal.com/DOR/BusinessRegistration>

Do you need to update your BRC address or contact information?

https://www16.state.nj.us/TYTR_REGC/jsp/OwnershipLogin.jsp

The Lakewood UEZ office works with businesses regularly to assist them with completing the BRC application as well as troubleshooting error messages and compliance issues. If you have any questions or need some assistance, please feel free to contact us at 732-364-2500 x5260 or dklein@lakewoodnj.gov. If you are a UEZ business you already have a BRC.

Please note that all businesses are required to file an annual report with the State of NJ in order to remain active and in good standing with the state. All businesses receive a notice annually in the mail. If you are not sure how to complete the filing or to check if you are compliant, you may contact the UEZ office for assistance. UEZ businesses: This annual report should not be confused with your UEZ annual report. They are two separate filings.

Determine Which Department Would Use Your Product/Service

Businesses are encouraged to develop an understanding of what products/services the Township uses and then determine how you can best provide it. While the concept of public purchasing is to get competitive pricing, the contracting agency will also look at quality, ability to provide timely, and whatever competitive edge you can bring to the table. So take some time to figure that out.

Vendors are encouraged to make an appointment before calling on the Municipal Purchasing Agent or Department Head to assure availability of personnel. No assurances can be given to vendors who arrive unannounced. Appointments can be made by phone or email. See attached contact list.

Businesses should keep in mind that even if you are listed as a "vendor" with the Township, it does not automatically equate to orders or sales being made. In some cases, becoming a vendor means that when the township is ready to purchase something they will contact you because you are on a vendor



list. Often times, department heads will ask the purchasing agent if we have anyone that provides a certain type of goods or services and the connection can be made to you.

How Does the Township Procure Goods/Services?

Contracts with the Township of Lakewood to provide goods and/or services are available by Bid, RFP or RFQ.

- **General purchase:** Goods and services under \$6,000 can be purchased without a need for quotes/RFP/bid. Note: the \$6,000 cap includes one-time and multiple purchases that aggregate over a 12-consecutive month period.
- **Quotes:** Goods and services costing between \$6,000 and \$40,000 need a minimum of two quotes. The purchasing department will solicit quotes and evaluate quotes received to make sure that the items are comparable in quality, operation, functionality, etc. before making a decision. In your quotes, it is a good time to mention any competitive advantage you might have such as free shipping, 24 hour service, etc. that might make your quote stand out. Note: this cap includes one-time and multiple purchases that aggregate over a 12-consecutive month period.
- **Pay to Play:** There is another layer of regulations that govern all purchases, purchased at one time or multiple purchases that aggregate over a 12-consecutive month period, ranging from \$17,500 to \$40,000. The scope of this law is too broad for the scope of this publication. Contact the Purchasing Agent if the situation arises.
- **RFP/RFQ:** Request for Proposals or Qualifications is an invitation for vendors to submit written Proposals or Qualification Statements that meets certain criteria outlined by the municipality. Contracts are awarded based on a stated set of evaluation criteria. This type of solicitation is seen a lot with professional services such as engineering, accounting and legal services, etc.
- **Bids:** Public bids are required for any commodity, service or public improvement when the anticipated expenditure exceeds the statutory bid threshold of \$40,000. Vendors submit proposals for products and/or services in response to advertisements released by the Municipality in accordance with the terms and conditions prescribed in the bid specifications. Contracts are awarded to the Lowest Bid submitted by a Vendor who can provide quality goods and/or services in the right quantity on a timely basis at the lowest cost to the municipality. Note this includes one-time and multiple purchases that aggregate over a 12-consecutive month period.

How do I find out about these opportunities?

- Check the municipal website - <http://www.lakewoodnj.gov/department/purchasing>
- Check the public notices section of the Asbury Park Press
- In the works – The Township has plans to use an automated notification system that businesses will be able to sign up for.



You've Landed Your First Contract, Now What?

We can't stress this enough... Do what you say you are going to do, when you are going to do it. As with any of your customers, this builds trust and loyalty.

Upon award of contract, a purchase order (PO) will be generated. The purchase order should be signed and returned with an invoice upon delivery of the product/service. Invoices should be mailed or hand

delivered to: Purchasing Department
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701

Sending your invoice and/or purchase order to any other department may delay payment. The Township strives to pay vendors within 30 days.



Additional Resources

- NJ START – State of NJ – Procurement Database
<http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>
- Assistance with Doing Business with the Federal Government
<http://www5.njit.edu/ptac/procurement-technical-assistance-center-ptac/>
Note: The Lakewood Development Corporation will host workshops several times a year to provide businesses an opportunity to learn how to set themselves up to bid federal government contracts. Check the LDC webpage <http://www.lakewoodnj.gov/department/uez> and watch your emails for upcoming dates.
- Urban Enterprise Zone Program – to get more information:
 - visit <http://www.lakewoodnj.gov/department/uez>
 - call the office at 732-364-2500 x5260
- Doing Business In NJ: <http://www.nj.gov/njbusiness/>

