

RESOLUTION NO. 2020 - 320

A RESOLUTION TO APPROVE THE REVISED  
PROCUREMENT POLICY & PROCEDURES MANUAL FOR  
THE CITY OF VINELAND PURCHASING DIVISION.

WHEREAS, the Purchasing Division is a function of the Department of Business Administration and has revised the Procurement Policy and Procedures Manual to provide current up to date policy and procedures; and

WHEREAS, it is considered in the best interest of the City of Vineland that said Procurement Policy and Procedures Manual, and amendments thereto, be approved to further the mission and proper functioning of the Purchasing Division.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that the Procurement Policy and Procedures Manual of the Division of Purchasing is hereby approved.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**RESOLUTION REQUEST**



**From:** Miguel A. Mercado, Purchasing Agent

**To:** Business Administration

**Date of Request:** July 27, 2020

**City Council Meeting Date:** August 11, 2020

**Title:** Procurement Policy & Procedures Manual

**Resolution Request:**

This is a request to approve the revised Procurement Policy & Procedures Manual for the City of Vineland Purchasing Division. The last revision I was able to find was October 2009. Several revisions, updates and changes have happened since, as well as, the increase of the Bid Threshold effective July 1, 2020. This revised manual will provide current up to date policy and procedures for the Purchasing Division. A copy of this manual, once approved, will be provided to all Departments along with a quick reference "Customer Guide" for their use. Future updates or changes will be provided as a revision to this manual for City Council approval as they become available rather than submitting a complete revised manual.

If you have any questions or need additional information, please contact me.

A handwritten signature in blue ink, appearing to be "SM", located at the bottom center of the page.



**CITY OF**  
**VINELAND**  
*WHERE IT'S ALWAYS GROWING SEASON*

**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

**PROCUREMENT**  
**POLICY & PROCEDURES**  
**MANUAL**

**REVISED JULY 2020**  
**MIGUEL A. MERCADO**  
**Qualified Purchasing Agent**

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## INTRODUCTION

The procedures in this manual apply to all City departments, which operate within the framework of the City budget.

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

Guidelines for its policies and procedures are the Local Public Contracts law (N.J.S.A. 40A:11) and the Local Finance Law (N.J.S.A. 40A:5). These laws outline the responsibilities of Government Finance and/or Purchasing Offices

The City of Vineland has implemented their own forms and procedures to meet these responsibilities which are explained in this manual.

## PURCHASING POLICY

No goods or services shall be contracted for or purchased by any department, board, agency or office of the City of Vineland except in accordance with the procedures set forth herein. The City will not be bound by any purchase or contract made contrary to this policy, and any employee or representative of the City who violates the policy may face disciplinary action, as well as personal liability for any costs or obligations improperly incurred.

Purchasing Division  
City Hall  
5<sup>th</sup> Floor

Office: Ext. 4040  
Fax: 405-4605

Miguel A. Mercado, QPA  
Purchasing Agent

Jeanine Brownlee  
Principle Purchasing Assistant

Theresa Hanna  
Clerk 2

## DEFINITIONS

- 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
- 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. Purchases made by all city departments are considered in the aggregate.

### 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.

- 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, such as, but not limited to, operating a concession stand.

### CONTRACT

- YEAR: The period of 12 consecutive months following the award of a contract.

### EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS):

Services, which are specialized and qualitative in nature requiring expertise, extensive training and proven reputation in the field of endeavor. Purchasing Agent must sign off. Resolution required. Contract by City Council. NOTE: Pay to Play applies to EUS.

### GOODS AND SERVICES:

Any work, labor, commodities, equipment, materials, or supplies of any tangible or intangible nature, except real property or any interest therein,

provided or performed through a contract awarded by a contracting agent, including goods and property subject to N.J.S. 12A:2-101 et seq.

**LOWEST PRICE:** The least possible amount that meets all requirements of the request of a contracting agent.

**LOWEST RESPONSIBLE BIDDER OR VENDOR:**

The bidder or vendor; (a) whose responses to a request for bids offers 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. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor. Resolution and Contracts exceeding \$17,500 are required to be awarded by City Council. Pay to Play applies for contracts over \$17,500.

**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. Proprietary items must be publically bid.

**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.

**PURCHASE ORDER:**

A document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide or perform goods or services to the contracting unit, which when fulfilled in accordance with the terms and conditions of a request of a contracting agent and other provisions and procedures that may be established by the contracting unit, will result in payment by the contracting unit.

**PURCHASING AGENT:**

The individual duly assigned the authority, responsibility, and accountability for the purchasing activity of the contracting unit, and who has such duties as are defined by an authority appropriate to the form and structure of the contracting unit, and PL1971 c198 (c.90A:11-1 et seq.)

**QUOTATION:**

The response to a formal or informal request made by a contracting agent 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. Quotes in writing are preferred.

**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.

**WORK:**

Any task, program, undertaking, or activity, related to any development, redevelopment, construction or reconstruction performed or provided pursuant to a contract with a contracting unit.



## THRESHOLDS

### QUOTES (\$6,600.01 – 17,500.00):

Three (3) written quotes or written justification for lack of quotes shall be filed in writing with the Purchasing Agent. You may be required to solicit quotes under this threshold when your unit is included in the City's total aggregate for the particular commodity or service. Quotation Record Form (**see Exhibit A**) and all quotes must be attached to the requisition.

### PAY-TO-PLAY (\$17,500.01 - \$43,999.99):

P.L. 2004, Chapter 19 & N.J.S.A. 19:44A-20.4 et seq. requires contracts to be awarded under a Fair and Open Process or a Non-Fair and Open Process (**see Exhibit B**).

The Fair and Open process requires the following:

- a. Publicly advertised (either conventionally in newspapers or posted on the entity's website) with "sufficient time to give notice".
- b. Awarded under "a process that provides for public solicitation of proposals OR qualifications".
- c. Established on the basis of an award and disclosure process documented in writing prior to any solicitation.
- d. Publicly opened and announced when awarded.
- e. Awarded by resolution of the governing body.

The Non-Fair and Open process requires the following:

- a. The governing body has a written determination that a contract has an anticipated value in excess of \$17,500.00.
- b. The business entity files a disclosure form certifying that no reportable contribution was made during the previous year.
- c. The contract contains a requirement prohibiting reportable contributions from being made during the term of the contract.
- d. The governing body passes a resolution awarding the contract.

### FORMAL BIDDING (\$44,000.01):

Department provides request for Public Bidding form (**see Exhibit C**) and technical specifications/description of goods and services. Advertised in legal paper and awarded by Resolution.

## PROCUREMENT POLICIES

### GENERAL

#### I. LEGAL AUTHORIZATION AND AUTHORITY OF PURCHASING AGENT

As authorized by 40A:11-9, the Governing Body of the City of Vineland appoints the Purchasing Agent with the authority to purchase on behalf of the City such goods and services as are required for the proper function of the City.

Public funds from any account (grant, dedicated fund, regular O.E.) must be expended in accordance with the LPCL & Rules. The Chief Financial Officer certifies Availability of Funds prior to any obligations being incurred. Confirming orders are a violation of this regulation.

#### II. CENTRALIZED 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

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

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 county-wide savings is a function of purchasing control.

C. Facilitate Purchasing / Vendor relationships and department / vendor relationships through impartial, ethical standards and behavior.

#### III. PRICE OBJECTIVES

##### A. Factors affecting the lowest ultimate cost:

1. Unless purchasing through State Contracts, existing City Contracts 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. F.O.B. point.
3. Discount; Prompt Payment Bonus.
4. Service offered by Vendor.
5. Delivery Date.

IV. METHODS OF SECURING PRICES AND CONTRACTS

- A. Small Purchases – Individual purchases of \$6,600.00 and below do not require quotes. However, due to the rules of aggregation, the Fair and Open or Non-Fair and Open process may become necessary as dollar limit thresholds apply to all purchases made by all Departments within the City of Vineland for any single vendor or for any commodity.
- B. Petty Cash under \$25.00 – Available through Finance for minor emergency purchases. Use is very limited and requires Finance approval for use of Petty Cash.
- C. Record of Quotations - Purchases which are single in nature or may if in the annual aggregate, exceed \$6,600.00 shall be supported by written or verbal quotes. Quotations are to be sent to Purchasing for the official record or preferably attached to the Requisition.

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

C. Cooperative Contracts (State, Regional, County & National)

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 manufacturer's suggested list price, photocopy of the page of the vendor's original bid proposal detailing the item or system, letter of authorization from the Cooperative verifying approval for the addition of items not included on original bid.

State Rules require that the Governing Body authorize, by resolution, Cooperative Contract purchases exceeding the bid and pay-to-play thresholds. This applies to single item or aggregate/ open-end annual purchases.

When a vendor submits a competitive price, which is lower than a State Contract vendor, the lower price may be accepted in a "quote" situation. However, where the expenditure (one time or aggregate) exceeds the bid threshold, bidding is required if the State Contract commodity/vendor is not utilized.

#### D. Blanket Purchase Orders

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

To confirm the procedure:

1. Department/division submits a requisition reflecting an estimate of monthly and/or quarterly usage.
2. Contract validity (State Contract, Bid or Quotes) is confirmed.
3. Purchasing processes Purchase Order/Voucher.
4. 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.
5. Upon exhaustion of the amount encumbered or applicable period (ie. month) the using department completes Partial Payment Voucher for the Actual amount owed.
6. Department will match invoices to voucher, certify receipts and submit to Finance for payment.

#### E. Bids

The process of formal bidding requires the cooperation and interaction of various City Officials. All bids have one basic "boiler plate" of statutorily required forms and statements and generally preferred instructions. Purchasing prepares 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.

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. See separate section on Bidding Procedures.

## F. Purchasing Procedures for Contract Awards

### 1. The using department must:

- Submit recommendation of award (**see Exhibit D**) with all pertinent information to Purchasing and Business Administration signed by:  
Division Head  
Department Head
- In the case of a Cooperative contract which exceeds \$17,500, submit resolution request form (**see Exhibit E**) with quote or other detail from the vendor referencing the applicable Contract Number.

### 2. Purchasing will:

- Verify any contract number and back up to be available for auditors on demand
- Maintain a copy of the resolution.
- Verify that Certification of Funds is provided.
- Purchasing Agent will certify EUS, if applicable.
- Submit all documents to Clerk of the Board.

### 3. Business Administrator:

#### a. Items to be considered for the agenda must include the following:

- Resolution Coversheet along with back-up documentation and approved signatures.
- Resolution
- Financial Certification of Funds for all contract awards
- Contracts/agreements/leases

**Only City Council may execute Contracts, Agreements and/or Leases. Under No Circumstance is a division to sign any such document except with the expressed consent of the Board.**

#### b. The above documents must be submitted as follows:

- If a grant is involved, to Grant Coordinator;
- If EUS, to Purchasing Agent.
- To department head for authorization by 4:30 p.m. the Friday prior to the work/ agenda meeting
- To Business Administration by 3:00 p.m. the Monday prior to the work agenda
- All items not meeting deadlines will carry over to next work agenda meeting. In cases of **emergency** department heads can request, at the work agenda, to add the resolution.

c. City Council:

- Adopt Resolution
- Execute contracts, if applicable

d. Business Administration:

- Provides signed copy of Resolution and signed contracts to Purchasing

4. Purchasing:

- Approves and issues Purchase Order/Voucher
- Prepares and issues Contracts/Agreements

G. Leases

Rules concerning duration of contracts, prohibitions and equipment changes are contained in the LPC Rules. However, all leases or service agreements authorized by the LPC 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.

V. 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 Business Administrator 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.
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. City 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.

VI. STATUTORY & OTHER REQUIREMENTS

A. Required Affirmative Action Evidence

**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.**

1. Procurement, Professional and Service Contracts

All successful vendors must submit within seven (7) days of the notice of intent to award or the signing of the contract one of the following:

- a. A photocopy of their Federal Letter of Affirmative Action Plan Approval, or
- b. A Photocopy of their Certificate of Employee Information Report, or
- c. A completed Affirmative Action Employee Information Report.  
(AA302 - Available upon request)

2. Construction Contracts

All successful contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (AA201- Available upon request) for any contract award that meets or exceeds the bidding threshold.

B. Prevailing Wage Act

1. Applies to all work \$16,263 and above (quotations, PO, Bid).
2. 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.

3. 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

Refer to a separate Manual

Where Prevailing Wages apply, Contractor shall also be Registered Public Works Contractor and provide proof in form of a certificate. Registration can be confirmed at <http://www.state.nj.us/labor/lsse/wh.htm>.

D. State Contractor Business Registration Program

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

You are alerted to this law that now applies to local government contracts (including purchase orders/vouchers) effective September 1, 2004. It applies to any purchase in which the total aggregate exceeds the quote threshold in any given year.

“Business organization” means an individual, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof.

The law provides that:

A copy of the Business Registration Certificate issued by the NJ Department of Treasury, Division of Revenue shall be provided prior to award of a contract resulting from a BID, RFP or RFQ;

Mandatory Language shall be included in ALL specifications.

A copy of the Business Registration Certificate shall be submitted before any purchase order or other contracting document can be issued;

Contractors are responsible for notifying subcontractors.

## VII. VENDOR RELATIONS

### A. General

The Purchasing Agent promotes a program of fairness with all vendors. Salespeople are received courteously and as promptly as time permits. Appointments are recommended.



Purchasing may arrange interviews between vendors and City personnel when it appears to be to the advantage of the City or when such an interview is requested by an appropriate City employee.

NO City employee is required to place his/her time at the disposal or discretion of salespeople. However, if an interview is to be denied, such will be acknowledged promptly, a reason is given for not granting the interview, and the suggestion offered to see the Purchasing Agent. Courtesy will prevail.

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.

Purchasing may advise unsuccessful bidders as to the disposition of their quotations or bids.

Vendors who wish to be considered for future solicitations should be advised to so state in writing on the firm's formal letterhead.

#### B. Gifts and Gratuities

City 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 City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between personal interests of an employee and the interests of the City. Accordingly, the City will take appropriate action and may terminate, at no charge to the City, any purchase order or contract if it is found that gifts or gratuities were offered to any employee.

The City may also take disciplinary action, including dismissal, against an employee 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. Vineland, NJ, location of the using agency, or as directed.

Vendor shall submit bid proposals or requests for quotations on forms supplied by the City 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 or by telephone. Purchase Orders or contracts will be awarded to the lowest responsible vendor. All proposals or quotations may be rejected if in the City'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. Unsatisfactory Vendor Performance

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 on the UNSATISFACTORY REPORT FORM.

## REQUISITION PROCEDURES

- I. GENERAL: (This section covers an overview of the requisition procedures.  
See separate section on requisition entry procedures)

- A. A requisition shall be used for the purchase of specific items or services whose aggregate total is less than \$17,500, such as a bookcase, calculator, etc. City departments may locate a vendor able to fulfill the City's supply or service needs and obtain price quotations. **No order is to be placed or commitment made except by an approved written Purchase Order/Voucher. This means that just because you enter the requisitions, this does not give you authorization to place an order.**
- B. 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.
- C. The requisition must follow an approval path and should be submitted well in advance (two weeks is desired) 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. Where a requesting department has already solicited quotes, the quotations or forms must be signed and submitted to the Purchasing Department or attached to the requisition as a record of same.
- D. Based on the total and aggregate dollar amount of the purchase(s), written specifications and sealed bids, or informal solicited quotations may be required. State approved contract vendors or cooperative pricing system vendors pursuant to N.J.S.A. 40A:11-11 (5) may also be used to fulfill needs.

Before any formal commitment is made to a vendor, a Purchase Order/Voucher must be issued.

- E. All Capital account requisitions require certification of funds by the Chief Financial Officer.
- F. All computer related purchases must go through the IS Department.

## II. INSTRUCTIONS FOR REQUISITIONS

- A. Purchasing maintains the vendor list; changes, additions, and deletions. When requesting the addition of a new vendor, request must be made via email to the Purchasing Department with the company name, address, phone & fax number and an email address. The Purchasing Department requires all vendors to complete a vendor application and a W9 in order to be added to our vendor file. All vendors must have a NJ Business Registration Certificate. Once the vendor has submitted all required documents and the vendor is set up in the vendor file, the Purchasing Department will notify the department via email, the vendor ID Number.

Quantity - It is essential that quantities be indicated to eliminate any confusion as to just how much of anything is required.

- B. 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.

Other reasons for delay are:

1. Lack of sufficient information in a number of areas: account codes, vendor information, incomplete description of the goods or services requested, lack of quotations.

In the case of memberships, the names of the individuals, the term of the membership, membership number or ID that is pertinent to identification must be submitted with the req. In the case of subscriptions, the same criteria applies.

When registering for a class, conference, seminar or other meeting, not only should the individual be identified, but the name of the event, the date and location should also be included. If a confirmation # has been assigned due to a phone registration that number should appear on the requisition. Note: Refer to the travel policy before registering for any class, conference, seminar or other meeting, as a Travel/Training Request form (**see Exhibit F**) will need to be completed and approved before a requisition is approved.

Requisitions are further delayed if not annotated with the appropriate State Contract #, City Contract/resolution. All state contracts can be accessed at: [www.njstart.gov](http://www.njstart.gov)

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.

2. Missing quotations are another source of delay. If quotes have been secured, they must be forwarded to Purchasing. If not, the req. will be held for receipt of the quotes.

## THE PURCHASE ORDER/ VOUCHER

### I. PROCESS

Purchasing generates the numbered PO/Voucher after all approvals are secured. Unless otherwise requested, as in the case of a "pick up", Purchasing mails the PO 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 (for orders over \$17,500) and original, itemized invoice(s) to the Accounts Payable Department.

The Purchase Order can be identified by a seven (7) digit number located at the top right hand corner on the purchase order.

The Purchase Order/Voucher is sent to the vendor. The bottom portion of the purchase Order/Voucher acts as the receiving report. For orders exceeding \$17,500, the Vendor signs the Claimant Signature block, certifying that goods or services have been delivered and billed correctly and Using Department receives in Edmunds, certifying that goods or services have been received and invoice complies with the purchase order. **Note: Claimant Signature required for Employee Reimbursements or Individual (sole proprietary) regardless of dollar amount.**

### II. CHANGES

In Edmunds, additions, deletions and changes to prices or units must be done on an item level basis. If you want to change a PO you must identify what item is changing and what about it is changing (units, pricing, etc.) Changes must be sent to the Purchasing Specialist noting the Edmunds PO number (**see Exhibit G**).

If you need to change pricing or quantities, identify what the new price is or what the new quantity is for the specific item.

If you need to add something, describe the item, quantity, price, & account string for each item.

If you need to delete something, identify which item and if it is full quantity or partial quantity.

If you want to cancel the whole PO or the remaining balance of a blanket PO, identify the Edmunds number. This is the only change that can be made on a total document basis. In the case of the remaining balance, please also note the amount you are canceling.

For Change Orders to contracts awarded by Resolution use Change Order form (**see Exhibit H**)

### III. REQUESTS FOR DUPLICATE PURCHASE ORDERS

All requests for duplicate purchase orders must be sent to the Purchasing Department.

## ADDITIONAL PURCHASING FUNCTIONS

### I. SALES TAX EXEMPTION CERTIFICATES

By virtue of being a government unit, the City is exempt from sales tax on all purchases (with the exception of Natural Gas). However, some vendors want the City to provide a sales tax exemption certificate (NJ Form ST-4). A copy, which can be photocopied, is located in this section (**see Exhibit I**). The City's Tax Identification Number is 21-6001670 and is printed on the Purchase Order.

### II. SURPLUS/OBSOLETE CITY PERSONAL PROPERTY

See separate Manual for details.

- A. All such property is presumed to have some sale value or to be determined to have only scrap value. As such, N.J.S.A. 40A:11-36 requires that, upon Resolution of City Council authorizing same, the City must attempt to sell most surplus or unneeded equipment by public sale. (Currently the city is using an on-line process to dispose of surplus property – GovDeals)

Items purchased by grant fund must be separately identified.

No employee of the City may legally sell such equipment, except as provided by this statute.

If the estimated fair value of the property to be sold exceeds \$6,600.00 in any one sale, it shall be sold at a public sale to the highest bidder.

Notice of the date, time and place of the public sale together with a description of the items to be sold and the conditions of sale must be published in a newspaper.

A private sale can be authorized by City Council via Resolution only in the following cases:

1. Sale to any political subdivision.
2. Sale to a person submitting a bid pursuant to a public sale, where all bids have been rejected, provided such sale is not for less than the highest bid rejected and subject to the same terms and conditions.

The Purchasing Agent will announce periodic sales to all departments when appropriate.

**EXHIBIT A**  
**QUOTATION RECORD FORM**

|  |                                     |
|--|-------------------------------------|
| Department:<br>Employee:<br><br>Project: | Item/Service:<br><br>Requisition #: |
|--|-------------------------------------|

Solicited by: Phone  Letter  In Person  Newspaper  Other \_\_\_\_\_

Quote not sought  
 Not awarded to the lowest price

} Statement of explanation on reverse side.

|  |   |
|--|---|
| <b>VENDOR:</b><br><br>Contact Person:<br>Phone #<br><br>Price:<br><br>Special Terms: | Response: Phone<br><br>(Time/Method): _____<br><br>Delivery:<br><br>Date: |
|--|---|

|  |   |
|--|---|
| <b>VENDOR:</b><br><br>Contact Person:<br>Phone #<br><br>Price:<br><br>Special Terms: | Response:<br><br>(Time/Method): _____<br><br>Delivery:<br><br>Date: |
|--|---|

|   |   |
|---|---|
| <b>VENDOR:</b><br><br>Contact Person:<br>Phone #<br><br>Price: No Quote<br><br>Special Terms: | Response:<br><br>(Time/Method): _____<br><br>Delivery: _____<br><br>Date: _____ |
|---|---|

|   |   |
|---|---|
| <b>Requisition Issued To:</b><br><br>Cost:<br><br><b>PO Number:</b> | <b>Terms:</b> _____<br><br><b>Comments:</b> |
|---|---|

Solicitation performed by or under the supervision of: Self

|                        |        |
|------------------------|--------|
| Approved by Dept. Head | (Date) |
| Purchasing Agent       | (Date) |

*Note: If vendor is not quoting, list reasons.*

EXHIBIT B

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

\_\_\_\_\_  
(DATE)

1. Service (detailed description): \_\_\_\_\_  
\_\_\_\_\_

2. Amount to be Awarded: \$ \_\_\_\_\_

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ \_\_\_\_\_

4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: \_\_\_\_\_

6. Contract Period: \_\_\_\_\_

7. Date To Be Awarded: \_\_\_\_\_

8. Recommended Vendor and Address: \_\_\_\_\_  
\_\_\_\_\_

9. Justification for Vendor Recommendation:(attach add'l information for Council review)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? \_\_\_\_\_

10. Evaluation Performed by: \_\_\_\_\_

11. Approved by: \_\_\_\_\_  
\_\_\_\_\_

12. Attachments:

- Awarding Proposal
- Other: \_\_\_\_\_

- Send copies to:  
Purchasing Department  
Business Administration

\*\* If more than one account #, provide break down



**CITY OF VINELAND**  
**DEPARTMENTAL REQUEST FOR PUBLIC BIDDING**

1. NATURE OF REQUEST: \_\_\_\_\_

2. ENGINEER'S ESTIMATE: \$ \_\_\_\_\_  
*(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)*

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ \_\_\_\_\_

4. BUDGETED ITEM:      YES                                      NO  
*(If no, is it an ordinance authorized material, service or supply?)*

YES                                      NO                                      ORDINANCE NO.: \_\_\_\_\_

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. \_\_\_\_\_ Account No. \_\_\_\_\_

5. Check here if:

Federal Funds

State Funds

UEZ Funds

Davis Bacon Requirements

*(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)*

6. Current Contract Expires: \_\_\_\_\_

7. Estimated Date to be Received: \_\_\_\_\_

8. Estimated Date to be Awarded: \_\_\_\_\_

9. Special Conditions or Instructions: \_\_\_\_\_

10. The following must be attached:

Summary of Project

Specifications

Plans (if applicable)

Bidders Mailing List (with emails of the vendor)

11. Specifications Prepared by: \_\_\_\_\_  
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: \_\_\_\_\_  
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:  
Purchasing Department  
Business Administration

**BID EVALUATION FORM**

DEPARTMENT: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned recommends that a contract be awarded for the following:

1. Bid Title: \_\_\_\_\_

2. Amount to be Awarded: \_\_\_\_\_

Encumber Total Award

Encumber by Supplemental Release

3. Engineer's Estimate: \_\_\_\_\_

4. Amount Budget: \$ \_\_\_\_\_

5. Account Number to be Charged \_\_\_\_\_

6. Date Bids Received: \_\_\_\_\_

7. Date to be Awarded: \_\_\_\_\_

8. Recommended Vendor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Is Recommended Vendor the Apparent Lowest Bidder?  Yes  No

10. Comments/Special Instructions:

11. Evaluation Performed by: \_\_\_\_\_

12. Approved By: \_\_\_\_\_

\_\_\_\_\_

13. Attached: (Check-Off List)

Tabulation of Bids

Justification for Vendor Recommendation (if applicable)

Evaluation Data (if applicable)

**Send copies to:**

Purchasing Department  
Business Administration

EXHIBIT E

REQUEST FOR RESOLUTION  
FOR COOPERATIVE CONTRACT AWARDS  
UNDER 40A:11-12, N.J.A.C. 5:34-7.29 & LFN 2012-10  
(REQUIRED FOR PURCHASES OVER \$17,500.00)

\_\_\_\_\_  
(DATE)

1. Goods or Services (detailed description): \_\_\_\_\_  
\_\_\_\_\_

2. Amount to be Awarded: \$ \_\_\_\_\_

- Encumber Total Award  
 Encumber by Supplemental Release

3. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

4. \*\*Account Number to be Charged: \_\_\_\_\_

5. Contract Period (if applicable): \_\_\_\_\_

6. Date to be Awarded: \_\_\_\_\_

7. Recommended Vendor and Address: \_\_\_\_\_  
\_\_\_\_\_

8. Justification for Vendor Recommendation:(attach add'l information for Council review)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Contract:  State  National  Regional  County

Vendor's Cooperative Contract # \_\_\_\_\_

9. Evaluation Performed by: \_\_\_\_\_

10. Approved by: \_\_\_\_\_

11. Attachments:  
 Awarding Proposal  
 Other: \_\_\_\_\_

- Send copies to: Purchasing Department  
Business Administration

\*\*If more than one account #, provide break down



City of Vineland

# Policy Manual

Chapter 4  
Operations

|                                    |                           |                                 |
|------------------------------------|---------------------------|---------------------------------|
| Policy 4260<br>Travel and Training | Adopted:<br>March 2, 2020 | Approval: <i>Robert Schuman</i> |
|------------------------------------|---------------------------|---------------------------------|

## Request Form

To Business Administrator For:  Travel  
 Training  
 Travel and Training

From: \_\_\_\_\_ Department: \_\_\_\_\_

Name of employee(s) attending: \_\_\_\_\_

Title(s): \_\_\_\_\_

Nature of request and benefit to City (attach literature): \_\_\_\_\_

\_\_\_\_\_

Travel Type: (if applicable)  Same-Day  Multi-Day

Date of travel: \_\_\_\_\_ Traveling to: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Travel arrangements: \_\_\_\_\_

Training Type: (if applicable)  Professional  Higher Educational

Location of training: \_\_\_\_\_

Training start date: \_\_\_\_\_ Training end date: \_\_\_\_\_

Grade issued:  None  Certificate  Pass/Fail  Letter/Number

Expenses: \_\_\_\_\_

Account Numbers: \_\_\_\_\_

Has Department Director certified availability of budgeted funds?:  Yes  No

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

## For Management Use Only

Request complies with policy:  Yes  No Comments: \_\_\_\_\_

Business Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

c: Employee, Department Director and Purchasing Division.

EXHIBIT G

**PO CHANGE ORDER REQUEST**  
**(ORDERS \$100.00 TO \$17,500.00)**

***IMPORTANT REMINDER:*** A Change order that would cause a purchase order to exceed \$17,500.00 is **NOT** allowed as it would make the total purchase exceed the Pay-To-Play Threshold.

TO: Finance and Purchasing

Date: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Requesting Department)

Purchase Order Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Required Changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Increase: \$ \_\_\_\_\_ Total Amount Decrease: \$ \_\_\_\_\_

Account Number(s)/Amount(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Approval: \_\_\_\_\_  
(Signature of Department Head)

Finance Approval: \_\_\_\_\_  
(Signature)

EXHIBIT H

REQUEST FOR CHANGE ORDER

FOR:

---

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: \_\_\_\_\_ FROM: \_\_\_\_\_

This is a request for change order # \_\_\_\_\_ to Contract # \_\_\_\_\_ for:

Project Name \_\_\_\_\_

Name/Address of Contractor: \_\_\_\_\_

The change order is necessary because: (use additional pages if necessary to explain your reason and you must attach \*documentation to support the necessity of this change order.  
\*(Documentation from contractor, engineer, etc.)

---

---

Original Contract Amount: \$ \_\_\_\_\_

Amount of this change order: \$ \_\_\_\_\_

Previous Change Orders: \$ \_\_\_\_\_

Total Revised Amount: \$ \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Print/type Signature

**NOTE:**  
**CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT**

Please provide the account number that the change order will be charged to:

Account # \_\_\_\_\_

CC: Purchasing Division

EXHIBIT I

ST-4 (9-97, R-10)

State of New Jersey  
DIVISION OF TAXATION

SALES TAX

FORM ST-4

ELIGIBLE NONREGISTERED  
PURCHASER: SEE INSTRUCTIONS \*\*

PURCHASER'S NEW JERSEY  
CERTIFICATE OF AUTHORITY NUMBER

"GOVERNMENT  
ENTITY"

EXEMPT USE CERTIFICATE

To be completed by purchaser and given to and retained by seller.  
Please read and comply with the instructions given on both sides of this certificate.

TO \_\_\_\_\_ Date \_\_\_\_\_  
(Name of Seller)

Address City State Zip

The undersigned certifies that there is no requirement to pay the New Jersey Sales and/or Use Tax on the purchase or purchases covered by this Certificate because the tangible personal property or services purchased will be used for an exempt purpose under the Sales & Use Tax Act.

The tangible personal property or services will be used for the following exempt purpose:

FOR USE BY A POLITICAL SUBDIVISION OF THE STATE OF  
NEW JERSEY, PURSUANT TO SECTION 9 (a) OF THE NEW  
JERSEY, SALES & USE TAX ACT (N.J.S.A. 54:32B-1  
et. seq.)

(SEE ATTACHED LETTER)

The exemption on the sale of the tangible personal property or services to be used for the above described exempt purpose is provided in subsection N.J.S.A. 54:32B-  (See reverse side for listing for principal exempt uses of tangible personal property or services and fill in the block with proper subsection citation).

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Exempt Use Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears under the penalties for perjury and false swearing that all of the information shown in this Certificate is true.

City of Vineland  
NAME OF PURCHASER (as registered with the New Jersey Division of Taxation)  
640 E. Wood Street, P.O. Box 1508, Vineland, NJ 08362-1508  
(Address of Purchaser)

By *Francis Lewis* Purchasing Agent  
(Signature of owner, partner, officer of corporation, etc.) (Title)  
FOR CITY OF VINELAND



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
P. O. Box 269  
TRENTON, NEW JERSEY 08695-0269

PHILIP D. MURPHY  
Governor

ELIZABETH MAHER MUOIO  
State Treasurer

SHEILA Y. OLIVER  
Lt. Governor

JOHN J. FICARA  
Director

Telephone (609) 292-5995 / Facsimile (609) 989-0113

April 24, 2018

[This letter is undated and does not expire.]

City of Vineland  
640 E Wood Street  
Post Office Box 508  
Vineland, NJ 08362-1508

Dear Sellers/Vendors and Government Purchasing Officers:

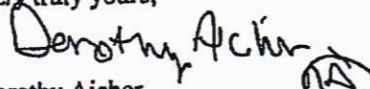
The City of Vineland is an agency, political subdivision, or instrumentality of the State of New Jersey and is exempt from Sales and Use Tax pursuant to N.J.S.A. 54:32B-9 (a)(1) of the New Jersey Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.).

The exemption provided under N.J.S.A. 54:32B-9(a)(1) generally excludes the sale or use of energy or utility service to an agency, political subdivision, or instrumentality of the State. See; N.J.S.A. 54:32B-9(c)(d). However, under N.J.S.A. 32:2-23.36, The City of Vineland is specifically exempt "from paying taxes on any personal property acquired or used by it for any purpose..." which includes an exemption from the New Jersey Sales and Use Tax on purchases of natural gas and/or electricity. This exemption *does not* extend to charges for the related utility services (the transmission or transportation of natural gas and electricity).

An agency, political subdivision, or instrumentality of the State is not required to use an Exempt Organization Certificate (Form ST-5) to make qualified tax exempt purchases. **Official letterhead, a purchase order or similar document signed by a qualified officer is sufficient proof that the entity is exempt from paying New Jersey Sales Tax.** Payment must be made by check, voucher, or electronic payment from a government fund.

New Jersey State and local governmental entities making **cash purchases of \$150 or less** from imprest funds may use the Exempt Use Certificate (Form ST-4). Proper use of the ST-4 requires the following: (1) a qualified officer of the agency must sign the form; (2) "Government Entity" must appear in the box on the upper right corner for "PURCHASER'S NEW JERSEY TAXPAYER REGISTRATION NUMBER;" (3) "9(a)" should be filled in the box following "N.J.S.A. 52:32B-;" and the name and title of the agency representative engaged with the seller should appear at the bottom of the form.

Very truly yours,



Dorothy Aicher  
Tax Services Specialist  
Regulatory Services Branch