

PURCHASING POLICY

OMB 311

1. All purchases, contracts or agreements for the performance of any work or the furnishing of any materials or supplies shall be made or awarded according to the provisions of the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq. and N.J.S.A. 19:44A-20.4 et seq.

1b. Consistent with UGG, 2 C.F.R. § 200.213, Purchasing will ensure vendor verification of all required vendors participating in federally funded projects with the college. This is to ensure that all vendors participating in these programs were not suspended, debarred or disqualified from participation with such federally funded programs. The list of vendors suspended, debarred or disqualified is listed on the website www.sam.gov. Purchasing will add a form to note verification process has occurred. Results kept with other purchasing documents.

1c. In addition to the state law and to comply with the provisions of the federally mandated Stevens Amendment, all bid solicitations and related purchasing documents will include the percentage of the project funded by federal dollars and the percentage funded by non-governmental sources. In addition, all required documentation will include the total amount of federal dollars for said project. This is required for projects of the Department of Labor (DOL), Health and Human Services (HHS) and Education.

2. The President is authorized to establish procedures for the approval of purchases below the threshold for formal quotations established in said statute. All such purchases are subject to periodic review by the Board of Trustees.

3. Purchases above the quotation threshold but under the bidding threshold established in said statute, or pursuant to a State purchasing contract, shall be submitted to the Board of Trustees for formal review and ratification at the very next meeting following the purchase. The President shall prepare for the board an itemized list with explanatory remarks. Board review and comment shall be formally documented in the minutes of said meeting. Consistent with the above, internal procedures for such purchases shall be established and monitored by the President.

4. Whenever possible, the Board of Trustees shall be informed of any prospective purchase pursuant to State contract which exceeds the bidding threshold. Purchases or contracts which exceed the bidding threshold, or which are not made pursuant to State contract, shall be awarded by Board resolution unless the emergency provisions of paragraph 5 of this section are invoked. Consistent with the above, internal procedures for such purchases shall be established and monitored by the President.

5. Emergency purchases over the bidding thresholds shall be accomplished according to the procedure set forth at N.J.S.A. 18A:64A-25.6 and shall be approved by the President and submitted in writing with a rationale to the Board of Trustees for approval at its next meeting.

6. No less than ten (10) business days prior to award of a contract approved by the Board of Trustees, the bidder shall submit a copy of its Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. The bidder has to obtain a Business Registration Certificate prior to the receipt of bids.

7. The President may prescribe the form and manner in which all contracts for performing work or for furnishing materials shall be made and executed, and the form, manner and execution, and approval of all guarantee, indemnity, fidelity and other bonds which may be required.

8. An approved requisition and a signed purchase order is required for the procurement of all goods and services by the College. The only exception is when a vendor will not accept a purchase order or check charged to a purchase order. Unauthorized purchases will not be approved by the College, and the invoices and materials/items pertaining thereto will be promptly returned to the vendors. These procedures apply regardless of the source of the funds.

9. Employees responsible for purchasing must adhere to this policy and must follow all applicable procedures. Violations of this policy and applicable procedures could result in disciplinary action up to and including termination.

Approved:

Board of Trustees
June 13, 1973

Revised:

February 21, 1980
January 26, 1985
July 30, 1987
May 18, 1989
July 18, 1991
January 20, 1994
November 17, 2005
April 20, 2006
April 22, 2010
October 20, 2016
September 17, 2020