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NJ Local Agency Procurement Laws

[Welcome to Procurement Laws](#)

The Division provides assistance to local units of government by providing guidance and assistance in the government procurement process required under the Local Public Contracts Law. This also includes the planning, development and implementation of cooperative purchasing systems, as these systems must be registered with and approved by the Director of the Division.

Link to a wide range of public procurement information at the New Jersey Local Agency Procurement Laws website, available here.

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3. Contracting Unit Power Supply Procurement Practices
4. Contracts Law Information/Bid Thresholds/Index Rate
5. Cooperative Purchasing
6. Energy & Renewable Energy Efficiency Programs
7. Local Government Energy Related Links
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13. Rules and Regulations
14. Standard Bid Forms (Yellow Book)
15. State Purchasing Web Links
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18. Political Contributions Disclosure (Pay To Play)

Business Registration

- [Frequently Asked Questions Update \(10/05\)](#)
- [Local Finance Notices](#)
 - [2010-04-- Business Registration Certification Update](#)
 - [2005-12 -- Business Registration Certification Update](#)
 - [2004-24 -- Business Registration Certification Update](#)
 - [2004-17 -- Business Registration Of Public Contractors](#)
 - [Division of Taxation Instructions to Government Agencies](#)
- [Obtaining A Business Registration Certificate](#)
 - [Information on registering with the NJ Dept. of Treasury](#)
 - [Online Proof of Registration System](#)
 - [Division of Revenue BRC site](#)
 - [Certification and Registration for Individuals \(pdf\)](#)
- [Chapter 57, Laws of 2004](#)
- [Sample Business Registration Certificate](#)

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Contact Us

- [Contacts](#)
- [Division of Local Government Services](#)
- [Division of Criminal Justice - Financial Crimes and Anti-Trust Bureau](#)

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Contracting Unit Power Supply Procurement Practices

- [Taking Advantage of Lower Electric Rates for your Government Agency](#)
- [Overview of Local Unit Power Supply Bidding Practices](#)
- [Use of BPU Registered Suppliers, Energy Agents, and Consultants](#)
- [Power Supply and Online Bidding Services](#)
- [Energy Procurement and Cooperative Pricing Systems](#)

- Procuring Power Supply through a Cooperative Purchasing System
- BPU list of energy consultants and energy agents
- List of power supply energy cooperatives
- Link to Rules regarding creation and operation of cooperative purchasing systems NJAC 5:34-7

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Contracts Law Information/Bid Thresholds/Index Rate

- Contracting Threshold Tables – Current as of July 1, 2020 (pdf)
- Purchasing at 10% Less than State Contracts
- Current "Index Rate"
- Value Engineering Bid Requirements
- The Marketing Of Recyclable Materials

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Cooperative Purchasing

- Description of Local Government and Public School Cooperative Purchasing Programs
- Rock Salt - Emergency Purchase
- Cooperative Purchasing Booklet: Guide For Local Officials
- Cooperative Pricing/Joint Purchasing System Form CP-2001
- Commodity Resale System Form CP-2060
- County Contract Purchasing Form CCCP-1917
- 2012-10 National Cooperative Contracts

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Energy & Renewable Energy Efficiency Programs

- Energy Savings Improvement Programs (ESIPs) - Local Government Model RFP
- Energy Savings Improvement Programs (ESIPs) - School District Model RFP

Board of Public Utilities/Office of Clean Energy

- Clean Energy Commercial/Industrial Program
- CleanPower Community Partners Program
 - Local Government Energy Audit Program
 - Office of Clean Energy
 - Office of Clean Energy s contact website
 - Overview of BPU Incentive Programs
 - Public Entity Energy Efficiency & Renewable Energy Cost Savings Guidelines
 - Public Entity Energy Efficiency & Renewable Energy Cost Savings Guidelines (Excel)

Local Finance Notices

- 2008-20 Contracting for Renewable Energy Services - P.L. 2008, c. 83
- 2009-10 Contracting for Renewable Energy Services: Update on Power Purchase Agreements
- 2009-12 BPU Local Government Energy Audit Program: Streamlined Budgeting and Contracting Procedures

Sustainable Jersey Program

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Local Government Energy Related Links

Other Local Government Energy Related Links

- Energy & Renewable Energy Efficiency Programs
- BPU/DCA Energy Savings PowerPoint Presentations
- Overview of BPU Incentive Programs
- Public Entity Energy Efficiency & Renewable Energy Cost Savings Guidelines (PDF)
- Public Entity Energy Efficiency & Renewable Energy Cost Savings Guidelines (Excel)
- Local Government Energy Audit Program
- Contracting Unit Power Supply Procurement Practices

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Emergency Responder

www.apolloedison.com - Emergency Responder Equipment Purchase Program (Federal Contracts)

- Updated for FY 2010, Local Finance Notice 2009-20: Using Federal Contracts for Office of Domestic Preparedness Grant Purchases. Also see Notice CFO 2004-6 for additional information.
- Special Operations Equipment/Marine Lifesaving and Diving/Mar-Vel International Registration Form
- Fire and Emergency Services Equipment/Lion-Vallen Registration Form

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GovConnect for Purchasing Agents

- Enroll now for the Local Procurement role in GovConnect. The Division of Local Government Services along with the State Purchase Bureau operates the GovConnect program which provides public purchasing agents from across the state valuable and timely information necessary to your needs. Enrollment is quick and easy by merely providing your email address at the site following. Please go to: http://www.nj.gov/dca/divisions/dlgs/uptodate/dlgs_email_news.html

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Model Procurement Forms

- Federal Non-Debarment Certification – (N.J.S.A. 52:32-44.1)
- Model Designation of Purchasing Agent Position Ordinance and Resolution
- Russia-Belarus & Iran Combined Certification
- Designation of Public Agency Compliance Officer (P.A.C.O)
- Annual List of Change Orders Approved Form
- Standard Certification Declaration for EUS
- Purchasing At 10% Less Than The State Cooperative Contract Price Checklist
- Use Of The General Services Administration's Federal Supply Schedules
- Payment from Bequest, Legacy or Gift
- Res. Authorizing State Vendors - Boards of Education
- Res. Authorizing State Vendors - Local Units
- Legal Notices for Award of Professional Services & EUS Contracts
- Governing Body Action for Bid Exception
- Sample Training Fund Verification Notice
- SBA Qualified Purchasing Agent
- Resolution for Online Auctions- Examples

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Pay-to-Play
Pay-to-play

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Public Works Contracts/Prevailing Wage

- Joint Agency Letter on Prevailing Wage & PWCR Compliance – June 15, 2022
- Prevailing Wage Act Resources – NJDOL Website
- Public Works Contractor Registration (PWCR) Act Resources – NJDOL Website
- Consolidated Debarment Search – NJ Treasury Division of Revenue
- Federal Debarment Search (P.L. 2019, c. 406)
- LFN 2021-20 Discussion & Update on Various Public Works Contracting Issues

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Rules and Regulations

- Adopted N.J.A.C. 12:60-8.2 and 12:60-8.3
- N.J.A.C-Title 6A. Dept. of Education
- Adopted N.J.A.C. 5:30-5 and 11 - Revised
- Adopted N.J.A.C. 5:34-1-9 and appendix- Revised
- DEP Solid Waste Utility Regulations/Uniform Bid Specification for Municipal Waste Collection (N.J.A.C. 7:26H)

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Standard Bid Forms (Yellow Book)

**GOODS AND SERVICES BID SPECIFICATIONS:
A GUIDE FOR NEW JERSEY LOCAL PUBLIC AGENCIES
(Yellow Book -- MSWord format)**

IMPORTANT - Read First: Introduction and Preface

SECTION A - INSTRUCTIONS TO BIDDERS & STATUTORY REQUIREMENTS

SECTION B - SUPPLEMENTAL INFORMATION

SECTION C - STANDARD BID DOCUMENT REFERENCE

Open: Section C in its entirety or Select desired section below

Section #	Title	Page #
I-A	Notice to Bidders	C-1
I-G	Bid Proposal Form	C-3
II-B	Consent of Surety	C-5
III	Acknowledgement of Receipt of Addenda	C-7

VII-A	Affirmative Action Compliance Notice	C-9
VII-A-1	Mandatory Affirmative Action Language for Goods and Services (Including Professional Services) Contracts	C-11
VII-B	Americans With Disabilities Act of 1990	C-14
VII-C	Ownership Disclosure Statement	C-16
VII-D	Business Registration Certificate	C-18
VII-F	Request for Prevailing Wage Determination	C-19
VII-G	Public Works Contractor Registration	C-20
VII-H	Non-Collusion Affidavit	C-23
VII-I	Forms To Be Provided By ELEC (Pay To Play)	C-32
N/A	Bid Document Checklist	C-25
N/A	Equipment Certification	C-27
N/A	Mandatory Affirmative Action Language for Construction Contracts	C-29

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State Purchasing Web Links

- Dept. of Banking and Insurance - NJ Approved Surety Companies as required by N.J.S.A. 2A:44-143/144

• State Purchase Bureau

- Cooperative Purchasing Program Information
- General Information
- General List of State Contracts
- Fuel Oil Price Index
- Motor Vehicle Contract Ordering Cutoff Date Listing
- State Contract Listing
- State Debarment List
- State Motor Vehicle, Parts and Service Contracts
- Southern New Jersey Chapter of the National Institute of Governmental Purchasing
- Northern New Jersey Chapter of the National Institute of Governmental Purchasing
- Governmental Purchasing Association of New Jersey

• State Technology Related Contracts

- IT Software and Hardware
- IT Services
- Telecommunications and Data

- National Institute of Governmental Purchasing

- Rutgers Public Purchasing Program

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Statutory References

Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) & Regulations - Current as of 11/18/2022

[Link to Rutgers Center for Government Services Purchasing Program](#)

Public School Contracts Law - N.J.S.A. 18A:18A-1 et seq. - Revised as of 6/7/2007

Adjusting Public Contracts for Petroleum Price Changes

Contractor Prompt Payment Law Local Finance Notice

"No Bid Monday" Law

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Prequalification

- Approval Application for Prequalification Regulations
- Sample Prequalification Regulations – NJ Historic Trust

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Political Contributions Disclosure (Pay To Play)

Political Contribution Disclosure Compliance

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