



LPCL - Purchasing at 10% Less Than State Contracts

Purchasing at 10% Less Than The State Cooperative Contract Price

Facts Purchasing Agents need to know about buying materials, supplies or equipment for less than 10% of a State cooperative contract price.

The procedure:

Is new to all local contracting units, except public school districts, where the practice is slightly modified and formalized.

Is an exception from receipt of bids, i.e., materials, supplies or equipment, over the bid threshold.

Requires the Purchasing Agent to solicit and receive at least three quotations with the lowest responsible quotation at least 10% less than the State cooperative contract price. The idea of "if practicable" does not apply to the solicitation of the three quotations – three must be obtained under all circumstances.

None of the three quotations may be solicited from a vendor who is on a State cooperative purchasing contract for the materials, supplies or equipment being quoted.

Requires receipt of quotations for identical materials, supplies or equipment and in the same quantities as under the State contract. Same quantities mean a unit of measurement used by the State in award of contract.

Requires the adoption of a resolution by the affirmative vote of 2/3rd of the full membership of the governing body at a meeting to award a contract.

Requires filing the necessary information listed below with the Division of Local Government Services (DLGS) within five working days of the award.

Requires DLGS to acknowledge receipt and make the material available to the State Treasurer.

The submitted documentation pursuant to N.J.S.A. 40A:11-5(4) or N.J.S.A. 18A:18A-5e is as follows:

Copy of an adopted resolution by two-thirds affirmative vote of the full membership of the governing body/board of education at a meeting.

Copy of the purchase order.

Copy of the requisition for purchase order (if applicable).

Documentation identifying the price of the materials, supplies or equipment under the State contract.

Identification of the State contract number.

Copies of requests for quotations.

Copies of the three (3) quotations solicited (must include vendor's name, address, items, and price quoted).

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