

Methods of Procurement

Purchases Under \$4,000 - Request for Quote

For purchases under \$4,000.00, no solicitation of quotes is required and the Township may issue purchase orders for goods or services according to its needs.

Purchases \$4,000 to \$17,500

For purchases between \$4,000 and \$17,500, the Local Public Contracts Law requires the Township to obtain quotes. Quotes may be solicited verbally or in writing. All quotes should be FOB Lower Township, or any and all freight charges should be included in the vendor's proposal. Orders will be placed via a Lower Township Purchase Order.

Written requests for quotes will include forms to be submitted along with the date and time of submission. Timely responses are greatly appreciated and benefit both the Township and the vendor.

Purchases \$17,500 to \$53,000 - Pay to Play Requirements

Purchases in excess of \$17,500 are required to comply with Pay to Play regulations pursuant to N.J.S.A. 19:44A-20.4. For purchases between \$17,500 and \$53,000, this requires the Township to solicit proposals.

Important Note: Vendors should be aware that the law requires aggregation by vendor. Therefore, multiple small purchases with a single vendor may exceed the Pay to Play threshold and require the Pay to Play packet to be completed.

Over \$53,000 - Formal Bidding

Formal bidding is required for any commodity, service, or public improvement when the cost exceeds the statutory bid threshold of \$53,000, pursuant to N.J.S.A. 40A:11-3.

Bid Submission Requirements:

- Bids must be submitted in accordance with the terms and conditions prescribed in the respective bid package
- All bids must be sealed and submitted by the deadline specified in the bid documents

Bid Opening Process:

- Sealed bids are publicly opened and read aloud at the time, date, and location specified in the bid documents
- All interested parties are welcome to attend the public bid opening

Evaluation and Award Process: Bids are tabulated and evaluated based on:

- Best price offered
- Compliance with bid specifications
- Other relevant considerations as outlined in the bid documents

A comprehensive recommendation is prepared and submitted to the Township Committee for final award decision. All contract awards or bid rejections will be made within sixty (60) days of the bid opening date.

Prevailing Wage and Public Works Contractor Registration Acts

Public works projects subject to these Acts are those funded in whole or in part with the funds of a public body. Contracts awarded directly by municipal government over \$19,375 are subject to Prevailing Wage and Public Works Contractor Registration Act requirements.

For more information and registration, visit: <https://www.nj.gov/labor/wageandhour/registration-permits/register/>

Additional Information

Vendor Registration

New vendors are encouraged to register with the Township through our eProcurement portal at <https://procurement.opengov.com/portal/townshipoflower> to receive notifications about bidding opportunities that match their services or products. Registration is free and ensures you won't miss any relevant opportunities.

Questions and Assistance

If you have questions about our purchasing procedures or need assistance with the bidding process, please contact our office during regular business hours. We are here to help ensure a smooth and transparent procurement process for all parties involved.

Equal Opportunity

Lower Township is committed to equal opportunity in all procurement activities and encourages participation from businesses of all sizes, including minority and women-owned enterprises.

This document serves as a general guide to Lower Township's purchasing procedures. For specific requirements related to individual procurements, please refer to the relevant bid documents or contact the Purchasing Department directly.