

# **PURCHASING GUIDE**

**Bergen Community College  
Purchasing Department  
Pitkin Education Center Room A-205E  
400 Paramus Road  
Paramus, NJ 07652  
201-447-7112 Voice  
[purchasing@bergen.edu](mailto:purchasing@bergen.edu) – external emails**

## **DEPARTMENT STAFF**

Stephanie Weise, Q.P.A., Director, Purchasing and Services	Room# A-205D
Maria Weyrauch, Q.P.A., Asst. Director of Purchasing and Services	Room# A-205E Interior Office
Thomas McCoy, R.P.P.S, Buyer	Room# A-205E
Susan Sanchez, Buyer	Room# A-205E
Donna Adams, Senior Secretary	Room# A-205E

**The Purchasing Department procures goods and services in accordance with New Jersey County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq. and College policy.**

## **How the College Buys**

Upon receipt of an approved requisition, the Purchasing Department determines the manner/method of procurement in accordance with State of New Jersey Public Purchasing Laws and College policy. The current procurement thresholds for County Colleges as established by the New Jersey Department of Treasury are listed below.

Quote threshold: \$8,980 – need 3 quotes  
Bid/Board threshold: \$44,900  
NJ Business Registration Certificate: \$6, 735 – vendor is required to have  
Pay-to-Play law- \$17,500

Aggregation applies to all the above thresholds.

Purchases exceeding \$44,900 require ratification by the Bergen Community College Board of Trustees before a purchase order can be issued.

The College may also purchase through State Cooperative Contracts, County Contract and or other Cooperative Purchasing agreements as allowed by law.

**Deliveries** to Central Receiving at Pitkin Education Center unless otherwise specified in the purchase order. Deliveries accepted between 9 a.m. and 4 p.m. Monday through Friday, excluding College holidays and Fridays during the summer. The front side of the College Purchase Order provides specific delivery information.

**Invoices** must be addressed to the Accounts Payable Department and emailed to [invoices@bergen.edu](mailto:invoices@bergen.edu)

**Contracts should not be signed or sent prior to entering a requisition and discussing with the Purchasing Department.**

**Quotes and agreements should be emailed to [purchasingandservices@bergen.edu](mailto:purchasingandservices@bergen.edu) after the requisition has been entered into Colleague. The requisition number should be referenced in the subject line.**

### **GENERAL INFORMATION**

The College does not recognize and will not be responsible for goods or services provided without a valid purchase order. Vendors are cautioned not to accept orders that are not supported by a purchase order number. Failure to comply may result in non-payment of invoices and/or return of goods. Vendors should include the purchase order number on all delivery packing slips, invoices, and other related correspondence.

### **New Vendors**

Companies wishing to do business with Bergen Community College should email their information to [purchasing@bergen.edu](mailto:purchasing@bergen.edu). Please include the company name and address, contact information and a description of products/services provided.

New vendors will be required to complete a Vendor Information Questionnaire, and a W-9 form before the initial purchase order will be issued by the College. A New Jersey Business Registration Certificate and other documents as mandated by NJ Public Purchasing Laws may also be required.

### **Taxes**

Bergen Community College is exempt from New Jersey Sales Tax. Our tax-exempt number is 221820506.