

Access the County website for the latest bid opportunities

Whether to find out the current bidding opportunities or the results of bids already taken, or to register your company for the bidders list, the County website is a good source of information.

Just access the County's main web page at www.co.hunterdon.nj.us, choose the Purchasing Department from the department list and you will have the link to the latest updated bid opportunities, bid results for previous bids.

Prospective vendors may also download a vendor profile to submit your company information so your company may be added to the County's vendor list. The Purchasing Department utilizes the vendor list as a starting point for the many purchasing needs which arise during the year.

For additional information or if you experience difficulty accessing the County website, please contact our office at 908-788-1163



County of Hunterdon

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County of Hunterdon Purchasing Department

**Raymond E. Rule, Jr.
Purchasing Agent**

*Spending your tax money
wisely!*

How to do business with Hunterdon County



www.co.hunterdon.nj.us

What the Purchasing Department is all about!

The centralized purchasing department was established in 1976 to provide a more structured approach to the County's procurement needs. The department has evolved to its current operational status which includes the solicitation of all competitive procurements, formal and informal quotations, competitive contracting, RFP's for professional services and competitive bidding. The various types of procurement methods assist in the purchase of all the goods and services utilized by the many County Departments. Pens, pencils and other types of office supplies through multi-million dollar construction projects, the Purchasing Department takes the same ethical approach and pride in providing that the County pay a fair and equitable price for goods or services. Ultimately, doing our due diligence will allow us to attain our goal to "spend tax payers money wisely", and allow the County to stretch our budgets to provide greater services to the citizens of the County.

If you should have any questions, do not hesitate to contact myself or anyone of my staff for assistance.

What can the County do for you and what can you do for the County!

The Purchasing Department is constantly striving to broaden the vendor pool for the various County purchases. The vendor profile allows prospective vendors to identify to the County the types of goods and services which they offer. Depending on the procurement methodology, the Purchasing Department will provide the registered vendors an opportunity to submit pricing for the goods or services the County is seeking. If an ample cross section of the marketplace is not available through our registered vendors, the County will solicit additional competition through non-registered vendors. The County does not give preference to registered vendors with regard to pricing considerations, but being registered will provide that when the opportunity arises, your company will be included in the competitive process.

What happens when I am successful in my competitive solicitation?

Depending on the dollar value, the successful vendor will be required to submit different documents to satisfy the procurement laws within the State of New Jersey. For normal everyday purchases the County utilizes a purchase order process. The vendor will be required to submit upon completion of the purchase an original invoice and the voucher copy of the purchase order.

A more complex purchase may require a more formal contract document. The contract document will require the vendor to supply proof of compliance with the Affirmative Action requirements of the State, general and automobile liability of insurance, business registration certification as well as any other State and/or County project specific documents.

The County payment schedule is in conjunction with the Board of Chosen Freeholder's meeting schedule. The County pays bills twice monthly. Please contact the Finance Department at 908-788-1120 or check the County website for payment information.

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