

APPENDIX C

N. J. DIVISION OF LOCAL GOVERNMENT SERVICES SUBMISSION CHECKLIST

Use Of The General Services Administration's Federal Supply Schedules
N.J.S.A. 40A:11-12b and N.J.S.A. 18A:18A-10b

CONTRACTING UNIT'S NAME: _____ COUNTY: _____

ITEM PURCHASED: _____ DATE: _____

The Local Public Contracts Law at N.J.S.A. 40A:11-12b and the Public School Contracts Law at N.J.S.A. 18A:18A-10b require information on this particular type of purchasing transaction(s) to be filed with the Director of the Division of Local Government Services. The rule, N.J.A.C. 5:34-9.7, codifies and supplements the requirements of the provisions of law. The rule requires documentation to be submitted to the Director within five (5) working days of the award of any such contract for reprographic equipment or services, including digital copiers, listed in any of the Special Item Numbers of the Federal Supply Schedule 36, Part IV, or update thereto. The following documentation is submitted:

DOCUMENTATION	INCLUDED WITH SUBMISSION	
1. Copy of the purchase order with the reference N.J.A.C. 5:34-9.7 included;	YES ()	NO ()
2. Copy of the requisition or request for purchase order (if applicable);	YES ()	NO ()
3. Documentation verifying the price and description of the reprographic equipment or services, including digital copiers, under the Federal Supply Schedules;	YES ()	NO ()
4. Written certification of the contracting unit's purchasing agent verifying that the price of the reprographic equipment or services, including digital copiers, is no greater than the State contract price or, in the alternative, provide the rationale justifying payment of the higher Federal Supply Schedule price;	YES ()	NO ()
5. A copy of the vendor's consent to the terms and conditions of the State contract governing in the event of a conflict with the vendor's Federal contract; and,	YES ()	NO ()
6. Copy of the adopted resolution approved by the membership of the governing body or, in the case of boards of education, copy of the motion made, carried and recorded in the written minutes of the meeting.	YES ()	NO ()

OTHER COMMENTS: Please use a separate sheet of paper and attach to Checklist.

FORM SUBMITTED BY:

(Please Print Name)

(Title)

(Telephone or E-mail)

(Date)

Please return this form with all the required documentation to the Bureau of Local Management Services at the Division of Local Government Services, at PO Box 803, Trenton, NJ 08625-0803.