



**GOODS AND SERVICES BID SPECIFICATIONS:
A GUIDE FOR NEW JERSEY LOCAL PUBLIC AGENCIES
(Yellow Book)**

**First Edition, November 1995
Second Edition, January 2005**

Introduction to the Second Edition

This Guide, "Goods and Services Bid Specifications" (also known as the "Procurement Yellow Book") is a comprehensive update to the original 1995 edition that includes the impact of new and amended laws and reported court cases that affect local unit contracting.

The Guide provides the "boilerplate" language that meets statutory requirements and sound procurement practices for procuring goods and services. It directly meets the needs of contracting units that fall under the Local Public Contracts Law. (N.J.S.A. 40A:11-1 et seq.)

While a boilerplate document, users are cautioned not to use it without due consideration. The standard forms include many blanks that must be completed and options that are only used if a box is checked to apply to a given bid. Check box use is required – without checking them, its provision is not applicable, so the document must be customized for each use.

The Guide is in three sections. Section A is the "Instructions to Bidders" section. Each section is numbered in outline form and is correlated to Section B, the "Supplement" and Section C the "Standard Bid Document Reference." The Supplement provides details explaining various sections of the specification and reviewing options available to users. It includes considerations of when to exercise options and their impact. The Reference includes explanatory and statutory information about the various forms as well as sample language and forms. Where appropriate, the forms should be adapted to local needs.

The entire Guide is available on the Division's Local Procurement Web Site at www.nj.gov/dca/lgs/lpcl. The text and individual forms can be downloaded in Microsoft Word format for local editing and revisions.

The Guide is a product of the Division's responsibility to provide technical advice. Thus, as technical guidance, contracting unit procurement and legal professionals should review it to ensure it meets agency needs and any local and statutory requirements.

The Division extends its grateful appreciation to the Governmental Purchasing Association of New Jersey and its Yellow Book Committee for its assistance in preparing and reviewing development drafts of the Guide. Comments and suggestions for improvements can be directed to the Division at lpcl@dca.state.nj.us.