N.J. DIVISION OF LOCAL GOVERNMENT SERVICES SUBMISSION CHECKLIST

Use Of The General Services Administration's Federal Supply Schedules

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 of services, including digital copiers, under the Federal
   Supply Schedules;
   YES () NO ()

4. Written certification of the contracting unit's purchasing agent verifying
   YES () NO ()
   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;

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
   YES () NO ()
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.

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.