

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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General

As a public institution, the standard of the college's purchasing program must be maintained ensuring integrity and transparency. The campus community is required to notify the Purchasing Department of potential conflict of interest when requisitioning goods and services in which a vendor might have an unfair advantage (i.e., family member, vendor/employee ownership, etc.).

Employees must avoid any interest in or benefit from any vendor that would either in fact or appearance cause them to favor that vendor over others. In order for vendors to retain our confidence as an approved or awarded vendor, vendor disclosure forms must be completed as needed, for Pay-to-Play compliance, or public bidding.

If a College employee is uncertain that there may be a potential conflict of interest with the purchase of goods and services for their department or another department, they shall inform their supervisor and the Purchasing Manager, in writing, of potential conflicts prior to submitting a purchase requisition. The employee must never have any financial interest or personal gain from the transaction and must always remain impartial and objective throughout the purchasing process.

Authority

Public Law 1971, c. 182 amended by L.1987, c. 432, S1 (N.J.S.A. 52:13D-12 et seq.)
N.J.S.A. 18A:64A-25.1 et seq.
Board of Trustees
Vice President for Business and Finance

Responsibility

Purchasing Manager
Purchasing Specialist
Buyers
Purchasing Coordinator

Procedure

Contracts for goods and services are awarded following a quotation, formal quotation, request for proposal or publicly advertised bids. To ensure the integrity of the college's business transactions, the college requires forms to be completed on an as-need basis, for Pay-to-Play compliance, or public bidding by all potential vendors prior to the awarding of a contract (purchase order). Any minor purchases that may give the impression of a conflict of interest must be referred to the Purchasing Manager for resolution.

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A. For Written Quotation from Vendors 18A:64A-25.19 and all Non-Statutory Quotable Goods and Services

1. If Purchasing is advised or suspects a potential conflict of interest an Employee/Relative Disclosure Form (Vendor Disclosure) (Attachment A) will be sent to the vendor either prior or with a quote request (see Procedure 09.03). The potential vendor will be advised to complete the form and return it to the Purchasing Department.
2. If a conflict is found, the information will be reviewed with the Vice President of Business and Finance. The final decision will be made in compliance with the statutory requirements and in conjunction with the Business and Finance Procedures.
3. Employee/Relative Disclosure forms (Vendor Disclosure) shall be kept on file in the Purchasing Department in accordance with statutory requirements for public documents.

B. For Advertised Bids from Bidders/Vendors 18A:64A-25.3

1. All publicly advertised bids shall contain the following forms (Attachments B-D) as part of the bid specifications: Employee/Relative Disclosure Form (for Bidders), Stockholder or Partnership Disclosure Requirement, Non-Collusion Affidavit.
2. It is mandatory that the above-mentioned forms be completed, notarized and signed where required and submitted as a part of the Bid Proposal. Those bidders who omit the forms will have their bids rejected.
3. The completed bid forms of all bidders will be reviewed by the Purchasing Department at the publicly advertised bid opening. Particular attention will be given to the three lowest responsible bids. If the lowest responsible bid presents no apparent conflicts, the award process will go forward pursuant to the statutory requirements and the college's procedures. If a conflict does arise, the bid documents will be reviewed by the Vice President of Business and Finance and possibly the College attorney for review.
4. All bid responses shall be kept on file in accordance with the statutory requirements for public documents.

COUNTY COLLEGE OF MORRIS, RANDOLPH, NJ

EMPLOYEE/RELATIVE DISCLOSURE FORM (Vendor Disclosure)

This form is to be completed by all vendors seeking the award of any Contract. No vendor shall be awarded any Contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds by the County College of Morris, unless with delivery of the proposal, the vendor has completed and submitted the statements below.

The undersigned affiant being duly sworn, states under oath that the answers completed below are truthful.

- 1. State if vendor or any officer or employee of vendor is employed by the County College of Morris? Yes ___ No ___ If so, please indicate name and position held at the County College of Morris:

- 2. State if any shareholder who owns ten percent or more of your stock (if a corporation) or partner who holds ten percent or more of an interest (if a partnership) is employed by the County College of Morris. Yes ___ No ___ If so, please indicate name and position held at the County College of Morris:

- 3. State, if you, or any shareholder, who owns ten percent or more of your stock (if a corporation) or any partner who owns ten percent or more of an interest (if a partnership) has any immediate relative employed by the County College of Morris. Yes ___ No ___ If so, please indicate their names and the nature of the relationship (e.g., spouse, sibling, parent, grandparent child, grandchild, in-law)

By: _____ Name of Vendor

Address City State Zip

AFFIANT:

Signature

Print name and title below signature

Address

COUNTY COLLEGE OF MORRIS, RANDOLPH, NJ

EMPLOYEE/RELATIVE DISCLOSURE FORM (Bidder Disclosure)

This form is to be completed by all bidders seeking the award of any Contract. No bidder shall be awarded any Contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds by the County College of Morris, unless with delivery of the bid, the bidder has completed and submitted the statements below.

The undersigned affiant being duly sworn, states under oath that the answers completed below are truthful.

- 1. State if bidder or any officer or employee of bidder is employed by the County College of Morris? Yes ___ No ___ If so, please indicate name and position held at the County College of Morris:

- 2. State if any shareholder who owns ten percent or more of your stock (if a corporation) or partner who holds ten percent or more of an interest (if a partnership) is employed by the County College of Morris. Yes ___ No ___ If so, please indicate name and position held at the County College of Morris:

- 3. State, if you, or any shareholder, who owns ten percent or more of your stock (if a corporation) or any partner who owns ten percent or more of an interest (if a partnership) has any immediate relative employed by the County College of Morris. Yes ___ No ___ If so, please indicate their names and the nature of the relationship (e.g., spouse, sibling, parent, grandparent child, grandchild, in-law)

BY: _____

Name of Contractor

Address City State Zip

AFFIANT:

Sworn and subscribed to me on this ___ day

Signature

of _____, _____

Print name and title below signature

Notary Public of New Jersey

Address

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with All Bid
and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

**Failure of the bidder/proposer to submit the required information
is cause for automatic rejection of the bid or proposal**

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below.

(Please attach additional sheets if more space is needed)

Name: _____

Name: _____

Address: _____

Address: _____

Part III

Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this _____ day of

(Affiant)

_____, 2_____.

(Notary Public)

My Commission expires:

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

NON-COLLUSION AFFIDAVIT

(This affidavit is part of the Proposal)

State of New Jersey :
: ss.
County of :

Name of Person Signing Bid Proposal

being duly sworn, deposes and says:

1. He resides at _____;
Street Address, City, State, Zip Code
2. He signed the bid proposal as _____ of the bidder;
Position Held
3. He is duly authorized to sign the bid proposal;
4. The bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the bid for the above named project;
5. All statements contained in the Bid Proposal and in this affidavit are true and correct, made with full knowledge that the **COUNTY COLLEGE OF MORRIS** relies upon the truth of the statements contained in the Bid Proposal and in the statements contained in this affidavit in awarding the contract;
6. No person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or selling agencies of the Contractor.

AFFIANT:

Signature

Print name and title below signature

Address

Sworn and subscribed to me on
this _____ day

of _____, _____

Notary Public of New Jersey