

BIDDING WITH ATLANTIC **COUNTY**



Good Morning

My goal today is to hopefully clear some confusion that here may exist in doing business with a government entity and more specifically Atlantic County



FACTS

- All governmental entities whether Federal, State, County, Municipal, Authorities, or School Districts provide vital services to the public.
- To provide these services, all governmental entities must purchase goods and services from public and private sector suppliers

All governmental entities provide vital services to the public.

To provide these services, we must purchase goods and services from public and private sector suppliers.

Bid Express®

My Info

* First Name

* Last Name

* Email

* Email Confirmation

* Password

* Password Confirmation

* Question

* Answer

Time Zone

If you forget your password we'll ask you to verify this.

ACCESS OPTIONS

What to know

The Bid Express® service enjoys direct relationships with the owner-agencies you will find listed within the service. Each owner-agency uses the Bid Express service to advertise, manage, and open its own solicitations, ensuring that subscribers (members) not only access the most up-to-date and official information available anywhere, but also have the exclusive ability to submit bids and offers directly to the agencies using the service.

Note: This page is for registering bidders. If you represent an agency, contact us [here](#).

Bid Express Member: \$50/month +tax

Who is this for? Companies interested in doing business with at least one owner-agency who advertises through bidexpress.com. This recommended option offers the full host of services and advantages bidexpress.com has to offer.

Members receive full bid and proposal submission access to the Bid Express service for 150+ owner-agencies.

The County has procured the services of BidExpress to advertise and receive bids . A vendor must be registered on BidExpress in order to download and submit a bid for Atlantic County

My Business

Name

City

Phone

(555) 555-5555 x55

State

Address1

Postal Code

Address2

I have read and agreed to [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#), and acknowledge that I understand how Infotech uses any personal information I supply to Infotech, and I approve of these uses.

No

Keep me updated on the latest Infotech new product

No

Online submissions nationwide to 150+ owner-agencies

Solicitation information, including documents, plans and specifications

Role-based security access and digital signatures with user-to-user collaboration on draft solicitations

Immediate access to bid results, including agency-provided bid tabulations and reports

Plan holder options and contacts

Item-list exporting/importing into bid estimation software of choice

Cloud-based archives of submitted bids

Solicitation notifications by work type

Advanced searching of historical solicitation data

Questions? Ask away at support@bidexpress.com.

Additional information is also available on our [vendor resource page](#).

Pay per solicitation (non-member): \$40/solicitation +tax

Who is this for? Companies submitting a single bid with a specific owner-agency on the Bid Express service.

Note: If your agency is sponsoring submissions, select this account option to submit at no charge.

What's included:


+ One-user to access, download, and submit bids

+ One-time online submission or bid to a single solicitation

+ Viewing and downloading of solicitation documents

+ Free viewing and submission to agency-sponsored accounts

Reseller/Plan Room Account:



The vendor needs to complete all the required fields

4

* Phone
(555) 555-5555 x55

* State

* Address1

* Postal Code

Address2

* I have read and agreed to [Privacy Policy](#), [Terms of Use](#), and [DMCA Policy](#), and acknowledge that I understand how Infotech uses any personal information I supply to Infotech, and I approve of these uses.

Keep me updated on the latest Infotech new product releases and promotional offerings.

+ Advanced searching of historical solicitation data

Questions? Ask away at support@bidexpress.com.
Additional information is also available on our [vendor resource page](#).

Pay per solicitation (non-member): \$40/solicitation +tax
Who is this for? Companies submitting a single bid with a specific owner-agency on the Bid Express service.
Note: If your agency is sponsoring submissions, select this account option to submit at no charge.

What's included:
+ One-user to access, download, and submit bids
+ One-time online submission or bid to a single solicitation
+ Viewing and downloading of solicitation documents
+ Free viewing and submission to agency-sponsored accounts

Reseller/Plan Room Account:
Please contact support@bidexpress.com to establish a reseller Bid Express account.

And click register.

BIDEXPRESS.COM

Pay per solicitation (non-member): \$40/solicitation +tax

Who is this for? Companies submitting a single bid with a specific owner-agency on the Bid Express service.

Note: If your agency is sponsoring submissions, select this account option to submit at no charge.

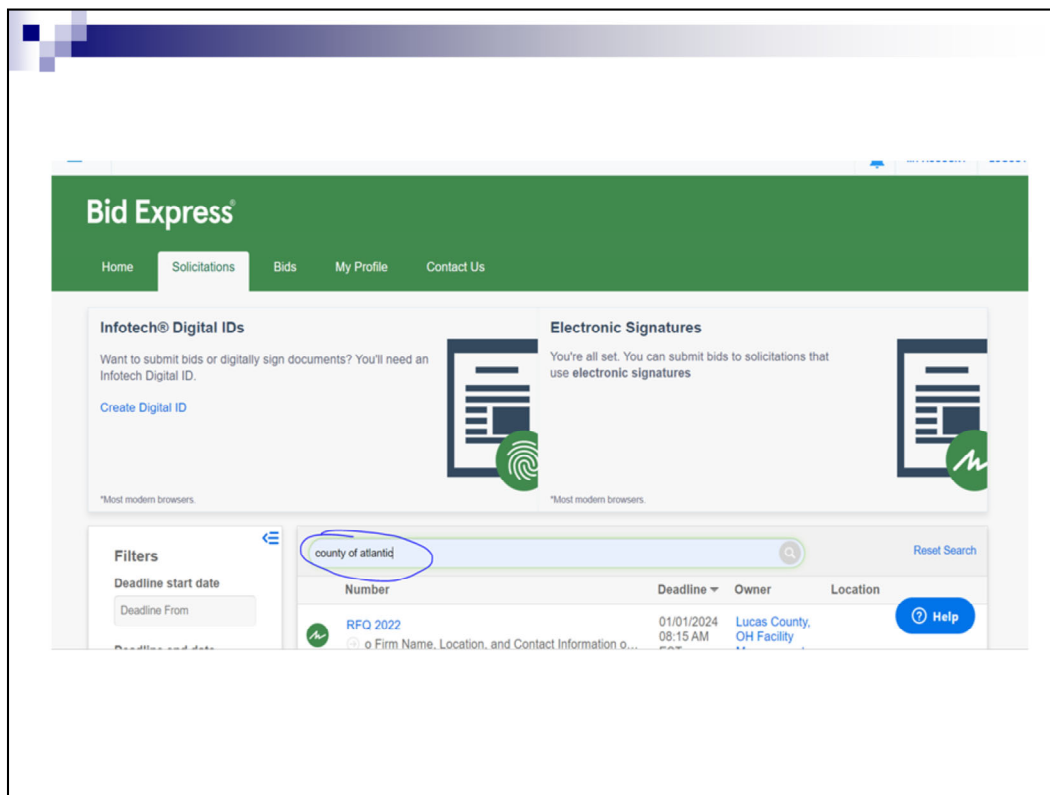
What's included:

- + One-user to access, download, and submit bids
- + One-time online submission or bid to a single solicitation
- + Viewing and downloading of solicitation documents
- + Free viewing and submission to agency-sponsored accounts

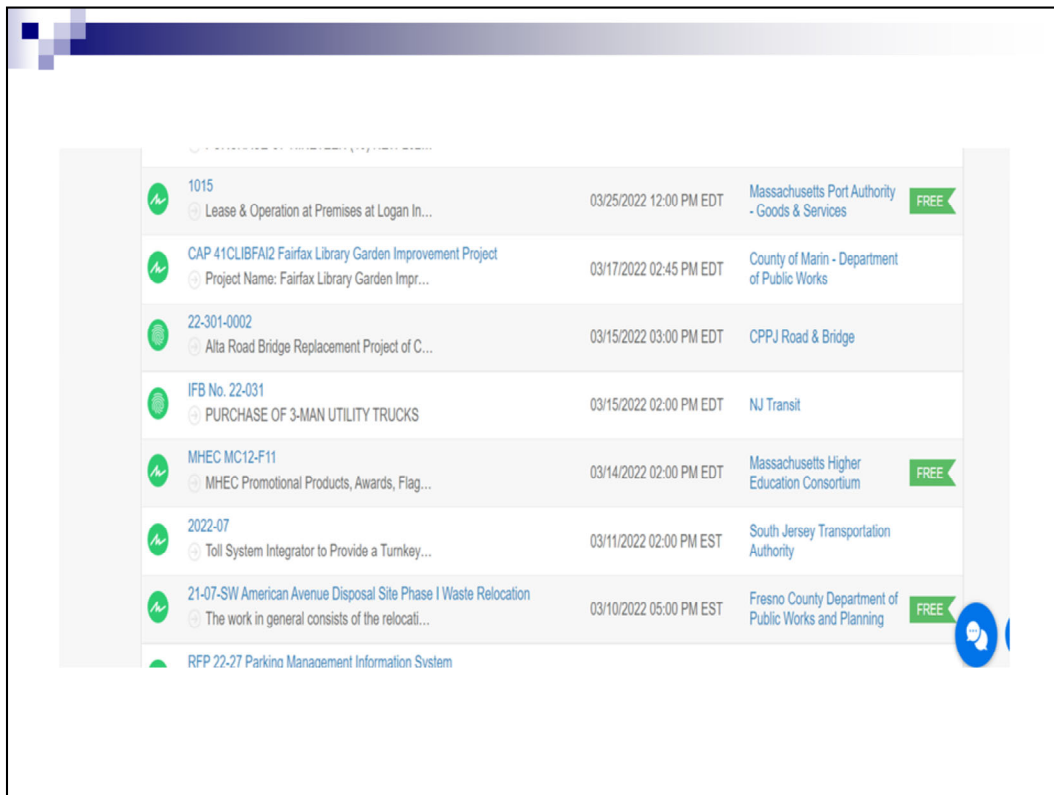
Reseller/Plan Room Account:

Please contact support@bidexpress.com to establish a reseller Bid Express account.

The option for Atlantic County will be the pay per solicitation option – As Atlantic County has chosen to sponsor its bids



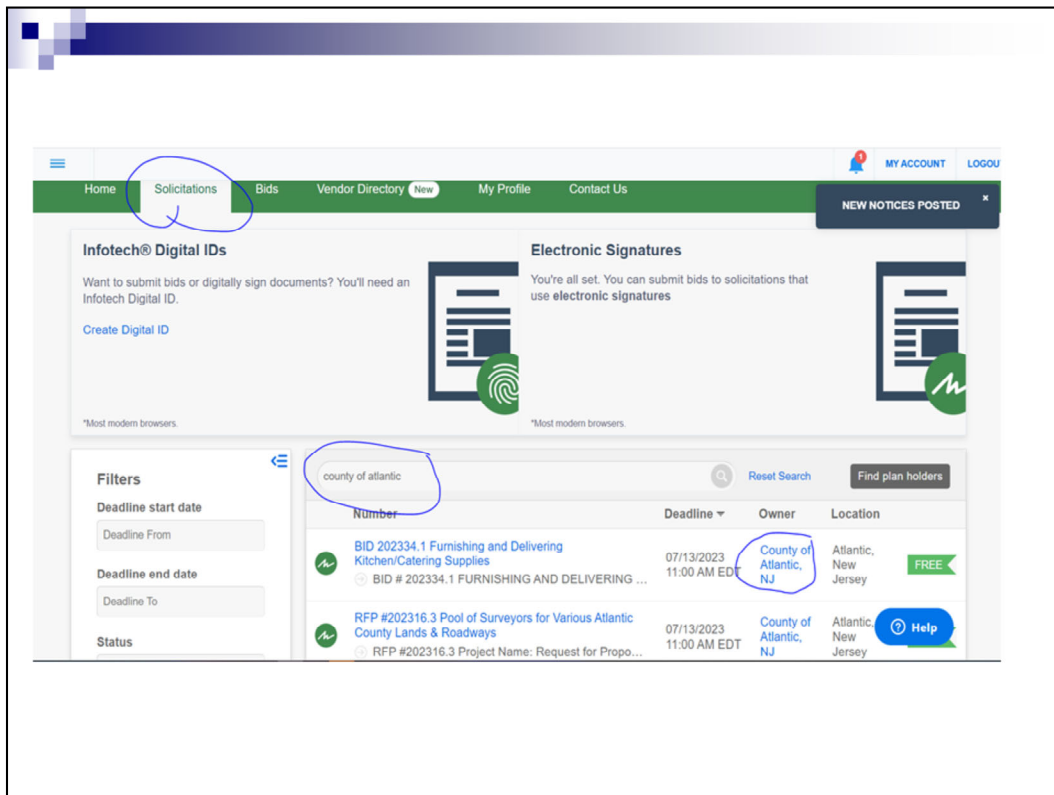
Once registered Go to the tab marked **Solicitations** to view all the available solicitations in Bid Express. Please note that not all bids are free. Look for the “free” flag next to the bid name



1015	Lease & Operation at Premises at Logan In...	03/25/2022 12:00 PM EDT	Massachusetts Port Authority - Goods & Services	FREE
CAP 41CLIBFAI2	Fairfax Library Garden Improvement Project Project Name: Fairfax Library Garden Impr...	03/17/2022 02:45 PM EDT	County of Marin - Department of Public Works	
22-301-0002	Alta Road Bridge Replacement Project of C...	03/15/2022 03:00 PM EDT	CPPJ Road & Bridge	
IFB No. 22-031	PURCHASE OF 3-MAN UTILITY TRUCKS	03/15/2022 02:00 PM EDT	NJ Transit	
MHEC MC12-F11	MHEC Promotional Products, Awards, Flag...	03/14/2022 02:00 PM EDT	Massachusetts Higher Education Consortium	FREE
2022-07	Toll System Integrator to Provide a Turnkey...	03/11/2022 02:00 PM EST	South Jersey Transportation Authority	
21-07-SW American Avenue Disposal Site Phase I Waste Relocation	The work in general consists of the relocati...	03/10/2022 05:00 PM EST	Fresno County Department of Public Works and Planning	FREE
RFP 22-27	Parking Management Information System			

How Bidexpress lists bids

Note that some have a free flag on the right of their name and others do not

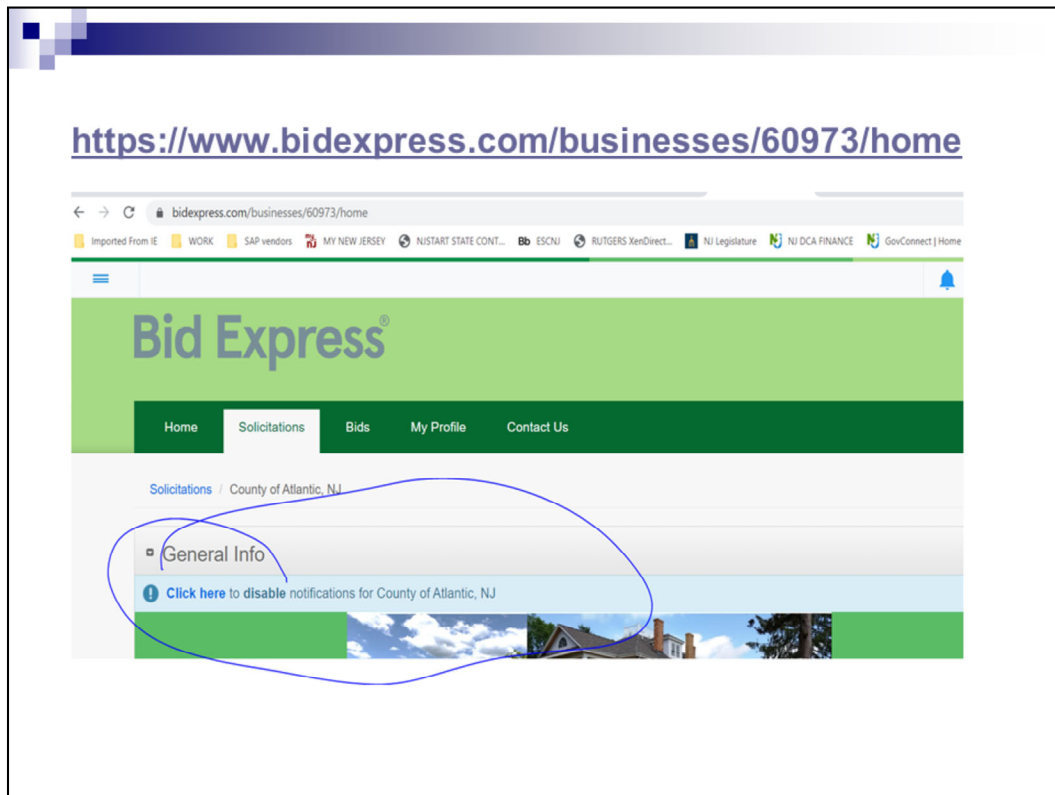


For Atlantic County bids

In the search bar type “county of atlantic” and click the magnifying glass

This will show only county of atlantic bids.

Click on the County of Atlantic owner link to be brought to the Atlantic County bid home page



When you are in the County of Atlantic Home page click on the link to enable notifications

This will enable you to get an email each time Atlantic county posts a bid on Bid Express as well as addendums



VENDOR NOTIFICATION

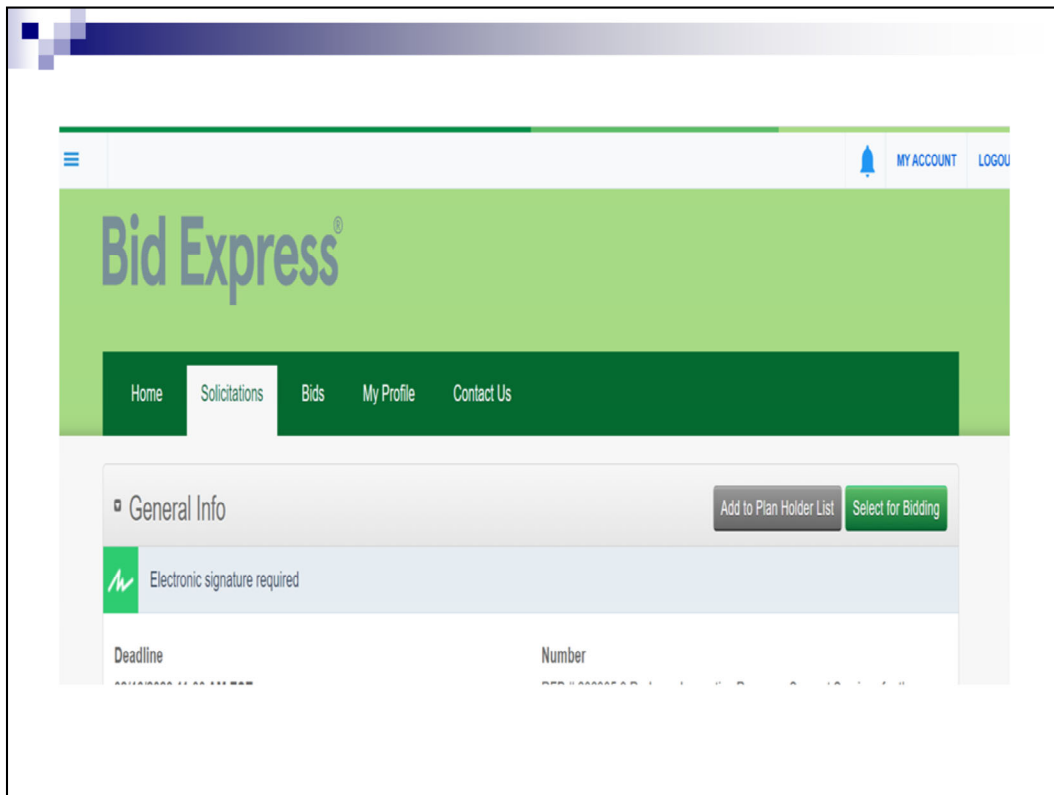
When a bid comes out for an item/service which you supply, your Company will receive an emailed Notice to Bidders for the item/service.

When a bid comes out for an item/service which you supply, your Company will receive a “Notice to Bidders” for the item/service.

NOW WHAT ?



Now you have your bid package
Now What ?



When you open the selected bid package you click on the green button on the top right so that you can select that project bid for bidding. And you can start downloading the technical specs and necessary forms



BID DOCUMENTS


- To complete bid forms follow the Instructions To Bidders included in the bid document.
- If you are unsure about any of the information provided in the bid documents call the Purchasing Office only
 - information received from any other source may not be correct and jeopardize your bid submittal.

In Atlantic County all of our bid documents will have detailed instructions to bidders and they are usually found at the beginning of every packet.

If you are unsure about any of the information provided in the bid documents call the Purchasing Office only

We would rather you call us before the bid is due with questions, than after your bid is rejected asking why

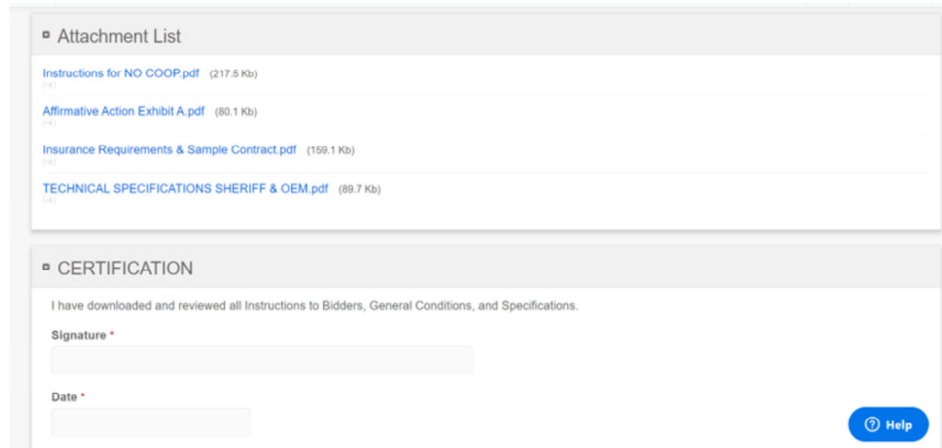
Bid Information

Deadline 10/13/2022 11:00 AM EDT	Number BID #202258.1 FURNISHING AND DELIVERING OF UNIFORMS FOR THE ATLANTIC COUNTY SHERIFF'S OFFICE AND OFFICE OF EMERGENCY MANAGEMENT
Advertised 09/19/2022 09:34 AM EDT	Description Bid #:202258.1 Project Name: FURNISHING AND DELIVERING OF UNIFORMS TO THE ATLANTIC COUNTY SHERIFF'S DEPARTMENT AND OFFICE OF EMERGENCY MANAGEMENT. Location: VARIOUS
Revised	The contract period shall be from January 01, 2023, through December 31, 2023 unless sooner revoked by the County for non-compliance.
Business Name County of Atlantic, NJ 	Allows zero unit prices and labor Yes
	Allows negative unit prices and labor Yes

The top of each bid will include general information such as due date, bid number and bid title

Bid Attachments

Technical specs Plans etc



Attachment List

- [Instructions for NO COOP.pdf](#) (217.5 Kb)
- [Affirmative Action Exhibit A.pdf](#) (80.1 Kb)
- [Insurance Requirements & Sample Contract.pdf](#) (159.1 Kb)
- [TECHNICAL SPECIFICATIONS SHERIFF & OEM.pdf](#) (89.7 Kb)

CERTIFICATION

I have downloaded and reviewed all Instructions to Bidders, General Conditions, and Specifications.

Signature *

Date *

Help

The attachment list will include the instructions to bidders, technical specs, sample contracts as well as any other document needed for the bid. These should be downloaded and read to make sure there is understanding on the specific requirements of the bid .

Item List

% OFF LIST PRICE

Export

Manufacturer	% Discount from List Price *
5.11	
ASICS	
AUGUSTA BRAND	
BATES	
BLAUER	
CHAMELEON	
CHAMPION BRAND	

Help

The item list is what you will be bidding on. Sometimes the bids are based on unit price or lump sum awards. This is where you would add your bid prices

Proposal Form

PROPOSAL FORM

The undersigned, having read the Notice to Bidders, Invitation to Bid, Instructions to Bidders, and Specifications attached thereto, hereby agrees to provide in strict accordance with this specification, as follows:

NAME OF BIDDER: *

The undersigned is a _____ (select one) * under the laws of the State of _____ *

having Principal Offices at: _____ *

and is authorized to conduct business in the State of New Jersey.

Firm or Corporation: * Person/Title: *

By: *

atlantic county

Help

This is where you would complete and digitally sign that the prices are true

Addenda Form

ACKNOWLEDGEMENT OF RECEIPT OF
ADDENDA

The undersigned vendor hereby acknowledges receipt of the following Addenda (Click "*" to add addenda. If no addenda issued, type "N/A"):

Addendum Number: *

Dated: *

Initial: *

Vendor is required to complete, sign and submit form with bid regardless of whether addenda was issued. Failure to complete and return form is a fatal defect which cannot be cured and bid will be rejected.
See: N.J.S.A. 40 A:11-23.2

Company: *

Signature: *

BY: *

Help

This section is where you would list any addenda that is received. If no addenda is received, then you would list N/A

19

Ownership Disclosure

STATEMENT OF OWNERSHIP DISCLOSURE

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 completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: *

atlantic county

Organization Address: *

1333 Atlantic Ave, Atlantic City, NJ 08401-7212

Part I Check the box that represents the type of business organization:

Type of business organization (Select One) *

If "Other," please specify: Type "NA" if not applicable *

PART II

Choose one: *

Help

This is where you need to list all persons who own 10% or more of the company. If there is none then type N/A

Non Collusion

NON-COLLUSION AFFIDAVIT

State of New Jersey)
) ss

County of _____) *

I, _____ *

of _____ *

in the County of _____ *

and the State of _____ *

of full age, being duly sworn according to law on my oath, depose and say, that:

I am _____ *

of the Firm of _____ *

the bidder making the Proposal for the herein project, and that I executed the said Proposal with full authority to do so, that said bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition bidding in connection with the above stated

Help

This section is to certify that your company has not colluded with any other bidder or contracting unit representative in preparing this bid

Affirmative Action

AFFIRMATIVE ACTION INFORMATION

Please complete the following:

Company Name *

1. Our Company has a Federal Affirmative Action Plan Approval: *

2. Our Company has a New Jersey Certificate of Employee Information Report: *

3. Our Company has neither of the above, therefore send us (check if applicable)

☐ FORM AA-302 _____ (Service Contracts) | Affirmative Action Employee Information Report

☐ FORM AA-201 _____ (Construction Contracts) | Initial Project Workforce Report Construction

I certify that the above information is correct to the best of my knowledge.

NAME: *

Help

This form is to ensure your company has the proper Affirmative Action approvals

Required Document List Bid Checklist

Required Document List

Name	File *
New Jersey Business Registration Certificate Please attach a copy of New Jersey ...	no file selected <input type="checkbox"/> I am NOT enclosing this document because the omission terms have been met.
Federal Affirmative Action Plan Approval Please attach a photographic copy o...	no file selected <input type="checkbox"/> I am NOT enclosing this document because the omission terms have been met.
New Jersey Certificate of Employee Information Report Please attach a photographic copy o...	no file selected <input type="checkbox"/> I am NOT enclosing this document because the omission terms have been met.
Deviations To Bid Packaging or Other Please Attach a Copy of Your Comp...	no file selected <input type="checkbox"/> I am NOT enclosing this document because the omission terms have been met.

4 Required Documents

Help

This section identifies the required documents that will need to be submitted with the bid. They can be uploaded on BidEpress.

Please note that each section only accepts one file. If multiple files need to be uploaded then please call the purchasing office

NJBRC

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION:
970-097-382/500

ADDRESS:
847 ROEBLING AVE
TRENTON, NJ 08611

EFFECTIVE DATE:
01/01/01

FORM-BRC(06-04)

TRADE NAME:
CLIENT REGISTRATION

SEQUENCE NUMBER:
0107230

ISSUANCE DATE:
07/14/04

Signature: *John S. Tully*

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

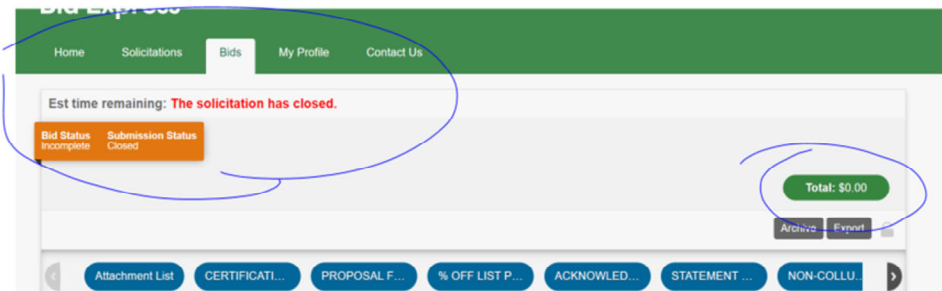
This is a sample NJ Business Registration Certificate

Public Works Contractor Reg. Certificate

Certificate Number	Expiration Date
<p>State of New Jersey</p>  <p>Department of Labor Division of Wage and Hour Compliance</p> <p>Public Works Contractor Registration Act</p> <p>Pursuant to Public Law 1999 Chapter 238, the Public Works Contractor Registration Act, this certificate of registration, for purposes of bidding on and engaging in public work is issued to</p> <p>2004</p> <p>This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor</p>  <p><i>Albert G. Knoll</i> ALBERT G. KNOLL, Commissioner Department of Labor</p> <p>NON TRANSFERABLE</p>	

This is a sample Public Works Contractor Registration Certificate

BID TOTAL AND SUBMISSION



Once you complete your bid submission you will note that the top of the page will have the total dollar and the status of the submission



Another Reason to Read the Paper

- “Notice to Bidders” are put in the newspaper for your information
- This is the only required act to public notice
- Even if you are on the bidders list you should still read the legal advertisements to make sure you Bid Notice is not lost in the mail or sent to the wrong address
- Other governmental units in need of your goods or services.

Notice to Bidders” are put in the newspaper for your information

This is the only required act to public notice

Even if you are on the bidders list you should still read the legal advertisements to make sure you Bid Notice is not lost in the clutter or sent to the wrong address

And there are always other governmental units in need of your goods or services such as schools, municipalities and Authorities

FORMS

■ **Mandatory**

- ☐ Disclosure statement
- ☐ Proposal/Pricing Page
- ☐ Bid Bond or Surety (If required)
- ☐ PW Contractor Registration Certificate (if required)
- ☐ Russia / Belarus & Iran Document

■ **Other**

- ☐ NJ BRC
- ☐ Non Collusion Affidavit
- ☐ Affirmative Action Information
- ☐ Insurance

All of our bid documents will have forms that you will be required to complete and return as part of your bid submission. They are divided into two groups

Mandatory

Disclosure statement

Proposal/Pricing Page

Bid Bond or Surety (if required)

PW Contractor Registration Certificate (if required)

These forms are required to be submitted with your bid by statute and that means that if any of these forms are not completed and returned with your bid, your bid will be automatically rejected

Other

NJ BRC

Non Collusion Affidavit

Recycling Page

Affirmative Action Information

Insurance

These forms are required prior to the award of a contract

AWARDS

- Most bids are awarded based on the **Lowest Lump Sum Bid**.
- Some bids are awarded based on the **Lowest Lump Sum per Category**
 - this means the bid has been broken into sections to allow multiple awards.
- Other bids can be awarded by **Unit Price Basis**
 - meaning the bid is compiled of multiple line items and each line is awarded based on lowest price.

It is important to remember that the price(s) bid must remain constant over the course of the contract terms - prices cannot vary even if you have a price change.

Unit price prevails if there is a calculation error

In all of the bids you will need to pay close attention to how the contract will be awarded.

Most bids are awarded based on the Lowest Lump Sum Bid.

Meaning it is an all or nothing kind of bid

Some bids are awarded based on the Lowest Lump Sum per Category

This means the bid has been broken into sections to allow multiple awards.

Other bids can be awarded on a Unit Price Basis –

Meaning the bid is compiled of multiple line items and each line is awarded based on lowest price.

In all of these awards, it is important to remember that the prices bid must remain firm over the course of the contract - prices cannot vary even if you have a price change

In all of these cases the Unit price prevails if there is a math error.



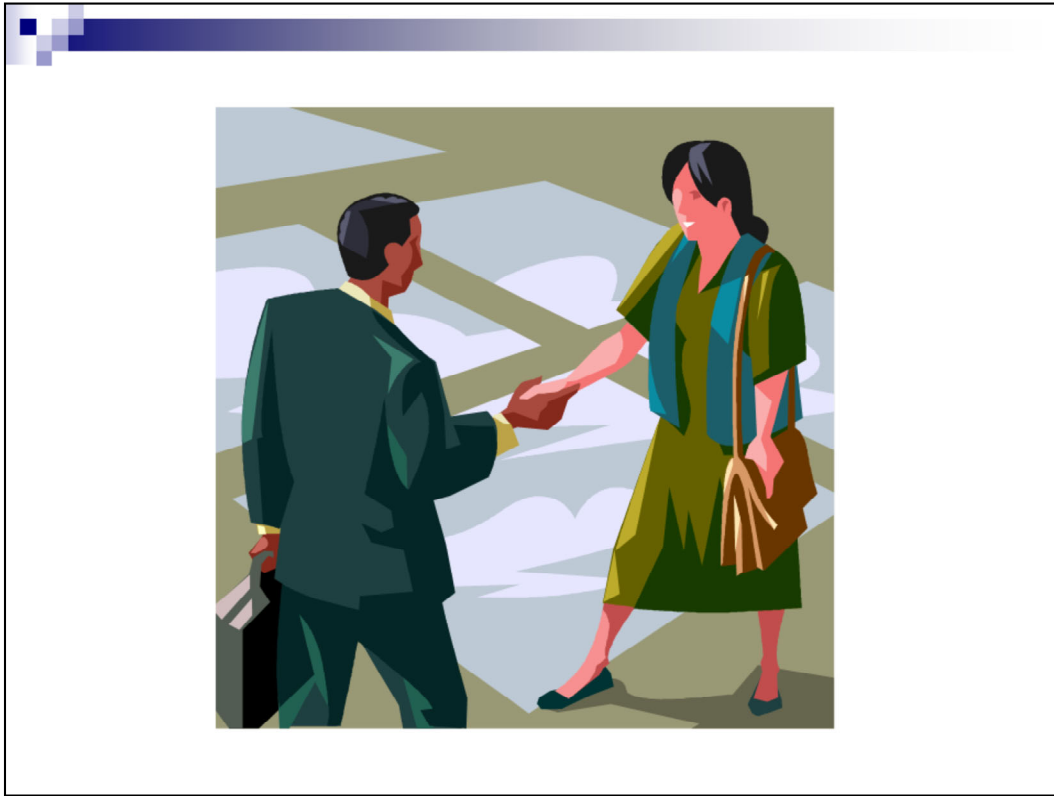
COOPERATIVE

- Atlantic County Government is the lead agency for the **Atlantic County Cooperative**.
 - 22 municipalities,
 - 24 school districts
 - 3 authorities.
- Purchasing through the cooperative is strictly on a voluntary basis and not all members participate in all purchases.

Some governmental entities have formed cooperatives to purchase goods and services as a group and purchase in large quantities

Atlantic County Government is the lead agency for the Atlantic County Cooperative which includes 22 municipalities, 24 school districts and 3 authorities

Purchasing through the cooperative is strictly on a voluntary basis and not all members participate in all purchases.




In conclusion

Doing business with a governmental unit is not as difficult or complex as many people believe.

All levels of government are eager to obtain new lists of vendors to bid or quote on their contracts.

You are encouraged to contact all governmental units in your vicinity regarding ways to sell your goods or services to them.



If you have any further questions, contact
the Division of Purchasing.

609-343-2268

And as always

If you have any further questions, you can contact our office

Thank you for your time