

*Cumberland  
County*  
IMPROVEMENT  
AUTHORITY



CUMBERLAND **YES**.COM  
*Your Economic Solution*

# Conducting Business with Cumberland County Improvement Authority

# What we do!

## Solid Waste

The CCIA owns and operates a 275 acre Solid Waste Complex.

## Fleet Maintenance

Through shared services agreements, the CCIA Fleet Maintenance program provides maintenance for municipal and county vehicles.

## Facilities

CCIA currently owns/manages over 800K sq ft of facility space within Cumberland County.

# Laws, Codes, & Regulations

## **Statute (Laws)**

Local Public Contracts Law

N.J.S.A. 40A:11

## **Regulations**

Department of Community Affairs

Division of Local Government Services

N.J.A.C. 5:34-1

# How do I become a Vendor?

## A Public / Private Partnership

A manageable process:

Required documents

Vendor Information Form

W9

NJ BRC (Business Registration Certificate)

\*All vendor forms can be found on our website <http://www.ccia-net.com/finances/>



# Vendor Information Form

## VENDOR APPLICATION

NEW VENDOR

VENDOR CHANGE

Date of Change: \_\_\_\_\_

### PURCHASE ORDER ADDRESS:

|          |        |           |
|----------|--------|-----------|
| Name:    |        |           |
| Address: |        |           |
| Address: |        |           |
| City:    | State: | Zip Code: |

### REMITTANCE ADDRESS:

|          |        |           |
|----------|--------|-----------|
| Name:    |        |           |
| Address: |        |           |
| Address: |        |           |
| City:    | State: | Zip Code: |

|                         |
|-------------------------|
| Company Contact:        |
| Title:                  |
| Phone Number:           |
| Fax Number:             |
| Email Address:          |
| Federal TAX ID:         |
| Type of Business:       |
| Bus. Reg. Cert. Number: |

### **COPY OF NEW JERSEY BUSINESS REGISTRATION:**

If you currently do not hold a NJ Business Registration Certificate, please go to <http://www.state.nj.us/treasury/revenue/busregcert.shtml> to apply on-line. Send us a copy of the registration with this application.

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# Where do I get the NJ BRC?

## **Business Registration Certificate**

On-line Application:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>

# Sample of NJ BRC Required

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


DEPARTMENT OF TREASURY  
DIVISION OF REVENUE  
PO BOX 302  
TRENTON, N.J. 08646-0302

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT  
TAX REGISTRATION TEST ACCOUNT  
TAXPAYER IDENTIFICATION#: 970-097-382/500  
ADDRESS: 847 ROEBLING AVE  
TRENTON NJ 08611  
EFFECTIVE DATE: 01/01/01  
FORM BRC(08-01)

TRADE NAME: CLIENT REGISTRATION  
SEQUENCE NUMBER: 0107230  
ISSUANCE DATE: 07/14/04

*J.P. S. Tully*  
Acting Director

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

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# Prevailing Wage & Public Works Projects

## Department of Labor Regulations

Paid by a Contractor on a County Public Works project, if the value of our project exceeds \$2,000.

The burden to pay at NJDOL prevailing rates is on the Contractor.

[http://www.nj.gov/labor/wagehour/lawregs/wage\\_and\\_hour\\_laws.html](http://www.nj.gov/labor/wagehour/lawregs/wage_and_hour_laws.html)





# Common Types of Solicitations

**QUOTES**

**BIDS**

**REQUEST FOR PROPOSAL**

\*All solicitations are advertised on our website and in the local newspapers under the legal classified ads.

- The Daily Journal
- Press of Atlantic City
- South Jersey Times



# Formal Quote

Purchase values between \$6,000 & \$39,999.

We seek (2) Quotes by Policy.

Must be in written format.

Departments may request vs. Purchasing.

In addition to required Vendor information, for purchases with a value of \$17,500 and over, an additional document disclosing political contributions is required.

# Bids Must Be Responsive

## **Your Bid must comply with:**

Bidding documents

Specifications

Applicable state statutes/rules

Deadlines

Failure to comply could result in a rejection.

# Bidder must be Responsible

## **Bidder must have the requisite:**

Experience

Moral Integrity

Operating Capacity

Financial Capacity & Credit

Workforce

Facilities & Equipment available.

# Bid Portal

From website →

at The CCIA Public Information

- Agendas, Resolutions, and Minutes
- All RFQ Documents
- Project Bids and RFPs**
- Open Public Records Act
- Finances

Browse Projects **Project Results** My Quest Account

Project Number: 4992722 search Show all 10 per Page Helpful Notes

Click on Project Name to see detailed advertisement

| Post Date/Time    | Category                           | Name                               | Bid Date/Time           | City      | County     | St | Owner                      | Solicitor                  |
|-------------------|------------------------------------|------------------------------------|-------------------------|-----------|------------|----|----------------------------|----------------------------|
| 03/27/17 08:27 AM | Buildings Rehabilitation/Renovatio | Exterior Building RePainting at SW | 04/13/2017 11:00 AM EDT | Millville | Cumberland | NJ | Cumberland County Improver | Cumberland County Improver |





[Previous](#) [Next](#) [Close Window](#)

[View Plan Holders](#) [Download Bid Documents](#) [Download Addenda](#) [View Bid Documents](#)

Exterior Building RePainting at SWC (Quest Project #4992722)

[Print Ad](#)

County/City/State: Cumberland - Millville, NJ  
Location / Site Directions: Solid Waste Complex, 169 Jesse Bridge Road, Deerfield  
Bids Close: 04/13/2017 11:00 AM EDT  
Bids Received By: Jerry Velazquez  
Pre-Bid Meeting Information: March 30, 2017 at 10a at the Solid Waste Complex, 169 Jesse Bridge Road, Deerfield in the Administration Building

**Addenda:** **1**

Project Description: Exterior Repainting of Buildings at the Solid Waste Complex  
Owner: Cumberland County Improvement Authority

2 N. High Street  
Millville, NJ 08332  
ph: 856-825-3700 Ext 1150  
contact: Jerry Velazquez  
e-mail: jvelazquez@ccia-net.com

Soliciting Agent: Soliciting agent  
Cumberland County Improvement Authority  
2 N. High Street  
Millville, NJ 08332  
ph: 856-825-3700 Ext 1150  
contact: Jerry Velazquez  
e-mail: jvelazquez@ccia-net.com

Project Documents: Specs and Drawings  
Quest eBidDocs™: Download delivery fee is **\$10.00**, file size is **72.3 Mb**.

Sign up for Quest Account to download documents.



# Request for Proposal & Request for Qualifications

RFP/RFQ document defines a specific need.

Vendor offers proposal that best meets the needs of the solicitation.

Response measured by CCIA representatives with all factors considered.

Awards are not based on price alone.



# Website View

The screenshot shows the website for the Cumberland County Improvement Authority. The navigation menu includes: About The CCIA, Public Information (highlighted), News and Events, Contact Us, For Employees, and GovDeals. Social media icons for Facebook, Twitter, Google+, and LinkedIn are in the top right. The main header features the authority's logo and the slogan "CUMBERLAND YES.COM Your Economic Solution". A secondary navigation bar lists: ECONOMIC DEVELOPMENT, ENVIRONMENT, RECYCLING, and REDEVELOPMENT INITIATIVES. A dropdown menu is open under "Public Information", listing: Agendas, Resolutions, and Minutes; All RFQ Documents; Project Bids and RFPs; Open Public Records Act; and Finances. The main content area is titled "2018" and lists "Closed Request for Qualifications:" followed by a list of services.

**2018**

**Closed Request for Qualifications:**

- Architectural Services
- Engineering Services
- Title V Reporting & Compliance Services
- Recycling & Solid Waste Management Services
- Planning & Surveying Services
- Environmental Consultant Services
- Construction & Subsurface Testing Services
- Commissioning Services
- Construction Management Services
- Auditing Services
- Appraisal Services
- Title Services
- Insurance Broker of Record Services
- Financial Consulting Services
- Project Development, Financing & Development & Implementation Services
- Bond Counsel Services
- Solicitor Services
- Labor Law Services
- Development Counsel Services
- Health Insurance Broker of Record





# Closing

Vendors Interested in doing business with the CCIA should send their completed vendor application including a description of the services they provide to Mary Triboletti [mtriboletti@ccia-net.com](mailto:mtriboletti@ccia-net.com)