

CITY OF ASBURY PARK
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MICHAEL N. CAPABIANCO, CITY MANAGER
CINDY A. DYE, RMC, CITY CLERK

Doing Business with the City of Asbury Park

The City of Asbury Park is a consumer of goods and services having an annual procurement budget of over \$18,000,000. The City follows four basic principles:

1. Obtain the goods and services necessary for City government to do its job
2. Obtain the highest quality goods and service at the best price
3. Obtain goods and services from minority-owned, woman-owned and local business when possible
4. Adhere to the rules and regulations of the Local Public Contracts Law (N.J.S.A. 40A:11 et seq.)

If you believe that your firm can offer quality goods or services at a fair price to the City of Asbury Park, there are a few steps to take:

- Obtain a Business Registration Certificate (BRC). All vendors doing business with public entities (State, County, Municipal and Schools) must have a valid BRC issued by the State Department of the Treasury, unless the business is a non-profit group, 501(c)(3).
For more information on getting a BRC, visit the Department of Treasury website: www.state.nj.us/treasury/revenue/busregcert.shtml
- Check the City's list of Public Contracts to see if there is a Request for Proposal (RFP), Request for Qualifications (RFQ) or BID currently advertised that might apply to your firm. Note that Professional Contracts and Extraordinary Unspecifiable Services vendors are prohibited from making political contributions to Asbury Park municipal candidates and to other political organizations. Please read Asbury Park's Pay-to-Play Ordinance #2969
- All vendors must submit a W-9 Form
- Submit your vendor information to the Finance Department