



City of Asbury Park
1 Municipal Plaza
Asbury Park, NJ 07712
(732) 775-2100

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 \$16,000,000. 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 services at the best price
3. Obtain goods and services from minority-owned, woman-owned, and local businesses 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 business registration certificate issued by the State Department of the Treasury. 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 Proposals (RFP) or Request for Qualifications (RFQ) currently advertised that might apply to your firm. Note that Professional Services 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 form W-9.
- Contact the finance department and submit your vendor information.

City Council

John B. Moor, *Mayor*
Amy Quinn, *Deputy Mayor*
Yvonne Clayton
Jesse Kendle
Eileen Chapman

Michael N. Capabianco, *City Manager*
JoAnn Boos, CFO

Finance Department

Divisions:
Accounts and Control
Purchasing
Tax Assessment
Tax Collection
Information Systems