

CLARIFICATIONS ESCNJ Bid # 25/26-35.

1. Can we require a school district to sign a "sales order" in order to clarify and confirm their bus order ? **The ESCNJ cannot require a Co-op member to include a "Sales Order" as you describe, however as a potentially awarded Vendor that would be a management practice that you might consider as a required practice in order for you to sign the Vendor Copy of the PO.** Currently we receive a purchase order based on the quote we have supplied but having the district sign a sales order with the exact specifications of the bus they are purchasing would eliminate any confusion about what equipment is included in their purchase.
2. Can we please have Clarification on : **D - Alterations of Contract, page 28, Change Order Section paragraph 17** ? I cannot find paragraph 17, it seems like the bid skips from paragraph 16 to 18. **This has been mis-numbered. ESCNJ Bid #25/26-35 does not have any references to Change Orders as that pertains to Public Works bids/contracts. This bid is the provision of goods and services, therefore it is merely mis-numbered in the Standard Terms and Conditions section of these bid specifications and should not be added or changed.**
3. When a vehicle is delivered we have the customer sign a delivery receipt which acknowledges they have taken delivery of the unit and it is free of damage or defect. Does this signed acknowledgment satisfy the following stipulation in the bid? **PAYMENT Page 58: "When a vehicle is delivered, the purchasing Co-op Member shall process the payment for the full amount of the contract price if, in their opinion, the vehicle is in compliance with the specifications."** **The process and fiscal practices of each ESCNJ member is independent of the ESCNJ Co-op bid specifications. The ESCNJ Co-op award may include posting and reiterating the Payments Section of our bid specifications including the Prompt Payment law below.**
4. Most of the time our customers want to take delivery of their purchased vehicles as soon as possible. In cases where we have some, but not all of the vehicles ready for delivery what can we do to ensure payment is going to be processed for vehicles on an individual basis? **The process and actual fiscal practices of each ESCNJ member is independent of the ESCNJ Co-op bid specifications.** Example: Customer purchases three buses, two are ready to be delivered but the third will not be ready for another month. Customer needs the vehicles ASAP so we deliver the first two. Will a signed delivery acknowledgement ensure payment for the first two units that were delivered? Should we include another payment specific sign-off with our delivery acceptance ? Please let us know how best to move forward in this situation.

May include below:

Prompt Payment Law—N.J.S.A. 18A:18A-10.1

Payment will be rendered by ESCNJ or the Cooperative member, where applicable, upon completion of services or delivery of full order to the satisfaction of the ESCNJ or the Cooperative member unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-10.1. At its discretion, the ESCNJ or the Cooperative member, where applicable, may make partial payments. All payments are subject to approval by the governing body at a public meeting. Depending on the governing body meeting schedule, payment may be delayed.

Invoices

- The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.
- The invoice must include the full name and address of the business entity.
- The invoice must include the purchase order number from the Cooperative member.
- The invoice must include the bid number and the **System ID #65MCESCCPS**
- The invoice must have the business entity's invoice number that may be used as a reference.
- The invoice must list the goods or services rendered.

- The invoice must be submitted to the Business Office of ESCNJ or the Coop member, where
- Applicable will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the ESCNJ receives the appropriate documentation including but not limited to:
 - o Signed voucher by vendor;
 - o Packing Slips; and
 - o Invoices

Payment will be rendered upon completion of services or delivery of a full order of goods/materials/supplies. Pursuant to the New Jersey Prompt Payment Law-- N.J.S.A. 18A:18A-10.1, unless otherwise provided for in the contract, the required payment date shall be ninety (90) calendar days from the date specified in the contract or if no required payment is specified in the contract, then the required payment date shall be 90 calendar days from the receipt of a properly executed invoice, or 90 calendar days from the receipt of goods or services, whichever is later. Interest shall not be paid unless goods and services have been rendered.