



### **Doing Business with the Municipality of Princeton**

Princeton Municipality is a consumer of goods and services and follows these basic principles:

- Obtain the goods and services necessary for Princeton to do its job
- Obtain the highest quality goods and services at the best price
- Adhere to the rules and regulations of the Local Public Contracts Law (N.J.S.A. 40A:11 et seq.)

If you believe your firm can offer quality goods and services at a fair price to Princeton, 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/revnue/busregcert.shtml](http://www.state.nj.us/treasury/revnue/busregcert.shtml)
- All vendors must submit a W-9 form
- Submit your BRC and W-9 to the Finance Department