



**CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
280 Grove Street - Room 103  
Jersey City, NJ 07302  
Tel: (201) 547-4533; 5093 Fax: (201) 547-5088  
Jerramiah T. Healy, Mayor  
Jack Kelly, Business Administrator**

Dear Vendor:

The Department of Administration, Office of Equal Opportunity/Affirmative Action is sending this contracting opportunity to you as a local, minority and/or women-owned business, supplier or sub-contractor.

We strongly encourage you to immediately contact the Jersey City Housing Authority to obtain bidding documents, including plans and specifications. Attached is information regarding the Bid Receptions.

Please notify the Office of Equal Opportunity, if you plan to apply and/or you have been awarded the contract, at 201-547-5093.

Sincerely,

Jeana F. Abuan  
EEO/AA Officer

## REQUEST FOR PROPOSALS

Sealed Proposals will be Received and Opened by the Director of Purchasing, 1 Journal Square Plaza, 2<sup>nd</sup> floor, Jersey City, New Jersey 07306.

ON: Tuesday, November 27, 2012

AT: 11:00 A.M.

### CREDIT CARD/ELECTRONIC PAYMENT SERVICES

Request for Proposal may be obtained at the Office of the Director of Purchasing, 1 Journal Square Plaza, 2<sup>nd</sup> floor, Jersey City, New Jersey 07306, telephone number 201-547-5156 or 201-547-5221.

**RFP may be submitted in person, or may be sent by U.S. certified mail return receipt requested, or may be sent by private courier service. Mail RFP to: Peter Folgado, Director, Division of Purchasing, 1 Journal Square Plaza 2<sup>ND</sup> floor, Jersey City, New Jersey 07306. RFP's sent by mail must be received by the Director of Purchasing no later than 4:00 p.m. of the last City business day before the day of the RFP reception. RFP's sent by courier service must be delivered to the Director no later than 11:00 a.m. on the day of the RFP reception. The City shall not be responsible for the loss, non-delivery or physical condition of RFP's sent my mail or courier service. RFP must be submitted individually in a sealed envelope addressed to the Director. RFP must comply with specifications.**

The Director of Purchasing reserves the right to reject any and all BID/ RFP's received, or portions thereof, if deemed to be in the interest of the City to do so.

Peter Folgado  
Director of Purchasing, RPPO, QPA

Insert dates:

October 16 and 18, 2012

CHARGE TO: CITY OF JERSEY CITY  
DIVISION OF PURCHASING  
1 JOURNAL SQUARE PLAZA 2<sup>ND</sup> FLOOR  
JERSEY CITY, NJ 07306