JERSEY CITY wants to do business with YOU
Dear Business Owner,

Thank you for your interest in doing business with the City of Jersey City. Each day, we strive to become the best mid-sized city and provide the highest level of public service for our residents. That work begins with buying quality goods and services in a way that best serves our community. Whether we are purchasing new technology equipment to improve our efficiency or contracting performers for our annual summer concert series, the source of our goods and services is just as important to us as the quality. As we grow as a city, we invite all qualified businesses, from young startups to generations-old family businesses, to help Jersey City meet the needs of its growing community by participating in our government contracts.

This handbook is designed to help you navigate the public contracts process. The following pages include expert tips on everything from how to tell the City about your business to how to receive payment for your services. You can also learn more about public contracting with Jersey City by visiting www.jerseycitynj.gov/publiccontracts.

In Jersey City, we believe in promoting economic growth by building strong relationships with the businesses within and serving our community. Most importantly, we work to ensure that our vendor base reflects the diversity and values of our community through supplier diversity and sustainable vendor initiatives. In our efforts, we know that public contracts process may be intimidating, but we are here to help.

We hope this book encourages you to do business with Jersey City and we look forward to working with you to create the best Jersey City for all.

Sincerely,

Steven M. Fulop
Mayor of Jersey City
2 Message from the Mayor
4 Getting to Know Jersey City
4 How We Purchase
5 Types of Purchasing
6 Things We Purchase
8 How To Get A Contract
9 How To Get Paid
10 Supplier Diversity
12 Set-Aside Goals
13 Frequently Asked Questions
15 Municipal Offices & Services
19 Autonomous Agencies
19 Important Links
GETTING TO KNOW JERSEY CITY

With a population of approximately 301,500 residents, Jersey City is the largest municipality in Hudson County and the most culturally diverse city in the country. Each day, our 12 departments and approximately 3,500 employees work to provide the highest quality of life for our residents, business owners, and visitors. This work requires maintaining parks and streets, providing a wide range of cultural, recreational, and health programming, supporting our local businesses, and always keeping our residents safe.

To learn more about Jersey City Government, visit www.jerseycitynj.gov

HOW WE PURCHASE
DIVISION OF PURCHASING PRINCIPLES

- Obtain the goods and services necessary for City government to do its job
- Obtain the highest quality goods and services at the best price
- Obtain goods and services from minority-owned, woman-owned, and local businesses when possible
- Adhere to the rules and regulations of the Local Public Contracts Law (N.J.S.A. 40A: 11 et. seq).
- Refrain from the acceptance of gifts, pursuant to Jersey City Code of Ethics
Types of Purchasing

Goods and Services Less than $44,000

Day-to-Day Purchasing
Day-to-day purchases are customary for purchases involving dollar amounts under $6,600.

Examples include:
Office supplies, catering, and screen-printing.

Competitive Quotations
Solicitation of competitive quotations is customary for making purchases involving dollar amounts between $6,600 and $44,000. Any purchase above $17,500 must comply with NJ Local Unit “Political Contribution Disclosure Compliance” Law.

Examples include:
Translation services, office furniture, food vendors.

Goods and Services Greater than $44,000

Competitive Bidding
Competitive bidding involves publicizing public entity needs, inviting bids (IFBs), conducting public bid openings, and awarding a contract to the lowest responsive bidder. This method is used for purchasing non-specialized goods and services.

Examples include:
Automotive repairs, construction, and copiers.

Competitive Contracting
Request for Proposals/
Request for Qualification

Competitive contracting is required for purchasing specialized goods and services. Formal proposals are solicited from vendors and evaluated by the purchasing agent, counsel, or business administrator. The City awards the contract to one or more vendors from among the proposals received. Negotiations of final costs and terms are not authorized.

Examples include:
Management training, consulting, transportation services, and workers' compensation.
<table>
<thead>
<tr>
<th>THINGS WE PURCHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
</tr>
<tr>
<td>Accounting Services</td>
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<tr>
<td>Air Conditioners</td>
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<td>Air Filter</td>
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<td>Arborist Supplies</td>
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<td>Architectural</td>
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<td>Professional Services</td>
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<td>Artist Services</td>
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<tr>
<td>Arts and Crafts</td>
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<tr>
<td>Automotive Repairs</td>
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<td>Automotive Supplies</td>
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<td>Bags</td>
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<td>Batteries</td>
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<td>Braille Labeler</td>
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<td>Building Maintenance</td>
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<td>Building Security Systems</td>
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<td>Business Cards</td>
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<td>Calendars</td>
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<td>Cameras</td>
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<td>Catering</td>
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<td>Chemicals</td>
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<td>Cleaning</td>
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<td>Coffee</td>
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<td>Computer Hardware/Software</td>
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<td>Computer Repairs</td>
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<td>Equipment/Supplies</td>
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<td>Defibrillators</td>
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<td>Door Installation/Repairs</td>
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<td>Educational Materials</td>
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<td>Electrical Supplies</td>
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<td>Elevator Maintenance/Repair</td>
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<td>Embroidery</td>
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<td>Engines</td>
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<td>Engineering Professional Services</td>
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<td>Entertainment Services</td>
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<td>Envelopes</td>
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<td>Environmental Specialists</td>
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<td>Equipment Rentals</td>
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<td>Equipment Repairs</td>
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<td>Event Planning</td>
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<td>Extermination Services</td>
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<td>Eye Wash Stations</td>
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<td>Feminine Hygiene Product</td>
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<td>Fencing/Related Supplies</td>
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<td>Fertilizer</td>
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<td>Financial Services</td>
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<td>Fitness Instruction</td>
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<td>Fire Equipment</td>
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<td>Food Concessions</td>
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<td>Food Services</td>
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<td>Fuel</td>
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<td>Garbage Removal</td>
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<td>Gauze</td>
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<td>Gloves</td>
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<td>Goggles</td>
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<td>Graphic Design</td>
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<tr>
<td>Hardware</td>
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<td>Health Coaching Services</td>
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<tr>
<td>Health Supplies</td>
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<td>HVAC Maintenance/Repairs</td>
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<td>HVAC Systems</td>
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<tr>
<td><strong>I</strong></td>
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<tr>
<td>Incandescent/Fluorescent Supplies</td>
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<tr>
<td>Industrial Catalog</td>
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<tr>
<td>Installation/Repairs</td>
</tr>
<tr>
<td>Intercom</td>
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<tr>
<td>Interpreter Services</td>
</tr>
<tr>
<td>Irrigation Repair</td>
</tr>
<tr>
<td><strong>J</strong></td>
</tr>
<tr>
<td>Janitorial Supplies/Services</td>
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<tr>
<td><strong>K</strong></td>
</tr>
<tr>
<td>Kitchen Supplies</td>
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</tr>
<tr>
<td>Labels</td>
</tr>
<tr>
<td>Law Books</td>
</tr>
<tr>
<td>Lawn/Ground Equipment/Supplies</td>
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<tr>
<td>Lead Testing Services</td>
</tr>
<tr>
<td>Legal Services</td>
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<tr>
<td>Lockers</td>
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<td>Locksmith Services</td>
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<tr>
<td>Lumber</td>
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<td>Mailroom Equipment</td>
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<td>Maintenance Services</td>
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<td>Mason Services</td>
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<td>Medical Professional Services</td>
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<tr>
<td>Medical Supplies</td>
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<td>Medical Therapy Services</td>
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<td>Merchandise</td>
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<td>Motor Oil</td>
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<tr>
<td>Musicians</td>
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</tbody>
</table>
THINGS WE PURCHASE

O
Office Equipment/
  Maintenance
Office Supplies

P
Paint Services
Paint Supplies
Paper
Paper Goods
Party Supplies
Performing Arts
Performers
Pesticide
Pharmaceuticals
Photographer
Photographic Supplies
Plastic Liners
Plaster Supplies
Playground Equipment
Plumbing
Police Equipment
Portable Toilets
Printing
Professional Development
  Trainings/Materials
Propane Motor Fuel

R
Radio Equipment/
  Repairs Radios
Referee Services
Real Estate Appraisal
Rock Salt

S
Scaffolding
Scrap Metal
Screen Printing
Security
Seminars
Shirts
Shovels
Shredders
Sign Material
Signs
Snow Removal
Social Support/Health Services
Sports Equipment
Sports Officials
Stamps
Stationery
Stenographic Services
Street Sweeping
  Services/Sweepers

T
Tactical Binoculars
Technical Support
Telephone Equipment
Tires
Toner
Towing Services
Trailers
Training Services/Materials
Transcription Services
Transportation Services
Trees
Tree Maintenance Services
Trophies
T-Shirts
Typewriting Services

V
Vehicle Lifts
  Automotive/Recreational
  Vehicles
Vending Machines

W
Waste Removal Services
Water Treatment Services
Webinar Services
Website Design Services
Window Treatments

X
Xerographic Paper
HOW TO GET A CONTRACT

**STEP 1**
Check our list of THINGS WE PURCHASE, to see if your business fits our goods and services needs.

**STEP 2**
Visit: www.nj.gov/njbusiness/contracting/statewide to obtain a New Jersey Business Registration Certificate from the New Jersey Department of Treasury. If your business is already registered with the State of New Jersey, confirm that your certificate is currently valid before pursuing a contract opportunity.

**STEP 3**
- Goods and Services Less than $44,000: Network with City departments, divisions, and offices that you believe utilize your goods, and or services. The best way to build a relationship with City end users is by sharing information about your business by phone or email.
- Goods and Services Greater than $44,000: Visit www.bidsync.com to register with BidSync, the City’s online bid portal, to view and receive notifications for upcoming bids.

**STEP 4**
- Be prepared to provide an informal quote in writing to City end users in a timely manner.
- Submit bid proposals containing all required documents to the Division of Purchasing on or before the bid due date.

**STEP 5**
Follow up with the City end user once the good or service has been provided to ensure satisfaction and be considered for future opportunities.
HOW TO GET PAID

STEP 1
Complete a New Vendor Form online at www.jerseycitynj.gov/purchasing
*Existing vendors should contact the Division of Purchasing to ensure that all information is current.

STEP 2
Confirm receipt of an email containing a purchase order from the City end user.

STEP 3
Send the City end user an original invoice.

STEP 4
Allow 60 days to receive your payment. Note: the City Council must approve all payments before they are issued.
Visit: www.jerseycitynj.gov/cityhall/citycouncil/citycouncilmeetings to review the City Council Meeting schedule to your payment schedule.
SUPPLIER DIVERSITY

The Office of Diversity and Inclusion manages the City’s supplier diversity program and maintains the Jersey City Supplier Diversity Directory. This tool lists certified diverse suppliers that meet the City’s product and service needs. If your business qualifies as one of the following, visit www.jerseycitynj.gov/odi to register.

Minority-Owned Business Enterprise (MBE)
A firm that is at least 51 percent owned and controlled by African American, Hispanic American, Asian American, and Native American individuals.

Women-Owned Business Enterprises (WBE)
A firm that is at least 51% owned and controlled by women.

Veteran Owned Business (VOB)
A firm that has its principal place of business in the State, is independently owned and operated, and at least 51% of the business is owned and controlled by persons who are veterans.

Disabled Veteran Owned Business (DVOB)
A firm that has its principal place of business in the State, is independently owned and operated, and at least 51% of the business is owned and controlled by persons who are disabled veterans or a business which has its principal place of business in this State and has been officially verified by the United States Department of Veterans Affairs as a service-disabled veteran-owned business for the purpose of department contracts pursuant to federal law.

Disadvantaged Business Enterprises (DBE)
A firm that qualifies as a small business, according to the Small Business Administration (SBA) size standards, and is 51% owned, and controlled by one or more socially and economically disadvantaged individuals whose personal net worth does not exceed $1.32 million. African Americans, Hispanics, Native Americans, Asian-Pacific, Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.
**LBGT Owned Business Enterprise (LGBTE)**
A firm that is majority (at least 51%) owned, operated, managed, and controlled by an LGBT person or persons who are either U.S. citizens or lawful permanent residents.

**Small Business Enterprises (SBE)**
A business independently owned and operated, with management being responsible for both its daily and long-term operation, as well as owning at least 51 percent interest in the business.

- Must be independently owned and operated (management being responsible for both its daily and long-term operation) and own at least 51% equity in the business

- The small business must be a sole proprietorship, partnership, or corporation with 1,000 or fewer employees in full-time positions

To learn more about supplier diversity certifications and the Jersey City Supplier Diversity Program, please contact the Office of Diversity and Inclusion at: diversityandinclusion@jcnj.org or (201)547-5166.
SET-ASIDE GOALS

In accordance with N.J.S.A.40A;11-41-40A;11-49 the city has established a Qualified business set-aside as a means of achieving goals established to address the economic disparities identified in the municipal purchasing that have negatively impacted the City’s historically disadvantaged communities.

The City in collaboration with Purchasing and the Office of Diversity and Inclusion intends to award to Qualified Minority-owned Business, Qualified Women-owned Business Enterprises, Qualified Veteran-owned business Enterprise, Qualified Lesbian, Gay, Bisexual, and Transgender ("LGBT")-owned Business Enterprises, and Qualified Disability-owned Business Enterprises (collectively "M/W/V/LGBT/DBE") the following percentages City Contracts.

- 5% Qualified Minority-owned Business Enterprises
- 10% Qualified Women-owned Business Enterprises
- 4% Veteran-owned Business Enterprises
- 3% Qualified LGBT-owned Business Enterprises
- 3% Qualified Disability-owned Business Enterprises
FREQUENTLY ASKED QUESTIONS

What is a Business Registration Certificate?
A Business Registration Certificate (BRC) provides proof of business registration with the New Jersey Division of Revenue. Vendors doing $6,600 or more of business must have a valid BRC to do business with the City of Jersey City.

Who is the City’s Authorized Contract Agent?
The City’s Authorized Contract Agent is the Director of the Division of Purchasing.

What does “responsible” mean in terms of bidding?
“Responsible” means able to complete the contract in accordance with its requirements, including but not limited to requirements pertaining to experience, moral integrity, operating capacity, financial capacity, credit, and workforce, equipment, and facilities availability.

What does “responsive” mean in terms of bidding?
“Responsive” means conforming in all material respects to the terms and conditions, specifications, legal requirements, and other provisions of the request.

What types of services qualify as professional services?
Professional services refer to services that are rendered or performed by a person authorized to practice a recognized profession. The practice is regulated by law and the services require knowledge acquired by specialized instruction or apprenticeship and training. The performance of work of artistic endeavor may also be referred to as a professional service.

How are bid solicitations shared with the public?
Notices of availability of request for proposal documentation are published on BidSync, the City’s online bid portal, and in an official newspaper of the contracting unit at least 20 days prior to the date established for the submission of proposals. The City will promptly reply to any request by an interested vendor by providing a copy of the request for proposal.

What information is provided in a bid solicitation?
New Jersey Local Public Contracts Law requires municipalities to advertise and solicit all purchases over $44,000. The advertisement must include a description of the products and services to be purchased and the date, time, and place bids will be received and additional information can be obtained.

Are professional services subject to competitive bidding?
New Jersey Local Public Contracts Law allows a municipality to waive the requirements for public bidding for purchases over $44,000 when the services are of a professional nature.
How do I respond to a bid solicitation?
Bid responses may be submitted in person, sent by U.S. certified mail with return receipt requested, or sent by private courier service. All bids must be addressed to the current Purchasing Agent at the following mailing address:

Jersey City Division of Purchasing
280 Grove Street, 1st Floor, Room 116
Jersey City, NJ 07302

Please confirm the active Purchasing Agent at www.jerseycitynj.gov/purchasing.

Bids sent by mail must be received by the Purchasing Agent no later than 4:00 pm on the last City business day before the day of the bid reception. Bids sent by courier service must be delivered to the Purchasing Agent no later than 11:00 am on the day of the bid reception. Bid packages should be placed in an individual sealed envelope addressed to the Purchasing Agent. Before submitting your bid proposal, make sure that your response meets the requirements of the specifications and includes all of the required bid documents. Omission of one or more documents may result in bid rejection.

Can the City withdraw a Bid?
Yes, the City holds the right to withdraw a bid for any of the following reasons:
• The lowest bid substantially exceeds the cost estimates for the goods or services
• The lowest bid substantially exceeds the City’s appropriation for the goods or services
• The City decides to abandon the project for provision or performance of the goods or services
• The City wishes to substantially revise the specifications for the goods or services
• The purposes or provisions of New Jersey Public Contracts Law have been violated
• The City decides to use a State authorized contract

Which Supplier Diversity Certifications does Jersey City recognize?
Jersey City recognizes certifications from the following agencies:
• New Jersey Department of the Treasury
• Port Authority of New York & New Jersey
• New Jersey Transit
• United States Department of Transportation
• United States Small Business Administration
• U.S. Department of Veterans Affairs
• New York & New Jersey Minority Supplier Development Council
• Women’s Business Enterprise National Council
• National Gay Lesbian Chamber of Commerce

Do diverse suppliers need to be certified to get a contract?
No, diversity certifications are not required to participate in Jersey City contracts. However, we strongly recommend that diverse suppliers certify so they can be considered for set-aside opportunities and count toward supplier diversity goals.
<table>
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<tr>
<th>OFFICE/ SERVICE</th>
<th>PHONE NUMBER</th>
<th>HOURS</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Accounts and Controls</td>
<td>(201) 547-5394</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street 2nd Floor, Room 204 Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Alcohol Beverage Control Enforcement Bureau</td>
<td>(201) 547-5370</td>
<td>9am - 2:30pm, Mon - Fri</td>
<td>30 Mall Drive Jersey City, NJ 07302</td>
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<tr>
<td>Architecture</td>
<td>(201) 547-5900</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Animal Control</td>
<td>(201) 547-4888</td>
<td>9:30am - 3:30pm, Mon - Fri</td>
<td>235 Jersey City Blvd Jersey City, NJ 07305</td>
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<tr>
<td>Automotive Maintenance</td>
<td>(201) 547-4420</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<td>Adopt-A-Lot</td>
<td>(201) 547-6840</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Business Administration</td>
<td>(201) 547-5147</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Room 108 Jersey City, NJ 07302</td>
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<tr>
<td>Children’s Health Clinic</td>
<td>(201) 547-6800</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Childhood Lead Poisoning Prevent Program</td>
<td>(201) 547-6800</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>City Clerk</td>
<td>(201) 547-5150</td>
<td>8:30am - 4pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>City Council</td>
<td>(201) 547-5204</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Room 202 Jersey City, NJ 07302</td>
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<td>City Planning</td>
<td>(201) 547-5010</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Commerce</td>
<td>(201) 547-5139</td>
<td>8am - 4pm, Mon - Fri</td>
<td>4 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Community Development</td>
<td>(201) 547-6910/5916/4747</td>
<td>9am - 5pm, Mon - Fri</td>
<td>4 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Construction Code</td>
<td>(201) 547-5055</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>OFFICE/SERVICE</td>
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<td>Cultural Affairs</td>
<td>(201) 547-6921</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<td>Diversity and Inclusion</td>
<td>(201) 547-5166</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07305</td>
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<td>Economic Development</td>
<td>(201) 547-6567</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Employee Health Benefits</td>
<td>(201) 547-5217</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Engineering &amp; Traffic Engineering</td>
<td>(201) 547-4411</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<td>Traffic: (201) 547-4470</td>
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<tr>
<td>Environmental Commission</td>
<td>(201) 547-4632</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Film JC</td>
<td>(201) 547-5083</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Fire Department (Non-Emergency)</td>
<td>(201) 547-4255</td>
<td>9am - 5pm, Mon - Fri</td>
<td>465 Marin Boulevard Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Fire Prevention (Non-Emergency)</td>
<td>(201) 547-4255</td>
<td>9am - 5pm, Mon - Fri</td>
<td>465 Marin Boulevard Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Graffiti Removal</td>
<td>(201) 547-4400</td>
<td>8am - 4pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Health Division</td>
<td>(201) 547-6800</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>(201) 547-6800</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Historic Preservation Commission</td>
<td>(201) 547-5010</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Housing, Economic Development &amp; Commerce</td>
<td>(201) 547-5070</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Housing Code Enforcement</td>
<td>(201) 547-4825/4824</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Human Resources</td>
<td>(201) 547-5217</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Information Technology</td>
<td>(201) 547-4442</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Infrastructure</td>
<td>(201) 547-4727</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
</tr>
<tr>
<td>OFFICE/SERVICE</td>
<td>PHONE NUMBER</td>
<td>HOURS</td>
<td>LOCATION</td>
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<tr>
<td>Innovation</td>
<td>(201) 547-6587</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>JCTV</td>
<td>(201) 547-5808</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Law</td>
<td>(201) 547-5229</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Mayor’s Office</td>
<td>(201) 547-5200</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>(201) 209-6700</td>
<td>9am - 5pm, Mon - Fri</td>
<td>365 Summit Avenue Jersey City, NJ 07306</td>
</tr>
<tr>
<td>Municipal Prosecutor</td>
<td>(201) 209-6755</td>
<td>8:30am - 4:30pm, Mon - Fri</td>
<td>365 Summit Avenue Jersey City, NJ 07306</td>
</tr>
<tr>
<td></td>
<td>Fax: (201) 459-9173</td>
<td></td>
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<tr>
<td>Municipal Public Defender</td>
<td>(201) 209-6761</td>
<td>9am - 5pm, Mon - Fri</td>
<td>365 Summit Avenue Jersey City, NJ 07306</td>
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<tr>
<td>Neighborhood Improvement Districts</td>
<td>(201) 547-5970</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Parking</td>
<td>(201) 547-5538</td>
<td>8am - 5pm, Mon - Fri</td>
<td>394 Central Avenue Jersey City, NJ 07307</td>
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<tr>
<td>Parks and Forestry</td>
<td>(201) 547-4449</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Police Department (Non-Emergency)</td>
<td>(201) 547-5477</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Journal Square Plaza Jersey City, NJ 07306</td>
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<td></td>
<td>Emergency: 911</td>
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<tr>
<td>Preventative Medicine Clinic/ STD/HIV</td>
<td>(201) 547-5535</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Public Safety (Non-Emergency)</td>
<td>(201) 547-5150/4239</td>
<td>9am - 5pm, Mon - Fri</td>
<td>465 Marin Boulevard Jersey City, NJ 07302</td>
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<tr>
<td>Public Works</td>
<td>(201) 547-4400</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Purchasing</td>
<td>(201) 547-5155</td>
<td>8:30am - 4:30pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Real Estate</td>
<td>(201) 547-5234</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Recreation</td>
<td>(201) 547-5003</td>
<td>9am - 5pm, Mon - Fri</td>
<td>Caven Point Complex 1 Chapel Avenue Jersey City, NJ 07305</td>
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<tr>
<td>OFFICE/SERVICE</td>
<td>PHONE NUMBER</td>
<td>HOURS</td>
<td>LOCATION</td>
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<tr>
<td>Resident Response Center</td>
<td>(201) 547-4900</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Risk Management</td>
<td>(201) 547-5034</td>
<td>9am - 5pm Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Sanitation</td>
<td>(201) 547-2629</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Senior Affairs</td>
<td>(201) 547-5750/4992</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Senior Nutrition</td>
<td>(201) 547-6808/5750</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Solid Waste/Recycling</td>
<td>(201) 547-4400</td>
<td>9am - 5pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Sustainability</td>
<td>(201) 547-4632</td>
<td>9am - 4:30pm, Mon - Fri</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
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<tr>
<td>Tax Assessor</td>
<td>(201) 547-5131</td>
<td>8am - 4pm, Mon - Fri</td>
<td>4 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Tax Abatement &amp; Compliance</td>
<td>(201) 547-4538</td>
<td>8:30am - 4:30am, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Tax Abatements Management</td>
<td>(201) 547-5188</td>
<td>8:30am - 4:30pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
</tr>
<tr>
<td>Tenant and Landlord Relations</td>
<td>(201) 547-5127</td>
<td>8:30am - 4:30pm, Mon - Fri</td>
<td>4 Jackson Square Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Treasury and Debt Management</td>
<td>(201) 547-4985</td>
<td>9am - 5pm, Mon - Fri</td>
<td>280 Grove Street Jersey City, NJ 07302</td>
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<tr>
<td>Veterans Affairs</td>
<td>(201) 547-4919</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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<tr>
<td>Women, Infants and Children Program</td>
<td>(201) 5547-6842</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
</tr>
<tr>
<td>Zoning Enforcement</td>
<td>(201) 547-4832</td>
<td>9am - 5pm, Mon - Fri</td>
<td>1 Jackson Square Jersey City, NJ 07305</td>
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</tbody>
</table>
AUTONOMOUS AGENCIES

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>PHONE NUMBER</th>
<th>LOCATION</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey City Free Public Library</td>
<td>(201) 547-4500 or</td>
<td>Main Library 472 Jersey Avenue</td>
<td><a href="http://www.jclibrary.org">www.jclibrary.org</a></td>
</tr>
<tr>
<td></td>
<td>(201) 547-4788</td>
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<tr>
<td>Jersey City Housing Authority</td>
<td>(201) 706-4676</td>
<td>400 U.S. Highway 1 (Marion Gardens) Jersey City, NJ 07306</td>
<td><a href="http://www.jerseycityha.org">www.jerseycityha.org</a></td>
</tr>
<tr>
<td>Jersey City Economic Development Corporation</td>
<td>(201) 284-9478 or</td>
<td>298 Academy Street Jersey City, NJ 07306</td>
<td><a href="http://www.jcedc.org">www.jcedc.org</a></td>
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<tr>
<td></td>
<td>(201) 284-8609</td>
<td></td>
<td><a href="http://www.jcsmallbiz.com">www.jcsmallbiz.com</a></td>
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<tr>
<td>Jersey City Small Business Services</td>
<td></td>
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<tr>
<td>Jersey City Municipal Utilities Authority</td>
<td>(201) 432-1150</td>
<td>13-15 Linden Ave East Jersey City, NJ 07305</td>
<td><a href="http://www.jcmuaj.com">www.jcmuaj.com</a></td>
</tr>
<tr>
<td>Jersey City Redevelopment Agency (JCRA)</td>
<td>(201) 762-0819</td>
<td>4 Jackson Square Jersey City, NJ 07305</td>
<td><a href="http://www.thejcra.org">www.thejcra.org</a></td>
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</tbody>
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IMPORTANT LINKS

Jersey City Website
https://jerseycitynj.gov

Jersey City Office of Diversity and Inclusion Website
https://jerseycitynj.gov/odi

Business Registration Certificate
https://www.state.nj.us/treasury/revenue/busregcert.shtml

New Vendor Form
www.cognitoforms.com/JerseyCityOfficeOfInnovation/newvendorregistrationform

Supplier Diversity Directory
www.cognitoforms.com/CityOfJerseyCity1/supplierdiversitydirectoryregistrationform

City Council Meeting Schedule
www.jerseycitynj.gov/CityHall/CityCouncil/CityCouncilMeetings

BidSync/Periscopes2G
https://prod.bidsync.com