

# ***JERSEY CITY*** *wants to do* *business with **YOU***



**C**  
JERSEY  
**TY**



JERSEY CITY  
OFFICE OF  
**DIVERSITY &  
INCLUSION**



# MESSAGE from the MAYOR

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](http://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

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# 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](http://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.

# THINGS WE PURCHASE

## A

Accounting Services  
Air Conditioners  
Air Filter  
Arborist Supplies  
Architectural  
Professional Services  
Artist Services  
Arts and Crafts  
Automotive Repairs  
Automotive Supplies

## B

Bags  
Banners  
Batteries  
Binders  
Body Armor  
Bottled Water  
Braille Labeler  
Building Maintenance  
Building Security Systems  
Business Cards

## C

Calendars  
Cameras  
Catering  
Chargers  
Chemicals  
Cleaning  
Coffee  
Computer Hardware/Software  
Computer Repairs  
Computers  
Concrete  
Cones  
Construction  
Consulting Services  
Copywriting  
Criminal Investigation  
Equipment/Supplies

## D

Defibrillators  
Door Installation/Repairs

## E

Educational Materials  
Electrical Supplies  
Elevator Maintenance/Repair  
Embroidery  
Engines  
Engineering Professional  
Services  
Entertainment Services  
Envelopes  
Environmental Specialists  
Equipment Rentals  
Equipment Repairs  
Event Planning  
Extermination Services  
Eye Wash Stations

## F

Feminine Hygiene Product  
Fencing/Related Supplies  
Fertilizer  
Financial Services  
Fitness Instruction  
Fire Equipment  
Flags  
Floats  
Flooring  
Flowers  
Folders  
Food Concessions  
Food Services  
Fuel  
Furniture

## G

Garbage Removal  
Gauze  
Generator  
Gloves  
Goggles  
Graphic Design

## H

Hardware  
Health Coaching Services  
Health Supplies  
HVAC Maintenance/Repairs  
HVAC Systems

## I

Incandescent/  
Fluorescent Supplies  
Industrial Catalog  
Installation/Repairs  
Intercom  
Interpreter Services  
Irrigation Repair

## J

Janitorial Supplies/Services

## K

Kitchen Supplies

## L

Labels  
Law Books  
Lawn/Ground  
Equipment /Supplies  
Lead Testing Services  
Legal Services  
Lockers  
Locksmith Services  
Lumber

## M

Mailroom Equipment  
Maintenance Services  
Mason Services  
Medical Professional  
Services  
Medical Supplies  
Medical Therapy Services  
Merchandise  
Motor Oil  
Musicians

# 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

## U

Uniforms

## 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](http://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.

Goods and Services  
Less than \$44,000

## STEP 3

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.

## STEP 4

Be prepared to provide an informal quote in writing to City end users in a timely manner.

Goods and Services  
Greater than \$44,000

## STEP 3

Visit [www.bidsync.com](http://www.bidsync.com) to register with BidSync, the City's online bid portal, to view and receive notifications for upcoming bids.

## STEP 4

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](http://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](http://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](http://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.

## **LGBT 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](mailto: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 requires 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](http://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.

# MUNICIPAL OFFICES & SERVICES

OFFICE/ SERVICE	PHONE NUMBER	HOURS	LOCATION
Accounts and Controls	(201) 547-5394	9am - 5pm, Mon - Fri	280 Grove Street 2nd Floor, Room 204 Jersey City, NJ 07302
Alcohol Beverage Control Enforcement Bureau	(201) 547-5370	9am - 2:30pm, Mon - Fri	30 Mall Drive Jersey City, NJ 07302
Architecture	(201) 547-5900	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Animal Control	(201) 547-4888	9:30am - 3:30pm, Mon - Fri	235 Jersey City Blvd Jersey City, NJ 07305
Automotive Maintenance	(201) 547-4420	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Adopt-A-Lot	(201) 547-6840	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Business Administration	(201) 547-5147	9am - 5pm, Mon - Fri	280 Grove Street Room 108 Jersey City, NJ 07302
Children's Health Clinic	(201) 547-6800	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Childhood Lead Poisoning Prevent Program	(201) 547-6800	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
City Clerk	(201) 547-5150	8:30am - 4pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
City Council	(201) 547-5204	9am - 5pm, Mon - Fri	280 Grove Street Room 202 Jersey City, NJ 07302
City Planning	(201) 547-5010	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Commerce	(201) 547-5139	8am - 4pm, Mon - Fri	4 Jackson Square Jersey City, NJ 07305
Community Development	(201) 547-6910/ 5916/ 4747	9am - 5pm, Mon - Fri	4 Jackson Square Jersey City, NJ 07305
Construction Code	(201) 547-5055	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305

OFFICE/ SERVICE	PHONE NUMBER	HOURS	LOCATION
Cultural Affairs	(201) 547-6921	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Diversity and Inclusion	(201) 547-5166	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07305
Economic Development	(201) 547-6567	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Employee Health Benefits	(201) 547-5217	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Engineering & Traffic Engineering	(201) 547-4411 Traffic: (201) 547-4470	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Environmental Commission	(201) 547-4632	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Film JC	(201) 547-5083	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Fire Department (Non-Emergency)	(201) 547-4255	9am - 5pm, Mon - Fri	465 Marin Boulevard Jersey City, NJ 07302
Fire Prevention (Non-Emergency)	(201) 547-4255	9am - 5pm, Mon - Fri	465 Marin Boulevard Jersey City, NJ 07302
Graffiti Removal	(201) 547-4400	8am - 4pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Health Division	(201) 547-6800	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Health & Human Services	(201) 547-6800	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Historic Preservation Commission	(201) 547-5010	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Housing, Economic Development & Commerce	(201) 547-5070	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Housing Code Enforcement	(201) 547-4825/4824	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Human Resources	(201) 547-5217	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Information Technology	(201) 547-4442	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Infrastructure	(201) 547-4727	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305



OFFICE/ SERVICE	PHONE NUMBER	HOURS	LOCATION
Innovation	(201) 547-6587	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
JCTV	(201) 547-5808	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Law	(201) 547-5229	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Mayor's Office	(201) 547-5200	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Municipal Court	(201) 209-6700	9am - 5pm, Mon - Fri	365 Summit Avenue Jersey City, NJ 07306
Municipal Prosecutor	(201) 209-6755 Fax: (201) 459-9173	8:30am -4:30pm, Mon - Fri	365 Summit Avenue Jersey City, NJ 07306
Municipal Public Defender	(201) 209-6761	9am - 5pm, Mon - Fri	365 Summit Avenue Jersey City, NJ 07306
Neighborhood Improvement Districts	(201) 547-5970	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Parking	(201) 547-5538	8am - 5pm, Mon - Fri	394 Central Avenue Jersey City, NJ 07307
Parks and Forestry	(201) 547-4449	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Police Department (Non-Emergency)	(201) 547-5477 Emergency: 911	9am - 5pm, Mon - Fri	1 Journal Square Plaza Jersey City, NJ 07306
Preventative Medicine Clinic/ STD/HIV	(201) 547-5535	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Public Safety	(Non-Emergency) (201) 547-5150/4239	9am - 5pm, Mon - Fri	465 Marin Boulevard Jersey City, NJ 07302
Public Works	(201) 547-4400	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Purchasing	(201) 547-5155	8:30am -4:30pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Real Estate	(201) 547-5234	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Recreation	(201) 547-5003	9am - 5pm, Mon - Fri	Caven Point Complex 1 Chapel Avenue Jersey City, NJ 07305

<b>OFFICE/ SERVICE</b>	<b>PHONE NUMBER</b>	<b>HOURS</b>	<b>LOCATION</b>
Resident Response Center	(201) 547-4900	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Risk Management	(201) 547-5034	9am - 5pm Mon - Fri	280 Grove Street Jersey City, NJ 07302
Sanitation	(201) 547-2629	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Senior Affairs	(201) 547-5750/4992	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Senior Nutrition	(201) 547-6808/5750	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Solid Waste/Recycling	(201) 547-4400	9am - 5pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Sustainability	(201) 547-4632	9am - 4:30pm, Mon - Fri	13-15 Linden Ave East Jersey City, NJ 07305
Tax Assessor	(201) 547-5131	8am - 4pm, Mon - Fri	4 Jackson Square Jersey City, NJ 07305
Tax Abatement & Compliance	(201) 547-4538	8:30am - 4:30am, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Tax Abatements Management	(201) 547-5188	8:30am - 4:30pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Tenant and Landlord Relations	(201) 547-5127	8:30am - 4:30pm, Mon - Fri	4 Jackson Square Jersey City, NJ 07305
Treasury and Debt Management	(201) 547-4985	9am - 5pm, Mon - Fri	280 Grove Street Jersey City, NJ 07302
Veterans Affairs	(201) 547-4919	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Women, Infants and Children Program	(201) 5547-6842	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305
Zoning Enforcement	(201) 547-4832	9am - 5pm, Mon - Fri	1 Jackson Square Jersey City, NJ 07305

# AUTONOMOUS AGENCIES

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

## 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.cognitofrms.com/JerseyCityOfficeOfInnovation/newvendorregistrationform](http://www.cognitofrms.com/JerseyCityOfficeOfInnovation/newvendorregistrationform)

### Supplier Diversity Directory

[www.cognitofrms.com/CityOfJerseyCity1/supplierdiversitydirectoryregistrationform](http://www.cognitofrms.com/CityOfJerseyCity1/supplierdiversitydirectoryregistrationform)

### City Council Meeting Schedule

[www.jerseycitynj.gov/CityHall/CityCouncil/CityCouncilMeetings](http://www.jerseycitynj.gov/CityHall/CityCouncil/CityCouncilMeetings)

### BidSync/Periscopes2G

<https://prod.bidsync.com>

**OFFICE OF DIVERSITY  
AND INCLUSION**

**280 Grove Street  
3rd Floor, Room 320  
Jersey City, NJ 07302  
(201) 547-5166  
diversityandinclusion@jcnj.org  
jerseycitynj.gov/ODI**

 @jc\_odi     @JerseyCityODI

**DIVISION OF PURCHASING**

**280 Grove Street  
1st Floor, Room 116  
Jersey City, NJ 07307  
(201) 547-5156**



**JERSEY CITY**  
**OFFICE OF**  
**DIVERSITY &  
INCLUSION**