

PUBLIC NOTICE
Request for Proposals for “CREDIT CARD PROCESSING SERVICES”
for the Town of West New York Parking Authority

RFP FOR CREDIT / DEBIT CARD PROCESSING SERVICES

The West New York Parking Authority (WNYPA) is requesting quotes from vendors for the purpose of processing credit / debit card transactions for multiple systems, including parking meters, parking pay stations, parking pay by cell (TBD), parking garages, website payments (Future), and manual payment units. The contract shall be for a period of 1 year. The term of the contract may be extended for two (2) additional one (1) year periods at the sole option of WNYPA.

PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be held. To facilitate the clarification of requirements, proposers are requested to submit, in writing via email, any questions they may have by 10:00 A.M. on 01/15/2019. Any interpretation made to prospective proposers, will be conveyed in writing or email to all prospective proposers no later than 3:00 P.M. on 01/18/2019.

- Questions should be submitted via email to Executive Director Amiris Perez at aperez@wnypanj.com and Purchasing Agent Steven Rodas at srodas@wnypanj.com.

PROPOSAL DUE DATE AND FORMAT

Request for Proposals will be received by the Executive Director of the West New York Parking Authority, in the County of Hudson, New Jersey, at the Parking Authority, 224-60th Street, West New York, N.J. on January 29, 2019 no later than 10:00 a.m., in accordance with the Request for Proposals now on file in the office of the Executive Director, 224-60th Street, West New York, N.J. telephone no. 201-295-1575; aperez@wnypanj.com, where same may be obtained during office hours from 8:00 a.m. to 5:00 p.m.

All RFPs shall be submitted in sealed envelopes addressed to the Executive Director of The West New York Parking Authority, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Request for Proposals”** followed immediately below those words in letters not less than one half inch high: **“Request for Proposals for Credit Card Processing Services for the West New York Parking Authority”** and underneath that **“To be received on the 29th day of January, 2019 by 10:00 a.m.”** **Proposals will not be accepted by facsimile transmission or e-mail.**

Proposals shall be submitted using white 8.5” x 11” paper and shall be in accordance with the specifications contained in the Request for Proposals.

In order for RFPs to be accepted by mail or courier, the RFPs must be placed in an outer envelope, and be clearly marked in the same manner as set forth above, with the same size and information.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.