**SOLICITATION FOR PROPOSALS PURSUANT TO N.J.S.A. 40:A11-4.1 et seq., THE COMPETITIVE CONTRACTING PROCESS**

**NOTICE POSTED: April 16, 2026**
**DUE DATE: MAY 7, 2026 @ 10:00 A.M.** prevailing time
**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on **MAY 7, 2026 @ 11:30 A.M.**

## PUBLIC NOTICE.

## Solicitation for Proposals ("SFP") for

## "CREDIT CARD PROCESSING SERVICES"

## for the City of Bayonne Municipal Court

SFP FOR CREDIT / DEBIT CARD PROCESSING SERVICES

The City of Bayonne ("City") Municipal Court (COBMC) is soliciting proposals from vendors for the purpose of processing credit/debit card transactions for manual future payment units related to the City's Municipal Court. The contract shall be for a period of one (1) year with four (4) possible one (1) year options to renew at the City's sole discretion.

PROPOSAL DUE DATE AND FORMAT

Responses to this SFP will be received by the Purchasing Agent, at City Hall, Room 29A, 630 Avenue C, Bayonne, New Jersey 07002 on or before May 7, 2026 no later than 10:00 a.m.

All responses to this SFP shall be submitted in sealed envelopes addressed to the Purchasing Agent at Room 29A, 630 Avenue C, Bayonne, NJ 07002. The envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch, the words **"Solicitation for Proposals"** followed immediately below those words in letters not less than one-half inch high: **"Credit Card Processing Services for the City of Bayonne Municipal Court."** 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 SFP.

In order for SFPs to be accepted by mail or courier, the SFPs 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 Competitive Contracting pursuant to (N.J.S.A. 40A:11-4.1 et seq.)

PROPOSAL ACCEPTANCE

The City of Bayonne reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this solicitation and to waive any minor irregularities. Further, the City

of Bayonne reserves the right to make a whole award, partial award, or no award at all.

NOTICE TO PROSPECTIVE PROPOSERS

Before submitting a proposal, prospective proposers shall become fully informed as to the extent and character of the work required and are expected to be completely familiar with the requirements of this solicitation and scope of work. Failure to do so will not relieve the prospective proposer of responsibility to fully perform in accordance herewith. No consideration will be granted for any alleged misunderstanding of the work to be done. It is understood that the submission of a proposal, if accepted, shall become part and parcel to the Contract with all of the items and conditions referred to herein.

**Any changes to this solicitation will be posted to the City of Bayonne's website at: www.bayonnenj.org.**

GENERAL INFORMATION

The City of Bayonne is soliciting proposals from interested persons and/or firms for the provision of Credit Card Processing Services for the City of Bayonne Municipal Court ("Services"), as more particularly described herein. Through a public process described herein, persons and/or firms interested in applying to the City of Bayonne for the provision of such Services must prepare and submit a proposal in accordance with the procedure and schedule in this SFP. The City of Bayonne will review only proposals that include all the required information as described herein as it intends to award a contract to persons and/or firms that (a) possess the capabilities to provide the proposed Services; (b) will agree to work under the terms and conditions set forth herein and in attached Addendum; and (c) have demonstrated the capability and willingness to provide high quality services to the City of Bayonne.

The City of Bayonne Municipal Court plans to accept Visa, MasterCard, and Discover**. Proposals must include** processing for transactions at the violations window.

Following is a table of estimated annual activity for the ticket window, showing the estimated aggregate number of credit/debit card transactions and the estimated aggregate dollar volume of such transactions.

The quantities of transactions set forth below are for information purposes only and do not reflect the actual amount of transactions the awarded party will process as awardee of the contract. Rather, the quantities represent the City of Bayonne's Municipal Court best estimate of its requirements. Actual quantities may be more or less.

| LOCATION | ANNUAL TRANSACTIONS | ANNUAL VOLUME |
|---|---|---|
| Violations Window | Est Min 2,500 | Estimated 75,000 to 250,000 |

EXECUTIVE SUMMARY

- Each vendor shall submit an Executive Summary that explains the vendors understanding of COBMC's intent, any challenges that COBMC faces related to credit / debit card acceptance and how the vendor will achieve these objectives.

- The Executive Summary should provide a detailed implementation plan for program start-up with dates and major milestones, deployment process, and a performance plan.
- This section should highlight aspects of your SFP response that makes it superior or unique in addressing the specific needs of COBMC compared to other prospective proposers.

NETWORK, SETTLEMENT, REPORTING:

- What is your daily cutoff for settlement timing?
- For each day of sales, provide the timing of the deposit of funds to our bank.
    - How / when settlement amounts are communicated to us?
- Describe your chargeback processing and notification procedures.
    - Is information accessible online daily for batch detail, chargebacks, monthly statements?
- Provide samples of standard reports.
- What lease or buy programs do you offer to process with you?

SERVICE QUALITY

- Describe your customer service support.
    - o Is customer service provided in-house or by a 3rd party?
    - o Where is customer support located during normal business hours EST? (ie: in the US or outside the US)
- What are the telephone hours of support?
- What is the expected response time for any customer service inquiries?
- What is the process for adding/closing merchant accounts?
- What contingency plans exist if systems are down during card authorization?

SECURITY & COMPLIANCE

- Describe your cardholder security during and after transaction processing.
- Are you and any 3rd party processors in compliance with all PCI DSS standards?
- What other security measures would we need to process with you?
- How would you support our PCI compliance efforts?

DISASTER RECOVERY

- Describe your backup systems, including dependencies on telecom and other utilities.

- Describe your "hot-site" backup capabilities in the event of a complete site failure.
- What is the expected timing for becoming operational if a catastrophe were to occur?
- Describe your procedures for communicating alternative processing procedures to clients.

PRICING / FEES

Provide Pricing Detail for the Following:

PROCESSING FEES – ONLY Interchange PLUS Pricing will be accepted

Interchange + 0.xx% + $0.yy per transaction (for Visa / MasterCard / Discover)

xx = _____
yy = _____

Discounted Interchange fees for unattended and/or mobile debit transactions

PROVIDE ANY EXCEPTIONS TO PUBLISHED INTERCHANGE RATES AND QUANTIFY ANY POTENTIAL SAVINGS FOR COBPU.

Please fill in each of the following:

- Start-up Fees
  - Application Fee $_____per merchant account
  - Reprogramming Fee $_____per terminal
  - Debit Set-up Fee $_____per merchant account
  - Misc. Start-up Fee $_____
- Monthly Fees
  - Monthly Service $_____
  - ACH Reject Fee $_____per occurrence
  - Minimum Monthly Processing Fee $_____per month
  - Regulatory Product $_____per month
  - Monthly Statement $_____per month
  - MC Merchant Monthly $_____per month
  - Misc. Monthly Fees $_____per month
- Annual Fees
  - Annual PCI Compliance / Scan $_____annually
- Ongoing Consulting Fee - $_____per hour
- Early Termination Fee $_____per merchant account
- Chargeback Fee $_____per chargeback

- Retrieval Fee $_____ per retrieval

- MC Acquirer CNP AVS Fee $_____
- MC Cross Border Fee USD _____%
- US Cross Border Fee, Non USD _____%
- MC NABU Fee $_____
- MC Access Fee $_____
- MC Processing Integrity Fee $_____
- MC Kilobyte Trans Fee $_____
- MC License Per Item Fee $_____
- MC License Volume Fee _____%
- MC CVC2 Fee $_____
- MC Digital Enablement Fee _____%

- Visa Access Fee $_____
- Visa Int'l Service Fee BASE _____%
- Visa Int'l Service Fee ENH _____%
- Visa Int'l Acquirer Fee _____%
- Visa Zero Amt. + AVS Fee $_____
- Visa Zero Amount Fee $_____
- Visa Zero Floor Limit Fee $_____
- Visa Misuse of Auth Fee $_____
- Visa Auth Processing Fee $_____
- Visa Auth Processing Fee (Debit) $_____

- Discover Auth Network Fee $_____
- Discover Int'l Processing Fee _____%
- Discover Int'l Service Fee _____%
- Discover Data Usage Fee $_____

CONTRACT AWARD RECOMMENDATION

COBMC will award the contract to the responsive and responsible vendor whose proposal is determined to be the best value to COBMC. In determining a vendor's responsibility, COBMC shall consider:

1. The overall cost to COBMC;
2. The ability, capacity and skill of the vendor to provide the service required successfully;
3. The character, integrity, reputation, judgment, experience and efficiency of the vendor;
4. The quality of the performance of previous contracts or services performed for COBMC or other customers similar to COBMC; and
5. The sufficiency of the financial and operational resources and ability of the vendor to provide the services.

**SOLICITATION FOR PROPOSALS PURSUANT TO THE COMPETITIVE CONTRACTING PROCESS PURSUANT TO N.J.S.A. 40:A11-4.1 et seq.**

**NOTICE POSTED: April 16, 2026**
**DUE DATE: MAY 7, 2026 @ 10:00 A.M.** prevailing time
**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on **MAY 7, 2026 @ 11:30 A.M.**

**ADDENDUM TO SFP FOR**
**CREDIT CARD PROCESSING SERVICES FOR THE**
**CITY OF BAYONNE MUNICIPAL COURT**

**SOLICITATION FOR PROPOSALS PURSUANT TO N.J.S.A. 40:A11-4.1 et seq., THE COMPETITIVE CONTRACTING PROCESs**

**NOTICE POSTED: April 16, 2026**
**DUE DATE: MAY 7, 2026 @ 10:00 A.M.** prevailing time
**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on **MAY 7, 2026 @ 11:30 A.M.**

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 29A, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the "Client/Owner," "City of Bayonne" and/or "City") is seeking Proposals for Service Providers (hereinafter referred to in this notice and the various submission documents as the "respondent," "provider," "contractor," "submitting party," "applicant," "vendor," and/or "service provider") for the following services in accordance with a competitive contracting process as defined in the New Jersey Competitive Contracting Law (N.J.S.A. 40A:11-4.1 et seq..):

The CITY OF BAYONNE is soliciting responses/proposals to the City's Solicitation for Proposals (SFP) for the provision of the following services:

**CREDIT CARD PROCESSING SERVICES FOR THE CITY OF BAYONNE MUNICIPAL COURT ("SERVICES")**

**CONTRACT TERM:**

The contract time period will be for a period not to exceed one (1) year commencing from the date of the fully executed contract with four (4) possible one (1) year options to renew at the City's sole discretion.

**GENERAL REQUIREMENTS:**

THE RESPONDING FIRM OR ENTITY MUST OBTAIN THE SOLICITATION PACKAGE AND COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.

**INSURANCE AND INDEMNIFICATION:**

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

**INSURANCE REQUIREMENTS:**

**Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6.

**General Liability Insurance**

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than $1,000,000 for any occurrence and $2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

**Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less than $1,000,000 for any one occurrence and $2,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

**Professional Liability Insurance and/or Malpractice Insurance**

Professional liability insurance and/or malpractice insurance covering contractor for claims arising from its representation of the municipality with limits of not less than $1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

**CERTIFICATES OF THE REQUIRED INSURANCE**

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

**INDEMNIFICATION**

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

**WORK PRODUCT/DELIVERABLES:**

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

**OPRA COMPLIANCE:**

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

**FEE SCHEDULE:**

Complete the cost proposal under Section “PRICING/FEES” provided within the SFP for Credit Card Processing Services for the City of Bayonne Municipal Court.

**EVALUATION PROCESS:**

An evaluation team will review all responses/proposals to the SFP in accordance with N.J.A.C. 5:34-4.2,

1. Technical criteria: Twenty-five (25%) percent

    i. Proposed methodology:

        (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

        (2) Is the vendor's proposal complete and responsive to the specific SFP requirements?

        (3) Has the past performance of the vendor's proposed methodology been documented?

        (4) Does the vendor's proposal use innovative technology and techniques?

    ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management criteria: Twenty-five (25%) percent

    i. Project management:

        (1) How well does the proposed scheduling timeline meet the contracting unit's needs?

        (2) Is there a project management plan?

    ii. History and experience in performing the work:

        (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?

        (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?

        (3) Does the vendor document industry or program experience?

        (4) Does the vendor have a record of moral integrity?

    iii. Availability of personnel, facilities, equipment and other resources: (1) To what extent does the vendor rely on in-house resources vs. contracted resources?

(2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

(1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?

(2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?

(3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria: Fifty (50%) percent

i. Cost of goods to be provided or services to be performed:

(1) Relative cost: How does the cost compare to other similarly scored proposals?

(2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

(1) If required, are suitable bonds, warranties, or guarantees provided?

(2) Does the proposal include quality control and assurance programs?

iii. Vendor's financial stability and strength:

(1) Does the vendor have sufficient financial resources to meet its obligations?

## BASIS OF AWARD EVALUATION CRITERIA

**Credit Card Processing Services for the**
**City of Bayonne Municipal Court**
**Term: Not to exceed One (1) Year commencing the date of the fully executed contract with Four (4) Possible one (1) Year Extensions at the City's Sole Discretion**

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in the proposal for each category as listed below. The highest total score shall be the basis for the contract award.

| EVALUATION CRITERIA | SCORE/ POINTS |
|---|---|
| **TECHNICAL CRITERIA POSSIBLE 25 POINTS** | |
| Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives; Vendor's response/proposal is complete and responsive to the technical SFP requirements; | |
| **MANAGEMENT CRITERIA POSSIBLE 25 POINTS** | |
| History and experience in performing similar work; Availability of personnel, facilities, equipment, etc.; Qualification and experience of support personnel; Comprehensive work plan and schedule, if applicable; Proof of licensure, if applicable | |
| **COST CRITERIA** | |

| POSSIBLE 50 POINTS | |
|---|---|
| Cost of goods/services to be provided; Quality and quantity of vendor's services to previous clientele; Vendor's financial ability to meet obligations | |
| **POINT TOTALS** | |

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:
1. Are to be submitted on "The Standardized SFP SUBMISSION FORMS" and
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Solicitation for Qualifications/Proposals."
The above mentioned standardized documents are available on the City of Bayonne Website (http://www.BayonneNJ.org) under the heading "SFP" by clicking on the following links: "View General Instructions Here" and "View Submission Forms Here." Should you be unable to obtain these from the website, copies of the solicitation package are also available at the Office of the Purchasing Agent, 630 Avenue C, 1st Floor, Rm. 29A, Bayonne, NJ 07002. The Purchasing Department is open during regular business hours, 8 :30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:**
1. The above noted Standardized Professional Service SFP SUBMISSION FORMS which include:
a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
b. A signed and notarized "Non-Collusion Affidavit."
c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "http://www.state.nj.us/treasury/revenue/busregcert.htm".
3. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at https://www.njportal.com/dor/businessrecords/.
4. Disclosure of Investment Activities in Iran.
5. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus pursuant to P.L.2022.c.3.
6. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this SFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**
Sealed responses/proposals must be received in the Office of the Purchasing Agent, 630 Avenue C, 1st Floor, Room 29A, Bayonne, New Jersey 07002 on or before the date and time ("due date") set forth in this notice (also referred to as the "submission deadline"). The Purchasing Agent and/or her designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

**NOTICE POSTED: April 16, 2026**
**DUE DATE: MAY 7, 2026 @ 10:00 A.M.** prevailing time
**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on **MAY 7, 2026 @ 11:30 A.M.**