

**BLOOMFIELD PARKING AUTHORITY**  
**PUBLIC NOTICE FOR THE SOLICITATION OF**  
**PROFESSIONAL SERVICE CONTRACTS**  
**FOR ACCOUNTING SERVICES**

**NOTICE IS HEREBY GIVEN** that sealed submissions will be received by the Authority Executive Director, or designated representative for the Bloomfield Parking Authority, State of New Jersey no later than 2:00 P.M. on June 4, 2015 prevailing time, at 230 Broad Street, Upper Level, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Authority's Office, Bloomfield Parking Authority, 230 Broad Street, Upper Level, Bloomfield, New Jersey 07003, Attn: Executive Director.

Standardized Submission Requirements and selection criteria are on file and available in the Authority's Office and on the internet at [www.bloomfieldparking.org](http://www.bloomfieldparking.org) under the Quick Links section, Bid Requests and RFP's.

Submission packages may be obtained at the Authority's Office, (973) 680-8960, during regular business hours, 8:30 A.M. to 5:00 P.M., Monday through Saturday, excluding holidays.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Authority reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Authority. The Authority shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Board of Commissioners of the Bloomfield Parking Authority, Essex County, New Jersey.

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Glenn Domenick, Executive Director

Dated: May 21, 2015

## **BLOOMFIELD PARKING AUTHORITY**

### **SCOPE OF FINANCIAL ACCOUNTING & REPORTING AND PAROLL SERVICES**

Mandatory responsibilities and requirements of the position shall include, but will not be limited to the following:

#### **General Accounting:**

Posting of all cash receipt and disbursement transactions as well as receivable and payable transactions to General Ledger.

Prepare monthly general ledger and financial reports detailing all revenues, encumbrances, expenditures, and other fund balance transactions of the Authority.

Preparation of financial reports for the Board.

Reconcile all bank accounts

Annually process and prepare IRS forms 1099's and 1096

Prepare documentation for Board meetings such as the Bill list for inclusion of all payment of claims.

Assist staff and departments with utilization of a remote purchase requisition system

Provide required details to external auditors.

All records will be maintained by the proposer.

#### **Accounts Payable:**

Process purchase requisitions and prepare purchase orders.

Process purchase orders and obtain required vendor certification of goods and services provided.

Invoice claims on a monthly basis as scheduled and prepare a bill list for approval by the Executive Director and presented to the Board monthly.

Prepare checks for the necessary claims of the Authority.

Implement remote purchase requisition system to be used by the various departments of the Authority to facilitate the processing of requisitions and purchase orders.

Maintain encumbrance system which includes updating for temporary and adopted budgets as well as transfers between budget line items

Prepare monthly reports detailing by budget line item the budgeted amount, modified budget amount, encumbrances, expenditures, and available balances.

All other data processing necessary for the accounts payable process as required to carry out the above tasks.

### **Monthly reporting**

Updation of bank statement receipt status and follow-up for pending statements

Bank Reconciliation

Cash Flow Statement

Vendor wise expense summary

Monthly Financial Package

Budget comparison and Variance analysis

Monthly Executive notes preparation

Approved Disbursement for Website

Finance Presentation for Board Meeting

Analysis and research on Revenue & Expense by category

Identifying Capital Expenditure to record appropriately in books

Balance sheet drill down to analyze assets & liabilities

### **Financial planning and Analysis**

Prepare package for the Board to include analysis and presentation on:

Budget to actual comparison,

Operating Revenues by category analysis

Non-Operating Revenues analysis

Operating Expenses by category analysis

Non-Operating expenses analysis

Permit Utilization analysis

### **Statutory Compliances**

IROC Quarterly Filing

1099 Yearly Filing

NJ Dept. of Labor and Workforce Development - Quarterly Assessment Fee

NJ Division of Pension and Benefits - Annual Employer Appropriation Invoice

Disability Insurance - Monthly Health & Dental

New Jersey State Health Benefits Program - Monthly Health & Dental

**Payroll and HR related functions**

Prepare, review and submit payroll of the Authority on a bi-weekly basis.

Manage new hires and terms enrollments, payroll set ups.

Manage Health Benefit deductions, enrollments, removals etc. for the employees.

Manage pension deductions and payments with the State.

Review and distribution of W2's

**Minimum Requirements:**

**Qualifications & Experience:**

The principal assigned to undertake these duties must be a qualified CPA. Further, the principal must have at least 8 years of proven experience in fully maintaining the accounting record and payroll related work including health benefits management.

The firm should have experience maintaining records for public bodies, preferably parking authorities, within the State of New Jersey.

Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services if awarded a contract. .

The Authority strongly encourages the participation of local firms, Minority Business Enterprises (“**MBE**”), Woman Business Enterprises (“**WBE**”) and/or Veteran Owned Businesses (“**VOB**”). The Authority has established a goal of 20% of all work outlined in this RFP (measured as percentage of total costs for services performed hereunder) be undertaken by one or more MBE, WBE and VOB.

An MBE is a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native. A WBE is a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women. A VOB is a business which is a sole proprietorship, partnership or corporation of at least 51% which is owned and controlled by a United States veteran(s).

**Submission:**

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Fee schedule.
4. Statement of availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Completion of the Minority/Woman/Veteran Owned Business Questionnaire.
7. Copies of other required disclosure information.

**Fees:**

Respondent shall propose a fee expressed as a flat fee per month for the above Scope of Services, as well an hourly rate(s) for any work performed outside the Scope of Services.

**Selection:**

The Board reserves the right to reject any or all proposals. Selection

will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Essex County and the State of New Jersey.
5. Fee.

**ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE AUTHORITY'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.**

**MINORITY/WOMAN/VETERAN OWNED BUSINESS  
QUESTIONNAIRE FOR BIDDERS**

The Bloomfield Parking Authority, in accordance with the stated policy of non-discrimination and equal employment opportunity has a goal of encouraging minority, woman and veteran owned business enterprises. To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned, woman owned and/or veteran owned business, and return this form with your bid proposal.

\_\_\_\_\_ Minority Owned

\_\_\_\_\_ Veteran Owned

\_\_\_\_\_ Woman Owned

\_\_\_\_\_ Minority, Woman and Veteran Owned

**Definition of Minority Business Enterprise**

Minority Business Enterprise means a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by persons who are African American, Hispanic, Asian American, American Indian or Alaskan native, defined as follows:

**African American:** a person having origins in any of the black racial groups of Africa.

**Hispanic:** a person of Mexican, Puerto Rican, Central or South American or other non-European Spanish culture or origin regardless of race.

**Asian:** a person having origins in any of the original peoples of the Far East, South East Asia, Indian subcontinent, Hawaii or the Pacific Islands.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**Woman Business Enterprise:** a business which is a sole proprietorship, partnership or corporation at least 51% of which is owned and controlled by a woman or women.

**Veteran Business Enterprise:** a business which is a sole proprietorship, partnership or corporation of at least 51% which is owned and controlled by a United States veteran.

In the event your company is not a woman, minority or veteran owned business but does have woman, minority or veteran ownership, please indicate the percentage of each form of ownership below:

\_\_\_\_\_ % Minority Owned

\_\_\_\_\_ % Veteran Owned

\_\_\_\_\_ % Woman Owned

\_\_\_\_\_ % Minority, Woman and Veteran Owned