



**Township Council**  
1 Municipal Plaza  
Bloomfield, NJ 07003

**Louise M. Palagano**  
*Municipal Clerk*

<http://www.bloomfieldtwpnj.com>

Meeting: 12/17/18 06:30 PM

**2018 RESOLUTION AWARD OF PROFESSIONAL SERVICE**

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**RESOLUTION: AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICE CONTRACT PURSUANT TO THE FAIR AND OPEN PROCESS FOR A REVALUATION SERVICE**

**WHEREAS**, the Township of Bloomfield requires the services of a Revaluation Company and has advertised the need for this professional service on the Township of Bloomfield's website as part of the fair and open process pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township Administrator has certified in writing that the value of the service will exceed \$17,500; and

**WHEREAS**, Appraisal Systems, Inc. (hereinafter "Professional") has submitted a proposal to provide services; and

**WHEREAS**, after review and evaluation of the proposals it is recommended that a contract for the services be awarded to Appraisal Services, Inc. in the amount not to exceed \$698,664.00; and

**WHEREAS**, this contract will take effect immediately and will end 24 months from the date of award; and

**WHEREAS**, the Director of Finance is certified that funds are available to cover the cost of these services in account # 8-01-20-288-000; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Township of Bloomfield authorizes and directs the Township Administrator to enter into a contract/retainer agreement with the Professional within 10 days as described herein; and

**BE IT FURTHER RESOLVED**, that this contract/retainer agreement is entered into in accordance with the Standardized Submission Requirements for Professional Services and no minimum payment is implied or guaranteed; and

**BE IT FURTHER RESOLVED**, that all of the terms contained in the Standardized Submission Requirements for Professional Services are incorporated into the Professional's contract/retainer unless specifically excluded; and

**BE IT FURTHER RESOLVED**, that in accordance with Standardized Submission Requirements the Township reserves the right to cancel this contract upon thirty (30) days notice and the Professional shall only be paid for the work completed or on a pro-rated amount if the contract calls for a monthly retainer; and

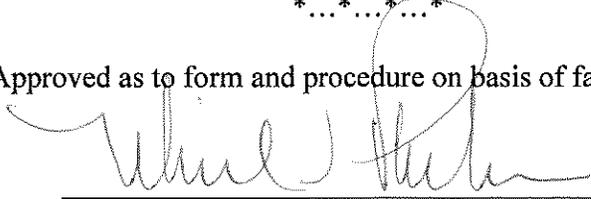
**BE IT FURTHER RESOLVED**, that the Professional's response to the request for Professional Services shall be placed on file with this resolution and a copy of the contract/retainer agreement entered into; and

**BE IT FURTHER RESOLVED**, that the contract should incorporate the terms and conditions contained in Professional's response to the request for Professional Services.

**BE IT FURTHER RESOLVED**, that the contract is contingent upon approval of the Director of the Division of Taxation and shall not be effective until such approval is noted on the approval page provided within the contract.

\*...\*...\*...\*

Approved as to form and procedure on basis of facts set forth.



Director of Law-Township Attorney

I do hereby certify that the funding will be legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that

the contracts have been processed in accordance with the applicable provisions of New Jersey Local Public Contract Law and the Code of the Township of Bloomfield.

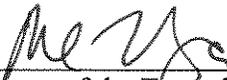


Chief Financial Officer

I hereby certify that the above resolution was duly adopted by the Mayor and Council of the Township of Bloomfield at a meeting of said Township Council held on December 17, 2018.



Municipal Clerk of the Township of Bloomfield



Mayor of the Township of Bloomfield

✓ Vote Record – Resolution						
		Yes/Aye	No/Nay	Abstain	Absent	
<input type="checkbox"/> Adopt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Deny		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Withdrawn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Not Discussed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> First Reading		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Table with no Vote		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Approve		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Veto by Mayor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Discussion		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Defeated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Discussion No Vote		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## CONTRACT FOR REVALUATION OF REAL PROPERTY

**THIS AGREEMENT**, made this \_\_\_\_\_th day of \_\_\_\_\_, 2019 by and between THE TOWNSHIP OF BLOOMFIELD, a Municipal Corporation of the State of New Jersey, hereinafter referred to as the municipality,

AND

Appraisal Systems, Inc., a corporation of the State of New Jersey with its principle office located at 266 Harristown Road, Suite 302, Glen Rock, NJ 07452 (hereinafter referred to as the Firm).

### WITNESSETH:

**WHEREAS**, the Municipality has been ordered, by the Essex County Board of Taxation, to undertake a revaluation program to ascertain the true value of all the lands, buildings and other improvements within the boundaries of the Municipality for tax assessment purposes and thereby achieve an equitable distribution of real property taxation among property owners and desires to engage the services of the Firm to render necessary advice, assistance and professional services in the said project; and

**WHEREAS**, the Firm is willing to undertake such a revaluation program to be used in assessing properties for the 2020 tax year, such program to be performed in accordance with the provisions of this contract; and

**WHEREAS**, the Mayor and Township Council of The Township of Bloomfield and the Assessor are satisfied that the Firm is qualified to conduct the revaluation program.

**Now**, therefore, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

The Municipality agrees to pay the sum of Six Hundred Ninety Eight Thousand Six Hundred Sixty Four Dollars (**\$698,664.00**), in full for consideration of the services to be rendered herein. This amount is based on the Request for Proposal, Specifications and General Requirements for the Revaluation of all Real Property submitted by the Firm, dated August 29, 2018 and made an integral part of this agreement by reference and attachment. This consideration is also made in full accordance and knowledge of the Request for Proposal, Specifications and General Requirements for the Revaluation of all Real Property submitted by the assessor and made an integral part of this agreement by reference. Complete compliance with all of the terms as indicated in these documents (Request for Proposal, Specifications and General Requirements), which are supplemental to this contract by reference, is expected and agreed upon.

**BE IT FURTHER RESOLVED**, that this contract/retainer agreement is entered into in accordance with the Standardized Submission Requirements for Professional Services and no minimum payment is implied or guaranteed; and

**BE IT FURTHER RESOLVED**, that all of the terms contained in the Standardized Submission Requirements for Professional Services are incorporated into the Professional's contract/retainer unless specifically excluded; and

**BE IT FURTHER RESOLVED**, that in accordance with Standardized Submission Requirements the Township reserves the right to cancel this contract upon thirty (30) days notice and the Professional shall only be paid for the work completed or on a pro-rated amount if the contract calls for a monthly retainer; and

**BE IT FURTHER RESOLVED**, that the Professional's response to the request for Professional Services shall be placed on file with this resolution and a copy of the contract/retainer agreement entered into; and

**BE IT FURTHER RESOLVED**, that the contract should incorporate the terms and conditions contained in Professional's response to the request for Professional Services.

**BE IT FURTHER RESOLVED**, that the contract is contingent upon approval of the Director of the Division of Taxation and shall not be effective until such approval is noted on the approval page provided within the contract.

\*...\*...\*

Approved as to form and procedure on basis of facts set forth.



Director of Law-Township Attorney

I do hereby certify that the funding will be legally appropriated per the above information for the purpose specified in the attached contract. Furthermore, it has been represented to me that

Resolution (ID # 7366)

Meeting of December 17, 2018

the contracts have been processed in accordance with the applicable provisions of New Jersey Local Public Contract Law and the Code of the Township of Bloomfield.

Chief Financial Officer

I hereby certify that the above resolution was duly adopted by the Mayor and Council of the Township of Bloomfield at a meeting of said Township Council held on December 17, 2018.

Municipal Clerk of the Township of Bloomfield

Mayor of the Township of Bloomfield

Vote Record - Resolution					
		Yes/Aye	No/Nay	Abstain	Absent
<input type="checkbox"/> Adopt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Deny		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Defeated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Discussion No Vote		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TOWNSHIP OF BLOOMFIELD  
PUBLIC NOTICE REVISED  
SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR THE  
REVALUATION OF ALL REAL PROPERTY**

The Township of Bloomfield is soliciting a request for Proposal ("RFP") to provide

**REVALUATION OF ALL REAL PROPERTY**

for a contract start date of September 13, 2018.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on Wednesday, August 29, 2018 at 11:30 A.M. prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk's Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A CD OR A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <http://www.bloomfieldwpnj.com/main/services/bid-requests-rfps-and-rfqs>. Bids will be deemed incomplete if all of the documents are not submitted according. The complete RFP is posted on the Township's website.

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

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

TOWNSHIP OF BLOOMFIELD

CHECKLIST

PROFESSIONAL SERVICE TITLE: TOWNSHIP OF BLOOMFIELD REVALUATION  
OF ALL PROPERTY

SUBMISSION DATE: August 15, 2018

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

1. Non-Collusion Affidavit X
2. Disclosure of Ownership Form X
3. Insurance Requirement Acknowledgment Form X
4. Mandatory Equal Employment Opportunity  
Notice Acknowledgment X
5. Copy of your **Business Registration Certificate** as issued  
by the State of New Jersey, Department of Treasury,  
Division of Revenue X
6. Professional Service Entity Information Form X
7. Qualifications Submission X
8. Business Entity Disclosure Certificate X
9. Acknowledgment of Corrections, Additions or Deletions Form X

Reminder

**Please Note this Additional Requirement: Professional services entities shall submit one (1) unbound copy and one (1) electronic copy in the form of a CD or Thumb Drive proposal to the Municipal Clerk's Office, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003**

## GENERAL REQUIREMENTS:

### 1. Program Definitions:

The Company agrees to prepare and execute a complete program for Revaluation of all properties within the Township of Bloomfield as illustrated on the Property Classification Schedule attached as **Appendix A** for use of the Assessor in accordance with the contract and the associated contract documents, all of which are annexed hereto and which form a part of the contract to be completed on or before December 15, 2019 inclusive of hearings.

The Township of Bloomfield agrees to pay the Company for any additional properties not covered by the Property Classification Schedule at a rate per classified parcel of property using the schedule of fees attached to this proposal as **Appendix B**.

### 2. Standards For Revaluation:

- A. The Company agrees to provide services necessary to classify and appraise each parcel of real estate and each real property improvement which lies within the boundaries of Bloomfield at its fair market value according to NJSA 54:4-1 et seq. and Standard 6 of the Uniform Standards of Appraisal Practice and the State of New Jersey Administrative Code concerning the revaluation of all real property.
- B. The Company agrees to appraise all properties using the three approaches to value (Sales Comparison, Replacement Cost and Income) where applicable and to use acceptable methods, forms, and manuals authorized by the New Jersey Division of Taxation. The Revaluation project shall be computer generated utilizing the Vital Computer Aided Mass Appraisal (CAMA) BRT's Powerpad mobile data collection system, and VITAL Imaging systems in accordance with the specifications outlined in the contractual agreement and so stated elsewhere.
- C. The Company shall determine the percentage of completion and the appraisal value of the property that is under construction or alteration as of October 1 preceding the implementation of the revaluation.
- D. The Company shall send out Further Statements under the township's letterhead and Assessor's signature to all Exempt Properties (all class 15) getting an exemption of real estate taxes. The Company shall request the Further Statement information by certified mail, return receipt requested and said mailing costs for these statements shall be at the Company's expense and included as part of their bid amount. The Company shall also prepare a separate list of tax-exempt properties indicating the full value of such property utilizing the three approaches to value and a sketch of the improvements as if taxable.
- E. The Company will acquaint the Assessor and staff in the use of procedures, standards and records used for making property appraisal in order that the assessing office will be in a position to check the work as it progresses, and apply the same to new or altered properties in subsequent assessments.
- F. Work shall be required to commence within thirty (30) days of the effective date of awarding the contract which is subject to Division of Taxation Approval and funding.

- G. The contract shall be for a term of one year commencing upon issuance of a notice to proceed. The contract may be extended, subject to the requirements under the applicable law and Municipal Governing Body approval.
- H. The revaluation must be completed and the Tax List filed with the Essex County Board of Taxation by January 10, 2020.

### 3. Three Approaches to Value

The three approaches to value, where applicable, shall be used in appraising all property.

1. The most recent edition of the Real Property Appraisal Manual for New Jersey Assessors, shall be used as a basis in the application of the cost approach to value.
2. The Company shall collect and analyze local sales that occurred during the previous three years, in its application of the market data approach. The Company shall prepare a sample format that will be used in the application of this approach to value.
3. With respect to the income approach to value, the assessor shall facilitate the Company's performance of this approach by requesting a statement of income and expenses as provided under N.J.S.A. 54: 4-34 for income producing property. In conjunction to the information obtained from this source, the Company shall also analyze the local market place to derive economic rates, rentals and expenses in order to arrive at a supportable indication of value. All supporting data relevant to the capitalization procedure shall be submitted with the property record cards.
4. The three approaches to value shall be reconciled and the final estimate of value shall be clearly noted on the property record card.

### 4. Real Property Appraisal Manual

To facilitate the use of the approaches to value the most recent edition of the Real Property Appraisal Manual for New Jersey Assessors shall be used. The use of any other appraisal manuals as a basis for valuing real property shall require approval by the Director of the Division of Taxation.

### 5. Property Record Cards

The Company shall include real property identification material on properly labeled individual property record cards similar in form and content to those illustrated in the Real Property Appraisal Manual. Distinct property record cards for each of the four classifications of real property shall be provided.

### 6. Information on Property Record Cards

The real property identification material to be entered on property record cards shall include, but not necessarily be limited to, the following:

1. A scaled sketch of the exterior building dimensions;
2. Notations of significant building components and measurements as ascertained from both an interior and exterior inspection;
3. Entries on the property record cards respecting the values of each lot and building including such items as age, construction, condition, depreciation, obsolescence, additions and deductions, renovations, appraised value, recent sales prices, rental data and other pertinent information pertaining to the valuation of the property;
4. Where more than one property card is required in the description of a property, all cards should be assembled in a standard file folder and property labeled;
5. Each property record card shall identify the individual making the inspection and set forth the data when the interior inspection was made.

7. Pre-Inspection Procedure:

1. Prior to beginning field inspections, all field personnel will be required to meet with the Assessor to go over the specific data and value elements which are to be collected. The Assessor will schedule two (2) meetings at mutually agreeable times for this purpose. Attendance by all personnel doing field inspections in the revaluation shall be mandatory at one of the meetings.
2. Prior to the commencement of field inspections, a schedule will be set up for the entire town which outlines the plan for inspections. This will be done jointly by the Company and the Assessor and will include neighborhood and personnel assignments.
3. Prior to the commencement of field inspections, public notice will be given of the schedule. This notice will be made through Township newspapers and through informational bulletins, Township website as well as Company website. The publicly posted schedule for inspections shall set forth the proposed time table and locations for inspections throughout the Township.
4. Prior to the commencement of field inspections, notice of initial inspection shall be mailed to individual property owners, by neighborhood or other systematic method, advising owners that field enumerators will be in their neighborhood at given dates. Generally, initial inspections will be attempted within two weeks of this notice.
5. The contract requires the inspection and verification of 100% of the exteriors and no less than 90% of the interiors of all properties within the Municipality. A careful inspection of each parcel shall be made after 9:00 AM but before 7:00 PM on any day, Monday through Saturday.
6. All structures are to be measured with a measuring tape. No measuring stick will be permitted. Measuring wheels will be permitted for site work only and commercial/industrial buildings if necessary.

8. Inspection Procedure

The inspection of each property shall be performed in the following manner:

1. No less than three attempts shall be made to gain entry to each property;
2. If successful entry has not been made after the first attempt, a card shall be left at the property indicating a date when a second attempt to gain entry will be made. The date and time shall be substantially different from that of the original inspection.
3. The card shall include a phone number and address to permit the property owner to contact the Company to make other arrangements, if necessary. The type and design of said card is subject to the Assessor's approval. CARDS SHALL NOT BE LEFT IN MAILBOXES;
4. If entry is not possible upon the second visit, written notice shall be left advising that an assessment will be estimated unless a mutually convenient arrangement is made for a third visit to gain access to the property;
5. The Company shall schedule inspections during reasonable hours which shall include evenings and Saturdays;
6. The Assessor shall be notified in writing, on a monthly basis, of each failure to gain entry to a property and a list of all non-entries and reasons for same shall be provided to the Assessor prior to the mailing of values;

7. The Company shall notify the Assessor of any properties discovered not to be on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the assessor adequate time to place and added and omitted assessment on the property.
8. All inspectors must wear a photographic ID.

9. Property Inspection:

The Company shall immediately notify the Assessor of any properties discovered not to be on the current tax list so as to permit adequate time to place an added/omitted assessment on the property so that all properties properly appear upon the Municipality's Tax List.

The type of construction will be recorded by component parts such as, but not necessarily limited to, foundation, basement area, wall construction, roof, floors, interior finish, heating system, fireplaces, kitchen type & quality, plumbing, fixtures, including whirlpool baths, number of rooms, actual and effective age, physical condition, physical, functional and economic depreciation and/or appreciation if applicable, general quality of construction, rent (if rented), and sales data.

Each property data field inspector shall record the name or code of the person making the inspection and the date of the inspection as well as the signature of the occupant verifying that an interior inspection has been conducted. The signature of the party present at the time of inspection shall be requested and signed on the notice calling card.

The data collection worksheets will be returned by the field staff after which they shall be reviewed for accuracy and encoded into the computer data system.

A hard copy of field work shall be forwarded biweekly to the Assessor's Office after encoding and a preliminary calculation so that it can be progressively reviewed by the Assessor. Upon completion of a review by the Assessor, should discrepancies appear in the Company's listings, the Company shall make the necessary corrections at its own expense.

The format of the property record data collection card shall be as indicated on the Municipality's computer system, **VITAL CAMA SYSTEM FOR 2020 and BRT's PRC Powerpad.**

The Assessor, his/her designee or a representative of the Essex County Board of Taxation may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner.

The Assessor, his/her designate or a representative of the Essex County Board of Taxation may accompany Company employees at any time during field inspections.

Properties which may be altered by building permits subsequent to field review but prior to October 1, 2019 shall require an audit trail and shall be field reviewed by the Company prior to finalization of value.

A final (100%) drive-by visual field inspection is required and review of all land and buildings be made upon completion of field and office computations by experienced Company (Supervisor) personnel to insure accuracy of all data recorded on a hard copy of the computer data files. The purpose of this review will be to account for and adjust for factors which may have a direct bearing on the market value of properties as well as to ensure a property's equitable relationship to surrounding properties. This review shall be accomplished by a supervisor level employee of the Company.

In no case shall a field inspector attempt to enter or make an interior inspection where only a minor is present. The property owner or other responsible adult must be present at the time of any interior inspection(s). If the field inspector has doubts he should leave a card and/or arrange to inspect the interior when a responsible adult is present. This restriction will be strictly enforced and any violation will be just cause for the Assessor to request that the employee be removed from the project.

Upon the inspection of a property, if the inspector finds an expansion of use, namely the addition of a dwelling unit, this must be reported to the project manager. The project manager shall, on a weekly basis, provide a list of these findings to the Assessor. A dwelling unit is defined as a single unit providing complete, independent living facilities for one or more persons living as a single housekeeping unit, including permanent provisions for living, sleeping, cooking, and sanitation.

#### 10. Qualifications and Requirements for Personnel:

The principals of the Company and the employees of the Company directly engaged in municipal revaluation programs in this State shall meet the following minimum requirements:

Principals shall have at least ten years of practical and extensive appraisal experience in the valuation of the various classifications of real property;

Supervisors shall have six years of practical and extensive appraisal experience in the appraisal of the particular type of properties for which they are responsible. Six years of this experience must have been in the mass appraisal field within the last five years.

Field personnel and/or field inspectors shall have a minimum of 6 months of in-service training pertaining to their particular phase of the work and shall be generally aware of other phases of the revaluation project prior to starting field work.

All personnel involved in valuing commercial, industrial, and multi-family (five or more) units must show proof of expertise in the valuation of income-producing properties. All commercial, industrial, and apartment building of 4 units or greater shall be appraised by a holder of a commercial level designation of a nationally recognized professional appraisal organization and/or shall be a Licensed Certified General Real Estate Appraiser in New Jersey. The designated appraiser shall show proof of expertise in the valuation of apartments, hotels, marinas, mobile home parks, motels, nursing homes, offices, and shopping centers by submitting a list of such properties appraised during the last three years.

A minimum of six (6) full time field inspectors shall be provided during the field data collection phase of this project so as to meet the project completion schedule.

The Company shall submit a resume outlining the qualifications and relevant experience of each principal, supervisor, land valuator, and commercial, industrial, or multi-family valuator as well as field personnel assigned to this project. Additionally, the Company shall identify if any employee is currently a sitting Assessor within the State of New Jersey and in which municipality they hold such office. The Company shall submit the names, residence addresses, education, and prior experience of each employee to the Assessor before work is started by any employee.

The Company shall designate a qualified and responsible project manager to supervise the operation of the Company's staff for the entire project. (Complete **Appendix C**) There shall be one supervisor for no more than six field data collectors or part thereof. The project manager shall have at least ten years of experience in mass appraisal work and at least five years in the capacity of a reviewer. The supervisor shall have at least six years of experience in mass appraisal work

and at least three years in the capacity of a reviewer. These designated individuals shall make themselves available to the Assessor and/or the County Tax Administrator for consultation throughout the project.

Upon written notice to the Company's project manager, the Assessor may request that additional personnel be assigned to any phase of this revaluation project in order to meet the schedule of any project work. Noncompliance with this request is considered grounds to invoke the liquidation clause of the contract.

Upon written notice to the Company's project manager, the Assessor may request removal of any person from this project whose work is unsatisfactory or has conducted him or herself in an unprofessional manner

The Company personnel assigned to the project shall wear an identification badge which shall contain an up-to-date photograph of the employee. This identification tag must be worn at all times on the outside of their clothing. Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. A professional dress code will be enforced. The Company shall, on a daily basis, keep the Bloomfield Police informed as to the location of the field inspectors.

The Company shall require all personnel performing work on this project to authorize a background investigation of said employee by submitting a release as attached to the contract as **Appendix D**. This investigation shall include a National Criminal Information Center report (NCIC) and driver's license reviews and be conducted by the Township of Bloomfield Department of Public Safety. Additionally, the Company shall provide proof of citizenship for all of its employees that will be working on the revaluation. Either an I-9 or passport will be acceptable. Any and all costs associated with the aforementioned background checks are the sole responsibility of the Company.

The Company shall supply the Assessor with driver's license numbers, vehicle license plate numbers and make of vehicle or vehicles that will be used by field personnel. Additionally, all employees working on the revaluation must supply their home address, and home telephone number.

#### 11. Progress and Control of Operations

1. The Company shall commence work within 30 days after approval of the contract by the Director of the Division of Taxation and complete all of the contract terms, except for taxpayer reviews and defense requirements, by October 1, 2019.
2. The Company shall perform the work in accordance with the plan submitted to the Assessor and a schedule that is attached to and made part of the contract.
3. A written progress report shall be submitted by the Company to the Assessor at least once a month. The progress reports shall indicate the current status of work and compare the progress of work accomplished with the plan and schedule established. The Company shall provide written explanation to the Assessor where the progress of the work is not in accordance with the contract schedule.
4. The Assessor shall forward the reports to the Essex County Board of Taxation. If the Board does not receive the required monthly progress report, it must notify in writing the Director of the Division of Taxation immediately.
5. The progress report shall serve as a basis for proportional payments by the municipality. A payment schedule based on completion of the various facets of work shall be followed in this regard. In no event shall the Company bill more than 90% of the total contract price until full completion and performance of the contract, except the requirement of defense of

appeals.

6. Furthermore, if the character or progress of the work is not satisfactory to the Essex County Board of Taxation after two consecutive months, the Essex County Board shall also notify the Director of the Division of Taxation in writing of such lack of satisfactory progress as soon as possible.
7. Any change in personnel shall be submitted in writing to the Assessor and Essex County Board of Taxation.
8. Notices of new values will be sent to taxpayers by the Company, at their expense, not before November 10, 2019.
9. Informal hearings with taxpayers will conclude the no later than December 15, 2019.
10. All work shall be completed according to the contract and the specifications for the revaluation by January 10, 2020.
11. The Company shall not be responsible for delays caused by strikes, war, catastrophes or acts of God which might stop or delay the progress of the work.

12. Quality and Program Progress Control and Reports:

If at any time during the contract period the quality and/or progress of the Company's work shall not be satisfactory to the Assessor, the Municipality reserves the unilateral right to terminate the contract upon thirty (30) days written notice directed to the principal place of business of the Company. Thereafter, the Municipality shall be responsible only for the reasonable value of the services theretofore rendered, and in no event a sum greater than the ratio of completed work to the whole work contemplated by the contract.

The Company shall submit a schedule of all project work including projected dates of completion to the Assessor prior to awarding the contract. Therefore, on the 25th day of each month, detailed status report and supporting documentation outlining progress shall be submitted to the Assessor until completion of the project. Reports shall be made utilizing the forms attached to the contract as **Appendix E**. A detailed project work schedule shall be completed and submitted in conjunction with the company's proposal to the Township.

The Company shall further utilize the Quality Assurance Worksheets attached as **Appendix F**. These reports shall be submitted on a weekly basis to the Assessor and the Essex County Board of Taxation for review so as to ensure that the program guidelines are being adhered to throughout the project.

Liquidation Damages of \$500 per day for any delays beyond 10 days shall be deducted for any balance due. The Company shall be notified in writing and given 10 days notice wherein to remedy any deficiencies and/or late reports (total of 20 days).

Monthly progress reports shall be filed directly to the Assessor on or before the 25th day of each month. The Assessor will forward same to the Essex County Board of Taxation.

13. Litigation History:

A statement of whether any litigation involving the Company's performance or a revaluation contract has occurred during the past ten years and, if so, explain in detail the nature of such litigation and the results thereof.

The Company shall list and describe any current, ongoing, previous threatened litigation or dispute the Company is experiencing or has experienced within the last ten (10) years as a result of the Company being contracted to perform a revaluation or re-assessment. The results of any litigation

or dispute shall also be described and attached to the Company's bid submission.

The Company shall list and describe in detail any current, ongoing, and completed litigation or threatened litigation or dispute the company is experiencing or has experienced within the last ten (10) years.

The Company shall include with its Proposal, a list of municipalities where a revaluation or reassessment was completed in the last ten (10) years. The list should clearly identify between revaluation and reassessment programs. For each revaluation, the Company should also list the general coefficient of deviation in the year following the revaluation.

14. Public Relations:

During the progress of this project, the Company and its employees will endeavor to promote understanding and amicable relations with taxpayers and the general public. The Company and the Municipality will endeavor to orient and educate all interested persons as to the purpose and nature of the Revaluation project through newspaper articles, public service announcements via radio and/or television, press conferences, public information mailings and meetings, and other publicity. This is all at the Company's expense. The Company shall also set forth a proposed date for the commencement of inspections in the Municipality. Any informational materials shall be presented to the Assessor for review prior to release.

The Assessor shall arrange speaking appearances at meetings of homeowners, community groups and business groups and the Company shall furnish qualified speakers in order that the purposes, methods and procedures of this revaluation program can be explained to as many interested persons as possible. Meetings with homeowner and community groups should be scheduled prior to the commencement of field inspections within the group's sector of the Municipality where possible and/or requested. The necessity and number of meetings will be determined at the Assessor's discretion for the purposes of this Revaluation project.

The employees of the Municipality and the Company shall work together to maintain the full cooperation of all taxpayers by treating each inquiry with courtesy and supplying all possible necessary information within statutory requirements and limits to every interested taxpayer; however, each field appraiser/field inspector shall be instructed to refrain from discussing with the property owner, tenant, or occupant the possibility of any increase or decrease in the valuation of the real property and/or buildings, since any information is preliminary in nature at this point in time. This restriction will be strictly adhered to and any violation will be just cause for the Assessor to request that the employee be removed from work on this project.

These requirements for public relations are a minimum. The Company should detail additional public relations efforts as this is a critical part of a successful revaluation project. The Company, subject to prior approval from the Assessor, may also substitute other methods to achieve effective communications among the community. Those methods need to be described in detail how they will advance the public relations efforts of the revaluation process.

The Company shall provide photographic identification cards to its representatives.

15. Company Website:

The Company shall have a website where interested parties can obtain information about the revaluation. All revaluation correspondence sent out shall reference the website and provide a general description of its content. The information shall be updated weekly with information concerning an inspection schedule and progress reports and information regarding all field personnel. A PDF file of the Neighborhood Map shall be included.

16. Neighborhood/VCS Map:

Prior to the beginning of field inspections, the Company's project manager and any other representative necessary shall ride throughout the Township with the Assessor to establish VCS's and discuss valuation issues as required to thoroughly consider all factors necessary in establishing fair, equitable and uniform assessments throughout the Township. A sample VCS map shall be provided to the Assessor prior to commencing this part. The Company shall also create the tax map needed for the base for the VCS map which shall also include land use zone and any FEMA flood zones that exist.

Once approved by the Assessor, the Company shall complete and transmit the VCS map in both a PDF format and in a 24" x 36" color paper copy within 30 days of such approval. The map shall also be posted on the Company's website.

17. Land Valuation:

The Company shall collect and analyze all fair market sales that occurred during the three years prior to the revaluation date in order to develop a market data approach.

The Company shall prepare a sample format to be approved by the Assessor that will be used in this approach to value. The identification of market trends is important and a paired sales analysis is to be used to determine and document such trends. Analysis shall include sales ratio studies and the development of general, segmented, and stratified coefficients of deviation. Data shall be secured from all available sources, compiled, checked, and analyzed for determination of land values. Factors affecting the value of land such as location, shape, size, topography, access to roads, railroads, and waterways, use, etc. shall be carefully considered. Also to be considered and noted are residential properties that have no driveway or a shared driveway.

The Company shall establish site values for each parcel within the Municipality utilizing the appropriate zoning requirements as a base. Any variations caused by parcel characteristics shall be determined as factors to be applied to the base cost to determine a final parcel valuation. Land valuers must be familiar with the process of valuations being affected by leases, flood plain and hazard areas, wetlands, right of ways, and easements and leases, etc. if applicable.

Conservation easements, common areas and wetlands are to be valued uniformly throughout the Municipality where applicable. Right of ways and easements are to be noted on the property data file and considered in the valuation process

The Company shall identify, quantify, analyze and value all abandoned railroad property for local property tax purposes located within the Municipality in accordance with the applicable New Jersey Statutes.

All land valuation calculations shall be recorded on the proper data files and carefully checked for accuracy. All computations from the base rate to the final calculated value shall be shown on the data files.

The Company will prepare a land value schedule reflecting the final determined land rates. Said land value schedule shall include the site value as required by parcel zoning, value per acre when applicable and any adjustments to be applied to the base site due to parcel characteristics.

During the course of this project, the Company shall prepare a land value/sales map to be transmitted to the Assessor upon completion of this project for his/her future use.

The land value/sales map shall include the boundaries for each land use zone, the boundaries for each neighborhood control sector and the base land value rate to be applied for said control sector. This map shall also identify, by color-coding any properties which have sold between October 1, 2015 and the completion date of the contract by an arms-length transaction, the date of the sale and the sale price. A comparable sales booklet as described herein shall be part of this analysis.

Upon conclusion of the project, this schedule will be turned over to the Assessor for his future use.

18. Residential Valuation:

For the appraisal of residential properties, the most recent edition of the New Jersey Real Property Appraisal Manual shall be utilized. Residential schedules shall contain all variations from the base in order to price all types of wall construction, roofs, floors, heating, air-conditioning, plumbing, fireplaces, interior finish, finished attics, dormers, finished basements, built-ins, multi-family homes, decks, patios, porches and garages. The schedules shall show prices for various sizes as well as types and grades of construction.

The Company shall collect and analyze all fair market sales that occurred during the three years prior to the revaluation date in order to develop the market data approach. The Company shall prepare a sample format to be approved by the Assessor that will be used in this approach to value. The identification of market trends is important and a paired sales analysis is to be used to determine and document such trends. Analysis shall include sales ratio studies and development of general, segmented, and stratified coefficients of deviation.

Prior to the commencement of residential field data collection, the Company shall consult with the Assessor to obtain instructions as to the methodology for calculating the improvement assessment for the uniform treatment of split-level and bi-level style residential dwellings and act in accordance with the Assessor's determination. Also to be discussed is the valuation of properties with half stories and or attic areas such as capes, multi families, and colonials and how they calculate in the SFLA. Also consideration is to be given to style of roofs, gable, gambrel, etc. and how to calculate SFLA.

A certified letter explaining the reasons for inspection shall be sent to all property owners that have refused the Company permission to inspect their property. This is at the expense of the Company. A second regular letter shall be sent to those properties that were not inspected after three attempts to contact said owners. This is at the expense of the Company.

The Company shall make a third and final attempt/sweep of the Township to gain permission to make an interior inspection of all real property. Upon completion of the inspection phase of the revaluation the Company shall supply the Assessor with a list of all properties that were estimated and the percentage of successful interior inspection completed.

The cost conversion factor shall be determined through market studies and shall be substantiated by written documentation. Use of the final cost factor shall be made only after consultation with the Assessor.

The depreciation factors shall be determined through market studies and shall be substantiated by written documentation. Physical, functional and economic depreciation and/or appreciation observed by any data collector must be recorded separately on the data file and explained in writing for each property. The final net condition is to be reflected in the improvement calculation. The concept of effective age shall be used.

Photographs of all residential properties are to be in compliance with section 21 of the contract entitled "Photograph Requirements."

All properties must be assessed using their legal use as indicated on the MOD IV under Building Description. Any discrepancies should be brought to the attention of the project manager who will provide a list on a weekly basis to the Assessor.

19. Commercial, Industrial and Apartment Valuation:

For the appraisal of commercial, industrial and apartment properties, the computerized Marshall Valuation Service shall be utilized when finalizing the value using the cost approach. The Company shall use the Marshall/Swift Computer Program as required by the Municipality. A packet including a Marshall Cost Sheet, sketch of the building, site plans, and income approach shall be required for all Class 4 properties. The Marshall Swift program/discs are to be given to the Assessor and training shall be provided to the Assessor in the use of this approach.

Site improvements such as lighting, paving, fencing are to be identified, enumerated and valued as accessory items as necessary.

Properties that have multiple uses shall have a complete description of the building setting forth the number of units, total square footage of the building, the square footage of the particular unit and its use, retail, office, etc., apartment including number of bedrooms, etc.

The Company shall collect and analyze all fair market sales that occurred during the three years prior to the revaluation date to develop the market approach to value. The Company shall prepare a sample format to be approved by the Assessor that will be used in this approach to value. The identification of market trends is important and a paired sales analysis is to be used to determine and document such trends. Analysis shall include sales ratio studies and the development of general, segmented, and stratified coefficients of deviation.

A valuation utilizing the cost, market and income approaches to value is to be generated for each property where applicable.

All properties that are experiencing an income or are potential income-producing properties shall have a written report outlining the factors used to develop the income approach valuation. The Company shall request income and expense statements, under the Township's letterhead, on any income-producing properties by certified mail, return receipt requested, pursuant to NJSA 54:4-34 under the Assessor's signature. Mailing costs for these requests shall be at the Company's expense and included in the revaluation bid price.

The Company shall analyze the local market place to derive economic rates, rentals, and expenses in order to arrive at a supportable indication of value. The Company can make use of prior income and expense information received by the Assessor to conclude this analysis which must be documented for future reference.

The Company shall analyze all income and expense statements received and investigate lease and rentals for the purpose of establishing economic rents and gross rent multipliers, when applicable. Capitalization rates to be used for the income approach to value must be obtained from the market, documented, and provided to the Assessor.

Site improvements such as fencing, lighting, and paving are to be valued as accessory items.

Depreciation factors shall be determined through market studies and shall be substantiated by written documentation. Physical, functional, and economic depreciation and/or appreciation

observed by a valuator must be recorded separately on the data file and explained in writing for each property when applicable. The final net condition is to be reflected in any calculations.

Documentation of sales, capitalization rates, and related information is to be filed under a separate report as approved by the Assessor.

Photographs of all Commercial, Industrial and Apartment properties are to be in compliance with section 21 of the contract entitled "Photograph Requirements."

20. Billboard Valuation & Identification and Cellular Telephone Antennas:

The Company shall as a part of this revaluation, identify and value for assessment purposes all billboards located within the Township of Bloomfield in accordance with Chapter 42, Public Laws of 2004.

As with the appraisal of other real property for local property tax purposes, the three (3) accepted approaches to value (income, sales comparison, and replacement cost less depreciation) are applicable to the valuation of billboard structures and shall be considered and utilized in determining their taxable value in conjunction with this revaluation project.

The Company shall as a part of this revaluation, identify, report and value all cellular antenna towers or building mounted antenna

Photographs of all Billboards are to be in compliance with section 21 of the contract entitled "Photograph Requirements."

21. Added Assessments and Partial Assessments:

The Company shall be responsible for valuation of all construction up to and including October 1, 2020. If a building is under construction at the time of the field investigation, a notation to that effect shall be placed on the computerized appraisal system in order that it can be retrieved in an expeditious manner for further review. This property should be placed on a Partial assessment list so it may be tracked for an added assessment. The percentage of completion shall be noted. Prior to finalization of values, a field review shall be made of these incomplete property improvements. Upon review, if the construction is substantially completed for its intended use, the value shall be determined as if it were complete. Should construction remain incomplete, the Company shall consult with the Assessor to determine the procedure in order that the valuation is appropriate.

The Company shall provide the Assessor for his/her review a description of the added assessment, the amount of the added assessment and number of months prorated for input into the Mod-IV tax record system.

The Township shall provide access to any and all building permits necessary for the purpose of adhering to the added assessment law.

22. Conditions to be met by the Municipality:

The Municipality shall facilitate the Company's performance of the revaluation by providing the following:

- (a) An up-to-date tax map that has been reviewed and determined suitable for revaluation use by the Local Property and Public Utility Branch.

- (b) A copy of the MOD IV tape of current property records for all properties currently listed upon the tax records of the Municipality. This tape shall include the block, lot, additional lots, owner's name and address, property location, property classification, if needed.
- (c) Access to any SR1-A records required by the Company.
- (d) Access to the abstracts of deed on file within the Assessor's office as needed.
- (e) Access to zoning approvals and building permits and other use of official records and such other assistance required as an aid to facilitate the Company's performance of the specifications noted within the contract. Property record cards are deemed not to be official records and can only be used by the Company subject to the Assessor's written approval.
- (f) Letters of Introduction to facilitate the Company's access to properties for inspection and data collection purposes.
- (g) Any other data that may be secured from the Municipality subject to the approval of the Assessor to assist the Company to determine the full fair value of the realty to be valued.

Upon the completion of the Revaluation project the Company shall return all documents, records, maps and any photographs acquired back to the Municipality. The Company shall sign an affidavit attesting to same.

**Note: Access to the Township's current or previous property record cards will be limited to obtaining the year built and permit information for improved properties. Other than that, the Municipality's current or previous property record cards will not be permitted or made available to the Company or its representatives for review, consideration or consultation in any manner or under any circumstance during the Revaluation of the Municipality unless prior permission is given by the Assessor.**

23. Taxpayer Review Procedure:

- A. The Company shall provide each taxpayer with an opportunity to review proposed assessment of his property.
- B. The Company, at its expense, shall mail a written notice after November 10th, approved by the Assessor, indicating the appraised value of the property and advising the taxpayer of his right to attend an individual informal review.
- C. Informal reviews shall be held at a designated location within the Municipality and the Company shall schedule sufficient time to fully review and discuss the proposed assessment with the taxpayer. Taxpayers shall have a choice of weekday, evening, or a Saturday appointment.
  - 1. Each taxpayer attending a review shall be afforded an individual meeting with a qualified person employed by the Company.
  - 2. Sufficient time shall be allowed to hear and conclude reviews on or before December 15.
  - 3. A written record of each review shall be provided to the Assessor in a format approved by the Assessor.
  - 4. Suggested revisions by the Company resulting from the taxpayers' reviews shall be made with the consent of the Assessor.
  - 5. Each taxpayer shall be informed in writing by the Company of the results of their assessment review within four weeks of the conclusion of all reviews.

6. The Company, at its expense, is to provide an interpreter for the informal hearings including sign language.

24. Office Space:

The Company shall provide all office space, furniture, equipment, machines, and other items required in connection with this project at its own expense. This also relates to computer equipment for encoding.

The Company shall provide adequate telephone service throughout this project so as to handle any inquiries by interested persons at its own expense. Prior to mailing notices of valuation, the Company shall have a minimum of two (2) manned-incoming telephone lines to accept inquiries from taxpayers. The Municipality has the irrevocable right to deduct \$500. per day (Liquidation Damages) from any funds if the Company fails to comply with this requirement. The Assessor shall be provided with a list of telephone numbers being used by Company personnel in order to maintain communications between parties to this agreement.

25. Computer Requirements:

It is deemed a material part of this agreement that the Company may use the Municipal "on-line" computer system. The Company shall be responsible for paying any line or service charge fees. The determination of the amount of said fees and/or charges are the direct responsibility of the Company and are to be included as a part of the contract price. This provision is material to the contract to insure compatibility of all computer functions with the system currently in use in Essex County.

The use of the Municipality's on-line computer system is for the sole purpose of preparing the Revaluation information for that municipality. Any other uses of the system without the written consent of the Assessor and Vital Computer System is prohibited.

The Company, at its own expense, shall install the necessary data processing equipment in the Municipality's Assessment Office within thirty days of the contract approval by the State of New Jersey so as to allow the Assessor or assessment personnel to periodically review the captured data, if this is deemed necessary by the Assessor.

The Real Property Appraisal Manual of New Jersey, Third Edition, Volumes I and II and any updates must be computerized for the purpose of generating computer data files for residential properties.

Commercial, industrial, special purpose and multi-family properties shall have computer data files generated from computer assisted appraisal programs through Marshall Valuation Service. Said system may be available for the Company.

All commercial, industrial and multi-family properties shall be processed in a separate file capable of being downloaded into the Assessor's computer file upon completion of data collection and valuation or as may be required.

The computer system must be integrated with the New Jersey Property Tax System MOD IV so that entry of the data can be made directly into the taxing districts Master File. The system must also be capable of producing the Added, Omitted, and Rollback Assessment valuation list, etc.

The Company shall build the data base. The data files shall include all items of information in connection with the property such as, but not limited to, the block and lot number, owner's name

and mailing address, property location, property classification, zoning, land size, improvements interior listing, age of improvements, depreciation, pricing data for each improvement as well as the final calculated values for land and improvements.

The Company shall provide if requested, seventy-five (75) hours of training for personnel in the Assessment Office in the operation of the computer programs so that assessment staff personnel will be able to update the data base as changes occur upon completion of this revaluation project.

This does not include time required to discuss standards and procedures, etc.

The Municipality shall receive the programs and any documentation necessary for maintaining and updating or expanding the computerized appraisal system which shall become the property of the Municipality.

26. Photograph Requirements:

The revaluation of all properties must include a minimum of two (2) digital photographs, front and rear of each parcel/line item of real property located in the Municipality. Photographs must also be taken of all garages, in-ground pools, sheds, gazebos or other accessory buildings which are to be assessed. Pictures of above ground pools must also be taken. In the case of billboards, only a front picture shall be taken. Said pictures shall be properly and correctly identified by their corresponding block, lot, and qualifier if necessary. Additionally, the number/quantity of photographs per block and lot shall also be specified.

In the case where there are multiple structures located on a property a sufficient number of pictures shall be taken to allow the Assessor to view the complex completely.

Furthermore, the Company shall take additional digital color photographs necessary to substantiate and identify a significant or unique valuation attribute, characteristic or feature that exists on a property that has a substantial positive or negative influence on the valuation of said property including accessory buildings. Said pictures shall be properly and correctly identified.

No photographs of vacant parcels shall be required.

The digital color photographs must be transferred from the digital camera's memory card to the Vital Image System which is integrated with the Tax System MOD IV. The Township shall be provided with a disk containing all the photographs in block and lot order.

All costs, charges and fees associated with the aforementioned photographic requirements are the direct responsibility of the Company and are to be included as a part of the contract price.

The photographs shall remain the property of the Municipality alone, and no unauthorized release of the photographs shall be permitted to any individual, group, business, company or any other person.

27. Defense of Appeals:

The Company shall assist the Assessor and the Township of Bloomfield to defend all valuations rendered to the Municipality that may be appealed to the Essex County Board of Taxation for the year in which the revaluation is implemented and two subsequent years following at no additional cost. Such assistance shall include qualified expert witnesses/personnel acceptable to the Assessor who are knowledgeable with and shall have inspected the properties subject to an appeal. This provision relates to a three year period and all costs, charges and fees associated

with the defense of the Township's valuations/assessments are the direct responsibility of the Company and are to be included as a part of the contract price.

The Township may decide to utilize the services of the Company for the defense of appeals filed with the State Tax Court directly or from the County Board action for the year in which the revaluation is implemented. The Company shall submit with its proposal a schedule of fees indicating an hourly rate. Said hourly rate shall apply to services rendered in connection with preparation, reinspections, consultations and actual appearances at appeal proceedings. The person appearing for the Company shall be a licensed New Jersey Real Estate Appraiser.

In the event it is determined that an assessment must be adjusted for the year 2020, it shall be the sole responsibility of the Company to prepare, file and serve all paperwork necessary to effectuate such an adjustment. If a fee for such filing is imposed by the Essex County Tax Board, said fee shall be the sole responsibility of the Company.

#### 28. Surety and Insurance:

The Company shall provide the following coverages to the Municipality to assure that the Municipality will be adequately protected and saved harmless from any lawsuit, litigation, demand, or claim arising out of the revaluation contract.

- A. Worker's compensation insurance coverage in accordance with the standards of this State as set forth in N.J.S.A. 34:15-1 et. seq.
- B. Public liability and automobile liability in amounts not less than those provided for by law for any one person and any one occurrence respecting property damage.
- C. A performance surety bond in the amount of the contract, executed by a reputable bonding company authorized to do business in this State, subject to reduction to 10 percent of the contract amount upon acceptance of the completed revaluation by the Assessor. Said reduced amount shall remain in effect until the Company has discharged all obligations respecting the defense of the contract.
- D. Copies of all policies of surety and insurance shall be provided to the Municipality prior to the commencement of any portion of the contract.

#### 29. Summary and Delivery:

- A. The Company shall provide the Assessor with completed property record cards filed in sequence by block and lot numbers on all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving values shall also be provided to the Assessor.
- B. The Company shall make available qualified personnel for the purpose of giving full explanation and instructions to the Assessor and his staff with regard to all materials submitted in all phases of the final revaluation. hours shall be allotted for this purpose.
- C. In the event a magnetic tape containing the new values is provided by the Company, said tape shall be in a format consistent with the New Jersey Property Tax System MOD IV so that entry of the data can be made directly into the taxing district's Master File.

#### 30. Subletting and Assigning Contract:

The Company shall not assign or transfer the contract or any interest therein without first receiving written approval from the Municipality, the Surety company, and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

#### 31. Change in Contract:

Changes in the contract will be permitted only upon written mutual agreement of the Company, the Municipality, the Surety company, and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

32. Discrimination Clause:

The provision of N.J.S.A. 10:2-4 dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereto, shall be incorporated into the contract and made binding upon the Company.

33. Conflict of Interest:

The Company shall submit a statement setting forth whether it or any immediate relatives of the Principal(s) of the Company, and/or shareholders, partners, investors, directors and/or employees own or has any interest in a company that represents or is engaged to perform a real estate appraisal for any plaintiff/property owner(s) as a valuation expert in tax appeal matters against any municipality. The Township reserves the right to automatically reject/disqualify any proposal submitted in the event a conflict of this nature exists.

In the event the Company or any officer, employee or staff member of the Company owns an interest in real property situated within the Township, the Company, employee, or staff member shall disclose in writing to the Assessor, the name, address, and block and lot number of the property owned within ten days after learning of the conflict.

Indicate if the Company has ever had a prior contract with any governmental entity terminated for any reason or if payment from a governmental entity is currently being withheld for any reason or if a bond posted for guaranty of performance has not been released. Please provide a detailed explanation of same if the answer to any of the foregoing is affirmative.

List all immediate relatives of the Principal(s) of the Company and subsidiaries who are employees or elected officials for the Township. For these purposes, "immediate relative" is defined as a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

No commissioner or employee of the Essex County Board of Taxation and no assessor of a taxing district within Essex County and no official or employee of the Township shall have any interest whatsoever, directly or indirectly, as an officer, stockholder, employee or any other capacity in the Company.

The Company and its parent Company and subsidiaries, if any, shall not represent any property owner or taxpayer filing a tax appeal in the Township with respect to the revaluation completed by the Company for a period of five (5) years from the date of the expiration of the contract.

The revaluation Company agrees not to disclose to anyone, except the Assessor, the Essex County Board of Taxation, and the Director of the Division of Taxation, or permit anyone to use or peruse, any of the data on file in connection with the revaluation. Any confidential information supplied to the revaluation company in connection with this program shall remain in possession of the revaluation company and not be subject to the freedom of information provision. At the conclusion of the program all such information shall be turned over to the

Township of Bloomfield.

34. Methodology to Evaluate and Rank Proposals

The Municipality shall award the contract based on an evaluation and ranking which shall include technical, management and cost related criteria.

The following shall be used as criteria for the evaluating proposals under the Competitive Contracting process:

1. **Technical Criteria (30%):**

(a) Proposed Methodology:

1. Demonstration of a clear understanding of the scope of work and related objectives;
2. Completeness and responsiveness to specifications and general requirements;
3. Documentation of past performance of Company's proposed methodology;
4. Amount of documented knowledge and use of the VITAL CAMA and Image System;
5. Amount of documented knowledge and use of BRT's Powerpad electronic data collection system;
6. Use of innovative technology and techniques.

(b) Public Relations:

1. The description, nature and extent of the Company's public relations program pre-revaluation, ongoing and post-revaluation. Include sample(s) of materials (literature and publications) and interactive website address.
2. The description, nature and extent of the Company's informal taxpayer are hearing process.

2. **Management Criteria (40%):**

(a) Project Management Plan:

1. Scheduling time-line.
2. Project management plan of work.
3. Revaluation status report compliance.
4. Description and type of quality control and assurance programs for the accurate collection of field data.

(b) History and experience in performing the work:

1. History and successful use of the VITAL CAMA system;
2. History and successful use of BRT's mobile data collection system;
- 3) The ability to demonstrate a successful track record of service as evidenced by on-time, on-budget, and contract compliance performance;
- 4) Present & past litigation, threatened litigation, and alternate dispute resolution experience as a result of being contracted to perform a revaluation or re-assessment;
- 6) Description of quality control procedures to ensure the accurate valuation of all real property;

7) The demonstrated ability of having successfully completed a recent revaluation project(s) with similar characteristics, traits and demographics to that of the Township of Bloomfield;

(c) Availability of personnel, facilities, equipment and other resources:

1. The ability to demonstrate the capacity to successfully complete the revaluation of the Township on-time for the 2020 tax year;
2. Company's current workload;
3. The availability to have at a minimum four existing qualified, trained & competent in-house field personnel with a minimum of six months experience currently available to start the Township's Revaluation. Please attach resumes;
4. The number of Certified Tax Assessors (CTA's) on staff.  
The number of Certified General Real Estate Appraisers (SCGREA) on staff.  
The number of Certified Residential Real Estate Appraisers (SCRREA) on staff.
5. Qualifications of staff.
6. Proof of a Company website to disseminate information about the Township's revaluation
7. The availability and ability to deliver experienced bilingual inspectors, mailings, and notifications. An American Sign Language interpreter must also be available, if needed.
8. Identify and describe each of the Company's principles/owners/shareholders role and availability in the revaluation of the Municipality.

**3. Cost Criteria (30%):**

(a) Cost of services to be provided 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;
- 3) Method of compensation for field inspectors. Preference will be given to companies who compensate them on an hourly basis, not per parcel.

(b) Assurances of performance:

- 1) Are the suitable bonds, warranties, or guarantees provided?
- 2) The type, nature and extent of quality control and assurance programs.

(c) The Company's financial stability and strength:

- 1) The ability of the Company to demonstrate sufficient financial resources to meet its obligations.

**35. Records and Computations to Become Property Of:**

Upon conclusion of all property owner reviews and acceptable revisions, the Company shall meet with the Assessor to finalize all aspects of this project. The purpose of this meeting shall be to transmit to the custody of the Assessor the original or a suitable copy of all records and

computations of the Company pertaining to any appraisal of property in the Municipality, if not previously requested and received. These records shall include, but not necessarily be limited to:

1. Written statements to the public or group concerning the nature of the project.
2. Any letter or memoranda to individuals or groups explaining methods used in the appraisal of property.
3. Sales data collected for use in the appraisal process including comparable sales studies, sales ratio studies, sales map, and the sales book.
4. Land valuation data including the land value map.
5. Data relative to the determination of cost conversion factors and depreciation schedules.
6. Data relative to rental schedule, operating statements of income properties, and capitalization rate studies.
7. Data relative to general, stratified, segmented and weighted coefficient of deviation studies.
8. Data processing information pertaining to the format of the computer systems used in the project.
9. Pictures of properties as required by the contract.
10. Computer tapes containing property data files which will produce the Assessor's records to be used in the development of the certified tax list. These tapes shall be in a format consistent with the New Jersey Property Tax System MOD IV.
11. Any other records pertaining to the revaluation program.

36. Submission of Work:

Periodically throughout this project, as data is collected and verified by the Company's supervisor, the Company shall enter the data into the Municipality's computer system and then submit a hard copy of the computerized data to the Assessor for his/her review including the digital photographs of said properties. Any cost relative to the provisions is the exclusive expense of the Company.

37. Insurance and Bonding:

The Company shall provide certificates of Liability and Workmen's Compensation insurance providing coverage in accordance with the Municipality's insurance requirements. Insurance coverage shall indemnify and save harmless the Municipality from any and all liability arising from the Company's work to be performed under the contract including attorneys' fees and costs in connection with the defense of any such claims.

The Company shall provide comprehensive general liability and automobile liability insurance coverage with the Municipality named as co-insured. Limits of liability for both coverage's shall be a minimum of \$3,000,000.00 (Amount of Liability) \$3,000,000.00 for bodily injury and property damage.

A performance surety bond equal to the amount of the contract, executed by a reputable bonding Company authorized to do business in the State of New Jersey shall be provided. The surety bond shall be subject to reduction to ten per cent of the contract amount upon acceptance of the completed revaluation by the Assessor. Said surety bond shall be subject to full cancellation upon completion of all appeals before the Essex County Board of Taxation being adjudicated.

A treasury listed bonding company is to be provided with an AB best rating.

Copies of all insurance policies and the surety bond shall be provided to the Municipality and the Division of Taxation prior to the commencement of any work under the contract.

38. Liquidated Damages:

In the event the revaluation project is not completed by January 31, 2020, liquidated damages shall be five hundred dollars (\$500.00) for each calendar day beyond January 31, 2020.

Completion is defined as all work finished including field inspections, calculations, digital photographs taken front & rear of every line item, informal taxpayer public hearings, hearing maintenance and submission of all reports, as may be required by the Essex County Board of Taxation during this revaluation project and the "Proof Book" is ready to be printed.

The Company shall not be responsible for delays caused by strikes, war, catastrophes, acts of God or actions by others not under the jurisdiction of the Company which might stop or delay the progress of work. No other justification or reason for delays of this project is acceptable.

39. Interpretations of Specifications and Contract:

Any dispute arising out of or relating in any way to the Contract Documents shall be resolved by final, binding, conclusive arbitration before a retired judge of the Superior Court of New Jersey or the United States District Court, sitting as a single arbitrator in a summary fashion. It is the intention to limit prehearing discovery to such matters as the arbitrator determines to be essential for a just and equitable resolution of the dispute. The parties shall agree upon the appointment of such an arbitrator and, failing agreement, any party may petition the Superior Court, Essex County, to appoint one. The arbitrator shall determine all procedural rules and questions. Any controversy or claim relating to the interpretation of these specifications as it relates to the contract or any breach thereof shall be settled by binding arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction.

The contract shall be construed pursuant to the Laws of the State of New Jersey. Any litigation with respect to the interpretation of the terms of the contract shall be within the sole jurisdiction of the Court of the State of New Jersey.

Should a conflict in language arise within the contract, said conflict shall be settled on the basis of the higher standard being applied to that portion of the contract language.

40. Confidential Nature of Project:

Disclosure of appraisal information to any individual, company, or corporation, other than the Assessor, the Essex County Board of Taxation, or their authorized representatives is expressly prohibited, and if done before conclusion of this project will be considered a violation of the contract. It is understood that this does not refer to information released under due process of law and the right to know laws of the State of New Jersey or information discussed in connection with the informal taxpayer review hearings.

41. Special Reports:

At the request of the Assessor, the Company may be required to prepare other special reports not specifically enumerated elsewhere in the specifications. These may include, but may not be limited to, studies of values by neighborhood, general sales reports for specified periods of time, and studies which compare pre-revaluation values to new proposed values.

The Company shall have the capability of generating reports based on sales prices, ratios, property type, property class, gross living area, room count, age of dwelling, lot size, zoning and neighborhood. NO EXCEPTION TO THIS REQUIREMENT SHALL BE PERMITTED.

The Company shall have the capability of generating reports by neighborhood that compare sales prices to new proposed assessments and that present the ratios for each property in the report. Based on this information, the Company shall have the ability to develop coefficient of dispersion studies. NO EXCEPTION TO THIS REQUIREMENT SHALL BE PERMITTED.

42. Payment Schedule:

The Company shall prepare a breakdown of functions to be carried out during this Revaluation project and place a dollar value for each function which shall be subject to the approval of the Assessor and County Tax Administrator. This breakdown is outlined and attached to the contract as **Appendix F** with summary sheet attached as **Appendix G**. This breakdown is a material part of the contract, shall be the basis for payments, and is to be completed as part of the executed contract documents.

Billings for payment under the contract must be received by the Municipality. Billings properly filed and approved shall be processed and payment mailed to the Company if found to be in order and approved.

The Revaluation project will commence immediately upon receipt of an acceptable performance bond, approval by the Director of the Division of Taxation of New Jersey and approved funding, if required. Payments to be made to the Company under the contract shall be calculated by applying the appropriate dollar value to the work completed and accepted by the Assessor at the end of each payment period. The dollar values to be utilized are outlined in **Appendix F** of the contract and are subject to an adjustment of minus 10% for contract retainage.

Half of the 10% retainage shall be payable upon completion of the work once certified by the Assessor and accepted by the Essex County Board of Taxation. The balance of the retainage shall be payable after the first year's County tax appeals are completed. The Bond shall be effective for the entire project including appeals.

43. Performance Standards:

Minimum standards of performance shall be established relating to certain phases of the revaluation.

The Page 8 Formula calculation shall be a minimum of ninety (90%) for the revaluation of all real property. NO EXCEPTION TO THIS REQUIREMENT SHALL BE PERMITTED.

The Page 8 Formula shall be calculated initially on or about November 1, 2019 after values have been finalized and submitted to the Assessor for review.

The final calculation of the Page 8 Formula shall be no later than November 30, 2019, or after hearings have been concluded and final changes made, whichever occurs FIRST.

44. Affirmative Action:

The parties to this agreement further agree to incorporate into this agreement the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or Sub-Company agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4(a), provided that said subsection shall be applied subject to the terms of subsection 3.4(d) of said Regulations.

The parties to this agreement agree to incorporate into this agreement the mandatory language of subsections 7.4(a) and (b) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or Sub-Company agrees to comply fully with the terms, provisions, and obligations of said subsections 7.4(a) and (b).

The Company shall execute the Affirmative Action Agreement, Exhibit A attached hereto, which shall be incorporated herein by reference.

The Company shall submit Affirmative Action Form AA-201 (Initial Project Manning Report - Construction) and Affirmative Action Form AA-202 (Monthly Manning Report - Construction) prior to any payments being made under this agreement.

The agreement together with the contract documents, form the contract and they are as fully a part of this agreement as if hereto attached or herein repeated.

The Municipality and the Company for themselves, their heirs, executors, administrators, successors, or assigns, hereby agree to the full performance of the covenants herein contained.

45. Statement of Corporate Ownership

Pursuant to N.J.S.A. 52:25-24.2, no corporation or partnership shall be awarded any Contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the Bid or accompanying the Bid of said corporation or partnership, Bidders shall submit a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent or more of its stock of any class, or of all individual partners in the partnership who own a ten percent or greater interest therein. The included Statement of Ownership shall be completed and attached to the Bid. This requirement applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships and Subchapter S corporations. Failure to submit a stockholder disclosure document shall result in rejection of the Bid.

46. Equal Employment Opportunity Statement

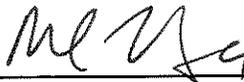
The successful Bidder shall prohibit discrimination in employment practices such as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training. Bidders may not make distinctions based on race, color, religion, sex, creed, color, ancestry, age, marital status, affectional or sexual orientation, familial status, liability for service in Armed Forces of the United States, or national origin in recruitment or advertising efforts, employment opportunities, wages, hours, job classifications, seniority, retirement ages, or job fringe benefits such as employer contributions to company pension or insurance plans.

47. New Jersey Business Registration Statement

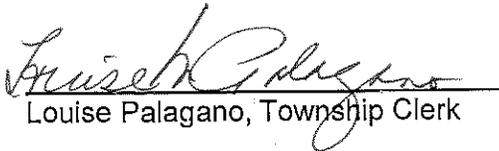
N.J.S.A. 52:32-44 requires that each Bidder submit proof of business registration with the Bid. Proof of registration shall be a copy of the Bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

**Execution of Contract  
for the  
Township of Bloomfield  
Property Revaluation Program**

IN WITNESS WHEREOF, the Company has caused these presents to be signed by its proper corporate officers and caused its proper corporate seal to be hereto affixed, and the Municipality has caused these presents to be executed by its Mayor and attested by its Clerk, and its seal affixes hereto, the day and year first written below.

BY:   
Michael J. Venezia, Mayor

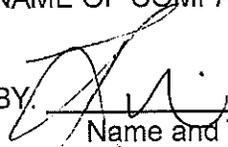
Attest:

  
Louise Palagano, Township Clerk

APPRAISAL SYSTEMS, INC.  
NAME OF COMPANY

Attest:



BY:  RICK DELGUERCIO, PRES.  
Name and Title

The foregoing contract is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019, pursuant to P.L. 1971, Chapter 424.

\_\_\_\_\_  
Director, Division of Taxation, State of New Jersey

DATE: \_\_\_\_\_

APPENDIX A  
TOWNSHIP OF BLOOMFIELD  
**PROPERTY CLASSIFICATION SUMMARY**  
As Of: January 10, 2018

Property Class	Description	Number of Line Items
1	Vacant Land	84
2	Residential	11,682
3A	Farm Regular	0
3B	Farm Qualified	0
4A	Commercial	679
4B	Industrial	27
4C	Apartment	98
5A	Rail Road Class I	0
5B	Rail Road Class II	0
6A	Telephone	1
15A	Exempt Public School	24
15B	Exempt Other School	33
15C	Exempt Public Property	167
15D	Exempt Charitable	75
15E	Exempt Cemeteries	5
15F	Exempt Miscellaneous	87
<b>Total</b>		<b>12,962</b>

NOTE: THE PRICE SHALL BE BASED UPON THE ABOVE LINE ITEM COUNT, THE CONSOLIDATION OF ANY LINE ITEMS REQUIRED BY THE ASSESSOR WILL NOT BE USED TO ADJUST SAID PRICE AFTER THE EXECUTION OF THIS AGREEMENT. THE FIRM WILL BE COMPENSATED FOR THE APPRAISAL OF LINE ITEMS NOT INCLUDED IN THE TAX LIST FOR THE YEAR 2020 AT THE UNIT PRICES INDICATED ON THE PROPOSAL FORM.

APPENDIX A1  
TOWNSHIP OF BLOOMFIELD  
SCHEDULE OF LINE ITEM FEES

The undersigned declares that s/he has carefully examined this entire RFP document and that s/he will provide all the necessary labor, tools and equipment, and all else necessary therefore and incidental thereto for the items of proposal, complete and in place, for the prices hereinafter quoted. All prices shall include direct and indirect pricing, including but not limited to, all necessary equipment, materials, labor, permit fees and travel expenses to conduct each requirement under the contract. All sums shall remain fixed for the term of the contract.

<i>Class</i>	<i>Description</i>	<i>No. of Parcels</i>	<i>Unit Price</i>	<i>Total</i>
1	Vacant Land	84	\$ 15	\$ 1,260.00
2	Residential (4 Family or Less)	11,682	\$ 47	\$ 549,054.00
3A	Farm Regular	0	\$ 0	\$ 0.00
3B	Farm Qualified	0	\$ 0	\$ 0.00
4A	Commercial	679	\$ 165	\$ 112,035.00
4B	Industrial	27	\$ 165	\$ 4,455.00
4C	Apartment	98	\$ 165	\$ 16,170.00
5A	Rail Road Class I	0	\$ 0	\$ 0.00
5B	Rail Road Class II	0	\$ 0	\$ 0.00
6A	Telephone	1	\$ 50	\$ 50.00
15A	Exempt Public School	24	\$ 40	\$ 960.00
15B	Exempt Other School	33	\$ 40	\$ 1,320.00
15C	Exempt Public Property	167	\$ 40	\$ 6,680.00
15D	Exempt Charitable	75	\$ 40	\$ 3,000.00
15E	Exempt Cemeteries	5	\$ 40	\$ 200.00
15F	Exempt Miscellaneous	87	\$ 40	\$ 3,480.00
	<b>Grand Total</b>		\$	\$ 698,664.00

**WRITE Grand Total in WORDS:** SIX HUNDRED NINETY EIGHT THOUSAND SIX HUNDRED SIXTY FOUR DOLLARS

APPENDIX B

Township of Bloomfield

SCHEDULE OF ADDITIONAL LINE ITEM FEES

VACANT LAND	\$ <u>15</u>	PER PARCEL
RESIDENTIAL (4 FAMILY OR LESS)	\$ <u>47</u>	PER PARCEL
FARM QUALIFIED	\$ <u>85</u>	PER PARCEL
FARM REGULAR	\$ <u>25</u>	PER PARCEL
COMMERCIAL	\$ <u>165</u>	PER PARCEL
INDUSTRIAL	\$ <u>165</u>	PER PARCEL
APARTMENTS	\$ <u>165</u>	PER PARCEL
EXEMPT PUBLIC SCHOOL	\$ <u>40</u>	PER PARCEL
EXEMPT OTHER SCHOOL	\$ <u>40</u>	PER PARCEL
EXEMPT PUBLIC PROPERTY	\$ <u>40</u>	PER PARCEL
EXEMPT CHARITABLE	\$ <u>40</u>	PER PARCEL
EXEMPT CEMETERIES	\$ <u>40</u>	PER PARCEL
EXEMPT MISC.	\$ <u>40</u>	PER PARCEL

## APPENDIX C

### LIST OF SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT

The project will be supervised by President and Executive Project Manager: Rick Del Guercio, CTA, SCGREA; Vice Presidents/Project Managers: Jason Cohen, CTA, SCGREA; Robert Brescia, SLREA; and Mark Duda, SCRREA. Please refer to pages 23 – 43 of our brochure in the back of this proposal for resumes of the above individuals as well as the resumes of all staff presented to be available for the Revaluation. License numbers and Certification numbers are also indicated under this section.

APPENDIX D  
BACKGROUND INVESTIGATION RELEASE  
TOWNSHIP OF BLOOMFIELD POLICE DEPARTMENT  
CONSENT FORM

The undersigned hereby authorizes the Municipality or any of its agents, representatives, or employees to obtain information concerning my personal background, including my driving record or any criminal record I may have, whether by utilizing the resources of the Federal and State governments (including but not limited to the NCIC and SCIC computer networks) or any other investigative sources.

\_\_\_\_\_  
NAME (PLEASE PRINT OR TYPE)

\_\_\_\_\_  
DOB

\_\_\_\_\_  
SEX

\_\_\_\_\_  
DRIVER LICENSE NUMBER

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
SIGNATURE

DATE \_\_\_\_\_

\_\_\_\_\_  
WITNESS

APPENDIX E

CONTAINING: COMPLETED REVALUATION PROGRAM EVALUATION REPORT  
PAGES 1 - 3

APPENDIX E 1

BREAKDOWN OF MAJOR TASKS OF REVALUATION PROJECT

FURTHER BREAKDOWN OF PAYMENT SCHEDULES

<u>PROJECT TASK</u>	<u>TASK PERCENTAGE OF PROJECT (ROUNDED)</u>	<u>OVERALL DOLLAR VALUE</u>	<u>PAYMENT DOLLAR VALUE</u>	
1. PLANNING & ORGANIZATION		%	\$	\$ /MO
2. DATA COLLECTION				
A. RESIDENTIAL		%		/LINE
B. VACANT LAND/COMMERCIAL INDUSTRIAL/APARTMENTS EXEMPT PROPERTIES		%		/LINE
C. FARM PROPERTIES		%		
3. ANALYSIS & VALUATION				
A. RESIDENTIAL		%		/VCS
B. VACANT LAND/COMMERCIAL INDUSTRIAL/APARTMENTS EXEMPT PROPERTIES		%		/VCS
C. FARM PROPERTIES		%		
4. FIELD REVIEW				
A. RESIDENTIAL		%		/VCS
B. VACANT LAND/COMMERCIAL INDUSTRIAL/APARTMENTS EXEMPT PROPERTIES		%		/VCS
C. FARM PROPERTIES		%		
5. TAXPAYER HEARINGS		%		
6. PROJECT FINALIZATION		%		
		100%	\$	
7. RETAINAGE		10%	*	

NOTES:

ITEMS 1 THROUGH 5 SUBJECT TO ADJUSTMENT OF MINUS (-) 10% FOR CONTRACT RETAINAGE.

ITEM 1 BASED UPON FIRST MONTHLY PAYMENT OF \$ \_\_\_\_\_ AND SUCCEEDING MONTHLY PAYMENTS OF \$ \_\_\_\_\_.

ITEM 2 BASED UPON PROPERTY CLASSIFICATION SUMMARY ATTACHED TO THE CONTRACT.

\* RETAINAGE REQUIRED IDENTIFIED IN CONTRACT.

1/9/19

APPENDIX E 2

MONTHLY BILLING SUMMARY

Total Contract Amount \$ \_\_\_\_\_

Completion Date - \_\_\_\_\_

MONTH OF \_\_\_\_\_ BILL NUMBER \_\_\_\_\_

PROJECT ELEMENT	COMPLETE	SUBTOTAL	TOTAL
1. PLANNING AND ORGANIZATION (SCHEDULE E TOTAL AMOUNT \$ _____)		____%	
2. DATA COLLECTION			
A. RESIDENTIAL			
(SCHEDULE E TOTAL AMOUNT # _____)		____%	
1. MEASURES _____ AT \$ _____		____%	
2. LISTED _____ AT \$ _____		____%	
3. DATA ENTRY _____ AT \$ _____		____%	
B. COMMERCIAL/INCOME/EXEMPT			
(SCHEDULE E TOTAL AMOUNT # _____)		____%	
1. MEASURES _____ AT \$ _____		____%	
2. LISTED _____ AT \$ _____		____%	
3. DATA ENTRY _____ AT \$ _____		____%	
C. VACANT PARCELS			
1. MEASURES _____ AT \$ _____		____%	
2. LISTED _____ AT \$ _____		____%	
3. DATA ENTRY _____ AT \$ _____		____%	
D. FARM PROPERTIES _____ AT \$ _____		____%	
3. ANALYSIS & VALUATION			
A. RESIDENTIAL			
(SCHEDULE E TOTAL AMOUNT # _____)		____%	
1. DATA ACCEPTANCE _____ AT \$ _____		____%	
2. INITIAL ANALYSIS _____ AT \$ _____		____%	
3. FINAL ANALYSIS _____ AT \$ _____		____%	
B. COMMERCIAL/INCOME/EXEMPT/VACANT LAND			
(SCHEDULE E TOTAL AMOUNT # _____)		____%	
1. DATA ACCEPTANCE _____ AT \$ _____		____%	
2. INITIAL ANALYSIS _____ AT \$ _____		____%	
3. FINAL ANALYSIS _____ AT \$ _____		____%	

APPENDIX F

QUALITY ASSURANCE WORKSHEET

TOTAL PARCELS IN VCS: \_\_\_\_\_ VCS IDENTIFICATION: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

FIELD REVIEWED:

EXTERIOR: SALES: \_\_\_\_\_ RANDOM SAMPLE: \_\_\_\_\_  
 INTERIOR: SALES: \_\_\_\_\_ RANDOM SAMPLE: \_\_\_\_\_

NUMBER OF DISCREPANCIES

ELEMENTS	FOUND IN VCS	REMARKS
1. BUILDING SKETCH		
2. STORY HEIGHT		
3. BASEMENT / CRAWL / SLAB		
4. EXTERIOR DESCRIPTION		
5. PORCHES ETC.		
6. BATHS		
7. HEATING		
8. A/C		
9. OTHER		
10. LOT CALCULATION		
12. CONSISTENCY		
<b>TOTAL</b>		

CONCLUSION

VCS: ACCEPTED \_\_\_\_\_

VCS: REJECTED TO BE REVIEWED \_\_\_\_\_

SUPERVISOR / REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE

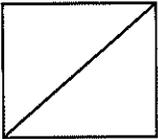
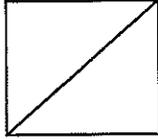
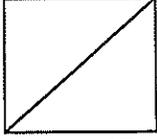
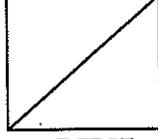
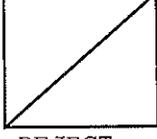
APPENDIX F 1

QUALITY ASSURANCE WORKSHEET

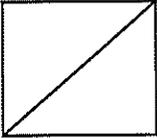
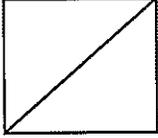
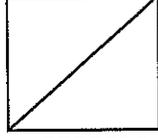
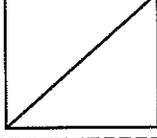
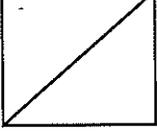
BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

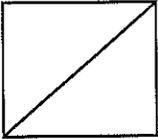
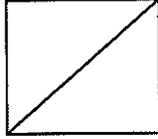
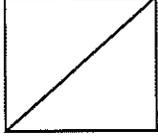
EXTERIOR

BUILDING SKETCH	STORY HEIGHT ATTIC AREA	BASEMENT SLAB/CRAWL	EXTERIOR DESCRIPTION	PORCHES/DECKS TOTAL
				
REJECT	REJECT	REJECT	REJECT	REJECT

INTERIOR

BATHS	HEATING	A/C	FIREPLACE	OTHER
				

REJECT ANY TOTAL = > 5

FORMULA/ETC	CONSISTENCE	LOT CALCULATION TOTAL
		

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NOTE: THIS WORKSHEET IS TO BE COMPLETED FOR THOSE FIELD CALCULATION SHEETS REVIEWED THAT ARE FOUND TO HAVE DISCREPANCIES. THOSE FIELD CALCULATION SHEETS REVIEWED AND FOUND TO HAVE NO DISCREPANCIES ARE TO BE IDENTIFIED AND ACCEPTED BY SUPERVISOR/REVIEWER AND A SUMMARY SHEET IS TO BE COMPLETED.

SUPERVISOR/REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE

= AUTOMATIC REJECT

APPENDIX G  
BID PROPOSAL FORM

REVALUATION OF ALL REAL PROPERTY IN THE TOWNSHIP OF BLOOMFIELD  
FOR TAX YEAR 2020

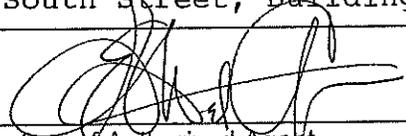
The undersigned proposes to furnish and deliver the above services pursuant to the Request for Proposals and made part hereof:

Line item price \$53.90

Total Fee: \$ 698,664.00

Appraisal Systems, Inc. 22-2356569  
Company Name Federal I.D. # or Social Security #

264 South Street, Building 2, Suite 1B, Morristown, NJ 07960  
Address

  
Ernest F. Del Guercio, Sr.  
Signature of Authorized Agent Type or Print Name

Title: CEO

(973) 386-1111  
Telephone Number  
(973) 386-1288  
Fax Number

August 12, 2018  
Date  
efd@asinj.com  
E-mail Address

## APPENDIX H

1. All lot size, zoning designations, tax map page number are to be verified, corrected and decoded in the MOD-IV on-line tax record system.
2. For all Class 4 and Class 15 properties in the CAMA program on the F1 screen under comments, a general description of the property shall be entered (i.e., retail, mixed-use, office, warehouse, apartment, (number and type of units), municipal building, school, church, along with the number of units and gross building area since these types of properties will be valued utilizing other systems.
3. Clerical assistance to transfer all the newly created property record cards, print-outs, Marshall & Swift print-outs, income approach, etc, to the existing files is to be provided under this contract.
4. All of the aforementioned items are to be included as part of the contract.



TOWNSHIP OF BLOOMFIELD

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

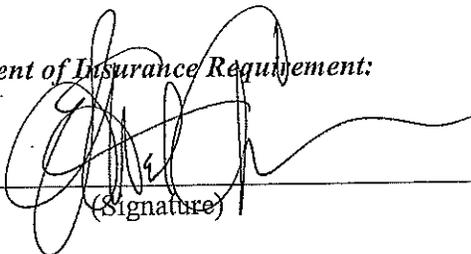
Certificate(s) of Insurance shall be filed with Township Clerk's Office upon award of contract by the Mayor and Council.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

*Acknowledgment of Insurance Requirement:*



(Signature)

August 12, 2018

(Date)

Ernest F. Del Guercio, Sr., CEO

(Printed Name and Title)

TOWNSHIP OF BLOOMFIELD

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE**  
(N.J.S.A. 10:5-31 ET SEQ. AND N.J.A.C. 17:27 ET SEQ.)

**GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the Township one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter):

OR

- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

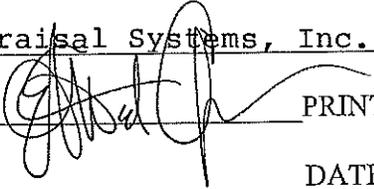
- (c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the Township of Bloomfield to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the Township of Bloomfield during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: Appraisal Systems, Inc.

SIGNATURE:  PRINT NAME: Ernest F. Del Guercio, Sr.

TITLE: CEO DATE: August 12, 2018

TOWNSHIP OF BLOOMFIELD

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :  
: COUNTY OF ESSEX :SS.  
:

I, Ernest F. Del Guercio, Sr. of the Town  
of Morristown in the County of Morris and  
the State of New Jersey, of full age, being duly sworn according to law on my oath depose and  
say that:

I am CEO  
of the firm of Appraisal Systems, Inc.

the Professional Service Entity making the submission for the above named Service, and that I  
executed the said submission with full authority to do so; that the Professional Service Entity has  
not, directly or indirectly, entered into any agreements, participated in any collusion, or  
otherwise taken any action in restraint of fair and open competition in connection with the above  
named Service; and that all statements contained in said submission and in this affidavit are true  
and correct, and made with full knowledge that the Township of Bloomfield relies upon the truth  
of the statements contained in said submission and in the statements contained in this affidavit in  
awarding the contract for said Service.

I further warrant that no person or selling agency has been employed or retained to solicit or  
secure such contract upon an agreement or understanding for commission, percentage, brokerage  
or contingent fee.

Subscribed and sworn to before me  
this 12th day of August 2018

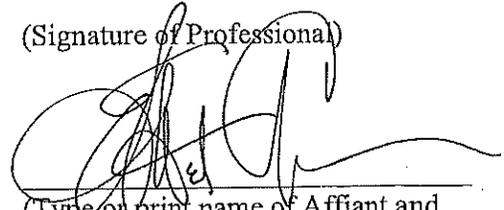
Maureen M Newton  
Notary Public

State of NJ

My Commission Expires 1/08/2020

**MAUREEN M. NEWTON**  
**NOTARY PUBLIC**  
**STATE OF NEW JERSEY**  
**ID # 50008156**  
**MY COMMISSION EXPIRES JAN. 8, 2020**

(Signature of Professional)



(Type or print name of Affiant and  
Title under signature)

Ernest F. Del Guercio, Sr.  
CEO

TOWNSHIP OF BLOOMFIELD

DISCLOSURE OF OWNERSHIP FORM

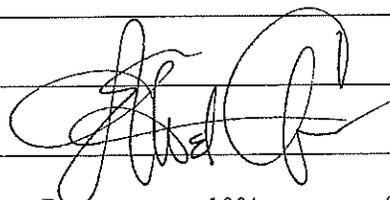
N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership"

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form or corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name: Ernest F. Del Guercio, Sr. Address: 41 Florie Farm Road, Mendham, NJ 07945  
 100%

SIGNATURE:  DATE: 8/8/18

II No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership \_\_\_\_\_ Limited Liability Corporation  
\_\_\_\_\_ Limited Liability Partnership  Subchapter S Corporation

SIGNATURE:  \_\_\_\_\_ DATE: 08/12/2018

TOWNSHIP OF BLOOMFIELD

PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If individual has a **TRADE NAME**, give such trade name:

Trading As: \_\_\_\_\_ Telephone No: \_\_\_\_\_

\*\*\*\*\*

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Federal I.D. No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

\*\*\*\*\*

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: New Jersey

Location of Principal Office: 264 South Street, Building 2, Suite 1B  
Morristown, NJ 07960

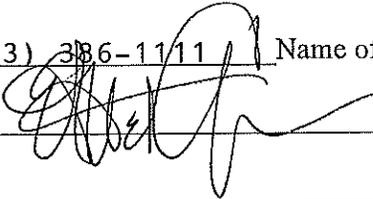
Telephone No: (973) 386-1111 Federal I.D. No: 22-2356569

Fax No: (973) 386-1288 E-Mail: efdg@asinj.com

Name of agent in charge of said office upon whom notice may be legally served:

Ernest F. Del Guercio, Sr.

Telephone No: (973) 386-1111 Name of Corporation: Appraisal Systems, Inc.

Signature:  By: Ernest F. Del Guercio, Sr.

Title: CEO Address: 264 South Street  
Building 2, Suite 1B  
Morristown, NJ 07960

**CONSENT OF SURETY**

A performance bond will be required from the successful contractor on this project, and consequently, all bidders shall submit, with their bid, a consent of surety in substantially the following form:

To: Township of Bloomfield  
(Owner)

Re: Appraisal Systems, Inc.  
(Contractor)

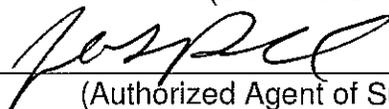
Revaluation of all real property for the tax year 2020 - Township of Bloomfield, NJ  
(Project Description)

This is to certify that the Guarantee Company of North America USA  
(Surety Company)

will provide to Township of Bloomfield a performance bond in  
(Owner)

the full amount of awarded contract in the event that said contractor is awarded a contract for the above project.

Appraisal Systems, Inc.  
(CONTRACTOR)

  
(Authorized Agent of Surety Company)

Date: August 15, 2018

**CONSENT OF SURETY MUST BE SIGNED BY AN AUTHORIZED AGENT  
OR REPRESENTATIVE OF A SURETY COMPANY AND NOT BY THE  
INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

**SURETY ACKNOWLEDGEMENT**

STATE OF:           New Jersey

COUNTY OF:         Essex

On August 15, 2018 before me, Carmen Allen

personally appeared Jamal L. Powell, who proved to me on the basis of satisfactory evidence to be the person whose name subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument that person, or the entity upon behalf of which the person acted, executed the instrument.

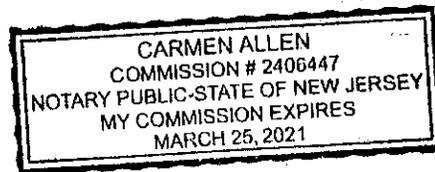
I certify under PENALTY OF PERJURY that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



TOWNSHIP OF BLOOMFIELD

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications.

Please refer to attached brochure.

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2. References and record of success of same or similar service:

Please refer to attached brochure.

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3. Description of ability to provide the services in a time fashion (including staffing, familiarly and location of key staff):

Please refer to attached brochure.

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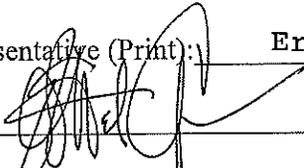
4. Cost details, including the hourly rates of each of the individuals who will perform Services and all expenses:

All costs are included in the total bid price.

*Note: Attach Additional sheets as necessary.*

Firm: Appraisal Systems, Inc. Date: 08/08/18

Authorized Representative (Print): Ernest F. Del Guercio, Sr.

Signature:  Title: \_\_\_\_\_

Telephone No: (973) 386-1111 Fax No: (973) 386-1288

**TOWNSHIP OF BLOOMFIELD  
BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR FAIR AND OPEN CONTRACTS**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that it has listed in the table below all reportable contributions as defined under N.J.S.A. 19:44A-3 that were made in the one year period preceding the solicitation notice that were made by the individual, firm, partnership, corporation or association of principals responding to this solicitation to any of the following named elected officials and committees listed.

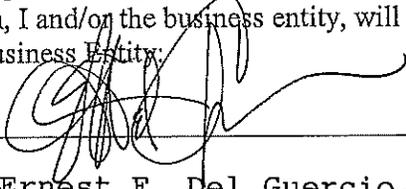
<u>Elected Officials</u>
Mayor Michael J. Venezia
Councilman Ted Gamble
Councilwoman Jenny Mundell
Councilwoman Wartyna Davis
Councilman Richard Rockwell
Councilman Nicholas Joanow
Councilwoman Sarah Cruz

<u>Committees</u>
Bloomfield Democratic Committee
Team Venezia
Friends of Wartyna Davis
Friends of Carlos Carlos Pomares
Friends of Ted Gamble

**Part II – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

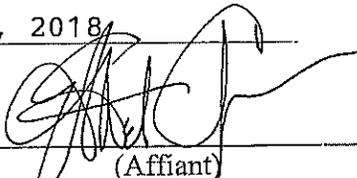
Signed:  Title: CEO

Print Name: Ernest F. Del Guercio, Sr., Date: August 12, 2018

Subscribed and sworn before me this 12 day of August, 2018

My Commission expires: 01/08/2020

*Maureen M. Newton*

  
(Affiant)

Ernest F. Del Guercio, Sr., CEO  
(Print name & title of affiant) (Corporate Seal)

**MAUREEN M. NEWTON**  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
ID # 50008156  
MY COMMISSION EXPIRES JAN: 8, 2020

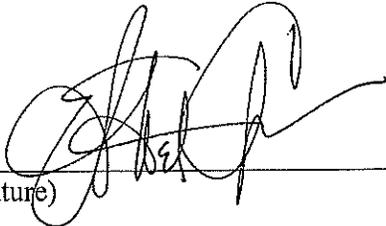
**TOWNSHIP OF BLOOMFIELD**

**ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, Ernest F. Del Guercio, Sr.

of the firm Appraisal Systems, Inc.

hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in the Submission Package.

  
\_\_\_\_\_  
(Signature)

Ernest F. Del Guercio, Sr., CEO  
(Type or print name of Affined and Title, under signature)

August 12, 2018  
(Date)

**END OF SUBMISSION PACKAGE**

Certification 36657

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-MAR-2018 to 15-MAY-2019**



APPRAISAL SYSTEMS, INC.  
264 SOUTH STREET, BLDG#2 SUITE 101  
MORRISTOWN NJ 07960

*Ford M. Scudder*

FORD M. SCUDDER  
Acting State Treasurer



**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** APPRAISAL SYSTEMS, INC.

**Trade Name:**

**Address:** 264 SOUTH STREET, BLDG 2, SUITE 1B  
MORRISTOWN, NJ 07960

**Certificate Number:** 0069896

**Effective Date:** March 04, 1981

**Date of Issuance:** February 26, 2016

**For Office Use Only:**

20160226110523364



BID BOND
(State of New Jersey - Penal Sum Form)

BOND NO. N/A

KNOW ALL MEN BY THESE PRESENTS, That we, Appraisal Systems, Inc., 264 South St. Bldg #2 Suite 1B, Morristown, NJ 07960
as Principal, and The Guarantee Company of North America USA, a corporation duly organized under the laws of the State of Michigan, as Surety, are held and firmly bound unto Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003
as Oblige, in the sum of Ten Percent of Total Bid, Not to Exceed Twenty Thousand Dollars (\$20,000) for the payment of which Principal and Surety bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Principal has submitted a bid for Revaluation of all real property for the tax year 2020 - Township of Bloomfield, NJ
the
Project.

NOW, THEREFORE, if the Oblige accepts the bid of the Principal and the Principal enters into a Contract with the Oblige for the Project, this obligation is null and void, otherwise to remain in full force and effect.

Signed and sealed this 15th day of August, 2018.

Maurice M. Newton
Witness

Halecon, Inc.
BY: [Signature]
Principal

ITS:

The Guarantee Company of North America USA

[Signature]
Witness

BY: [Signature]
Attorney-In-Fact Jamal L. Powell



The Guarantee Company of North America USA  
Southfield, Michigan

**POWER OF ATTORNEY**

**NOW ALL BY THESE PRESENTS:** That THE GUARANTEE COMPANY OF NORTH AMERICA USA, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

David Feuerstein, Eileen Voorhees, Marian Murphy-Weiner, Kutay Beba, Shakirah Stanford, Jamal Powell  
Brown & Brown Metro, Inc. ~ Florham Park

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon THE GUARANTEE COMPANY OF NORTH AMERICA USA as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of THE GUARANTEE COMPANY OF NORTH AMERICA USA at a meeting held on the 31<sup>st</sup> day of December, 2003. The President, or any Vice President, acting with any Secretary or Assistant Secretary, shall have power and authority:

1. To appoint Attorney(s)-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and
2. To revoke, at any time, any such Attorney-in-fact and revoke the authority given, except as provided below
3. In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.
4. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 6th day of December 2011, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, THE GUARANTEE COMPANY OF NORTH AMERICA USA has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 1st day of March, 2018.



THE GUARANTEE COMPANY OF NORTH AMERICA USA

*Stephen C. Ruschak*

*Randall Musselman*

STATE OF MICHIGAN  
County of Oakland

Stephen C. Ruschak, President & Chief Operating Officer

Randall Musselman, Secretary

On this 1st day of March, 2018 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA; that the seal affixed to said instrument is the Corporate Seal of said Company; that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of said Company.



Cynthia A. Takai  
Notary Public, State of Michigan  
County of Oakland

My Commission Expires February 27, 2024  
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

*Cynthia A. Takai*

I, Randall Musselman, Secretary of THE GUARANTEE COMPANY OF NORTH AMERICA USA, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by THE GUARANTEE COMPANY OF NORTH AMERICA USA, which is still in full force and effect.



IN WITNESS WHEREOF, I have thereunto set my hand and attached the seal of said Company this 15th day of August, 2018,

*Randall Musselman*

Randall Musselman, Secretary



APPRAISAL SYSTEMS, INC.  
REAL ESTATE APPRAISAL SERVICES

MORRISTOWN OFFICE  
264 SOUTH STREET  
BUILDING 2, SUITE 1B  
MORRISTOWN, NJ 07960  
PHONE: (973) 386-1111

GLEN ROCK OFFICE  
266 HARRISTOWN ROAD  
SUITE 302  
GLEN ROCK, NJ 07452  
PHONE: (201) 493-8530

August 29, 2018

Township of Bloomfield  
Ms. Louise M. Palagano, Municipal Clerk  
1 Municipal Plaza  
Room 214  
Bloomfield, NJ 07003

**Re: Bid for the Township of Bloomfield Revaluation of all Real Property**

Dear Ms. Palagano:

I am submitting a bid for a complete revaluation program for the Township of Bloomfield as of October 1, 2019 for the 2020 tax year in the amount of:

**Six Hundred Ninety Eight Thousand Six Hundred Sixty Four Dollars**  
**\$698,664.00**

If the total line items exceed those included in the request for proposal, the cost for additional line items shall be as outlined in Appendix B contained in said request for proposal.

With respect to all appeals made to the State Tax Court of New Jersey, the firm offers qualified experts at the rate of one hundred twenty five dollars per hour (\$125) in connection with preparation, re-inspections, consultations, and actual appearances at appeal proceedings.

Appraisal Systems, Inc. was incorporated in 1981 and is approved by the Director of the New Jersey Division of Taxation to perform municipal revaluation and reassessment appraisal work.

Appraisal Systems Inc. is a full service Real Estate Valuation firm employing more New Jersey Licensed Real Estate Appraisers and New Jersey Tax Assessor Certificate holders than all other revaluation firms. Our staff consists of seven (7) NJ state licensed real estate appraisers and seven (7) CTA holders. The management team of Appraisal Systems Inc. has an average of thirty years of broad and extensive experience in the revaluation field. With our staff of over fifty employees collaborating across the State of New Jersey, we are able to provide diverse and advanced technological resources enabling us to offer comprehensive appraisal services.

We maintain two permanent offices located in Morristown NJ and Glen Rock NJ. Appraisal Systems Inc. is widely respected for the depth of our industry knowledge and for being responsive, efficient, and transparent. Our appraisers and support staff adhere to the highest standards of appraisal practice and the highest standards of service. Our field personnel have well exceeded the minimum requirements for a field representative.



August 29, 2018

Ms. Louise M. Palagano, Municipal Clerk

Page 2

Appraisal Systems is a corporation with the following stockholders holding 10% or more of the issued and outstanding stock: Ernest F. Del Guercio, 41 Florie Farm Road, Mendham, NJ 07945, 100%. Appraisal Systems, Inc. has been under the management of Ernest F. Del Guercio, Sr. since its incorporation 37 years ago.

Appraisal Systems, Inc. possesses adequate financial resources to successfully complete the revaluation program. Financial statements are included.

Appraisal Systems, Inc. has never been involved in any litigation with a New Jersey Municipality concerning the performance and quality of a revaluation/reassessment product.

Appraisal Systems, Inc. has no parent company or subsidiaries.

Appraisal Systems, Inc. complies with the requirements of N.J.S.A. 52:32-44 and has included in this bid packet a copy of our New Jersey Business Registration Certificate.

Included with this bid is a brochure that contains examples of some of the materials used in revaluation. There are examples of records with which the assessor will be provided and examples of public relations mailings we send to the taxpayer. The brochure also contains the following information:

1. A list of all municipal clients since our incorporation in 1981
2. A list of all of the municipalities that we have completed in the most recent past that will serve as our references
3. A statement of qualifications of the supervisory staff
4. Resumes detailing the experience of the individuals (other than qualified supervisory personnel), represented to be available for assignment to a revaluation program for the Township of Bloomfield
5. Samples of the proposed property data record cards
6. Samples of public relations material from programs actually conducted by the firm in connection with other municipality-wide revaluation projects



August 29, 2018

Ms. Louise M. Palagano, Municipal Clerk

Page 3

The brochure is designed to give a comprehensive overview of the services we provide. We are proud of our past accomplishments and have listed all of our past revaluations/reassessments along with references from all the revaluations/reassessments conducted within the past five years. We strongly encourage you to contact any of these municipalities for confirmation of our timeliness, integrity, professionalism and knowledge.

We provide a comprehensive plan of public relations as an integral part of the revaluation program. In all of our programs we have made every effort to cooperate with assessing officials, municipal officials, elected officials, citizens, and most importantly, the individual taxpayer. We have designed the most extensive program of public education that includes:

- press releases
- preparation of an informational brochure that is included in the initial mailing explaining the process and methodology employed in the revaluation program
- meetings with the public to discuss the revaluation program
- exhibits which include sales data, neighborhood delineation maps, and special reports as requested by the municipal assessor
- the creation of our website

Appraisal Systems Inc. website provides the public with additional information with respect to the revaluation process, periodic progress updates, the location and identity of the field personnel, sales data, and other reports to assist in public relations. I would encourage you to visit our website at [www.asinj.com](http://www.asinj.com) for additional information about our firm and services and to view examples of information provided for previous projects. Most importantly, paramount in any public relations efforts is a well trained staff that is sensitive to and respectful of the concerns of the citizens. All employees are expected to conduct themselves so as to reflect credit to the organization and the municipality.

Appraisal Systems Inc. understands the requirements of the RFP and our extensive experience is testimony to our ability to successfully complete the contract. We have completed over 60 revaluations in just the past 5 years. Since our incorporation in 1981, Appraisal Systems Inc. has never failed to complete a revaluation project in a manner consistent with our contractual obligations and the requirements of the County Boards of Taxation and the State of New Jersey.



August 29, 2018

Ms. Louise M. Palagano, Municipal Clerk

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Appraisal Systems Inc. is fully proficient in the use of the Vital Resources CAMA Program and has performed numerous revaluations/reassessments on this software. We also utilize the latest technology with respect to electronic data collection with BRT's PRC Powerpad mobile data collection system ensuring the most accurate data collection. Since the data collection will be done electronically, the information is expeditiously transferred into the CAMA program ensuring the highest degree of accuracy for data entry.

Outlined on the following pages in our company brochure is our general approach to meet the requirements of the RFP and successfully complete the revaluation.

The undersigned hereby offers to faithfully comply with all said requirements and to furnish all labor, equipment and supplies necessary for the completion of a revaluation of all taxable property within the Township.

Respectfully submitted,  
**APPRAISAL SYSTEMS, INC.**

Ernest F. Del Guercio, Sr.  
Chief Executive Officer