Issued by: Borough of Glen Rock
1 Harding Plaza
Glen Rock, NJ 07452

Due Date: December 1, 2026 by 10:00 A.M. Prevailing Time

NOTE: The Borough of Glen Rock will consider Proposals only from Proposers that have demonstrated the capability and willingness to provide high-quality services in the manner described in this Request for Proposals.

NOTICE OF REQUEST FOR PROPOSALS FOR THE REVALUATION OF THE BOROUGH OF GLEN ROCK

Notice is hereby given that sealed proposals will be received by the Borough of Glen Rock ("Borough"), 1 Harding Plaza, Glen Rock, New Jersey, at the Municipal Building, Council Chambers, **on December 1, 2026 at 10:00 A.M.** prevailing time for the following contract:

REVALUATION OF THE BOROUGH OF GLEN ROCK

Proposals shall be opened on **Tuesday, December 1, 2026 at 10:00 A.M.** prevailing time at the above location. Proposals must be submitted by the foregoing date and time on the Proposal Forms furnished in the Request for Proposals (RFP) and delivered in sealed envelopes clearly marked "**Revaluation of the Borough of Glen Rock**." Faxed, electronic or emailed Proposals will not be accepted.

Proposers must include their name and address on the outside of the envelope. Proposals prepared on forms other than those provided by the Borough may be rejected. Proposals received after the date and time set forth herein, regardless of cause of delay, will not be accepted but will be returned unopened.

The RFP, including the Proposal Forms and Scope of Services, may be obtained by contacting the Borough Clerk's Office, telephone 201-670-3956, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding legal holidays or by emailing jscalia@glenrocknj.net to pick-up or discuss arrangements for the delivery of the RFP documents. The Borough Clerk's Office will ensure that the electronic RFP documents are distributed; however, the Borough will not be responsible if an interested person(s) or firm(s) cannot download the RFP documents. The Borough only assumes responsibility for mailing the RFP documents to the interested person(s) or firm(s) and not for proper and timely delivery thereof to such interested person(s) or firm(s).

A certified check, cashier's check or bid bond in the amount of ten percent (10%) of the Proposal amount, but not in excess of Twenty Thousand Dollars ($20,000), must be submitted with the Proposal, guaranteeing that if a contract is awarded, the Proposer shall execute the contract and deliver the bond(s), if any, required by the RFP documents. The Proposal Bond shall be obtained from a surety company that is authorized to do business in the State of New Jersey. Such Proposal Bond shall not contain any conditions to the obligations of the surety company issuing the Proposal Bond. Proposal Bonds signed by an Attorney-in-Fact shall be accompanied by an executed and certified Power-of-Attorney.

Proposers shall submit with their Proposals a Consent of Surety with Power of Attorney from a Surety Company authorized to do business in the State of New Jersey, in a form acceptable to the Borough, stating that the Surety will provide a performance bond in the full amount of the contract price if the Proposer is awarded a contract. This Consent of Surety shall be obtained on behalf of said Proposer, any or all subcontractors or by each respective subcontractor or by any combination thereof, which results in performance security equal to the total amount of the

contract, pursuant to N.J.S.A. 40A:11-22. Failure to submit a Consent of Surety shall result in rejection of the Proposal.

The Borough reserves the right to consider the Proposals for sixty (60) days after the receipt thereof, and further reserves the right to reject any or all Proposals, to abandon the procurement process, to waive any informality and make such awards or take such action as may be in the best interest of the Borough, all in accordance with applicable law. Any award of a contract hereunder shall be made in accordance with the competitive contracting process, N.J.S.A. 40A:11-4.1 *et seq.*

The Successful Proposer shall be required to comply with the requirements of N.J.S.A. 10:5-31 *et. seq.*, N.J.A.C. 17:27 (Affirmative Action), P.L. 1963. C150, and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et. seq.*), and N.J.S.A. 52:32-44 (Business Registration) and shall submit proof of the same.

The Borough of Glen Rock

1 Harding Plaza
Glen Rock, NJ 07452

Request for Proposals

For

Professional Services

To
Conduct a Revaluation of All Property in the Borough of Glen Rock for the year 2028.

REQUEST FOR PROPOSALS

The Borough of Glen Rock requests proposals for professional services to plan and implement a revaluation of all property in the municipality for the year 2028.

A. BOROUGH INFORMATION

The Borough of Glen Rock is responsible for issuing this RFP. Respondents requiring information regarding this project shall direct all questions to the Tax Assessor, William Yirce, CTA, wyirce@glenrocknj.net

The Real and Exempt property as of 1/10/26 was as follows:

Vacant Land	39	$ 5,920,600
Residential	3,872	$2,306,944,400
Farm (Regular)	0	$ 0
Farm (Qualified)	0	$ 0
Commercial	109	$ 174,750,800
All Exempt Property	115	$ 249,357,000

B. PROJECT OVERVIEW

Completion Date

The Bergen County Board of Taxation ordered the Borough of Glen Rock to implement a municipal-wide revaluation to be completed by October 1, 2027 and be effective for the 2028 tax year. It is the intent of the Borough to comply with this order as issued. The only exception to this is if both parties agree that any unforeseen circumstances limit the firm's ability to attain adequate property data from physical inspections to produce a credible assessment model.

Compliance with Law

In addition to any requirements specifically listed within this RFP, all proposals must comply with the current the New Jersey State Statutes, Administrative Code and standard revaluation requirements of the Division of Taxation and Bergen County Board of Taxation.

Property Data & Valuation

All classes of property, both real & exempt, must be inspected, physically measured (with a tape measure or other Assessor approved modality) and listed including sketches. If field cards are recorded and drawn by hand, t**he field inspectors' original field record and scaled hand drawn sketch or, if field work is completed on tablet devices, the complete data file must be submitted with final delivery of all other program work files at the conclusion of the program**. The balance of information to be gathered and utilized in the valuation process must be determined and agreed upon, prior to the commencement of fieldwork, by the company and the Assessor. Exempt properties are to be valued as if they are market value units (aka, not exempt). They are to be inspected and valued consistently with other properties in the neighborhood utilizing the same valuation models, unless it is a special purpose facility.

The firm will work cooperatively with the Tax Assessor in developing the land value model, improvement codes & symbols, depreciation schedules and formats of the assessment model. The Borough's existing neighborhood map and neighborhood designations in the existing CAMA should be relied upon as a baseline; any recommendations to amend the existing neighborhoods or to re-allocate properties to different neighborhoods must be confirmed and approved with the Tax Assessor. Additional modeling points to be discussed prior to the commencement of value modeling include building class codes, type-use codes, condition codes and rates of adjustment and residential (up to 4-family) multi-unit dwelling-coding.

Any work that is not completed at the time of the initial inspection of a property is to be listed on the field record and measured indicating the status at the time of inspection and an appointment card left for the property owner to reschedule for (interior) inspection. The firm must make available any and all personal for these inspections, including evenings and Saturdays.

The timing of the mailing of any notices to property owners must be approved by the Tax Assessor and Borough Manager in advance of mailing.

The firm will assist the Tax Assessor with the preparation of Added Assessment calculations and be prepared to present added assessment values to the Tax Assessor on or before 09/01/2027. The firm may be required to assist the Tax

Assessor to submit the Added Assessment valuations either electronically or by Tape to the Bergen County Board of Taxation of the Added/Omitted Assessments, after approval of same by the Tax Assessor. The firm and the Tax Assessor will collectively plan and prepare the added assessment program starting in the summer of 2027.

The firm will be responsible for the mailing of Chapter 91 income & expense notices in the year 2027. The letter, Forms and time of mailing must be pre-approved by the Assessor and include the Assessor's signature.

CAMA System

The revaluation must be performed utilizing Microsystems of Northern NJ.com, LLC CAMA system. The most recent software version is to be utilized. Data fields, screen layouts and codes tables will need to be modified to comply with any mandated changes by the Division of Taxation. The changes are to be determined jointly, with the assessor having the final say. Any modification to the software that is necessary to complete the job to the satisfaction of the Assessor is the responsibility of the firm.

Existing Tax Assessor notes listed in the CAMA system must be maintained in the new CAMA system.

Commercial Cost Data

Commercial improvement values are to be calculated by using the Marshall & Swift Commercial Cost Estimator valuation program. The total building cost is to be placed as a "flat add" in the CAMA system for processing of the final value. The property use, gross square footage or number of units must also be listed in the CAMA system in a location to be determined cooperatively between the firm the Tax Assessor. One (1) copy of the software shall be provided and installed on workstation in the Tax Assessor's Office. The firm is responsible for providing update service for the duration of the contract.

Once data entry commences information is to be downloaded to the Tax Assessor's computer system on a regular schedule to be agreed upon.

Public Relations:

An aggressive public relations program must be put in place. It must cover at least the following:

- Definitions and the purpose of a revaluation
- How it will be accomplished
- What it means to property owners
- Who will be doing the work?
- What to be aware of
- Where to go and whom to contact regarding concerns
- Review Process

- The status of the revaluation.

Resources to be used will include but not limited to:

- Individual mailings
- Borough newsletters
- Web site
- Borough Social Media Platforms
- Public appearances with not less than 2 public meetings at dates and times to be agreed upon by Tax Assessor and availability of meeting facilities.

Digital Photographs

Residential:

A minimum of one (1) 'street-view' color image is required for each residential structure per property. Photos are also required for out buildings with heated areas and multi-story structures detached from the primary residence. This may result in multiple images per line item. Examples include are: the main home, cabanas, studios/apartments over garages, cottages, cabins, barns, and multiple homes. They do not include one-story garages, pools or other accessory structures. The image must be an angle view showing the front and right or left side. If the entire front of the primary structure cannot be clearly seen two (2) images must be taken.

Condominiums:

Apartment: One (1) color image for each side of building.
Townhouses: One (1) color image per unit.
Multi Family: One (1) color image per unit.
Office: One (1) color image for each side of building.
All Others: One (1) color image for each side of building.

Commercial, Apartments and Exempt Property:

One (1) color image for each side of the primary structure and one (1) color image for each additional building on the property. This may result in multiple images per line item. Structures are defined as any building that is being leased or occupied by a business entity. They do not include garages, barns or other accessory structures.

All pictures are to be stored as jpegs. They must stay in their original 4:3 format; no cropping of pictures will be accepted. The exact resolution and files size will be agreed upon prior to start of taking pictures. File names must conform to the naming routine established by Microsystems to be compatible with the mspictures software.

(County/District)-(Block)_(Block suffix)-(Lot)_(Lot suffix)-(Qualifier)--(# of image).jpg

0251-1101_01-1_01--1.jpg, 0251-1101-1--1.jpg

A hard copy of all images will be given to the Borough either in DVD format or an external hard drive. All images must be loaded into the Borough's existing computer system. All necessary software must be furnished to the Borough to enable them to retrieve and edit the color images.

Defense of Appeals

As an Addendum to your proposal, please provide a proposal to provide consulting and appraisal services in the defense of appeals filed with the Tax Court of New Jersey. For the first two (2) years following the effective date of the revaluation program, the firm will supply its principals and/or supervisors/project managers to defend the valuations at the Bergen County Board of Taxation without additional cost. The Borough of Glen Rock shall supply a knowledgeable Attorney in the Tax Appeal defense to represent it in all such proceedings before the Bergen County Board of Taxation and the State of New Jersey Tax Court.

C. Available Resources

The Borough will provide the following to assist the firm:

- Tax Map. The Borough shall provide three (3) copies of the Official Tax Map. The Borough will also provide one copy of the digitized tax map so that it can be color coded depicting each neighborhood utilized on the valuation of the Land.
- Land Use and Development Ordinance complete with zoning maps.

The Borough shall make available official records and such other assistance required as an aid to the Firm's performance including but not limited to:

- Recent Appraisals
- Building Permit Data
- Commercial field cards may be reviewed in the Assessor's Office

The Borough agrees to allow access to information contained within its CAMA system. The Assessor and the firm will determine the type and amount of data exchanged.

D. SUBMITTAL INSTRUCTIONS

Respondents who wish to be considered for selection for this project must submit a complete response to this RFP. All designs and documentation delivered to the Borough of Glen Rock as part of a proposal and implementation of the project shall become the property of the Borough.

Submitted proposals shall be specifically prepared for this project and shall include, in addition to any items described elsewhere in this RFP including but not limited to Exhibits A through G, the following:

1. Compliance with the standard requirements of the Division of Taxation and Bergen County Board of Taxation.
2. The firm's understanding of and approach to the scope of work. This should be presented with sufficient detail regarding the level or degree of work, tasks, objectives, results, and the time required to complete each.
3. This should include:
    - Specific experience of the firm with projects similar in nature to the proposed project completed within the last five years. References and contact information should be included.
    - Projects presently under contract, include name of municipality, number of line items and completion dates
    - Active bids for Revaluations include name of municipality, number of line items and completion dates.
    - The firm must be willing to work with the Senior Citizen Organization and meet with them to pick a one week time period with which they can sign up for scheduled appointments. This ensures them that the firm is truly representative of the Revaluation Company and allows them the opportunity to have someone present at the time of the inspection for their safety.
4. List all:
    - Principles of the firm, positions held and their responsibilities if any.
    - Key personnel and their qualifications and availability to perform the work. The proposal should detail the area of responsibility for each person noted and indicate their experience and qualifications to perform those tasks.
    - Qualifications of Field Personnel.
5. The Completion of work timetable. See pages 16-17.
6. Costs and fees.
    - A cost proposal indicating the item, number of units, unit price and a total.
      As shown on page 18 each class as additional price not included in SR3A card,
    - An itemized list of equipment, hardware, software and other products that the firm will be supplying to complete the project, along with a cost of Extra Items.
    - As outlined in the Supplemental Addenda, all requirements must be strictly adhered to and all requirements must be met.
7. Satisfactory evidence of insurance for comprehensive general liability, automobile liability, workers compensation and employer's liability, and other insurances as maybe requested by the Borough.
8. Copy of the Respondent's State of New Jersey Business Registration Certificate.

E. RIGHT TO REJECT

The Borough reserves the right to reject any or all proposals and to award this project in whole or part; to waive any information, if in its sole discretion is in the best interest of the Borough.

G. ADDENDA

Please review the Supplemental Addenda as well as the Completion of Work Timetable. The Borough reserves the right to amend, add or delete any of the requirements of the RFP. If it becomes a necessity, a written addenda will be issued. Respondents shall acknowledge receipt of such addenda, if issued, in their proposals.

H. PROPOSAL EVALUATION

The Borough will evaluate all proposals submitted within the guidelines established herein. Evaluation criteria will include:

- The respondent's program presented to the Borough, which accurately demonstrates an understanding of the project and outlines practical approaches.
- The overall experience of the respondent firm's and experience on projects of a similar size and scope.
- The project team proposed by the respondent:
    - Team leaders, staffing and consultants
    - Specific responsibilities of the various team members.
    - Past experience of the team and its individual members as it relates to the intended project.
    - Delineation of management tasks of the intended project
- Capability of the respondent to integrate this project into the Firm's present workload to allow performance of the work within the Borough's timetable.
- Schedule for implementation of the project.
- Cost and compatibility with current systems
- Certificates of Insurance and Coverages.

I. PRESENTATIONS

The Borough may request an oral presentation of qualified respondents, prior to final selection, to assist in its determination. The Borough will schedule this presentation at a time and date to be specified by the Borough.

ONE (1) ORIGINAL AND THREE (3) COPIES OF EACH RESPONDENT'S PROPOSAL SHALL BE SUBMITTED TO THE BOROUGH CLERK, AT THE MUNICIPAL BUILDING, BOROUGH CLERK'S OFFICE. 1 HARDING PLAZA, GLEN ROCK, NJ 07452 ON OR BEFORE 10:00 A.M. ON DECEMBER 1, 2026.

SUPPLEMENTAL ADDENDA

The following program requirements will be adhered to unless amendments are authorized by the Tax Assessor:

1. The firm shall carry on and assist the Governing Body in conducting a suitable program with public education through the local press and not less than two (2) meetings with citizens and property owner groups before and during the progress of the revaluation program. All public statements by the firm and its personnel relating to the revaluation program shall be subject to review and prior approval by the Assessor; Borough Manager and if one is established; a Revaluation Committee.

2. Field personnel and /or field inspectors shall have a minimum of 6 months actual revaluation field inspection or appraisal experience pertaining to their particular phase of work and shall be generally aware of other phases of the revaluation project prior to starting field work. A resume shall be summarized and submitted with the Company's proposal for review by Borough Officials.

3. The Revaluation Company must provide its own office space with the Borough of Glen Rock or if no space is available, within a municipality bordering the Borough of Glen Rock. The Revaluation Company must provide a sufficient number of computer lines at their expense, if needed. The Revaluation Company shall provide all the 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 Revaluation Company shall provide adequate telephone service throughout this project so as to handle any inquires by interested persons at the Revaluation Company's expense. The phone numbers must be local phone numbers not "main office" numbers or out of state numbers. The Borough Tax Assessor shall be provided with a list of telephone numbers being used by Revaluation Company personnel in order to maintain communications between all parties.

4. All principals and employees shall conduct their work in a courteous and efficient manner. The firm agrees to remove from the project any staff member at the request of the Borough. The determination of suitability is at the sole discretion of the Borough. The company, its personnel/employees shall meet the requirements and qualifications as prescribed under N.J.A.C. 18:12-4.6. Wherever this contract calls for a greater/increased standard the higher standard shall prevail over the applicable New Jersey Administrative Code.

5. The revaluation shall be performed by the persons set forth in the firm's proposal. Any change in personnel or change in the duties of the personnel so listed pertains to this project shall be submitted in writing to the Assessor, and

the County Board of Taxation for approval. The firm shall supply all field representatives with photographic identification cards in forms suitable to the field work to the Police Department. for background checks. All vehicle ID will be required to be on file with Police Department along with the make and model of car. All field personnel will be qualified persons with education in the inspection process.

6. The firm agrees that its representatives shall make up to (3) calls to each property. The firm shall obtain the signature of an adult individual present during the inspection of the property. 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 shall be made. This card shall also include a telephone number and address where the firm can be contacted by the property owner to make alternative arrangements, if necessary. If entry is not possible upon a second visit, written notice shall be left requesting a mutually convenient appointment for a third visit to gain entry. If access is not obtained, a letter will be sent out by the firm from the Tax Assessor advising the property owner that, unless they call and schedule an inspection, their revaluation assessment shall be based upon an estimate of value prepared by the firm. The firm shall be available to schedule inspections during reasonable hours, including weekday evenings up to 7PM and all day on Saturdays. No inspection shall be made on Sunday.

7. The firm shall notify the Tax Assessor within the field card inspection record of each failure to gain entry to inspect a particular property.

8. The Firm will update the zoning field in the CAMA to reflect the most recent updates to the municipalities zoning designations.

9. The Firm will establish residential multi-family (1-4 units) building class designations, style codes.

10. The firm will use at least two (2) approaches to value for all residential properties and at least three (3) approaches to value for all other properties. Applicability of approach shall be determined after discussion with Tax Assessor. The firm will appraise all categories of property within the Borough of Glen Rock.

11. The firm will make monthly reports to the Assessor as to the specific progress on the work and hold meetings as needed with authorized representatives of the Borough. Upon request a hard copy or digital file of field work shall be forwarded to the Tax 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 Tax Assessor, should discrepancies appear in the Company's listings, the Company shall make the necessary corrections at its own expense

12. An estimated work schedule, approved by the Tax Assessor, shall be strictly adhered to and any deviation from same must be approved by the Assessor.

Upon completion of the project, the firm shall notify each property owner by regular mail of the total appraised value of its property and advise said person with a telephone number to call to schedule an informal review. These informal hearings will be held at the Municipal Building or other suitable location. The format for this letter and the schedule of the reviews shall be subject to the prior approval of the Assessor. Said meetings shall be run and staffed by principals and/or supervisors and project managers or other qualified persons. Any corrections made as a result of the informal hearing to the appraisal of the property shall be made after consultation with the Assessor and a written record of each review, regardless of outcome, shall be provided to the Assessor in a format to be previously approved by the Assessor, bearing the signature of the taxpayer. During said interviews, the property owner shall be notified of the results of their review in writing not later than four (4) weeks following any such meeting.

13. As part of this undertaking, the firm shall develop a Neighborhood schedule with the Tax Assessor and, once complete, prepare a Neighborhood Land value map for the Borough depicting values as to square foot or acreage of all land and apply each unit of value to the relevant block and lot. Upon completion, the firm shall deliver one complete copy of this map to the Borough upon completion of the project. In addition, the firm shall furnish the Assessor with the detailed data utilized to arrive at the units of land value, which served as the basis for preparation of the aforementioned map.

14. The firm will review the most recently published FEMA flood maps and note any property that has a flood designation above the normal flood hazard levels. The firm will also discuss any land value credits and how they are applied with the Tax Assessor's office.

15. The firm shall base its appraisal on the latest edition of the Real Property Appraisal Manual for New Jersey Assessors and, where appropriate, Marshall and Swift Evaluation. deviation from the prescribed manuals may only be made following written approval of the Tax Assessor and the Bergen County Board of Taxation and the State Division of Taxation.

16. A Final MOD IV tape with all new values will be delivered to Bergen County Board of Taxation Data Center on or before February 1, 2026 or upon final review and hearings. In the event that the request to receive an extension of the completion of the revaluation program to the Bergen County Tax Board, the firm will work in collaboration with the Tax Assessor to submit this request.

17. All values will be transferred to the Tax Assessor's computer system at the upon completion of the entire project.

18. All property record field inspection cards, digital files photos and related information are to be turned over to the Tax Assessor. The firm must provide staff to assist the Assessor's Office with the filing of revaluation documents in the Tax Assessor's Office in the event that the Borough determines a need for

this assistance. This task must also include the merger of the current assess with the new files from the revaluation.

GLEN ROCK 2026 REVALUATION
COMPLETION OF WORK TIMETABLE

The following schedule will be adhered to unless authorized by the Tax Assessor:

1. Upon signing and Approval of contract, the firm agrees to immediately start Public Relations (this is assuming the tax map has been approved). This is to include mailing of brochures to taxpayers, scheduling public meetings and setting timetable for all these with the tax assessor.

2. Communicate with the Tax Assessor's Office to develop a plan for the capture of 2027 added assessments using the inspection data captured through revaluation inspections. These values will be presented to the tax assessor on 9/1/27 for approval.

3. On or before December 15, 2027, a letter listing all property that entry was not gained or the property owner refused entry will be delivered to the Tax Assessor. This letter will inform taxpayers that they have an additional 5-10 days to call the firm and schedule an appointment so that they are not estimated. The firm will accommodate these calls and appointments in a timely fashion. The date is subject to change depending on the progress of the program.

4. Letters will be prepared and mailed by the firm in relation to the list mentioned in item #3. This letter will be sent on the Tax Assessor's letterhead and in Borough envelopes and a record will be kept in the file of service and the letter so that during appeal season, we have documents that show we made more than the 3 inspection attempts to accommodate everyone.

5. On or before January 15, 2028, all values will be delivered to the Tax Assessor for final review. This review will be completed on or before January 30, 2028, so that informal hearing letters can be sent out. Any deviation from these dates must be approved by the Tax Assessor. The Mayor and Council will be appraised of the final outcome of the values, and any changes or adjustments will be discussed and/or implemented. This date is subject to change depending on the progress of the program.

6. The informal letters will be sent out on or before the first week of February 2028. These letters will have the signature of the firm and the tax assessor. They will include clear instructions for how property owners can schedule either an in-person conference call or video conference. This date is subject to change depending on the progress of the program.

7. They Borough **may request** all values by neighborhood will be placed on the firms' website so that any taxpayer can review their value and other assessments in Glen Rock. This assessment list will also have all sales, listed by neighborhood so that they can see what is transpiring in the marketplace.

8. Any and all changes made to valuations as a result of the informal hearing process will be mailed in letter form to the taxpayer and a copy to the Borough. Letters will also be sent to property owners receiving no change as a result of an informal meeting.

9. All commercial values will be reviewed and approved by the Tax Assessor and potentially the Borough's current commercial appraiser.

10. The firm will mail out all Chapter 91 Income and Expense Requests for 2027 by way of Certified/Return Receipt mail to the Tax Assessor.

Any deviations from this schedule or delivering final values to the Bergen County Board of Taxation must have the approval of the Tax Assessor, County Tax Administrator and the Bergen County Tax Board. If there is a delay without good and justifiable cause the Penalty Clause of the contract will be imposed.

BOROUGH OF GLEN ROCK
2026 REVALUATION
COST PROPOSAL

CLASS CODE/PROPERTY TYPE		**# OF UNITS**
1	VACANT LAND	39
2	RESIDENTIAL (4-FAMILY OR LESS)	3,872
3B	FARM QUALIFIED	0
3A	FARM REGULAR	0
4A	COMMERCIAL	98
4B	INDUSTRIAL	10
4C	APARTMENTS	1
15A	EXEMPT PUBLIC SCHOOL	6
15B	EXEMPT OTHER SCHOOL	0
15C	EXEMPT PUBLIC PROPERTY	70
15D	EXEMPT CHARITABLE	15
15E	EXEMPT CEMETERIES	1
15F	EXEMPT MISC.	23
	TOTALS	**4,135**

ATTENTION ALL VENDORS:

All Revaluation Companies must complete, execute and submit the "Documents Checklist" set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete. All forms/items must be typewritten or written in ink. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL AND THREE (3) COPIES OF EACH RESPONDENT'S PROPOSAL.**

DOCUMENT CHECKLIST

(Check the box for each document that is enclosed)
Initial each item

(Vendor's initials)

1. Proposal Form to the Borough of Glen Rock _____
2. Non-Collusion Affidavit _____
3. Stockholder Statement of Ownership _____
4. Affirmative Action Documentation* _____
5. Revaluation Company Information Form _____
6. Insurance Requirements and Acknowledgment Form _____
7. Acknowledgement of Corrections, Additions and Deletions Form _____
8. Disclosure of Investment Activities in Iran _____
9. Statement of Qualifications _____
10. Americans with Disabilities Act of 1990 _____
11. State of New Jersey Business Registration Certificate _____
12. Statement of Ownership Disclosure _____
13. Certification of Non-Involvement in Prohibited Activities in Russia Or Belarus _____
14. Bid Bond _____
15. Certification of Consent of Surety _____
16. Exceptions _____
17. No Response Proposal Survey _____

18. Property Classification & Line Items _____

19. Exhibit A (to proposed Contract) – Revaluation Compliance Report _____

20. Exhibit B (to proposed Contract) – Monthly Billing Summary _____

21. Exhibit C (to proposed Contract) – Schedule of Tax Court Appeal Fees _____

22. Exhibit D (to proposed Contract) – List of Supervisors _____

23. Exhibit E (to proposed Contract) – Consent to Investigation _____

24. Exhibit F (to proposed Contract) – Confirmation of Designated Flood Zone Properties _____

25. Listing of Subcontractors* _____

26. List of all key employees as of date of Proposal, indicating educational background* _____

27. List of current revaluation or reassessment projects under Contract indicating Contract completion date* _____

28. List of revaluation and reassessment project Proposals submitted to Municipalities within the past six months* _____

29. Copies of Financial Statements from the last two years* _____

30. If applicable, Vendor's acknowledgment of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or Proposal documents(s)* _____

31. A statement of whether any litigation involving the firm's performance under a revaluation or reassessment Contract has occurred during the past five years and, if so, explain in detail the nature of such litigation and the results thereof.* _____

32. List of revaluations and reassessments performed within the past five years, highlighting any such that were performed in Bergen County* _____

33. Percentage of Tax Appeals in the past 10 years filed in the first two years after a revaluation or reassessment by your firm was implemented. The percentage should be based upon the total number of appeals filed in those years out of the total number of line items.* _____

Name of Corporation, Partnership Entity or Individual	Print Name and Title of Authorized Representative of Entity Signing This Document
Signature of Authorized Representative	Date

NOTES:

1. **ANY CORRECTIONS, ADDITIONS OR DELETIONS TO THE FORMS PROVIDED SHALL BE INITIALED AND DATED.**

2. **DOCUMENTS REFERENCED WITH AN ASTERISK (*) ABOVE ARE NOT INCLUDED AS FORMS THAT ARE PART OF THE WITHIN REQUEST FOR PROPOSALS PACKAGE. ALL VENDORS ARE DIRECTED, HOWEVER, TO PROVIDE THEIR RESPONSES TO THESE ITEMS ON A SEPARATE SHEET(S) OF PAPER TO BE INCLUDED WITH THEIR RESPONSE PACKAGE. EACH ITEM MUST BE SIGNED AND DATED BY AN AUTHORIZED REPRESENTATIVE OF THE VENDOR.**

PROPOSAL FORM

Proposal for services outlined in this Request for Proposals are to be attached in uploaded submittal to this RFP

_____ _____

Company Name Federal ID # or Social Security #

_____

Address

_____ _____

Signature of Authorized Agent Type or Print Name

_____

Title:

_____ _____

Telephone Number Date

_____ _____

Fax Number E-mail address

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____ ss:

I, _____residing in _____

(name of affiant) (name of municipality)

in the County of _____ and State of_____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____

(title or position) (name of firm)

_____ the bidder making this Proposal for the bid entitled Implementation of a Full Municipal Wide Revaluation for Tax Year 2028 – Borough of Glen Rock and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Glen Rock relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for said project.

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 a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

(name of firm)

_____

Signature

_____

Type or print name of affiant under signature

Subscribed and sworn to

Before me this day

_____, 20___

Notary Public of New Jersey

My Commission expires _____

(seal)

DISCLOSURE OF OWNERSHIP

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 individuals who own 10% or more of the stock or interest in the corporation or partnership."

1) If the Revaluation Company 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 Revaluation Company 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 Revaluation 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 Revaluation Company is other than a corporation or partnership, the Revaluation Company shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

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

NAME: ADDRESS:

_____

_____

_____

II. No Stockholder or Partner owns 10% or more of the Revaluation Company providing this submission:

SIGNATURE: _____ DATE: _____

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

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: _____

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. l7:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment

agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

(Continued)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions. The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan

Approval; Certificate of Employee

Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http:// www.state.nj.us/treasury/contract_compliance.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

REVALUATION COMPANY INFORMATION FORM

If the Revaluation Company 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 Revaluation Company is a *PARTNERSHIP,* give the following information:

Name of Partners:_____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal ID No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

****

If the Revaluation Company is *INCORPORATED,* give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal ID No.: _____

Fax No. _____ E-Mail: _____

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

_____

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM

Certificate(s) of Insurance shall be filed with the Purchasing Office upon award of contract by the Borough Council. Same shall evidence coverage as required by the Project Specific Specifications and/or the Contract, shall name the Borough as an additional insured and shall provide 30 days written notice before cancellation or material modification.

The minimum amount of insurance to be carried by the Revaluation Company shall be as set forth in the Project Specific Specifications and/or the Contract.

Acknowledgement of Insurance Requirement:

_____ _____

(Signature) (Date)

_____

(Print Name and Title)

ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____ of the firm _____

_____ hereby acknowledge that any corrections,

additions and/or deletions have been initialed and dated in this submission package.

_____

(Signature)

_____

(Type or print name of affiant and title under signature)

_____

(Date)

Disclosure of Investment Activities in Iran	
Person or Entity	
Part 1: Certification	
COMPLETE PART 1 BY CHECKING **EITHER BOX**. Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.	
☐	*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*
OR	
☐	*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*
Part 2: Additional Information	

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activates in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

*I acknowledge that the **Borough** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Borough** to notify the **Borough** in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Borough** and that the **Borough** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		**Title**	
Signature		**Date**	

Experience & Qualifications Questionnaire

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address:___

If less than 5 years, list previous names and address:

_____
_____
_____
_____

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them:__. If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years:____

If yes, please provide details:

_____
_____
_____
_____
_____
_____

List similar services you are now providing for which you have signed contract, but not yet started work:

_____
_____
_____
_____
_____

List all major subcontractors to be used to complete the service and the area of their responsibility:

_____
_____
_____
_____

Experience & Qualifications Questionnaire

Please provide at least 3 references below:

Name: **Phone:**

Address:

Equipment/Service Provided:

Contract Amount:

Name: **Phone:**

Address:

Equipment/Service Provided:

Contract Amount:

Name: **Phone:**

Address:

Equipment/Service Provided:

Contract Amount:

Name: **Phone:**

Address:

Equipment/Service Provided:

Contract Amount:

ATTENTION ALL PROFESSIONAL SERVICE ENTITIES

On June 29, 2004, Governor McGreevey signed P.L. 2004, c.57, Business Registration of Contractors with Government Agencies into law. Effective September 1, 2004, all business organizations that do business with a local contracting agency (i.e. Borough of Glen Rock) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency before the contracting agency may enter into a contract with the business.

A "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity a successor thereof.

P.L. 2009, c.315 (A-557/S2366): Reforms Business Registration Certificate Filing: permits filing prior to award of contracts if not filed with bid. Effective with bids received and contracts awarded after January 18, 2010.

The law now allows the Business Registration Certificate to be filed anytime prior to award of the contract and the bidder had to have obtained the Business Registration Certificate prior to receipt of bids.

Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busreqcert.htm

Goods & Services Contracts (including purchase orders):

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used;

3) During the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Americans with Disabilities Act of 1990

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C~ S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any act benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER must any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its OWN expense.

The OWNER shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with frill and complete particulars of the claim. if any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

New Jersey Business Registration Certification

Pursuant to N.J.S.A. 52:32-44, **The Borough of Glen Rock** ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at http://www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

SAMPLE BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME:
TAX REGISTRATION TEST ACCOUNT

TRADE NAME:
CLIENT REGISTRATION

TAXPAYER IDENTIFICATION#:
970-097-382/500

SEQUENCE NUMBER:
0107330

ADDRESS:
847 ROEBLING AVE
TRENTON NJ 08611

ISSUANCE DATE:
07/14/04

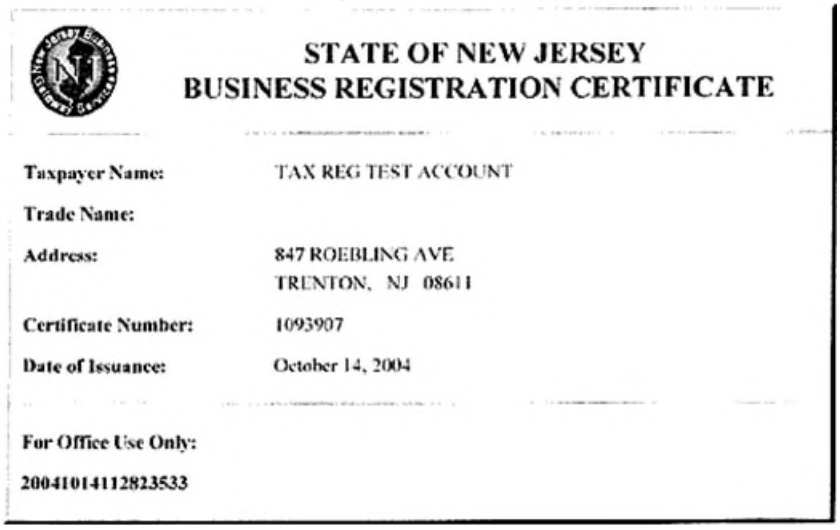
EFFECTIVE DATE:
01/01/01

Acting Director

FORM BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

SAMPLE



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

For Office Use Only:

20041014112823533

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐Limited Liability Company (LLC)

☐ Partnership ☐Limited Partnership ☐Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough to notify the Borough in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor[i]") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

○ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

○ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

○ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

_____

_____

_____

_____

_____

_____

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN

Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

[i] Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

NJ Rev. 1.22.2024

FORM OF BID BOND

(To accompany Bid Proposal)

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, _____ as principal; and _____ as surety, are hereby held and firmly bound unto the Borough (hereinafter referred to as the "Borough"), in the sum of _____ ($_____) (10% of the Proposal Amount, Not to Exceed $_____.00) Dollars for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed this _____ day of _____ 2027.

The conditions of the obligations are such that whereas the principal has submitted to the Borough a certain Proposal, attached hereto and made a part hereof, to enter into a Contract in writing for the provision of General Revaluation Services for Tax Year 2028.

NOW THEREFORE,

(a) if said bid shall be rejected, or in the alternate,

(b) if said bid shall be accepted and the principal shall execute and deliver a Contract and performance bond and labor and material payment bond in the form required in the Instructions to Vendors (all properly completed in accordance with said Proposal) within 10 days after the Borough has notified the principal of the acceptance of its Proposal, and shall in other respects perform the Agreement created by the acceptance of said Proposal, then this obligation shall be void; otherwise, the same shall remain in force and effect; it being expressly understood and agreed that the liability of surety for

any and all default of the principal hereunder shall be the amount of this obligation as herein stated.

The surety, for value received, hereby stipulates and agrees that its obligations shall in no way be impaired or affected by an extension of the time within which the owner may accept the Proposal of the principal; and said surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the principal and surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above. *(To be accompanied by the usual proof of authority of officers of Surety Company to execute the same.)*

_____
Vendor

ATTEST:

By:_____
Signature

_____

_____

As to Principal (Secretary of Corporation)
Printed Name

_____
Surety

As to Surety

By:_____
Signature

_____
Printed Name

_____
Title

FORM OF CONSENT OF SURETY

Complete Revaluation of All Real Properties within the Borough of Glen Rock, New Jersey (the "Borough"), as of October 1, 2027, to be Effective for the 2028 Tax Year.

VENDOR: _____

SURETY: _____

ADDRESS: _____

PHONE: _____

The undersigned consents and agrees that if the Contract which is the subject of the above named Proposal is awarded to the above named Vendor, it will become bound as surety and guarantor for its faithful performance, and will execute a Performance Bond in the form specified in the Instructions to Vendors, said Bond to be in an amount equal to one hundred (100%) percent of the Contract price and to be continued so as to indemnify the Borough against loss due to the failure of the Vendor to meet the stipulation of the Performance Bond and a bond for payment for labor and materials, to guarantee payment of all persons performing or furnishing labor or materials for performance of said Contract, said Bond also to be in an amount equal to one hundred percent of the Contract price.

The undersigned further consents and agrees that if the aforesaid Contract is awarded to the above named Vendor, it will become bound as surety and guarantor for a guaranty bond for the faithful performance of the Contract provisions relating to the repair and maintenance of the work of the project during the term of the bond as provided for in the specifications.

IN WITNESS WHEREOF, said surety has set its seal and caused these presents to be signed by

its duly authorized officers this _____ day of _____, 2027.

ATTEST: SURETY:

_____

By: _____
Signature

_____
Printed Name

_____
Title

To be accompanied by the usual proof of authority of officers of Surety Company to execute the same.

BOROUGH OF GLEN ROCK

EXCEPTIONS

In the space below list any/all exceptions to these specifications that you will not be providing.

The **BOROUGH OF GLEN ROCK** reserves the right to accept or reject proposals and to award the contract based on the best interest of the Borough. That expressly includes the acceptance and/or rejection of proposals based upon the nature and scope of any proposed Exceptions. If there are NO EXCEPTIONS, state NONE.

1.

2.

SUBMITTED BY: _____

(Signature)

(Print Name)_____ (Title)_____

DATED:_____

BOROUGH OF GLEN ROCK

NO RESPONSE PROPOSAL SURVEY

PROPOSAL TITLE: GENERAL REVALUATION SERVICES - 2028

If you do not choose to respond to this Proposal, please complete the form below:

Name of Revaluation Company: _____

Reason you did not respond (Check all that apply)

__ Cannot supply product or service

__ Cannot meet technical specifications

__ Cannot meet delivery specifications

__ Cannot meet legal requirements (i.e. performance/security/insurance, etc.)

__ Cannot provide a competitive price at this time

__ Interest in receiving specifications for informational purposes only

__ Insufficient lead time to respond

__ Other: (Please be specific)

Additional comments:

_____

_____

_____

_____

_____

_____

_____

Signed: (optional) _____

EXHIBIT A

BOROUGH OF GLEN ROCK

CONTAINING: REVALUATION COMPLIANCE REPORT

BOROUGH OF GLEN ROCK PAGE 1-5 (May consist of more than 5 pages covering period of project.)

EXHIBIT B
MONTHLY BILLING SUMMARY*

Total Contract Amount $_____ Report Date _____

MONTH OF _____ **BILL NUMBER** _____

PROJECT ELEMENT	**AMT REPORTED COMPLETE**	**SUBTOTAL**
1**. Planning & Organization** (Schedule __ Total Amount $_____)	_____%	_____
2. **Data Collection**		
A. Residential (Schedule __ Total Amount $_____)	_____%	
1. Measures _____ @ $_____	_____%	
2. Listed _____ @ $_____	_____%	
3. Data Entry _____ @ $_____	_____%	
		_____
B. Commercial/Income/Exempt (Schedule __ Total Amount $_____)	_____%	
4. Measures _____ @ $_____	_____%	
5. Listed _____ @ $_____	_____%	
6. Data Entry _____ @ $_____	_____%	
		_____
C. Vacant Parcels (Schedule __ Total Amount $_____)	_____%	
7. Measures _____ @ $_____	_____%	
8. Listed _____ @ $_____	_____%	
9. Data Entry _____ @ $_____	_____%	
		_____
3. Analysis & Evaluation		
A. Residential (Schedule __ Total Amount $_____)	_____%	
1. Data Acceptance _____ @ $_____	_____%	
2. Initial Analysis _____ @ $_____	_____%	
3. Final Analysis _____ @ $_____	_____%	
		_____
B. Commercial/Income/Exempt/Vacant Land (Schedule __ Total Amount $_____)	_____%	
1. Data Acceptance _____ @ $_____	_____%	
2. Initial Analysis _____ @ $_____	_____%	

3. Final Analysis _____ @ $_____ _____%

_____

4. Field Review

A. Residential

(Schedule __ Total Amount $_____) _____%

1. Quality Control _____ @ $_____ _____%
2. Field Review _____ @ $_____ _____%
3. Final Review _____ @ $_____ _____%

_____

B. Commercial/Income/Exempt

(Schedule __ Total Amount $_____) _____%

1. Quality Control _____ @ $_____ _____%
2. Field Review _____ @ $_____ _____%
3. Final Review _____ @ $_____ _____%

_____

5. Taxpayer Hearing

Schedule __ Total Amount _____ @ $_____ _____%

_____

6. Project Finalization

Schedule __ Total Amount _____ @ $_____ _____%

_____

7. Retainage

Schedule __ Total Amount _____ @ $_____ _____%

_____

To be completed by Company

Monthly Bill: $_____

***To be Completed with Agreement and Used for Monthly Billing**

EXHIBIT C

BOROUGH OF GLEN ROCK
GENERAL REVALUATION PROJECT- 2028
SCHEDULE OF TAX COURT APPEAL AND ADDITIONAL FEES*

PROPERTY CASS APPEARANCE	REPORT PREPARATION FEE PER REPORT	COURT FEE PER HOUR
1 **Vacant Land**		
_____	_____	_____
2 **Residential (4 family or less)**		
_____	_____	_____
4A **Commercial**		
Less than 10,000 Sq. Ft.		
_____	_____	_____
10,0001 or 25,000 Sq. Ft.		
_____	_____	_____
25,000 or more Sq. Ft.		
_____	_____	_____
4B **Industrial**		
Less than10,000 Sq. Ft.		
_____	_____	_____
10,0001 or 25,000 Sq. Ft.		
_____	_____	_____
25,000 or more Sq. Ft.		
_____	_____	_____
4C **Apartments**		
Less than 25 Units		
_____	_____	_____
26 to 50 Units		
_____	_____	_____
51 to 100 Units		
_____	_____	_____
15 Exempts		
_____	_____	_____

***To be Completed by Company and Part of Agreement**

EXHIBIT D

BOROUGH OF GLEN ROCK

LIST OF SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT*
(PROVIDE SEPARATE SHEET, IF NEEDED)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

*NOTE: NO CHANGE IS TO BE MADE WITHOUT PRIOR APPROVAL FROM ASSESSOR AND COUNTY BOARD OF TAXATION (REQUEST AND APPROVAL IN WRITING.)

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

EXHIBIT E

(TO BE SUBMITTED ONLY UPON AWARD OF CONTRACT)

BOROUGH OF GLEN ROCK

BACKGROUND INVESTIGATION RELEASE

POLICE DEPARTMENT CONSENT FORM

The undersigned hereby authorize the Borough or any of their 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)

_____
DRIVER LICENSE NUMBER

_____
SIGNATURE

_____
WITNESS

EXHIBIT F

BOROUGH OF GLEN ROCK

THERE ARE APPROXIMATELY 625 DESIGNATED FLOOD PROPERTIES WITHIN THE BOROUGH
AS PER VISUAL INSPECTION OF THE PERTINENT FEMA MAPS
(TO BE CONFIRMED THROUGH THIS REVALUATION)