

**CITY OF JERSEY CITY
REQUEST FOR PROPOSALS:**

**REVALUATION OF ALL REAL PROPERTY
LOCATED IN THE CITY OF JERSEY CITY**

SUBMISSION DEADLINE:

10:00 A.M.

December 10, 2010

ADDRESS ALL PROPOSALS TO:

Peter Folgado

Director of Purchasing

Department of Administration

Division of Purchasing

1 Journal Square Plaza

Jersey City, New Jersey 07306

CITY OF JERSEY CITY, NJ

REQUEST FOR PROPOSALS

DEPARTMENT: Office of the City Assessor

DIVISION: Office of the City Assessor

PURPOSE: City-wide Revaluation

DUE DATE: 12/10/2010

SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Proposal

City of Jersey City - Office of the City Tax Assessor
City Hall
280 Grove Street
Jersey City, NJ 07302

1.2 Contact Person

Peter Folgado
Director of Purchasing
Department of Administration
Division of Purchasing
1 Journal Square Plaza
Jersey City, New Jersey
(201) 547-5156
(201) 547-6586 (fax)
PeterF@jcnj.org

1.3 Procurement Process

This contract will be awarded using the competitive contracting provision of the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et. seq.) which is considered a "fair and open" process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 *et seq.*

Only revaluation firms approved by the State of New Jersey may submit proposals. Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals (RFP). The governing body will approve a resolution awarding a contract to the Revaluation Firm for a sum not to exceed a specified amount.

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1.4 Contract Form

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFP with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by the Revaluation Firm shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

1.5 Submission deadline

Proposals must be submitted to, and be received by the Division of Purchasing, via mail or hand delivery, by 10:00 a.m. prevailing time on December 10, 2010. Proposals will not be accepted by facsimile transmission or e-mail.

1.6 Opening of proposals

Proposals shall be opened in public at 10:00 a.m. prevailing time on December 10, 2010 in the Division of Purchasing Conference Room, located on the second floor of 1 Journal Square Plaza, Jersey City, NJ.

1.7 Definitions

The following definitions shall apply to and are used in this Request for Proposal (RFP):

"City" - refers to the City of Jersey City.

"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) submitting a Proposal.

"Competitive Contracting" - refers to the process by which proposals are evaluated and contracts awarded, pursuant to N.J.S.A. 40A:11-4.1 et seq.

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“Revaluation Firm” - refers to the State of New Jersey – approved Revaluation Firm(s) submitting a Proposal.

“Proposal” - refers to Revaluation Firms’ responses to this RFP.

“Contracts” or “Procurement contracts” - refers to contracts awarded and/or purchase orders issued by the City for construction services, professional services (as defined by N.J.S.A 40A:11-5 (1) (a) (i)), or goods/commodities.

1.8 Submission address

All proposals should be sent to:

Peter Folgado
Director of Purchasing
Jersey City Department of Administration
Division of Purchasing
1 Journal Square Plaza
Jersey City, New Jersey 07306

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SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose

The City of Jersey City is seeking proposals from qualified Revaluation firms for services as described herein.

The Municipal Council of the City of Jersey City is conducting a competitive contracting process pursuant to the Local Public Contract Law (N.J.S.A. 40A:11-4.1 et seq.) which is considered a “fair and open” process under the “New Jersey Local Unit Pay-to-Play” Law, N.U.S.A. 19:44A-20.4 et seq. to receive sealed proposals from qualified and experienced Revaluation Firms for performing a Revaluation of all Real Property situated within the City of Jersey City, County of Hudson, State of New Jersey, as of October 1, 2012, for the 2013 tax year.

The City of Jersey City utilizes MicroSystems-NJ.com,L.L.C.’s Tax Assessor’s MOD-IV and CAMA programs. All proposals shall be made based on utilizing these programs.

No conversion of CAMA data will be accepted and no exceptions to this requirement will be permitted.

Any GIS work should be submitted to the City of Jersey City in ESRI shape file (.SHP) projected into NAD83 New Jersey State Plane Coordinate System. No exceptions to this requirement will be permitted.

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2.2 Competitive Contracting

This contract will be awarded using the competitive contracting provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) which is considered a “fair and open” process under the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq.

The City has structured a procurement process that seeks to obtain the desired services, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 6 of this RFP, which will be applied in the same manner to each proposal received.

2.3 Revaluation Committee

Proposals will be reviewed and evaluated by a committee appointed by the City's Business Administrator. The proposals will be reviewed to determine if the Respondent has met the professional, administrative and subject area requirements described in this RFP. Pursuant to N.J.A.C. 5:34-4.3, “the names of the individuals who serve as committee members shall not be publicly disclosed until the evaluation report is presented to the governing body”.

2.4 Procurement Schedule

The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

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<u>Activity</u>	<u>Date</u>
1. City Council approval of resolution authorizing use of competitive contracting for this project	May 12, 2010
2. Issuance of Request for Proposals	November 10, 2010
3. Receipt of Proposals	December 10, 2010
4. Completion of evaluation of Proposals	January 3, 2011
5. Award of contract	January 26, 2011
6. Contract sent to Director, Division of Taxation and Hudson County Board of Taxation	January 27, 2011
7. Revaluation Contract approved by Director	February 28, 2011
8. Revaluation begins	March 15, 2011
9. Notices of new values sent to taxpayers	July 16, 2012
10. Informal hearings with taxpayers commence	August 15, 2012
11. Work completed	December 31, 2012
11. New assessed values applied	January 10, 2013

2.5 Addenda or Amendments to RFP

During the period provided for the preparation of responses to the RFP, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

All communications concerning this RFP or the RFP process shall be directed to the City's Purchasing Agent, in writing, via mail, facsimile, or e-mail. Responses to all questions will be forwarded as addenda to all prospective respondents who have provided accurate and current contact information (mailing address, fax number, e-mail address) to the Division of Purchasing.

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Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

2.6 Rights of the City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

2.7 Cost of Proposal Preparation

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

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2.8 Proposal evaluation

Proposals will be evaluated, ranked based on technical, management and cost related criteria established by the Evaluation Committee. The firm whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

2.9 Written Proposal

Prospective Revaluation firm must submit a written proposal in a format specified by the City. The required format is detailed in Section 3.

2.10 Equal Employment Opportunity/Affirmative Action and Business Registration Certificate Requirements

Consultant is required to comply with requirements of P.L. 1975, c. 127, the Law Against Discrimination and with N.J.A.C 17:27-1.1 et seq., and N.J.S.A. 10:5-31, the Affirmative Action Rules.

A party responding to this RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a corporation it shall list the names of those stockholders holding 10% or more of the outstanding stock.

Section 7 of this document describes general terms and conditions. Section 8 of this document contains required administrative forms which must accompany all proposals. Exclusion of any required form is grounds for rejection of proposals.

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2.11 Disposition of RFP

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- All Proposals shall become the property of the City and will not be returned.
- All Proposals will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

2.12 Softcopy version of RFP

Prospective respondents who have obtained printed copies of this RFP and who have provided accurate and current contact information (mailing address, fax number, e-mail address) to the Division of Purchasing, may request a softcopy version of this RFP. Softcopy versions will be provided as a PDF file only.

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SECTION 3: WRITTEN PROPOSAL FORMAT

Proposals must address all information requested in this RFP. Proposals which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

3.1 Mandatory content

Each proposal submitted must contain the fifteen (15) sections described below:

- Title Page
- Table of Contents
- Executive Summary
- Background
- Scope
- Objectives
- Project Approach
- Project Organization
- Project Work Plan (including project organization, critical success factors and risks)
- Key Dates & Deliverables
- The City of Jersey City Responsibilities
- Staffing
- Assumptions
- Timing & Fees
- Appendices/Other

The information requested by the sectional format described above is further defined.

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3.2 Title Page

The Proposal should include a title page, which identifies the project; the Respondent's Firm, name of the Respondent's primary contact, address, telephone number, facsimile number and e-mail address.

3.3 Table of Contents

The Respondent's Proposal should include a Table of Contents, which lists the titles and page numbers for each major topic and sub-topic contained in the proposal.

3.4 Executive Summary

This section should include a summary of the key points and highlights of the Respondent's response and should discuss the pricing contained in the Proposal.

3.5 Background

In this section of the proposal, the Respondent should review their understanding of the business drivers behind the City strategy.

3.6 Scope

In this section of the proposal, the Respondent should state what they believe to be the scope of the intended strategy within the City. If there are any gaps between what the Respondent believes should be the proper scope of the solution given all information known at the time of this RFP, the Respondent should clearly state these gaps in this section and clearly mark these concerns as such.

3.7 Objectives

In this section of the Proposal, the Respondent should state what they believe to be primary objectives for each element of the plan. Respondents may choose to offer suggestions to the City on how objectives for

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this type and size of a phased project should be measured throughout the life of the implementation, to ensure success in delivery of every business priority.

3.8 Project Approach

A general discussion of the approach the Respondent is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the work plan. Additionally, Respondents should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

3.9 Project Organization

The Respondent should detail in this section, the organizational structure it believes necessary to accomplish each phase of the project within the desired timeframe and budget. Each phase's organization should consider both Respondent and the City's resources. Support of, and utilization of Minority and Women Owned Business Enterprises, consistent with the City's policies, shall be described.

Minimum qualifications for each role should be identified. In addition, the time commitment (both percentage and number of hours) for each resource, based on the priorities defined for in the Business Requirements, should be clearly stated.

3.10 Project Work Plan

In addition to providing a high-level project work plan, this section should describe each of the proposed phases, activities and tasks that the City should execute to achieve success. In addition to the tasks, it is assumed that the Respondent will identify the resources needed to complete the associated task, and that

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the resource identified will have been included in the project organizational structure. All assumptions that were made to complete the project plan should be documented in this section.

The work plan should present a picture of key activities, milestones, key dates, etc. necessary to deliver this project. The City realizes that each Respondent brings its own methodology and work plan.

3.11 Conflict of Interest

The Firm shall:

- State and describe any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or directors or employees of the City, that could be created by providing services to the City;
- Indicate what procedures will be followed to detect and notify the City and to resolve said conflicts of interest;
- Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm's ability to serve the City;
- Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide an explanation;
- Indicate whether there is any commissioner and/or employee of the Hudson County Board of Taxation, and any employee of the City who has any interest whatsoever, directly or indirectly, as an officer, stockholder, employee or any other capacity in the Firm.

The Firm, its parent company and/or subsidiaries, if any, shall not be permitted to represent any property owner and/or taxpayer filing a tax appeal with respect to the revaluation completed by the Firm.

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3.12 Key Dates & Deliverables

This section should present a summary of key dates, milestones and associated deliverables found in the work plan. A description of what the City should expect to see and/or receive on the associated date should be described and/or presented as examples. The Contractor will deliver completed revaluation by October 1, 2012.

3.13 Jersey City Responsibilities

In this section, the Respondent should clearly describe any assumptions relating to the responsibilities and/or commitments the Respondent is expecting of the City throughout the life of this project, other than described in the following:

A. Tax Maps

- a. Up-to-date tax map that has been reviewed, certified and determined suitable for revaluation use by the Property Administration Local Property Branch.

B. Official Records

- a. A copy of the state approved file of current property records for all properties currently listed upon the tax records of the City. This tape shall include the block, lot additional lots, owner's name and address, property location, property classification.
- b. Official records e.g. SRI-A records, abstract of deeds within the assessor's office, and such other information required to assist the Firm to determine the full fair value of the real property to be valued. **Existing property record cards are deemed not to be official records and cannot be used by the Firm. The Firm has the responsibility to field inspect all properties.**
- c. Letters of Introduction to facilitate the Firm's access to properties for inspection and data collection purposes.

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- d. The mailing addresses of all property owners in the municipality to enable the Firm to maintain a current mailing list. Informational letter mailed by the Firm to property owners usually require the signature of the assessor.

3.14 Staffing

A discussion of the project team that will be utilized should be contained in this section. The City requests that as part of the discussion here, the Respondent state exactly the role the proposed Respondent team member will assume on each phase and detail the qualifications for the role that the team member possesses.

3.15 Assumptions

In this section, Respondents should state any assumptions being made relating to any part of the proposal or project strategy.

3.16 Timing and Fees

In this section, please describe the timing and associated fees the Respondent is proposing for the implementation. Respondents should be sure to include all expenses associated with delivery, including professional fees. If this section is not included or is incomplete, the City will assume that the Respondent will accept a lump sum payment following acceptance of final deliverable.

It is important to note that pursuant to N.J.S.A 40A:5-16, the City is prohibited from paying for goods or services before they have been provided. Therefore, any proposals which specify payment upon contract signing will be deemed unresponsive and rejected.

3.17 Appendices/Other

This section should include at minimum: Consultant qualifications, references and resumes.

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If respondents feel that other materials are necessary (such as promotional literature, white papers, etc.) they should provide them in a separate document clearly labeled "Additional Materials". Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation.

Finally, any out-of-scope services not covered in other sections should be included here. A description of the personnel likely to be involved, and the resources brought to bear (including costs and/or hourly rates) must be provided.

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SECTION 4: SCOPE OF SERVICES

The Firm agrees to prepare and execute a complete revaluation of all properties within the boundaries of the City, as illustrated on the Property Classification Schedule below, for use of the City Tax Assessor in accordance with the terms of the approved contract and the associated contract documents, all of which are annexed hereto and which form a part of the approved contract to be completed on or before December 31, 2012.

The Firm 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 the City at its fair market value according to N.J.S.A. 54:4-1 et seq.

The Firm agrees that the General Coefficient of Deviation shall be less than fifteen percent (15%) the subsequent year after the revaluation is completed (i.e. 2014). In the event that the General Coefficient of Deviation exceeds the criteria, as outlined in N.J.A.C. 18:12A-1.14(i), the year after the revaluation is completed, as a part of the contract price specified herein, said Firm shall revalue/reassess, including the re-inspection (interior and exterior) of any and all property necessary to achieve a General Coefficient of Deviation of less than fifteen percent (15%).

The Firm shall acquaint the City Tax Assessor and staff in the use of procedures, standards and records used for making each property appraisal in order that the assessing office will be in a position to check the work as it progresses and apply the same methods, standards and procedures to new or altered properties in subsequent assessment years. A complete catalog of valuation methodology shall be provided to the Tax Assessor outlining the methods, guidelines and procedures utilized during the revaluation process.

Work shall be required to commence within thirty (30) days of the effective date of awarding this contract's approval by the Director, Division of Taxation.

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The Firm shall meet all of the standards and provisions for revaluation specified in N.J.A.C. 18:12-4.8, 4.9, 4.10 and 4.11.

The revaluation requested under these specifications requires the Firm to adhere to all applicable requirements of the most current edition of the Uniform Standards of Professional Appraisal Practice (USPAP), in particular Standard 6, entitled “Mass Appraisal, Development & Reporting.”

NO SUBCONTRACTING OF ANY PORTION OF THE REVALUATION WILL BE PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE BUSINESS ADMINISTRATOR AND THE TAX ASSESSOR OF THE CITY OF JERSEY CITY.

4.1 An Overview of Jersey City’s Ratable Base

Jersey City is the state’s second largest municipality with a diverse community of 21.1 square miles (14.9 of land and 6.2 water) and is the seat of Hudson County. It is composed of over 51,700 taxable line items (with approximately 35,780 residential properties and 5,712 commercial properties) and 2,230 exempt properties. Jersey City is also home to thousands of tax-abated properties, both long-term (high-rise condominium developments, commercial and industrial properties) and short-term (1-4 family dwellings).

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As of October 29, 2010, the MOD-IV database indicates the breakdown of properties as follows:

Property Class #	Property Classification	# of Line Items
1	Vacant Land	*10,188 / 3,744
2	Residential	35,780 / 42,224**
4A	Commercial	3,495 / 3,364*
4B	Industrial	611
4C	Apartment	1,606
5A	Class 1 Railroad	73
5B	Class 2 Railroad	36
6A	Telephone/Telegraph Eq.	1
15A	Public School Property	171
15B	Other School Property	64
15C	Public Property	1,303
15D	Church & Charitable Property	569
15E	Cemetery & Graveyard	9
15F	Other Exempt	***6,660 / 216
	Cellular Antennas	131

*** Includes Taxable Land Assessments for Long-Term Tax-Abated Properties**

**** Includes Improvement Assessment for Long-Term Tax-Abated Properties**

*****Includes Improvement Assessment for Long-Term Tax-Abated Properties**

4.2 Property Classes Defined

Of the 10,188 Class 1 properties, 6,444 line items consist of the land portion of long-term tax-abated properties (which have been included in the Class 2 line item count). Property taxes paid on these parcels are credited against the owner's payment in lieu of taxes (PILOT). A number of large condominium developments are included in this count.

Jersey City has a wide variety of Class 2 residential neighborhoods, including private-gated communities known as Port Liberte and Society Hill. In many neighborhoods, two-, three-, and four- family houses are

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the predominant type of residential properties. Several thousand new homes and condominium conversions have been constructed and/or converted in the last decade.

Class 4 properties include two regional malls, large multi-tenanted office buildings, hotels, banks, gas stations, neighborhood shopping districts, and over 1600 apartment buildings. There are approximately 613 industrial properties located throughout the City, with one industrial park containing warehouses and distribution centers.

Class 15 or tax exempt properties include commuter transportation hubs, two universities and a community college, two hospitals, city and county facilities as well as public and private primary and secondary schools. Of the total 6,660 properties included in Class 15F line item count, 6,444 properties consist of the improvement portion of tax-abated properties within the City.

The last revaluation of all real property in the City was placed on the tax list for the 1988 tax year.

For the last several years, the number of sales, coefficient of deviation, and Director's Equalization Ratio have been as follows:

Tax Year	Director's Ratio	Coefficient of Deviation	Number of Sales
2010	29.43	Unavailable	438
2009	25.64	31.14	913
2008	26.12	27.67	1,402
2007	28.71	27.13	1,949
2006	34.59	28.59	3,029
2005	44.01	30.01	3,337

4.3 Three Approaches To Value

The Firm agrees to appraise all properties using the three approaches to value (sales comparison, cost and income) where applicable. Values shall be as of the assessing date, October 1, 2012.

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In the City Tax Assessor's list, there exist properties which are tax-abated, pursuant to the provisions of the Long Term Tax Exemption Law of 1992, as amended, N.J.S.A. 40A:20-1, et seq. Each of these properties is assigned two (2) line items. For each of these properties, the Firm shall allocate value to both the taxable land and exempt building portion to come up with a total assessment.

For properties receiving a five-year tax abatement pursuant to N.J.S.A. 40A:20-1, et seq., the Firm shall reflect the abated portion of the improvement assessment and codes in accordance with the MOD-IV system.

For the appraisal of residential properties, the most recent edition of the Real Property Appraisal Manual for New Jersey Assessors 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 Firm shall collect, analyze and create Excel spreadsheets for all residential fair market sales that occurred during the three years prior to the assessing date (October 1, 2012) in order to develop the market data approach.

For all Class 4 properties, each property record card shall include all information used in estimating the assessed value for the property. This includes but is not limited to applicable documents and information, a Marshall Swift Cost Sheet, sales comparison valuation grid, a complete description of use(s), building and site improvement sketch/measurements (including ceiling heights), and income approach to value (outlining income and expenses). This approach shall also apply to all Exempt Properties.

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If the Cost Approach is applicable, the Marshall Swift Valuation Service shall be utilized in estimating the value. In addition, the Firm shall supply a valid copy and one (1) year subscription of the Marshall Swift Commercial Estimator Software program to the City Tax Assessor for his use.

The Firm shall collect and analyze the local and regional market as necessary to analyze all commercial, industrial, and apartment market rates, rentals and expenses in order to estimate supportable indication(s) of value. In addition, all sales that occurred during the three (3) years prior to the assessing date (October 1, 2012) shall be analyzed to develop all the necessary valuation approaches to value as of the applicable assessing date.

The Firm shall prepare an Excel spreadsheet sample format to be approved by the City Tax Assessor that will be used in these approaches to value. Since the identification of market trends is important, a paired sales analysis is to be used to determine and document such trends. This shall include, but not be limited to unit values based on the type of property being analyzed, (i.e. apartments - \$/unit, industrial and office buildings - \$/square foot).

For all properties that are income-producing or are potentially income-producing, the Firm shall prepare a written report outlining the factors used to develop the income approach method to valuation. The Firm shall prepare and request a statement of Income and Expenses pursuant to N.J.S.A. 54:4-34 (Chapter 91). The Firm shall mail these Statements to the property owners, by certified mail, return receipt requested, under the Municipality's letterhead and with the City Tax Assessor's signature. Preparation and mailing costs for these requests shall be at the Firm's expense and included in the bid price. Also, the Firm shall prepare an Excel spreadsheet of the income and expense data returned by the owners of said income-producing properties outlining the income and expense data for use by the City Tax Assessor's office.

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The Firm shall analyze all income and expense statements received and investigate leases and rentals, which are inconsistent with the market, for the purpose of establishing economic rents and gross rent multipliers. In the case where no income and expense data is returned or made available, the Firm must estimate same, pursuant to the above analysis, and make and submit an Excel spreadsheet to the City Tax Assessor for review and approval prior to setting a final value for each property.

Capitalization rates to be used in conjunction with the income approach to value must be obtained from the market, documented, and discussed with the City Tax Assessor prior to estimating the final values on all Class 4 properties.

Site improvements such as off-street parking, lighting and paving are to be identified, enumerated and 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 an appraiser 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.

As part of this revaluation, the Firm shall identify and value for assessment purposes all billboards located within the City 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. Photographs of all billboards are to be in compliance with Section 4.6 of the approved contract entitled "Photograph Requirements."

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As part of this revaluation, the Firm shall identify and value for assessment purposes all Cellular Antenna towers or building-mounted antennas located within the City and attribute said value to the properties on which they are located.

The Firm shall send out Further Statements under the Municipality's letterhead and City Tax Assessor's signature to all the owners of Exempt Properties (Class 15A, 15B, 15C, 15D, 15E and 15F). These shall be mailed by the Firm by certified mail, return receipt requested. Mailing costs for these statements shall be at the Firm's expense. The Firm shall also prepare a separate list of tax exempt properties indicating the full value of such property utilizing the three (3) approaches for value and a sketch of the improvements as if taxable.

The Firm shall be responsible for valuation of all new construction, additions and alterations which have been completed or substantially completed by October 1, 2012. If a building is under construction at the time of the field investigation, a notation of "P" for partial assessment shall be placed on the computerized (MicroSystems-NJ.com,L.L.C.'s MOD-IV) system in order that it can be retrieved in an expeditious manner for further review. Prior to finalization of values, the Firm shall make a field review of these partially completed property improvements. Upon such 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 Firm shall consult with the City Tax Assessor to determine an appropriate value.

To assist in the preparation of the added assessment list to be filed on October 1, 2013, the Firm shall provide the City Tax Assessor with an Excel Spreadsheet for his review including the following: a description of the added assessment, the Block, Lot, Qualifier, Property Location, a description of the added assessment, the dollar amount of the added assessment and number of months pro-rated for his records. Once the added assessment has been reviewed and approved by the City Tax Assessor, the Firm

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shall be responsible for inputting said data into the MOD-IV tax record system in a timely manner as prescribed by the Hudson County Board of Taxation.

The Firm shall be responsible for providing the City Tax Assessor with an Excel Spreadsheet outlining all new and existing Partial Assessments and the percentage complete including a description of same.

The City shall provide access to any and all building permits and certificates of occupancy necessary for the purpose of determining the planning for, progress and completion of rehabilitation, renovation and construction projects in the City.

4.4 Neighborhood Delineations/VCS Map

At the commencement of the project, the Firm shall tour (physically drive) the entire municipality with the City Tax Assessor and any of their representatives to prepare a neighborhood/VCS map (value control sector) to seek the City Tax Assessor's input in defining homogeneous areas, traffic streets, flood prone areas and any other pertinent valuation data which may affect the fair and equitable valuation of the Municipality. In addition, the map shall include the boundaries for each Neighborhood/VCS delineated by the Firm and include land use zone, the boundaries for each neighborhood control sector and any FEMA flood zones that exist throughout the municipality.

Once approved by the City Tax Assessor, the Neighborhood/VCS map shall be completed and transmitted to the Assessor within thirty (30) days.

A framed (24"x36") color copy shall be provided to the City Tax Assessor for his use. The map shall also be posted on the Firm's web site as well as the municipality's web site for interested parties to view. All costs, charges and fees associated with the aforementioned Neighborhood/VCS map requirements are the direct responsibility of the Firm and are to be included as part of the bid price.

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4.5 Land Value Maps

Following the formulation of land valuations, a land value map shall be prepared for the City Tax Assessor's review. The land value map shall indicate all unit values and the underlying data, including zoning, used to derive unit values.

4.6 Photograph Requirements

The revaluation of all properties must include a minimum of two (2) color digital photographs, front and rear, of each parcel/line item of real property located in the City.

Since a sufficient number of photographs must be taken to review a complex completely, a front/side photograph must be taken of every structure on commercial and exempt properties.

Photographs of all vacant parcels are required.

In the case of billboards and cell towers/antennas, only a front photograph shall be taken. However, if a billboard is double-sided, front and back photographs must be taken. Said photographs 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.

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

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The digital color photographs must be transferred from the digital camera's memory card to MicroSystems-NJ.com,L.L.C.'s MOD-IV and CAMA programs. The program will be configured in a manner that allows the photographs to be printed on a standard laser printer.

The system will have the capability of storing up to four (4) photographs per property.

The program will have the capability of adding and deleting photographs to maintain current information.

Note: Frequent demolitions of property, new construction, and remodeling make it important for the City Tax Assessor to add or delete photographs as the need arises. Ease of use will be a factor considered in the awarding of this proposal.

Photographs must have a minimum resolution of 2048 x 1536 pixels and must be provided to the City in JPG format.

4.7 Record Keeping

Property Record Cards

The Firm shall include real property identification material to be entered on property record cards for all classes of property. This shall include but not be limited to the following:

- a. A scaled sketch of the exterior building dimensions.
- b. Identification of differing building components with corresponding measurements.
- c. Entries relating to the specific valuation of each lot and building, including year built and effective age, building class, an assessment of overall condition based on a scale ranging from excellent to poor, net condition based on the appropriate depreciation table, front foot value, zoning, rental and income/expense data and all other information pertaining to the valuation of property. The total room count, as well as the room count per unit for each dwelling, including

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multi-unit condos, shall appear on individual property record cards. The last sale, where available in MOD-IV, shall appear on individual property record cards.

NOTE: All information currently carried in the "Notes" section of the property record card file shall be carried forward to all new records.

- d. Multiple buildings on the same lot shall have individual property record cards with the same content and format identified in a. through c., inclusive.
- e. Buildings containing condominiums (of two (2) or more units) shall have master files along with standard property record cards. Each unit within the condominium shall be listed and described by such factors as age, total square footage, room count, heat type, and general notations regarding porches and garages on the property record card. The format for the property data for buildings containing condominiums in the Master File shall be jointly approved by the Firm and the City.
- f. Photographs, as detailed in Section 4.6.

4.8 Field Inspection Card

Each property shall have a field inspection card which shall be based on data gathered during the field inspection phase of the revaluation.

An exact replica of the proposed field inspection card shall be submitted with this proposal for review by the City Tax Assessor to insure that all required terms, standard data elements and identification codes are included.

- a. The field inspection card shall identify the individual making the inspection and set forth the date when the interior inspection was completed. Additionally, the date of each attempt at an interior inspection shall be noted on the card.

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- b. The signature of the individual present at the time of the interior inspection shall appear on the field inspection card along with a notation identifying the source of the information about the property (i.e. owner, tenant, agent, estimated, refused).
 - c. In cases where inspection is denied and/or refused, the field inspection card shall be duly noted with the reason, if one is stated and/or given.
 - d. In cases where the interior of the dwelling is estimated, the field inspection card shall clearly note that it is an estimate and the reason clearly stated for the estimate.
 - e. It is the intent of the City that data collection be spread throughout the different wards/sections of the City. Prior to the commencement of property inspections on all improved property (Class 2, 4 and 15) the City Tax Assessor and the Firm shall develop general data collection guidelines. These mutually agreed upon data collection guidelines will be reviewed and discussed with each data collector so there is a consistency and uniformity in the collection of physical data, building classes, story height, design/model, and effective ages.

4.9 Property Inspection Procedures

Field inspections are anticipated to commence on or about March 15, 2011 and shall be completed on or about June 30, 2012. The procedures outlined for field inspections incorporate State mandated requirements and local tax assessment preferences. The data collection process is a critical part of the revaluation process. This RFP requires the inspection and verification of **100%** of the exteriors and a good faith effort to inspect no less than **95%** of the interiors of all properties within the City. Unless prohibited by a property owner and noted accordingly, all field inspectors are required as part of this RFP to view each room in a property to ensure the greatest accuracy and public confidence in the collection of field data. Failure to do so is a violation of this RFP and may result in the field inspector being removed from the project.

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All field personnel, building enumerators, and “listers” shall have received at least one hundred and fifty (150) hours of in-service training pertaining to their particular phase of work, prior to their participation in the Jersey City revaluation. Whenever possible, qualified local residents should be considered for these positions.

Prior to beginning field inspections, all field personnel will be required to meet with the Tax Assessor to go over the specific data and value elements that are to be collected. The Tax Assessor’s office shall schedule meetings at mutually agreeable times for this purpose. Attendance by all personnel performing field inspections in the revaluation shall be mandatory at one of these meetings. The Tax Assessor may also require bi-weekly meetings with management and/or field inspectors throughout the revaluation process.

Prior to the commencement of field inspections, a schedule will be set up for the entire municipality which outlines the plan for inspections. This will be done jointly by the Firm and the City Tax Assessor and will include neighborhood and personnel assignments. The purpose of this requirement is to permit the City Tax Assessor to have an overview of the progression of the inspections.

Prior to the commencement of field inspections, public notice will be given of said schedule. This notice will be made through the City’s local newspapers and through informational bulletins posted at City Hall and the municipal and Firm’s web site as well as the municipality’s local cable TV channel, if applicable. The publicly posted schedule for inspections shall set forth the proposed time table and locations for inspections throughout the City. The web site(s) and cable TV announcements shall be updated monthly by the Firm. Any cost(s) associated with this requirement are the sole responsibility of the Firm.

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 inspectors will

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be in their neighborhood at given dates. Generally, initial inspections will be attempted within two weeks of this notice.

All residential structures are to be measured with a measuring tape. No measuring sticks will be permitted to be used. A measuring wheel may be used for on-site improvements (parking lots) and large Class 4 buildings.

A careful inspection of each property shall be made between 9:00AM and 7:00PM on Mondays through Saturdays. No less than three (3) attempts shall be made to gain entry to each property.

- a) If successful entry has not been made after the first attempt, a calling card shall be left at the property, (in a conspicuous place and not in any mailbox) indicating a date and approximate time (AM/PM) when a second attempt to gain entry will be made by the inspector.
- b) The calling card shall include a local telephone number to permit the owner to contact the Firm to make inspection arrangements. The type and design of said card is subject to the Tax Assessor's approval. The date and time of a second inspection shall be substantially different from that of the original inspection (not same day, etc.).
- c) If entry is not possible at the second attempt, a written notice shall be left, in a conspicuous place, advising that the field inspector has attempted two visits, requesting the owner/occupant to telephone a given number to arrange for an interior inspection and informing the taxpayer that the assessment will be estimated as required unless a mutually convenient arrangement is made for an interior inspection of the property. The exact language shall be reviewed and approved by the Tax Assessor prior to release.
- d) In cases where no entry is possible after three (3) attempts or an owner/occupant refuses to either set a mutually convenient appointment or allow entry to the premises, the Firm shall assess that particular property at its highest reasonable value using professional appraisal methods and data available.

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The Tax Assessor shall be provided with a monthly list of each failure to gain entry to a property and the reasons for same. Additionally, the number of successful interior inspections completed by the Firm shall be provided to the assessor on a monthly basis. Upon the completion of the inspection phase of the revaluation project the Firm shall provide the Tax Assessor with a separate listing of all properties in block and lot order of all properties where estimates were prepared.

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.

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/she 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 City Tax Assessor to request that the employee be removed from the project.

The Firm shall notify the City Tax Assessor of any properties or improvements to properties discovered not to be on the current year's tax list. Notification of discovered properties shall be provided to the City Tax Assessor monthly to permit the City Tax Assessor adequate time to place an Added and Omitted Assessment on the property.

The City Tax Assessor, his designee or a representative of the Hudson County Board of Taxation may make random spot checks throughout the City of Jersey City to verify that inspections are being conducted in the appropriate manner.

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The City Tax Assessor, his designee or a representative of the Hudson County Board of Taxation may accompany Firm employees at any time during field inspections.

Properties which are altered by building permits issued subsequent to field review but prior to October 1, 2012 shall be listed on an Excel spreadsheet and shall be field reviewed by the Firm and provided to the City Tax Assessor 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 the Firm's Project Manager 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 the Project Manager along with the City Tax Assessor.

4.10 Progress and Control

The progress and control of the revaluation shall be closely coordinated by the Firm and City Tax Assessor. The proposed TIMELINE shall serve as a guide to the major activities relating to the revaluation. Every attempt shall be made by the Firm, City Government and the City Tax Assessor to adhere to the timeline schedule.

- a. The Firm shall commence work within thirty (30) days after the approval of the contract by the Director of the Division of Taxation.
- b. All work shall be completed according to the contract and the specifications for the Revaluation as of December 31, 2012, with the following exceptions: taxpayer reviews, final changes, and defense of appeal requirements.

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- c. The Firm 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.
 - d. Within thirty (30) days of the Director, Division of Taxation's approval of the contract, the project manager for the Revaluation will meet with the City Tax Assessor to establish the schedule for the Plan of Work/Revaluation Status Report (POW/RSR) in accordance with N.J.A.C. 18:12A-1.14(d).
 - e. A written progress report shall be submitted by the Firm to the City Tax Assessor one week prior to the end of each month. The progress reports shall indicate the current status of work and compare the progress of work completed with the plan and schedule to be established. (The Firm shall provide written explanation to the City Tax Assessor where the progress of the Firm's work is not in accordance with the Plan of Work.)
 - f. The progress report shall serve as the basis for proportional payments by the City. A payment schedule will be established upon the awarding of the contract. The payment schedule shall be consistent with work completed and reported in the POW/RSR reports and shall be mutually agreed upon by the Firm and the municipality. In no event shall the Firm bill more than ninety (90) percent of the total contract price until full completion and performance of the contract, except the requirement of the defense of tax appeals.
 - g. The Firm shall perform the work in accordance with the plan and schedule that will be determined by the City Tax Assessor and the Firm within thirty (30) days of receipt of the Director's approval of the executed contract.

4.11 Special Reports

At the request of the Tax Assessor, the Firm 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.

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- a. The Firm 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.**
- b. The Firm 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 Firm shall have the ability to develop Ratio and Coefficient of Deviation studies by neighborhood (valuation sectors) and on a City-wide basis. **NO EXCEPTION TO THIS REQUIREMENT SHALL BE PERMITTED.**

4.12 Notice of Assessments

The Firm, at its expense, will mail a written notice, approved by the City Tax Assessor, indicating the new appraised value of the property and advising the taxpayer of their right to attend an **individual informal review**.

In the interest of providing the Public a convenient location to review and discuss their new Assessment, the City will provide meeting locations. A total of up to six (6) locations will be established.

Notice of assessment may include individual comparative assessments and comparative estimated tax changes. The form of the Notice of Assessment will be at the sole discretion of the City Tax Assessor. A statement may be made about the average increase of assessments or other statement that addresses the general concern the public may have about taxes.

At the discretion of the Assessor and/or the Firm, the notice may contain additional information regarding hearings and telephone consultations.

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On or about September 1, 2012, staggered mailings of Notices of Assessment will commence. Notices will be mailed out at one week intervals (not to exceed eight mailings) in the order determined by the City Tax Assessor and the Firm.

Note: The purpose of this requirement is to allow sufficient response time for property owners in individual neighborhoods to respond to the notice.

A maximum of ten (10) weeks of hearings will be allocated to this phase of the Revaluation. Hearings will commence on or about September 15, 2012 and end on or about November 30, 2012.

4.13 Public Relations

During the progress of this revaluation, the Firm will endeavor to promote understanding, transparency of the process and amicable relations with taxpayers and the general public. The Firm and the City will endeavor to educate and orient all interested persons as to the revaluation program. The program shall include, but is not limited to the following:

- a. Newspaper articles and informational press releases, press conferences and any other publicity as determined by the Tax Assessor and the Mayor's Press Secretary, and prepared by the Firm in conjunction with the Press Secretary, for all local newspapers including the Jersey Journal and the Hudson Reporter, describing the purpose, nature and scope of the revaluation program;
- b. Informational mailings, approved by the Tax Assessor and the Press Secretary, and designed in conjunction with the Mayor's Press Office, at the Firm's expense, to all property owners explaining the purpose, nature and scope of the revaluation and setting forth a proposed date for the commencement of the inspections in the City;
- c. The Tax Assessor shall arrange public meetings and speaking appearances at meetings of homeowners, community groups, neighborhood associations, condominium associations, and business groups and the Firm shall be required to give presentations regarding the purposes, methods and procedures of the revaluation program. Meetings with community groups should be

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scheduled prior to the commencement of field inspections within the group's area of the City. The necessity and number of meetings will be determined by the Tax Assessor;

- d. The Firm shall provide photographic Identification Cards to its representatives with copies to the City Tax Assessor, the City Clerk and the Police Department;
- e. The employees of the City and the Firm shall work together to maintain the full cooperation of all taxpayers by treating each inquiry with courtesy and timely responses supplying all possible requested information within statutory requirements and limits to every interested taxpayer; however, each 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 or taxes of the real property and/or buildings, since any information is preliminary in nature at that point in time. This restriction will be strictly adhered to and any violation will be just cause for the Tax Assessor to request that the employee be removed from work on this project;
- f. The Firm, along with the Tax Assessor, is required to attend no less than, on a quarterly basis (four times per year), City Council meetings to provide a progress report to the Mayor, City Council and the general public, as to the status of the project; and
- g. At various times during the course of the revaluation, upon the advice or direction of the Tax Assessor, the Firm may be required to have additional public meetings and/or prepare additional press releases.

4.14 Requirements of the Firm During Assessment Review

The following performance standards will be required from the Firm during hearings:

From the time the notices of new assessments begin to be mailed, no less than ten (10) telephone lines will be available at a local number to receive calls from the general public. Telephone line accessibility will be from 9:00 a.m. to 4:30 p.m., Monday through Friday, local business time, legal City holidays and furlough days excluded.

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Hearings will be held during normal business hours four(4) days per week, one (1) evening per week, and (1) Saturday every second week. The schedule for hearings will be mutually agreed upon by the City Tax Assessor and the Firm.

In advance of hearings, the Firm will prepare usable/non-usable sales reports in a format mutually agreed upon by the Firm and the City Tax Assessor to be used at hearings to discuss comparable sales. Sufficient copies of the sales reports will be available at the hearings. An additional copy is to be provided to the City Tax Assessor.

Note: The purpose of this requirement is to enable each interviewer to discuss the specific property characteristics associated with each sale. The information provided on the sales reports will form the basis of the application of the sales comparison approach.

From the day that hearings commence, the Firm will have the capability of providing up to ten (10) employees from the Firm to hold interviews with property owners and to answer phones. This requirement may be reduced based on the number of property owners requesting a person or telephone interview. Any changes will be by mutual agreement of the Tax Assessor and the Firm.

Note: The purpose of this requirement is to assure that sufficient staffing is provided at hearings so that the taxpayers have ample opportunity to review their assessments.

The Firm will allocate its personnel resources in the manner which allows the maximum number of interviews. During the taxpayer review phase, telephone lines may be reduced to a minimum of three (3) to achieve this objective. This requirement may be changed based on the number of property owners requesting in-person interviews. Any changes will be by mutual agreement of the City Tax Assessor and the Firm.

The Project Manager will be present at all interview appointments.

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The Project Manager will be required to submit his/her beeper and/or cell phone number to the City Tax Assessor.

Owners of Class 4A, 4B, or 4C commercial property will be assigned to an interview with either the project manager or other employee with similar knowledge about commercial real estate valuation.

A written record will be kept by each employee of the Firm for each interview conducted. The format of that record will be pre-approved by the City Tax Assessor.

In cases where the property has not been inspected, except for a refusal, every attempt will be made to inspect the property before any conclusions about value adjustments are reached as a result of the interview. It is suggested that, during interviews, an additional member of the Firm be available to inspect estimated/ refusal properties on an as needed or requested basis.

All revisions by the Firm resulting from the assessment reviews will be made with the review and consent of the City Tax Assessor.

Each taxpayer who attends an interview will be informed in writing by the Firm of the results of their assessment review within three weeks of the conclusion of all reviews.

4.15 Defense of Tax Appeals

The Firm will provide qualified expert witnesses in the defense of the valuations rendered for the 2013 tax year to the City of Jersey City that are appealed to the Hudson County Board of Taxation and the Tax Court of New Jersey through the completion of the appeal. This obligation extends to defense of 2013 tax year valuations whose appeals to the Hudson County Board of Taxation are further appealed to the Tax Court of New Jersey, even if such appeal is filed after the expiration of the 2013 calendar year.

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Qualified expert witnesses shall be licensed New Jersey Real Estate Appraisers for both residential and commercial properties.

With respect to defense services of the Firm for appeals which are filed on assessments changed in the 2014 tax year as a result of reassessment required pursuant to paragraph 3 of Section 4: Scope of Services, the Firm will submit with its proposal, a full accounting of hourly rates for such services including fees for research work, preliminary estimates of value, negotiations and narrative appraisals and court appearances.

The City Tax Assessor will provide assistance and advice to the Firm pertaining to the Appeals filed with the Hudson County Board of Taxation or Tax Court of New Jersey.

4.16 Delivery of the Revaluation

Once the revaluation has been completed by the firm its obligation nevertheless remains to transmit the results of its work to the assessor in acceptable form and under proper conditions.

Completion is defined as all work finished, including field inspections, calculations, new values entered into MicroSystems-NJ.com,L.L.C.s-NJ.com, L.L.C.'s CAMA, photographs taken on every property uploaded into MicroSystems-NJ.com,L.L.C.'s image system, informal public hearings, and submission of all reports as may be required by the City Tax Assessor and/or the Hudson County Board of Taxation during this revaluation project so that the 2013 Assessor's Tax List can be printed.

4.17 Miscellaneous Revaluation Requirement

EXTRA LINE CHARGES BY REVALUATION FIRM: WITH ITS PROPOSAL, the Firm will include the additional amount to be charged for all new line items created subsequent to October 29, 2010

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(Summary of Line Items), which were NOT INCLUDED in the specifications, upon which the proposal was awarded. The additional charges will be presented as an amount for each property type.

The Firm shall include with its proposal, a list of municipalities where a revaluation or reassessment was completed by the Firm within the last five (5) years. The list should clearly distinguish between revaluation and reassessment programs.

Should the City request an interview with the Firm, the individual designated as the Project Manager shall also attend.

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SECTION 5: PROPOSAL SUBMISSION REQUIREMENTS

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledged by the Respondent.

5.1 Number of copies

Respondents must submit one (1) signed original and at least seven (7) copies of their proposal of which one (1) must be unbound (for photocopying purposes).

5.2 Proposal media

Proposals forwarded by facsimile will not be accepted; however, respondents may alternately submit one (1) signed original and one (1) softcopy version (Microsoft Word, PDF preferred) on CD.

Please note that the City will not be responsible for electronic files which cannot be opened, and that this may be grounds for rejection.

5.3 Proposal format

To facilitate a timely and comprehensive evaluation of all submitted Proposals, it is essential that all Respondents adhere to the required response format. The City requires a standard format for all Proposals submitted to ensure that clear, concise and complete statements are available from each Respondent in response to requirements. The required format is detailed in Section 3.

The City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a proposal contains conflicting information, the City, at its option, may either request clarification or may consider the information unresponsive.

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5.4 Proposal length

The exact presentation and layout format of Proposals is up to the discretion of the Respondent.

5.5 Submission deadline

Proposals must be received by the City no later than 10:00 a.m. prevailing time on December 10, 2010, and must be mailed or hand-delivered.

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SECTION 6: PROPOSAL EVALUATION

The City's objective in soliciting Proposals is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP. **ONLY PROPOSALS SUBMITTED BY REVALUATION FIRMS APPROVED BY THE STATE OF NEW JERSEY WILL BE CONSIDERED.**

6.1 Evaluation Methodology

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

1. Technical Criteria: (30 Points)

(a) Proposed methodology: (20 Points)

- 1) Demonstration of a clear understanding of the scope of work and related objectives.
- 2) Completeness & responsiveness to specifications and general requirements.
- 3) Documentation of past performance of vendor's proposed methodology.
- 4) Use of innovative technology and techniques.

(b) Public Relations: (10 Points)

- 1) The description, nature and extent of a vendor's public relations program pre-revaluation, ongoing and post-revaluation. Include sample(s) of work.
- 2) The description, nature and extent of a vendor's informal taxpayers' hearing process.

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2. Management Criteria: (30 Points)

(a) Project Management Plan: (7 Points)

- 1) Scheduling time-line.
- 2) Project management plan of work.
- 3) Reassessment 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: (8 Points)

- 1) The ability to demonstrate a successful record of accomplishment of service as evidenced by on time, on budget, and contract compliance performance.
- 2) Present & past litigation, threatened litigation, and alternate dispute resolution experience arising out of the Respondents' being contracted to perform a revaluation or re-assessment and/or the product produced by that Respondent under that contract.
- 3) The demonstrated ability of having successfully completed a recent reassessment project(s) with similar valuation characteristics, traits and demographics to that of the City.

(c) Availability of personnel, facilities, equipment and other resources: (15 Points)

- 1) The ability to demonstrate the capacity to successfully complete the revaluation of the City in time for the filing of the 2013 tax list.
- 2) The vendor's current workload.
- 3) The availability of existing qualified, trained & competent in-house field personnel currently available to start the City's Reassessment. Please attach resumes.
- 4) The amount of actual documented experience utilizing the MicroSystems-NJ.com,L.L.C.'s CAMA & Imaging software.
- 5) The number of Certified Tax Assessors (CTA's) on staff.
- 6) The number of Certified General Real Estate Appraisers (SCGREA) on staff.
- 7) The number of Certified Residential Real Estate Appraisers (SCRREA) on staff.
- 8) The qualifications of staff.

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-
- 9) The identity and description of each of the Vendor's principles/owners/shareholders role and availability in the reassessment of the City.
 - 10) The support of, and utilization of Minority-Owned, Women-Owned and or locally-Owned Business Enterprises and Minority, Women and Local Workforce consistent with the established federal, state and City regulations.
 - 11) The location of Firm's facilities and its proximity to Jersey City Hall.

3. Cost Criteria: (40 Points)

- (a) Cost of services to be provided to be performed: (15 Points)
 - 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) Cost proposal to be completed. See Appendix A-1.
- (b) Assurances of performance: (10 Points)
 - 1) Are the suitable bonds, warranties, or guarantees provided?
 - 2) The type, nature, and extent of quality control and assurance programs.
- (c) The Vendor's financial stability and strength: (15 Points)
 - 1) The ability of the vendor to demonstrate sufficient financial resources to meet its obligations.

6.2 Final evaluation and report of committee

Based on the written response, each evaluator will rank the Respondents. The Respondent whose proposal is ranked highest among the greatest number of evaluators will be selected for the project.

The Committee will prepare a report listing the names of all Revaluation Firms who submitted proposals, summarizing each proposal, ranking Revaluation Firms in order of evaluation, and recommending the

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selection of a Revaluation Firm, indicating the reasons why the Revaluation Firm was selected and detailing the terms, conditions, scope of services, fees and other matters to be incorporated into the contract.

6.3 Contract award

A contract will be awarded pursuant to N.J.S.A 40A:11-4.1 et seq. and N.J.A.C 5:34-4.1 et seq. (Competitive Contracting Law and Regulations). The Municipal Council will vote to accept the proposal of a Revaluation Firm within fifty (50) days of the receipt of proposals, except that the proposals of any Revaluation Firm who consents thereto, may, at the request of the City, be held for consideration for such longer period as may be agreed.

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SECTION 7: GENERAL TERMS AND CONDITIONS

The following are general terms and conditions which may or may not be explained elsewhere in this RFP.

7.1 City's right to reject

The City reserves the right to reject any or all Proposals, if necessary.

7.2 Original/Authorized signatures

Each proposal and all required forms must be signed in ink by a person authorized to do so and notarized, as indicated.

7.3 Delivery of proposals

Proposals may be hand-delivered or mailed, consistent with the provisions of the legal notice to Respondents. In the case of mailed Proposals, the City assumes no responsibility for Proposals received after the designated date and time and will return late Proposals unopened. Proposals will not be accepted by facsimile.

7.4 Equal Employment Opportunity/Affirmative Action requirements

Revaluation Firms are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27, et seq. No firm may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) Revaluation Firms/contractors 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:

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- a. A photo copy of a valid letter that the contractor 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. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

The Revaluation Firm's attention is also called to Section 8 of this document which contains the required information and forms. For information on EEO/AA requirements and forms only, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative Action
280 Grove Street Room-103
Jersey City NJ 07302
Tel. #201-547- 4533
Fax# 201-547-5088
E-mail Address: abuanJ@jcnj.org

7.5 Business Registration Certificate

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

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Revaluation Firms are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury. For more information on obtaining a BRC, see Section 8.

7.6 Clarification of RFP

Should any difference arise as to the meaning or intent of this RFP, the City's Business Administrator's decision shall be final and conclusive.

7.7 Indemnification

The Respondent, if awarded the contract, agrees to protect, defend and save harmless the City against damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the contractor, its servants or agents.

7.8 Guarantee, Surety, Indemnification and Liquidated Damages

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

In the event that the revaluation project is not completed as defined in Section 4.16, liquidated damages shall be five hundred dollars (\$500.00) for each calendar day beyond December 31, 2012 until the completion of the project. The firm shall not be responsible for delays caused by strikes, war, catastrophes, acts of God or action by others not under the jurisdiction of the firm which might stop or delay the progress of the work. No other justification or reason for delays of this project is acceptable.

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CONSENT OF SURETY: Each Firm submitting a proposal in response to this RFP is required to furnish a Consent of Surety from a surety company, stating that the surety company shall provide the Firm with a performance bond for one-hundred (100%) of the proposal amount to ensure the faithful performance of all provisions relating to this revaluation project. The surety company must be licensed to conduct such business in the State of New Jersey and have an "A" or better rating from A.M. Best Company or be included on the New Jersey Department of Banking and Insurance's List of Surety Companies approved to provide performance bonds in excess of amount of bid. Failure to include said consent of surety will be considered a fatal defect that shall render the proposal unresponsive in accordance with applicable law.

7.9 Termination

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing sixty (60) days written notice to the other party. Regardless, the City reserves the right to cancel the contract by providing sixty (60) days written notice to the Revaluation Firm.

SECTION 8: REQUIRED ADMINISTRATIVE FORMS

Please place the checklist and the required forms which follow at the front of your proposal to facilitate Purchasing's review.

APPENDIX A-1
CITY OF JERSEY CITY
REVALUATION PROJECT
SCHEDULE OF LINE ITEM FEES

VACANT LAND	\$ _____	PER PARCEL
RESIDENTIAL (4 FAMILY OR LESS)	\$ _____	PER PARCEL
COMMERCIAL	\$ _____	PER PARCEL
INDUSTRIAL	\$ _____	PER PARCEL
APARTMENTS	\$ _____	PER PARCEL
EXEMPT PUBLIC SCHOOL	\$ _____	PER PARCEL
EXEMPT OTHER SCHOOL	\$ _____	PER PARCEL
EXEMPT PUBLIC PROPERTY	\$ _____	PER PARCEL
EXEMPT CHARITABLE	\$ _____	PER PARCEL
EXEMPT CEMETERIES	\$ _____	PER PARCEL
EXEMPT MISCELLANEOUS	\$ _____	PER PARCEL
LONG-TERM ABATED PROPERTIES	\$ _____	PER PARCEL
CELLULAR ANTENNAS	\$ _____	PER PARCEL

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE 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 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 personal 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.

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, 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
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27

The undersigned vendor certifies on their company's receipt, knowledge and commitment to comply with:

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

The undersigned vendor further agrees to furnish the required forms of evidence and understands that their contract/company's bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Representative's Name/Title (Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____ Date: _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _____ of _____, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 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 there unto, are made a part of this contract. In providing any aid, 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's 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 incurs 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 full and complete particulars of the claim. If any action or administrative proceeding 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.

Representative's Name/Title Print): _____

Representative's Signature: _____

Name of Company: _____

Tel. No.: _____

Date: _____

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : _____
Address : _____
Telephone No. : _____
Contact Name : _____

Please check applicable category :

_____ Minority Owned Business (MBE) _____ Minority & Woman Owned Business (MWBE)
_____ Woman Owned business (WBE) _____ Neither

**Definitions
Minority Business Enterprise**

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

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

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

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

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

Woman Business Enterprise

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

**Minority/Woman Business Enterprise (MWBE)
Questionnaire for Bidders**

Jersey City Ordinance C-829 establishes a goal of awarding 20% of the dollar amount of total city procurement to minority and woman owned business enterprises.

To assist us in monitoring our achievement of this goal, please indicate below whether your company is or is not a minority owned and/or woman owned business, and return this form with your bid proposal.

Business Name : _____
Address : _____
Telephone No. : _____
Contact Name : _____

Please check applicable category :

- | | |
|--|---|
| <input type="checkbox"/> Minority Owned Business (MBE) | <input type="checkbox"/> Minority & Woman Owned Business (MWBE) |
| <input type="checkbox"/> Woman Owned business (WBE) | <input type="checkbox"/> Neither |

Definitions

Minority Business Enterprise

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

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

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

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

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

Woman Business Enterprise

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

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)
MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

“New Jersey Business Registration Requirements”

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section c P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.”

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

DEPARTMENT OF TREASURY AND BUREAU OF REVENUE

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT

TAX REGISTRATION TEST ACCOUNT

TAXPAYER IDENTIFICATION: 876-087-9827492

ADDRESS: 847 ROEBLING AVE
TRENTON, NJ 08611

ISSUANCE DATE: 09/14/04

John S. Early
Treasurer

This Certificate is NOT negotiable or transferable. It must be prominently displayed at place address.

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Numbers: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY**

**DIVISION OF PUBLIC CONTRACTS EQUAL
EMPLOYMENT OPPORTUNITY COMPLIANCE**

Form AA302

Employee Information Report

Form AA302
Rev. 10/08

STATE OF NEW JERSEY
Division of Public Contracts Equal Employment Opportunity Compliance

EMPLOYEE INFORMATION REPORT
IMPORTANT - READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN INK. ALL PORTIONS ARE
FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE.
DO NOT SUBMIT UNCLAS REPORT FOR SECTION E, ITEM 11.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG. <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THIS COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		
Official Use Only	DATE RECEIVED	ISSUE DATE
		ASSIGNMENT IDENTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUM UP MINOR CATEGORIES.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT EMPLOYEES - MINORITY / NON-MINORITY									
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	MINORITY					NON-MINORITY				
				BLACK	HISPANIC	INDIAN	ASIAN	NON-MEN.	BLACK	HISPANIC	INDIAN	ASIAN	NON-MEN.
Officials/Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment Representatives Temporary & Part- Time Employees													

The data below shall NOT be included in the figures for the appropriate categories above.

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: To:		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO. DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO. EXTENSION)

I certify that the information on this form is true and correct.

WHITE - DIV. OF PUBLIC CONTRACTS REG. CANARY - DIV. OF PUBLIC CONTRACTS REG. DR. PINK - PUBLIC AGENCY, GOLD - VENDOR

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certificate _____

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

VOID

This is to certify that the contractor has been approved for Employee Information Report purposes by H.S.A.C. 1720-1.1 of 1993, and that the contractor has provided a valid report. This approval is valid in effect for the period of _____

VOID



Sign: Treasurer

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT:

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM. SEND COPY OF CURRENT CERTIFICATE TO THE PUBLIC AGENCY. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

- ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.
- ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".
- ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.
- ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.
- ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.
- ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.
- ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.
- ITEM 8** - If "Multi-establishment" was entered in Item 7, enter the number of establishments within the State of New Jersey.
- ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.
- ITEM 10** - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code.
- ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.
- Racial/Ethnic Groups will be defined:**
Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.
Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.
- ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.
- ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.
- ITEM 14** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".
- ITEM 15** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.
- ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.
- ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN COPY FOR THE VENDOR'S OWN FILES. THE VENDOR IS TO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT AND FORWARD A COPY TO:

NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209
Telephone No. (609) 292-5475