

# TOWNSHIP OF BELLEVILLE

152 Washington Ave  
Belleville, New Jersey 07109

## REQUEST FOR PROPOSALS

### REVALUATION OF ALL REAL PROPERTY LOCATED IN THE TOWNSHIP OF BELLEVILLE, N.J. **FOR THE 2028 TAX YEAR**

#### SUBMISSION DEADLINE

10:00 A.M. (Prevailing Time)

**Wednesday April 1, 2026**

#### ADDRESS ALL PROPOSALS TO:

TOWNSHIP OF BELLEVILLE  
OFFICE OF THE MUNICIPAL CLERK  
152 WASHINGTON AVE  
BELLEVILLE, NEW JERSEY 07109

\*To be published Online on or about **March 13, 2026**

## **SECTION 1: GENERAL INFORMATION & SUMMARY**

### **1.1 Organization Requesting Proposal**

Township of Belleville, New Jersey  
Office of the Tax Assessor  
152 Washington Ave  
Bayonne, NJ 07002

### **1.2 Contact Person**

Kevin Esposito  
Certified Tax Assessor  
152 Washington Ave  
Belleville, N.J.07109  
kesposito@bellevillenj.org  
973-450-3306

Frank Belli  
Qualified Purchasing Agent  
152 Washington Ave  
Belleville, N.J. 07109  
fbelli@bellevillenj.org  
973-450-3141

### **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.

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 successful Respondent for a sum not to exceed a specified amount.

### **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, after a contract is awarded and entered into, the acceptance of the final payment by the successful Respondent shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this Contract.

### **1.5 Submission deadline**

**Sealed proposals must be received in the OFFICE OF THE TOWNSHIP CLERK on or before 10:00 A.M. prevailing time on April 1, 2026.** Proposals will not be accepted by facsimile transmission or e-mail. The Township Clerk and/or her designated representative will receive submissions up to the submission deadline.

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

### **1.6 Opening of proposals**

Proposals shall be opened in public at **10:30 A.M. prevailing time on April 1, 2026** in the Township Council Chambers located on the second floor of Town Hall, located at 152 Washington Avenue, Belleville, NJ 07109.

## **1.7 Definitions**

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

"Township" or "Owner" - refers to the Township of Belleville.

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

"Firm", "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.

"Revaluation Firm" - refers to the interested 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 Township for construction services, professional services (as defined by N.J.S.A 40A:11-5 (1) (a) (i)), or goods/commodities.

"MBE" - refers to minority-owned business enterprises. "WBE" - refers to women-owned business enterprises.

"LBE" - refers to locally-owned business enterprises.

"Unbundling" - refers to the practice of making small purchases in a manner that will advance the goals of programs for MBE/WBE/LBE.

## **1.8 Submission address**

All proposals should be sent to:

TOWNSHIP OF BELLEVILLE  
**OFFICE OF THE MUNICIPAL CLERK**  
152 WASHINGTON AVE  
BELLEVILLE, NEW JERSEY 07109

## **SECTION 2: INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction and Purpose**

The Township of Belleville is seeking proposals from qualified Revaluation Firms for services as described herein.

The Municipal Council of the Township of Belleville, N.J. 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.J.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 Township of Belleville, County of Essex, State of New Jersey, so that said Revaluation will be effective in the **2028 tax year**.

The Township of Belleville will automatically reject any proposal submitted that intends to rely on or use any other computer-aided mass appraisal system (CAMA) other than the BRT Technologies computer-aided mass appraisal system as specified throughout the bid specifications. In addition, any proposal that intends to utilize another CAMA system and convert that data into the BRT is unacceptable and will cause an automatic rejection/disqualification of the proposal submitted.

### **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 Township has a structured procurement process that seeks to obtain the desired services, while establishing a competitive environment to ensure 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 as to each proposal received.

### **2.3 Revaluation Committee**

Proposals will be reviewed and evaluated by a committee which may include the Township Mayor, Township Manager, Certified Tax Assessor, Chief Financial Officer, Qualified Purchasing Agent and the Township Attorney. 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, moreover, “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 Township reserves the right to, among other things, amend, modify or alter the Procurement.

	<b>Date</b>
1. Township Council approval of resolution authorizing use of Competitive Contracting for this project	<u>March 11, 2026</u>
2. Advertisement of Request for RFP	<u>March 13, 2026</u>
3. Receipt of Proposals	<u>April 1, 2026</u>
4. Completion of evaluation of Proposals	<u>April 15, 2026</u>
5. Award of contract	<u>May 26, 2026</u>
6. Contract sent to Director, Division of Taxation and Essex County Board of Taxation	*TBD _____
7. Revaluation Contract approved by Director	*TBD _____
8. Revaluation begins	*TBD _____
9. Notices of new values sent to taxpayers	*TBD _____
10. Informal hearings with taxpayers commence	*TBD _____
11. New assessed values applied	*TBD _____

## **2.5 Addenda or Amendments to RFP**

During the period provided for the preparation of responses to the RFP, the Township may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Township 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 communication concerning this RFP or the RFP process shall be directed to Frank Belli, Qualified Purchasing Agent, via 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 Qualified Purchasing Agent.

Subsequent to issuance of this RFP, the Township (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 Township.

## **2.6 Rights of the Township**

The Township 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 Township 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 Township 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 Township, 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.

## **2.8 Proposal Evaluation**

Proposals will be evaluated/ranked based on technical expertise, management skills, prior experience and cost-related criteria established by the Revaluation Committee. The firm whose proposal is ranked highest among those proposals submitted will be selected for the project.

## **2.9 Written Proposal**

A prospective Revaluation Firm must submit a written proposal in a format specified by the Township. The required format is detailed in Section 3.

## **2.10 Equal Employment Opportunity/Affirmative Action, Business Registration Certificate Requirements and other Required Forms.**

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.

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.

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

## **SECTION 3: WRITTEN PROPOSAL FORMAT**

Proposals must address all information requested in this RFP. Proposals which, in the judgment of the Township 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 following sections described below:

1. Title Page
2. Table of Contents
3. Required Forms with Original Signatures
4. Executive Summary
5. Background
6. Scope
7. Objectives
8. Project Approach
9. Project Organization
10. Project Work Plan (including project organization, critical success factors and risks)
11. Key Dates & Deliverables
12. The Township of Belleville Responsibilities
13. Staffing
14. Assumptions
15. Timing & Fees
16. Appendices/Other

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

### **3.2 Title Page**

The Proposal should include a title page (which identifies the project), the Respondent's firm name and address, as well as the name of the Respondent's primary contact, his or her title and address, telephone number, fax number and email address.

### **3.3 Table of Contents**

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

### **3.4 Required Forms with Original Signatures**

In addition to the other items herein, the Respondent MUST provide executed copies of the checklist and forms required in Section 8 of this RFP with original signatures by an authorized representative.

### **3.5 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.

### **3.6 Background**

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

### **3.7 Scope**

In this section of the proposal, the Respondent should state what it believes to be the scope of the intended strategy within the Township of Belleville as expressed by the Township in Section 4 of this RFP. 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.

### **3.8 Objectives**

In this section of the Proposal, the Respondent should state what it believes to be primary objectives for each element of the plan. Respondents may choose to offer suggestions to the Township of Belleville on how objectives for this type and size of a phased project should be measured throughout the life of the implementation in order to ensure success in delivery of every business priority.

### **3.9 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 it deems 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.

### **3.10 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's and the Township of Belleville's resources. Support and utilization of Minority and Women Owned Business Enterprises, not consistent with the Township of Belleville'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.

### **3.11 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 Township of Belleville 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 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 Township of Belleville realizes that each Respondent brings its own methodology and work plan.

### **3.12 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 Township, that could be created by providing services to the Township. Indicate what procedures will be followed to detect and notify the Township 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 Township.

Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason and provide an explanation for same.

Indicate that there is no commissioner and/or employee of the Essex County Board of Taxation, and no Assessor, Elected Official, Director or Statutory Officer of the Township of Belleville 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.

### **3.13 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 Township of Belleville should expect to see and/or receive on the associated date should be described and/or presented as examples. **The Township expects a final deliverable on or before January 10, 2028.**

### **3.14 Belleville Responsibilities**

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

- A. Tax Maps  
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 copy of the state approved electronic file (Tax List) of current property records for all properties currently listed upon the tax records of the Township. This file shall include the block, lot, additional lots, owner's name and address, property location and property classification. Official records may be available within the assessor's office (with the understanding that such records, particularly deeds, are incomplete or unavailable at the municipal level), 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.

The mailing addresses of all property owners in the municipality to enable the Firm to maintain a current mailing list. Informational letters mailed by the Firm to property owners usually require the signature of the Township Tax Assessor.

### **3.15 Staffing**

A discussion of the project team that will be utilized should be contained in this section. The Township of Belleville 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.

### **3.16 Assumptions**

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

### **3.17 Fees and Timing of Payment**

The Checklist and Required Forms in Section 8 of this RFP include Schedule 13, a Cost and Fees summary, which includes: a lump sum proposal to perform the scope of revaluation services specified in Section 4 of this RFP for all of the locally assessable line items (exempt or not) reflected in the Ratable Base Overview contained in section 4.2 of the scope of services, as well as an amount per line item for each class of individual line items as may, upon further review, be added to or subtracted from the number of locally assessable line items listed in section 4.2 of this RFP. The primary basis for cost comparison among Respondents shall be lump sum amount to provide the specified scope of revaluation services for the locally assessable line items listed in section 4.2, not the additional per line item cost or credit for changes to those numbers. Further, should the additional per line item cost or credit exhibit a wide variation from the overall average cost per line item, the bid may be rejected as unbalanced.

Respondents should be sure to include all expenses associated with delivery of the services specified, in addition to professional fees. It is important to note that, pursuant to N.J.S.A 40A:5-16, the Township 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. The Township will not make incremental payments amounting to more than the value of the pro-rata share of the project being completed and will, in any event, withhold 10% of the contract amount due until receipt of final deliverables acceptable to the Township. If the proposal does not include a section on timing of payment, the Township will assume that the Respondent will accept a lump sum payment following acceptance of final deliverable.

### **3.18 Appendices/Other**

In addition, this section may include individual qualifications, references and resumes.

Any proposed “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 supplemental costs and/or hourly rates) must be provided.

Finally, if Respondent believes that other materials are necessary (such as promotional literature, white papers, etc.) it should provide them in a separate document clearly labeled “Additional Materials”.

## SECTION 4: SCOPE OF SERVICES

### 4.1 General Requirements

The Firm agrees to prepare and execute a complete revaluation of all real properties within the boundaries of the Township of Belleville as illustrated on the Property Classification Schedule below for use of the Township Tax Assessor in accordance with 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 no later than **January 10, 2028, so as to be fully effective for the 2028 Tax Year.**

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 Township of Belleville 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. 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, said Firm shall revalue/reassess including the re-inspection (interior and exterior) any and all property necessary to achieve a General Coefficient of Deviation of less than fifteen percent (15%) as a part of the contract price specified herein.

The Firm shall acquaint the Township 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 Township 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 which, Respondent acknowledges, is subject to approval by the Division of Taxation and appropriate funding.**

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 Uniform Standards of Professional Appraisal Practice (USPAP), in particular Standard 6, entitled "Mass Appraisal, Development & Reporting."

**4.2 An Overview of Belleville’s Ratable Base**

The Township of Belleville is an Essex County Suburb with an estimated population of 38,222 people according to the 2020 census estimate. The Township is primarily a residential community. The average residential sales price for December, 2025 was approximately \$471,634.00 according to MLS records. The architecture of the town makes Belleville very unique since the housing represents every major style from the mid-nineteenth century onward.

The Tax Assessor currently maintains data for approximately 9,450 line items (includes exempt properties)

As of January 13, 2026, the Township’s MOD-IV data indicates the following breakdown of properties:

Property Class	# of Line Items
1	332
2	8391
3A	0
3B	0
4A	477
4B	108
4C	142
15A	14
15B	3
15C	127
15D	51
15E	3
15F	78

The last revaluation of all real property in the Township of Belleville was as of October 1, 2007 for the 2008 tax year.

**For the last several years, the number of sales, equalization ratios and general coefficient of deviation (COD) has been as follows:**

Year	Eq. Ratio	General COD	# of Sales
2026	58.69%		
2025	65.61%	13.26%	503
2024	73.94%	12.91%	436
2023	81.98%	16.65%	575
2022	91.28%	15.27%	809

The contract shall be for **a term of one year commencing upon issuance of a notice to proceed**. The contract may be extended, subject to the requirements under the applicable law and Municipal Governing Body approval.

The revaluation firm shall provide an expert to attend the County Tax Appeal hearings for 2 years directly after the revaluation, which includes the re-inspection of the property, and full report of the county hearing, and must be performed by a New Jersey State licensed or certified appraiser, or a Certified Tax Assessor (CTA). The expert report must comply with all tax board requirements.

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 Township of Belleville at its fair market value according N.J.S.A. 54:4-1 et seq., Standard 6 of the Uniform Standards of Professional Appraisal Practice and the State of New Jersey Administrative Code concerning the revaluation of all real property.

The Firm shall prepare a separate list of tax-exempt properties indicating the full value of such property as if taxable.

The revaluation firm shall not provide appraisals or expert services to any property owner or attorney working against the Township for 10 years after the revaluation.

***The revaluation must be completed by January 10, 2028.***

#### **4.4 Three Model Approach To Value**

Authorized personnel from the Township of Belleville will review all responses to this RFP received to determine if they are responsive and otherwise adhere to requirements prescribed in the RFP.

The Township of Belleville may request a discussion and/or presentation from the Company for further evaluation of its proposal. All proposals submitted will be reviewed and evaluated by various authorized Township personnel from Finance, Legal, Administration and Tax Assessment departments. The proposals will be reviewed to determine if the Firm has included mandatory proposal submissions (i.e. business registration, financial statements, insurance requirements, etc.) as well as, met the minimum professional and administrative requirements described in this RFP. Under no circumstances will any authorized Township personnel review responses to an RFP for a job in which they or their firm submitted a response. Based upon the totality of the information contained in the response to the RFP, including information about the reputation and professional experience of each Company, the Township of Belleville will (in its sole judgment) determine which Companies are qualified (from professional and administrative standpoints).

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

The following shall be used as the criteria for evaluating proposals submitted in response to this RFP:

#### **1. Technical Criteria (30 percent):**

Proposed methodology & Public Relations:

- A. Demonstration of a clear understanding of the scope of work and related objectives.
- B. Completeness and overall responsiveness to specifications and general requirements.
- C. Documentation of past performance of vendor's proposed methodology.
- D. Use of innovative technology and techniques.
- E. The description, nature and extent of a vendor's public relations program pre-revaluation, ongoing and post-revaluation. Include sample(s) of materials (literature and publications) and interactive website address.
- F. The description, nature and extent of the Company's informal taxpayer hearing process.

#### **2. Management Criteria (40 percent):**

Availability of personnel, facilities, equipment and other resources:

- A. Project Management Plan of work.
- B. Scheduling timeline.
- C. Revaluation status report compliance.
- D. Description and type of quality control and assurance programs for the accurate collection of field data.
- E. History and successful use of the BRT system.

- F. The ability to demonstrate a successful track record of service as evidenced by on-time, on-budget, and contract compliance performance.
- G. Description of quality control procedures to ensure the accurate valuation of all real property.
- H. Present and past litigation, threatened litigation, and alternate dispute resolution experience as a result of being contracted to perform a revaluation or re-assessment.
- I. The demonstrated ability of having successfully completed a recent revaluation project(s) with similar valuation characteristics, traits and demographics to that of the Township of Belleville.
- J. The ability to demonstrate the capability to successfully complete the revaluation of the Township on-time for the 2028 tax year.
- K. Company's current revaluation & reassessment workload.
- L. **The ability to have at a minimum of eight (8)** existing qualified, trained and competent in-house personnel with a minimum of 6 months' experience currently available to start the Township's Revaluation. Present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. A professional dress code will be enforced. The Firm shall instruct all field personnel to avoid unnecessary communication with residents while conducting inspections. Field personnel should not discuss value, appraisal methodology, etc. but should redirect all questions to the Assessor. Any change in personnel staff shall be submitted to the Township Assessor
- M. The amount of actual documented experience utilizing the Vital CAMA and Vital Imaging software.
- N. The number of Certified Tax Assessors (CTA's) on staff.
- O. The number of Certified General Real Estate Appraisers (SCGREA) on staff.
- P. The number of Certified Residential Real Estate Appraisers (SCRREA) on staff.
- Q. Qualifications of staff.
- R. Proof of an interactive web site.
- S. The availability and ability to deliver experienced bilingual inspectors, mailings and notifications.
- T. Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. A professional dress code will be enforced. The Company shall instruct all field personnel to avoid unnecessary communication with residents while conducting inspections. Field personnel should not discuss value, appraisal methodology, etc. but should redirect all questions to the Assessor. Any change in personnel staff shall be submitted to the Township Assessor.

**3. Cost and Proposal Compliance Criteria (30 percent):**

Cost of services to be provided to be performed:

- A. Relative cost: How does the cost compare to other similarly scored proposals.
- B. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented.
- C. Assurances of performance.

#### **4.5 Photograph Requirements**

The revaluation of all properties are to include exterior color **photos in digital format only** of the property as follows:

1. A minimum of two (2) color digital photos, front and rear of each parcel/line item of real property located in the Township of Belleville. If access to the rear of the property is restricted, front and side color digital photos of the property are required. In the case of billboards, a photo of the front (advertisement surface) of each billboard and identifying number must be taken. Photos of cell towers or installations shall be sufficient to identify the number of installations at each site.
2. In the case where there are multiple structures located on a property a sufficient number of pictures shall be taken to allow the Township Tax Assessor to view the complex completely.
3. Where properties have off street parking area(s) the exterior photos must include or be supplemented to provide a delineation of same.
4. The Firm shall take additional digital color photos necessary to substantiate and identify a significant or unique valuation attribute, characteristic or feature that exists on a property that has a substantial positive or negative influence on the valuation of said property including accessory buildings. Said photographs shall be properly and correctly identified.
5. One photograph of vacant parcels will be required.

All said pictures shall be properly and correctly identified by their corresponding block, lot, and qualifier (if applicable) and photo number compatible with access by the program used by the Township of Belleville. The digital color photos must be transferred from the digital camera's memory card to Tax Assessor's MOD-IV and CAMA programs.

#### **4.6 Property Record Cards**

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

1. A scaled sketch of the exterior building dimensions.
2. Identification of differing building components with corresponding measurements.
3. 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.
  - a. The total room count, as well as the room count per unit for each dwelling, including multi-unit condos, shall appear on individual property record cards.
  - b. The last sale, where available in MOD-IV, shall appear on individual property record cards.
  - c. All value relevant information currently carried in the "Notes" section of the property record card file shall be carried forward to all new records.
4. Multiple buildings on the same lot shall have individual property record cards with the same content and format identified.
5. Multi-unit condominiums 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 multi-unit condominiums in the Master File shall be jointly approved by the Firm and the Township of Belleville.
6. All properties shall include a scaled sketch of the exterior building dimensions of buildings or structures located on such property as well as clear notations of off street parking available at each such property.

7. All properties shall include notation of land values and cost conversion factors utilized for the revaluation.
- 8.. All class 2 residential properties shall include delineation and population of the Computer Assisted Mass Appraisal (“CAMA”) data fields available in the Microsystems Mod-IV program utilized by the Township of Belleville, including, but not limited to living, basement, attic, finished, unfinished, heated and air conditioned area, bathroom and kitchen count, type and condition, room count and type, as well as the type and amount of available off street parking.

#### 4.7 Deliverables

In addition to maps, data and spreadsheets noted above, once the revaluation has been completed by the Firm, the Firm must transmit the results of their work to the Township of Belleville Tax Assessor in acceptable form and under proper conditions. This will include, but not be limited to, the following:

1. PROPERTY RECORD CARDS AND SUPPORTING DATA.

All cards will include sketches of the buildings or structures on the property as well as other relevant computer assisted mass appraisal (“CAMA”) and inspection information, cost and/or income data used to arrive at the assessment shown there. The firm will, as noted above, also provide / populate this data into the Township’s CAMA program utilized and printed by the Township Tax Assessor’s Office as well as the Firm.

**\*\* HARD COPIES – NOT NEEDED \*\***

The Firm shall also provide field notes from the data collection associated with each property in their original form, whether in written or electronic format. If kept in electronic format, the Firm must provide appropriate computer software to access said field notes with the ability to print the notes associated with any particular property on demand.

2. DIGITAL PHOTOGRAPHS

The Firm will provide all photographs specified in Section 4.7 above in a jpeg format having a minimum color resolution of 640 X 480 Pixels, named and indexed in a manner compatible with access by and through the Townships current Computer Assisted Mass Appraisal program which allows for up to 99 photographs per line item.

The Firm shall be responsible for the integration of these photographs with the Township’s current program and must assure that they can be accessed directly through that program.

#### **4.8 Defense of Tax Appeals**

The Firm shall be responsible, at the Firm's sole cost and expense, for providing qualified expert witnesses, documentation and testimony to explain and defend the assessment arrived at by the Firm in the Essex County Board of Taxation and/or the Tax Court of New Jersey for any property valued by the Firm in the Tax Year that the revaluation becomes effective or in the next Tax Year thereafter (as it is anticipated that, due to filing deadlines and billing cycles, many taxpayers may not challenge the assessment in the tax year that the Firm's value first becomes effective). Qualified Expert witnesses will include an approved expert from the Firm who is knowledgeable about the property or properties under appeal, the manner in which the data was collected and explanation of the import of the relevant documents, methods and procedures used to arrive at the assessment.

The firm's obligation with respect to this requirement includes appeals initiated in the County Tax Board or State Tax Court until the issuance of a final non-appealable judgment is reached for the Tax Year under appeal. In avoidance of doubt, this provision requires the respondent firm to defend the valuation provided by the firm in the tax year of revaluation and the year thereafter until such time as a final non-appealable judgment is reached for the tax year under appeal. This shall include appeal initiated at the County Tax Board and/or the State Tax Court, as well matters initiated at the County Board that are later appealed to the State Tax Court following a County Board Judgment or other disposition. 10% of the total contract amount shall be withheld until all obligations of the Firm to defend appeals under this provision have been satisfied. Further, should the firm fail to provide qualified knowledgeable experts to provide the defense required hereunder, the Firm shall be responsible to the Township for any costs, expenses and damages arising from such failure.

#### **4.9 Miscellaneous Requirement**

**EXTRA LINE CHARGES BY REVALUATION FIRM:** With its proposal, the Firm will include the additional amount to be added to or deleted from its lump sum proposal for locally assessable line items NOT INCLUDED in Section 4.2 of these specifications. The additional charges will be presented as an amount per line item for each property type. Please note however, that these additions or deletions are expected to be marginal when compared to the total lump sum amount and the primary basis for cost comparison among respondents shall be lump sum amount to provide the specified scope of revaluation services for the locally assessable line items listed in section 4.2, not the additional per line item cost or credit for changes to those numbers. Further, should the additional per line item cost or credit exhibit a wide variation from the overall average cost per line item, the bid may be rejected as unbalanced.

The Firm shall include with its proposal a list of municipalities where a revaluation or reassessment was completed within the last five (5) years. The list should clearly distinguish between revaluation and reassessment programs. Should the Township of Belleville request an interview with the Firm, the individual designated as the Project Manager shall also attend.

## **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 hard copy original, (9) hard copies and (1) digital (PDF) copy of their proposal.** Please note that the Township will not be responsible for electronic files which cannot be opened and that this may be grounds for rejection.

### **5.2 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 Township of Belleville 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 Township of Belleville 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 Township of Belleville, at its sole option, may either request clarification or consider the information unresponsive.

### **5.3 Proposal length**

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

### **5.4 Submission deadline**

**Proposals must be received no later than 10:00 A.M. prevailing time on APRIL 1, 2026.**

## **SECTION 6: PROPOSAL EVALUATION**

The Township'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 Belleville. The Township will consider Proposals only from Respondents that, in the township's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in this RFP.

### **6.1 Evaluation Methodology**

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

### **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 proposals submitted will be selected for the project.

The Committee will prepare a report listing the names of all Revaluation Firms that have submitted proposals, summarizing each proposal, ranking Revaluation Firms in order of evaluation, and recommending the 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 sixty (60) days of the receipt of proposals, except that the proposals of any Revaluation Firm who consents thereto, may, at the request of the Township, be held for consideration for such longer period as may be agreed.

## **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 Township's right to reject**

The Township reserves the right to reject any or all Proposals, if necessary, or to waive any informalities in the Proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Proposal should it be deemed in the best interest of the Township.

### **7.2 Original/Authorized signatures**

Original proposal and all required forms must be signed in ink by a person authorized to do so and/or 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 Township assumes no responsibility for Proposals received after the designated date and time and will return late Proposals unopened. **Proposals will not be accepted via email or 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:

- 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.

### **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).

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 Township Attorney's decision shall be final and conclusive.

## **7.7 Indemnification**

The Respondent, if awarded the contract, agrees to protect, defend and save harmless the Township 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 Township 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 and Indemnification**

The firm shall provide the following coverages to the Township 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.

**GUARANTEE:** Each Firm submitting a proposal in response to this RFP is required to furnish a "bid" guarantee, in the form of a bid bond from a surety company authorized to do business in the State of New Jersey, a certified check or a cashier's check, payable to the City of Bayonne, in the amount of ten (10%) percent of the total proposal, up to a maximum of \$20,000. Failure to include said guarantee will be considered a fatal defect that shall render the proposal unresponsive in accordance with applicable law.

**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 on Public Works in excess of \$850,000. 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 Reliance, Damages and Termination**

The Township will be relying on the Firm selected to perform in accordance with the contract provisions and reserves its rights to full recovery for any actual and consequential damages, including, but not limited to, the indemnification noted above and the other costs required to cover any lack of performance by the Firm. The Township also reserves the right to cancel the contract by providing sixty (60) days' written notice to the Revaluation Firm, with the Township being responsible in such case to pay for the value of work conducted by the Firm in accordance with the contract up to the termination date.

**SECTION 8: REQUIRED ADMINISTRATIVE FORMS**

As noted in Section 3, please place the checklist and the required forms which follow below at the front of your proposal after the table of contents to facilitate bid review.

**Acknowledgement of Required Documents Submitted**

Checklist for Items that will be required (Place an X next to each item submitted)

1	Letter of Qualifications	
2	Letter of Intent	
3	Statement of Ownership Disclosure	
4	Affirmative Action Compliance Notice	
5	American Disabilities Act of 1990 & Equal Opportunity	
6	New Jersey Business Registration Certificate	
7	Non-Collusion Affidavit (notarized)	
8	Certificate of Insurance & Surety	
9	Pay-to-Play Annual Disclosure Statement	
10	Executed "Conflict of Interest Certificate"	
11	Acknowledgment of Receipt of Addendum, if applicable	
12	Disclosure of Investment Activities in Iran	
13	Cost & Fee Schedule	

*The undersigned hereby acknowledges and will submit the above listed requirements at the time the proposal is officially received.*

Name of Respondent/Firm: \_\_\_\_\_ Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT #1**

**LETTER OF QUALIFICATIONS**

**(Note: To be typed on Company's letterhead. No modifications may be made to this letter)**

[Insert date]

Frank Belli, Qualified Purchasing Agent  
Township of Belleville  
152 Washington Avenue  
Belleville, New Jersey 07109

Dear Mr. Belli:

The undersigned has reviewed our Qualification Statement submitted in response to the Request for Proposal (RFP) issued by the Township of Belleville ("Township"), dated [ insert date ] in connection with the Township's need for professional services to prepared and execute a complete program for the revaluation of all real property located in the Township of Belleville, for the project entitled "Revaluation Of All Real Property."

We affirm that the contents of our Qualification Statement (which Qualification is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Your Company Name).

(Company shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each Company shall sign.)

(Signature of Chief Executive Officer)  
(Type Name and Title)  
(Type Name of Firm)

Dated:

If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

**EXHIBIT #2**

**LETTER OF INTENT**

**(Note: To be typed on Company's Letterhead. No modifications may be made to this letter)**

[Insert Date]

Frank Belli, Qualified Purchasing Agent  
Township of Belleville  
152 Washington Avenue  
Belleville, New Jersey 07109

Dear Mr. Belli:

The undersigned, as Company, has (have) submitted the attached Proposal in response to a Request for Proposal (RFP), issued by the Township of Belleville ("Township"), dated [insert date], in connection with the Township's need for professional services to prepare an execute a complete program for the revaluation of all real property located in the Township of Belleville, for the project entitled "Revaluation Of All Real Property."

[Insert Company Name] HEREBY STATES:

1. The Qualification Statement contains true accurate, factual and complete information.
2. [Insert Company Name] agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the Township's procurement schedule.
3. [Insert Company Name] acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the Proposal submitted in response to the RFP, or any negotiation which results there from shall be exclusively the sole responsibility of the Company.
4. [insert Company Name] hereby declares (declare) that the only persons participating in this Proposal as Principals are named herein and that no person other than those mentioned has any participation in this proposal or in any contract to be entered into with respect thereto. Additional persons may be subsequently included as participating Principals, but only if acceptable to the Township.

5. [insert Company Name] declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
  
6. [Insert Company Name] acknowledges and agrees that the Township may amend, modify, or withdraw this RFP (in its sole judgment). In any case, the Township shall not have any liability to the Company for any costs incurred by the Company with respect to the procurement activities described in this RFP.
  
7. [Insert Company Name] acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Company hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Company shall sign and complete the space provided below. If a joint venture, appropriate officers of each Company shall sign.)

(Signature of Chief Executive Officer)  
(Type Name and Title)  
(Type Name of Firm)

Dated:

If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

**EXHIBIT #3**

**STATEMENT OF OWNERSHIP DISCLOSURE**

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

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

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

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

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership     Limited Partnership     Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

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

**OR**

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

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

Name of Individual or Business Entity	Address

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

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

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

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

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

**Part IV Certification**

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

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

**EXHIBIT #4**

**P.L. 1975, C. 127, (N.J.S.A. 10:5-31) MANDATORY AFFIRMATIVE  
ACTION LANGUAGE: PROCUREMENT, PROFESSIONAL AND  
SERVICE CONTRACTS**

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

The Company 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 identify or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Company will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Company 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 Company or subcontractor 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;

The Company 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 Company or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the Americans with Disabilities Act;

The Company or subcontractor agrees to make good faith efforts to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time;

The Company or subcontractor agrees to inform in writing 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, race, creed, color, national origin, ancestry, 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 Company or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the Company or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decision of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

In accordance with Public Law 1975, C. 127, (N.J.S.A. 10:5-31) The successful Company shall submit to the Township, after notification or award but prior to execution of the revaluation contract, one (1) of the following three (3) documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

Affirmative Action evidence must be submitted within seven (7) days after receipt of notification of intent to award the contract or receipt of the contract, whichever is sooner.

The Company's proposal must be rejected as non-responsive if the Company fails to submit (1), (2) or (3) above, within the time specified after the Township submits the contract to the Company for signing.

The Company and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEO 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 Contract Compliance and EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy 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 successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her 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. 17:27-1 et seq.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

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

**EXHIBIT #5**

**AMERICANS WITH DISABILITY ACT OF 1990**

**EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY**

The Company and the Township of Belleville (herein referred to as the "TOWNSHIP") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 *et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the Township pursuant to this contract, the Company agrees that the performance shall be in strict compliance with this Act. In the event the Company, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Company shall defend the Township in any action or administrative proceeding commenced pursuant this Act. The Company shall indemnify, protect, and save harmless the TOWNSHIP, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind of nature arising out of or claimed to arise out of the alleged legal violation. The Company 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 Township's grievance procedure; the Company agrees to abide any decision of the Township, which is rendered pursuant to, said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Company shall satisfy and discharge the same at its own expense.

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

It is expressly agreed and understood that any approval by the Township of the services provided by the Company pursuant to this contract will not relieve the Company of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph. It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the Company, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement.

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

## **EXHIBIT #6**

### **NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS**

The Company must include proof of its own business registration and proofs of business registration of those subcontractors, if applicable, required to be listed in the Company's submission (i.e., "named subcontractors"). The proof of business registration shall be provided at the time the proposal is officially received and opened by the Township.

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

Before final payment on the contract is made by the contracting agency, the Company 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 Company and each of its affiliates and subcontractors and each their affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director of the 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 the contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of 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 \$100 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.

**EXHIBIT #7**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Essex

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of  
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**EXHIBIT #8**

**INSURANCE and BONDING REQUIREMENTS and ACKNOWLEDGEMENT FORM**

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

The minimum amount of insurance to be carried by the Company shall be as follows:

**MINIMUM LIMITS OF INSURANCE COVERAGE**

1. The Company shall provide Workers' Compensation Insurance with coverage as required by the laws of the State of New Jersey.
2. The Company shall provide Comprehensive General Liability Insurance with a limit of not less than \$3,000,000 each occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage.
3. The Company shall provide Automobile Liability Insurance with a limit of not less than \$1,000,000 for automobile coverage per occurrence/claim.
4. The Company shall provide Professional Liability Insurance of the type necessary to protect the Township from any professional liability arising under this Revaluation Contract with the Township of Belleville. Said insurance amount shall be a minimum of \$2,000,000 for any one claim.
5. The Company shall provide Excess Umbrella Insurance Coverage in the amount of \$1,000,000 giving protection in excess of the General and Auto Liability coverage.

A performance surety bond equal to the amount of this contract, executed by a reputable bonding firm authorized to do business in the State of New Jersey shall be provided. The surety bond shall be subject to a reduction of ten (10%) percent of the contract amount upon acceptance of the completed revaluation by the Tax Assessor. Said surety bond shall be subject to full cancellation upon completion of the second year of appeals before the Essex County Board of Taxation.

A treasury listed Bonding Company is to be provided with an AB Best rating.

Copies of the insurance policies and surety bond shall be provided to the Township of Belleville prior to the commencement of any work under this contract.

The certificate(s) of insurance must cover the contract period and name the Township of Belleville as an "additional insured."

**EXHIBIT #9**

**“PAY – TO – PLAY” DISCLOSURE STATEMENT**

In accordance with N.J.S.A. 19:44A-20.26, 20.27, a business entity that has received \$50,000 or more through government contracts in a calendar year must file an annual disclosure statement electronically with the Election Law Enforcement Commission (ELEC) to report contract information and reportable contributions it has made. Failure to submit a copy of your annual disclosure statement and proof of submission to ELEC is considered a mandatory disqualification of their proposal.

**EXHIBIT #10**

**“CONFLICT OF INTEREST” CERTIFICATE**

Pursuant to item #10 incorporated in this Proposal Specification, the Company shall submit a statement and certification detailing and describing any conflict of interest as outlined therein.

IN WITNESS WHEREOF, the undersigned  
Has caused this Certificate to be executed

This \_\_\_\_\_ day of \_\_\_\_\_, 2026\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

**EXHIBIT #11**

**TOWNSHIP OF BELLEVILLE**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

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

Date: \_\_\_\_\_

**EXHIBIT #12**

**Disclosure of Investment Activities in Iran**

**Person or Entity**

**Part 1: Certification**

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.



*I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.*

**OR**



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.*

## Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

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

## Part 3: Certification of True and Complete Information

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

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

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

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

**EXHIBIT #13**

**REVALUATION PROJECT COSTS**

LUMP SUM FEE FOR THE FIRM TO PERFORM THE SCOPE OF REVALUATION SERVICES SPECIFIED IN THE RFP WITH RESPECT TO ALL OF THE LOCALLY ASSESSABLE LINE ITEMS APPEARING IN SECTION 4.2 OF THIS RFP

\$ \_\_\_\_\_

**Written Lump-Sum Amount: \$** \_\_\_\_\_

Schedule of Supplement Fees (And/or Credits) Per Line Item to be Added To or Subtracted From the above stated Lump Sum Cost For Any Line Items As May Ultimately Be Found To Exceed Or Be Fewer Than Those Appearing In Section 4.2 of this RFP:

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

**PLEASE ADD PAGE(S) FOR ADDITIONAL COSTS AND HOURLY RATES FOR PERSONNEL AND SERVICES (IF ANY) OFFERED WHICH ARE BEYOND THE SCOPE OF RVICES DEFINED IN THE RFP**