BOROUGH OF PARK RIDGE
53 PARK AVENUE
PARK RIDGE, NJ 07656

REQUEST FOR PROPOSALS

RFP 26-01

APPRAISAL FIRM TO PERFORM REVALUATION SERVICES

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Borough Attorney

RFP OPENING DATE: October 15, 2026
TIME: 11:30 a.m.

LOCATION: Borough of Park Ridge
53 Park Avenue
Park Ridge, NJ 07656

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REQUEST FOR PROPOSALS
BOROUGH OF PARK RIDGE
September 9, 2026

The Borough of Park Ridge will receive sealed proposals at the Park Ridge Municipal Building, 53 Park Avenue, Park Ridge, New Jersey, 07656, on or before [DAY], [DATE], 2026, at 11:30 am prevailing time, for:

RFP #26-01
"APPRAISAL FIRM TO PERFORM
REVALUATION SERVICES"

Parties interested in this Request for Proposal (RFP) may obtain an electronic copy of the RFP specifications from Borough of Park Ridge by contacting Magdalena Giandomenico, Qualified Purchasing Agent, at the Borough Clerk's Office. Requests must include company name, address, phone and fax number and contact person.

Proposals must be submitted on forms provided by the Borough of Park Ridge and placed in a sealed envelope bearing the name of the bidder, and clearly marked, "RFP #26-01 ENCLOSED—DO NOT OPEN" on the outside of the envelope. Any envelope that is received that is not properly marked causing it to be opened prior to the bid will be invalidated.

All RFP submissions should be delivered to Magdalena Giandomenico, QPA

Borough of Park Ridge, 53 Park Avenue, Park Ridge, New Jersey, 07656 prior to the hour and date as designated above.

Sealed proposals received by the submission deadline will be recorded and turned over to Borough Officials for careful evaluation. Proposals will be evaluated by criteria set in the bid specifications with price and other factors being considered.

The Borough of Park Ridge assumes no responsibility for bids returned by mail. The Borough may reject all bids as per N.J.S.A. 40A:11-13.2 and any bid that is non-responsive or submitted by a bidder that is not responsible.

Bidders are required to comply with the requirements of N.J.S.A.10:5-31 et seq. and N.J.A.C. 17:27 regarding equal employment opportunity. Bidders are also required to comply with P.L. 2004 c.57 Business Registration Act.

Magdalena Giandomenico, QPA
Borough of Park Ridge

1. BOROUGH INFORMATION

Respondents requiring information regarding this project shall direct all questions to:

Borough of Park Ridge
Anthony J. Rinaldi, Jr., Tax Assessor
53 Park Avenue
Park Ridge, NJ 07656
201-822-3114
assessor@parkridgeboro.com

2. BACKGROUND INFORMATION

Park Ridge is an established suburban community in the Pascack Valley section of northern Bergen County. The borough encompasses approximately 2.6 square miles and is bordered by Montvale, Woodcliff Lake, Hillsdale, and River Vale. Its development pattern includes predominantly single-family residential neighborhoods together with multifamily housing, neighborhood commercial uses, professional offices, and public and institutional properties.

Regional access is provided by Kinderkamack Road and other county roadways, with convenient connections to the Garden State Parkway and the broader northern New Jersey highway network. NJ Transit's Pascack Valley Line provides rail service from the Park Ridge station to employment centers in Bergen and Hudson counties and New York City.

Park Ridge is substantially developed, with a mature housing stock and a traditional downtown centered near Park Avenue and the railroad station. The borough also contains locally significant commercial and office properties, as well as municipal electric and water utility infrastructure. New construction generally consists of infill development, redevelopment, and additions to existing improvements.

The local residential market benefits from the borough's established neighborhoods, public schools, municipal services, and proximity to employment centers throughout Bergen County and the New York metropolitan area. Property types and values vary by location, age, condition, lot size, and access to transportation and community amenities.

Recreational and civic amenities include municipal parks, athletic facilities, community programs, and convenient access to regional open-space resources. The downtown area and commuter rail station contribute to the borough's walkable community character and local commerce.

In conclusion, Park Ridge represents a stable, mature suburban market within northern Bergen County. Its diversified property base, established neighborhoods, transportation access, and community services support continued market demand. The revaluation program will establish current, uniform assessments reflecting the borough's range of residential, commercial, industrial, apartment, and exempt properties.

Last Revaluation	To be confirmed
2025 Director's Ratio	65.86% 4
2025 General Coefficient of Deviation	13.75
2025 General Tax Rate	$3.333

The Real and Exempt property classification summary as of January 1, 2026 is set forth below:

Classification	Line Items	All Assessments
1 -Vacant Land	31	$28,131,200
2 -Residential (4 families or less)	2,932	$1,394,499,443
3A- Farm (Regular)	0	$0
3B- Farm (Qualified)	0	$0
4A- Commercial	88	$135,065,100
4B - Industrial	3	$3,185,800
4C -Apartment	9	$19,792,100
5A- Railroad	5	$1,500,000
5B- Railroad	0	$0
I5A-Public Schools	7	$21,127,900
15B - Other Schools	1	$2,737,500
15C - Public Property	74	$25,328,300
15D - Charitable	11	$13,291,300
15E - Cemetery	1	$549,000
15F - Miscellaneous	27	$65,503,900
TOTAL TAXABLE	3,063	$1,580,823,643
TOTAL EXEMPT	121	$128,537,900
GRAND TOTAL	3,189	$1,709,361,543

3. PROJECT OVERVIEW

Completion Date

The Borough of Park Ridge has been ordered by the Bergen County Board of Taxation to implement a municipal wide reassessment to be completed by December 31, 2027 and be effective for the 2028 tax year.

Compliance with Law

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

4. SUBMITTAL INSTRUCTIONS

Respondents who wish to be considered for selection for this project must submit a complete response to this RFP. Sealed proposals will be received by the designated representative at the time and place stated in the Request for Proposal, and at such time and place will be publicly opened and read aloud.

The proposal form shall be submitted, in a sealed envelope: (1) addressed to Purchasing Agent, Borough of Park Ridge, 53 Park Avenue, Park Ridge, New Jersey, 07656, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "Appraisal Firm to Perform Revaluation Services" with the contract title. One (1) original and two (2) copies of each respondent's proposal shall be submitted.

All designs and documentation delivered to the Borough of Park Ridge as part of a proposal and implementation of the project shall become the property of the Borough of Park Ridge.
All Vendors must complete, execute and submit the "Documents Checklist' set forth on the following pages and include completed and executed versions of all enumerated forms/items for their Proposal to be considered complete. All forms/items must be typewritten or written in ink.

It is the vendor's responsibility to see that proposals are presented to the Borough of Park Ridge on or before the hour and at the place designated. Proposals may be hand delivered or mailed; however, the Borough of Park Ridge disclaims any responsibility for proposals forwarded by regular or overnight mail. Proposals received after the designated time and date will be returned unopened.

Sealed proposals forwarded to the Borough of Park Ridge before the time of opening of proposals stated in the RFP may be withdrawn upon written application of the vendor who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the proposal. Once proposals have been opened, they shall remain firm for a period of sixty (60) calendar days.

All prices and amounts must be written in ink or preferably typewritten. Proposals containing any conditions, omissions, unexplained erasures or alterations, or irregularities of any kind, may be rejected by the Borough of Park Ridge. Any changes, white-outs, strike-outs, etc. on the proposal must be initialed by the person responsible for signing the proposal.

5. QUALIFICATIONS OF VENDORS

Submitted proposals shall be specifically prepared for this project and shall include, in addition to any items described elsewhere in the RFP, the following:

1. **Compliance** with the standard requirements of the Division of Taxation and the Bergen County Board of Taxation.

2. **The Firm's understanding** of and approach to the scope of work.
   This should include:
   - Specific **experience of the firm** with projects similar in nature to the proposed project completed within the last five years. References and contact information should be included.
   - **Projects presently under contract,** include name of municipality and completion dates.
   - **Active bids** for re-assessments, include name of municipality and completion dates.

3. **Qualifications of Principals and Key Employees**

The principals of the Firm and the employees of the Finn directly engaged in municipal reassessment programs in this State shall meet the following minimum requirements.

- Principals shall have ten (10) years practical and extensive appraisal experience in the valuation of the four classifications of property; principles of the Firm must be listed with positions held
- Supervisors shall have five (5) years of practical and extensive appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two years of this experience must have been in the mass appraisal field and occurred within the past five years;
- Field personnel, building enumerators and lists shall have received 150 hours of in-service training pertaining to their particular phase of work and shall be generally aware of all other phases of the reassessment project before starting actual fieldwork;
- Personnel determining final land values shall meet the qualifications prescribed for supervisors in direct charge of the work.
- The Firm shall submit a resume on behalf of principals and supervisors assigned to this reassessment program.

4. **The proposed work schedule** which should detail the tasks required in order to complete the project and the target completion dates for each major task.

5. **Costs and fees**

A detailed cost proposal indicating the item, number of units, unit price and a total. It should also indicate additional costs for any optional tasks contained in the proposal.

6. INSURANCE AND INDEMNIFICATION

A. INSURANCE

Prior to commencement of this contract, the successful vendor shall carry adequate Public Liability, Automobile Liability, Professional Liability and Workman's Compensation and Employer's Liability Insurance or coverage which shall indemnify and save harmless the Municipality from all demands and causes of action rising from any act of commission or omission of the successful vendor, its agents and employees, in the execution of their work under the terms of the contract, including claims relating to labor and material furnished. Certificates of Insurance will be submitted upon award of the contract naming the Municipality as insured party.

1. Workman's Compensation & Employer's Liability Insurance Coverage A shall be New Jersey Statutory
   Coverage B (Employer's Liability) shall be unlimited

2. Comprehensive General Liability Insurance
   Limits shall be a minimum of $1,000,000.00 bodily injury and property damage combined. The Certificate of Insurance must indicate coverage at the above limits for:
   a) Contractual - indicated on the face of the Certificate as being in accordance with the specifications.
   b) Independent Contractors (if any)
   c) Completed Operations

3. Comprehensive Automobile Liability Insurance

   Limits shall be a minimum of $1,000,000.00 bodily injury and property damage combined. The Certificate of Insurance must indicate coverage at the above limits for:
   a) Hired Vehicles

   b) Non-Owned Vehicles

B. INDEMNIFICATION

Successful vendor shall agree to indemnify and hold the Municipality, its officials, employees and agents harmless from any and all liability or expense, including costs of defense, resulting from any action at law related to any duty or responsibility imposed upon the Contractor relating to the services contained herein, provided that such action results from the negligence of the Contractor, or any of its agents, and/or from circumstances where the Contractor, or any of its agents, has acted outside of the scope of their duties or contrary to law.

7. STATUTORY AND OTHER REQUIREMENTS

A. Mandatory Affirmative Action Certification.
No firm may be issued a contract unless it complies with the affirmative action requirements of N.J.SA 10:5-31, *et seq.* (P.L.1975, c127).

1. Required Evidence
   a) A Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). This letter cannot be more than one year old from the date of issuance.

OR

   b) A State of New Jersey Certificate of Employee Information Report.

OR

   c) A completed Affirmative Action Employee Information Report (AA302).

B. Americans with Disabilities Act of 1990.
Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful Vendor is required to read the Americans with Disabilities language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful vendor is obligated to comply with the Act and to hold the Municipality harmless.

C. Stockholder Disclosure
Pursuant to N.J.S.A. 52:25-24.2, in the event the Bidder is a corporation, _partnership or sole proprietorship, the Bidder must complete and sign the attached Disclosure of Ownership Form. A current completed Disclosure of Ownership Form must be received prior to or accompany the submitted proposal. A bidder's failure to submit the completed and signed form with its proposal will result in the rejection of the proposal as non-responsive and preclude the award of a contract to said Bidder unless the Division has on file a signed and accurate Form dated and received no more than six months prior to the proposal submission deadline for this procurement.

D. Non-Collusion Affidavit
The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the bid proposal.

E. Business Registration
In accordance with N.J.S.A. 52:32-44(b) a Bidder and its named subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue and Enterprise Services prior to the award of a contract To facilitate the proposal evaluation and contract award process, the Bidder should submit a copy of its valid BRC and those of any named subcontractors with its proposal. Refer to Section 2.1 of the State of NJ Standard Terms and Conditions.

F. Disclosure of Investment Activities in Iran Form

Pursuant to Public Law 2012, c. 25, (codified at N.J.S.A. 52:32-55 et. seq.) (the "Act"), any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract with Borough of Park Ridge must complete a Disclosure of Investment Activities in Iran Form to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is not identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Disclosure of Activities in Iran Form must be received prior to award of contract.

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

NOTICE REGARDING N.J.S.A. 52:32-60.1 Entities Engaged in Prohibited Activities in Russia and Belarus Updated January 22, 2024

N.J.S.A. 52:32-60.1 requires the Department of the Treasury (Treasury) to establish a list of persons and entities engaging in prohibited activities in Russia or Belarus. The law prohibits the State from (1) entering into or renewing contracts; (2) approving or renewing Public Works Contractor Registrations; (3) approving economic development subsidies; (4) providing tax clearance certificates; and (5) certifying urban renewal entities for the purposes of the "Long Term Tax Exemption Law" with a person or entity identified on the list.

On December 22, 2023, a company obtained a permanent injunction from the United States District Court for the District of New Jersey, which enjoins the State from enforcing N.J.S.A. 52:32-60.1 against that company on the ground that such enforcement would conflict with the existing federal sanctions regime and thus violate the U.S. Constitution's Supremacy Clause.

N.J.S.A. 52:32-60.4 provides that N.J.S.A. 52:32-60.1 "shall not apply in circumstances when their application would violate federal law." Accordingly, to enforce N.J.S.A. 52:32-60.1 in a manner consistent with the District Court's decision and federal law, Treasury deems its list of persons and entities engaging in prohibited activities in Russia or Belarus to consist of all persons and entities appearing on the list of Specially Designated Nationals and Blocked Persons promulgated by the Office of Foreign Assets Control (OFAC) on account of activity relating to Russia or Belarus. A searchable database of OFAC-listed persons and entities is available here: https://sanctionssearch.ofac.treas.gov/.

State agencies shall ensure that they review the OFAC Specially Designated Nationals and Blocked Persons list prior to (1) entering into or renewing contracts; (2) approving or renewing Public Works Contractor Registrations; (3) approving economic development subsidies; (4) providing tax clearance certificates; and (5) certifying urban renewal entities for the purposes of the "Long Term Tax Exemption Law" with any vendor.

Treasury is publishing a revised Certification of Non-Involvement In Prohibited Activities in Russia or Belarus form in light of the District Court's decision. Vendors are required to complete and submit the revised Certification of Non-Involvement In Prohibited Activities in Russia or Belarus to the State agency when (1) entering into or renewing contracts; (2) seeking a Public Works Contractor Registration; (3) seeking an economic development subsidy; (4) seeking a tax clearance certificate; or (5) seeking a "Long Term Tax Exemption Law" as an urban renewal entities.

8. PROPERTY DATA & VALUATION SPECIFICATIONS

All classes of property, both real and exempt, must be inspected, measured and listed including sketches in accordance with the current standards for Mass Appraisal. The balance of information to be gathered and utilized in the valuation process will be determined and agreed upon, prior to the commencement of fieldwork, by the Firm and the Assessor.

The Firm shall comply with the standards and conditions as herein set forth. The Firm acts as the agent of the municipal tax Assessor and all determinations made by the Firm shall be submitted to and approved by, the municipal tax Assessor.

Compliance with Law

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

Standard of Value

Real property should be valued in accordance with N.J.S.A. S4:4-1 et seq. "All property real and personal shall be subject to taxation annually under this chapter. Such property shall be valued and assessed at the taxable value prescribed by law. Land in agricultural or horticultural use which is being taxed under the "Farmland Assessment Act 1964," P.L.1964,c.48 (C.S4:4-23.1 et seq.), shall be valued and assessed as provided by that act.

Property Under Construction

The Firm shall determine the percentage of completion and the appraisal value of property that is under construction or alteration as of October 1 preceding the implementation of the revaluation.

Tax Exempt Property

A separate list of exempt properties shall be provided indicating the values of said property as if taxable. All exempt property assessments will be updated to current values as of the October 1 pretax year assessment date.

Land Assessments

All land assessments will be updated to current values as of the October 1 pretax year assessment date using generally accepted land valuation procedures.

Qualified Farmland

Land qualified under the Farmland Assessment Act of 1964 (N.J.S.A. S4:4-23.1 et seq.) shall be valued in accordance with its qualified value and its market (highest and best use) value.

Three Approaches to Value

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

1. The most recent edition of the Real Property Appraisal Manual for New Jersey Assessors shall be used as a basis in the application of the cost approach to value for residential property. The Marshall-Swift Valuation manual will be utilized for the cost approach of class 4 properties.

2. The Firm shall collect and analyze local sales that occurred during the previous three years, in its application of the market data approach. The Firm shall prepare a sample format that will be used in the application of this approach to value.

3. With respect to the income approach to value, the Assessor shall facilitate the Firm's performance of this approach by requesting a statement of income and expenses as provided under N.J.S.A 54:4-34 for income producing property. In conjunction to the information obtained from this source, the Firm shall also analyze the local market place to derive economic rates, rentals and expenses in order to arrive at a supportable indication of value. All supporting data relevant to the capitalization procedure shall be submitted with the property record cards.

4. The three approaches to value shall be reconciled and the final estimate of value shall be clearly noted on the property record card.

Land Value Map

Following the formulation of land valuations, a land value map shall be prepared for the Assessor for his/her review which indicates all unit values and underlying data used to derive unit values. It will be developed using appropriate land unit values such as front foot, effective front foot, excess front foot, square foot, acreage value and base or minimum site value. The land value map shall also have delineated all homogeneous neighborhoods. The land values will be derived from the market. Adjustments for lot sizes above and below zoning requirements will be made and listed in a Land Value Manual. The Land Value Manual will be given to the Assessor at the end of the reassessment. Preliminary land values will be given to the Assessor as they are developed during the course of the program for the Assessors input.

Neighborhood Map

The Firm shall create a neighborhood map prepared for the Tax Assessor that will indicate all neighborhoods and/or value control sectors in the municipality.

Office Space,Furniture and Equipment

The Firm shall be responsible for all office space and equipment required in connection with this project unless otherwise provided by contract.

Real Property Appraisal Manual

To facilitate the use of the approaches to value the most recent edition of the Real Property **Appraisal Manual for** New Jersey Assessors shall be used as a basis in the application of the cost approach to value for residential properties. The Marshall and Swift Cost Estimator Program, shall be used for all commercial and industrial properties. The use of any other appraisal manual as a basis for valuing real property shall require approval by the Director.

Property Record Cards

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

Information on Property Record Cards

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

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

Inspection Procedure

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

1. A thorough inspection of the exterior of all improvements noting pertinent physical property characteristics and accurately obtaining or verifying outside building dimension will be made.
2. A thorough inspection of the interior of all improvements noting pertinent construction components and other physical data respecting condition and layout will be attempted.
3. No less than three attempts shall be made to gain entry to each property;
4. If successful entry has not been made after the first attempt, a card will be left at the property indicating a date when a second attempt to gain entry will be made.
5. The card shall include a phone number and address to permit the property owner to contact the Firm to make other arrangements, if necessary;
6. If entry is not possible upon the second visit, written notice shall be left advising that an assessment will be estimated unless a mutually convenient arrangement is made for a third visit to gain access to the property;
7. The Firm shall schedule inspections during reasonable hours which shall include evenings and Saturdays;
8. The Assessor shall be notified in writing of each failure to gain entry to a property and a list of all non-entries and reasons for same shall be provided to the Assessor prior to the mailing of values;
9. The Firm shall notify the Assessor of any properties discovered not on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the Assessor adequate time to place an added and omitted assessment on the property.
10. The Firm will check each property record with the tax map for lot size. If the lot size differs, the firm will send the Tax Assessor a list to determine the correct lot size to be reassessed.
11. The Firm will check each property record with the tax map for lot size. If the lot size differs the Firm will send the Tax Assessor a list to determine the correct lot size to be reassessed.
12. All field personnel shall wear photo identification
13. The Firm shall provide to the Borough of Park Ridge a list of all the revaluations / reassessments done for the Borough of Park Ridge.
14. The Firm will provide a list of all the revaluations / reassessments done for any Municipality/Community adjacent to the Borough of Park Ridge.
15. The Firm will provide a list of communities that have done or are doing an annual reassessment program in Bergen County.
16. The Borough will require five years' experience performing an annual reassessment program in Bergen County.

Computer-Assisted Mass Appraisal (CAMA)

The reassessment must be performed utilizing a current CAMA System approved for use in the State of New Jersey. The most recent software version is to be utilized. Data fields, screen layouts and codes tables will comply with regulations mandated by the Division of Taxation. Any changes are to be determined jointly, with the assessor having the final say. Any modification to the software that is necessary to complete the job to the satisfaction of the Assessor is the responsibility of the Firm.

The systems must be able to contain all property and valuation information for all types and classes of properties.

Public Relations / Taxpayer Orientation & Education

In conjunction with the Assessment Department an aggressive public relations program will be put in place. The Firm shall also conduct and/or assist the Municipality in a program of taxpayer orientation and education regarding the reassessment program. The program shall include, but is not necessarily limited to the following:

1. Press releases describing the purpose and nature of the reassessment program;
2. Meetings with public groups in the community. No public meetings will be held following the mailing of value notification letters.
3. Mailings approved by the Assessor, at the Firm's expense, to all property owners explaining the nature and purpose of the reassessment and setting forth a proposed date for the commencement of inspections in the municipality;
4. Municipal newsletters, calendar, cable TV and website.
5. The Firm providing photographic identification cards to its representatives.

Digital Photographs

A minimum of (1) color image for each structure on a Residential property shall be provided. Structures are defined as any building that is heated. Some examples are: the main home, cabanas, studios/apartments over garages, cottages, cabins and multiple homes. They do not include garages, barns, pools or other accessory structures. The image will be an angle view showing the front and right or left side·. If the entire front of the primary structure cannot be clearly seen two (2) images must be taken.

Commercial, Industrial and Apartment shall have multiple images showing all sides of the structures present on the property. In the case of outbuildings only a single image is required.

All pictures are to be stored as jpegs. The exact resolution and file sizes will be agreed upon prior to start of taking pictures. File names will conform to the naming routine as follows:

{County/District)-(Block)_(Block suffix)-(Lot)_(Lot suffix)-(Qualifier-(# of image).jpg 1609-1101_01-1_1.jpg 1609-1101-1-1.jpg .

All images will be loaded into the Municipalities existing computer system. All necessary software will be furnished by the Municipality to enable them to retrieve and edit the color images.

Taxpayer Review

The Firm shall provide each taxpayer with an opportunity to review the proposed assessment of their property.

- The Firm, at its expense, shall mail a written notice, approved by the Assessor, indicating the appraised value of the property and advising the taxpayer of his right to attend an individual informal review. No value notifications will be mailed prior to November 10, 2026.
- Informal reviews shall be held at a designated location within the Municipality and the Firm shall schedule sufficient time to fully review and discuss the proposed assessment with the taxpayer.
- Each taxpayer attending a review shall be afforded an individual meeting with a qualified person employed by the Firm.
- Sufficient time shall be allowed to hear and conclude reviews on or before December 15, 2027.
- A written record of each review shall be provided to the Assessor in a format approved by the Assessor.
- Suggested revisions by the Firm resulting from the taxpayer review shall be made with the consent of the Assessor.
- Each taxpayer shall be informed in writing by the Firm of the result of their assessment review within four weeks of the conclusion of all reviews. The notice to the taxpayer will be in a manner approved by the Assessor.

Defense of Appeals

The Firm shall assist by providing expert witnesses in the defense of all valuations rendered to the Municipality that are appealed to the Bergen County Board of Taxation.

The Firm's obligation with respect to this requirement is limited to the initial appeal of an assessment during the year in which the reassessment is implemented and one year thereafter.

Such assistance shall include a qualified expert from the Firm who is knowledgeable with the properties that are appealed. With respect to all appeals made to the tax court, State of New Jersey, the Firm offers qualified experts at the rate of $_____ in connection with preparation, re-inspections, consultations, and actual appearances at appeal proceedings. The person appearing at the Tax Court on behalf of the Municipality shall be a licensed New Jersey Real Estate Appraiser for the particular category of property under appeal.

Summary and Delivery

- The Firm shall provide the Assessor with completed property record cards filed in sequence by block and lot numbers for all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving value shall be provided to the Assessor.
- The Firm shall make available qualified personnel for the purpose of giving full explanation and instruction to the Assessor and his/her staff with regard to all materials submitted in all phases of the revaluation.

- A magnetic tape containing the new values must be provided by theFirm to the Assessor in a format and medium consistent with the current New Jersey Property Tax System.
- The data collected and utilized in the development of all values shall be delivered to the Assessor in an ASCil format so that it may be entered into the computer program chosen by the Assessor. In the event that the municipality has in place an appraisal software package (CAMA), the Assessor may require that the reassessment program be performed on said system.

Conditions to be Met by the Municipality

The Municipality shall facilitate the Firm's performance of the reassessment by providing the following:

A. Tax Maps

An up-to-date tax map Three (3) copies of an up-to-date tax map that has been reviewed and determined suitable for reassessment use by the Local Property and Public Utility Branch.

B. Official Records

1. A copy of the state approved file of current property records for all properties currently listed upon the tax records of the Borough of Park Ridge. This tape shall include the block, lot, additional lots, owner's name and address) property location, property classification.

2. Use of abstracts of deeds within the Assessor's office.

3. Use of SRl • A forms within the Assessor's office.

4. Such other information required to assist the Firm to determine the full fair value of the realty to be valued such as Chapter 91 Statements, Sales Information; Databases and Deeds, Recent Appraisals, Building Permit Data.

5. Letters of introduction to facilitate the Firm's representative's access to properties for inspection and data collection purposes.

6. 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 Assessor.

Progress and Control

A. The Firm shall commence work within thirty (30) days after the approval of the contract by the Director of the Division of Taxation and complete all the contract terms, except for the mailing of assessment notices, taxpayer reviews and defense requirements, by November 1, 2026.

B. 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 work.

C. The Firm shall perform the work in accordance with the plan submitted to the Assessor and schedule that is attached to and made part of this contract.

D. A written progress report shall be submitted by the Firm to the Assessor at least once a month. The progress reports shall indicate the current status of work and compare the progress of work accomplished with the plan and schedule established. The Firm shall provide written explanation to the Assessor and a reassessment report known as the State Form POW/RSR where the progress of work in not in accordance with the contract schedule. I.P.T. - 8/89 shall be completed and presented to the Assessor each month.

E. The Assessor shall forward the reports to the County Board of Taxation. If the County Board of Taxation does not receive the required monthly progress report, it must notify in writing the Director of the Division of Taxation immediately.

F. The progress report shall serve as a basis for proportional payments by the Municipality. A payment schedule based on completion of the various facets of work shall be followed in this regard. In no event shall the Firm bill more than 90% of the total contract price until full completion and performance of the contract, except the requirement of defense of appeals. The municipality shall make the first payment upon execution of this contract and in the amount of 10% of the total contract.

G. Furthermore, if the character or progress of the work is not satisfactory to the County Board of Taxation after two consecutive months, the County Board shall also notify the Director of the Division of Taxation in writing of such lack of satisfactory progress as soon as possible.

H. Any change in personnel shall be submitted in writing to the Assessor and County Board of Taxation.

9. PROPOSAL EVALUATION

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

1. The bidder's proposal presented to the Borough of Park Ridge, which accurately demonstrates an understanding of the project and outlines practical approaches.
2. The overall experience of the bidder's and Firm's experience on projects of a similar size and scope.
3. The project team proposed by the respondent:
   - Team leaders, staffing and consultants
   - Specific responsibilities of the various team members
   - Past experience of the team and its individual members as it relates to the intended project
4. Capability of the respondent to integrate this project into the Firm's present workload to allow performance of the work within the Borough of Park Ridge's timeline.
5. Schedule for implementation of the project.
6. Cost and compatibility with current systems.
7. Certificates of Insurance and Coverages.

Presentations

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

Right to Reject

The Borough may reject all bids as per N.J.S.A. 40A:11-13.2 and any bid that is non-responsive or submitted by a bidder that is not responsible.

Addenda

The Municipality reserves the right to amend, add or delete any of their requirements of the RFP. If it becomes a necessity, a written addendum will be issued. Respondents shall acknowledge receipt of such addenda if issued, in their proposals.

Contract Contingent Upon Approval by the Director of the Division of Taxation

This contract is contingent upon approval of the Director of the Division of Taxation and shall not be effective until such approval is noted.

The Firm shall not assign or transfer this contract or any interest therein without written permission from the Borough of Park Ridge; the Surety Company; the Bergen County Board of Taxation and the Director of the Division of Taxation.

No changes will be permitted in this contract except upon mutual consent between the Firm, the Borough of Park Ridge and written permission of the Surety Company, the Bergen County Board of Taxation and the Director of the Division of Taxation.

DOCUMENT CHECKLIST

Check off each document that is enclosed and initial each item

		Check	Initial
1.	Proposal Form to the Borough of Park Ridge	_____	_____
2.	Contract Signature Page	_____	_____
3.	Non-Collusion Affidavit	_____	_____
4.	Stockholder Statement of Ownership	_____	_____
5.	Affirmative Action Questionnaire/Requirements	_____	_____
6.	Statement of Qualifications	_____	_____
7.	Exceptions	_____	_____
8.	Disclosure of Investment Activity in Iram	_____	_____
9.	Cert. of Non-Involvement in Prohibited Activities Russia/Belarus	_____	_____
10.	Acknowledgement of Receipt of Addenda	_____	_____
11.	Appendix A – Property Classification Summary	_____	_____
12.	Appendix A-1 – Schedule of Line Item Fees	_____	_____
13.	Appendix B – List of Supervisors	_____	_____
14.	Appendix C – Background Release Form (optional)	_____	_____
15.	Appendix D – Breakdown of Major Tasks	_____	_____
16.	Appendix E – Schedule of Tax Court Fees	_____	_____
17.	Appendix F – Schedule of Completion	_____	_____
18.	Appendix G – Americans with Disabilities Act	_____	_____
19.	Listing of Sub Contractors	_____	_____
20.	List of key employees as of date of Proposal indicating Name and educational background	_____	_____
21.	List of current Revaluations or Reassessment Projects under Contract indicating contract completion date	_____	_____

(CONTINUED ON NEXT PAGE…..)

22.	List of Revaluation and Reassessment Project Proposals Submitted to Municipalities within the past six months	_____	_____
23.	State of New Jersey Business Registration Certificate	_____	_____
24.	List of Revaluations and Reassessments performed within The past 5 years	_____	_____

Acknowledged for : _____
(name of Vendor)

By: _____
(Signature of Authorized Representative)

Print Name: _____

Title: _____

Date: _____

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

A. The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Dated
_____	_____
_____	_____
_____	_____
_____	_____

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Please Print)

Title: _____
(Please Print)

Date: _____

OR

B. If no addendum, notices or revision are received, please check box below and complete acknowledgement.

THIS FORM MUST BE RETURNED AS PART OF YOUR BID SUBMISSION.

☐ **No Addendum, revisions or notices received for this project.**

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Please Print)

Title: _____
(Please Print)

Date: _____

BOROUGH OF PARK RIDGE - MASTER PROPOSAL CONTRACT SIGNATURE PAGE

1. On _____(date), the Borough of Park Ridge Governing Body awarded an RFP for APPRAISAL FIRM TO PERFORM REVALUATION SERVICES to _____(Firm) in the amount of _____.

   The Resolution memorializing the award is attached, as are the bid specification.

2. Pursuant to N.J.S.A. 40A:11-24(b), this signature page must be executed within 21 days of the bid award, unless extended by agreement between the parties (or if a longer period is set forth in the bid specifications). The bid specifications are binding on the successful bidder and are a contract incorporated into this signature page as if fully set forth herein.

3. Any additions, deletions or clarifications from/of the bid specifications are set forth below:

4. The bid specifications and this signature page contain the entire agreement of the parties, so far as consistent with the Local Public Contracts Law, N.J.S.A. 40A:11-24, et seq. Neither the bid specifications nor this signature page shall be construed against the drafter. The successful bidder indemnifies and holds the Borough of Park Ridge harmless from any liability arising from the bid (and underlying work), including liability for negligence.

   1. N.J.S.A. 40A:11-50 requires that certain construction contracts under the Local Public Contracts Law contain an alternative dispute resolution provision. To the extent that this is applicable to this contract, the alternate dispute resolution method shall be (___) mediation, (___) binding arbitration, (___) non-binding arbitration. The mediator / arbitrator shall be chosen by the Borough of Park Ridge. The Borough may choose a mediator / arbitrator through an arbitration or mediation service or may independently select one, so long as the selection and substance of the mediation and arbitration itself are consistent with industry standards in New Jersey.

_____	_____
Signature	Keith J. Misciagna, Mayor
_____	_____
Print name	Magdalena Giandomenico Borough Clerk/Administrator
_____	
Date	

PROPOSAL FORM

BOROUGH OF PARK RIDGE
APPRAISAL FIRM TO PERFORM REVALUATION SERVICES

WITH RESPECT to THE REVALUATION OF ALL REAL PROPERTY SITUATED WITHIN THE BOUNDARIES OF THE BOROUGH OF PARK RIDGE

_____

Insert Company Name

DOES PROPOSE TO UNDERTAKE SAID REVALUATION PROJECT IN ACCORDANCE WITH THE SPECIFICATIONS AND PROVISIONS AT A COST OF:

$_____

(Amount of Proposal)

_____

(Amount of Proposal in Words)

By: _____

(Signature of Authorized Representative)

Name: _____

(Please Print)

Title: _____

Date: _____

THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION

NON-COLLUSION AFFIDAVIT

STATE OF _____)
) ss:
COUNTY OF _____)

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 the _____ of the firm _____
(title or position) (name of firm)

the bidder making this Proposal for the bid proposal entitled_____.
(title of bid proposal)
and that I executed the said proposal with full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the BOROUGH OF PARK RIDGE relies upon the truth of the statements contained in said proposal 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 _____.
(name of bidder) (N.J.S.A.52:34-25).

_____
Affiant Signature

_____
Type or Print Name of Affiant

Subscribed and sworn to
before me this day
_____ day of _____ 20____

_____
Notary Public Signature

STATEMENT OF OWNERSHIP DISCLOSURE

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

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

Name of Organization: _____

Organization Address: _____

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

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

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

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

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

☐ Other (be specific): _____

Part II

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

OR

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

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

Name of Individual or Business Entity	Address

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

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

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

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

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

Part IV Certification

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

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

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: _____

Disclosure of Investment Activities in Iran

Person or Entity:	

Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX**.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal 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 of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the N.J. Division of Purchase and Property website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If a person or entity is found to be in potential violation of law, the matter shall be referred to the State Attorney General who shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates 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 bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department'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. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

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 bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activates in Iran on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Borough of Park Ridge is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Park Ridge to notify the Borough of Park Ridge in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Borough of Park Ridge and that the Borough of Park Ridge at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

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

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

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

(Check the Appropriate Box)

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

OR

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

OR

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

_____

_____

_____

_____

_____

_____

(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

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

NJ Rev. 1.22.2024

(REVISED 2016)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27 et seq.

GOODS, PROFESSIONAL SERVICE 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 be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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

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

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

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

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry,

marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1.1 et.seq**.

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

Company: _____

Signature: _____

Print Name _____

Title: _____

EXHIBIT B

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any 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 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 proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

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

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

AMERICANS WITH DISABILITIES ACT OF 1990
ACKNOWLEDGEMENT FORM

This form is an agreement of the successful Vendor's obligations to comply with the requirements of 42 U.S.C. §121.01 et seq., referred to as the Americans Disability Act of 1990.

The undersigned Vendor hereby acknowledges receipt of the Americans With Disabilities Act of 1990 found at Appendix B of this packet.

The undersigned Vendor hereby certifies that he/she is aware of the commitment to comply with the requirements of 42 U.S.C. §121.01 et seq. and agrees to furnish any required forms as evidence of compliance.

The undersigned Vendor further certifies that he/she understands that his/her qualification statement shall be rejected as non-responsive, and any contract entered into shall be void and of no effect if said Vendor fails to comply with the requirements of 42 U.S.C. §121.01 et seq.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

VENDOR'S STATEMENT OF QUALIFICATIONS

The Vendor is required to state in detail the following:

1) All work that the Vendor has performed that is similar in nature and scope to the proposed work and the dates of completion of same;

2) References and such other detailed information that will enable the Borough of Park Ridge to judge the Vendor's responsibility, experience, skill and financial standing;

3) Evidence that the Vendor maintains a permanent place of business;

4) A listing of equipment available to the Vendor for the work under the proposed Contract;

5) Evidence that the Vendor has suitable financial status to meet obligations incidental to the work; and

6) Evidence that the Vendor has appropriate technical experience to complete the work.

(CONTINUED ON NEXT PAGE ....)

VENDOR'S STATEMENT OF QUALIFICATIONS
(Continued)

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

(ATTACH ADDITIONAL PAGES IF NECESSARY)

BOROUGH OF PARK RIDGE
EXCEPTIONS

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

The Borough of Park Ridge reserves the right to accept or reject Proposals and to award the Contract based upon the best interests of the Municipality. If there are NO EXCEPTIONS, state "NONE."

1. _____

_____

_____

_____

_____

2. _____

_____

_____

_____

_____

SUBMITTED BY: _____
(signature)

_____ _____
(print name) (title)

DATE: _____

APPENDIXA

BOROUGH OF PARK RIDGE
PROPERTY CLASSIFICATION SUMMARY

Real Property Classification	Number of Line Items
1 – Vacant Land	**31**
2 – Residential (4 Families or Less)	**2,932**
3A – Farm (Regular)	**0**
3B – Farm (Qualified)	**0**
4A – Commercial	**88**
4B – Industrial	**3**
4C – Apartment	**9**
5A – Railroad	**5**
5B – Railroad	**0**
15A – Public Schools	**7**
15B – Other Schools	**1**
15C – Public Property	**74**
15D – Charitable	**11**
15E – Cemetery	**1**
15F – Miscellaneous	**27**
GRAND TOTAL	**3,189**

NOTE:

1. THE CONTRACT PRICE SHALL BE BASED UPON THE ABOVE LINE ITEM COUNT, THE CONSOLIDATION OF ANY LINE ITEMS REQUIRED BY THE ASSESSOR WILL NOT BE USED TO ADJUST SAID PRICE AFTER THE EXECUTION OF THIS AGREEMENT.

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX A-1

BOROUGH OF PARK RIDGE

SCHEDULE OF LINE ITEM FEES*

Real Property Classification	Number of Line Items
1 – Vacant Land	**31**
2 – Residential (4 Families or Less)	**2,932**
3A – Farm (Regular)	**0**
3B – Farm (Qualified)	**0**
4A – Commercial	**88**
4B – Industrial	**3**
4C – Apartment	**9**
5A – Railroad	**5**
5B – Railroad	**0**
15A – Public Schools	**7**
15B – Other Schools	**1**
15C – Public Property	**74**
15D – Charitable	**11**
15E – Cemetery	**1**
15F – Miscellaneous	**27**
GRAND TOTAL	**3,189**

* TO BE COMPLETED IN ANTICIPATION OF INCREASE IN LINE ITEMS UPON COMPLETION OF THIS AGREEMENT, AS COMPARED TO LINE ITEM COUNT AT BEGINNING OF CONIRACT.

COMPANY_____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX B

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

_____

_____

_____

_____

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_____

_____

_____

_____

COMPANY_____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIXC

BACKGROUND INVESTIGATION RELEASE PARK RIDGE POLICE DEPARTMENT CONSENT FORM (OPTIONAL)

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

Print Name	Signature	Date

APPENDIX D

BOROUGH OF PARK RIDGE

BREAKDOWN OF MAJOR TASKS OF REVALUATION PROJECT
FURTHER BREAKDOWN OF PAYMENT SCHEDULES

PROJECT **TASK** ANTICIPATED	TASK PERCENTAGE OF PROJECT (ROUNDED)	PERCENT OVERALL DOLLAR VALUE CONTRACT	**PAYMENT** DOLLAR VALUE OF CONTRACT	COMPLETION DATE(s)
1. PLANNING & ORGANIZATION		%	$	
2. DATA COLLECTION				
A. RESIDENTIAL		%	$	
B. VACANT LAND/ COMMERCIAL, IND/APT/EXEMPTS		%	$	
2. ANALYSIS & VALUATION				
A. RESIDENTIAL		%	$	
B. VACANT LAND/ COMMERCIAL, IND/APT/EXEMPTS		%	$	
3. FIELD REVIEW				
A. RESIDENTIAL		%	$	
B. VACANT LAND/ COMMERCIAL, **IND/APT/EXEMPTS**		%	$	
5. TAXPAYER HEARINGS		%	$	
***6.* PROJECT FINALIZATION**		%	$	
7, RETAINAGE		%	$	

(CONTINUED NEXT PAGE....)

APPENDIX D (Continued)

BOROUGH OF PARK RIDGE

BREAKDOWN OF MAJOR TASKS OF REVALUATION PROJECT
FURTHER BREAKDOWN OF PAYMENT SCHEDULES

NOTES:

1. CONTRACT PRICE TO BE BROKEN DOWN BASED ON THE PERCENTAGES NOTED.

2. COMPANY TO COMPLETE APPENDIX D BASED ON CONTRACT PRICE.

3. APPENDIX D TO BE APPROVED BY PARK RIDGE TAX ASSESSOR BEFORE ACCEPTANCE OF CONTRACT.

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

APPENDIX E
BOROUGH OF PARK RIDGE

REVALUATION PROJECT
SCHEDULE OF TAX COURT APPEAL FEES*

PROPERTY	FEE PER REPORT PREPARATION	FEE FOR COURT APPEARANCE
1. VACANT LAND		
2. RESIDENTIAL (4 family or less)		
4A COMMERCIAL		
Less than 10,000 sq ft		
10,001 to 25,000 sq ft		
25,001 or more sq ft		
4B INDUSTRIAL		
Less than 10,000 sq ft		
10,001 to 25,000 sq rt		
25,001 or more sq ft		
4C APARTMENTS		
Less than 25 Units		
26 to 50 Units		
51 to 100 Units		
101 or more Units		
15 EXEMPT		

•TO BE COMPLETED BY COMPANY AS PART OF AGREEMENT

COMPANY_____

SIGNATURE _____

PRINT NAME_____

TITLE_____ DATE _____

APPENDIX F

BOROUGH OF PARK RIDGE

SCHEDULE OF COMPLETION OF THE REVALUATION PROJECT

ASSESSMENT FUNCTION	**DUE DATE**
Assessing Date	October 1, 2027
Revaluation Completion Preliminary Assessments Certified to County Board, Post all PRCs to Co1mty Website	December 1, 2027 January 1, 2028
Revaluation Notice Mailed Taxpayer	December 1, 2027
Review Hearings Completed	on or before December 15, 2027
Postcards Mailed (includes all hearing Revisions)	December 15, 2027

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____