



# TOWNSHIP OF LONG HILL

COUNTY OF MORRIS

GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

TOWNSHIP OFFICES:  
915 Valley Road  
Gillette, NJ 07933  
(908)647-8000  
FAX (908) 647-4150

## TOWNSHIP OF LONG HILL NOTICE TO BIDDERS

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Township of Long Hill, County of Morris, New Jersey for The Township of Long Hill is seeking written proposals for a qualified firm to assist the Assessor in the completion of an annual reassessment program in accordance with the provisions of *N.J.S.A. 54:1-35.35* and *N.J.A.C. 18:12A-1.14*, on April 26, 2024 at 11:00am, at the Municipal Building, 915 Valley Road, Gillette, New Jersey 07933 at which time and place all bids will be opened and read in public. No bid proposal submitted after the date and time specified will be opened or considered.

Specifications and bid forms are on file in the office of the Township Clerk and may be obtained by prospective bidders during regular business hours (8:30am to 4:30 pm) Monday, Tuesday, Thursday, (8:30am to 6:30pm) Wednesdays, and (8:30am to 2:30pm) Fridays, excluding holidays.

Bids must be enclosed in a sealed envelope addressed to the "Township Clerk" and clearly marked on the outside "Annual Reassessment Contract".

All bidders must meet equal employment opportunity requirements of P.L. 1975 Chapter 127 as described in the specifications.

The Township of Long Hill reserves the right to reject any and all bids and to waive informalities as the interest of the Township may require.

MEGAN PHILLIIPS  
Long Hill Township Clerk

## **INSTRUCTIONS TO BIDDERS**

1. The Township of Long Hill is seeking written proposals for a qualified firm to assist the Assessor in the completion of an annual reassessment program in accordance with the provisions of *N.J.S.A. 54:1-35.35 and N.J.A.C. 18:12A-1.14.*
  
2. *The contract will be awarded under the following terms and conditions:*

### **TERM**

The initial term of this contract shall be three (3) years from 2024 through 2026, with two one-year options, that are exercisable by the Township, in its sole discretion. In accordance with the requirements of N.J.S.A. 40A:11-15 this Contract is contingent upon appropriations being made by the Township Committee in the 2024, 2025 and 2026 budgets. If funds sufficient to pay the charges set forth below are not appropriated in each year's budget, this Contract shall be voidable by the Township upon seventy-two (72) hours written notice to the Contractor. In addition, if the contractual amount is included in each annual budget but if any of such budgets exceeds the limitation imposed by N.J.S.A. 40A:4-45.2 (the CAP law) and said budget is rejected by the voters in a referendum as provided for in N.J.S.A. 40A:45-3a, the contract shall be voidable by the Township upon seventy-two (72) hours written notice to Contractor. In addition, this contract is subject to approval of each annual reassessment by the New Jersey Division of Taxation.

### **BASIS OF AWARD**

The Township of Long Hill is seeking written proposals for a qualified firm to assist the Assessor in the completion of an annual reassessment program in accordance with the provisions of N.J.S.A. 54:1-35.35 and N.J.A.C. 18:12A-1.14, at 11:00 am. on Thursday, April 26, 2024, at the Municipal Building, 915 Valley Road, Gillette, New Jersey 07933 at which time and place all bids will be opened and read in public. No bid proposal submitted after the date and time specified will be opened or considered. The contract shall be awarded to the bidder who submits the lowest average bid for years 1, 2 and 3.

### **QUALIFICATIONS**

- A. The principals of the Firm and the employees of the Firm directly engaged in the reassessment of the Township of Long Hill shall meet the following minimum requirements:
  1. Principals shall have five years of practical and extensive appraisal experience in the valuation of the four classifications of property.
  2. Supervisors shall have four 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.
  3. Field personnel, building enumerators and listers shall have a minimum of one (1) year of experience pertaining to their particular phase of work and shall be generally aware of the other phases of the reassessment project before starting actual field work.
  
- B. The firm shall submit a resume on behalf of principals, supervisors, and field personnel assigned to this reassessment program.
  
- C. Any change in personnel employed under this contract shall be submitted to the assessor.

### **PROGRESS AND CONTROL**

- A. The Firm shall commence work within 30 days after approval of the contract by the Director of the Division of Taxation and complete all of the contract terms, except for taxpayer reviews and defense requirements, by October 1, 2024.
- B. The Firm shall not be responsible for delays caused by strikes, war, catastrophe or acts of God which might stop or delay the progress of work.
- C. The Firm shall prepare a projected plan and schedule to ensure the timely completion of the reassessment and perform the work in accordance with such plan and schedule.
- 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 a written explanation to the Assessor where the progress of work is not in accordance with the contract schedule.
- E. The Firm shall make available the staff assigned to the reassessment of the Township of Long Hill to meet with the Assessor when required or requested. Such meetings shall be at a mutually agreed upon time and location.
- F. The Firm shall receive payment installments commensurate with the progress of work outlined in the monthly progress reports submitted to the Assessor. In no event shall the Firm bill be more than 90 percent of the total contract price until full completion and performance of the contract, except the requirement of defense of appeals.

#### **PUBLIC RELATIONS**

If requested, the Firm shall conduct a program of taxpayer orientation and education regarding the reassessment program. The program shall include, but not necessarily limited to, the following:

- A. Press releases describing the purpose and nature of the reassessment program.
- B. Meetings with public groups in the community.
- C. Mailings approved by the assessor, at the Firm's expense, to all property owners explaining the purpose and nature of the reassessment and setting forth a proposed date for the commencement of inspections in the municipality.
- D. The Firm will provide photographic identification cards to its representatives.

#### **STANDARDS FOR REASSESSMENT**

The Firm shall comply with the standards and conditions as herein set forth.

- A. Standard of Value  
Real property should be valued in accordance with N.J.S.A. 54:4-1 et seq.
- B. 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 reassessment.
- C. Tax Exempt Property  
A separate list of exempt properties shall be provided indicating the values of said property as taxable.
- D. Qualified Farmland  
Land qualified under the Farmland Assessment Act of 1964 shall be valued in accordance with its qualified value and its highest and best use value.
- E. 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. The Marshall & Swift program may be used for commercial & industrial properties where applicable.
  - 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.
  - a) The Firm shall be responsible for the preparation and cost of mailing.
  - b) The request for income and expense information shall be sent by certified mail.
  - c) In conjunction to the information obtained from this source, the Firm shall also analyze the local marketplace 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 of each property as of October 1 of the pretax year shall be clearly noted on the property record card.

F. Real Property Appraisal Manual

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

G. 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. The reassessment will be conducted utilizing the Microsystems CAMA program.

H. Information on Property Record Cards

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

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

Number of Line Items

Class 1: 206  
 Class 2: 2898  
 Class 3A: 9  
 Class 3B: 25  
 Class 4A: 127  
 Class 4B: 22  
 Class 4C: 7  
 Class 15A: 3  
 Class 15B: 0  
 Class 15C: 261  
 Class 15D: 17  
 Class 15E: 4  
 Class 15F: 28  
 Class 6A: 1

I. Inspection Procedure

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

1. It is the intent of the Municipality to conduct a complete reassessment program on an annual basis. The inspection procedures will be conducted for 20% of the total ratables in the Municipality.
2. The Firm shall be provided with access to all existing CAMA data, property record cards, photographs, and other existing data which shall be relied upon by the firm in the performance of the reassessment.
3. The Assessor shall provide a list of the specific properties to be inspected to the Firm. The list shall be prepared so that the inspections can be conducted in an efficient and systematic order. The list shall not exceed 20% of the total ratables in the municipality.
4. Introductory letters will be mailed, via first class mail, to each property owner requiring an inspection notifying them of the impending reassessment and the procedures to be implemented in the performance of the reassessment program. The preparation and cost of the mailing is the responsibility of the Firm.
5. A diligent attempt will be made to inspect the interior and exterior of all improvements for the properties to be inspected as part of the reassessment program. Field inspectors will review the sketch, exterior structures, and land description and will modify the existing records where there are material changes to the existing data. All inspectors must wear a photographic ID.
6. A front and rear photograph of the improvements shall be taken for each property requiring an inspection as part of this reassessment program. Photographs will also be taken of any accessory structures. The photographs shall be provided to the assessor in a digital format, properly labeled by the block, lot, and qualifier sequence for each photograph.
7. If an inspector is unable to gain entry, a card must be left after the first attempt to inspect with the appropriate contact information so that a property owner can schedule a mutually convenient time to have the property inspected.
8. The Firm shall schedule inspections during reasonable hours which shall include evenings and Saturdays.
9. The Firm shall make a diligent attempt to gain entry into at least 50% of the interiors of those properties being inspected.
10. 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.
11. The Firm shall notify the assessor of any properties discovered not to be on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the assessor adequate time to place and added and omitted assessment on the property.

#### J. Added Assessments

The Firm shall assist the Assessor with the preparation of the 2024 added assessment list.

1. The Assessor shall provide a list of properties to the Firm that may be subject to an added assessment based on improvements made to the property. The list shall contain a description of the improvements.
2. The Firm shall be responsible for conducting an exterior and interior inspection of these properties and will modify the property record card based upon the improvements made to the property.
3. If an inspector is unable to gain entry, a card must be left after the first attempt to inspect with the appropriate contact information so that a property owner can schedule a mutually convenient time to have the property inspected.
4. The Firm shall provide the added assessment inspection information to the Assessor no later than September 1, 2024, in order for the Assessor to review and process the added assessment in a timely manner.

#### **CONDITIONS TO BE MET BY THE MUNICIPALITY**

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

- A. An up-to-date tax map that has been reviewed and determined suitable for revaluation use by the Local Property and Public Utility Branch.
- B. Use of abstracts of deed within the assessor's office.

- C. Use of SR1-A forms within the assessor's office.
- D. Letters of introduction to facilitate the Firm's representatives' access to the properties located within the municipality.
- E. The mailing addresses of all property owners in the municipality to enable the Firm to maintain a current mailing list.
- F. The use of official records and such other assistance required as an aid to facilitate the firm's performance of the specifications noted within this contract.

#### **TAXPAYER REVIEW PROCEDURE**

- A. The Firm shall provide each taxpayer with an opportunity to review the proposed assessment of their property.
- B. The Firm, at its expense, shall mail a written notice to all taxable property owners, after November 10, 2024, approved by the assessor, indicating the appraised value of the property and advising the taxpayer of his right to attend an individual informal review.
- C. Informal reviews shall be held at a designated location within the Municipality and the Firm shall schedule sufficient time to fully review and discuss the proposed assessment with the taxpayer.
  - 1. Each taxpayer attending a review shall be afforded an individual meeting with a qualified person employed by the Firm.
  - 2. Sufficient time shall be allowed to hear and conclude reviews on or before December 15, 2024
  - 3. A written record of each review shall be provided to the assessor in a format approved by the assessor.
  - 4. Suggested revisions by the Firm resulting from the taxpayers' reviews shall be made with the consent of the assessor.
  - 5. Each taxpayer shall be informed in writing by the Firm of the results of their assessment review within four weeks of the conclusion of all reviews.

#### **LAND VALUE MAP**

Following the formulation of land valuations, a land value map shall be prepared for the assessor for his review which will indicate all unit values and underlying data used to derive unit values.

#### **OFFICE SPACE, FURNITURE and EQUIPMENT**

The Firm shall provide all office space, furniture, equipment, machines and other items required in connection with this project unless otherwise specifically provided elsewhere under this Agreement.

#### **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 Morris County Board of Taxation.

- A. The Firm's obligation with respect to this requirement is limited to the initial appeal of assessment during the year in which the revaluation is implemented.
- B. Such assistance shall include a qualified expert from the Firm who is knowledgeable with the properties that are appealed.
- C. The qualified expert from the Firm shall personally inspect the exterior and interior of all properties appealed to the Morris County Board of Taxation in the year the reassessment is implemented in preparation for providing testimony at the County Tax Board hearing.
- D. The Firm shall be responsible for the preparation and mailing of comparable sales grids/supporting documentation to assist in the defense of appeals.
- E. The qualified expert from the Firm shall be available to meet with the Assessor and Municipal Attorney in preparation of the County Tax Board appeals at a mutually agreed upon time and location prior to the hearing dates.

#### **INSURANCE**

The Contractor shall secure and maintain in force, for the term of this agreement, the insurance coverages described below. The Contractor shall provide the Township with certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after 30 days

written notice to the Township (10 days for non-payment of premium). The policies of insurance are to be from a company licensed to sell such insurance in the State of New Jersey and the company is to have an A.M. Best's rating of A-VIII or better. The following coverages shall be provided with minimum limits as indicated:

1. Professional Liability/Malpractice -- \$1,000,000.
2. Commercial General Liability – Limit of liability shall not be less than \$1,000,000 combined single limit (Bodily Injury and Property Damage) per occurrence, \$1,000,000 general aggregate limit, \$1,000,000 products/completed operations aggregate, and \$1,000,000 in Personal Injury & Advertising Injury Liability. Coverage is to be for premises and operations, products and completed operations. On the Commercial General Liability Policy, the Township of Long Hill shall be included as an additional insured, and the insurance certificate shall indicate such coverage.
3. Automobile Liability – Limit of liability shall not be less than \$1,000,000 combined single limit (Bodily Injury and Property Damage) for owned autos (if any), non-owned and hired autos.
4. Workers' Compensation Policy – Statutory Coverage for the State and New Jersey and Employers liability coverage for limits of at least \$100,000 each accident, \$100,000 each employee for disease, and \$500,000 policy limit for disease. The Workers Compensation policy is to include NO exclusion for members of an LLC, partners in a partnership or for a sole proprietor.

#### **SUMMARY AND DELIVERY**

- A. The Firm shall provide the assessor with completed property record cards filed in sequence by block and lot numbers on all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving values shall also be provided to the assessor.
- B. The Firm shall make available qualified personnel for the purpose of giving full explanation and instructions to the assessor and his staff regarding all materials submitted in all phases of the final reassessment.
- C. In the event a magnetic tape containing the new values is provided by the Firm, said tape shall be in a format consistent with the New Jersey Property Tax System MOD IV so that entry of the data can be made directly into the taxing district's Master File.
- D. All final assessed values are to be completed by the Firm and submitted to the Assessor no later than December 31, 2024.

#### **CONFLICT OF INTEREST**

- A. No commissioner or employee of the Morris County Board of Taxation shall have any interest whatsoever, directly, or indirectly, as an officer, stockholder, employee, or any other capacity in the Firm.
- B. The Firm and its parent company and subsidiaries, if any, shall not represent any property owner or taxpayer filing a tax appeal with respect to the reassessment completed by the Firm for a period of ten (10) years after implementation of the reassessment.
- C. In the event the Firm, or any office, employee, or staff member of the Firm owns an interest in real property situated within the Municipality, the Firm, employee, or staff member shall disclose in writing to the Assessor the name, address, and block and lot number of the property owned within ten days of learning of the conflict.
- D. The Firm agrees not to disclose to anyone, for any purpose, or to permit anyone to use or peruse any of the data on file in connection with this reassessment unless authorized in writing by the Municipality. Any confidential information supplied to the Firm in connection with this program shall remain in possession of the Firm and not be subject to the freedom of information provision. At the conclusion of the program all such information shall be turned over to the Municipality for its exclusive use.

#### **CONTRACT CONTINGENT UPON APPROVAL BY THE DIRECTOR OF THE DIVISION OF TAXATION**

This contract is contingent upon the approval of the Director of the Division of Taxation and shall not be effective until such approval is noted on the approval page provided within this agreement.

**SUBLETTING & ASSIGNING OF CONTRACT**

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

**CHANGE IN CONTRACT**

Changes in the contract will be permitted only upon written mutual agreement of the Firm, the Municipality, the Morris County Board of Taxation, and the Director, Division of Taxation, Department of the Treasury, State of New Jersey.

**DISCRIMINATION CLAUSE**

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

**BUSINESS REGISTRATION CERTIFICATE**

The Contractor has filed with the Township Clerk the Business Registration Certificate as required by N.J.S.A. 54A:7-1.2.

**AFFIRMATIVE ACTION**

The affirmative action language required by State law and attached as Exhibit A is incorporated in this Agreement. The term 'Contractor' as referred to in Exhibit A means the above indicated annual reassessment contractor. Please note that a Certificate of Employee Information Report will be required (unless a Federal Letter of Affirmative Action Approval or an Affirmative Action Employee Information Report is attached thereto). Note also that affirmative action evidence must be submitted within seven (7) days after receipt to award the contract or receipt of the contract, whichever is sooner. The "Contractor" is required to comply with the requirements of P.L. 1975, C.127 (N.J.A.C. 17:27).



**BID CHECKLIST**

ALL ITEMS WHICH ARE CHECKED MUST BE INCLUDED WITH YOUR BID PROPOSAL OR YOUR BID MAY BE REJECTED.

<b>Required Received</b>	<b>REQUIRED</b>	<b>RECEIVED</b>
1. Bid Proposal Sheet	<u>  X  </u>	<u>          </u>
2. Bid Bond (10% or \$20,000.00, whichever is less)	<u>  X  </u>	<u>          </u>
3. Consent of Surety	<u>          </u>	<u>          </u>
4. Disclosure Statement	<u>  X  </u>	<u>          </u>
5. Non-Collusion Affidavit	<u>          </u>	<u>          </u>
6. Certificate of Bidder Showing ability to perform contract	<u>          </u>	<u>          </u>
7. List of Subcontractors	<u>          </u>	<u>          </u>
8. References	<u>          </u>	<u>          </u>
9. Prevailing Wage Information	<u>          </u>	<u>          </u>
10. Buy American Requirements	<u>          </u>	<u>          </u>
11. Insurance Requirements	<u>  X  </u>	<u>          </u>
12. Affirmative Action	<u>  X  </u>	<u>          </u>
13. Public Works Contractor Registration	<u>          </u>	<u>          </u>
14. Business Registration Certificate	<u>  X  </u>	<u>          </u>
15. Other:	<u>          </u>	<u>          </u>
Equipment Certification	<u>          </u>	<u>          </u>

**BID PROPOSAL FORM**

**PROPOSAL  
TOWNSHIP OF LONG HILL  
MORRIS, NEW JERSEY  
INSPECTION SERVICES TO THE TAX ASSESSOR'S OFFICE**

The undersigned proposes to furnish all services as called for in the specifications and Contract Documents for **INSPECTION SERVICES TO THE TAX ASSESSOR'S OFFICE**

**BID PROPOSAL**

The undersigned hereby bids the following amounts:

YEAR 1:	_____ Dollars and _____	Cents (\$ _____)
YEAR 2:	_____ Dollars and _____	Cents (\$ _____)
YEAR 3:	_____ Dollars and _____	Cents (\$ _____)
YEAR 4:	_____ Dollars and _____	Cents (\$ _____)
YEAR 5:	_____ Dollars and _____	Cents (\$ _____)

The contract shall be awarded to the bidder who submits the lowest average bid for years 1, 2 and 3

**IN WITNESS WHEREOF**, the Bidder has executed this Bid and Proposal and agrees to perform the work in accordance with the terms and conditions of the Contract Documents if awarded this Contract.

Name of Bidder: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

Bidder's State of Incorporation: \_\_\_\_\_  
(if applicable)

Bidder's Phone No.: \_\_\_\_\_

Bidder's Email \_\_\_\_\_

Bidder's Fax No.: \_\_\_\_\_

By: \_\_\_\_\_

(Signature of President if a corporation or other Duly Authorized Representative)

\_\_\_\_\_  
(Print Name and Title)

Attest: \_\_\_\_\_

(Signature of Secretary if a corporation of other Duly Authorized Representative)

\_\_\_\_\_  
(Print Name and Title)