



Green Sergeant's Bridge

*New Jersey's Only Remaining Covered Bridge*

# Delaware Township

Hunterdon County, New Jersey

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TOWNSHIP HALL

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## REQUEST FOR PROPOSAL TOWNSHIP-WIDE REASSESSMENT INSPECTIONS AND DATA ENTRY DURING THE 2012 TAX YEAR

Contractor, who is certified as a Tax Assessor, to provide field work inspections and data entry for all properties in Delaware Township. The field inspectors, under direct supervision of the contractor who is a licensed Tax Assessor, shall have a minimum of three years experience with reassessment inspections.

The field work shall consist of a physical inspection of each property as provided by the Assessor's office. Each structure on the property shall be physically measured for correct size following the guidelines of the Real Property Appraisal Manual for New Jersey Assessors. An interior inspection is to be attempted at every property being inspected. After the interior inspection, the inspectors shall provide the property classification, in their professional opinion, as it pertains to the overall quality of the dwelling. If the property owner is not present at the time of inspection, an inspection card (provided by the contractor) shall be left requesting a return call to the inspector to gain interior access. Three attempts will be made for interior inspections with an inspection card left after each visit. All inspections dates, including month, day and year shall be recorded on the calculation sheet provided by the Assessor. The Township Tax Assessor shall mail each property owner the initial notification of the impending inspection with the contractor's contact information.

Upon completion of the field inspection, the contractor is responsible for entering any discrepancies into the CAMA system (Vital). All data entry must be entered by only one individual holding a Certified Tax Assessor's license. Specific items such as condition and quality of the kitchen and baths must be noted on the calculation sheet and entered in the CAMA system as stipulated by the Assessor. Front and rear photos will also be required and provided to the Assessor in a format compatible with the Vital Imaging System. All outbuildings must be drawn and labeled on the calculation sheet. All field work documentation shall be surrendered to the Township within one month of completion of the final inspection of each property.

Monthly progress reports will be presented to the Assessor. These reports will include the number of inspections to date, as well as the percentage of interior/exterior inspections to exterior only inspections. All inspections and data entry must be completed and all calculation sheets and photos returned to the Assessor's office by October 1, 2012. The contractor is responsible for the gathering and entering of information. Any and all assessment questions are to be directed to the Assessor's office.

The contractor must provide insurance and hold harmless the Township of Delaware for any and all liabilities.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership from (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Township reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township due to budgetary interests and expertise of the contractors. The Township will review the proposed fees to determine if they are fair and reasonable for these services. The signed proposal is due by April 18, 2012.

The number of line items in each property classification is as follows:

Class 1 – 135 lines/Class 2 – 1,319 lines/Class 3A – 471 lines/Class 3B – 692 lines/Class 4 – 49 lines

(Not all will require inspection)

\$ \_\_\_\_\_ Price for services per line item.

Date \_\_\_\_\_

\_\_\_\_\_  
Firm/Company  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone