

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
2201-392-2057

Request For Proposal
PROFESSIONAL APPRAISER AND REPRESENTATION SERVICES
RFP #NB2013-09

Sealed Proposals must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope.** Please include 1 original and 1 copy of proposal.

Scope of Services:

- Provide professional appraisal services and representation on all tax matters and appeals before the Hudson County Board of Taxation.
- Professional appraisal services and representation on all tax matters and appeals before the New Jersey State Tax Court.
- Assist the Tax Assessor's Office in the inspection of all building permits and inspections of any properties identified by the Tax Assessor.

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Licensure, experience and reputation in the field;
- b. Ability to address, complete, and facilitate all items stated in the above scope of services;
- c. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- d. Availability to accommodate any required meetings of the Township;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal.

This contract will be awarded for a period, beginning January 1, 2013 and ending December 31, 2013. The Township of North Bergen reserves the right to reject any or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

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Robert J. Pittfield
Chief Financial Officer