

**REQUEST FOR PROPOSALS FOR
REVALUATION OF ALL REAL
PROPERTY IN CEDAR GROVE
TOWNSHIP**



RFP: 2025-01

DATE: February 25, 2025

TIME: 10:00AM

TOWNSHIP OF CEDAR GROVE

**525 POMPTON AVENUE
CEDAR GROVE, NJ 07009**

MELISSA SKABICH, MAYOR

MICHELE MEGA, DEPUTY MAYOR

COUNCIL:

JOSEPH MACERI

KERRY PETERSON

JOHN ZAZZALI

JOSEPH M. ZICHELLI, TOWNSHIP MANAGER

DALE A. FORDE, TOWNSHIP CLERK

REBECCA M. ROTH, QUALIFIED PURCHASING AGENT

RICHARD J. HAMILTON, TAX ASSESSOR

FEBRUARY 2025

**TOWNSHIP OF CEDAR GROVE
REQUEST FOR PROPOSALS**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Municipal Clerk of the Township of Cedar Grove, County of Essex, State of New Jersey on **Tuesday, February 25, 2025 at 10am** prevailing time at the Township Municipal Building, Council Room, 525 Pompton Avenue, Cedar Grove, NJ 07009, at which time and place proposals will be opened and read in public for:

**RFP: 2025-01
REVALUATION OF ALL COMMERCIAL, RESIDENTIAL & REAL PROPERTY WITHIN THE
TOWNSHIP OF CEDAR GROVE**

Specifications are available in the Office of the Municipal Clerk, Township Municipal Building, 525 Pompton Avenue, Cedar Grove, NJ 07009, during regular business hours, Monday through Friday, from 8:30 AM to 4:30 PM.

Proposals must be submitted on standard proposal forms furnished by the Township of Cedar Grove in the manner designated therein and required by the specifications. Proposals must be enclosed in a sealed envelope bearing the name and address of the bidder and must be addressed to the Municipal Clerk, Township Municipal Building, 525 Pompton Avenue, Cedar Grove, NJ 07009, and clearly marked **“RFP: 2025-01 REVALUATION OF ALL COMMERCIAL, RESIDENTIAL & REAL PROPERTY WITHIN THE TOWNSHIP OF CEDAR GROVE”** by **Tuesday, February 25, 2025 at 10am**. **Included with a print copy of the proposal, the proposal must include a copy on a USB drive.** No proposals will be accepted after the bid opening has commenced. Proposals may be hand delivered, mailed, or submitted by courier, and must be received by the time, date, and place specified above. The Township of Cedar Grove will not assume responsibility for bids forwarded by mail or delivery service.

Proposals 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, as amended. All corporations and partnerships and limited liability companies must comply with N.J.S.A. 52:25-24.2, regarding disclosure of partners and stockholders. In addition, Respondents must adhere to the Affirmative Action requirements outlined in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27, possess a New Jersey Business Registration Certificate per P.L. 2004, c.57, and comply with the Local Unit Pay to Play Law per P.L. 2004, c.19.

The guaranty accompanying the proposal shall be given in the amount of ten percent (10%) of the base bid, minimum of \$500.00 and not to exceed twenty thousand dollars (\$20,000.00), and may be given at the option of the bidder by a Certified Check, Cashier’s Check, or a Bid Bond from a reputable insurance company licensed in the State of New Jersey.

Rebecca M. Roth
Qualified Purchasing Agent

TOWNSHIP OF CEDAR GROVE

PROPOSAL SUBMISSION INSTRUCTIONS

Introduction

The Township of Cedar Grove is initiating the revaluation of all real property within its boundaries and is seeking responses to the Request for Proposal from qualified individuals or firms capable of providing professional revaluation services. This project, titled "Township of Cedar Grove Revaluation of all Real Property," aims to prepare and execute a comprehensive program for property revaluation.

Proposals will be awarded based on the most responsive and qualified proposal, determined by the Township of Cedar Grove, rather than solely on the lowest proposal amount.

Interested parties ("Company") must adhere to the procedures and schedule outlined in this Request for Proposal ("RFP") to submit a sealed Proposal for consideration.

Revaluation Proposal – Township of Cedar Grove

Upon submitting a response to the RFP, the Company acknowledges and agrees to the following conditions regarding the submission, review, and consideration of this Request for Proposal:

A. The Township assumes no responsibility or liability for costs incurred by responding firms prior to contract issuance. All expenses incurred by the Company in preparing its proposal are solely the responsibility of the Company and should not be included in the proposal.

B. The Township reserves the right to reject some or all RFP responses and to make the award based on the best interests of the Township of Cedar Grove.

C. The Township will reject any proposal that relies on or utilizes any computer-assisted mass appraisal system (CAMA) other than the BRT's specified systems. Additionally, proposals intending to convert data from another CAMA system into the BRT's CAMA will be automatically disqualified.

D. The Township reserves the right to waive any formalities in the proposal submission and selection process.

E. The Township reserves the right to supplement, amend, or modify this RFP, or request additional information, without prior notice.

F. The Township may request representatives from the responding Companies to attend interviews at the Township's facilities.

G. Responses to this Request for Proposal that are not received by the Township by the specified deadline will be automatically rejected.

H. The Township reserves the right to withdraw this RFP at any time without prior notice. Additionally, the Township does not guarantee the award of any contract to any Company responding to this RFP.

I. The Township reserves the right to postpone the opening of the Request for Proposal at its discretion.

J. The Township reserves the right to modify or adjust the schedule for any events outlined in the RFP. Notice of any changes will be provided to all prospective Companies who have received a copy of this RFP.

Selection of Respondent

The selection of the Company will be based on the proposal that is most responsive, qualified, and acceptable to the Township of Cedar Grove.

The Township retains the right to waive technicalities and formalities in response to the RFP if deemed necessary to protect the Township's best interests. Furthermore, the Township reserves the right to investigate any qualification claims made by any person(s) or firm(s) prior to their response submission, to seek clarification or additional information as needed, and to interpret all responses and waive any ambiguities in the best interest of the Township.

The Township reserves the discretion to suspend or terminate the procurement process outlined in this RFP at any time. If terminated, the Township may opt to initiate a new procurement process or exercise other rights as provided by applicable law, without obligation to the Companies.

The Township is not obliged to complete all or any portion of the procurement process described in this RFP.

Evaluation Procedure and Criteria

Authorized personnel from the Township will review all responses to this RFP to ensure their responsiveness and compliance with the prescribed requirements.

The Township reserves the right to request a discussion and/or presentation from the Company to further evaluate its proposal. The evaluation process will be conducted by designated Township personnel, which may include representatives from the Purchasing, Legal, Administration, and Tax Assessment departments. Proposals will be assessed to ascertain whether mandatory submissions (such as business registration, financial statements, and insurance requirements) have been included, and whether the minimum professional and administrative standards outlined in the RFP have been met.

The following criteria will be utilized for evaluating proposals submitted in response to this RFP:

Technical Criteria:

Proposed Methodology:

- a. Clarity in understanding the scope of work and related objectives.
- b. Completeness and overall responsiveness to specifications and requirements.
- c. Documentation of past performance related to the proposed methodology.
- d. Demonstrated knowledge and utilization of the BRT's CAMA & Image System.
- e. Familiarity with and utilization of BRT's Powerpad electronic data collection system.
- f. Incorporation of innovative technology and techniques.

Public Relations:

- a. Description, nature, and extent of the vendor's public relations program pre-revaluation, ongoing, and post-revaluation. This includes samples of materials (literature and publications) and an interactive website address.
- b. Description, nature, and extent of the Company's informal taxpayer hearing process.

Management Criteria:

- a. Project Management Plan: Clear outline of the work plan.
- b. Scheduling Timeline: Detailed schedule indicating key milestones.
- c. Quality Control and Assurance Programs: Description of programs ensuring accurate field data collection.

History and Experience:

Performance Record:

- a. Successful utilization of the BRT's CAMA system.
- b. Effective use of BRT's mobile data collection system.
- c. Track record of timely, within-budget, and contract-compliant service.
- d. Quality control procedures ensuring precise property valuation.
- e. Litigation or dispute resolution experience related to revaluation projects.
- f. Completion of recent revaluation projects similar to Cedar Grove's characteristics.
- g. Disclosure of any conflicts of interest regarding real estate appraisal services.

Resource Availability:

- a. Capability to complete the Township's revaluation for the 2026 tax year.
- b. Current workload related to revaluation and reassessment projects.
- c. Availability of at least six experienced in-house field personnel.
- d. Number of Certified Tax Assessors (CTAs) employed.
- e. Number of Certified General Real Estate Appraisers (SCGREAs) on staff.
- f. Number of Certified Residential Real Estate Appraisers (SCRREAs) available.
- g. Qualifications and expertise of staff members.
- h. Existence of a company website for Township revaluation information.
- i. Availability of bilingual inspectors and communication materials.

Enhanced Evaluation Criteria:

These criteria reflect the Township's emphasis on thorough project management, extensive experience, and resource availability. Successful applicants will demonstrate not only technical proficiency but also a commitment to quality control and community engagement.

Cost and Proposal Compliance Criteria:

Cost of Services:

- a. Relative Cost: Comparison of proposed cost with other similarly scored proposals.
- b. Explanation: Clarity and adequacy of explanation for all charges and fees.
- c. Compensation Method for Field Inspectors: Preference for hourly compensation over per parcel.
- d. Performance Assurances: Assurance of performance standards.
- e. Financial Stability: Assessment of the Company's financial stability and strength.

Letter of Transmittal

The Letter of Transmittal should be addressed to Dale A. Forde, Township Clerk and must include the following details:

Identification of the Company: Name, address, and telephone number.

Acknowledgement of Receipt: Confirmation of receiving the Request for Proposal and any addenda. Contact Information: Name, title, address, and telephone number of the Company's contact person during the proposal evaluation period.

Executive Summary

The Executive Summary, limited to one page, should highlight key aspects of the Company's qualifications, including:

Ability to manage and complete the revaluation project promptly using the BRT's CAMA system and Powerpad mobile data collection system.

Procedures for identifying neighborhoods/VCS's for valuation. Quality control measures implemented.

Reasons why the firm is best suited to deliver the highest quality revaluation

Company's Background and Qualifications

The Company must furnish information to assess its stability and capacity to fulfill obligations outlined in the RFP:

Firm Overview: Description, past history, present status, including the number of revaluation and reassessment projects slated for 2026, current staff count with position/titles, company size, services offered, and organizational structure.

Establishment Details: Year founded, organizational structure (corporation, partnership, sole proprietorship, etc.).

Subsidiaries: Identify and provide a description, nature of work, and any involvement in representing property owners as an expert appraisal witness against municipalities in New Jersey.

References: Provide at least three references from recent revaluation projects, including contact details of knowledgeable individuals at the client organization.

Additionally, address the following:

1. **Experience History:** Outline the firm's experience in providing revaluation services to municipalities, governmental entities, private developers, not-for-profits, and civic organizations.
2. **Description of Business Organization and Principals**

Provide comprehensive details regarding the business organization, ownership, and organizational structure, including:

Type of organization (e.g., corporation, partnership, joint venture). Ownership structure and key principals.

Project manager(s) and professional staff, highlighting any bilingual staff and their language fluency. Major roles and responsibilities of each individual.

Include the names and addresses of all Principals involved in the Company submitting the proposal, encompassing investors with operational control and stockholders holding 10% or more ownership interest.

If the Company is a subsidiary, specify the parent Company and elucidate the extent of the parent's approval rights over the subsidiary's activities, detailing the approval process.

For partnerships, joint ventures, or similar organizations, provide equivalent information for each member involved.

3. **Affirmative Action Compliance Statement**

Ensure a statement affirming the Company's compliance with all applicable affirmative action requirements concerning its business activities, supported by evidence of compliance.

4. Federal and State Licensing

Confirm possession of appropriate Federal and State licenses necessary to conduct the revaluation of all real property.

5. Subcontracting Details

Describe any portions of the Company's services subcontracted out, if applicable, and provide business registration certificates for all subcontractors involved.

6. Union or Non-Union Employment

Specify whether the Company employs union or non-union employees.

Company's Qualifications to Perform Scope of Service

This section aims to demonstrate the Company's capability to satisfactorily execute the required work, based on experience in similar projects and demonstrated competence in the services to be provided.

Purpose

These specifications delineate the Township's expectations and requirements for the revaluation process, providing an overview of real estate in the Township of Cedar Grove to aid the Company's understanding.

A SUMMARY OF THE TOWNSHIP OF CEDAR GROVE'S RATABLE BASE

The Township of Cedar Grove is a suburban municipality located in the northeastern part of Essex County, New Jersey. The community is primarily residential in nature, with a population of 12,300. Cedar Grove is situated between the First and Second Chains of the Watchung Mountains and occupies some 4.5 square miles. It is approximately 15 miles west of New York City and 10 miles northwest of the City of Newark. Cedar Grove is traversed by Route 23, and is in close proximity to Routes 3, 46 and 280.

The housing options within the Township span a broad spectrum, ranging from one-bedroom apartments to large, estate quality properties.

In addition, the Township of Cedar Grove boasts 205 class 4 properties, offering a diverse mix of commercial, retail, mixed-use, and industrial spaces. Currently, the Tax Assessor maintains data for approximately 4,857 line items, including exempt properties, reflecting the Township's dynamic real estate landscape.

As of January 10, 2025 the Township's MOD-IV data indicates the following breakdown of properties:

Property Class	# of Line Items
1	84
2	3,923
3A	2
3B	2
4A	157
4B	41
4C	7
15A	5
15B	0
15C	92
15D	18
15E	0
15F	526

The last revaluation of all real property in the Township of Cedar Grove was as of October 1, 2009 for the 2010 tax year.

For the last five years, the number of sales, equalization ratios and general coefficient of deviation (COD) are as follows:

Year	Eq. Ratio	General COD	# of Sales
2025	74.85%	N/A	N/A
2024	80.38%	13.10%	228
2023	83.82%	12.21%	214
2022	88.39%	11.55%	357
2021	91.76%	9.78%	514

Scope of Services

The Company commits to meticulously plan and execute a comprehensive revaluation program encompassing all real property situated within the Township of Cedar Grove, as outlined in the Property Classification Schedule appended to this RFP. This program will be designed to facilitate the Tax Assessor's duties in compliance with the directives outlined in this RFP and its associated documents, all of which are integral components of this proposal.

Furthermore, the Company pledges to deliver the requisite services essential for the classification, delineation, and valuation of each parcel of real estate and every real property improvement situated within the jurisdictional boundaries of the Township of Cedar Grove. These valuations will adhere strictly to the fair market value criteria delineated in N.J.S.A. 54:4-1 et seq., Standard 6 of the Uniform Standards of Professional Appraisal Practice, and the pertinent provisions of the State of New Jersey Administrative Code governing the revaluation of real property.

The Company shall compile a comprehensive list of tax-exempt properties, delineating their full value as if taxable, in a separate document.

Moreover, the Company commits to meticulously depicting every structure, encompassing residential, commercial, and tax-exempt buildings, within the BRT's Computer Aided Mass Appraisal (CAMA) system. This process will entail the utilization of all three standard approaches to value—Sales Comparison, Replacement Cost, and Income—where applicable, employing authorized methods, forms, and manuals endorsed by the New Jersey Division of Taxation. The revaluation project will be digitally orchestrated, leveraging the BRT's CAMA, Powerpad mobile data collection system, and Imaging systems, adhering rigorously to the specifications delineated in the contractual agreement and other pertinent documents.

Furthermore, the Company will dispatch Further Statements to all Exempt Properties (Class 15A, 15B, 15C, 15D, 15E, and 15F) under the Township's letterhead and Tax

Assessor's signature. These statements will be transmitted via Certified Mail, return receipt requested, with all printing and mailing expenses borne by the Company. Additionally, the Company will generate a distinct list of tax-exempt properties, detailing their full value utilizing the three approaches to value, accompanied by scaled sketches of the improvements as if taxable.

In addition, the Company will familiarize the Tax Assessor and any staff members with the procedures, standards, and records employed in determining assessed values. This will enable the assessing office to monitor the project's progress and apply the acquired knowledge to new or modified properties post-completion.

Commencement of work shall occur within thirty (30) days of the contract's effective date. The contract duration is set for one year, commencing upon issuance of a notice to proceed, with the possibility of extension subject to compliance with applicable laws and Municipal Governing Body approval.

The revaluation valuation date is established as October 1, 2025, for the 2026 tax year, with the official Tax List scheduled for filing with the Essex County Board of Taxation by January 10, 2026.

Company's Key Staff who will be assigned to manage the revaluation

Resumes of all pivotal personnel slated to play significant and productive roles in executing the Township's revaluation must be furnished for thorough review. This includes the resumes of the project manager/principal-in-charge and other key individuals identified in the detailed organizational chart provided by the Company. The proposal response should explicitly identify the designated project manager tasked with overseeing the revaluation process.

It is important to note that the Tax Assessor retains the prerogative and discretion to request a replacement project manager at any juncture to ensure the Township of Cedar Grove achieves the highest quality revaluation outcomes. In such an event, the Company is obligated to promptly furnish a qualified replacement project manager deemed acceptable by the Tax Assessor within 5 days of receiving written notice. Failure to comply may result in a penalty of \$500.00 per day until a suitable replacement is in place to effectively manage the Township's revaluation project.

Designated Contract Person

All communications concerning this RFP or the RFP process shall be directed to the Township's Tax Assessor, in writing:

Township of Cedar Grove
Richard J. Hamilton, Tax Assessor
525 Pompton Avenue

Addenda

Following the issuance of this RFP, the Township reserves the right to amend, modify, supplement, or withdraw it as deemed necessary or appropriate, solely at the discretion of the Township. Any such alterations will be communicated to all firms that have received a copy of the RFP through the issuance of addenda.

During the designated period for the preparation of responses to the RFP, the Township may also issue addenda, amendments, or responses to written inquiries. These addenda will be duly noticed by the Township and shall form an integral part of the RFP. It is incumbent upon all respondents to consider these addenda in their preparation of responses, ensuring full compliance with any modifications prior to the proposal submission date.

Award

The Township will undertake the selection and approval process to designate a Company for the project. Subsequently, the Township will seek endorsement from the Municipal Governing Body through the adoption of a resolution. This resolution will be based on the Township's comprehensive evaluation of which Company is deemed most qualified and capable of serving the best interests of the Township.

Insurance and Bonding

The Company is required to furnish certificates of Liability and Workers' Compensation insurance, aligning with the Township's insurance prerequisites. This coverage is to indemnify and protect the Township of Cedar Grove against any liabilities stemming from the Company's contracted work, inclusive of legal fees and expenses associated with defense against such claims.

Throughout the entirety of its service provision, the Company must maintain the following insurance coverage and submit certificates of insurance validating this coverage before commencing work on the revaluation. The insurance requirements of the Township are included in this RFP

Termination of Agreement for Convenience

The Township reserves the right to terminate the Company's services under the contract, either in whole or in part, at any time and for any reason prior to completion. In such a scenario, the Township will provide written notice to the Company specifying the effective date of termination. The Company will be compensated for the work completed up to the termination date in accordance with the terms outlined in the contract. It's understood that no actions or claims for damages, of any kind, shall be pursued against the Township in the event of such termination.

Compliance with Federal, State and Local Law

The Company is required to adhere to all relevant laws, ordinances, and codes established by the United States, the State of New Jersey, and local governing bodies within the state.

Indemnification

The Company agrees to indemnify, defend, and hold harmless the Township, its subsidiaries, and their respective boards, employees, agents, and servants from any and all lawsuits, claims, demands, or damages arising from acts, errors, omissions, or lack of customary care by the Company, its agents, employees, or servants in the performance of services under this Agreement. This indemnification encompasses expenses for investigations, expert witnesses, court fees, legal representation, settlements, judgments, or any related costs.

As an independent professional firm engaged by the Township to provide specialized services, the Company, along with its officers, partners, employees, agents, and servants, is explicitly not considered employees, agents, or servants of the Township. The Company assumes full liability for any actions or inactions, and the Township bears no responsibility for the conduct of the Company or its representatives resulting from this Agreement.

Conflict of Interest

The Company is required to disclose whether any Principal(s), immediate relatives, shareholders, partners, investors, executives, directors, or employees have ownership or interests in companies engaged in real estate appraisals for property owners involved in tax appeal matters against municipalities. The Township reserves the right to reject any proposal if such a conflict exists.

Additionally, the Company must disclose any pending litigation or regulatory actions that could impact its ability to serve the Township effectively. If the Company has experienced contract terminations or payment withholdings from governmental entities, detailed explanations must be provided.

Immediate relatives of the Company's Principal(s) who are Township employees or elected officials must be listed, including spouses, parents, siblings, children, aunts, uncles, grandparents, grandchildren, and in-laws.

Furthermore, no individual associated with the Essex County Board of Taxation, assessor of any taxing district within Essex County, or Township official or employee can have any direct or indirect interest in the Company.

It is prohibited for the Company, its related entities, immediate relatives of Principal(s), shareholders, partners, investors, executives, or employees to have current or prior employment or interests in companies performing real estate valuation services for property owners involved in tax appeal litigation against any municipality.

Moreover, the successful Company, its related entities, immediate relatives of Principal(s), shareholders, partners, investors, or employees are barred from representing Township property owners as expert witnesses or providing valuation services against the Township for fifteen (15) years from January 10, 2026.

Litigation History

The Company is required to provide a comprehensive listing and detailed description of any ongoing, current, or concluded litigation, disputes, or threatened legal actions within the past five (5) years. The Township reserves the right to reject or disqualify any proposal based on such litigation history.

Additionally, the Company must furnish a list of municipalities where it has conducted revaluations or reassessments within the last five (5) years. This list should distinguish between revaluation and reassessment projects. For each revaluation completed, the Company must include the general coefficient of deviation in the year following the revaluation.

Confidential Nature of Project

Any dissemination or disclosure of appraisal and/or tax assessment information and/or potential tax impact information to individuals, firms, or corporations other than the Tax Assessor or authorized representatives is strictly prohibited. Violation of this provision before the conclusion of the project will be considered a breach of the contract. However, it's important to note that this prohibition does not apply to information released under due process of law and the Open Public Records Act (OPRA) of the State of New Jersey or information discussed during informal taxpayer review hearings.

Furthermore, all property record cards, computer data (Access, Excel, Word), computer-assisted mass appraisal (CAMA) data, income & expense statements (Ch. 91 statements), draft empirical data, draft valuation data, draft analysis in any form, and maps collected, created, or calculated in connection with the revaluation are the exclusive property of the Township. Unauthorized disclosure, dissemination, reproduction, or utilization of any such information in any manner is strictly prohibited without the express written consent of the Township attorney and municipal tax assessor. The Township retains all legal remedies and rights in the event of a breach or failure to comply with this provision by the Company.

AGREEMENT

**THE TOWNSHIP OF CEDAR GROVE
ESSEX COUNTY
NEW JERSEY**

AND

REVALUATION COMPANY'S NAME

FOR THE

REVALUATION OF ALL REAL PROPERTY

SITUATED IN THE

TOWNSHIP OF CEDAR GROVE, ESSEX COUNTY, NEW JERSEY

This Contractual Agreement is made as of _____, **2025**, between the Township of Cedar Grove (hereinafter referred to as the "Township"), a public instrumentality of the State of New Jersey, and _____ **[REVALUATION COMPANY'S NAME]**, having its principal place of business at _____ **[REVAL CO ADDRESS]** (hereinafter referred to as the "Company").

WITNESSETH:

WHEREAS, the Township desires to enter into this Agreement, based on the Request for Proposal (RFP) issued, and in accordance with the State of New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.), with the Company for the Revaluation of all property for the Township of Cedar Grove; and

WHEREAS, the said Company, for and in consideration of the payments hereinafter specified and agreed to be made by the Township, hereby covenants and agrees to commence and complete the work as follows:

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto covenant and agree with each other as follows:

1. Scope of Services:

As outlined in the Request for Proposal (RFP) and the Company's Response to the RFP, attached hereto as Exhibit I, and which form an integral part of this Contractual Agreement, the Company agrees to perform a complete and comprehensive revaluation program of all real properties located within the Township of Cedar Grove, as illustrated on the Property Classification Schedule, attached hereto as Appendix A. This revaluation shall be conducted for use by the Tax Assessor in accordance with this contract and the associated contract documents, all of which are annexed hereto and form part of this contractual agreement.

The Company commits to providing all services necessary to appraise each parcel of real estate and each real property improvement within the municipal boundaries of the Township of Cedar Grove, in accordance with their fair market value as per N.J.S.A. 54:4-1 et seq. Additionally, the Company pledges

to adhere to all standards and provisions for revaluation outlined in N.J.A.C. 18:12-4.8, 4.9, 4.10, and 4.11 et seq.

The revaluation, as requested under this RFP, necessitates compliance with all applicable requirements of the Uniform Standards of Professional Appraisal Practice (USPAP), particularly Standard 6, titled "Mass Appraisal, Development, and Reporting."

Furthermore, the Company agrees that the General Coefficient of Deviation shall not exceed fifteen percent (15%) in the year subsequent to the completion of the revaluation. Should the General Coefficient of Deviation exceed the criteria outlined in N.J.A.C. 18:12A-1.14(i), the Company shall undertake a revaluation/reassessment, including re-inspection (both interior and exterior) of any and all properties required to achieve a General Coefficient of Deviation of less than fifteen percent (15%) as part of the contract price specified herein.

The Company commits to sketching and appraising all properties utilizing the three approaches to value (Sales Comparison, Cost, and Income) where applicable, and employing authorized methods, forms, manuals, and software endorsed by the New Jersey Division of Taxation. The revaluation project shall be computer-generated using the BRT's Computer Assisted Mass Appraisal System, BRT's Image software, and BRT's PRC Powerpad electronic data collection system, in accordance with the specifications outlined under Section 19 of this agreement and as stated elsewhere. No conversion of CAMA data will be accepted, and no exceptions to these requirements shall be permitted.

Moreover, the Company shall mail Further Statements under the Township's letterhead and Tax Assessor's signature to all Exempt Properties (Class 15D and 15F) receiving exemptions from real estate taxes. The Company shall solicit Further Statement information by regular mail, return receipt requested, and bear the mailing costs for these statements, included as part of their Proposal amount. Additionally, the Company shall prepare a separate list of tax-exempt properties, indicating the full value of such property using the applicable approaches to value (Cost, Sales Comparison, and Income), along with a sketch of the improvements as if taxable.

If applicable, the Company shall assess lands qualified under the Farmland Assessment Act of 1964 in accordance with their applicable farm-qualified value, as well as their value according to their highest and best use if not qualified farmland, considering such property class to exist in the municipality. A minimum set of exhibits shall be required as specified herein.

The Company shall familiarize the Tax Assessor and staff with the procedures, standards, and records used for making each property appraisal to enable the assessing office to monitor the work's progress and apply the same methods, standards, and procedures to new or altered properties in subsequent assessment years. Information utilized in completing the revaluation shall be provided to the Tax Assessor outlining the methods, guidelines, and procedures utilized during the process.

Work shall commence within thirty (30) days of the effective date of awarding this contract, subject to the Director of the Division of Taxation's Approval and appropriate funding.

This Contractual Agreement shall be for a term of one (1) year commencing upon issuance of a notice to proceed. Extension of this Contract is subject to the requirements under applicable law and Municipal Governing Body approval. Any extension shall be awarded by resolution of the governing body upon a finding that the services are being performed effectively and efficiently, provided that the contract does not exceed a total of five (5) consecutive years, there is no price change, and the terms and conditions of the contractual agreement remain substantially the same.

The revaluation of all property must be completed by **January 10, 2026**.

2. Price:

The Township of Cedar Grove agrees to compensate the Company with the sum of _____ **[\$INSERT COST]**, as per the terms outlined in the subsequent sections.

No advance payments will be issued to the Company.

The Township of Cedar Grove will not remunerate the Company for any additional properties discovered and/or not covered by the Property Classification Schedule attached herewith.

The Company shall delineate a breakdown of tasks to be executed during this revaluation project, assigning a monetary value to each task, subject to approval by the Tax Assessor and County Tax Administrator. This breakdown, outlined and attached to this contract with a summary sheet as Appendix D, is integral to this agreement, serving as the foundation for payments, and is to be completed as part of the executed contract documents.

Commencement of the revaluation project is contingent upon receipt of an acceptable performance bond, approval by the Director of the Division of Taxation of New Jersey, and sanctioned funding, if applicable. Payments to the Company under this contract will be computed by applying the designated dollar value to the completed and approved work by the Tax Assessor at the end of each payment cycle. The dollar values specified in Appendix D of this contract are subject to adjustment, with a retention of two percent (2%) of the contract amount.

Upon proper filing and approval, invoices will be processed, and payments disbursed to the Company if found to be in order and approved.

3. Contract Contingencies:

This Contract is subject to approval by the Director of the Division of Taxation and shall only become effective upon such approval being noted on the designated approval page within this agreement.

The Company is not authorized to modify, amend, or alter this contract without obtaining prior written approval from the Tax Assessor, the Township of Cedar Grove, the Surety Company, and the Director of the Division of Taxation. The Company remains accountable for all work executed by any subcontractors.

The Township of Cedar Grove retains the option to engage a project liaison/Class 4 review appraisal expert, who will aid the Tax Assessor throughout the project. The Company is obliged to fully cooperate with these professionals and promptly provide any requested information.

The Company is prohibited from selling, transferring, or otherwise relinquishing this Contract or its interests therein to any other parties without securing prior written approval from both the Tax Assessor and the Township of Cedar Grove.

No alterations to this contract shall be permissible unless mutually agreed upon in writing by the Firm, Municipality, Surety Company, County Board of Taxation, and the Director of the Division of Taxation.

4. Conflict of Interest:

The Company shall adhere to all provisions outlined in N.J.A.C. 18:12-4.5 regarding Conflict of Interest.

No Commissioner or employee of the Essex County Board of Taxation, nor any assessor of a taxing district within Essex County, or employee of the Township of Cedar Grove, shall hold any interest, directly or indirectly, as an officer, stockholder, employee, or in any other capacity in the Company.

Furthermore, no Company referenced in N.J.A.C. 18:12-4.4(a) 7 shall represent any property owner(s) or taxpayer(s) in filing a tax appeal concerning a revaluation conducted by the Company.

Additionally, neither the Company nor any related entities, immediate relatives of the Principal(s) of the Company, shareholders, partners, investors, executives, or employees shall have current or prior employment or interest in a company that performs real estate valuation services on behalf of property owners or their legal representatives in any tax appeal litigation against municipalities.

Moreover, the successful Company, related entities, immediate relatives of the Principal(s) of the Company, shareholders, partners, investors, or employees are prohibited from acting as expert witnesses or providing valuation services against the Township of Cedar Grove in tax appeal proceedings (County or State) for a duration of fifteen (15) years from January 10, 2026.

5. Company Qualifications:

The Company is obligated to adhere to the standards established by the Director of the Division of Taxation and those outlined in N.J.A.C. 18:12-4.3. Furthermore, the Company shall promptly furnish the Director with any necessary information throughout the duration of this project.

Additionally, the Company shall provide the Township of Cedar Grove with three (3) years of certified financial statements from an independent accountant. One (1) copy of these statements is required.

6. Company Personnel:

The Company and its personnel/employees shall meet the qualifications and standards as outlined under N.J.A.C. 18:12-4.6. In instances where this contract stipulates a higher standard, the superior standard shall take precedence over the relevant New Jersey Administrative Code(s).

Principals of the Company must possess a minimum of ten years of practical and extensive appraisal experience in valuing various classes of real property.

Supervisors within the Company must have ten years of practical and extensive appraisal experience in valuing the specific class of real property for which they are responsible. Of this experience, at least four years must have been within the mass appraisal field within the past three years.

All personnel determining final land values must possess a minimum of ten years of practical and extensive appraisal experience in valuing this class of property, meeting the same qualifications as Supervisors.

Field inspectors will be compensated on an hourly basis, not per parcel.

Personnel involved in valuing commercial, industrial, and multi-family (five or more units) properties must demonstrate expertise in valuing income-producing properties. Such properties must be appraised by individuals holding a commercial-level designation from a nationally recognized professional appraisal

organization or be a Licensed Certified General Real Estate Appraiser (SCGREA) in New Jersey. Proof of expertise in valuing specified property types must be provided upon request.

Field personnel and inspectors must have a minimum of six months of actual revaluation field inspection or appraisal experience relevant to their assigned phase of work. Resumes, including references, must be submitted with the Company's proposal for review by Township officials. All field personnel are subject to a written test of basic skills relating to their functions, as determined by the Tax Assessor.

The Company shall submit resumes outlining the qualifications and relevant experience of each principal, supervisor, land valuator, commercial/industrial/multi-family valuator, and field personnel assigned to the project. Additionally, any employee currently serving as a Tax Assessor within the State of New Jersey must be identified, along with the municipality in which they hold such office. Names, residence addresses, education, and prior experience of each employee must be submitted to the Tax Assessor before work commences.

A qualified Project Manager shall be designated to supervise the Company's staff throughout the project. One supervisor shall oversee no more than six field data collectors or part thereof. The Project Manager/Supervisor must possess at least ten years of experience in mass appraisal work, with a minimum of five years' experience as a reviewer. These individuals must be available for consultation with the Tax Assessor and/or County Tax Administrator throughout the project duration.

The Tax Assessor reserves the right to request a replacement Project Manager if necessary to ensure the highest quality revaluation results. The Company must provide a qualified replacement within five days of written notice, or face a daily penalty until a suitable replacement is appointed.

The Company shall provide driver's license numbers, vehicle license plate numbers, make of vehicles used by field personnel, home addresses, and home/cellular telephone numbers of all employees working on the project.

All field inspectors must wear Company shirts or reflective vests of the same design and color, bearing the Company name and logo, during inspections. Failure to comply may result in removal from the project.

Company personnel assigned to the project must wear identification badges issued by the Township of Cedar Grove Police Department, displaying an up-to-date photograph of the employee. Badges must be worn visibly at all times, and personnel must maintain a professional and courteous demeanor.

Background investigations, including National Criminal Information Center reports and driver's license reviews, will be conducted on all personnel by the Township of Cedar Grove Police Department. Proof of citizenship must be provided for all employees working on the revaluation. The Company is responsible for all associated costs.

Upon written notice, additional personnel may be requested by the Tax Assessor to meet project deadlines, at no extra cost to the Township. Failure to comply may result in contract liquidation.

The Tax Assessor reserves the right to request the removal of any personnel whose work is deemed unsatisfactory or unprofessional, upon written notice to the Company's Project Manager.

Any changes in personnel employed under this contract must be promptly communicated in writing to the Tax Assessor and the Essex County Tax Administrator. The Township reserves the right to demand replacement of supervisors and field personnel who are deemed inadequate.

7. Office Space, Telephone Access and Computers:

The Municipality will endeavor to arrange office space for field personnel and, if available, limited access to computer equipment for encoding property description data.

As part of the contract price, the Company shall furnish a fully operational office within the State of New Jersey, encompassing office space, furniture, computers, equipment, telecommunication data lines, and other necessary items for the project, at its own expense. This also includes any required communication equipment, hardware, software, data lines, or access fees needed to connect to the Township's computer vendor, BRT's Communications, Inc.

The Township of Cedar Grove retains the right to deduct up to \$500.00 per day (Liquidation Damages) from any funds if the Company fails to comply with this obligation within 90 days of the contract being awarded. The Tax Assessor must receive proof that the Company has established and maintains an operational office within the State of New Jersey, as described above, along with a list of telephone numbers utilized by Company personnel for communication between parties to this agreement.

8. Public Relations:

Throughout the project's duration, the Company and its employees are committed to fostering understanding, transparency, and positive relations with taxpayers and the general public.

Both the Company and the Township of Cedar Grove will actively engage in orienting and educating interested parties about the revaluation project. This will include utilizing various channels such as a dedicated website (to be discussed separately in the next section), newspaper articles, press conferences, public information mailings, meetings, and other forms of publicity as deemed necessary and determined by the Tax Assessor. All informational materials will undergo review and approval by the Tax Assessor before release, publication, or posting.

The Tax Assessor may arrange speaking engagements at meetings of homeowners, condominium associations, community groups, and business associations. The Company shall provide qualified speakers to elucidate the purposes, methods, and procedures of the revaluation program to as many interested individuals as possible. Meetings with property owners and community groups will ideally be scheduled before the commencement of field inspections within the respective sectors of the Township of Cedar Grove, if feasible and upon request. The necessity and frequency of these meetings will be at the discretion of the Tax Assessor for the success of the revaluation project.

Employees from both the Township of Cedar Grove and the Company will collaborate to ensure the full cooperation of all taxpayers. Each inquiry will be handled with courtesy, and every effort will be made to promptly supply requested information within statutory requirements and limits to every interested taxpayer. However, field inspectors will be strictly instructed to refrain from discussing any potential changes in property valuation or taxes with property owners, tenants, or occupants, as such information is preliminary at that stage. Any violation of this restriction will warrant the removal of the employee from the project upon the Tax Assessor's request.

These outlined public relations efforts serve as a minimum requirement. The Company is encouraged to outline additional initiatives as they are integral to the success of a revaluation program. With prior approval from the Tax Assessor, alternative methods may also be considered to enhance effective communication within the community. Detailed descriptions of these methods and their contribution to the public relations efforts of the revaluation process must be provided.

9. Company Web Site:

As part of an inclusive public relations strategy aimed at enhancing transparency in the revaluation process, the Company shall establish a dedicated website where interested parties can access pertinent information regarding the ongoing revaluation in the Township. All correspondence related to the revaluation shall include a reference to the website along with a brief overview of its contents.

The website's content, updated on a monthly basis, shall include, at minimum, the following information:

Details about the Company, including contact information such as telephone number and email address. Comprehensive information and facts regarding the revaluation process, providing clarity to interested parties.

An inspection schedule and regular updates on the progress of the revaluation.

Any expenses incurred in maintaining the website shall be solely borne by the Company.

10. Submission of Work:

Data collected through BRT's PRC Powerpad electronic data collection system shall be uploaded to BRT's CAMA system daily. Furthermore, all digital images captured for each property shall be promptly uploaded and attached to the respective records before the completion of the revaluation project. The Company bears sole responsibility for any expenses incurred in fulfilling these provisions.

11. Program Progress Reports:

The Company is required to present a draft schedule outlining all project tasks and projected completion dates to the Tax Assessor before the contract is awarded. Subsequently, draft detailed progress reports, along with supporting documentation, shall be submitted to the County Board of Taxation and the Tax Assessor by the 25th day of each month until the project's conclusion. This detailed project work schedule must be included with the Contractor's proposal submitted to the Township.

In the event of any delays exceeding 10 days, Liquidation Damages of up to \$500.00 per day may be deducted from any outstanding balance. The Company shall receive written notification and a 10-day period to rectify any deficiencies and/or submit overdue reports, totaling 20 days for remediation.

Monthly draft progress reports must be directly filed with both the Tax Assessor and the County Board of Taxation by the 25th day of each month. Additionally, the Company shall submit documentation pertaining to property valuations to the Tax Assessor as may be requested at various intervals throughout the project.

12. Liquidated Damages:

The Company reserves the right to request an extension for completing the revaluation program due to unforeseen circumstances. However, unless an extension of the **January 10, 2026**, tax list filing deadline is granted by the Essex County Board of Taxation, the Township may impose a fine of five hundred dollars (\$500.00) for each calendar day beyond the specified deadline.

Completion of the revaluation program is defined as follows: all tasks are finalized, including the calculation of fair and equitable property values as of October 1 of the pretax year. This encompasses completion of all field inspections, data entry into BRT's CAMA system, capture and entry of digital photos (front, rear, and accessory structures) into BRT's Image System, conduct of informal taxpayer public hearings, maintenance of hearings, and submission of all required reports as specified by the Tax Assessor and/or the Essex County Board of Taxation. The "Tax List" must also be certified for the completion criteria to be met.

The Company shall not be held responsible for delays resulting from poor weather conditions, strikes, war, catastrophes, acts of God, or actions by third parties not under the Company's jurisdiction, which may impede or postpone the progress of work. No other justifications or reasons for project delays shall be considered acceptable.

13. Insurance and Bonding:

Indemnification

The Company shall indemnify and absolve the Township of Cedar Grove from any and all lawsuits, litigations, demands, or claims arising from the revaluation contract, including but not limited to attorney's fees and associated costs incurred in defending against such claims. In the event that the Township is named in any lawsuit, litigation, demand, or claim related to the revaluation contract, the Township reserves the right to engage its own attorney at the prevailing hourly rate, with such fees to be covered by the Company.

Insurance Requirements

The Company is obligated to adhere to all provisions outlined in N.J.A.C 18:12-4.10 concerning surety and insurance.

To ensure comprehensive coverage throughout the duration of its services, the Company must obtain and maintain the following insurance policies. Prior to commencing work on the revaluation, the Company shall furnish certificates of insurance verifying its coverage. These certificates must also stipulate advance notice to the Township of any subsequent modifications or cancellations of the coverages.

A. Workers' Compensation Insurance: The Company shall procure Workers' Compensation Insurance meeting the requirements mandated by the State of New Jersey.

B. Comprehensive General Liability Insurance: The Company must maintain Comprehensive General Liability Insurance with a minimum limit of \$1,000,000 for each occurrence.

C. Automobile Liability Insurance: The Company is required to carry Automobile Liability Insurance with a minimum limit of \$1,000,000 per occurrence/claim for automobile coverage.

D. Professional Liability Insurance: The Company shall obtain Professional Liability Insurance sufficient to safeguard the Township from any professional liability arising under this Agreement. This insurance must provide coverage of no less than \$1,000,000 for any single claim.

E. Excess Umbrella Insurance: In addition to the aforementioned policies, the Company must procure Excess Umbrella Insurance with coverage amounting to \$2,000,000, offering protection beyond the limits of General and Auto Liability coverage.

All the aforementioned insurance policies must list the Township of Cedar Grove as an additional insured party.

14. Quality and Progress Control:

The Company is obligated to implement a quality control program, as detailed in Appendix E of this contract or any other format approved by the Tax Assessor of the Township. Copies of all quality control reports must be submitted to the Tax Assessor on a weekly basis for review, ensuring adherence to the program guidelines throughout the project.

In the event that the quality and/or progress of the Company's work fails to meet the satisfaction of the Tax Assessor at any point during the contract period, the Township of Cedar Grove reserves the unilateral right to terminate the contract with **thirty (30) days written notice** sent to the principal place of business of the Company.

Subsequently, the Township of Cedar Grove shall only be liable for payment of the reasonable value of the services already rendered. The payment shall not exceed the proportion of completed work relative to the entirety of work anticipated by the contract.

15. Conflict Resolution and Legal Jurisdiction:

In the event of a conflict between the language of this contract and any State Statute or Administrative Code, precedence shall be given to the provision that imposes the highest standard.

This Contract shall be interpreted in accordance with the laws of the State of New Jersey. Any legal disputes arising from the interpretation of the terms of this Contract shall be under the exclusive jurisdiction of the Superior Court of the State of New Jersey, located in Essex County.

16. Confidential Nature of Project:

The disclosure of any appraisal information to individuals, companies, or corporations, other than the Tax Assessor, the Essex County Board of Taxation, or their authorized representatives, is strictly prohibited. Any such disclosure prior to the conclusion of this project will be deemed a violation of the contract.

It is understood that this provision does not apply to information released under due process of law, the Right to Know laws, and the Open Public Records Act (OPRA) of the State of New Jersey.

All property record cards, computer-assisted mass appraisal (CAMA) data, income & expense statements (Chapter 91 statements), empirical data, valuation data, analyses, and maps collected, created, and/or calculated during the revaluation are the property of the municipality. Any disclosure, reproduction, utilization, or use of such information in any manner without the express written consent of the Municipal Attorney and Municipal Tax Assessor is strictly prohibited.

The Municipality reserves its legal remedies and rights in the event of any breach or failure by the Company to comply with this provision.

17. Conditions to be met by the Municipality:

The Township of Cedar Grove shall adhere to all provisions outlined in N.J.A.C. 18:12-4.7, ensuring the following conditions are met:

- (a) Provision of one large and one small copy of the up-to-date tax map approved by the Director of the Division of Taxation or their designate, indicating the real estate assessment numbering system.
- (b) Furnishing a copy of the MOD IV tape containing current property records for all properties listed on the tax records of the Township of Cedar Grove. This tape must include block, lot, additional lots, owner's name and address, property location, and property classification if needed.
- (c) Supplying two copies of the municipal zoning map.
- (d) Granting access to any SR1A records required by the Company.
- (e) Providing access to abstracts of deeds on file within the assessor's office as necessary.
- (f) Granting access to zoning approvals and building permits received during the project.
- (g) Issuing letters of introduction to facilitate the Company's access to properties for inspection and data collection purposes.
- (h) Supplying any other data from the Township of Cedar Grove, subject to the approval of the Tax Assessor, to assist the Company in determining the full fair value of the properties under evaluation.

Upon completion of the revaluation project, the Company shall return all documents, records, maps, and photographs acquired back to the Township of Cedar Grove. At the municipality's request, the Company shall sign an affidavit attesting to the return of these items.

18. Property Inspection:

Accurate data collection is integral to the success of the revaluation process. Unfortunately, public criticism sometimes arises regarding field inspectors and the thoroughness of the process. To address this concern and uphold public confidence, all field inspectors are mandated, as part of this contract, to meticulously inspect each room in every property, unless explicitly prohibited by the property owner and noted accordingly.

To ensure the highest level of accuracy and public trust in data collection, the Township imposes a requirement that all field inspectors be compensated on an hourly or salary basis, rather than a per parcel basis. Failure to adhere to this requirement constitutes a breach of contract and may result in the removal of the field inspector from the project.

Pre-Inspection Coordination:

Before commencing field inspections, the revaluation company's project manager and necessary representatives will accompany the Tax Assessor to discuss neighborhood delineation, valuation criteria, and other pertinent factors crucial for establishing fair and uniform assessments throughout the Township.

Security Measures:

The Township of Cedar Grove is not liable for providing security for Company personnel during field activities. The Company retains its autonomy to arrange and bear the cost of any necessary security measures.

Inspection Planning and Notification:

A comprehensive inspection schedule will be jointly developed by the Company and the Tax Assessor, outlining neighborhood assignments and personnel roles.

Public notification of the inspection schedule will be disseminated through local newspapers, Township Hall bulletins, the municipal and Company websites, and local cable TV channels.

Individual property owners will receive advance notice of inspection dates via mailed notifications, facilitating their cooperation during field visits.

Inspector Requirements and Protocol:

All field inspectors, including project managers, must possess active cellular or communication devices for immediate accessibility.

Inspectors are mandated to view each room of every property, ensuring accuracy and public confidence in data collection.

Attire: Inspectors must wear Company-branded shirts or reflective vests for easy identification during inspections.

Data Collection Tools: Measuring and sketching of structures will be conducted using state-of-the-art laser measuring devices, with no measuring sticks permitted.

Interior Inspection Procedures:

Interior inspections require the presence of the property owner or a responsible adult, and no attempts will be made with minors present.

Inspectors will leave calling cards for rescheduling if occupants are unavailable during initial inspections, maintaining professionalism and courtesy.

Data Collection and Reporting:

All data collection will be performed using BRT's PRC Powerpad Electronic Data Collection Software on tablet computers.

Daily data uploads into BRT's CAMA system will ensure real-time accuracy and efficiency in record-keeping.

Property record cards will adhere to the format specified by the Township's CAMA system.

Supervision and Quality Control:

Random spot checks by the Tax Assessor or designated representatives will verify the appropriateness of inspections.

Final drive-by visual inspections and data reviews by the Project Manager and Tax Assessor will ensure accuracy and equity in property assessments.

Compensation:

Field inspectors will be compensated on an hourly basis, promoting thoroughness and quality in data collection.

19. Computer Requirements:

The Company shall exclusively employ BRT's Computer Assisted Mass Appraisal System (CAMA), imaging system, and PRC Powerpad electronic data collection system, facilitated by pen-based laptop computers. No substitutions or conversion of CAMA data from other vendors' software will be permitted. The Company shall bear all line or service charge fees associated with the CAMA operation.

Real Property Appraisal Manual and Software:

The Company shall computerize The Real Property Appraisal Manual of New Jersey, Third Edition, Volumes I and II, including any updates, to generate computer data files for residential properties.

Cost Approach and Marshall Swift Commercial Estimator:

When utilizing the Cost Approach, the Company shall employ the Marshall Swift Commercial Estimator Valuation Computer Software program.

Income Approach and Microsoft Excel Template:

For income-producing or potentially income-producing commercial, industrial, and apartment properties, the Company shall create a Microsoft Excel template. This template will serve as an individual property valuation data sheet, incorporating all necessary key data elements for estimating property value using the income approach. A written report detailing the factors used in the income approach valuation shall be prepared by the Company.

Income and Expense Statements (Chapter 91's) and Data Integration:

The Company shall, at its own expense, request income and expense statements (Chapter 91's) for income-producing properties under the Township's letterhead, following statutory procedures.

Integration of the CAMA system with the New Jersey Property Tax System MOD IV shall be facilitated to enable direct data entry into the taxing district's Master File. The system must also be capable of generating Added, Omitted, and Rollback Assessment valuation lists and any other required information.

Database Building and Training:

In consultation with the Tax Assessor, the Company shall construct the database, incorporating comprehensive property information such as block and lot numbers, owner details, property location, classification, zoning, land size, improvements, age, depreciation, pricing data, and final calculated values. The Company shall provide up to 75 hours of training to Township employees on operating the computer programs for database maintenance and updates post-revaluation.

Documentation and Turnover:

Upon project completion, the Company shall deliver all programs and documentation necessary for the Township to maintain, update, or expand the computerized appraisal system.

20. Photograph/Digital Color Image Requirements:

The Company is required to provide comprehensive visual documentation for each property, ensuring a minimum standard of quality and coverage. This includes capturing at least two digital color images showcasing the front and rear of every parcel, line item, or building of real property, along with one digital color image highlighting any accessory structures (such as Carriage Houses, Detached Garages, or Sheds), as well as one digital color image featuring any Built-In Pools. Additionally, the Company must capture digital color images that clearly depict the size and nature of any other structures significantly influencing the property's value.

Furthermore, all photos must be seamlessly integrated into the corresponding parcel within BRT's CAMA system, with precedence given to the latest images to ensure the most current representation. The Company is also responsible for capturing any additional digital color photos necessary to identify significant or unique valuation attributes, characteristics, or features that substantially impact a property's value. Each image must be accurately labeled and categorized.

It is imperative that the Company bears all associated costs, charges, and fees related to meeting these photographic requirements. Furthermore, any photos taken must remain confidential, with distribution limited solely to the Township of Cedar Grove.

21. Preliminary Draft Reports:

Upon request from the Tax Assessor, the Company may be tasked with preparing preliminary draft reports, which are fundamental in nature and not explicitly outlined in these specifications. These reports may encompass various forms, such as preliminary draft spreadsheets analyzing neighborhood values, impact assessments, value change summaries, sales analyses for designated timeframes, rental assumptions for Class 4 properties, and comparisons between pre-revaluation and proposed values/taxes (termed as impact reports).

It is imperative that the Company possesses the capability to generate preliminary draft reports across a spectrum of criteria, including sales prices, ratios, property types, classes, living areas, room counts, dwelling ages, lot sizes, zoning classifications, and neighborhoods, without exception.

Furthermore, the Company must demonstrate proficiency in producing preliminary draft reports specifically tailored to neighborhoods, facilitating a comparison between sales prices and new proposed assessments, while presenting ratios for each property within the report. Utilizing this data, the Company must also possess the capacity to develop coefficient of dispersion studies, crucial for assessing the uniformity of assessments.

22. Land Valuation:

The Company is tasked with meticulously collecting and analyzing all fair market land sales and demolition sales that transpired within the three years preceding the revaluation date, forming the foundation for a comprehensive market data approach. The analysis and methodology employed must align directly with this market study.

Before commencing land valuation, the Company must draft a sample format for approval by the Tax Assessor, ensuring compliance and consistency. It is essential to identify and document market trends through thorough analysis, incorporating techniques such as sales ratio studies, paired sales comparisons, and the development of general, segmented, and stratified coefficients of deviation. Data from all available sources must be meticulously compiled, checked, and analyzed to derive accurate land values, considering factors such as location, shape, size, topography, access, and land use.

In collaboration with the Tax Assessor, if necessary, the Company must adjust existing Value Control Sectors (VCSs) or establish new neighborhood delineations that accurately reflect homogeneous neighborhoods.

Land valuation must be based on square footage per parcel, with the front foot valuation method strictly prohibited. The Company shall determine site values for each parcel in the Township of Cedar Grove using zoning requirements as a baseline, valuing any surplus land area above zoning requirements at a minimal value per square foot. Variations due to parcel characteristics must be factored into the final valuation. Field personnel must possess expertise in assessing factors such as location, shape, size, topography, traffic, view, leases, railroads, wetlands, rights of way, easements, and economic obsolescence.

Conservation easements, common areas, wetlands, and rights of way must be uniformly valued across the township, with pertinent environmental restrictions duly noted. Qualified farmland shall be valued according to state-provided rates and its highest and best use without farmland qualifications, necessitating two value estimates if applicable.

Abandoned Class II railroad properties within the Township of Cedar Grove must be identified, quantified, analyzed, and valued in accordance with relevant New Jersey statutes.

Furthermore, all environmental declarations and restrictions must be meticulously documented in property data files.

All land valuation calculations must be meticulously recorded within the Computer-Assisted Mass Appraisal (CAMA) system. The Company is mandated to craft a comprehensive preliminary draft of the land value schedule, integrating site values dictated by parcel zoning, relevant value per square foot metrics, and adjustments tailored to parcel characteristics. Upon the conclusion of the project, this preliminary draft schedule must be promptly submitted to the Tax Assessor for future reference and review.

23. Residential Valuation (including all applicable Exempt Properties):

The Company shall adhere to the latest edition of the New Jersey Real Property Appraisal Manual for evaluating residential properties. Residential schedules must encompass all deviations from the standard, encompassing various aspects such as wall construction, roofing, flooring, HVAC systems, plumbing, fireplaces, interior finishes, and other features like finished attics, dormers, basements, built-ins, multi-family configurations, decks, patios, porches, and garages. These schedules should delineate prices for different sizes, types, and grades of construction materials.

For the development of a market data approach, the Company is tasked with preparing a preliminary draft information collecting, analyzing, and organizing residential fair market sales data from the preceding three years in Microsoft Excel spreadsheets. A sample format must be devised and approved by the Assessor for this valuation process. Identifying market trends is critical, with paired sales analysis serving as a potential tool for trend determination and documentation. Additionally, a preliminary draft sales ratio study by neighborhood VCS and housing type & design should be conducted.

In cases involving farm buildings, accurate measurement, classification, and valuation are necessary. Farmland values must be presented both as qualified and unqualified, with proper documentation and exhibits provided for each parcel as needed.

The determination of the cost conversion factor should be supported by market studies and documented accordingly. Consultation with the Tax Assessor is mandatory before finalizing the cost factor.

Depreciation factors must be derived from market-oriented analysis, with physical, functional, and economic depreciation (or appreciation) recorded separately in the data file and elucidated in writing on the comments screen for each property. The final net condition should be factored into the improvement calculation, utilizing the concept of effective age.

Photographs or digital images of all residential properties must comply with Section 20, "Photograph Requirements," of the appraisal manual.

24. Commercial, Industrial, and Apartment Valuations (including all applicable) Exempt Properties:

When valuing commercial, industrial, and apartment properties, the Company must employ all applicable approaches recognized within the real estate appraisal industry and Tax Court case law.

For Class 4 properties, each property record card file must include a measured sketch of the structure(s) alongside all pertinent information used in estimating the assessed value. When applicable, this encompasses a Marshall Cost Sheet (including the P-list), a sales comparison valuation grid, detailed use descriptions, building and site improvement sketches with measurements (including ceiling heights), and an income approach to value outlining income, expenses, and capitalization rate.

If applicable, the utilization of the Marshall Swift Valuation Service is mandatory for applicable Class 4 properties when determining value via the Cost Approach.

Thorough analysis of the local and regional market is required to evaluate commercial, industrial, and apartment market rates, rentals, and expenses. Sales data from the preceding three years shall be scrutinized to develop necessary valuation approaches, with a preliminary draft Excel spreadsheet format to be prepared and approved by the Tax Assessor for use in these approaches. Identifying market trends is paramount, with paired sales analysis potentially employed for trend determination and documentation. Unit values based on property type (e.g., \$ per unit for apartments, \$ per square foot for office buildings) shall be analyzed.

All income or potential income-producing properties must be accompanied by a written preliminary draft report delineating factors used in developing the income approach valuation. Supporting data relevant to the capitalization procedure shall be submitted with property record cards. In cases where income and expense data are unavailable, the Company must estimate this information, submitting a draft Excel spreadsheet to the Tax Assessor and Township's Review Appraiser for approval before finalizing property values.

Income and expense statements shall be analyzed, and lease and rental investigations conducted to establish economic rents and gross rent multipliers where applicable. Construction of capitalization rates for different property types shall involve obtaining market-based components, documented and discussed with the Tax Assessor and Class 4 review appraiser/expert (if employed) prior to estimating final values.

Site improvements such as lighting and paving must be identified, enumerated, and valued as appropriate accessory items.

Depreciation factors must be derived from market studies and substantiated by written documentation. Physical, functional, and economic depreciation (or appreciation) observed by field inspectors must be recorded separately and explained for each property as applicable, with the final net condition reflected in calculations.

Photographs or digital images of all commercial and industrial properties must comply with section 20, "Photograph Requirements."

The CAMA file's comments section (CAMA1 screen) must include a property description detailing total square footage, number of units and buildings, breakdown of space types (e.g., retail, office, warehouse), and corresponding square footages.

Prior to utilization in the revaluation, the Tax Assessor must approve the preliminary draft capitalization rates, effective tax rates, and other key metrics utilized in the income approach to valuation.

25. Commercial, Industrial, Apartment (Class 4) Valuation Review:

The municipality may elect to employ a Class 4 review appraiser/expert. If employed, the Company commits to collaborative engagement with the municipality's revaluation review appraiser/expert according to the following terms:

- The Review Appraiser is tasked with reviewing all Class 4 properties with newly assigned assessed values as directed by the Tax Assessor.
- Additionally, the Review Appraiser shall assess the top 10 Class 2 valued properties within the municipality, as prepared by the Company.
- Before initiating valuation processes for Commercial, Industrial, or Apartment properties, a meeting involving the Company, Review Appraiser, and Tax Assessor will convene to establish key metrics governing the valuation of these property types. These metrics include but are not limited to base capitalization rates, equity dividend rates, mortgage constants, effective tax rates, vacancy and credit loss percentages, and operating expense ratios.
- The Review Appraiser will directly report their draft findings to the Tax Assessor, who holds authority to approve and communicate any changes or recommendations regarding values or methodologies to the Company.
- The Company commits to providing the Review Appraiser with comprehensive data, digital photos, analysis, and value estimates concerning Class 4 properties and the top 10 Class 2 valued properties within the municipality by November 10, 2025.
- The Tax Assessor retains sole discretion in determining the satisfactory completion of work conducted by the Review Appraiser.

26. Billboard Valuation and Identification:

As part of the revaluation process, the Company is responsible for identifying and assessing all billboards situated within the Township of Cedar Grove in compliance with Chapter 42, Public Laws of 2004.

Value determination shall be conducted through income analysis, sales comparison, and replacement cost less depreciation methods.

Photographs or digital images of all billboards must adhere to section 20, titled "Photograph Requirements," outlined herein.

27. Cellular Telephone Antennas

The Company shall as a part of this revaluation, identify, report and value all cellular antenna towers or building mounted antenna located within the municipality.

28. Added Assessments and Partial Assessments:

The Company is tasked with valuating all new construction, additions, and alterations until October 1, 2025. In cases where a new home is under construction during the field investigation, a "P" notation for partial assessment will be marked on both the Mod IV and BRT's CAMA system. Prior to finalizing values, the Company must conduct a field review of these incomplete property improvements. Upon review, if the construction is deemed substantially completed for its intended use, the Company shall amend the record and value the improvement as if it were finished. If construction remains incomplete, the Company shall note the percentage of completion during the re-inspection.

For record-keeping purposes, the Company shall furnish the Tax Assessor with a draft Excel Spreadsheet detailing the added assessment, including Block, Lot, Qualifier, Property Location, a description of the added assessment, the dollar amount, and prorated number of months. Once reviewed and approved by the Tax Assessor, the Company shall promptly input this data into the Mod-IV tax record system as prescribed by the Essex County Tax Board.

Additionally, the Company is responsible for providing the Tax Assessor with a draft Microsoft Excel Spreadsheet outlining all new and existing Partial Assessments, including the percentage of completion and a description of each assessment.

29. Neighborhood Delineation / VCS Map:

At the project's outset, the Company shall conduct a comprehensive tour of the municipality, physically driving alongside the Tax Assessor as necessary. This tour aims to review, establish, or modify existing neighborhood delineations and Value Control Sector (VCS) maps. The draft map shall distinctly outline each VCS/Neighborhood, incorporating land use zones, neighborhood control sector boundaries, and any pertinent FEMA flood zones across the Township.

Following approval by the Tax Assessor, the Contractor must promptly finalize and transmit the VCS map in both PDF format and as a 24" x 36" paper color copy within 30 days of approval.

30. Property Owner Notification and Property Owner Review Hearings:

The Company shall adhere to all aspects of N.J.A.C. 18:12-4.9 regarding Taxpayer review procedures. Valuation notification letters shall not be mailed to any property owner prior to Election Day or November 10, 2025, whichever is later.

Upon establishing draft property values, the Company will, at its own expense, inform each property owner of their new preliminary assessed valuation and estimated annual property taxes. These estimated taxes will be calculated using the prior year's total tax levy to offer a clear year-over-year comparison of the tax impact resulting from the revaluation. The letter format utilized for this purpose will be subject to approval by the Tax Assessor.

Additionally, this notification will include details of the property's prior year assessment and annual taxes. Property owners will also be informed of their right to attend an individual informal review of the valuation at a designated location within the municipality.

The Company is dedicated to allocating adequate time to thoroughly review and discuss valuations with all interested property owners. All informal review sessions must be concluded before December 15, 2025.

The Contractor must furnish the Tax Assessor with a draft record of each review hearing. No revisions resulting from taxpayer reviews shall be made without the consent of the Tax Assessor. In the event of an assessment adjustment following a review hearing, the Company shall notify each affected property owner of the adjustment to their property in writing by December 30, 2025.

31. Records and Computations to Become Property of the Township of Cedar Grove:

The Company shall comply with all aspects of N.J.A.C. 18:12-4.11 concerning Delivery and summary.

Upon conclusion of all property owner reviews and acceptable revisions, the Company shall meet with the Tax Assessor to finalize all aspects of the revaluation. The Company shall transmit to the custody of the Tax Assessor the original of all records and computations pertaining to any appraisal of property in the Township of Cedar Grove. The deliverables shall consist of, but not limited to:

1. All photos/digital images entered through the use of the BRT's Image program.
2. A completed preliminary draft of the Page 8 Formula.
3. The draft partial assessment Excel spreadsheet listing.
4. Draft Neighborhood / VCS map.
5. Complete BRT's CAMA data.
6. The Firm may 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 real property line item shall be provided.
7. 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.
8. 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.

32. Defense of Values:

The Company shall be responsible for defending all valuations that are appealed to the Essex County Board of Taxation for the Tax Years 2026 and 2027.

The Company shall provide a proper appeal defense on behalf of the Township of Cedar Grove which shall include but not be limited to providing a witness to testify at the Essex County Board of Taxation as an expert on behalf of the Township of Cedar Grove. The witness will hold a Certified Tax Assessor License or Licensed Real Estate Appraiser who holds a valid CTA, SCCREA or SCGREIA license.

The witness shall have inspected the interior and exterior of property subject to appeal. The witness shall provide an appraisal comparison grid including three to five comparable sales showing all value adjustments for key features of the subject property and comparable sales and shall provide photographs of the subject property and comparable sales being utilized.

The Company shall bear all costs, charges and appraisal fees associated with the defense of the Township's valuations/assessments before the Essex County Board of Taxation for the 2026 and 2027 tax years.

33. Page 8 Formula Calculation:

The Company shall assist the Tax Assessor in calculating the Page 8 Formula on or about December 30, 2025, after values have been finalized and submitted to the assessor for review.

The final calculation of the Page 8 Formula shall be no later than **January 10, 2026**, or after hearings have been concluded and final changes made, whichever occurs FIRST.

34. Affirmative Action:

The Company is required to comply with the affirmative action requirements of P.L. 1975, c. 127, N.J.S.A. 10:5-31 *et seq.* (P.L. 1975, c. 127) and Subchapter 10 of the Administrative Code at N.J.A.C. 17:27 as amended, supplemented and the rules and regulations promulgated pursuant thereto, and the provisions set forth in the State of New Jersey Equal Employment Opportunity Provisions for Professional Service Contracts and other Township of Cedar Grove Ordinances pertaining to affirmative action. See Exhibit F.

35. Quality and Progress Control

The Company shall utilize a quality control program as outlined and attached to this contract as **Appendix E** or any other format approved by the Essex County Board of Taxation. Upon request of the Tax Assessor or the Essex County Tax Administrator the Company shall submit copies of all quality control reports for review so as to ensure that the program guidelines are being adhered to throughout the project.

The Company shall submit draft monthly revaluation progress reports as outlined herein and in accordance with N.J.A.C. 18:12-4.8 (iii, iv and v).

Upon the conclusion of the valuation phase of the revaluation the revaluation company shall run a preliminary draft valuation impact draft report comparing the percentage change from the prior assessed value to the new proposed assessed value. The preliminary valuation impact draft report shall be run in block and lot order and in ascending order of percentage increase to percentage decrease. Said reports are to be submitted to the Tax Assessor for his/her review and use.

In addition, the Company will prepare a preliminary draft report identifying the top 50 properties with the greatest increase in percentage change and identify 50 properties with the greatest decrease in percentage change in value. The Company shall submit the preliminary draft report to the Tax Assessor and or his representatives at least ten (10) days prior to the filing of the official tax list with the County Board of Taxation.

36. Compliance with Federal, State and Local Law:

The Company shall comply with all applicable laws, ordinances, and codes of the United States, the State of New Jersey, and local governments within the State.

During the performance of this Contract, Contractor agrees that:

DISCRIMINATION IN EMPLOYMENT: Contractor and any subcontractors employed by it shall comply with N.J.S.A. 10:2-1 through 10:2-4 and N.J.S.A. 10:5-1 et seq., including N.J.S.A. 10:5-31 through 35, and Subchapter 10 of the Administrative Code at N.J.A.C. 17:27 which prohibit discrimination in employment in public contracts. The statute and the rules and regulations promulgated thereunder shall be considered to be part of this Contract and binding upon Contractor and its subcontractors. If the Township of Cedar Grove is notified of any violation of the public contract awarding regulations in accordance with N.J.A.C. 17:27-7.4 concerning the financing of minority and women outreach and training programs, the Township of Cedar Grove reserves the right to deduct the outreach and training allocation from the contract. See Exhibit F.

DISCRIMINATION: It shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The Contractor shall take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination rate 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 setting forth the provisions of this non-discrimination clause.

ADVERTISEMENTS: The Contractor shall, in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

NOTICES: The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers representative of Contractor commitment and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

HANDICAP: The Contractor shall comply with N.J.S.A. 10:5-4.1 which prohibits any unlawful discrimination against any person because of a physical handicap, or any unlawful employment practices against such a person unless the nature and the extent of the handicap necessarily preclude the performance of the particular employment duties.

COMPLIANCE WITH PROCUREMENT STATUTES: The Contractor warrants and represents that this Contract has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New Jersey, and in particular the provisions of N.J.S.A. 18A:64-6.1, 6.2 and 6.3, and that Contractor has not and shall not violate the laws of the State of New Jersey relating to the procurement of or the performance of this Contract by any conduct, including the paying of any gratuity of any kind, directly or indirectly, to any public employee or officer. Any violation of this provision shall be cause for Cedar Grove to terminate this Contract, to retain all unpaid and/or unearned monies, and to recover all monies paid. The Contractor shall notify Cedar Grove in writing of any interest which any officer, employee or consultant of Cedar Grove has in, or association with, any Vendor, sub-Vendor, material supplier, consultant, or manufacturer, or other party which has any interest in this project.

37. Termination of Agreement for Convenience:

The Township may terminate the Company's services in whole or in part for any reason at any time before completion. In that event, the Company, the Surety Company, the County Tax Board and the Director, Division of Taxation shall be given 20 days' notice of such termination specifying the effective date thereof. Compensation shall be paid to the Company pursuant to the terms therein for the work actually performed prior to such date. No damages of any nature shall be claimed against the Township of Cedar Grove in the event it exercises its right of termination. The rights and remedies available to the Township of Cedar Grove in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

All notices to be given by one party to the other under this Contract shall be considered given when sent by one party to the other by certified mail, return receipt requested, addressed as follows:

To the Tax Assessor: Richard J. Hamilton, Tax Assessor
 Township of Cedar Grove
 525 Pompton Avenue
 Cedar Grove, NJ 07009

To the Company: **[Insert Company Name]**
 [Insert Company Address]

38. Indemnification:

The Company agrees to defend, indemnify protect, and save harmless the Township and its subsidiaries and its boards, employees, agents and servants from and against any and all law suits, claims, demands or damages of whatsoever kind or nature but only to the extent they arise out of any act, error or omission, or failure to exercise such care as is customary in the profession by the Company, its agents, servants and employees in the performance of any and all services pursuant to this Contract. Such indemnification shall include, but is not limited to, expenditures for and costs of investigations, hiring of expert witnesses, court costs, counsel fees, settlements, and judgments or otherwise.

The Company is an independent professional firm contracting with the Township to provide specialized services. The Company, its officers, partners, employees, agents, and servants are not to be deemed employees, agents, or servants of the Township. The Company assumes full responsibility for liability arising out of its conduct whether by action or inaction. The Township assumes no liability or responsibility for the acts of the Company, its officers, partners, employees, agents, or servants by virtue of entering into this Agreement.

39. Compliance with Public Contracting and Campaign Finance Laws:

The Company is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3), if the Company receives contracts in excess of \$50,000.00 from public entities in a calendar year. It is each Respondent's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elect.state.nj.us

Execution of Contract

**For The
TOWNSHIP OF CEDAR GROVE
Property Revaluation Program**

BY: _____
Joseph M. Zichelli, Esq.
Township Manager

Witnessed by:

Dale A. Forde, Township Clerk

Insert Company Name

Witnessed by:

BY: _____
Insert Name, Title

BY: _____
Insert Name, Title

DATE: _____

DATE: _____

**State of New Jersey, Division of Taxation
Revaluation Contract Approval
For The TOWNSHIP OF CEDAR GROVE**

The foregoing agreement is hereby approved this _____ day of _____, 2025, pursuant to P.L. 1971, Chapter 424.

Director, Division of Taxation, State of NJ

DATE: _____

APPENDIX A
TOWNSHIP OF CEDAR GROVE
PROPERTY CLASSIFICATION SUMMARY

<u>PROPERTY CLASSIFICATION</u>	<u>NUMBER OF LINE ITEMS</u>
VACANT LAND (Class 1)	84
RESIDENTIAL (Class 2)	3,923
FARM QUALIFIED (Class 3A)	2
FARM REGULAR (Class 3B)	2
COMMERCIAL (Class 4A)	157
INDUSTRIAL (Class 4B)	41
APARTMENTS/MULTIFAMILY (Class 4C)	7
EXEMPT PUBLIC SCHOOL (Class 15A)	5
EXEMPT OTHER SCHOOL (Class 15B)	0
EXEMPT PUBLIC PROPERTY Class 15C)	92
EXEMPT CHARITABLE (Class 15D)	18
EXEMPT CEMETERIES (Class 15E)	0
EXEMPT MISC. (Class 15F)	526

NOTE: THE PROPOSAL PRICE SHALL BE BASED UPON THE ABOVE LINE ITEM COUNT. ANY REQUIRED CHANGES TO THE LINE ITEM COUNT BY THE TAX ASSESSOR LISTED HEREIN SHALL NOT BE USED TO ADJUST SAID PROPOSAL AMOUNT.

APPENDIX B

LIST PROJECT MANAGER/SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT

APPENDIX C

BACKGROUND INVESTIGATION RELEASE

TOWNSHIP OF CEDAR GROVE POLICE DEPARTMENT CONSENT FORM

The undersigned hereby authorizes the Township of Cedar Grove 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.

NAME (PLEASE PRINT OR TYPE)

DRIVER LICENSE NUMBER

SIGNATURE

DATE _____

WITNESS

APPENDIX D
TOWNSHIP OF CEDAR GROVE
BREAKDOWN OF MAJOR TASKS OF REVALUATION PROJECT
PROPOSAL

BREAKDOWN OF PAYMENT SCHEDULES

PROJECT TASK	TASK %	VALUE
1. PLANNING, ORGANIZATION and PERFORMANCE BOND POSTED	10%	\$
2. DATA COLLECTION (Using BRT's PRC Powerpad) (25% OF TOTAL)		
A. RESIDENTIAL & VACANT LAND	15%	\$
B. COMM/IND/APT. PROPERTIES	5%	\$
C. EXEMPT PROPERTIES	4%	\$
D. FARM PROPERTIES	1%	\$
3. ANALYSIS and VALUATION (20% OF TOTAL)		
A. RESIDENTIAL and VACANT LAND	10%	\$
B. COMM/IND/APT. PROPERTIES	5%	\$
C. EXEMPT PROPERTIES	4%	\$
D. FARM PROPERTIES	1%	\$
4. FIELD REVIEW (20% OF TOTAL)		
A. RESIDENTIAL and VACANT LAND	10%	\$
B. COMM/IND/APT	5%	\$
C. EXEMPT PROPERTIES	4%	\$
D. FARM PROPERTIES	1%	\$
5. TAXPAYER HEARINGS	10%	\$
6. PROJECT FINALIZATION	5%	\$
	90%	\$
7. RETAINAGE	10%	\$
TOTAL	100%	\$

5/31/24

APPENDIX E
SUMMARY SHEET
RESIDENTIAL QUALITY ASSURANCE WORKSHEET

BLOCK: _____ LOT: _____ QUAL: _____ VCS: _____

PROPERTY LOC: _____

FIELD REVIEWED:

EXTERIOR: SALES: _____ RANDOM SAMPLE: _____

INTERIOR: SALES: _____ RANDOM SAMPLE: _____

EMPIRICAL DATA REVIEWED

ELEMENTS	AS RECORDED BY INSP.	REVIEWER
1. BUILDING SKETCH		
2. STYLE and STORY HEIGHT		
3. BASEMENT / CRAWL / SLAB		
4. ROOM COUNT		
5. FINISHED BASEMENT.		
6. BATH COUNT		
7. HEAT TYPE		
8. CENTRAL A/C		
9. FIREPLACE(S)		
10. WD/PATIO/BI POOL		
12. LAND ARE CALCULATION		
TOTAL		

CONCLUSION

VCS: ACCEPTED _____

VCS: REJECTED TO BE REVIEWED _____

SUPERVISOR / REVIEWER _____ DATE _____

SIGNATURE

APPENDIX F

CONFLICT OF INTEREST CERTIFICATION

_____(Company Name) hereby certifies, under penalty of punishment, that it or its agents, employees, officers, directors, or owners, or anyone associated thereto, do not have a Conflict of Interest as described in the specifications ("Conflict of Interest") relating to this request for proposal in the Township of Cedar Grove. If a conflict, as defined in the specifications, is found to exist, _____ discloses same in the attachment appendaged hereto.

NAME

TITLE

SWORN BEFORE ME THIS _____ DAY OF _____, 2025.

NOTARY PUBLIC

APPENDIX G

LITIGATION HISTORY DISCLOSURE

_____ (Company Name) hereby certifies, under penalty of punishment, the enclosed list contemplates the litigation history of _____ (Company Name) within the past five years as described in the specifications ("Litigation History") relating to this request for proposal in the Township of Cedar Grove.
(PLEASE ENCLOSE ATTACHMENT TO THIS APPENDX)

NAME

TITLE

SWORN BEFORE ME THIS _____ DAY OF _____, 2025.

NOTARY PUBLIC

SUPPLEMENTAL ADDENDA

TOWNSHIP OF CEDAR GROVE

1. All lot size, zoning designations, tax map page number are to be verified, corrected and encoded in the MOD-IV on-line tax record system.
1. For all Class 1, 2, 4 and Class 15 properties in the computer assisted mass appraisal (CAMA) program on the CAMA 1 screen under comments, a general description of the property shall be entered (I.E. retail, mixed-use, office, warehouse, apartment (number & type of units), municipal building, school, church) along with the number of units and gross building area since these types of properties will be valued utilizing other systems.

All of aforementioned supplemental items are to be the direct responsibility of the Company and are to be included as a part of the contract price.

LETTER OF QUALIFICATIONS

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

[Insert date]

Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ 07009
Attn: Dale A. Forde

Dear Ms. Forde:

The undersigned has thoroughly reviewed our Qualification Statement submitted in response to the Request for Proposal (RFP) issued by the Township of Cedar Grove ("Township"), dated [insert date], concerning the Township's requirement for professional services to prepare and execute a comprehensive program for the revaluation of all real property located in the Township of Cedar Grove, under the project title "Revaluation Of All Real Property."

We hereby affirm that the information contained within our Qualification Statement (which is hereby incorporated by reference) is accurate, factual, and complete to the best of our knowledge and belief. We submit this Qualification Statement in good faith, with the explicit understanding that any false statement may lead to the disqualification of [Your Company Name].

[Signature of Chief Executive Officer]
[Typed Name and Title]

[Typed Name of Firm]

Date:

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

LETTER OF INTENT

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

[Insert date]

Township of Cedar Grove
525 Pompton Avenue
Cedar Grove, NJ 07009
Attn: Dale A. Forde

Dear Ms. Forde:

The undersigned, representing [Insert Company Name], has submitted the attached Proposal in response to the Request for Proposal (RFP) issued by the Township of Cedar Grove ("Township"), dated [insert date], regarding the Township's requirement for professional services to prepare and execute a comprehensive program for the revaluation of all real property located in the Township of Cedar Grove, under the project title "Revaluation Of All Real Property."

[Insert Company Name] HEREBY AFFIRMS:

The Qualification Statement provided contains true, accurate, factual, and complete information.

[Insert Company Name] commits to participating in good faith in the procurement process as outlined in the RFP and agrees to adhere to the Township's procurement schedule.

[Insert Company Name] acknowledges that all costs incurred in connection with the preparation and submission of the Proposal, or any resulting negotiation, shall be solely the responsibility of the Company.

[Insert Company Name] declares that only the named Principals are participating in this Proposal and that no other individuals have any involvement in this proposal or any resulting contract, unless subsequently approved by the Township.

[Insert Company Name] confirms that this Proposal is independent and has been prepared and submitted in good faith, without collusion or fraud with any other entity.

[Insert Company Name] acknowledges and accepts that the Township may amend, modify, or withdraw this RFP at its sole discretion. The Township bears no liability for any costs incurred by the Company in relation to the procurement activities described in the RFP.

[Insert Company Name] acknowledges the requirement for compliance with all applicable affirmative action and similar laws and agrees to take necessary actions to ensure such compliance.

[Signature of
Chief Executive
Officer] [Typed
Name and Title]

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____ as principal, hereinafter called the Principal, and the _____ a corporation duly organized under the laws of the State of _____ as Surety, hereinafter called the Surety, are held and firmly bound unto _____ as Obligee, hereinafter called the Obligee, in the sum of _____

(\$ _____) for the payment of which well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for the Contract No. _____

NOW, THEREFORE if the Obligee shall accept the bid of the Principal and the Principal shall enter into contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or contract with good and sufficient surety for the faithful performance of such contract for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day of _____ A.D. 20____.

(Principal) (seal) _____
(Print Name)

(Witness) (seal) _____
(Print Name)

CONSENT OF SURETY

In consideration of the promises and of One Dollar to it in hand, paid by the Township of Cedar Grove of the County of Essex, New Jersey, the receipt whereof is hereby acknowledged, the undersigned Surety consents and agrees that if the contract for which the preceding proposal is made be awarded to the corporation, person or persons making the same, it will become bound as surety and guarantor for its faithful performance, and will execute the bonds in the form herein, said bonds to be in an amount equal to One Hundred Percent of the contract price and to be conditioned so as to indemnify the Township of Cedar Grove, its officials, and its officers, against loss due to the failure of the contractor to meet the stipulations of the bond, and to guarantee payment to all persons performing or furnishing labor or materials for performance of said contract, and if the said corporation, person or persons, shall omit or refuse to execute such contract, if so awarded, it will pay on demand to the said Township of Cedar Grove any difference between the sum to which said corporation, person or persons would have been entitled upon the completion of said contract and the sum which the said Township of Cedar Grove may be obliged to pay the corporation, person or persons to whom the contract may be afterwards awarded, the amount in each case to be determined by the bids.

IN WITNESS WHEREOF, said corporation has set its seal and caused these presents to be signed by its

duly authorized officers, this _____ day of _____ 20____.

Surety:

Name of Firm

Surety
Principal

_____ (seal)

(Authorized Official or Attorney in Fact)

ATTEST

_____ (seal)

By

ATTEST:

NOTE: PROVIDE INFORMATION AS REQUIRED ON NEXT PAGE IF REINSURERS ARE TO BE UTILIZED.

Please note, in the event that the surety referenced in the consent of surety does not possess the requisite underwriting limitation necessary to encompass the total amount of the bid proposal submitted so that reliance will be placed upon one or more reinsurers to make up the difference between the amount of the bid proposal submitted and the amount of the surety's underwriting limitation, then the following information must be supplied to the Township of Cedar Grove at the same time the within bid proposal is submitted, in the absence of which the bid proposal shall be deemed invalid for failing to satisfy a material aspect of the bid requirements and specifications:

- (1) The name and address of each reinsurer;
- (2) The amount of each reinsurer's participation in the within bid proposal;
- (3) Documentation that a contract exists between the surety and each reinsurer as to the amount of its participation and its obligation thereon; and
- (4) Written verification from each reinsurer evidencing its agreement to be bound by any existing contract pursuant to (3) above.

IT IS FURTHER REQUIRED THAT EACH REINSURER BE LICENSED WITHIN NEW JERSEY AS A REINSURER AT LEAST IN THE AMOUNT OF ITS PARTICIPATION IN THE WITHIN BID.

NONCOLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

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

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

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____
_____relies upon the truth of 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 Business Entity)

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) 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).

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

**TOWNSHIP OF CEDAR GROVE
COUNTY OF ESSEX**

REQUEST FOR PROPOSALS REVALUATION

RFP: 2025-01

Pursuant to NJSA 40A:11-23.1, the undersigned representative hereby acknowledges receipt of the following notices, revisions, or addenda to the proposal advertisement, specifications or proposal documents. By indicating date of receipt, bidder acknowledges the submitted proposal takes into account the provisions of the notice, revision or addendum. Note that the local unit's record of request for proposals shall take precedence and that failure to include provisions of changes in a proposal may be subject for rejection of the proposal.

ADDENDA #	How Received (Mail, Fax, Pick-up, etc.)	Date Received

Acknowledgement of Authorized Representative:

Name: _____

Signature: _____

Printed Name and Title: _____ Date: _____

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

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. 17:27-5.2.

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 **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625**

VOID



State Treasurer

TOWNSHIP OF CEDAR GROVE
CERTIFICATE OF INSURANCE REQUIREMENTS

- A Certificate of Insurance should be submitted with proposal/bid package and upon award naming Cedar Grove Township additional insured.
- The Certificate of Insurance must list Township of Cedar Grove as Additional Insured, and the “Addl Insr” box must be checked in the General Liability, Auto Liability & Excess Liability section of the certificate.
- Explanation and date of work, program, or contract being performed for the Township must be entered in the “Description of Operations” section of the Certificate of Insurance.
- General Liability Insurance and Automobile Liability Insurance should show a minimum of \$1,000,000.00 per occurrence.
- Umbrella/Excess Liability Insurance in the amount of \$2,000,000 per occurrence.
- Proof of Workers Compensation insurance
- For professional service contracts, proof of Professional Liability Insurance showing a minimum amount of \$1,000,000.00 must also be included.
- A Hold Harmless Clause, per attached, must be filled in and signed by applicant.

HOLD HARMLESS CLAUSE
TOWNSHIP OF CEDAR GROVE

_____ will protect, indemnify, and hold
(Vendor's name)
harmless the Township of Cedar Grove from and against any and all losses, claims, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations including any such claims for damage, loss, or expense resulting in bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property, including the loss of the use resulting therefrom, and which is caused in whole or in part by any negligent or willful act or omission by _____.
(Vendor's name)

Signature

Title

Date

BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, the Contracting Agency is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

TOWNSHIP OF CEDAR GROVE

SAMPLE OF ACCEPTABLE BUSINESS REGISTRATION CERTIFICATES


STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, NJ 08646-0252

TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT
TRADE NAME: CLIENT REGISTRATION
TAXPAYER IDENTIFICATION#: 970-097-382/500
SEQUENCE NUMBER: 0107330
ADDRESS: 847 ROEBLING AVE
TRENTON NJ 08611
ISSUANCE DATE: 07/14/04
EFFECTIVE DATE: 01/01/01
FORM-BRC(08-01)

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT
Trade Name:
Address: 847 ROEBLING AVE
TRENTON, NJ 08611
Certificate Number: 1093907
Date of Issuance: October 14, 2004

For Office Use Only:
20041014112823533

BUSINESS REGISTRATION CERTIFICATE HERE

(INSERT HERE)

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.			
	<input type="checkbox"/> Other (see instructions) _____			
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.		Requester's name and address (optional)
6	City, state, and ZIP code			
7	List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

TOWNSHIP OF CEDAR GROVE

AMERICANS WITH DISABILITIES ACT OF 1990

EQUAL OPPORTUNITY FOR INDIVIDUALS WITH DISABILITY

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

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

It is expressly agreed and understood that any approval by the TOWNSHIP of the services provided by the 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 TOWNSHIP pursuant to this paragraph.

It is further agreed and understood that the TOWNSHIP 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 TOWNSHIP from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contract.

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
 Required Pursuant to N.J.S.A. 19:44A-20.8
TOWNSHIP OF CEDAR GROVE

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one year period preceding (date of award scheduled for approval of the contract by the governing body) to any of the following named candidate committee or joint candidates committee as defined pursuant to N.J.S.A. 19:44A-3 (q) and (r).

Mayor Melissa Skabich	Councilwoman Kerry Peterson
Deputy Mayor Michele Mega	Councilman John A. Zazzali
Councilman Joseph Maceri	

Part II – Ownership Disclosure Certification

I certify that the list below contains the names and addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership
 Corporation
 Sole Proprietorship
 Subchapter S Corporation
 Limited Partnership
 Limited Liability Corporation
 Limited Liability Partnership

Name of Stockholder or Shareholder	Address

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant: _____ Date: _____

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
TOWNSHIP OF CEDAR GROVE

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

~~~~~  
**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$200 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

|              |        |      |  |
|--------------|--------|------|--|
| Vendor Name: |        |      |  |
| Address:     |        |      |  |
| City:        | State: | Zip: |  |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

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|           |              |       |
|-----------|--------------|-------|
| Signature | Printed Name | Title |
|-----------|--------------|-------|

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## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name | Recipient Name | Date | Dollar Amount |
|------------------|----------------|------|---------------|
|                  |                |      | \$            |
|                  |                |      |               |
|                  |                |      |               |
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Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Essex**

State: Governor, and Legislative Leadership Committees

Legislative District #: 21, 27, 28, 29, 34, 36, 40

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Belleville Township

Irvington Township

Bloomfield Township

Livingston Township

Orange City

Caldwell Borough

Maplewood Township

Roseland Borough

Cedar Grove Township

Millburn Township

South Orange Village

East Orange City

Montclair Township

Verona Township

Essex Fells Township

Newark City

West Caldwell Township

Fairfield Township

North Caldwell Borough

West Orange Township

Glen Ridge Borough

Nutley Township

Boards of Education (Members of the Board):

Belleville Town

Glen Ridge Borough

Nutley Town

Bloomfield Township

Irvington Township

Roseland Borough

Caldwell-West Caldwell

Livingston Township

South Orange-Maplewood

Cedar Grove Township

Millburn Township

Verona Borough

Essex Fells Borough

Newark City

West Essex Regional

Fairfield Township

North Caldwell Borough

West Orange Town

Fire Districts (Board of Fire Commissioners):

None

**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 non-corporate 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 ***Township of Cedar Grove*** 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 ***the Township of Cedar Grove*** to notify the ***Township of Cedar Grove*** 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 ***Township of Cedar Grove*** to declare any contract(s) resulting from this certification void and unenforceable.

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

# Acknowledgement of Required Documents Submitted

Checklist for Items that will be required  
(Initial next to each item submitted)

|                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------|--|
| Bid Guarantee                                                                                                       |  |
| Consent of Surety                                                                                                   |  |
| Non-Collusion Affidavit                                                                                             |  |
| Acknowledgment of Receipt of Addenda (if addenda is issued)                                                         |  |
| Business Registration Certificate (BRC) from the State of New Jersey<br>Department of Treasury, Division of Revenue |  |
| Non-Collusion Affidavit                                                                                             |  |
| Disclosure of Investment Activities in Russia-Belarus and Iran                                                      |  |
| EEO Compliance                                                                                                      |  |
| Business Entity Disclosure Certification & Political Contribution Disclosure Form                                   |  |
| Required Insurance Documentation                                                                                    |  |
| Executed Conflict of Interest Certificate-Appendix F                                                                |  |
| Executed Statement & Certification of Litigation & Disputes-Appendix G                                              |  |
| Property Classification Schedule                                                                                    |  |
| Executed Letter of Qualification                                                                                    |  |
| Executed Letter of Intent                                                                                           |  |
| Proposal-Appendix D                                                                                                 |  |
| READ ONLY SECTION:                                                                                                  |  |
| American With Disability Act of 1990 Language                                                                       |  |
| NJ Anti-Discrimination Language                                                                                     |  |

Signature: The undersigned hereby acknowledges and has submitted the above listed requirements:

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

By Authorized Representative:

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

Print Name & Title:

\_\_\_\_\_