

**REQUEST FOR PROPOSALS**  
**FOR**  
**BOROUGH OF DEAL, NEW JERSEY**

**REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES**  
**INCLUDING MANDATORY THREE PHYSICAL INSPECTION ATTEMPTS AND**  
**AVAILABILITY OF VIRTUAL INSPECTION OPTIONS**  
**(IN ACCORDANCE WITH THE ASSESSMENT DEMONSTRATION PROGRAM)**

**(P.L. 2013, c. 15)**

**January 1, 2026 through December 31, 2027**

## REQUEST FOR PROPOSAL

**NOTICE IS HEREBY GIVEN** that sealed Proposals will be received by the Municipality Clerk of the Borough of Deal (the “Municipality”), State of New Jersey, on May 1<sup>st</sup>, 2025 10:00 a.m. in the Borough Hall Building Court Room opened by the designated person of the Borough of Deal, located at 190 Norwood Ave, Deal NJ, 07723.

The annual performance of real property data collection and verification services to cover +/-50% of all properties annually with all parcels located within the Municipality completed over the two (2) year period between January 1<sup>st</sup>, 2026 and December 31, 2027 (also referenced as the “Project”) awarded as a two (2) year contract.

All requirements associated with the project are set forth in a Request for Proposals package. Such packages may be obtained from the Municipality Clerk’s Office, 190 Norwood Ave, Deal NJ, 07723, telephone number 732-531-4154, during regular business hours, 8:30 A.M. to 4:30 P.M., Monday through Friday, excluding holidays, or on the Municipality’s website at [www.dealborough.com](http://www.dealborough.com). Any questions regarding the Request for Proposals should be directed to the Municipality’s Clerk (Jo Anna Myung) at the telephone number and/or address specified above.

The Project shall be awarded through a “fair and open” process pursuant to N.J.S.A.19:44A-20.4, *et seq.*, to the Vendor whose Proposal is most advantageous to the Municipality, price and other factors considered, in accordance with the review criteria set forth in the Vendor Evaluation Form attached to the Request for Proposals.

All Vendors who submit a Proposal must be able to demonstrate that they are capable of completing the project so that it may be implemented for the 2026 tax year, under the applicable time tables set forth in the Assessment Demonstration Program (P.L. 2013 Ch. 15) or such other applicable laws.

The Municipality reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in its judgment will be in the best interest of the Municipality. The Municipality shall award the Contract or reject all submissions no later than sixty (60) days from receipt of same.

By authorization of the Borough of Deal.

**ATTENTION ALL VENDORS:**

All Vendors must complete, execute and submit the “Documents Checklist” set forth below and include completed and executed versions of all of the enumerated forms/items set forth below in order for their Proposal to be considered complete. All forms/items must be typewritten or written in ink. Check the box for each document that is submitted in the proposal. All items listed below are mandatory items to be included in the bid submittal. Failure to complete any item could be cause for automatic bid rejection. **ALL SUBMISSIONS MUST INCLUDE ONE (1) ORIGINAL COPY AND ONE (1) COPY.**

**DOCUMENTS CHECKLIST**

Vendor's initials

1.	Proposal Form to the Municipality	
2.	Non-Collusion Affidavit	
3.	Statement of Ownership	
4.	Affirmative Action Questionnaire	
5.	Statement of Qualifications	
6.	Listing of Subcontractors	
7.	List of all key employees at date of Proposal indicating educational background	
8.	List of current revaluation or reassessment projects under Contract indicating Contract completion date	
9.	List of revaluation and reassessment project Proposals submitted to Municipalities within the past six months	
10.	Vendor's acknowledgment of receipt of addenda	
11.	State of NJ Business Registration Certificate	
12.	A statement of whether any litigation involving the firm has occurred during the past five years and, if so, explain in detail the nature of such litigation and the results thereof.	
13.	List of property inspection and data collection projects performed within the past 5 years, and highlight any such that were performed in Monmouth County	

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Name of Corporation, Partnership Entity or  
Individual:

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Signature of Authorized Representative

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Print Name and Title of Authorized  
Representative of Entity Signing This Document

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Date

**PROPOSAL FORM**

**BOROUGH OF DEAL, NEW JERSEY**

**REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES**

**January 1, 2026 through December 31, 2027**

**WITH RESPECT TO THE COLLECTION AND VERIFICATION OF ALL REAL PROPERTY DATA SITUATED WITHIN THE BOUNDARIES OF BOROUGH OF DEAL**

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**COMPANY NAME**

**DOES HEREBY PROPOSE TO UNDERTAKE SAID DATA COLLECTION PROJECT IN ACCORDANCE WITH THE WITHIN SPECIFICATIONS AND PROVISIONS AT A TOTAL COST OF:**

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**DOLLARS**

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**(AMOUNT IN WORDS)**

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**Company**

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**Signature**

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**Print Name**

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**Title**

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**Date**

**Addenda Acknowledgment**

**Borough of Deal**

Addenda was received on the following dates: \_\_\_\_\_

OR

No addenda was received.

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Company

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Signature

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Print Name

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Title

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Date

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY:

: ss.

COUNTY OF:

I, \_\_\_\_\_ of the Municipality of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of New Jersey, of full age, being sworn according to law on my oath depose and say that I am \_\_\_\_\_ (Title) of the firm of \_\_\_\_\_ the Vendor making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said Vendor has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive Proposal submission 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 Municipality relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the Contract for said project.

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(By)

**STATEMENT OF INDIVIDUAL(S) OWNING 10% OR MORE OF STOCK OR  
INTEREST IN THE VENDOR'S BUSINESS ENTITY**

In accordance with N.J.S.A. 52:25-24.2, no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship, shall be awarded a Contract unless prior to the receipt of the Proposal or accompanying the Proposal of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship, there is submitted to the MUNICIPALITY, a statement setting forth the names and addresses of all stockholders who own 10% or more of stock, of any class or of all individual partners who own a 10% or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S Corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act has been listed. This form shall be submitted with the Proposal whether or not a stockholder or partner owns less than 10% of the business submitting the Proposal. Failure to fully complete this Statement of Ownership can result in disqualification of the proposal.

Date: \_\_\_\_\_ **LEGAL NAME OF VENDOR:** \_\_\_\_\_

**Check which business entity the Vendor is:**

**Type of Corporations:**

Limited Liability Corporation  
Subchapter S Corporation

Date Incorporated: \_\_\_\_\_

**Type of Partnerships:**

Limited Partnership  
Limited Liability Partnership

Where Incorporated: \_\_\_\_\_

Sole Proprietorship

**NOTE: If no Stockholder or partner owns  
10% or more of the business submitting the  
Proposal, please sign and date this form.**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Street Address \_\_\_\_\_ Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

Listed below are the names and addresses of all stockholders or individuals who own ten (10) percent or more of its stock of any classes, or who own ten (10) percent or greater interest herein. Use additional sheets as necessary.

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

## **AFFIRMATIVE ACTION REQUIREMENTS**

### **N.J.S.A. 10:5-31 and N.J.A.C. 17:27** **PROCUREMENT AND SERVICE CONTRACTS**

“Vendors are required to comply with the requirements of P.L. 1975, c. 127” (N.J.A.C. 17:27)

#### **A. ALL VENDORS**

1. Within seven (7) days after receipt of notification of intent to award the Contractor receipt of the Contract, whichever is sooner, the successful Vendor must submit one of the following forms of evidence:
  - a) A Federal Letter of Affirmative Action Plan Approval from the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP). This letter cannot be more than one-year-old from the date of issuance.

**OR**

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

**OR**

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

**Please note** that the Affirmative Action Affidavit for Vendors having less than fifty (50) employees is no longer acceptable.

2. The successful Vendor(s) may obtain the Affirmative Action Employee Information Report (AA302) from the Purchasing Division during normal business hours.
3. The successful Vendor(s) must submit the white and canary copies of the (AA302) Report to the State Affirmative Action Office. The pink copy is submitted to the public agency, and the gold copy is retained by the Vendor.

#### **B. THE FOLLOWING QUESTIONS MUST BE ANSWERED BY ALL PROSPECTIVE VENDORS:**

1. Do you have a Federal Letter of Affirmative Action Plan Approval? This letter cannot be more than one-year-old from the date of issuance.

Yes\_\_\_\_\_ No\_\_\_\_\_

- a) If yes, please submit a photo copy of such approval

**NOTICE TO VENDORS**  
**AFFIRMATIVE ACTION REQUIREMENTS**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**  
**PROCUREMENT AND SERVICE CONTRACTS**  
(Continued)

2. Do you have a State of New Jersey Certificate of Employee Information Report (Certificate of Approval)?

Yes \_\_\_\_\_ No \_\_\_\_\_

**(attached)**

a) If yes, please submit a photo copy of such approval.

3. Vendors must complete an Affirmative Action Employee Information Report (AA302) obtained from the Purchasing Division during normal business hours.

AFFIRMATIVE ACTION REQUIREMENTS P.L. 1975, c 127 (N.J.A.C. 17:27)

The undersigned Vendor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) and agrees to furnish the required forms of evidence.

The undersigned Vendor further understands that his/her Proposal must be rejected as non-responsive if said Contractor fails to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27).

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Company

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Signature

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Print Name

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Title

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Date

**BOROUGH OF DEAL**

**QUALIFICATIONS**

The Vendor is required to state in detail, in the space provided below, the following:

- (1) All work that the Vendor has performed that is similar in nature and scope to the proposed work and the dates of completion of same;
- (2) References and such other detailed information that will enable the Borough to judge the Vendor's responsibility, experience, skill and financial standing;
- (3) A listing of equipment and technology available to the Vendor for the work under the proposed Contract;
- (4) Evidence that the Vendor has appropriate technical experience to complete the work.

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Company

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Signature

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Print Name

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Title

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Date

*(ATTACH ADDITIONAL PAGES, IF NECESSARY)*

**[PROPOSED CONTRACT]**

**BOROUGH OF DEAL**

**PROPERTY DATA COLLECTION AND VERIFICATION PROGRAM**

CONTRACT FOR REAL PROPERTY DATA COLLECTION AND VERIFICATION SERVICES  
FROM JANUARY 1st, 2026 through DECEMBER 31st, 2027

**THE MUNICIPALITY OF BOROUGH OF DEAL**

**a Municipal Corporation of the State of New Jersey**  
**190 Norwood Ave, Deal, NJ, 07723**  
(hereinafter the "Municipality");

**AND**

**[VENDOR NAME]**  
**[ADDRESS]**

(hereinafter the "Company", and together with the Municipality, the "Parties")

1. **Program Definitions:**

The Company agrees to prepare and execute a complete program for the collection and verification of all data of real properties situated within the confines of the Municipality (as illustrated on the Property Classification Summary attached hereto as Appendix A) commencing in 2026, or as directed by the Municipality upon the terms contained herein. Said work shall be performed in accordance with the terms and conditions contained herein, including the attached Appendices.

The Company must comply with the attached delivery schedule (Appendix D).

2. **Contract Contingencies:**

The Parties shall not have the authority to vary, alter, amend, or change this Contract once executed, without the written consent of the other party. No changes to the pricing or number of required inspection visits provided herein may be made following the submission of bids by prospective vendors.

The Company shall not have the right to subcontract any portion or function of this Contract, without receiving prior written approval from the Municipality's Tax Assessor (the "Assessor").

The Company shall be responsible for any and all work performed by any subcontractors allowed for in this Contract, if any.

3. **Conflict of Interest:**

No commissioner or employee of the Monmouth County Board of Taxation, no employee of the County of Monmouth, no assessor of a taxing district within Monmouth County and no official or employee of the Municipality shall have an interest

whatsoever directly or indirectly, as an officer, stockholder, employee or any other capacity in the Company.

Neither the Company nor any of its members, employees, officers or stockholders shall represent any taxpayer filing a tax appeal in the State of New Jersey during the term of the Contract.

Any violation by the Company of the provisions of this section shall result in the immediate termination of this Contract and the Municipality shall commence a competitive bid process for the remainder of the current project term and any extensions thereof.

4. Company Personnel:

Principals of the Company must include individuals that have at least five (5) years of practical and extensive experience in the collection of data for the purposes of mass appraisal.

Field personnel shall have a minimum of seventy (70) hours of in-service training pertaining to their particular phase of the work and shall be generally aware of other phases of the data collection project prior to starting field work. A sufficient number of field personnel shall be provided so as to meet the project completion schedule and other parts of this Contract. At least one of the field personnel shall be designated for commercial properties.

The Company shall designate a qualified and responsible employee to supervise the operation of the Company's staff for the entire project, as designated in Appendix B. There shall be one (1) supervisor for no more than six (6) field data collectors or part thereof. The supervisor shall have at least five (5) years of experience in property inspection and/or appraisal work. These designated individuals shall make themselves available to the Assessor for consultation throughout the project.

The Company shall either obtain an identification card from the Municipality for each staff member or use its own identification card provided it is approved by the Assessor. This identification tag must be worn at all times on the outside of their clothing. Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. The Company shall instruct all field personnel to avoid unnecessary communication with property owners and residents while conducting inspections, consistent with Section 13.

The Company shall supply the Assessor and Municipality's Police Department with driver's license numbers, vehicle license plate numbers, and make of the vehicle or vehicles that will be used by field personnel on this project.

The Company shall require all personnel performing work on this project to authorize a background investigation of its employees by submitting the release attached hereto as Appendix C, or by providing the Police Department with a completed background check. This investigation shall include a National Criminal Information Center report (NCIC) and a driver's license review, which shall be at the expense of the Company.

Upon written notice to the Company, the Assessor may request removal of any person for this project whose work is unsatisfactory, or has conducted him or herself in an unprofessional manner, or upon the advice and counsel of the Police Department.

5. Office Space:

The Company shall provide their own office space within a reasonable distance to the Municipality. The Company must provide a sufficient number of computer lines at their expense, if needed. The Company shall provide all the furniture, equipment, machines, and other items required in connection with this project at its own expense. This also relates to computer equipment for encoding.

The Company shall provide adequate telephone and online services throughout this project to receive any inquiries by interested persons at the Company's expense. The phone numbers must be local phone numbers and not "main office" or out of state numbers. The Assessor shall be provided with a list of telephone numbers being used by Company personnel in order to maintain communications between all parties.

6. Submission of Work:

Upon the completion of each annual portion of the project and the verification and auditing of all data collected by the Company, the Company shall enter the data into the computer system. Said computer system must be compatible with the Municipality's MicroSystems tax assessment software and must contain MOD IV and CAMA file information for entering and use, or must be converted at the Company's expense and submitted into the County system for the Assessor's review.

Photographs of properties must be submitted to the County Tax Board with file names consistent with County Tax Board requirements for use in the Tax Board Portal. Photographs will include the county and municipal district code, tax block and lot, and be properly attached to the MOD IV and CAMA files for each property. The Company must also annually (no later than December 31<sup>st</sup>) supply the Assessor with a CD or Flash Drive containing all photographs taken that calendar year. Any costs, planning or logistics relative to this provision will be at the exclusive expense of the Company.

Verification of the Company's system compatibility shall be demonstrated before the project is commenced and approved by the Assessor.

The Company shall include real property identification material on properly labeled individual property record cards in a format acceptable to and approved by the Assessor.

The information to be verified and collected on the property record card for each property shall include, but not necessarily be limited to:

For residential properties, non-residential properties that are costed in the residential CAMA system or other properties at the discretion of the Assessor:

- (1) A scaled electronic sketch of the exterior building dimensions consistent with the section naming convention provided by the assessor and subject to be modified at the Assessor's discretion.
- (2) Notations/measurements of significant building components, detached building items, land / building characteristics, number of units, relevant condition data (in accordance with the Assessor's direction), and other data specifically specified by the Assessor prior to the project start date and subject to be modified at the

Assessor's discretion. (Data collection criteria is further defined in Section 15 of this Contract.)

- (3) Residential data is to be returned in a way that is consistent with the way the Assessor identifies and costs such improvements within the mass appraisal modeling and subject to be modified at the Assessor's discretion.
- (4) No less than two (2) photographs per property including a front and rear photograph of each "main" structure. The inspector should use their judgement to determine if more photographs should be provided.
- (5) All returned records should identify the person making the inspection, whether an interior inspection was obtained and any other relevant notes.
- (6) All data must be provided back to the Assessor within the CAMA software in the proper designated database fields.

For commercial/industrial/apartment properties, certain exempt classified properties or other properties at the discretion of the Assessor:

- (1) A scaled paper sketch of the exterior building dimensions. Site improvements such as fencing, lighting, docks, and paving are to be recorded as accessory items. Verification of a current paper record is sufficient, however if no record exists or is sufficiently inaccurate, a new paper record must be created.
- (2) The property record card should contain the following information: (a) number of units; (b) interior leasable size of units; (c) description of unit use; (d) condition of unit; and (e) name of tenant (if applicable) for each unit on the property.
- (3) A spreadsheet will be provided by the Assessor prior to the project commencement. On the provided spreadsheet, the Company will verify/provide (a) number of units; (b) interior leasable size of units; (c) description of unit use; (d) condition of unit; and (e) name of tenant (if applicable) for each unit on the property.
- (4) No less than two (2) photographs per property including a front and rear photograph of each "main" structure. The inspector should use their judgement to determine if more photographs should be provided. If commercial space is open to the public, the inspector may provide interior photographs as evidence of condition.
- (5) All returned records should identify the person making the inspection, whether an interior inspection was obtained and any other relevant notes. This specific data must be provided back to the Assessor within the CAMA software in the proper designated database fields.

The Company shall be responsible for the data collection and verification of all construction within the designated properties for each year. If a building is under construction at the time of the field investigation, a notation to that effect shall be placed on the computerized appraisal system in order that it can be retrieved in an expeditious manner for further review. At the discretion of the Assessor, the data on said properties may be needed for collection, therefore proper measurements and notations should be made on the Property Record Card. The inspector must utilize a "P" the "Partial" field in the CAMA software for any affected properties so that the assessor can easily isolate for review

At the discretion of the Assessor, the Company shall provide the Assessor with completed property record cards filed in sequence by block and lot numbers for all taxable and exempt properties. Property record files shall include all supporting data and documentation.

7. Project Completion; Program Progress Reports:

The Parties hereby recognize that completion of the project within a timely manner is essential. The Company has agreed to complete the project in accordance with the requirements of the Assessment Demonstration Program (P.L. 2013 c. 15) and such other applicable laws.

The Company shall submit a monthly status report outlining the project's progress to the Assessor for any month in which inspections have been completed, until completion and acceptance of the project.

8. Payment Schedule:

The Company shall submit a monthly invoice to the Municipality for any month in which inspections have been completed, within 5 days of the last day of each such month, and return any payment vouchers provided by the Municipality. Payment shall be made by the Municipality within 30 days of each invoice.

Payment will be made for work completed, and billings properly filed and approved shall be processed and payment shall be mailed to the Company if found to be in order and approved.

Payments to be made to the Company under this Contract shall be calculated by applying the appropriate dollar value to the work completed and accepted by the Assessor for each payment period. The dollar values to be utilized are outlined in the Appendices attached hereto.

9. Insurance:

The Company shall provide Certificates of Liability and Worker's Compensation insurance providing coverage in accordance with the Municipality's insurance requirements, as set forth in the Project Specifications. Insurance coverage shall indemnify and hold the Municipality harmless from any and all liability arising from the Company's work (which shall not include property owner appeals of assessments assigned by the Municipality). The Company, at their own expense, should defend any suit which may be brought against the Municipality in connection with, or rising out of the services furnished hereunder.

The Company shall provide comprehensive general liability and automobile liability insurance coverage with the Municipality named as co-insured. Limits of liability for each coverage shall be a minimum of \$1,000,000 per person and \$1,000,000 per occurrence for bodily injury and \$250,000 property damage.

Copies of all insurance policies must be provided to the Municipality prior to the commencement of any work under this Contract.

10. Unsatisfactory Work:

If at any time during the Contract period the quality and/or progress of the Company's work shall not be satisfactory, the Municipality reserves the right to terminate the Contract upon thirty (30) days written notice directed to the principal place of business of the Company. This notice shall specify any work deficiencies on which termination is based, and provide the Company with thirty (30) days to cure such deficiencies prior to termination being effective.

If either party violates the terms and conditions of this Contract, the other party shall have the unilateral right to terminate the Contract upon thirty (30) days written notice directed to the other party.

Thereafter, the Municipality shall be responsible only for the reasonable value of the services

theretofore rendered, and in no event a sum greater than the ratio of completed work to the whole work contemplated by the Contract.

11. Interpretations of Specifications and Contract:

This Contract shall be construed pursuant to the laws of the State of New Jersey. Any litigation with respect to the interpretation of the terms of this Contract shall be within the sole jurisdiction of the Court of the State of New Jersey.

12. Confidential Nature of Project:

Disclosure of information, including pricing information or any information with respect to the Company's or Municipality's technology and processes, to any individual, company, or corporation, other than the Assessor, the Municipality, the Company and its employees or their authorized representatives is expressly prohibited, and if done before conclusion of this project will be considered a violation of the Contract and subject the party in violation to liquidated damages. It is understood that this does not refer to information released under due process of law, the Open Public Records Act, or consistent with public bidding processes.

13. Public Relations & Communication:

During this project, the Company and its employees will endeavor to promote understanding and amicable relations with taxpayers and the general public. The Parties will endeavor to orient and educate all interested persons as to the inspection project. Any informational materials shall be presented to the Assessor prior to release. No less than one mailing per year shall be completed by the Company at its expense pursuant to Section 15.

The Municipality will publicize the project in advance of inspections to educate the public and maximize their cooperation and interior inspection/appointment rates, via website, newsletter or other available options.

The employees of the Municipality and the Company shall work together to maintain the full cooperation of all taxpayers by treating each inquiry with courtesy and supplying all necessary information within statutory requirements and limits to every interested taxpayer; however, each field inspector shall be instructed to refrain from discussions with the property owner, tenant, or occupant relating to property valuations, tax amounts or rates, or any related subjects. Any such inquiries will be directed to the Assessor.

Annually, a Company supervisor, along with all inspectors intended to conduct work in the Municipality, will be required to meet with the Assessor in the Assessor's Office or other designated location prior to any annual inspections being conducted to review and discuss details of the project.

14. Materials and Information to Be Provided:

The Municipality shall furnish the Company with the following:

- a) One (1) large and two (2) small copies of the up-to-date tax map (or sufficient digital maps) approved by the Director of the State of New Jersey Division of Taxation or his or her designate indicating the real estate assessment numbering system to assist field inspectors in locating properties; it should be noted that the tax maps may be "conditionally approved" which shall be considered acceptable for use in the valuation

process.

- b) An electronic copy of the MOD IV file, and corresponding record layout from the Municipality's data custodian, of current property records for all properties currently listed upon the tax records of the Municipality. This electronic file shall include, but not be limited to, the block, lot, additional lots, owner's name and address, property location and property classification. The Municipality will also provide an outline and explanation of any unique data fields utilized by the Assessor to ensure that the Company's revision of property records does not interfere with such data fields.
- c) Letters of introduction to facilitate the Company's access to properties for inspection and data collection purposes.

15. Property Inspection:

No greater than three (3) weeks prior to the physical inspections commencing, unless a different time frame is directed by the Assessor, the Company (at its own expense) shall send notice to the current owners on file for each property located within the annual inspection area (excluding Municipality-owned properties). The notice shall be sent by mail and shall explain the nature and purpose of the data collection program, provide a contact number/instructions on how to initiate a virtual internal inspection, and generally explain the anticipated process for the future physical visit(s). The notice must state that each property will be subject to a physical exterior inspection and either a virtual or physical interior inspection. A copy of said notice must be submitted to the Assessor for approval prior to being mailed. The virtual internal inspections shall be an available option for property owners commencing the date of the initial notice and remain an option for property owners until the date that annual inspection area data is electronically provided back to the assessor.

This Contract requires the inspection and verification of all property exteriors and **three (3) physical interior inspection attempts**. The three (3) physical interior inspection attempt requirement will only be waived in the event that a property owner expressly refuses the inspection or in the event that the interior inspection is conducted either virtually or in person during the first or second physical inspection attempts. The Company shall not be required to complete any exterior inspections of properties which are inaccessible, or any exterior or interior inspections when the property owner and/or occupant refuses inspector entry, with such properties being labeled accordingly for the Assessor and excluded from subsequent visits.

With the exception of properties that have completed a virtual interior inspection, all inspection attempts must be conducted in-person by the Company's personnel and the Company shall not rely on mailings or other contacts with property owners for purposes of fulfilling the Company's inspection requirements hereunder. However, data may be collected directly from property owners in select circumstances, as permitted by the Assessor, such as cases in which an owner or occupant's health is not conducive to an interior inspection. Any violations of this provision will result in immediate termination of the Contract by the Municipality.

A careful inspection of each parcel shall be made after 9:00 a.m. but before 7:00 p.m. on any day, Monday through Saturday. Two more unscheduled physical attempts to gain access to the interior shall be completed unless 1) the property had the interior inspection already completed (physically or virtually) or 2) the property owner or representative of the property owner expressly refused entry.

If the owner/occupant is not available at the time of the first and second (if needed) inspection,

a calling card or “door tag” shall be left in a conspicuous place (not in a mail box) indicating that the field inspector has attempted to visit, and include the proper contact information for the Company to easily initiate a virtual inspection. This card shall include information advising that the inspection is necessary for the Municipality to accurately assess their property.

In cases where no interior inspection is possible after three (3) attempts or an owner/occupant refuses to allow entry to the premises, the Company shall indicate this on the relevant property record, for review by the Assessor. In no event shall a card be left requesting the owner/occupant to fill in information. Where no interior inspection is possible after three (3) attempts, the inspector shall reasonably estimate the contents and conditions of the interior based on what is observed on the property and in accordance with the Assessor’s direction.

The Company shall immediately notify the Assessor of any properties discovered not to be on the current tax list so as to permit adequate time to place an Added/Omitted assessment on the property.

The type of construction will be recorded by component parts such as, but not necessarily limited to, foundation, livable area, wall construction, roof, floors, interior finish, heating system, fireplaces, plumbing, fixtures, number of rooms, style of home, finished basement space, walkout basement, finished attic space, dormers, built-ins, unit data on multi-family homes, decks, porches, garages, physical interior/exterior/bathroom/kitchen conditions (designated in accordance with the Assessor’s direction).

Measurement and, if necessary, condition data shall be collected for detached items, including but not limited to, pools, patios, tennis courts, sports courts, sheds greater than 100sf, gazebos, detached garages, greenhouses, barns etc. Cabanas or other accessory buildings with finished heated area shall be submitted as a separate PRC containing relevant data supplemental to the “M” (Main) PRC.

In order for the Assessor to produce more fair and equitable assessment modeling, the Assessor will reserve the right to make reasonable modifications to the above instructions as the project progresses.

Each inspector shall record the name or code of the person making the inspection, the date of inspection, and obtain the signature of the occupant verifying that an interior inspection has been conducted. Actual interior inspection is required and at no time shall the property owner’s description be accepted in lieu of inspection. The signature of the party present at the time of inspection shall be requested and be a part of the inspection documentation.

All properties within the Municipality must be inspected and verified during the term of the Contract, subject to the exceptions noted above.

In conjunction with the Assessor, the Company shall establish an “inspection plan” within thirty (30) days of award of this contract, dividing the Municipality into two sections; each representative of 50% (+/-) of the total number of properties in the Municipality. With the Assessor’s approval, each section shall be assigned a respective inspection year:

“Inspection Year 2026” shall mean properties to be inspected between 1/1/2026 and 8/15/2026  
“Inspection Year 2027” shall mean properties to be inspected between 8/16/2026 and 8/15/2027

In no event, shall inspections not be complete by the timeline designated in the “inspection plan” established at the start of the project unless approved by the Assessor. Any new lots caused by property that is subdivided during the term of this contract will be added to “Inspection Year 2027”

with the exception of any new lots where the property's required interior inspection is satisfied through the Added/Omitted Inspection process. The Assessor shall be responsible for maintaining such list of properties and provide to the Company upon initiation of the inspections in "Inspection Year 2027".

Electronic inspection data shall be electronically forwarded to the Municipality's data custodian at the completion of each annual portion of the project. Any deliverable paper records shall be forwarded via paper to the Assessor at the same time.

Data shall be delivered to the Assessor's office no later than the following dates:

Data relative to "Inspection Year 2026" shall be delivered no later than 9/1/2026  
Data relative to "Inspection Year 2027" shall be delivered no later than 9/1/2027

Upon completion of a review by the Assessor, should discrepancies appear in the Company's data, the Company shall make the necessary corrections at its own expense.

The format of the property record data collection card shall be as indicated on the Monmouth County System (MOD IV and CAMA) unless otherwise directed by the Assessor. The Assessor may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner. The Assessor or his designee may accompany Company employees at any time during field inspections.

#### 16. Added/Omitted/Additional Inspections; New Sketches

For purposes of this Contract, the term "Added/Omitted/Additional Inspections" (Appendix F), refers to any additional inspections that the Assessor may request the Company perform outside of the normal scheduled inspections and shall cover the remainder of the County/State approved five-year inspection cycle (years 2024 through 2028). An "Added/Omitted/Additional inspection" may or may not result in an Added or Omitted Assessment on a property. The "Added/Omitted/Additional Inspection" provision of this Contract may be used for any additional data collection or verification inspections that the Assessor may find necessary to have conducted during the course of the project.

Selection of participation in "Added/Omitted/Additional Inspections" will not be considered by the Municipality as an optional selection. To be considered as a complete and responsive bid, participation in "Added/Omitted/Additional Inspections" is mandatory as part of the overall Contract.

The Assessor shall annually provide to the Company (no later than June 1<sup>st</sup> each year), a spreadsheet of the desired properties to be inspected. The spreadsheet shall contain, at minimum, the following information: block, lot, qualifier, property class, property address and description of the renovation or purpose of the additional inspection.

Generally, the same physical inspection procedures and instructions shall apply for "Added/Omitted/Additional inspections" as does regular inspections with some minor exceptions as it relates to property owner notification and inspection attempts needed. For "Added/Omitted/Additional inspections", the municipality will not require a minimum number of physical attempts as the number of attempts required by law will be satisfied through the regular inspection process.

The Company shall (at its own expense) mail property owners on the "Added/Omitted/Additional Inspection" list a notice explaining the purpose of the inspection prior to the inspections being

conducted. The notice shall also explain the virtual inspection option where applicable and include the proper contact information for the Company to easily initiate the virtual inspection. The Assessor will reserve the right to remove any property from the “Added/Omitted/Additional Inspections” prior to a first inspection attempt.

The Company shall conduct all inspection attempts on “Added/Omitted/Additional Inspections” between June 1<sup>st</sup> and August 15<sup>th</sup> of each respective year. The Company must provide the electronic (or other) data and photographs to the Assessor no later than September 1<sup>st</sup> of each respective year.

The following deliverables apply for “Added/Omitted/Additional Inspections” on residential properties, non-residential properties that are costed in the residential CAMA system or other properties at the discretion of the Assessor:

- (1) A scaled electronic sketch of the exterior building dimensions consistent with the section naming convention provided by the assessor and subject to be modified at the Assessor’s discretion.
- (2) Notations/measurements of significant building components, detached building items, land / building characteristics, number of units, relevant condition data (in accordance with the Assessor’s direction), and other data specifically specified by the Assessor prior to the project start date and subject to be modified at the Assessor’s discretion. (Data collection criteria is further defined in Section 15 of this Contract.)
- (3) Residential data is to be returned in a way that is consistent with the way the Assessor identifies and costs such improvements within the mass appraisal modeling and subject to be modified at the Assessor’s discretion.
- (4) No less than two (2) photographs per property including a front and rear photograph of each “main” structure. The inspector should use their judgement to determine if more photographs should be provided.
- (5) All returned records should identify the person making the inspection, whether an interior inspection was obtained and any other relevant notes.
- (6) All data must be provided back to the Assessor within the CAMA software in the proper designated database fields.

For “Added/Omitted/Additional Inspections” on commercial/industrial/apartment properties, certain exempt classified properties or other properties at the discretion of the Assessor:

- (1) A scaled paper sketch of the exterior building dimensions. Site improvements such as fencing, lighting, docks, and paving are to be recorded as accessory items. Verification of a current paper record is sufficient, however if no record exists or is sufficiently inaccurate, a new paper record must be created.
- (2) The property record card should contain the following information: (a) number of units; (b) interior leasable size of units; (c) description of unit use; (d) condition of unit; and (e) name of tenant (if applicable) for each unit on the property.
- (3) A spreadsheet will be provided by the Assessor prior to the project commencement. On the provided spreadsheet, the Company will verify/provide (a) number of units; (b) interior leasable size of units; (c) description of unit use; (d) condition of unit; and (e) name of tenant (if applicable) for each unit on the property.
- (4) No less than two (2) photographs per property including a front and rear photograph of each “main” structure. The inspector should use their judgement to determine if more photographs should be provided. If commercial space is open to the public, the inspector may provide interior photographs as evidence of condition.
- (5) All returned records should identify the person making the inspection, whether an interior inspection was obtained and any other relevant notes. This specific data must

be provided back to the Assessor within the CAMA software in the proper designated database fields.

17. Computer Requirements:

The data collection of all properties (with only the exceptions listed in this contract or as approved by the Assessor) must be computer generated so that the data can be integrated into the computer mass appraisal system (CAMA).

The Municipality currently uses and intends on continuing to use Micro Systems-NJ tax assessment software. Should the Municipality change software vendors for any reason during the term of this Contract, the Company agrees to, within reason, work with the Assessor to be sure that collected data is converted properly for mass appraisal modeling use within the CAMA software.

It shall be the Company's exclusive responsibility to ensure compatible and actual operation of any computer system that the Company may use.

The Real Property Appraisal Manual of New Jersey, Third Edition, Volumes I and II and any updates must be computerized for the purpose of generating computer data files for residential and commercial properties.

No distribution of any materials, with the exception of the MOD IV tape as required by the state, shall be permitted.

18. Digital Photography:

No less than two (2) photographs per property including a front and rear photograph of each "main" structure. The inspector should use their judgement to determine if more photographs should be provided. If commercial space is open to the public, the inspector may provide interior photographs as evidence of condition.

Photographs of properties must be submitted to the County Tax Board with file names consistent with County Tax Board requirements for use in the Tax Board Portal. Photographs will include the county and municipal district code, tax block and lot, and be properly attached to the MOD IV and CAMA files for each property.

The Company must also annually (no later than December 31<sup>st</sup>) supply the Assessor with a CD or Flash Drive containing all photographs taken that calendar year.

Any costs, planning or logistics relative to this provision will be at the exclusive expense of the Company.

19. Records and Computations to Become Property of Municipality:

On an annual basis, upon the conclusion of all property inspections and acceptable revisions, the Company shall meet with the Assessor upon his or her request to finalize all aspects of the project. The Company shall transmit to the custody of the Assessor (via the Municipality's data custodian) all data collected by the Company pursuant to the project if not previously provided. These records shall include, but not necessarily be limited to:

- (1) Written statements to the public or group concerning the nature of the project;
- (2) Any letter or memoranda to individuals or groups explaining methods used in the data collection;
- (3) Data processing information pertaining to the format of the computer systems used in the project;
- (4) Pictures of properties as required by this Contract;
- (5) Records containing property data files which will be used in the development of the Assessor's certified tax list, in a format consistent with the New Jersey Property Tax System MOD IV; and
- (6) Any other records pertaining to the project.

20. Cost Proposal for 2-Year Inspection Plan:

In accordance with the Assessment Demonstration Program, and its implementation schedule promulgated by the Monmouth County Board of Taxation with the consent of the New Jersey Division of Taxation, providing a program for "Annual Qualified Reassessment to 100% of market value" supported by an five (5) year program for the inspection of all properties, the Company shall provide a schedule of fees relating to the cost of data collection and data verification via internal inspection in Appendix E.

23. Affirmative Action:

The Parties agree to incorporate into this Contract the mandatory language of subsection 3.4(a) of the regulations promulgated by the New Jersey State Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4(a), provided that said subsection shall be applied subject to the terms of subsection 3.4(d) of said regulations.

The Parties agree to further incorporate into this Contract the mandatory language of subsections 7.4(a) and (b) of regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the Company or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsections 7.4(a) and (b).

The Company shall execute and comply with all requirements contained in the Affirmative Action Affidavit attached hereto, which shall be incorporated herein by reference. The Company shall submit a copy of its Certificate of Employee Information Report or Form AA-302 (Initial Employee Information Report) prior to any payments being made under this Agreement.

The Parties, for themselves, their heirs, executors, administrators, successors, or assigns, hereby agree to the full performance of the covenants herein contained.

24. Americans With Disabilities Act of 1990:

The Company agrees to comply with the "Americans With Disabilities Act of 1990", which shall be incorporated herein by reference.

**IN WITNESS WHEREOF**, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties have executed this Contract with an effective date this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**BOROUGH OF DEAL**

**[COMPANY]**

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WITNESS/TITLE:

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WITNESS/TITLE:

**APPENDIX A**

BOROUGH OF DEAL  
PROPERTY CLASSIFICATION SUMMARY

<u>CLASS PROPERTY CLASSIFICATION</u>	<u>NUMBER OF LINE ITEMS</u>
1 VACANT LAND	53
2 RESIDENTIAL (4 FAMILY OR LESS)	854
3A FARM REGULAR	0
3B FARM QUALIFIED	0
4A COMMERCIAL	14
4B INDUSTRIAL	0
4C APARTMENTS/MULTI FAMILY	4
15A EXEMPT PUBLIC SCHOOL	1
15B EXEMPT OTHER SCHOOL	0
15C EXEMPT PUBLIC PROPERTY	18
15D EXEMPT CHARITABLE	8
15E EXEMPT CEMETERIES	0
15F EXEMPT MISC.	4
<b>TOTAL</b>	<b>956</b>

## **APPENDIX B**

## BOROUGH OF DEAL

**LIST OF SUPERVISOR(S) TO BE RESPONSIBLE (IN CHARGE) OF ENTIRE PROJECT\*  
(PROVIDE SEPARATE SHEET, IF NEEDED)**

**APPENDIX C**

(TO BE SUBMITTED ONLY UPON AWARD OF CONTRACT)

BOROUGH OF DEAL

BACKGROUND INVESTIGATION RELEASE

POLICE DEPARTMENT CONSENT FORM

The undersigned hereby authorized the Municipality 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.

Alternatively, the Company is providing completed background checks to the Assessor and the Municipality's Police Department, as required.

NAME (PLEASE PRINT OR TYPE)

DRIVER LICENSE NUMBER

LICENSE PLATE #

VEHICLE MAKE / MODEL

SIGNATURE

WITNESS

## **APPENDIX D**

### **BOROUGH OF DEAL**

#### **SCHEDULE OF COMPLETION AS PER THE REQUIREMENTS OF THE ASSESSMENT DEMONSTRATION PROGRAM S1213-A1591 (P.L. 2013, c.15)**

<b><u>ASSESSMENT FUNCTION</u></b>	<b><u>DUE DATE/RESPONSIBLE PARTY</u></b>
Annual Completion and Submission of Data Collection and Verification for (a)	September 1 / Company
Completion and Submission of Data Collection and Verification for <u>Added/Omitted Properties</u> , as provided by the Assessor by June 1 (b)	September 1 / Company
Submission to the Company of Final Added/Omitted Property List by the Assessor (or MOD IV Permit File, if updated/available)	June 1 / Assessor
Submission to the Company of election for Added/Omitted and/or Farmland Inspections	March 1 / Assessor
Mailing of Notification Cards to Property Owners	No greater than three (3) weeks prior to the physical inspections commencing / Company (c)
Submission to the Assessor of Pre-Inspection Requirements: Notification Mailings, Door Tags, Background Checks and Insurance Certificates.	Prior to the commencement of inspections / Company

(a) Subject to the provisions and exceptions set forth in Section 15.

(b) Due Date only applicable to Added and Omitted property lists provided to the Company by June 1.

(c) Unless a different time frame is directed by the Assessor pursuant to Section 15.

## **APPENDIX E**

### **BOROUGH OF DEAL COST PROPOSAL FOR 2-YEAR INTERNAL INSPECTION PLAN**

Please provide the Company's fees of data collection and data verification via internal inspection.

#### **CLASS**

1	VACANT LAND	\$____ PER PARCEL
2	RESIDENTIAL (4 FAMILY OR LESS)	\$____ PER PARCEL
3A	FARM REGULAR	\$____ PER PARCEL
3B	FARM QUALIFIED	\$____ PER PARCEL
4A	COMMERCIAL	\$____ PER PARCEL
4B	INDUSTRIAL	\$____ PER PARCEL
4C	APARTMENTS	\$____ PER PARCEL
15A	EXEMPT PUBLIC SCHOOL	\$____ PER PARCEL
15B	EXEMPT OTHER SCHOOL	\$____ PER PARCEL
15C	EXEMPT PUBLIC PROPERTY	\$____ PER PARCEL
15D	EXEMPT CHARITABLE	\$____ PER PARCEL
15E	EXEMPT CEMETERIES	\$____ PER PARCEL
15F	EXEMPT MISC.	\$____ PER PARCEL

## **APPENDIX F**

### **BOROUGH OF DEAL COST SUMMARY FOR ADDED/ OMITTED ASSESSMENT INSPECTION SERVICES**

Please provide the Company's fees for inspection/data collection associated with Added/Omitted Assessments, including any sub-categories within each property class. Pricing shall be applicable for the remainder of the County/State approved five-year inspection cycle (years 2024 through 2028).

#### **CLASS**

- 1 VACANT LAND \$\_\_\_\_ PER PARCEL
- 2 RESIDENTIAL (4 FAMILY OR LESS) \$\_\_\_\_ PER PARCEL
- 3A FARM REGULAR \$\_\_\_\_ PER PARCEL
- 3B FARM QUALIFIED \$\_\_\_\_ PER PARCEL
- 4A COMMERCIAL \$\_\_\_\_ PER PARCEL
- 4B INDUSTRIAL \$\_\_\_\_ PER PARCEL
- 4C APARTMENTS \$\_\_\_\_ PER PARCEL
- 15A EXEMPT PUBLIC SCHOOL \$\_\_\_\_ PER PARCEL
- 15B EXEMPT OTHER SCHOOL \$\_\_\_\_ PER PARCEL
- 15C EXEMPT PUBLIC PROPERTY \$\_\_\_\_ PER PARCEL
- 15D EXEMPT CHARITABLE \$\_\_\_\_ PER PARCEL
- 15E EXEMPT CEMETERIES \$\_\_\_\_ PER PARCEL
- 15F EXEMPT MISC. \$\_\_\_\_ PER PARCEL

All inspections require digital photography date-stamped and encoded with the parcel identification in accordance with the Monmouth County indexing convention.