

REQUEST FOR QUOTE
TO PROVIDE ADMINISTRATIVE SERVICES
TO

**ASSIST WITH 2017 COUNTY TAX APPEAL DEFENSE, AND 2017
GENERAL FILE MAINTENANCE FOR FLORENCE TOWNSHIP,
BURLINGTON COUNTY, NEW JERSEY**

Florence Township is seeking a quotation for administrative services and the township is contacting you/your firm to see if you/your firm would be interested in submitting a quote for professional services to assist the Tax Assessor, Mr. Thomas J. Colavecchio with 2017 County Tax Appeal defense, and 2017 general file maintenance for the Florence Township Tax Assessment Office.

Your quote should be submitted along with qualifications to:

**Township of Florence
Richard A. Brook, Administrator
711 Broad Street
Florence, New Jersey 08518
e-mail: rbrook@florence-nj.gov**

The Township of Florence requires that interested parties submit One (1) original and Two (2) copies of the proposal by no later than 3:00 PM on March 30, 2017.

If there are any questions, you may contact the Tax Assessor, Tom Colavecchio or the Township Administrator, Richard A. Brook at (609) 499-2525.

SCOPE OF WORK

1. Assist with 2017 County Tax Appeal Defense

The Tax Assessor estimates no more than 50 Tax Appeals will be filed in 2017 to the Burlington County Tax Board or New Jersey Tax Court for Florence Township. This proposal must include all labor, materials and equipment necessary to assist the Tax Assessor with various tasks that will enable him to expeditiously prepare appeal defense evidence and review petitioner's evidence for all of the 2017 anticipated County and State Tax Appeals (not to exceed 50 total appeals). The various tasks to be provided by the vendor relative to appeal defense are as follows:

- Summarize petitioner's comparable sales on an excel spreadsheet grid for each appeal, if possible.
- Print Property Record Cards (using PEV Version of Micro Systems-NJ.com, LLC software currently being used by the Florence Township Tax Assessor) for the subject property and comparables used by Assessor and Petitioner(s). Label property record cards (PRC) as Subject; and write Petitioner's comparable #; and Assessor's comparable # on all comparables used as evidence. Assemble PRC(s) for comparables (when submitted by petitioner); attach to petitioner's excel comp grid (if comparable sales are submitted by petitioner); create file folder for each county appeal, and file all appeal forms and evidence into individual appeal folder for each appeal.
- Print and organize all necessary reports or records needed to defend the 2017 county tax appeals using Micro Systems-NJ.com, LLC software (PEV Version).
- Print all TREND MLS listings and sales from October 1, 2014 to October 1, 2016 for all sold, active, under contract, expired, and withdrawn listings in Florence Township. Label all documents with the Block, Lot, and Qualifier number and file in Block/Lot order.
- Review TREND sold and listing forms in order to highlight and separate all distressed sales including foreclosures, short sales, as-is sales, quick sales and the like. Enter active listing prices, non-usable sales information, expired listing information, and withdrawn listing information into notes screen of Micro Systems-NJ.com, LLC's C.A.M.A. software program used by the Florence Township Tax Assessor; and print a sales and listing report for the Tax Assessor's review.
- Organize and help prepare Tax Assessor's defense of appeal evidence for submittal to petitioner(s) and the Burlington County Tax Board, including hand delivery of evidence to the Burlington County Tax Board if necessary. All work to be completed under the supervision and instruction of the Tax Assessor.
- Provide assistance with preparation of settlement offers to each petitioner which may include preparation of stipulation forms; phone calls to appellant(s); mailing and preparation of evidence and/or stipulation forms; and tracking of all settlement documents to and from taxpayers, solicitor and appellant(s).

- Provide assistance with retrieval, entry, and organization of all documents related to the Burlington County On-Line Electronic Tax Appeal System. This may include printing all tax appeal forms (including all appeals manual & electrically filed), evidence, and other documents filed by any petitioner, and entry of all evidence, forms, or documents submitted by the Tax Assessor for Florence Township necessary to defend the assessment or settle each tax appeal filed in 2017 to the Burlington County Tax Board and NJ State Tax Court. Entry of documents into the Burlington County On-Line System may require vendor to scan and attach documents to the electronic file for each tax appeal, or delivery of original documents to the Burlington County Board of Taxation (method to be determined by the County Tax Board). All documents must be copied, filed, delivered, and organized according to the strict supervision and instruction of the Tax Assessor.

2. General Record Maintenance & Processing of 2017 Added/Omitted Assessments

This proposal must include all labor, software and equipment (if work is done off site) necessary to update electronic property record card files using existing C.A.M.A. and Masterfile data. These updates are a result of assessment and data changes due to tax map revisions, subdivisions, lot consolidations, added/omitted assessments, next year assessment changes, and all other file changes made in 2017. Labor to include data entry; processing of the 2017 added/omitted assessments records prior to field inspection; data entry and processing of all assessment changes necessary to file the Added/Omitted Assessment list by October 1, 2017; data entry and processing of all assessment and data revisions necessary to file the 2018 Tax Book and to keep the property data current; and advice and assistance pertaining to managing the electronic records using Micro Systems-NJ.Com, LLC software (PEV Version). All work will be done under the supervision of the Tax Assessor, Thomas J. Colavecchio or his successor. The Tax Assessor will be responsible for valuation and review of all changes made by the successful bidder. This proposal must include labor, materials, and equipment (equipment required if work completed off-site) to complete the following tasks.

- Processing of 2017 added/omitted assessments including:
 - a. Preparation of permits and certificates prior to field inspection phase including sorting and filing of permits and certificates in Block and Lot order; attaching and filling out cover sheet; tracking of permits and certificates; and separation of permits/certificates for each field inspector (Not to exceed 300 line items).
 - b. Data entry of all property record card information entered by field inspector(s) on the 2017 added/omitted assessment input forms and/or for all revised property record cards reviewed by the Tax Assessor prior to the creation of the 2017 added/omitted assessment list (Not to exceed 300 line items).
 - c. Data entry of all assessment review revisions made by the Tax Assessor.
 - d. Data entry of all added/omitted assessment figures, number of months assessed, and other necessary data into the added assessment software program owned by Micro Systems-NJ.Com, LLC, and labor to verify accuracy of data contained in the added assessment proof book to be filed on or before October 1, 2017.
- Maximum of thirteen (13) days of labor to complete field inspections for collection of missing data, verification of potentially incorrect data, and/or inspection of small residential added assessments (not to exceed 200 total inspections or verifications).

- Processing of 2017 property record card (Using C.A.M.A. & MOD IV Software) revisions resulting from 2017 taxpayer inquires, subdivisions, map revisions, correction of errors, next year assessment changes and/or assessment revisions for any other reason.
- Printing and processing of various reports necessary to verify accuracy of all 2017 Mod IV and assessment revisions that will appear in the year 2018 Florence Township Tax Book. All assessment discrepancies found between the MOD IV and C.A.M.A. must be reviewed with the Tax Assessor prior to the filing of the 2018 tax book on or before January 10, 2018.
- Advice and labor required to identify and resolve Mod IV and assessment program operation problems relating to printing/processing of reports and property record cards and/or other hardware/software related issues with the assistance of Micro Systems-NJ.Com, LLC staff and/or the Florence Township IT personnel. Proposal must include labor to assist with back-ups (if necessary), verification of data transfers, data transfers to and from the County Tax Board, other municipal offices in the Township of Florence, and/or to outside Vendors such as Edmonds or Munidex, Inc. (Labor not to exceed two (2) days).
- Advice and assistance with data transfers to and from Micro Systems-NJ.com, LLC including the installation of program updates released by any vendor(s) used by the Florence Township Tax Assessor's Office. This must include testing the integrity of software updates released by the vendor(s) and an analysis of what the impact said revisions would impose on the Tax Assessor's functions. Services must include the printing of special reports produced with the assistance of Micro Systems-NJ.com, LLC staff, under the supervision of the Tax Assessor (Labor not to exceed two (2) days).
- Assistance with verification and editing of accepted/rejected transaction listings from the County Data Processing Center in order to file the 2018 Tax Book. Vendor must provide labor necessary to verify that all MOD IV (Masterfile) changes made in 2017 are included correctly in the 2018 Tax Book (Labor not to exceed two (2) days).

Summary of Proposal Conditions and Total Proposal Cost

This proposal/contract **does not include** labor to retrieve existing non-electronic property record cards or other non-electronic records that must be referenced during this project. The proposal **does not include** filing existing or newly created records pertaining to this project into Tax Assessor's property record card file folders. The bidder must provide the Tax Assessor's office with a list of non-electronic records needed in Block and Lot order at least two (2) days prior to when the information is needed throughout the project term. All work delivered to the Tax Assessor must be filed in Block and Lot order, unless specified otherwise by the Tax Assessor.

The successful bidder must work closely with the Tax Assessor and Micro Systems-NJ.com, LLC throughout the contract term. The Tax Assessor will dictate the timing and particulars for each part of the project, and the successful bidder must agree to adhere to the timetables detailed below. **All of the tax appeal work must be completed on or before May 31, 2017. All added/omitted assessment work must be completed by no later than September 22, 2017. The balance of the contract must be completed by no later than December 31, 2017. These dates can only be changed with prior written authorization of the Tax Assessor.**

Total Proposal Cost: \$ _____

If awarded this contract the successful bidder agrees to start work within Five (5) days of written notification from Florence Township of contract award. Each Request For Quote (RFQ) submission will be evaluated by the Township of Florence on the basis of the most advantages price and other relevant factors. The evaluation will consider: experience; compensation proposal; sufficient staff to complete the assigned tasks in a timely manner; and other factors if demonstrated to be in the best interest of the Township. The successful bidder agrees to complete the work according to the Tax Assessor's instruction and to finish all work according to the time line dictated by the Tax Assessor and/or as spelled out above.

The signature below will commit the successful bidder to provide the above services to Florence Township and obligate the Bidder to the terms and conditions of this proposal/contract.

Signature of Bidder: _____

Title of Bidder: _____

Date

The signature below will act as authorization to begin work and obligate both parties to the terms of this agreement.

Signature of authorized official for Florence Township: _____

Title of authorized official: _____

Date
