

RESOLUTION NO. 2014- 343

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PROFESSIONAL PROPERTY APPRAISERS, INC., DELRAN, NJ TO ASSIST THE TAX ASSESSOR'S OFFICE WITH ADDED ASSESSMENT INSPECTIONS AND VALUATIONS.

WHEREAS, there exists a need for Professional Services to Provide Inspections, Measurement and Valuation Service for New Completed Construction (Residential, Commercial & Industrial) ; and

WHEREAS, the City of Vineland has a need to acquire such professional services as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, Professional Property Appraisers, Inc., Delran, NJ has submitted a proposal indicating they will provide the professional services in an amount not to exceed \$20,000.00 for a period of August 19, 2014 to August 18, 2015; and

WHEREAS, Professional Property Appraisers, Inc., Delran, NJ has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that Professional Property Appraisers, Inc., Delran, NJ has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit Professional Property Appraisers, Inc., Delran, NJ from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the City Comptroller; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. That the Mayor and Clerk are hereby authorized and directed to execute a Non-Fair and Open Agreement pursuant to N.J.S.A. 19:44A-20.5 with Professional Property Appraisers, Inc., Delran, NJ, for Professional Services to Provide Services to Assist the Tax Assessor's Office with Added Assessment Inspections and Valuations, in an amount not to exceed \$20,000.00
2. That this Agreement is awarded without competitive bidding as a Professional Services in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because said services to be rendered or performed require knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction distinguished from general academic instruction or apprenticeship and training.
3. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with the Resolution.
4. That a Notice of this action shall be printed once in the Daily Journal.

Adopted:

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President of Council

ATTEST:

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City Clerk



MEMORANDUM

To: Denise Monaco, Assistant Business Administrator

From: Roxanne Tosto, CFO/Comptroller

Date: August 14, 2014

Subject: Professional Contracts-City Assessor's Office  
Residential, Commercial & Industrial Inspection and Measurement Services

In order to update the City's Assessed Values for new and improved properties the Assessor's Office requires additional support. The department has been dealing with an influx of appeals and has not been able to catch up with new structures and improvements to properties for the upcoming tax year.

Money was budgeted for a part-time employee. Hiring this outside company appears to be the most expedient and cost effective way to address the problem. We will pay for only the services rendered. This company can input information directly from the field computers and uploaded to our system.

Sincerely,

A handwritten signature in blue ink, appearing to read "Roxanne B. Tosto".

Roxanne B. Tosto  
CFO/Comptroller

CC: Mayor, Ruben Bermudez  
Assessor, Brian Conover  
Purchasing Agent, Yvonne Lewis

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS  
UNDER 40A:11-5 EXCEPTIONS  
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**



8/14/2014  
(DATE)

1. Service (detailed description): To provide inspections, measurement and valuation service for newly completed construction (residential, commercial & industrial).
2. Amount to be Awarded: \$ 20,000 Annually (Not to Exceed) See attached proposal.

- Encumber Total Award
- Encumber by Supplemental Release

3. Amount Budgeted: \$ 20,000
4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: 001-0-12-12-1204-0-5023044

6. Contract Period: August 19, 2014 to August 18, 2015

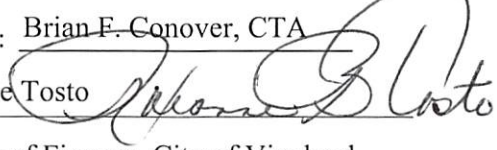
7. Date To Be Awarded: August 19, 2014

8. Recommended Vendor and Address: Professional Property Appraisers, Inc.  
PO Box 905 Delran, NJ 08075

9. Justification for Vendor Recommendation:(attach additional information for Council review)  
A professional appraisal service company that has provided cost efficient and accurate inspections and valuation for new construction of residential, industrial and commercial properties for several large municipalities similar to the City of Vineland. Please read the attached Proposal Letter.

- Non-Fair & Open (Pay-to-Play documents required)
- Fair & Open: How was RFP advertised? \_\_\_\_\_

10. Evaluation Performed by: Brian F. Conover, CTA

11. Approved by: Roxanne Tosto   
Director of Finance, City of Vineland

12. Attachments:
- Awarding Proposal
  - Other: Proposal Letter

• **Send copies to:**  
**Purchasing Division**  
**Business Administration**

**\*\* If more than one account #, provide break down**

**Professional Property Appraisers, Inc.**

PO Box 905  
Delran, NJ 08075  
(856) 764-6500

July 22, 2014

Mr. Brian Conover  
Tax Assessor  
City of Vineland  
640 E. Wood Street  
Vineland, NJ 08362

RE: Residential Inspection and Measurement Service

Dear Mr. Conover:

Responding to your request we are pleased to submit the following for your consideration.

We propose to measure and inspect all new residential construction. We will also encode and maintain your current file for a fee of \$30.00 per parcel, minimum assignment 15 parcels per assignment. Where entry cannot be made, we will estimate according to the area and our experience.

Any commercial new construction we will measure and inspect and price using Marshall & Swift for a fee of \$100.00 per parcel.

We will measure and inspect any condominiums for a fee of \$18.00 per parcel.

For inspection of new construction to existing parcels, we will measure, inspect and encode for a fee of \$15.00 per parcel. While doing additions to existing construction we will verify the accuracy of the information on your existing records.

Thank you for considering this proposal.

Very truly yours,



Brian Schneider, SLREA, CTA  
Vice President