



REQUEST FOR THE SOLICITATION FOR THE REQUEST FOR PROPOSALS (RFP'S) FAIR & OPEN PROCESS

Da	ate: 8/14/2014 Department Tax Assessor
1.	Service (detailed description): Professional for Expert Appraisal Services for Large Retail & Apartment Complex Properties
2.	Estimated amount for this project: \$ 100,000 (Actual Cost Maybe Greater than Estimated)
3.	AMOUNT BUDGETED FOR THIS RFP: \$_100,000
4.	BUDGETED ITEM: YES X NO (If no, is it an ordinance authorized material, service or supply?) To be applied against reserve for the revaluation.
	YES NO ORDINANCE NO.:
	(B) Please identify the page number and line item appropriation sub-account: Budget Page No Account No 201-0-00-0000-2-2030000
5.	Check here if:
	Federal Funds State Funds
	UEZ Funds Davis Bacon Requirements
	(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)
6.	Date you want to receive proposals by: As-soon as possible: Sept 10, 2014
7.	Special conditions or instructions: RFP to be supplied.
8.	Requested By: Brian F. Conover, CFA, City of Vineland Tax Assessor (Name Please print or type) (Signature)
Att	achments:

X Technical Requirements
List of vendors

*To be supplied.

Send copies to: Purchasing Department **Business Administration**





MEMORANDUM

To: Denise Monaco, Assistant Business Administrator

From: Roxanne Tosto, CFO/Comptroller

Date: August 14, 2014

Subject: RFP Request for Professional Contracts-City Assessor's Office

Expert Appraisal Services for Large Retail and Apartment Complexes for State

Appeals for 2013.

The Assessor's Office has approximately 40 remaining tax appeal cases for 2013. Most of which are the large retailers and apartment complexes in the City. In order to defend them properly or possibly reach a settlement, it is important to have a professional provide with a basis to do so. While Brian Conover feels confident he can provide this type of service for our industrial tax payers, he believe that the City is best served by hiring expert witness to assist with the other appeals.

This request is to allow the Assessor's Office to go out for RFP for these services. The City must be prepared to address and handle these appeals carefully because the potential impact of these appeals might be significant.

Sincerely,

Roxanne B. Tosto CFO/Comptroller

CC: Mayor, Ruben Bermudez Assessor, Brian Conover

Purchasing Agent, Yvonne Lewis

Solicitor, Richard Tonetta