

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that sealed Proposals will be received by the Municipal Administrator of the Borough of Shrewsbury (the "Municipality"), State of New Jersey, on **Tuesday, November 13th at 4:00 p.m.** in the Administrator's Office of the Borough of Shrewsbury, located at 419 Sycamore Avenue, Shrewsbury, NJ 07702.

The annual performance of real property data collection and verification services to cover 20% of all properties annually with all parcels located within the Municipality completed over the five (5) year period between January 1st, 2019 and December 31st, 2023 (also referenced as the "project") awarded as a three (3) year contract with the option of two (2) one (1) year awards.

All requirements associated with the project are set forth in a Request for Proposals package. Such packages may be obtained from the Municipality's Administrator's Office, 419 Sycamore Avenue, Shrewsbury, NJ 07702, telephone number (732) 741-4200, during regular business hours, 8:00 A.M. to 4:00 P.M., Monday through Friday, excluding holidays. Any questions regarding the Request for Proposals should be directed to the Municipality's Administrator (Thomas Seaman) at the telephone number and/or address specified above.

This project shall be awarded through a "fair and open" process pursuant to N.J.S.A. 19:44A-20.4, et seq., to the Contractor whose Proposal is most advantageous to the Municipality, price and other factors considered, in accordance with the review criteria set forth in the Request for Proposals.

All Contractors 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 2019 tax year, under the applicable time tables set forth in the Assessment Demonstration Program (P.L. 2013 Ch. 15), which was signed into law (S1213, A1591). This is a material and essential component of the project.

Copies are available for a non-refundable fee of \$20.00. Prospective bidders that request their bid specs be sent by U.S. Regular Mail will be charged \$5.00 additionally, or must provide their own paid method of overnight mailing.

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 Shrewsbury.

John Gillooly, SCGRE, CTA
Tax Assessor
Borough of Shrewsbury
County of Monmouth, New Jersey