

Borough of Matawan

Request for Proposal

NOTICE IS HEREBY GIVEN that sealed Proposals will be received by the Borough of Matawan, Monmouth County, New Jersey for the **Real Property Data Collection and Verification Services in Accordance with the Assessment Demonstration Program** (PL 2013, c. 15). All responses shall be submitted to Karen Wynne, Borough Clerk (“Clerk”), Borough of Matawan (“Borough”), 201 Broad Street, Matawan, NJ 07747 no later than 10:00 AM, Tuesday, February 11, 2014.

The annual performance of real property data collection and verification services to cover 20% of all properties annually with all parcels located within the Borough completed over the five (5) year period between January 1st, 2014 and December 31st, 2018 (also referenced as the “project”) awarded as a three (3) year contract with the option of two (2) one (1) year awards.

This project shall be awarded through a “fair and open” process pursuant to NJSA19:44A-20.4, *et seq.*, to the Contractor whose Proposal is most advantageous to the Borough, 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 2014 tax year, under the applicable time tables set forth in the Assessment Demonstration Program (PL 2013 Ch. 15), which was recently signed into law (S1213, A1591). This is a material and essential component of the project.

The Borough 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 Borough. The Borough shall award the Contract or reject all submissions no later than sixty (60) days from receipt of same.

A copy of the request for qualifications document may be obtained at the Office of the Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ during normal business hours or by contacting the Clerk at karen.wynne@matawanborough.com.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF MATAWAN

Karen Wynne, RMC
Municipal Clerk