

REQUEST FOR QUOTATION

PROVIDING FARMLAND PRESERVATION APPRAISAL SERVICES FOR THE TOWNSHIP OF PITTSBORO

**QUOTE OPENING:
11:00 A.M. PREVAILING TIME
MONDAY, SEPTEMBER 21, 2009 AT THE
OFFICE OF THE TOWNSHIP ADMINISTRATOR
PITTSBORO TOWNSHIP MUNICIPAL BUILDING
989 CENTERTON ROAD, PITTSBORO, NEW JERSEY**

**Deborah Turner-Fox
TOWNSHIP ADMINISTRATOR**

NOTICE TO SUPPLIERS

Quotations will be received by the Pittsgrove Township Administrator for Providing Farmland Preservation Appraisal Services for the Township of Pittsgrove until Monday, September 21, 2009 at 11:00 A.M. prevailing time, at which time the quotes will be opened. The quotations will be opened in the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, on the appropriate date and time as shown in this notice.

The Township will not be responsible for the late delivery of quotations, regardless of the method of delivery. Quotations received after the designated date and time will **not** be considered.

Information on this Request for Quotation is on file in the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, and may be inspected during regular business hours. Potential respondents will be furnished with copies of the same upon request.

Quotations must be submitted on Official Quotation Sheets provided in the manner designated. Return all pages of this Request for Quotation as they will be the contract documents between the Township of Pittsgrove and the successful vendor (contractor).

Quotes are to be delivered to: Office of the Township Administrator
Pittsgrove Township Municipal Building
989 Centerton Road
Pittsgrove, New Jersey, 08318

Quotes may also be faxed to: (856) 358-3055; however those submitting quotes in this manner are advised to request confirmation of receipt of the fax transmission and must submit an original signed quotation via mail as well.

Quotes will not be accepted by e-mail.

Indicate on the envelope for mailed quotations and on the cover sheet for faxed quotations the subject of the quotation-“**Farmland Preservation Appraisal-Sadeghian Property**”.

The Pittsgrove Township Administrator reserves the right to reject any and all quotations when it is deemed in the best interest of the Township.

Any questions regarding this Request for Quotation prior to the opening may be addressed to the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-2300, extension 29.

Deborah Turner-Fox, QPA. RPPO
Township Administrator

PROVIDING FARMLAND PRESERVATION APPRAISAL SERVICES FOR THE TOWNSHIP OF PITTSGROVE

1.0 INTENT

The intent and purpose of this specification is to adequately describe the requirements for Providing Farmland Preservation Appraisal Services for the Township of Pittsgrove, and to list all requirements necessary for entering into a contract for providing the services described herein or as mutually agreed upon.

1.1 SUBMISSION OF MANDATORY FORMS

All pages of this packet, including the necessary forms to be signed, must be returned with the quote. Failure to return all pages of this packet may be cause for rejection of your quotation.

1.2 TERMS OF THE AGREEMENT

The contract shall commence upon the issuance of an authorized purchase order by the Township of Pittsgrove. Contractors shall be required to complete all appraisals and five (5) copies directly to Deborah Turner-Fox, Township Administrator, Pittsgrove Township Municipal Building, 989 Centeron Road, Pittsgrove, New Jersey, no later than Friday, October 23, 2009 @ 1:00 P.M.

1.3 CANCELLATION FOR UNSATISFACTORY PERFORMANCE

Vendor's are hereby notified that any contract awarded as a result of this request for quotation may be voided without recourse, with fourteen (14) calendar days written notification, by certified mail, if services provided under this contract are not complete and satisfactorily performed. The Pittsgrove Township Administrator and the Chairman of the Pittsgrove Township Agricultural Advisory Committee shall be the sole judges as to what constitutes unsatisfactory performance.

1.4 VENDOR INQUIRIES

All inquiries from vendors with respect to this request for quotation shall be directed to the Pittsgrove Township Administrator, Pittsgrove Township Municipal Building, 989 Centeron Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-2300, extension 29.

1.5 INSURANCE (Required for this Quotation: Yes X No _____)

The successful vendor shall not commence any work in connection with the awarded contract until all of the following types of insurance have been obtained and such insurance policies have been approved by the Solicitor for the Township of Pittsgrove. All insurance policies shall be obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office in the State of New Jersey.

The vendor shall furnish proof of professional liability and general liability and automobile liability insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the Township of Pittsgrove as additional insured. Such Certificate of Insurance shall provide that the insurance company give the Township of Pittsgrove thirty (30) days prior notice of any changes or cancellation terms of such policies during the period of coverage.

The Township of Pittsgrove shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.

It shall be the responsibility of the successful vendor to maintain in force such insurance policies named herein during the life of this contract.

1.6 BUSINESS REGISTRATION (Required for all Quotations)

All New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall submit with their quotation proof of their valid Business Registration with the Division of Revenue, Department of the Treasury, State of New Jersey, and, if applicable, proof of the valid registration of each prime contractor. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm.

1.7 TIE QUOTATIONS

The Township of Pittsgrove reserves the right to award at their discretion to any one of the tie quotations.

TECHNICAL SPECIFICATIONS

2.0 SCOPE AND DESCRIPTION OF SERVICES

The Township is interested in entering into a contract with qualified vendors who are able to provide Farmland Preservation Appraisal Services for the Township of Pittsgrove as detailed and described herein, who are able to complete and return five (5) copies of the appraisals to the Township Administrator no later than Friday, October 23, 2009 at 1:00 P.M. Work shall commence only upon receipt of a purchase order issued by the Township of Pittsgrove, participation in a phone conference with Agriculture Advisory Committee Chairman and notice to the property owner as noted below.

The successful contractor shall be required to participate in a phone conference with the Chairman of the Pittsgrove Township Agriculture Advisory Committee, Herb Wegner, **PRIOR** to commencing said work.

The successful contractor shall be responsible for notifying the property owner at least three (3) business days in advance, of the anticipated date that they will begin the appraisal.

The contractors shall be required to conduct the farmland preservation appraisals on the properties listed, detailed and described herein in accordance with all regulations established by the State of New Jersey for performing such farmland preservation appraisals. **Respondents not appearing on the list of appraisers approved by the State of New Jersey Agricultural Development Committee as of the date of this quotation opening shall have their quotations automatically rejected.**

The Township reserves the right to award the contracts for the performance of these services in the manner which is most advantageous to the Township; which shall include either separately or together or to withdraw in whole or in part any parcel of property designated for said appraisal services prior to award of the contract.

This contract shall be managed and enforced by the Pittsgrove Township Agricultural Advisory Committee. All inquiries and all paperwork submitted for payment shall be directed to the Pittsgrove Township Agricultural Advisory Committee, Herbert Wegner, Chairman, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318.

Respondents shall provide on the Official Quotation Form their total, all inclusive price that they shall charge the Township to provide the farmland appraisals for Property 1 as noted below:

Pittsgrove Township, New Jersey

Property # 1: Homayoon David Sadeghian (owner of record)
Crystal Road, Pittsgrove, NJ 08318
Block 2004; Lot(s) 36
Total property areas is ~ 57.52 acres
* note there is a severable exception for a future residential unit (36-ES of 3.0 acres) on this parcel which needs to be incorporated into the appraisal.

2.1 PAYMENT

A purchase order will be issued from the Township of Pittsgrove for this contract. No other order shall be accepted. With each purchase order a voucher will be submitted for a Claimant Signature. The vendor will sign the voucher and return it to Herbert Wegner, Chairman of the Pittsgrove Township Agricultural Advisory Committee. Acceptance by SADC of the appraisal will be considered the final completion of work. Upon completion of the entire project contractor payment will be made. Promptness in submitting vouchers is of advantage to the vendor.

OFFICIAL QUOTATION SHEET

The Respondent agrees to Provide Farmland Preservation Services for the Township of Pittsgrove for the prices submitted below and in accordance with the "General and Technical Specifications" as detailed and described herein.

Property 1: Homayoon David Sadeghian (owner of record)
 Crystal Road, Pittsgrove, NJ 08318
 Block 2004; Lot(s) 36
 Total property areas is ~ 57.52 acres
 * note there is a severable exception for a future
 residential unit (36-ES of 3.0 acres) on this parcel which needs
 to be incorporated into the appraisal.

\$ _____
(Numerical Amount)

(Written Amount)

QUOTE SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

BID BY: _____
(PLEASE PRINT OR TYPE NAME)

TITLE: _____

DATE: _____

TELEPHONE: _____

FAX: _____

TAXPAYER IDENTIFICATION NUMBER: _____

Is your company capable of completing and returning the appraisals to the Agricultural Advisory Committee within the timeframe specified herein? Yes_____ No _____. If no, specify here the timeline in which you would be able to complete and return the appraisals:
_____.

Do you have any exceptions to the specifications? Yes_____ No _____. If yes, the respondent shall list all exceptions on a separate sheet and attach to the front of this Quotation Document.

As of the date of this quotation opening are you on the list of pre-certified appraisers authorized to conduct Farmland Preservation appraisals as maintained by the State of New Jersey Agricultural Development Committee? Yes_____ No _____. If no, your quotation shall be rejected.

QUESTIONNAIRE

Please answer the following questions.

List two (2) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact name and telephone number.

- 1. _____

- 2. _____

How many employees does your company presently employ?

How many years has your company been providing this service?

Has your company ever failed to complete any contract with regard to any of the services herein described? Yes____ No____. If yes, provide details here:

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise: _____

Name and telephone number of an individual who can be contacted at all times if service information is requested: _____

VENDOR INFORMATION SHEET

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this bid:

Name of Business: _____

Correspondence Address, including zip code:

Purchase Order Address, including zip code:

Payment Address, including zip code:

Telephone Number: _____

Facsimile Number: _____