

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY**

RESOLUTION No. 2023-093

A motion was made by Councilman Tamburro; seconded by Deputy Mayor McGrath that the following resolution be adopted:

**AUTHORIZING A CONTRACT WITH
HENDRICKS APPRAISAL COMPANY, LLC**

WHEREAS, the Township has a need for professional tax appeal appraisal and added assessment services; and

WHEREAS, the Qualified Purchasing Agent has determined that the value of said services will exceed \$17,500.00; and

WHEREAS, Township advertised an RFP and reviewed the proposals received; and

WHEREAS, it was determined that Hendricks Appraisal Company, LLC, 7 Hutton Avenue, West Orange, New Jersey 07052 is qualified to conduct tax appeal appraisals and added assessment services for the Township; and,

WHEREAS, the Township Manager and Qualified Purchasing Agent have recommended that a contract be authorized with Hendricks Appraisal Company, LLC to provide said services for the Township, when necessary not to exceed \$20,000.00; and

WHEREAS, services provided by Hendricks Appraisal Company shall be charged to budget account 3-01-20-150-045.

THEREFORE, BE IT RESOLVED by the Township Council of the Township of Verona, in the County of Essex, New Jersey that Hendricks Appraisal Company, LLC, 7 Hutton Avenue, West Orange, New Jersey 07052 is hereby awarded a contract for real estate appraisals when necessary, not to exceed \$30,000.00 without further authorization of the Township Council.

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certification and Determination of Value are to be placed on file with this Resolution; and

BE IT FURTHER RESOLVED that this contract is being awarded pursuant to N.J.S.A. 19:44A-20.5.

BE IT FURTHER RESOLVED that the Township Manager and the Township Clerk are hereby authorized to enter into an agreement for the aforementioned services a copy of which shall be available for public inspection in the Office of the Township Clerk.

ROLL CALL:

AYES: Holland, Tamburro, McGrath, Roman

NAYS:

ABSENT: McEvoy

THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF VERONA AT THE REGULAR MEETING HELD ON MAY 1, 2023.


JENNIFER KIERNAN
MUNICIPAL CLERK



TOWNSHIP OF VERONA, NEW JERSEY
VENDOR INFORMATION SHEET

COMPANY NAME: Hendricks Appraisal Company, LLCADDRESS: Seven Hurton Avenue
West Orange, New Jersey 07052PHONE NUMBER: 973-736-5656FAX NUMBER: 973-736-2364FEDERAL I.D. NUMBER: 22-2637950NAME OF PERSON PREPARING PROPOSAL: Mark HendricksPHONE NUMBER: 973-736-5656 EXT. #11

CONTACT PERSON FOR CORRESPONDENCE REGARDING THE PROPOSAL

NAME: Mark HendricksADDRESS: Seven Hurton Avenue
West Orange, New Jersey 07052PHONE: 973-736-5656 FAX NUMBER: 973-736-2364E-MAIL ADDRESS: MEHNH@AOL.COM

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful proposers are required to submit evidence of appropriate affirmative action compliance to the Owner and Division of Purchase & Property Contract Compliance and Audit Unit (hereafter "Division"). During a review, Division representatives will review the Owner's files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Owner, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

- A. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Owner and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a Federally approved or sanctioned EEO/AA program?

Yes ☐ No ☐

If yes, please submit a photocopy of such approval.

- B. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 *et seq.* The vendor must provide a copy of the Certificate to the Owner as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form M-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval?

Yes ☒ No ☐

If yes, please submit a photocopy of such approval.

- C. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 fee and forward a copy of the Form to the Owner. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website http://www.nj.gov/treasury/contract_compliance/

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: HENDRICKS APPRAISAL Co.

SIGNATURE: [Signature]

PRINT NAME: Mark Hendricks

TITLE: PRESIDENT

DATE: 11-28-2022

**STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM**
Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This Statement Shall Be Included with All Proposal and Proposal Submissions

Name of Business: HOWRICKS APPRAISAL COMPANY, LLC

Address of Business: 7 HURON AVENUE, WEST ORANGE, N.J. 07052

Name of person completing this form: Mark Howricks

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the proposal, or accompanying the proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent Ownership criteria established in this act, has been listed.

To comply with this section, a proposer with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the Federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

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STATEMENT OF OWNERSHIP
OWNERSHIP DISCLOSURE CERTIFICATION FORM (CONTINUED)
Required pursuant to N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: Mark Hendricks
Home Address: 4 Luciana Lane
East Hanover, N.J.

Name: _____
Home Address: _____

Name: JEFF HENDRICKS (Retired)
Home Address: 1 ROSE LANE
Summit, N.J.

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
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Name: _____
Home Address: _____

Name: _____
Home Address: _____

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**END OF STATEMENT OF OWNERSHIP
NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY)
COUNTY OF ESSEX) SS:

I, Mark Hendricks residing in EAST HANOVER
(name of affiant) (name of municipality)
in the County of MORRIS and State of NEW JERSEY

of full age, being duly sworn according to law on my oath depose and say that:

I am PRESIDENT of the firm of HENDRICKS APPRAISAL
(title or position) (name of firm)
COMPANY, LLC the proposer making this Proposal for the proposal
entitled Professional Services, APPRAISAL SERVICES
PROPOSAL CONTRACT # 2022-14 ↑ and that I executed the said proposal with
(title of proposal)

full authority to do so that said proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Verona relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

HENDRICKS APPRAISAL COMPANY, LLC

[Signature]
Signature
Mark Hendricks
Type or Print name

Subscribed and sworn to before me this

28 day of Nov, 2022

Mary Ann Marks
Notary Public
Mary Ann Marks
Notary Public of the State of NJ
Commission Expires: My Commission Expires 3/4/23

(Notary Stamp/Seal)

CONTRACT # RFP 2022-14 2023 PROFESSIONAL SERVICES