



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 23-103

AUTHORIZING AWARD OF NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL APPRAISAL INSPECTION SERVICES FOR REAL PROPERTY DATA COLLECTION SERVICES

WHEREAS, the Borough of Highlands has a need for professional appraisal inspection and related services; and

WHEREAS, the Borough of Highlands wishes to contract for the services of a certified appraiser to perform the inspections, data collection and verification; and

WHEREAS, by way of Resolution 22-189, duly adopted on August 17, 2022, and Resolution 18-242, duly adopted on December 5, 2018, the Borough of Highlands awarded a contract to Realty Data Systems, LLC (hereafter RDS) for professional appraisal inspection services; and

WHEREAS, the contract required RDS to perform inspections of 60% of all real property within the Borough during 2019 to complete the Borough's first inspection cycle, and an additional 20% of such properties annually during 2020 and 2021 to complete 40% of the Borough's second inspection cycle; and

WHEREAS, RDS completed the required inspections specified above; and

WHEREAS, RDS implemented a Remote Virtual (hereafter RV) interior inspection process in the Borough in 2021, and the RV process has been incorporated into both N.J.S.A. 54:4-23b and the rules and guidelines approved by the Monmouth County Board of Taxation; and

WHEREAS, the governing body has determined that it is in the best interest of the Borough to retain RDS for the proposed appraisal inspection services; and

WHEREAS, RDS has completed and submitted a Business Entity Disclosure Certification which certifies that it has not made any reportable contributions to a political or candidate committee in the Borough of Highlands in the previous one year and that the contract will prohibit RDS from making any reportable contributions through the term of the contract; and

WHEREAS, RDS has completed and submitted a Political Contribution Disclosure form in accordance with P.L. 2005, c 271; and

WHEREAS, certification of availability of funds is hereby provided by the Chief Financial Officer of the Borough of Highlands;

I hereby certify that funds are available as follows: 3-01-20-15-000-258



Patrick DeBlasio, Chief Financial Officer

NOW THEREFORE BE IT RESOLVED, by the governing body of the Borough of Highlands as follows:

1. RDS is hereby retained to provide professional appraisal inspection services in connection with the Borough’s Reassessment Program for the year 2023, in an amount not to exceed \$18,587.25.
2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a). The Mayor and Borough Clerk are hereby authorized to sign said contract.
3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Highlands.
4. The Borough Clerk is hereby directed to publish notice of this award as required by law.

Motion to Approve R 23-103:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk’s Office.

DATE OF VOTE: April 19, 2023

Nancy Tran, Municipal Clerk
Borough of Highlands