

N.J. State Agriculture Development Committee

2016 Appraiser Conference: NJSTART and State Procurement Process

Daniel Patrick O'Connell
Chief of Fiscal Operations
June 8, 2016



Seller **Seller Administrator**

Maintain Organization Information for: Evergreen Capital Advisors Inc.

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



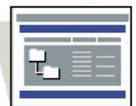
This section is used to maintain regions.

Maintain Terms and Categories



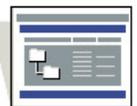
This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

Exit





Maintain General Organization Information

Vendor ID:
 Company Name*:
 DBA for Vendor:
 Tax ID #*:
 Is Tax ID # an Employee
 EIN SSN
 Incorporation Details: State: Year of Incorporation:
 Business Description:
 Preferred Delivery Method:
 Vendor Email:
 Vendor Fax:
 Emergency Supplier:
 Yes No
 Emergency Phone*: Ext.:
 Emergency Contact Name*:
 Emergency Email*:
 Emergency Info Comment:
 User Last Updated: Dominic Scola
 Date Last Updated: 06/01/2016 01:21:08 PM

Attachments

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	ECA N.J. Business Registration Certificate 0628699 2015.07.22.pdf	Business Registration Certificate	102,915 bytes	Daniel Patrick O'Connell	07/22/2015 04:41:10 PM	No	<input type="checkbox"/>
	ECA Electronic Payment (ACH) Authorization 2015.08.06.pdf	Electronic Payment Authorization for Automatic Deposits (ACH Credits)	318,496 bytes	Daniel Patrick O'Connell	08/06/2015 02:07:34 PM	No	<input type="checkbox"/>

File: No file chosen
 Description:

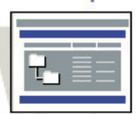
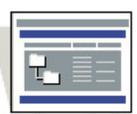
Forms

Name	Description	Confidential	Attached By	Attached Date	Delete
Disclosure of Investment Activities in Iran	Disclosure of Investment Activities in Iran - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Daniel Patrick O'Connell	12/18/2015	<input type="checkbox"/>
MacBride Principles	MacBride Principles	<input type="checkbox"/>	Daniel Patrick O'Connell	08/04/2015	<input type="checkbox"/>
Source Disclosure Form	Source Disclosure - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Daniel Patrick O'Connell	12/02/2015	<input type="checkbox"/>
Statement of Bidder/Vendor Ownership	Ownership Disclosure - Use with Completed NJSTART Category ONLY	<input type="checkbox"/>	Daniel Patrick O'Connell	12/02/2015	<input type="checkbox"/>
Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contribution	Two-Year Ch 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions	<input type="checkbox"/>	Daniel Patrick O'Connell	08/04/2015	<input type="checkbox"/>





Maintain Organization Information for: Evergreen Capital Advisors Inc.

<p>Maintain General Organization Information</p>  <p>This section is used for maintaining general organization information.</p>	<p>Maintain Addresses</p>  <p>This section is used to maintain addresses.</p>	<p>Maintain Commodity Codes & Services</p>  <p>This section is used to maintain commodity codes and services.</p>	
<p>Maintain Regions</p>  <p>This section is used to maintain regions.</p>	<p>Maintain Terms and Categories</p>  <p>This section is used to maintain terms and categories.</p>	<p>Maintain Quote Attachment Repository</p>  <p>This section is used to maintain files in the quote attachment repository.</p>	<p>Credit Memo List</p>  <p>This section is used to view credit memos.</p>

Exit





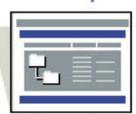
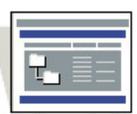
Maintain Addresses for: Evergreen Capital Advisors Inc.

Name ↕	Address Type	Address Information	Status	Default for Type
General	General Mailing Address			
Remit Address for Electronic Payments (V0000609500)	Remit Address			





Maintain Organization Information for: Evergreen Capital Advisors Inc.

<p>Maintain General Organization Information</p>  <p>This section is used for maintaining general organization information.</p>	<p>Maintain Addresses</p>  <p>This section is used to maintain addresses.</p>	<p>Maintain Commodity Codes & Services</p>  <p>This section is used to maintain commodity codes and services.</p>	
<p>Maintain Regions</p>  <p>This section is used to maintain regions.</p>	<p>Maintain Terms and Categories</p>  <p>This section is used to maintain terms and categories.</p>	<p>Maintain Quote Attachment Repository</p>  <p>This section is used to maintain files in the quote attachment repository.</p>	<p>Credit Memo List</p>  <p>This section is used to view credit memos.</p>

Exit





Commodity Code and Service Codes - Evergreen Capital Advisors Inc.

Search

NIGP Class 946 - FINANCIAL SERVICES
NIGP Class Item
NIGP Keyword
Search using ALL of the criteria
Search

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

1-25 of 35
1 2

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	946-10	Accounting and Billing Services (Including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc)
<input type="checkbox"/>	946-11	Accounting Services (Not Otherwise Classified)
<input type="checkbox"/>	946-12	Actuarial Services and Retirement Planning
<input type="checkbox"/>	946-14	Appraisal Services - Antique
<input type="checkbox"/>	946-15	Appraisal Services, Real Estate





Maintain Organization Information for: Evergreen Capital Advisors Inc.

Maintain General Organization Information



This section is used for maintaining general organization information.

Maintain Addresses



This section is used to maintain addresses.

Maintain Commodity Codes & Services



This section is used to maintain commodity codes and services.

Maintain Regions



This section is used to maintain regions.

Maintain Terms and Categories



This section is used to maintain terms and categories.

Maintain Quote Attachment Repository



This section is used to maintain files in the quote attachment repository.

Credit Memo List



This section is used to view credit memos.

Exit





[NIGP Code Browse](#) |
 [My Account](#) |
 [Customer Service](#) |
 [About](#)

[Home](#) |
 [Org Maintenance](#) |
 [User Maintenance](#) |
 [Add User](#)

Terms, Categories, and Certifications - Evergreen Capital Advisors Inc.

Terms

Categories & Certifications

Category: 1. Primary Business Function - (MANDATORY FIELD)

Please select exactly one category value

Select	
<input type="checkbox"/>	Provides Construction Goods
<input type="checkbox"/>	Provides Construction Services
<input type="checkbox"/>	Provides Healthcare Services
<input type="checkbox"/>	Provides Legal Services
<input type="checkbox"/>	Provides Any Other Types of Goods
<input checked="" type="checkbox"/>	Provides Any Other Type of Services
<input type="checkbox"/>	Other - Enter Description of Business in Notes Below



NJSTART Terms and Categories

Before or with Quote {bid}

1. Primary Business Function (Other type of services)
3. Business Formation (Legal structure)
4. EFT (Add remit address, checked enabled box)
5. Tax ID Certification (Agree -- correct taxpayer ID)
 - Ownership Disclosure (Upload signed form as attachment)
 - Investment in Iran (Yes -- not on Chapter 25 list)
 - Investigations Involving Bidder (Yes -- no investigations)

Before Blanket Purchase Order {contract} award

- Non-Profit Officers (Check does not apply)
- Business Registration (Active)
- Chapter 51/EO 177 (Approved)
- AA/EEOC (Yes -- Form AA302 submitted/approved)



NJSTART Insurance Requirements

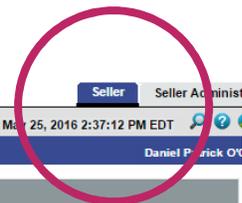
- **General Liability:** \$1 million/occurrence
- **Auto Liability:** \$1 million/occurrence
- **Worker's Compensation:** \$1 million bodily injury/occurrence
- **Professional Liability (E&O):** \$1 million
- **Additional Insured:** State of NJ
- **Certificate Holder:** State of NJ, Department of Treasury, Division of Purchase & Property

Category: Certification: Insurance Liability Compliance

Description: This Certification status was last updated on 4/13/15. This applies to contract vendors only. In this context, a contract vendor is a vendor who has been issued a purchase order (contract or waiver) for goods and/or services. If your business does not have an approved insurance liability certificate, contact your State procurement specialist.

Received and Approved





Bid Solicitation: 16DP00015

Header Information					
Bid Number:	16DP00015	Description:	T3051 DOH Consultant	Bid Opening Date:	06/09/2016 02:00:59 AM
Purchaser:	KELLY ANDERSON	Organization:	Division of Purchase and Property		
Department:	DPP - Division of Purchase and Property	Location:	PROSV - Professional Services	Allow Electronic Quote:	Yes
Fiscal Year:	16	Type Code:		Available Date :	03/24/2016 12:00:00 PM
Alternate Id:		Required Date:		Informal Bid Flag:	No
Info Contact:		Bid Type:	OPEN		
Purchase Method:	Blanket				
Blanket/Contract Begin Date:	08/01/2016	Blanket/Contract End Date:	07/31/2017		

Pre Bid Conference: Please refer to the RFP.

Bulletin Desc:

Ship-to Address:	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: njstart@treas.nj.gov Phone: (609)341-3500	Bill-to Address:	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: njstart@treas.nj.gov Phone: (609)341-3500	Print Format:	Bid Print New
-------------------------	---	-------------------------	---	----------------------	---------------

File Attachments: [T3051 Vendor Checklist](#), [T3051 Offer and Acceptance Page](#), [T3051 DOH Consultant RFP](#), [T3051 DOH Consultant Price Schedule-1.xlsx](#), [T3051 DOH Bid Amendment1 041316.pdf](#), [T3051 DOH BidAmendment2 051116.pdf](#)

Form Attachments: Please refer to the NJSTART glossary for further information.: The term "bid" is equivalent to a "solicitation" or an "opportunity".

PERFORMANCE BOND:

Amendments:

Amendment #	Amendment Date	Amendment Note
1	04/13/2016 04:14:49 PM	Bid Amendment (Addendum) #1 - Revised Bid Opening Date and extended eQ&A period. Header 1. Bid Opening Date changed from "05/05/2016 02:00:59 PM" to "05/19/2016 02:00:59 PM". Attachment File Changes: Header 1. File "T3051_DOH Bid Amendment1 041316.pdf". File "T3051_DOH Bid Amendment1 041316.pdf" added.
2	05/11/2016 09:43:43 AM	Header 1. Bid Opening Date changed from "05/19/2016 02:00:59 PM" to "06/09/2016 02:00:59 AM". Attachment File Changes: Header 1. File "T3051 DOH BidAmendment2 051116.pdf"; T3051 DOH Bid Amendment 2 051116.

Item Information

Item # 1: (918 - 75) The Vendor (Bidder) must enter a Unit Cost of \$1.00 for each price line item on the Items Tab. The Vendor (Bidder) must submit its pricing as an attachment using the State-supplied price sheet/schedule(s) accompanying this Bid Solicitation (RFP) and located on the Attachments Tab. Please refer to Bid Solicitation (RFP) Section 4.4.5 for more information.



DPP's Easement Appraiser Quotes

- Three-year Blanket POs with extensions
- Vendor must have State Certified General Real Estate Appraiser
- Certified appraiser must be approved by SADC as of **7/1/2016**
- Up to 8 Vendors picked per county, based on experience
- **All vendors solicited for each Work Order**
- Appraisals based on SADC Handbook



2015-2016 Easement Appraisals

<u>County</u>	<u>Number</u>		<u>Average Cost</u>	
	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>
Cumberland	4	2	\$2,260	\$2,125
Hunterdon	10	6	1,986	2,138
Mercer	0	2		2,523
Monmouth	2	2	2,925	6,500
Salem	18	10	2,252	2,200
Somerset	2		2,450	
Warren	6	2	2,134	1,907
Total	42	24	\$92,984	\$60,938



DPP's Review Appraisal Quotes

- Three-year Blanket POs with extensions
- Vendor must have State Certified General Real Estate Appraiser
- Certified appraiser must be approved by SADC as of **7/1/2011** (five years)
- Vendors ranked within regions on price, **can't review in regions where appraising**
- Desktop Work Order to lowest Quote, **but only three work orders at a time**



DPP's Review Appraisal Add-Ons

- Letter of Addendum: **\$150**
- Highlands Dual Appraisal Consideration: **\$300**
- Pinelands Review Appraisals:
 - ✓ Cost Approach: **\$150-250**
 - ✓ Income Approach: **\$250-350**
 - ✓ Comparative Approach: **\$150**
- Subdivision Method: **\$500**



2016 Review Appraisals by Quote

<u>Quote</u>	2016 <u>Reviews</u>	Fees <u>Paid</u>	Add-Ons <u>Paid</u>	Total <u>Paid</u>	Average <u>Paid</u>
\$600	27	\$16,200	\$3,150	\$19,350	\$717
700	14	9,800	3,150	12,950	925
750	12	9,000	600	9,600	800
900	9	8,100	1,650	9,750	1,083
1100	6	6,600	1,050	7,650	1,275
1200	6	7,200	900	8,100	1,350
	74	\$56,900	\$10,500	\$67,400	\$911



2016 Review Appraisals by Region

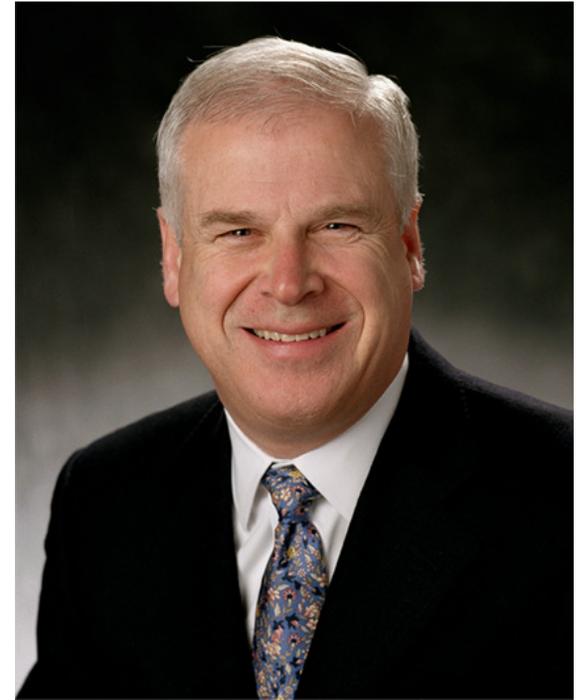
<u>Region</u>	<u>2016 Reviews</u>	<u>Fees Paid</u>	<u>Add-Ons Paid</u>	<u>Total Paid</u>	<u>Average Paid</u>
1	15	\$11,700	\$3,450	\$15,150	\$1,010
2	2	1,300	600	1,900	950
3	10	8,550	1,350	9,900	990
4	12	9,400	1,350	10,750	896
5	21	15,100	3,000	18,100	862
6	14	10,850	750	11,600	829
	74	\$56,900	\$10,500	\$67,400	\$911



Useful Links

- NJSTART Help Desk Support
njstart@treas.nj.gov
(609) 341-3500 M-F 8:30-4:30
- Sign-in page for NJSTART
njstart.gov/bs/
- Vendor reference guides
state.nj.us/treasury/purchase/njstart/vendor.shtml
- PDF files with Vendor forms
state.nj.us/treasury/purchase/forms.shtml
("At this time, NJSTART forms will only be accepted with quotes submitted through NJSTART")
- SADC Appraisal Handbook, Conference PowerPoint presentations
nj.gov/agriculture/sadc/farmpreserve/appraisals/appraisalresources.html





Daniel Patrick O'Connell

Chief of Fiscal Operations

email: pat.oconnell@ag.state.nj.us

work: (609) 633-0057

cell: (609) 915-9886



**N.J. State Agriculture
Development Committee**