

## PROPOSAL FOR SPECIAL COUNCIL ATTORNEY

### TAX APPEALS & IN REM FORECLOSURES

Stillwater Township is seeking proposals through the fair and open process as set forth in the State of New Jersey's Pay to Play legislation for the position of Tax Appeals/ In Rem Foreclosures Attorney for the period of January 1 to December 31, 2026. A request for proposal packet is on file with the Township Clerk. The forms can be obtained by visiting the Clerk's Office at:

Stillwater Township Municipal Building  
964 Stillwater Road  
Newton, New Jersey 07860

OR e-mail: [clerk@stillwatertwp.com](mailto:clerk@stillwatertwp.com) OR

By sending a self-addressed, stamped envelope to the Clerk's Office, to the attention of Valerie Ingles, Municipal Clerk, and requesting said packet be sent via the United States Postal Service. The forms in the packet must be fully completed and returned in a sealed envelope to:

Mrs. Valerie Ingles  
Municipal Clerk  
Stillwater Township Municipal Building  
964 Stillwater Road  
Newton, New Jersey 07860

no later than **11:00 a.m. on December 16, 2025**. Any questions regarding the form should be directed to Ms. Ingles, at telephone number 973-383-9484. No facsimile transmission shall be accepted.

The proposals shall be evaluated pursuant to the following criteria:

1.	Experience	50%
2.	Cost	40%
3.	Availability	10%
	TOTAL	100%

The proposals shall be opened at **11:00 a.m. on December 16, 2025** and the award of a professional services contract may occur anytime thereafter. Late proposals **SHALL NOT BE ACCEPTED**. Stillwater Township reserves the right to award a professional services contract to any candidate as determined by officials of the Township of Stillwater.

The Township of Stillwater recognizes and complies with the requirements of the Americans With Disabilities Act of 1990. As such, the Township of Stillwater endorses nondiscrimination on the basis of disability in every public service provided through municipal departments, programs, and contractors. It is a requirement and an expectation that all vendors who do business with the Township shall likewise endorse the

philosophy of this act, and shall strive to meet the requirements of it in conducting their business affairs.

**FAIR AND OPEN PROCESS PROPOSAL  
FOR TAX APPEALS & IN REM ATTORNEY**

The Proposal must be submitted no later than **11:00 a.m. on December 16, 2025**, to: Ms. Valerie Ingles, Municipal Clerk, Stillwater Township Municipal Building, 964 Stillwater Road, Newton, New Jersey 07860.

By submitting this Proposal, the applicant consents to allowing municipal officials to contact any and all references and municipalities as contained hereon and to verify any information contained herein. Stillwater Township reserves the right to award a professional service contract as Township officials deem appropriate.

Stillwater Township reserves the right to reject any application that is incomplete and further reserves the right to reject any applicant, even after award of contract, if any of the information contained on this proposal form is false. All those submitting proposals should review the enclosed Request for Proposals and submit all documentation requested in order to aid the Township of Stillwater in making an informed decision. All proposals must address ALL of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An authorized individual must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. The Township will not accept responsibility for mislabeled submissions.

Submissions shall be hand-delivered, mailed by way of First-Class Mail, or overnight delivery service. Fax submissions shall not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party with regard to the Stillwater Township of a response to this Request for Proposals unless there is a contract awarded, approved, and executed by the applicant and the Township of Stillwater.

The Stillwater Township Committee will award the Contract for Services using the criteria that form the framework of the applicant's response as set forth in this proposal. Experience, cost, and availability represent the basis for review of applications. In the event that two or more applicants score equally under the criteria of experience, cost and availability, the Stillwater Township Committee shall additionally consider to the factor of reputation, to form the basis for the award of contract. All submissions become the property of the Township of Stillwater, and there shall be no obligation to return any submission.

Valerie Ingles, Municipal Clerk  
Township of Stillwater  
964 Stillwater Road  
Newton, New Jersey 07860

**RESPONSE TO REQUEST FOR PROPOSAL  
FOR STILLWATER TOWNSHIP SPECIAL COUNCIL**

**TAX APPEALS & IN REM FORECLOSURES**

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Section A — Identification Page

Section B — Experience; Qualifications

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## SECTION A: IDENTIFICATION PAGE

A. Name of Proposer (Individual to be appointed):

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B. Home Address of Proposer: 

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C. Name of Law Firm: 

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D. Primary Location of Firm: 

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E. Mailing Address of Firm: 

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F. Contact Information:

Work Telephone: 

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Fax Number: 

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E-mail address: 

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## SECTION B: EXPERIENCE; QUALIFICATIONS

State(s) in which the proposer holds  
current license(s) to practice law: \_\_\_\_\_

Years of experience as a licensed attorney: \_\_\_\_\_

Years of Experience as a licensed attorney  
practicing municipal law in New Jersey: \_\_\_\_\_

Stillwater Township believes experience as a Tax Appeals/In Rem Attorney is an important factor when awarding a professional service contract for the municipality. Points in this category shall be awarded as follows:

Please place a check mark in front of the applicable response:

- |                          |  |           |
|--------------------------|--|-----------|
| <input type="checkbox"/> | Applicant has 12 years or more experience as a<br>Tax appeals attorney | 50 points |
| <input type="checkbox"/> | Applicant has 8 years or more experience as a<br>Tax appeals attorney  | 40 points |
| <input type="checkbox"/> | Applicant has 5 years or more experience as a<br>Tax appeals attorney  | 30 points |
| <input type="checkbox"/> | Applicant has 3 years or more experience as a<br>Tax appeals attorney  | 20 points |

**Explanation of Details: Please attach a narrative to address this Section, providing details regarding the applicant's experience and qualifications**

## SECTION C: COST

Stillwater Township shall pay one hourly rate to the Attorney for all work performed. Stillwater Township believes controlling legal costs is important. Therefore, points shall be awarded based upon the following schedule.

Please place a check mark in front of the applicable response:

	<u>POINTS</u>
<input type="checkbox"/> \$160 per hour or less (Write in actual per hour fee _____)	40
<input type="checkbox"/> \$161 - \$175 per hour (Write in actual per hour fee: _____)	30
<input type="checkbox"/> \$176 - \$200 per hour (Write in actual per hour fee: _____)	20
<input type="checkbox"/> Above \$200 per hour (Write in actual per hour fee: _____)	10

## SECTION D: REPUTATION

List All Municipalities (identify county as well) for whom you have served as Tax Appeals/In Rem attorney:

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### References

I authorize officials of Stillwater Township to contact any of the municipalities listed hereon or any other source to verify the truthfulness of the information contained in this proposal form. I also authorize officials to contact the two professional references below:

<u>Name</u>	<u>Position/Title</u>	<u>Telephone Number</u>
1. _____		
2. _____		

**Explanation of Details:** Please attach a narrative to address this Section, providing details regarding the applicant's reputation

The information contained in this proposal form is true. I realize that if any information is false, Stillwater Township reserves the right to reject my application or terminate my services and the professional service contract even after same has been awarded.

Signature of Proposer: \_\_\_\_\_

Print name: \_\_\_\_\_

## STANDARD BID DOCUMENTS

### CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ A. That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).

OR

- ☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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(Attach Additional Sheets If Necessary.)

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

<sup>1</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).