

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH  
SCHAFFER SHAIN JALLOH PC TO SERVE AS  
TAX APPEAL COUNSEL**

**WHEREAS**, the Township of North Brunswick has a need to acquire professional services for Tax Appeal Counsel for calendar year 2023; and

**WHEREAS**, on October 11, 2022, the Township Council approved Resolution 298-10.22, authorizing the solicitation of Requests for Proposals (RFP) for said professional services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Thursday, November 10, 2022, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of three proposals in response to PRO23012; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Schaffer Shain Jalloh PC (150 Morristown Road, Suite 105 Bernardsville, NJ 07924) to serve as Tax Appeal Counsel for calendar year 2023; and

**WHEREAS**, proposals have been reviewed and the response submitted by Schaffer Shain Jalloh PC has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Schaffer Shain Jalloh PC to serve as of Tax Appeal Counsel for calendar year 2023; and

**WHEREAS**, Schaffer Shain Jalloh PC shall be compensated for these services at a blended hourly rate of \$120.00 for partners and associates, a blended hourly rate of \$75.00 for law clerks and paralegals, and reimbursable expenses in an amount not-to-exceed \$75,000.00; and

**WHEREAS**, the Chief Financial Officer has certified that \$40,000.00 is available for this purpose in account 3-01-20-150-000-181 for services ending June 30, 2023 and the balance of funds shall be certified upon the appropriation of funds in FY2024.

**NOW, THEREFORE, BE IT RESOLVED** on this 3<sup>rd</sup> day of January, 2023, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Schaffer Shain Jalloh PC to serve as Tax Appeal Counsel, with an authorization not-to-exceed \$75,000.00 for calendar year 2023, in accordance with RFP PRO23012.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer, hereby certify that \$40,000.00 is available for this purpose in account 3-01-20-150-000-181 for services ending June 30, 2023 and the balance of funds shall be certified upon the appropriation of funds in FY2024. Contract PRO23012

\_\_\_\_\_  
Cavel Gallimore  
Chief Financial Officer

\_\_\_\_\_  
Justine Progebin  
Business Administrator

\_\_\_\_\_  
Ronald Gordon, Esq.  
Township Attorney  
Approved as to legal form

**RECORDED VOTE:**

| COUNCIL MEMBER | YES | NO | ABSTAIN | NOTES |
|----------------|-----|----|---------|-------|
| HUTCHINSON     |     |    |         |       |
| GUADAGNINO     |     |    |         |       |
| ANDREWS        |     |    |         |       |
| DAVIS          |     |    |         |       |
| SOCIO          |     |    |         |       |
| MEHTA          |     |    |         |       |
| MAYOR WOMACK   |     |    |         |       |

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 3, 2023.

\_\_\_\_\_  
Lisa Russo  
Township Clerk



TOWNSHIP OF NORTH BRUNSWICK  
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NORTH BRUNSWICK, NJ 08902  
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Website: WWW.NORTHBRUNSWICKONLINE.COM

Evaluation Report  
Tax Appeal Counsel - Request for Proposal PRO23012  
December 30, 2022

Evaluation:

The Township Council passed a resolution authorizing the solicitation of proposals for Tax Appeal Counsel Services in the Finance Department through a competitive contracting process. This process allows for other factors other than price to be taken into consideration in awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with a “weighted” criterion established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer  
Alaina Wysocke, Tax Assessor  
Dianne Walker, Deputy Assessor

The committee reviewed and discussed both the Request for Proposal and alternative evaluation criteria on several occasions. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- Understanding of Service: 30 points
- Prior Experience of Individual/Team on similar projects: 20 points
- Overall Company History with Similar Services: 30 points
- Agreement to Pricing Model: 20 points
- Total: 100 possible points

Competitive contracting proposals were solicited. Four (4) proposals were received by the submission deadline.

The four (4) vendors who submitted were as follows:

Potential Vendors:

Antonelli Kantor, PC

354 Eisenhower Pkwy, Ste 1000

Livingston, NJ 07039

Shain Schaffer Jalloh, PC

150 Morristown Road Ste 105

Bernardsville, NJ 07924

Florio Kenny Ravel, LLP

125 Chubb Avenue

Lyndhurst, NJ 07071

The committee members all individually reviewed each proposal. The committee then met to discuss the proposals, discussing observations, experience, proposed methodology and other factors. The committee members then individually filled out Committee Evaluation Forms, assigning numerical scores for each criterion.

The Committee highlights the following factors affecting the evaluation and scoring:

Shain Schaffer, PC placed at the top, scoring maximum points in each category. Antonelli Kantor, PC scored high in the Pricing Model, they score fair in both Company History/Experience and Scope of Work, however they scored the lowest in Experience/Qualifications. Florio Kenny Ravel, LLP scored very well in Company History/Experience and Scope of work, but lowest in Pricing Model.

When the scoring was added for all vendors, the firms were ranked as follows:

|                    |     |
|--------------------|-----|
| Shain Schaffer, PC | 300 |
|--------------------|-----|

|                      |     |
|----------------------|-----|
| Antonelli Kantor, PC | 258 |
|----------------------|-----|

|                         |     |
|-------------------------|-----|
| Florio Kenny Ravel, LLP | 264 |
|-------------------------|-----|

The proposals submitted by Shain Schaffer, PC ranked the highest when all scores were tabulated. They have demonstrated a better understanding of the needs of North Brunswick Township's properties with their past experiences and knowledge.

Therefore, the committee recommends the award of contract Shain Schaffer, PC lead firm, with no conflicts at this time it has been proposed to proceed forward with only one firm.

**RECEIPT OF PROPOSALS**

**November 10, 2022**

**Results from the receipt of Requests for Proposals on Thursday, November 10, 2022 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Justine Progebin, Business Administrator/Purchasing Agent  
Samantha Sickles, Assistant Purchasing Agent  
Lisa Russo, Municipal Clerk  
Nellie Sowell, Clerk 3**

**Resolution #298-10.22 was adopted on October 11, 2022 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Receipt of proposals is closed.**

**The following receipt of proposals were received:**

|  | <b>Bond</b>             |                 |
|--|-------------------------|-----------------|
| <b>PRO23012 – Tax Appeal Counsel</b>   | <b>No Bond required</b> | <b>Total</b>    |
| <b>Antonelli Kantor, PC<br/>354 Eisenhower Parkway, Suite 1000<br/>Livingston, NJ 07039</b>    |                         | <b>Set Fees</b> |
| <b>Florio Kenny Raval, LLP<br/>125 Chubb Avenue<br/>Lyndhurst, NJ 07071</b>                    |                         | <b>Set Fees</b> |
| <b>Schaffer Shain Jalloh PC<br/>150 Morristown Road, Suite 105<br/>Bernardsville, NJ 07924</b> |                         | <b>Set Fees</b> |

**A report will be presented to the Township Council for possible award at the Reorganization Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**