

**RESOLUTION NO. 2022-088**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG  
HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY,  
AWARDING A CONTRACT FOR THE REGISTRATION OF  
PROPERTY PENDING FORECLOSURE TO PROPERTY  
REGISTRATION CHAMPIONS, LLC d/b/a PROCHAMPS.**

**WHEREAS**, on January 18, 2022, the Governor signed into law A-2877/S-1149, which repealed N.J.S.A. 40:48-2.12s and replaced it with a new law which requires registration of certain vacant and abandoned properties with municipalities and provides enforcement tools related to the maintenance of these properties; and

**WHEREAS**, the Township has a property registration program to identify, monitor and address the risk of blight on residential and commercial properties and determined that there there exists a need in the Township for the Registration of Property Pending Foreclosure Services; and

**WHEREAS**, the Township of Little Egg Harbor has solicited proposals from qualified applicants for the Registration of Property Pending Foreclosure Services through a fair and open process; and

**WHEREAS**, in response to the solicitation, one (1) proposal was received on Friday, March 4, 2022 from Property Registration Champions, LLC d/b/a PROCHAMPS; and

**WHEREAS**, the proposal have been reviewed by the Township officials and it has been determined that Property Registration Champions, LLC d/b/a PROCHAMPS has submitted an advantageous proposal in accordance with the Township's request, attached hereto as Schedule A; and

**r|m|s|h|c**

Rothstein, Mandell, Strohm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

98 East Water Street  
Toms River, NJ 08753

o: 732.363.0777  
f: 732.905.6555

**WHEREAS**, it is the desire of the governing body to award a contract for the Registration of Property Pending Foreclosure Services to Property Registration Champions, LLC d/b/a PROCHAMPS.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey as follows:

1. That the governing body does hereby award a contract to Property Registration Champions, LLC d/b/a PROCHAMPS for the Registration of Property Pending Foreclosure Services for a flat fee of \$100.00 per registration in accordance with the bid specifications and PROCHAMPS response thereto.

2. That the Mayor and the Township Clerk are hereby authorized to execute a contract with Property Registration Champions, LLC d/b/a PROCHAMPS for Registration of Property Pending Foreclosure Services in a form acceptable to the Township Attorney.

3. This contract shall be an open-ended contract with funds being encumbered contingent upon the availability of funds in the budget year. No purchase(s) shall be made under this contract until the Chief Financial Officer has certified the availability of funds for such purchases.

4. That a certified copy of this resolution shall be forwarded to the Township Administrator, Chief Financial Officer, Township Code Enforcement Officer and Property Registration Champions, LLC d/b/a PROCHAMPS.

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**CERTIFICATION**

I, **KELLY LETTERA, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 10<sup>th</sup> day of **March, 2022**.



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**KELLY LETTERA, RMC**  
Municipal Clerk  
Township of Little Egg Harbor

**r|m|s|h|c**

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Halm & Cipriani, P.A.  
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Toms River, NJ 08753

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**f:** 732.905.6555

## AGREEMENT

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **TOWNSHIP OF LITTLE EGG HARBOR**, a municipal corporation of the State of New Jersey, having its principal offices located at 665 Radio Road, Little Egg Harbor, New Jersey, 08087, hereinafter referred to as "Township," and **PROPERTY REGISTRATION CHAMPIONS, LLC d/b/a PROCHAMPS**, having its principal offices located at 2725 Center Place, Melbourne, Florida 32940, hereinafter referred to as "Contractor."

### **WITNESSETH:**

That and for and in consideration of the sum of not to exceed (1) \$500 per property annually for any property that is required to be registered because a summons and complaint in an action to foreclose was filed by the creditor; and (2) an additional \$2000 per property annually if the property is vacant or abandoned pursuant to the definition in the ordinance when the summons and complaint in an action to foreclose is filed, or becomes vacant and abandoned pursuant to the definition in the ordinance at any time thereafter while the property is in foreclosures (pursuant to Little Egg Harbor Township Code Chapter 274 and any amendments thereto), the Contractor agrees to provide Registration of Property Pending Foreclosure, in accordance with the contract documents hereinafter set forth.

That for and in consideration of the amount payable under this agreement by the Township, the Contractor agrees, at its own proper cost and expense, and with due skill and diligence, that it will perform the Registration of Property Pending Foreclosure Improvements aforesaid in accordance with the contract documents and in compliance with this agreement.

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The Contractor agrees to receive as full compensation the amount stated herein for the Registration of Property Pending Foreclosure Improvements provided to the Township. The Contractor shall be responsible for all loss or damage arising out of providing the Registration of Property Pending Foreclosure Improvements aforesaid or from any action of the elements; or from any unforeseen obstruction or difficulties which may be encountered of every description connected with providing the Registration of Property Pending Foreclosure Improvements aforesaid until the same have been accepted by the Township.

To prevent all disputes and litigation, it is agreed by and between the parties to this agreement that the Township shall in all cases determine the services rendered and paid for under this agreement, and as to the interpretation of the plans and specifications.

The contract documents shall consist of the following:

1. Notice to Bidders;
2. Bid Specifications;
3. Contractor's Proposal (as accepted);
4. Contract Agreement;
5. All Addenda.

The parties to this agreement agree to incorporate into this agreement the mandatory language of subsection 3.5(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the contractor or subcontractor agrees to comply fully with the terms, provisions and obligations of said subsection 3.4(a), provided that said subsection shall be applied subject to the terms of subsection 3.5(c) of said Regulations.

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The parties to this agreement further agree to incorporate into this agreement the mandatory language of subsection 3.7(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time, and the contractor or subcontractor agrees to comply fully with the terms, provisions and obligations of said subsection 3.7.

The Contractor shall execute the Affirmative Action Agreement, Exhibit B attached hereto, which shall be incorporated herein by reference. The Contractor shall submit a copy of the Certificate of Employee Information Report, or a copy of letter of Federal approval, or Form AA-302 (Initial Employee Information Report) prior to execution of this Agreement.

Contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the Contractor.

Before final payment on the contract is made by the Township, the Contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, Contractor and each of its affiliates, and a subcontractor and each of its affiliates, [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to Section 1 of P.L. 2001, c. 134 (C.52:32-44 et al.) or Subsection e. or f. of Section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of

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\$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

This Agreement, together with the contract documents, form the contract and they are as fully a part of this Agreement as if hereto attached or herein repeated.

The Township and the Contractor for themselves, their heirs, executors, administrators, successors or assigns, hereby agree to the full performance of the covenants herein contained.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement.

**WITNESS AND ATTEST:**

**TOWNSHIP OF LITTLE EGG HARBOR**

\_\_\_\_\_  
**KELLY LETTERA, RMC**  
Township Clerk  
(Seal)

\_\_\_\_\_  
**JOHN KEHM, Mayor**

**PROPERTY REGISTRATION  
CHAMPIONS, LLC d/b/a PROCHAMPS**

\_\_\_\_\_  
By: \_\_\_\_\_  
President Secretary

(Seal)

MSA

**r|m|s|h|c**

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Township of Little Egg Harbor, New Jersey  
Request for Bids  
Registration of Property Pending Foreclosure  
Due Date: Friday, March 4, 2022  
at 11:00 A.M.

Submitted by:  
Property Registration Champions, LLC DBA  
**PROCHAMPS**  
Mr. Robert Mannarino, CEO  
2725 Center Place  
Melbourne, FL 32940  
(321)-421-6639  
[rmannarino@prochamps.com](mailto:rmannarino@prochamps.com)





**VIA FEDERAL EXPRESS**

March 2, 2022

Township of Little Egg Harbor  
Little Egg Harbor Township Municipal Building  
665 Radio Road  
Little Egg Harbor, NJ 08087  
Attn: Kelly Lettera, RMC, Township Clerk

Dear Ms. Lettera,

Thank you for the opportunity for Property Registration Champions, LLC dba **PROCHAMPS** ("**PROCHAMPS**") to once again submit its proposal to the Township of Little Egg Harbor ("Township"), New Jersey's "**REQUEST FOR BIDS – Registration of Property Pending Foreclosure.**"

Our electronic property registration program was developed to directly address all the challenges faced by communities when managing these difficult properties in their neighborhoods. Our program solutions have proven to align with the Township's objectives over the past year, and we are confident that our proprietary platform will continue to assist the Township in meeting or exceeding its compliance goals.

We are again willing and prepared to execute a standard agreement with the Township of Little Egg Harbor and will comply with all terms and conditions set forth in the bid posted by the Township entitled **REQUEST FOR BIDS – Registration of Property Pending Foreclosure.**

Sincerely,

*Robert Mannarino*  
Robert Mannarino (Mar 2, 2022 10:59 EST)

Robert Mannarino, CEO  
Property Registration Champions, LLC dba **PROCHAMPS**  
2725 Center Place  
Melbourne, FL 32940  
(321) 423-6639  
[rmannarino@prochamps.com](mailto:rmannarino@prochamps.com)

## Meet the PROCHAMPS Executive Team

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**Robert Mannarino – CEO** -A CEO and Board Director who has been leading Technology and BPO firms for over 20 years. He is known for his strategic insight, leadership and entrepreneurial ability to grow businesses and to create value for customers. Bob is a graduate of Chicago Booth with an MBA and holds a BS in Computer Science from Union College. He is accredited in Cybersecurity Governance from CERT at Carnegie Mellon.



**Jorge Fernandez – CFO/ Director of Business Strategy for Puerto Rico**- Jorge has 25 years of extensive experience in implementation of operational strategies, execution of corporate goals, and establish/maintain operating financial controls. Jorge worked for several privately held and publicly traded companies in aerospace, technology, health care, and service sectors. Jorge began his career as part of the assurance practice at Arthur Anderson LLP. Jorge received his BA and MA degree in Accounting from the University of Florida and is a Certified Public Accountant (CPA) licensed in the State of Florida.



**Stephen Arpaia – General Counsel, Legal and Compliance** – Steve joined PROCHAMPS in June 2020 and leads the Legal Team while also managing all compliance operations. Since graduating from Cornell Law School in 1999, he has served as a strategic legal adviser to numerous companies regarding business development, government contracting, municipal ordinance drafting, statutory interpretation, intellectual property issues and risk assessment and mitigation.

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## 1. Description of Services

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**PROCHAMPS** is a full-service technology and system administrator for at-risk property registration programs across the country. We efficiently manage foreclosure, vacant and rental property registration programs on behalf of local governments to help achieve higher property registration compliance, which in turn helps to "fight blight" by improving neighborhood safety, reducing crime and increasing home values.

We provide a turnkey solution to municipal customers by (i) identifying properties that require registration, (ii) verifying that the property meets the local ordinance requirements for registration, (iii) identifying the responsible parties required to register, (iv) contacting the responsible party to warn them of the need to comply, and (v) collecting registration fees and other required data.

We have proven to be qualified and able to provide all services, equipment, personnel, and supervision necessary to develop, record, and administer the registration program for the Township within the guidelines set forth in this RFP, more specifically outlined in **A. SCOPE OF WORK** with the following clarifications:

### **A. SCOPE OF WORK**

*#7 states "The fee shall not exceed: (1) \$500 per property annually for any property that is required to be registered because a summons and complaint in an action to foreclose was filed by the creditor; and (2) an additional \$2,000 per property annually if the property is vacant or abandoned pursuant to the definition in the ordinance when the summons and complaint in an action to foreclose is filed, or becomes vacant and abandoned pursuant to the definition in the ordinance at any time thereafter while the property is in foreclosure;"*

Pending the municipality's process of amendment and submission of said amendment to PROCHAMPS for review and update as needed.

### **D. INSURANCE**

#### **MAJOR VEHICLE LIABILITY INSURANCE**

- PROCHAMPS does not possess any owned vehicles

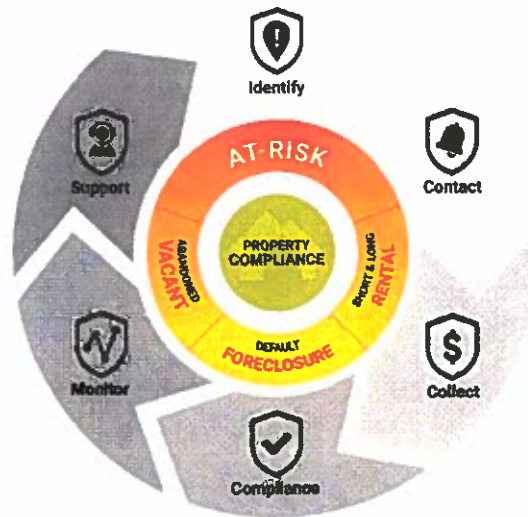
#### **ADDITIONAL INSURED**

- Township and individuals and groups shall be included as Additional Insureds







Pursuant to the requirements of this Request for Proposal (RFP), we will continue to provide all the required services necessary to operate the Township's Foreclosure Property Registration program to include fee collection in accordance with the requirements of its adopted ordinance, as described in more detail on the following two pages.

The remainder of this page is intentionally left blank.

## Detailed Plan of Services



Our proprietary technology, experienced professional staff and optimized processes will continue to provide the successful identification, regulation, monitoring and outreach of at-risk properties pursuant to P.L. 2021, c. 444 and Chapter 274 of the Township Code, as may be amended from time to time, and as set forth in the **A. SCOPE OF WORK**. Key capabilities include:

-   
Identify
  - We utilize data such as city and county records, public filings, utility bills, census data and more to identify the responsible parties for all at-risk properties.
-   
Contact
  - We notify all responsible parties of their obligation to register and will supply the community with all the most up to date contact information to be used for future compliance outreach.
-   
Collect
  - Collect and remit all fees, fines, and late fees to the Township mid-month for the previous month and supply an itemized invoice to be paid by the Township prior to the next remittance.
-   
Compliance
  - We provide Enforcement Reports which allow the Township to cite, fine, or begin the enforcement or code violation process. We also reconcile registrations collected by each municipality to determine non-compliant listings.
-   
Monitor
  - We monitor for all identified at-risk properties, accurate and current responsible party contact information.
  - We view current property risks and compliance status and analyze property risk compliance trends.
-   
Support
  - We provide the Township with easy-to-use reports that can be viewed, customized, and downloaded on demand by the Township at any time.
  - We provide ongoing support to responsible parties and Township staff via web meetings, tutorials, training, phone, support tickets and live chat on the website.



## **Program Maintenance**

Because we are currently partnered with the Township of Little Egg Harbor, we will continue with the maintenance phase of the program activities. The activities making up the ongoing fulfillment effort include, but are not limited to:

- **Identify “At-Risk” Properties**
  - We continually collect at-risk property evidence that is located within the Township to determine new potential obligations to register.
  - The Compliance Team will review filings to identify as potentially “at-risk” properties.
  - The initial filing date is confirmed to ensure the appropriate start date of the foreclosure action or registration and collect on any past due registration fees. This review prevents Responsible Parties from bypassing any past due registration obligations.
- **Monitor and Regulate “At-Risk” Properties**
  - All Identified at-risk properties will be analyzed on an ongoing basis for any ownership and registration changes. This analysis will confirm, using all available data whether there is any compliance concern or whether the property should be deregistered.
  - We will ensure, for all identified at-risk properties, accurate and current responsible party contact info for compliance outreach activities.
  - We will send notifications to all responsible parties of each at-risk property. These notifications are repeated on a regular basis until the property is compliant.
  - Registrants will have access to a 24/7 access to any modern browser or mobile device to update or complete the registration process and to ensure their property meets regulatory standards.
  - Upon request, we will provide a simple and mobile-friendly capability to citizens to report property complaints.  
These complaints will be reported to the responsible party as well as to the Township for resolution and/or enforcement.
  - We provide the Township with current and trend metrics on all at-risk property enforcement activities.
  - We provide the Township with requested reports and data regarding at-risk properties.
- **Provide Township and Responsibility Party/Registrant Support**
  - The Support Team provides a high level of professional ongoing support via email, phone, and live chat to Township staff and Responsible Parties (Registrants).
  - All support requests are tracked as tickets to ensure efficient resolution, to include monthly audits for quality control purposes.
  - Our technology provides the Township with complete visibility into the status and resolution of all support tickets.
- **Provide Training**
  - We work with the Township to provide ongoing training for all designated employees to understand the program and be proficient in the use of our platform.
  - We conduct customized online trainings upon request.
- **Conduct Regular Program Status Reviews**
  - Our Government Support Team will reach out to the Township periodically to ensure expectations are being met, that our communication and reporting are effective, and that we are collaborating, as necessary.
  - A report card may be provided to the Township to measure our performance across key operational areas.

## 2. Professional Experience

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We have managed property registries for nearly thirteen years and provides a turnkey solution to Partnered Communities by (i) identifying properties that require registration, (ii) verifying that the property meets the local ordinance requirements for registration, (iii) identifying the responsible parties required to register, (iv) contacting the responsible party to warn them of the need to comply, and (v) collecting registration fees and other required data.

We have nearly 300 partnered communities where similar services are provided; most of them began partnership in the past ten years. Due to the voluminous nature of the list, we are unable to provide all the contact information requested but will provide a specific community's contact upon request.

A short list of local governmental clients that have similar contracts and contact information are contained in *4. List of Professional References*.

## 3. Qualifications of Key Personnel

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Property registration program operations are a combination of experienced people, proven processes and leveraged technology. Operation responsibilities are separated into 5 teams. The 5 teams represent specific areas of discipline and expertise:

- Government Relationship Team (GRT)
- Customer Service Team (CST)
- Proactive Compliance Team (PCT)
- Quality Control Team (QCT)
- Information Technology Team (ITT)

The combined efforts of the experts on these teams maximizes the benefit of best practice legislation, proven processes and our state-of-the-art registration and communication platforms to provide the most effective, stand-alone foreclosure registry program in existence.

Key Personnel that will work directly with the Township possesses over 30 years of combined experience in the successful administration of property registration programs. The individuals on the next two pages have the education, qualifications, experience, training, and resources to provide all services necessary to develop, record, and administer the registration program for the Township, within the guidelines set forth in this RFP.

The remainder of this page is intentionally left blank.



The Key Personnel who are assigned to the Township are:

Scott Blasie  
Director,  
Government  
Relations

Deanna Morris  
Manager, Legal  
Support Team

Michael Baldwin  
Senior Solutions  
Architect & Systems  
Engineer, IT Team

Tracey Howarth  
Director,  
Community &  
Strategy

Juana "Angel"  
Esindu, Director,  
Support Team

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Our proprietary technology combined with our staff of experienced professionals provide the foundation for servicing the community's needs, and successfully implementing At-Risk Property Registration Programs.

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**Scott Blasie** [sblasie@prochamps.com](mailto:sblasie@prochamps.com)

**Director, Government Relations**



Scott is an experienced Relationship Director with a demonstrated history of working with Government staff and elected officials. His skilled Customer Service background, and 27-year tenure in Public Service as a Code Enforcement Director give him the insight needed to mentor our team as it fosters ongoing relationships with current community partners and prospective partners. Scott mentors and guides the team to ensure the highest level of service through regular touchpoints with the City, effective communication and reporting and team collaboration.

Scott is a strong consulting professional with a BA in Business Administration, Management and Operations from Lynn University, Boca Raton, FL.

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**Tracey Howarth** - [thowarth@prochamps.com](mailto:thowarth@prochamps.com)

**Director, Community Strategy & Planning**



Tracey has a long history in the retail industry building and leading high-performing, results-driven teams. Her experience includes Multi-Unit Management, P & L Management, Operations, Talent Acquisition and Development and Strategic Planning and Execution. Tracey brings a business approach for efficiently and successfully managing government programs and projects. In 2016 following her time in retail, Tracey moved into the Public Sector working with staff and local government officials where she was responsible for developing and executing the Vacant & Abandoned Property program. In 2018 Tracey took on the additional responsibility of managing the Building & Construction Department.



**Deanna Morris** [dmorris@prochamps.com](mailto:dmorris@prochamps.com)

**Manager, Legal Support Team**



Manager of the Legal Support Team, Deanna Morris started with PROCHAMPS in 2016 as the Manager of the Policy Team. She leads her team in reviewing ordinances nationally as well as review of current partnered communities on a regular basis. A proven reviewer and trainer who assists in obtaining requirements from ordinances and the communities that wish to maintain the best possible environment for their communities and citizens. Communication with community staff, community leaders and associated attorneys for the community are an integral part of the process for Deanna as well further ensuring the understanding within the partnership and proper implementation of the ordinance policies.

Our in-house legal team collaborates with the City's legal counsel to ensure proper application of the ordinance and ensures all policies, terms, and conditions reconcile with City expectations.

The legal team confirms that our business rules are correctly configured for use by our platform and compliance team to determine the registration obligation for the pursuit of compliance and, if necessary, enforcement action by the Township. The team also reviews registration results and responsible party participation then utilizes that data to suggest or guide our partners in deciding the best course of action for their community's needs.

**Juana (Angel) Esindu** [aesindu@prochamps.com](mailto:aesindu@prochamps.com)

**Director, Customer Support**



As Director of Customer Support, Angel's daily endeavor is to be a company-wide catalyst to recognize and promote excellence in the customer experience while driving continuous improvement. She also inspires, and influences change in the perspective of front-line customer service both internally and externally. It is from this platform we can assist with building better communities, help fight blight, and assist in protecting the public's health, safety, and welfare.

The primary function of the Support Team is to resolve issues that any customer may have in a swift and professional manner. Angel's team works with both Government staff and responsible parties across all our partnered communities through every aspect of the registration program and every phase of the registration process. Angel's commitment to service is evident in her team's active involvement in all customer related issues and collaborative approach to bringing every challenge to a positive result for the community.

**Michael Baldwin** [mbaldwin@prochamps.com](mailto:mbaldwin@prochamps.com)

**Sr. Solutions Architect | Systems Administrator**



Mike has spearheaded several projects during his time at PROCHAMPS including the implementation of a network infrastructure at the corporate and satellite offices, servers, phones, internet as well as being the solutions architect/project manager for several key business web applications including the "At-Risk" and Short-Term Rental identification platform. Mike's team is responsible for building and maintaining our best-in-class cloud-based property registration platform. His team ensures that all data sources available to the city are integrated into the platform and updated regularly for analysis. The team also provides custom integration capability allowing registration data to be automatically integrated into the city systems.

## 4. List of Professional References



A private/public partnership was created with Township of Pennsauken, NJ in September 2016 to operate its vacant and foreclosure registry. Since partnership began, we have collected over 5,000 registrations. Pennsauken also added long-term rental property registrations in 2017 and to date we have collected over 3,000 registrations in that program.

Community Partner Since 2016	Township of Pennsauken – Local Government Entity
Scope of Services	Registration, Notification, Revenue collection, Monitor, Enforce and Support
Contact Person	Patte Magro
Title	Township Rental Coordinator
Telephone Number	(856) 663-0514
E-mail Address	<a href="mailto:pmagro@twp.Pennsauken.nj.us">pmagro@twp.Pennsauken.nj.us</a>
Our service agreement is a shared fee structure based on compliance. The Township of Pennsauken has a current and on-going contract partnership.	



A private/public partnership was created with City of Elizabeth, NJ in October 2015 to operate the city's vacant and foreclosure registry. In the first 12-months of the contract with Elizabeth, NJ, we have collected over 4000 registrations, more than doubling what the city was tracking to complete. Since that time, we have collaborated with Elizabeth, NJ to register nearly 11,000 properties.

Community Partner Since 2015	City of Elizabeth , NJ – Local Government Entity
Scope of Services	Registration, Notification, Revenue collection, Monitor, Enforce and Support
Contact Person	Eduardo Rodriquez
Title	Director, Department of Planning & Community Development
Telephone Number	(908) 820-4160
E-mail Address	<a href="mailto:erodriquez@elizabethnj.org">erodriquez@elizabethnj.org</a>
Our service agreement is a shared fee structure based on compliance. The City of Elizabeth, NJ has a current and on-going contract partnership.	



A private/public partnership was created with City of Glen Cove, NY in February 2021 to operate the city's foreclosure registry . In the first 12-months of the contract with Glen Cove, NY we have collected approximately 200 registrations, more than quadrupling what the city was tracking to complete.

Community Partner Since 2021	City of Glen Cove, NY – Local Government Entity
Scope of Services	Registration, Notification, Revenue collection, Monitor, Enforce and Support
Contact Person	Gregory Kalnitsky
Title	City Attorney
Telephone Number	(516) 320-7873
E-mail Address	<a href="mailto:gkalnitsky@glencoveny.gov">gkalnitsky@glencoveny.gov</a>
Our service agreement is a shared fee structure based on compliance. The City of Glen Cove, NY has a current and on-going contract partnership.	

## 5-11. Please see the following completed forms

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5. Bid Sheet
6. Mandatory Affirmative Action Language
7. A copy of **PROCHAMPS's** Business Registration Certificate
8. Ownership Disclosure
9. Non-Collusion Affidavit
10. Disclosure of Investment Activities in Iran
11. Acknowledgement of Receipt of Addenda

The remainder of this page is intentionally left blank.

## 5. Bid Sheet

### **Property Register Development Proposal**

In accordance with the proposal specifications, the undersigned agrees to provide the aforementioned service for a flat rate of \$ 100 per bank registered foreclosed property.

By signing below, the vendor certifies that he/she is authorized to act on behalf of the company responding to this bid. By signing this proposal form, the Vendor acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges that he/she understands and is able to render the Scope of Services as outlined in this proposal.

Company	Property Registration Champions, LLC dba PROCHAMPS
Signature	<u>Robert Mannarino</u> <small>Robert Mannarino (Mar 1, 2022 10:58:57)</small>
Title	<u>CEO</u>
Date	<u>March 2, 2022</u>

## **6. Mandatory Affirmative Action Language**

### **MANDATORY AFFIRMATIVE ACTION LANGUAGE**

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L.1975,c.127 (N.J.A.C.17:27). With its proposal the vendor should present one of the following:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).  
OR
2. A photocopy of their approved Certificate of Employee Information Report. OR
3. An Affirmative Action Employee Information Report (Form 44302). OR
4. All successful construction contractors must submit within three (3) days of the signing of the contract an Initial Project Manning Report (44201) for any contract award that meets or exceeds the Public Agency Bidding Threshold.

**NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF P.L. 1915, C. 127.**

The following questions must be answered by all bidders:

1. Do you have a federally approved or sanctioned Affirmative Action program?

YES ☐ NO ☒

If yes, please submit a copy of such approval.

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

YES ☒ NO ☐

If yes, please submit a copy of such certificate. (attached)

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L. 1975, c. 127 and agrees to furnish the required documentation pursuant to the law.

**COMPANY:** Property Registration Champions, LLC dba PROCHAMPS

**SIGNATURE:**   
Robert Mannarino Mar 3, 2012 10:50:25

### **NOTE**

**NO CONTRACT CAN BE AWARDED WITHOUT THE SUBMISSION OF ONE OF THE ABOVE ITEMS FOR PROOF OF AFFIRMATIVE ACTION PLAN, COMPLETED AND SUBMITTED TO THE DEPARTMENT OF PURCHASING.**

**A CONTRACTOR'S BID MUST BE REJECTED AS NON-RESPONSIVE IF A CONTRACTOR FAILS TO COMPLY WITH REQUIREMENTS OF P.L. 1975, C. 127, WITHIN THE TIME FRAME.**

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### **AFFIRMATIVE ACTION**

- 1.** Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27.
- 2.** Bidders shall execute and submit the Affirmative Action Exhibit A which follows on next page.
- 3.** The successful bidder shall submit Affirmative Action evidence after notification of award, but prior to execution of the contract with the Township. Affirmative Action evidence shall be either a copy of letter of Federal approval, or Certificate of Employee Report, or complete Form AA-302 (Employee Information Report).

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27 5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report (attached)

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Company	Property Registration Champions, LLC dba PROCHAMPS
Signature	<u>Robert Mannarino</u> <small>Robert Mannarino (Mar 2, 2022 10:59 EST)</small>
Title	Robert Mannarino, CEO
Date	March <u>2</u> , 2022





## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
CONTRACT COMPLIANCE & AUDIT UNIT  
EEO MONITORING PROGRAM  
33 WEST STATE STREET  
P. O. BOX 206  
TRENTON, NEW JERSEY 08625-0206

ELIZABETH MAHER MUOIO  
*State Treasurer*

SHEILA Y. OLIVER  
*Lt. Governor*

MAURICE A. GRIFFIN  
*Acting Director*

### ISSUANCE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

Enclosure(s) (AA-01 Rev. 4/18)

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT  
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-AUG-2015 to 15-AUG-2025**

**PROPERTY REGISTRATION  
2725 CENTER PLACE  
MELBOURNE**

**FL 32940**



*Elizabeth Maher Muoio*

**ELIZABETH MAHER MUOIO  
State Treasurer**

## 7. Copy of PROCHAMPS Business Registration Certificate

02/14/18

Taxpayer Identification# 821-869-488/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-9292.

I wish you continued success in your business endeavors.

Sincerely,



James J. Fruscione  
Director  
New Jersey Division of Revenue

**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

TAXPAYER NAME:  
**PROPERTY REGISTRATION CHAMPIONS LLC**  
  
ADDRESS:  
**2725 CENTER PLACE  
MELBOURNE FL 32940**  
EFFECTIVE DATE:

TRADE NAME:  
**PROCHAMPS**  
  
SEQUENCE NUMBER:  
**2206713**  
  
ISSUANCE DATE:  
**02/14/18**



## 8. Ownership Disclosure

### DISCLOSURE STATEMENT

(P.L. 1977, Chapter 33)

The following statement is a list of all stockholders in this corporation or partners in this partnership with ten percent (10%) or greater interest therein, as the case may be. (IF NONE, WRITE NONE.)

Bid Item: Request for Bids - Registration of Property Pending Foreclosure

Name of Corporation or Partnership: Property Registration Champions, LLC dba PROCHAMPS

Date of Bid: March 4, 2022

Percentage of Interest in Corporation or Partnership:

Name

Address

Please see the following page


Robert Mannarino

Robert Mannarino Mar 2, 2022 10:55 EST

(Signature of Affiant)  
Robert Mannarino, CEO

Subscribed and sworn to before me this 2nd  
day of March, 2022.

Catherine O. Shiflett

(Notary Public)



## **Property Registration Champions, LLC dba PROCHAMPS**

is 100% owned by

Post PROCHAMPS Acquisitions, LLC

is 100% owned by

Post PROCHAMPS Holdings, LLC

Principal Stockholders of Post PROCHAMPS Holdings, LLC

<b>Name</b>	<b>Address</b>	<b>% of Stock</b>
Post Capital Equity Partners III LP	747 Third Avenue, 19 <sup>th</sup> Floor, New York, NY 10022	70
Community Solutions Partners, LLC	2725 Center Place, Melbourne, FL 32940	28

## 9. Non-Collusion Affidavit

### Non-Collusion Affidavit

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the Township concerning his ability to successfully perform the work in a satisfactory manner.

The undersigned bidder submitting this proposal or bid certifies and affirms that such bid is genuine and is not the result of collusion; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a false bid, or that such other persons shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Township or any person interested in the proposed contract; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no Township official or employee is interested directly or indirectly in the bid or in any portion of the bid, nor in the contract or in any part of the contract which may be awarded the undersigned on the basis of such bid.

Signed this 2nd day of March, 2022.

Property Registration Champions, LLC dba PROCHAMPS  
(Bidder)

By Robert Mannarino  
Robert Mannarino, Mar 2, 2022 10:58 EST  
(Signature of Individual, Partner, or Officer Signing the Proposal)  
Robert Mannarino, CEO

**SEAL**

*(Seal is required if bidder is a corporation)*

## 10. Disclosure of Investment Activities in Iran

### TOWNSHIP OF LITTLE EGG

#### DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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##### NAME OF CONTRACTOR/BIDDER

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##### PART 1:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the New Jersey Department of Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take 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 person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above for which I am authorized to submit a proposal**

☒ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,  
**AND**

☒ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of Little Egg under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

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##### **PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

**You must provide a detailed, accurate and precise description of the activities of the proposer/bidder, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.**

Name Not applicable  
Relationship to Proposer/Bidder \_\_\_\_\_

Description of Activities  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_  
Anticipated Cessation Date \_\_\_\_\_

Proposer/Bidder Contact Name \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_

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**Certification:** I being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above referenced person or entity. I acknowledge that the Township of Little Egg is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Township to notify the Township in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Township of Little Egg and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): Robert Mannarino \_\_\_\_\_

SIGNATURE Robert Mannarino  
Robert Mannarino (Mar 2, 2022 10:55:15:11) \_\_\_\_\_

TITLE: CEO \_\_\_\_\_

DATE March 2, 2022 \_\_\_\_\_



## 11. Acknowledgment of Receipt of Addenda

### ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☒ No addenda were received:

Acknowledged for: Property Registration Champions, LLC dba PROCHAMPS

(Name of Bidder)

By: Robert Mannarino  
Robert Mannarino (Mar 2, 2022 10:59 EST)  
(Signature of Authorized Representative)

Name: Robert Mannarino  
(Print or Type)

Title: CEO

Date: March 2, 2022






# Egg Harbor Township NJ - Request for Bids - DRAFT RESPONSE WITH FORMS - CS

Final Audit Report

2022-03-02

Created:	2022-03-01
By:	Catherine Shiflett (cshiflett@prochamps.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2-xw5CgMYNHXx4zqafwFCM1Nn52xya31

## "Egg Harbor Township NJ - Request for Bids - DRAFT RESPONSE WITH FORMS - CS" History

-  Document created by Catherine Shiflett (cshiflett@prochamps.com)  
2022-03-01 - 11:01:33 PM GMT- IP address: 184.90.248.216
-  Document emailed to Robert Mannarino (rmannarino@prochamps.com) for signature  
2022-03-01 - 11:04:35 PM GMT
-  Email viewed by Robert Mannarino (rmannarino@prochamps.com)  
2022-03-02 - 3:56:35 PM GMT- IP address: 154.21.21.72
-  Document e-signed by Robert Mannarino (rmannarino@prochamps.com)  
Signature Date: 2022-03-02 - 3:59:31 PM GMT - Time Source: server- IP address: 154.21.22.146
-  Agreement completed.  
2022-03-02 - 3:59:31 PM GMT