

May 22, 2014

**RESOLUTION #135-2014
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

**SHARED SERVICES AGREEMENT
2014-2015**

BY AND BETWEEN

HIGH BRIDGE BOARD OF EDUCATION

whose address is
50 Thomas Street, High Bridge, New Jersey 08829
[hereinafter "High Bridge BOE"]

AND

BOROUGH OF HIGH BRIDGE

whose address is
71 Main Street, High Bridge, New Jersey 08829
[hereinafter "Borough of High Bridge"]

- WHEREAS** HIGH BRIDGE BOE has received a proposal from Borough of High Bridge to provide subcontracted Custodial services; and
- WHEREAS** High Bridge BOE and Borough of High Bridge desire to enter into a joint agreement wherein High Bridge BOE will provide the said Custodial services; and
- WHEREAS** the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and
- WHEREAS** Borough of High Bridge and High Bridge BOE are by definition local units under the said law; and High Bridge BOE is empowered by law to provide Custodial services; and
- WHEREAS** the provision of Custodian services by High Bridge BOE is economically advantageous to Borough of High Bridge;

NOW THEREFORE

High Bridge Borough and High Bridge BOE agree to the following terms and conditions of Shared Services Agreement for the provision of Custodial services in accordance with N.J.S.A. 40A:65-1 et seq. (hereinafter “Agreement”).

1. CUSTODIAN SERVICES

High Bridge BOE shall provide the following Custodian services to Borough of High Bridge for the duration of this Agreement.

1. Cleaning of the Borough Hall not limited to: mopping, sweeping, vacuuming, dusting, wiping down of any surfaces that require a weekly clean, cleaning the sinks, toilets, and other facilities.
2. Cleaning of the Police headquarters not limited to: moping, sweeping, vacuuming, dusting, wiping down of any surfaces that require a weekly clean, cleaning the sinks, toilets, and other facilities.
3. Cleaning of the Public works not limited to: mopping, sweeping, vacuuming, dusting, wiping down of any surfaces that require a weekly clean, cleaning the sinks, toilets, and other facilities.

The Borough of High Bridge shall provide cleaning supplies and equipment as required upon notification by the High Bridge BOE Janitor. Notification shall be provided via email from the High Bridge BOE Business Administrator to the Borough of High Bridge Administrator. Supply orders, if needed, shall be provided three (3) business days prior to the next scheduled service.

High Bridge BOE shall provide an average of three (3) hours per week of Custodian services. Services shall be provided Monday through Friday in the July and August of 7am to 3pm, and September – June between 5pm to 11:00p.m. Custodian services shall not be provided on weekends or the holidays listed below. If a holiday falls on a regularly scheduled janitorial service day, janitorial service shall be provided on the next business day. **If Custodial services are required on weekends or holidays the hourly payment schedule as indicated in Section 2 of the Agreement shall apply.**

- Independence Day
- Labor Day
- Thanksgiving Day/Friday
- Christmas Eve/Day
- New Year’s Eve/Day
- Presidents’ Monday
- Good Friday
- Memorial Day

2. PAYMENT FOR SERVICES

Borough of High Bridge agrees to pay High Bridge BOE a fee of \$13.34 per hour for custodial services provided during the 2014-2015 school year. **Payment shall be made monthly to the district with a timesheet that validates the hours.**

The materials used by the individual will be supplied by the Borough of High Bridge for each site.

This Agreement does not provide for compensation for Custodian services rendered beyond the services to Borough of High Bridge as described in Section 1 of the Agreement. Any additional Custodian services shall be pre-authorized, in writing, by both parties and billed to Borough of High Bridge at an hourly rate as follows:

Custodian Services: \$20.00 per hour for custodial services provided during the 2014-2015 school year for hours outside of the contracted time.

3. **TERMS OF AGREEMENT**

The term of this Agreement shall be from July 1, 2014 through June 30, 2015. Either party may terminate this Agreement by providing at least thirty (30) days' written notice to the other party. Notice of either party's intent to renew this Agreement shall be forwarded to the other party in writing no later than May 15, 2015.

4. **LOCATION OF SERVICES**

Custodian services will be provided for the following location names and addresses: the Borough of High Bridge located at "71 Main Street, High Bridge, NJ 08829." The police headquarters at "99 West Main Street, High Bridge, NJ 08829". The public works facility at "29 West Main Street, High Bridge, NJ 08829"

5. **ENTIRE AGREEMENT**

This is the entire agreement between High Bridge BOE and Borough of High Bridge. Any changes to the agreement shall be in writing signed by both parties.

WITNESS:

HIGH BRIDGE BOE
BOROUGH OF HIGH BRIDGE

MICHELE MCCANN
Business Administrator/

BY: _____
ROBERT IMHOFF
Board President

Board Secretary

DATED: _____

DATED: _____

WITNESS:

BOROUGH OF HIGH BRIDGE

Diane Seals
Borough Clerk

DATED: _____

BY: _____

MARK DESIRE

Mayor

DATED: _____

CERTIFICATION

I, Diane L. Seals, Municipal Clerk, hereby certify that this resolution was duly adopted by the Borough of High Bridge Common Council at a meeting duly held on the 22ND day of May, 2014; that this resolution has not been amended or repealed; and that it remains in full force and effect as of the date I have subscribed my signature.

Diane L. Seals, Municipal Clerk, RMC