

MONMOUTH COUNTY

# SHARED SERVICES



- Building public partnerships
- Reducing government expenses
- Generating revenue
- Saving taxpayer money



[www.visitmonmouth.com](http://www.visitmonmouth.com)



## **Monmouth County Office of Shared Services**

Hall of Records Annex  
One East Main Street  
Freehold, NJ 07728

April 2016

MONMOUTH COUNTY  
**SHARED  
SERVICES**



Dear Friends,

I invite you to join Monmouth County's successful shared services initiative.



Municipalities and school boards have already saved millions of dollars through successful sharing of 9-1-1 dispatch, public works assistance, cooperative purchasing, information technology and digital records management.

Towns, authorities, commissions, public schools, institutions of higher learning and local emergency services departments are all currently sharing services to reduce costs, increase efficiencies and deliver services to residents.

The County has provided these key services and recorded very significant cost savings to its local partners. The two percent budget cap and rising institutional costs such as health care and pensions make each budget cycle a challenge. Superstorm Sandy recovery efforts will continue for quite some time. Together we can tackle these difficult issues head on.

We continue to work with our municipal partners to find ways to expand our shared services program. We are streamlining the County's approach while directing our outreach, education and implementation methods to best serve the needs of your community.

Together, we can help reduce the heavy tax burden on New Jersey citizens and preserve the high quality of life we all have come to enjoy in Monmouth County.

I look forward to working with you.



Freeholder Thomas A. Arnone  
Monmouth County Shared Service Liaison

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## Overview

### What is Shared Services?

Shared Services in Monmouth County are an opportunity for government entities to work together to share existing resources and a collective purchasing power as a way to provide public services to residents at a lower cost.

Reducing the cost of services and commodities positively serves a municipal and agency budget; this savings can then be passed on to taxpayers by providing the service more efficiently while relying less on the tax base.



Since 2011, Monmouth County's Shared Services have recorded cost savings and generated revenues with local partners that have passed the \$15 million mark. The County's goal is to provide quality services to the community at lower costs and to save taxpayers' money.

With economies of scale, Monmouth County's fee-based business model is an opportunity to provide services and commodities to local public partners at a lower cost. In turn, participating government agencies can lower their capital and operating costs.

The County provides key shared services opportunities and serves as a "one-stop shop" for Monmouth County municipalities, authorities, school districts and other public entities.

Shared Services have a proven track record in the reduction of costs and relieving budgetary stress while continuing and potentially expanding the routine delivery of services. For example, Monmouth County is sharing services with Middlesex County for its medical examiners office and juvenile detention facility.

The shared services initiatives have been extremely successful; all 53 municipalities share some type of service with the County. Police departments, fire departments, first aid squads, authorities, commissions and public schools and institutions of higher learning are all sharing services to positively impact their budgets and deliver services to residents.



An internet survey has been overwhelmingly in favor of increasing shared services and expanding the County outreach program. One hundred percent of respondents said they would consider increasing their use of shared services if the County provided the service at a cost that is less than they currently pay, allowing them to deliver quality services to their constituents at a reduced cost.

Other survey findings are:

- 96% said shared services have reduced local costs
- 30% have saved \$100k to \$250k
- 11.5% have saved \$250k to over \$500k
- 84% said they use between 1-10 different shared services
- 100% of respondents indicate that they are likely to increase their shared service activity in the next year
- 100% said Shared Services has increased efficiencies

The advantages of participating in shared services are many. Local municipalities and school districts are changing their thought and behavior process to take advantage of cost savings and improved service delivery. Shared services are a way for local entities to order services and supplies that they need. Administrators can identify areas for cost-savings and select from the list of services or commodities available. Some shared service partners have a Master Shared Services Agreement with the County, while others contract for commodities or services on an as-needed basis.

#### Advantages of shared services include:

- Economy of scale purchasing power gets you a lower price
- Broad range of services and commodities available – many commodities are available on-call
- Continuity and reliability of service
- Increased quality and efficiencies
- Free up local staff and resources
- Less local maintenance
- Improved, up-to-date systems and equipment
- Standardized, time tested process
- State certified systems
- Professional and highly trained staff





## Frequently Asked Questions

### ***Can my public agency purchase items through the Shared Services program without going out for solicitation?***

Yes, all purchasing contracts have been competitively solicited by Monmouth County in accordance with applicable government purchasing rules and regulations. Each solicitation contains language that advises all suppliers that the contract may be used by other government agencies in Monmouth County.

Although a local government purchasing organization may have different purchasing procedures to follow, applying these competitive principles satisfies the competitive solicitation requirements of most regional and local government agencies.

### ***How much does it cost to participate in Monmouth County's Shared Service program?***

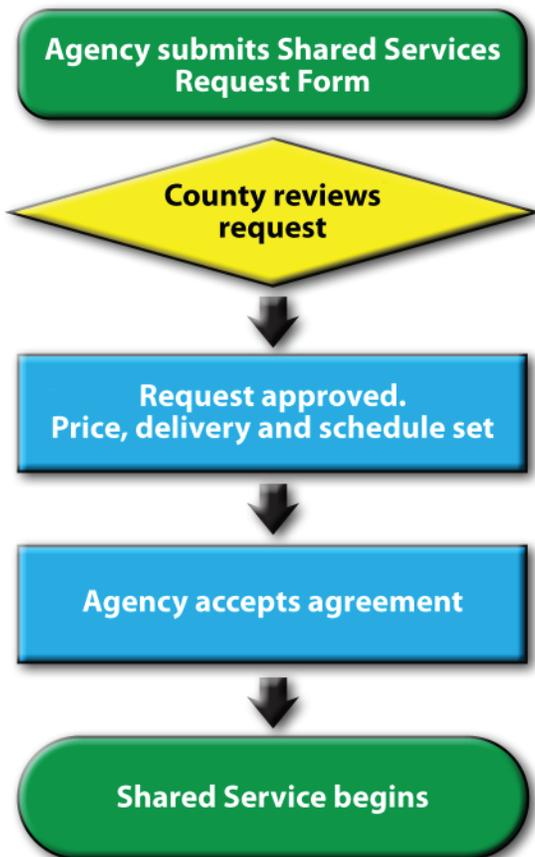
Cost varies by service, commodity and department. It is the County's intent to cover its costs plus a modest administrative fee.

### ***How does the county benefit from the Shared Services program?***

Monmouth County is able to purchase items in bulk and make the items available to towns and other agencies. For example, the County purchases a significant quantity of magnesium chloride for snow and ice removal annually. Towns and school districts that opt in to the cooperative purchase of this item get the benefit of the County's deep discount. Additionally, local entities can purchase this commodity on demand and do not have to store large quantities in the event of a potential storm.

By purchasing the ingredients in bulk the County saves and can then pass along these savings to the towns.

## Shared Services how-to





### ***How do I share services with my municipal and county partners?***

The legal process for shared services starts with the Interlocal Service Act, N.J.S.A. (40:8A-1 et seq.). This broad-based law allows for the voluntary sharing of services between two or more entities. Municipalities, counties, school boards, fire districts, boards of education, authorities and other public agencies may partner in agreements to share services.

In short, an agreement lays out the groundwork and terms under which local units may share services and how they will be provided. The Office of Shared Services is dedicated to building on the County's solid record of success and experience and in saving money for local and regional partners.

### ***I am interested in pursuing shared services, but where do I start?***

Interested municipalities and organizations should contact the Monmouth County Office of Shared Services for assistance in getting started with the process. You can access sample shared services agreements on the County's website at [www.visitmonmouth.com](http://www.visitmonmouth.com) to get you started.

The Shared Services team can help you identify services, commodities and other opportunities in your community. The uniqueness of this program is that you can find the elements that meet your needs best.

More importantly, Monmouth County Shared Services can act as your customized and centralized point of contact to help service, process and facilitate your request and identify the best partner for you. This allows for a significant streamlining of the entire process, saving valuable time and money. You can also jumpstart the process by making a direct request for shared services via the online request form found on the County's website at [www.visitmonmouth.com](http://www.visitmonmouth.com). After making your request online, a Shared Services coordinator will contact you personally to act as your key point of contact through the completion of your project.

### ***With whom can I share services?***

Opportunities exist for county government to partner with you as an adviser, or as a service provider. Monmouth County Shared Services can help you identify the best resources available and identify appropriate partners. Local entities can share services with neighboring communities, school boards, fire districts and a wide variety of other local entities and authorities.



### ***Are other counties providing shared services, too?***

Yes. The New Jersey Division of Local Government Services reports many successful shared services partnerships occurring across the state. Some examples include:

- 9-1-1, Police and Emergency Dispatching (Monmouth County)
- GIS programs (Monmouth and Somerset counties)
- DEP stormwater compliance (Monmouth and Gloucester counties)
- Health services (Sussex County)
- Co-op road maintenance and street sweeping (Middlesex County)
- Gasoline and fleet vehicle fueling services (Cumberland and Monmouth counties)

Other Programs: Electronic records, training, website hosting and development, planning assistance, records management.

Source: NJDCA

### ***Are school boards partnering with counties and local districts on shared projects?***

Yes. Often your neighbor may be seeking to share the same service on a specific project in an effort to reduce costs. Some specific examples of current projects include:

- Vehicle maintenance (Red Bank and Red Bank Board of Education)
- Recreation services (Holmdel Township and Holmdel School District)
- Information technology services (Millville City and Millville Board of Education)
- Public works (Fanwood Borough and Scotch Plains Township)
- Computer and technology laboratories (Woodbine Borough and Woodbine Schools)



***Taxpayers in Monmouth County will save \$1.9 million per year for the next 10 years, plus avoid a \$12 million capital expense to renovate the Youth Detention Center in Freehold Township.***

*Source: Asbury Park Press, in regards to Monmouth County sharing youth detention services with Middlesex County*



## Monmouth County Shared Services Timeline

- January 2003** Board of Chosen Freeholders establishes the municipal open space grant program to support and share open space and park development costs with towns.
- October 2005** Monmouth County opens an e-filing Web portal to counties for the filing and research of mortgages and land deeds.
- September 2006** County extends its deer carcass removal contract service to municipalities.
- December 2007** County Clerk M. Claire French invites municipalities to use the Monmouth County Archives and Records Center for the storage of valuable historic records.
- December 2007** Board of Chosen Freeholders uses a \$300,000 grant from the NJ Department of Community Affairs explore the development of sharing services in Monmouth County.
- August 2009** Board of Chosen Freeholders adopts resolutions that allow county school districts to enter into shared services agreements and participate in the commodity resale program.
- October 2009** County's Division of Mental Health and Addiction Services teams up with the Monmouth County Police Chiefs Association to offer a symposium about crisis response and support for children, adults and individuals with special needs.
- November 2009** Municipal public works directors attend a seminar on controlling ice and snow and hear about cooperative purchasing and municipal assistance programs.
- July 2010** County opens a public health clinic in Hazlet Township.
- July 2010** Monmouth begins a shared services agreement with Middlesex County for juvenile detention services.
- June 2011** Shared service crews begin work in towns to clean out catch basins.
- July 2011** Monmouth County Office of Shared Services is established.
- July 2012** County opens automated truck wash facility that meets rigorous new wastewater guidelines. Facility is open to municipalities with Shared Service agreements.
- June 2012** County opens regional 9-1-1 dispatching hub to serve shore towns for police, fire and first aid dispatching.
- April 2014** County opens Public Safety Center designed to meet increasing demand for county wide emergency communications.

## 9-1-1 and Dispatch Services

Emergency call answering and dispatch service is a vital part of our nation’s emergency response and disaster preparedness system.

Locally, the Monmouth County Sheriff’s Office provides the highest level of communications services to participating municipalities through a seamless communications infrastructure. The County’s Communications Center provides emergency call answering and dispatch services for local police, fire and first aid assistance.

Many of Monmouth County’s municipalities have subscribed to the County’s lower cost, fee-based model that reduces duplicative services, personnel and equipment.

In 2014, the County once again upgraded its technology with a new, state-of-the-art Public Safety Center that will serve the County’s expanding emergency communications needs to meet increased demand.

Monmouth County’s municipal partners utilize this cost-efficient shared service to provide tremendous savings to their communities.

### How to get started:

- Submit a “Shared Services Request Form” online at [www.visitmonmouth.com](http://www.visitmonmouth.com).
- If the County is able to honor the request, the request will be approved and a written price quotation will be issued.
- The local government entity can then compare the County price to its other options and then decide if it chooses to complete the agreement.

### Coordinating department:

Monmouth County Sheriff’s Office



### Dispatch Services Available:

- 9-1-1
- Fire, first aid and police
- Public safety software

Each year, the County answers more than 350,000 calls of which more than half are 9-1-1 calls for assistance.

The Monmouth County Sheriff’s Office/Communications Division employs a round-the-clock, full-time staff that answers 9-1-1 calls for more than 45 local jurisdictions and military facilities in Monmouth County. All of the county staff is trained as Emergency Medical Dispatchers, Emergency Communication officers, and NCIC terminal operators.

**Some partners sharing communication services include Avon-By-The-Sea, Bradley Beach, Freehold Township, Matawan, Neptune Township and West Long Branch**



## Commodity Resale System

A core element of the County's Shared Services effort is its resale of commodities for local public works projects.

The "economies of scale" purchasing of commodities and increased efficiencies of equipment sharing allows the Monmouth County Department of Public Works and Engineering to provide increased services at a reduced cost to constituents through a low-cost, fee-based system.

The County seeks to recoup its actual cost of the commodity plus a modest administrative fee.

### How to get started:

- Submit a "Shared Services Request Form" online at [www.visitmonmouth.com](http://www.visitmonmouth.com).
- If the County is able to honor the request, the request will be approved and a written price quotation will be issued.
- The local government entity will then decide if it wants to complete the purchase.

### Coordinating departments:

Monmouth County Department of Purchasing  
 Monmouth County Department of Public Works and Engineering



### What you can buy for less:

- Gasoline
- Diesel fuel
- Snow de-icing chemicals
- Liquid salt brine
- Magnesium chloride
- Road construction materials and supplies
- Gravel
- Bituminous mix
- Other items and materials as approved by the NJ Division of Local Government Services.

The most current list of available commodities that can be purchased through this program is online at [www.visitmonmouth.com](http://www.visitmonmouth.com).

If you are looking for an item not on this list, contact the Shared Services coordinator to find out how it might be added to the list.



*"Shared Services is one of the keys to keeping property taxes low in the future."*

- Former Middletown Mayor Gerard Scharfenburger  
 Source: Two River Times



## Cooperative Purchasing Program

The Monmouth County Purchasing Division, one of the initial leaders in shared services, provides partners a valuable cost-savings option through the county co-op purchasing platform.

Through this program, a municipality can choose to purchase the same goods and services being purchased by the County (per a current contract) at the County contract rate or price.

Due to county purchasing power, a partner can often purchase goods and services at a more cost-effective county rate, rather than going through its own bidding and administrative process.

The Monmouth County Purchasing Division is available to assist local entities with this process.

### How to get started:

- Access and review Monmouth County's cooperative contracts online at [www.visitmonmouth.com](http://www.visitmonmouth.com).
- After locating a contract of interest, as the local entity, contact the vendor to verify availability and price of the co-op contract item or service.
- The local entity and vendor will then decide if they wish to complete the transaction.

### Coordinating department:

Monmouth County Division of Purchasing



### A partial list of items available under cooperative purchasing agreements:

- Public works equipment
- Supplies
- Vehicles
- Trucks
- Auto parts
- Public safety equipment
- Generators
- Health service supplies
- Plumbing supplies
- Paper and office supplies
- Printer cartridges and toner
- Fuel
- Batteries
- Concrete
- Paint
- Hardware and electronic supplies
- Filters
- Propane gas



*“An agreement between Hazlet and the Highlands school district in which the superintendent and business office are shared will save \$60,000 in the next school year.”*

Source: Asbury Park Press



## Information Technology Service

The Monmouth County Department of Information Technology Services (ITS) provides valuable shared services technical assistance, training courses and other advisory services to Monmouth County departments, agencies, school boards and municipalities.

Through the sharing of county technical staff and resources, duplicate services can be eliminated and governing bodies are able to access highly trained, skilled and technical personnel to assist in the delivery of informational technology services to support constituent services at a greatly reduced cost.

### Services Available:

- Backup server-disaster recovery
- Technology training classes for employees on topics such as GIS, Microsoft Office (Word, Excel and PowerPoint) and others.

### How to get started:

- Submit a "Shared Services Request Form" online at [www.visitmonmouth.com](http://www.visitmonmouth.com).
- If the County is able to honor the request, the request will be approved and a written price quotation will be issued.
- The local government entity will then decide if it wants to pursue the services complete the purchase.

### Coordinating department:

Monmouth County Department of Information Technology Services



*"Shared Services are a big deal and we're going to be doing a lot more of it."*

*- Eatontown Mayor Gerald Tarantolo  
Source: Asbury Park Press*



## Records Information Management

Monmouth County has an established electronics records management system that supports cost-savings opportunities for local partners who wish to scan records electronically into the County master database.

The electronic Document Summary Management System (DSMS) permits electronic recording of land records that conforms to the guidelines and standards of the New Jersey Division of Archives and Records Management (NJDRAM). The DSMS allows for the electronic creation and submission of a cover sheet or document summary sheet to facilitate the recording of all land records with a New Jersey County Clerk that includes electronic recording through scanned images of original signed documents.

The participating entity can store and retrieve documents electronically, avoiding paper storage needs and greatly improving record inventory controls and cost savings at the local level.

Partners in the Shared Services program avoid the costs associated with designing, and implementing their own public records search and management systems. It also alleviates a local entity's need to purchase and maintain costly state-certified software updates, delivering additional savings in future years.

### How to get started:

- Submit a "Shared Services Request Form" online to the Office of Shared Services.
- If the County is able to honor the request, the request will be approved and a written price quotation will be issued.
- The local government entity will then decide if it wants to complete the transaction.

### Coordinating department:

Monmouth County Clerk's Office, Office of Public Records/  
Records Information Management



### RIM Services Include:

- Digital record keeping
- Digital record storage
- 24/7 access to secured documents
- State of the art laser fiche imaging software
- Standardized inventory management policies and procedures
- NJ Department of Records Management (DRAM) retention schedule
- State-mandated ARTEMIS System



*2014 update- DSMS  
has 13 Shared Services  
partners.*



## Public Works Assistance

Monmouth County government has specialized tools and equipment available to assist local governments. Your agency's snowplowing, vehicle repair work and guide rail installation can be accomplished with the county labor, equipment and supplies.

The County purchases and maintains equipment for its own projects; it can also assist towns and school boards with special projects and pass along significant savings to your town.

The scheduling of maintenance operations and increased efficiencies of equipment-sharing leads to economies of scale that can provide satisfying results through increased services at a reduced cost to Monmouth constituents through a low-cost, fee-based system.

The County provides public works services based on the material cost, labor and wear and tear on equipment, plus a modest administrative fee.

The most current list of available services is online at [www.visitmonmouth.com](http://www.visitmonmouth.com).

### How to get started:

- Submit a "Shared Services Request Form" online to the Office of Shared Services.
- If the County is able to honor the request, the request will be approved and a fixed or estimated written price quotation will be issued.
- The local government entity will then decide if it wants to complete the transaction.

**Coordinating department:** Monmouth County Department of Public Works and Engineering



### Some of the assistance available:

- Catch basin cleaning
- Culvert repairs
- Diesel inspections
- Equipment use with operator
- Guide rail installation
- Mowing
- Snowplowing
- Salting and sanding
- Street sign installation
- Street sweeping
- Towing
- Traffic signal installation
- Vehicle painting
- Vehicle repairs
- Vehicle washing
- Other services as available



*"Shared Services does work. You don't have to lose the small-town character of home rule."*

- Lt. Gov. Kim Guadagno, noting several municipalities in Monmouth County have successfully adopted shared services programs in an effort to cut costs  
Source: [gmnews.com](http://gmnews.com)



## Public Safety Training

Through two specialized academies, Monmouth County teaches and trains individuals for law enforcement and firefighting services.

The Monmouth County Police Academy offers a basic course for police officers, special law enforcement training (SLEO I and II) as well as ongoing, in-service training to keep veteran officers up to date on current laws and procedures.

The Monmouth County Fire Academy prepares firefighters to command and control emergency operations involving fire, rescue, hazardous materials and weapons of mass destruction incidents.

The faculty at the both academies include specially trained and educated practitioners who are members of federal, state, county and municipal agencies. Visiting faculty assist the full-time staff to enhance the learning experience.

As a shared service, each academy provides the most current training for public safety staff in local communities.

**How to get started:** Submit a “Shared Services Request Form” online to the Shared Services coordinator. The Shared Services coordinator will forward the request to the appropriate academy for follow-up. The local government entity will then decide if it wants to enroll individuals in an academy.

**Coordinating Departments:** Monmouth County Police Academy  
Monmouth County Fire Academy



*“The Rumson Fire Company would like to send our thanks to Monmouth County Planning-GIS Division for installing Pictometry on several of our computers along with aerial photography of our response area. This software will be an invaluable tool to our line officers for use in pre-planning, training drills, active fire calls and events. We greatly appreciate all the time and effort.”*

*-Robert E. Halligan, Secretary, Rumson Fire Company  
Source: gmnews.com*



## Tax Assessment Service

The Monmouth County Board of Taxation provides this invaluable shared service to a majority of Monmouth County municipalities.

All Monmouth County municipalities have to use and operate state-mandated tax assessment software. Municipalities using the state-approved county software system can provide the service to their constituents at a greatly reduced cost compared to outsourcing or providing the service in-house, which would require the purchase, continual upgrade and staff operation of very expensive software.



### How to get started:

- Submit a "Shared Services Request Form" online to the Shared Services coordinator.
- If the County is able to honor the request, the request will be approved and a written price quotation will be issued.
- The local government entity will then decide if it wants to complete the transaction.

**Coordinating department:** Monmouth County Tax Board

### Tax Board Services:

- Tax assessment
- State-mandated tax assessment software
- Municipal data services
- File a tax assessment appeal online
- Records search
- Forms



*"Sharing services and creating revenue streams is an important way of cutting the cost of government."*

- Monmouth County Freeholder Thomas A. Arnone  
Freeholder Shared Services Liaison



## Additional Areas of Shared Services

The potential for savings through shared services continues to grow in new areas including:

- School Districts
- Recreation Services
- Computer Lab Facilities
- Library Facilities
- Solid Waste Disposal
- Recycling
- Open Space acquisition
- Municipal Court
- Energy cooperative purchasing
- Regional transportation
- Health and life insurance pools
- Joint bids and contracts
- Telecommunications services
- Food services (schools and correctional institutions)
- Custodial services
- Computer technicians
- Bus and truck washing and maintenance
- Joint grant applications
- Energy and financial audits
- Administrative support functions
- Youth counseling and D.A.R.E. services



## A Final Word...

Monmouth County continues to expand its shared services efforts to offer quality, affordable goods and services to its partner municipalities and school boards.

There are real opportunities for all governing bodies to maximize budget savings and provide services that residents depend on and expect.

Through the County's Office of Shared Services, you will be able to start or expand your shared services. If your town is unsure of the benefits, legalities and intricacies of the shared service, we can help get you started. We can answer your questions and help coordinate your interest with the appropriate county department.

Today's Shared Services program is where it is because several county leaders have had the foresight to advance this program. The Monmouth County Board of Chosen Freeholders support these efforts and are working to find county savings while creating a climate of shared services. The catalysts behind the day-to-day shared services efforts have been Freeholder Tom Arnone, Sheriff Shaun Golden and the County Clerk Office, Division of Purchasing, Department of Public Works and Engineering and Office of Public Records/Records Information Management. Likewise, the staff in each of these departments has helped grow this program as well.

As we move forward with shared services in Monmouth County, You to call on us as your primary resource and to explore the Shared Services section of the county Web site at [www.visitmonmouth.com](http://www.visitmonmouth.com).

Phone: 732-577-8709

Email: [sharedservices@co.monmouth.nj.us](mailto:sharedservices@co.monmouth.nj.us)

website: [www.visitmonmouth.com](http://www.visitmonmouth.com)



## Appendices

Both of the agreements featured in this section can be modified either for a municipality or school board.

- The Master Shared Services Agreement is typically signed by a governing body in advance of arrangements for 9-1-1 dispatch, public works assistance and other service-related shared services. Based on the service under consideration, the agreement will specify the terms of pricing, dates and representatives authorized to approve the service arrangements.
- The Commodity Services Agreement is typically signed by a governing body in advance of purchasing items listed in the Commodities Resale System section of this booklet. In this agreement, specific items, their terms of pricing and delivery and representatives authorized to approve the purchases will be specified.

**Copies of this Monmouth County Shared Services booklet and other Shared Services documents are available on the Monmouth County website at [www.visitmonmouth.com](http://www.visitmonmouth.com). To download a copy of a document, click on the link to the Shared Services page from the home page or under the “Departments” tab.**



## Sample Shared Services Master Agreement

**Note:** This document is readily modified as an agreement for a board of education, by inserting the word *Board*. in place of *Municipality*.

**SHARED SERVICES AGREEMENT  
BETWEEN THE COUNTY OF MONMOUTH ("COUNTY")  
AND THE \_\_\_\_\_ ("MUNICIPALITY")**

The County and the Municipality enter into this agreement pursuant to the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et seq.).

**IT IS AGREED:**

1. **Services Offered.** The County will offer shared services listed on Exhibit "A" to the Municipality.
2. **Amendment to Services Offered.** The County, in its discretion, may amend Exhibit "A" from time to time, upon written notice to the Municipality.
3. **Request for Service.** The Municipality will initiate a request for service by submitting a Request Form to the County.
4. **Cost of Services.** For those items on Exhibit "A" for which a fixed cost is not set, the estimated cost to the Municipality will be determined by the County in advance and shall be subject to the approval of the Municipality prior to the services being rendered.
5. **Payment of Reasonable Cost.** In the event that the Municipality requests a service and prior approval of the cost has not been obtained, whether because of an emergency or some other reason, and the County provides the requested service, the Municipality agrees to pay the County the reasonable cost of the service, with the understanding that the County will receive reimbursement for the County's costs in providing the service, including the cost of goods, expendables, labor and administrative costs.
6. **No Obligation by Municipality.** The Municipality is under no obligation to utilize any services offered by the County.
7. **No Obligation by County.** The County is under no obligation to provide a service requested by the Municipality if the County is not then in a position to honor the request.
8. **Workmanlike Services.** The County will render services to the Municipality in a workmanlike manner.
9. **Care Required.** The County will exercise ordinary care in rendering services to the Municipality.



10. **Total Cost Undetermined.** The total cost of the services to be rendered under this agreement cannot be estimated in advance, but will be determined by the extent to which the Municipality avails itself of the services available.
11. **Effective Dates.** This agreement shall be in effect from the date of its execution by both parties for a period of ten (10) years, unless sooner terminated by either party.
12. **Early Termination.** Either party may terminate this agreement, with or without cause, upon thirty (30) days written notice to the other party.
13. **County's Representative.** The County's Administrator or its Director of Public Works and Engineering, or his/her respective designee, will act on behalf of the County with regard to the services available to the Municipality, the cost thereof and commitment to provide requested services.
14. **Municipality's Representative.** The Municipality's [indicate one or more authorized representative] ( ) Administrator, ( ) Public Works Director or ( ) \_\_\_\_\_, or his/her respective designee, will act on behalf of the Municipality with regard to a request for services from the County and approval of cost estimates provided by the County.
15. **Payment of Invoices.** The Municipality will pay the County for services rendered under this agreement within thirty (30) days of the County's invoice for those services. If the Municipality disputes a County invoice, the Municipality will pay the undisputed portion and attempt to resolve the remaining portion in accordance with the article below, entitled Disputes.
16. **Disputes.** If there is a dispute concerning either party's performance under this agreement, the parties will attempt to resolve the dispute amicably between them. If the parties cannot resolve the issue amicably, the parties will mediate the dispute before a third party mediator jointly agreed to by the parties. Each party will bear its own cost of participating in mediation and the parties will share the cost of the mediator equally. If the dispute is not resolved through mediation, either party may then pursue any available legal or equitable remedy to resolve the dispute.
17. **Indemnification.** Each party will indemnify the other party and hold the other party harmless for the negligent or intentional acts of the indemnifying party.
18. **Authority to Execute Agreement.** The execution of this agreement has been duly authorized by the governing bodies of the County and the Municipality.

**Note:** Once completed, this Shared Service agreement will be signed by the Freeholder Director (or designee), the Clerk of the Board of Chosen Freeholders and the appropriate municipal or board of education officials. A sample agreement is available on the Shared Services section of the county Web site at [www.visitmonmouth.com](http://www.visitmonmouth.com)



## Sample Shared Services Commodity Agreement

**Note:** *This document is readily modified as an agreement with a municipality, by inserting the word Municipality in place of Board.*

**COMMODITY RESALE AGREEMENT  
BETWEEN THE  
COUNTY OF MONMOUTH ("COUNTY")  
AND THE**

**BOARD OF EDUCATION ("BOARD")**

The County and the Board enter into this agreement pursuant to the Rules governing cooperative purchasing, namely *N.J.A.C. 5:34-7.15*.

**IT IS AGREED:**

1. **Commodities Offered.** The County will offer the commodities listed on Exhibit "A" to the Board through the Monmouth County Commodity Resale System.
2. **Amendment to Services Offered.** The County, in its discretion, may amend Exhibit "A" from time to time, upon approval by the Director of the Division of Local Government Services, if necessary, and written notice to the Board.
3. **No Obligation by Board.** The Board is under no obligation to purchase any commodities offered by the County.
4. **No Obligation by County.** The County is under no obligation to provide a commodity requested by the Board if the County is not then in a position to honor the request.
5. **Total Cost Undetermined.** The total cost of the services to be rendered under this agreement cannot be estimated in advance, but will be determined by the extent to which the Board avails itself of the services available.
6. **Effective Dates.** This agreement shall be in effect from the date of its execution by both parties until September 30, 2018, unless sooner terminated by either party.
7. **Early Termination.** Either party may terminate this agreement, with or without cause, upon thirty (30) days written notice to the other party.
8. **County's Representative.** The County's Administrator or its Director of Public Works and Engineering, or his/her respective designee, will act on behalf of the County with regard to the commodities available to the Board.



9. **Board's Representative.** The Board's [indicate one or more authorized representative] (  ) Administrator, (  ) Public Works Director or (  ) \_\_\_\_\_, or his/her respective designee, will act on behalf of the Board with regard to a request for commodities from the County.
10. **Payment of Invoices.** The Board will pay the County for commodities purchased under this agreement within thirty (30) days of the County's invoice for those commodities. If the Board disputes a County invoice, the Board will pay the undisputed portion and attempt to resolve the remaining portion in accordance with the article below, entitled Disputes.
11. **Disputes.** If there is a dispute concerning either party's performance under this agreement, the parties will attempt to resolve the dispute amicably between them. If the parties cannot resolve the issue amicably, the parties will mediate the dispute before a third party mediator jointly agreed to by the parties. Each party will bear its own cost of participating in mediation and the parties will share the cost of the mediator equally. If the dispute is not resolved through mediation, either party may then pursue any available legal or equitable remedy to resolve the dispute.
12. **Indemnification.** Each party will indemnify the other party and hold the other party harmless for the negligent or intentional acts of the indemnifying party.
13. **Authority to Execute Agreement.** The execution of this agreement has been duly authorized by the County and the Board.

In Witness Whereof, the parties have executed this agreement.

**Note:** *Once completed, this Shared Service agreement will be signed by the Freeholder Director (or designee), the Clerk of the Board of Chosen Freeholders and the appropriate municipal or board of education officials. A sample agreement is available on the Shared Services section of the county Web site at [www.visitmonmouth.com](http://www.visitmonmouth.com)*



## **2016 Monmouth County Board of Chosen Freeholders**

Thomas A. Arnone, *Director*  
Serena DiMaso, *Deputy Director*  
Lillian G. Burry  
John P. Curley  
Gary J. Rich, Sr.



[www.visitmonmouth.com](http://www.visitmonmouth.com)

Monmouth County Office of Shared Services 732-577-8709

[www.visitmonmouth.com](http://www.visitmonmouth.com)