

DIVISION OF LOCAL GOVERNMENT SERVICES
SHARED SERVICES AGREEMENT
COVER SHEET

PROVIDER: FREEHOLD TOWNSHIP COUNTY: MORMOUTH

RECIPIENT: BORO OF BAY HEAD COUNTY: OCEAN

BRIEF DESCRIPTION OF SERVICE:

INFORMATION TECHNOLOGY SERVICES

EFFECTIVE DATE: 11/1/2018

EXPIRATION DATE: 12/31/2018

ESTIMATED COST SAVINGS
TO BE ACHIEVED OVER THE TERM OF THE AGREEMENT _____

Please submit this cover sheet with shared service agreement either via email to EKG@dca.state.nj.us or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

SHARED SERVICES AGREEMENT
BETWEEN
FREEHOLD TOWNSHIP AND BAY HEAD BOROUGH
FOR
INFORMATION TECHNOLOGY SERVICES

THIS SHARED SERVICES AGREEMENT is effective the 1st day of January, 2018 between TOWNSHIP OF FREEHOLD, a municipal corporation of the State of New Jersey, 1 Municipal Plaza, Freehold, NJ, hereinafter referred to as "Township" and BOROUGH OF BAY HEAD, a municipal corporation of the State of New Jersey, P.O. Box 248, Bay Head Borough, NJ, hereinafter referred to as "Borough".

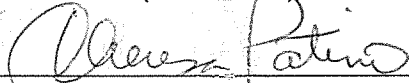
The purpose of this Agreement is for Township to provide information technology services to Borough according to the following terms:

1. This Agreement shall take effect January 1, 2018 and expire December 31, 2018.
2. Township shall provide information technology services to Borough, including its Police Department, according to the terms and conditions set forth below.
3. Township shall charge Borough for information technology services as follows:
 - a) For Level I and Level II support, as described in Appendix A, a flat fee rate of **\$1,384 per month (\$16,668 per annum)**;
 - b) For Level III and Level IV support, as described in Appendix C, will be on an as needed basis, when authorized by Borough, at the rates described in Appendix A for those services;
 - c) Should the Borough decide to engage the Township to perform website work for site maintenance, the hourly rate for this work in accordance with the attached loaded costs would apply. These costs would be billed on an incurred basis.
 - d) When, at the request of Borough, Township purchases equipment from a distributor or manufacturer for the sole use by and to be installed in Borough, Township shall add a charge of 15% over the actual cost of such equipment. No such charge will be applied for parts which are supplied by Borough.
4. Township shall provide Borough with itemized monthly billings of all Level III and Level IV costs. Payment shall be due from Borough within thirty (30) days of the date of billing.

5. On an annual basis, the hourly rates in Appendix C shall be adjusted to account for the actual loaded costs per assigned employee, in the manner detailed in Appendix A, and shall be presented for subsequent renewals of this Shared Services Agreement. Costs shall be adjusted for fluctuating costs of benefits, pension, salary, etc. Should after-hours emergency calls be required, a rate of time and one-half will be applied for onsite hours worked.
6. No equipment or system repair in excess of \$1,500.00 shall be made by Township unless specifically authorized by the designated Borough Official.
7. Borough shall designate one (1) person and one (1) backup person to schedule and be responsible for authorization on all Level III and Level IV assistance.
8. Borough agrees not to hire any Township employee, subcontractor or agent who provides information technology services to Borough in accordance with this Agreement during the term of the Agreement and for one year past the expiration date of the Agreement.

IN WITNESS WHEREOF, parties of this Agreement have caused it to be signed by their proper officers and their corporate seals to be affixed as of the day and year set forth above.

ATTEST: (Affix Seal)



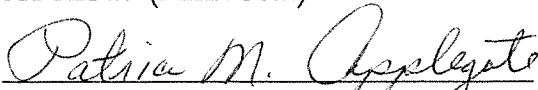
THERESA PATINO, Township Clerk

TOWNSHIP OF FREEHOLD



PETER R. VALES, Twp. Admin.

ATTEST: (Affix Seal)



Witness: Patricia M. Applegate
Municipal Clerk

BOROUGH OF BAY HEAD



William W. Curtis, Mayor