

**SHARED SERVICES AGREEMENT  
FOR THE MUNICIPALITIES OF  
BOROUGH OF MONTVALE AND TOWNSHIP OF RIVER VALE**

**SHARED DEPARTMENT OF PUBLIC WORKS**

**THIS AGREEMENT** is made this 27 day of August 2013, by and between the Borough of Montvale, a municipal Corporation of the State of New Jersey, located in Bergen County, New Jersey, with an address of 12 Mercedes Drive, Montvale, New Jersey 07645 (hereinafter referred to as Montvale); and the Township of River Vale, a municipal Corporation of the State of New Jersey, located in Bergen County, New Jersey, with an address of 406 Rivervale Road, River Vale, New Jersey 07675 (hereinafter referred to as River Vale), collectively known hereinafter as the "Municipalities," and each a "Municipality."

**WHEREAS**, a mutually supported study of feasibility has identified opportunities to further improve the efficacy of Public Works operations for the Municipalities, while reducing the costs of delivering Public Works services for the respective local governments; and

**WHEREAS**, the Municipalities have determined it to be in their mutual best interests to provide for a shared Department of Public Works (DPW) to be known as the "Pascack Valley Department of Public Works" serving the Township of River Vale and the Borough of Montvale to provide services to their respective Municipalities, with River Vale as the Lead Agency; and

**WHEREAS**, this Agreement is established in accordance with the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (C.40A:65-1, *et seq.*).

**NOW, THEREFORE**, in consideration of the terms and conditions hereinafter set forth, the Municipalities agree as follows:

**I. SCOPE OF SERVICES**

- A. River Vale agrees to provide shared Department of Public Works (DPW) services to Montvale from its DPW facility located at 320 Rivervale Road, River Vale, and a satellite DPW facility located on Memorial Drive in Montvale (the "Montvale DPW facility").
- B. River Vale agrees to utilize the current inventory of Montvale-owned vehicles and equipment for shared DPW service delivery, along with all existing and future River Vale vehicles and

equipment, unless said Montvale vehicles and equipment are deemed unusable and/or at the end of useful life.

**C. All services, duties and responsibilities currently performed by Montvale's DPW will be absorbed and performed by River Vale, with the following exceptions:**

1. Montvale's annual stormwater management report to the NJ Department of Environmental Protection (DEP).
2. Montvale's DPW representation on the Montvale Office of Emergency Management (OEM) team.
3. Montvale's curbside garbage pick-up and disposal.
4. Any Montvale DPW services under vendor contract until contract expiration, example: Waste Management curbside recycling which expires in August 2015.

**D. Service areas to be covered under the shared DPW Agreement for the Municipalities are specified in more detail in the Agreement Addendum along with service level expectations, and include:**

1. Management and administration
2. Street repair and maintenance
3. Sanitary sewer repair and maintenance
4. Snow removal
5. Shade tree
6. Sanitation and recycling (excluding Montvale's curbside garbage pickup and disposal)
7. Social and cultural events
8. Buildings and grounds maintenance
9. Vehicle and equipment maintenance

**E. The shared DPW operation for the Municipalities shall be managed by River Vale as a one integrated operation using one set of books and a work order system that allows for tracking and reporting of services provided to each Municipality.**

## **II. ASSIGNMENT OF RESPONSIBILITIES**

**A. Responsibilities of River Vale:**

1. River Vale shall act as the Lead Agency in the delivery of shared Department of Public Works (DPW) services for the Municipalities.
2. As Lead Agency, River Vale will:
  - a. Act as General Agent for the Municipalities and have control over all operational elements of service delivery necessary to meet its obligations under this Agreement.
  - b. Ensure shared DPW services are provided to the Municipalities in accordance with the terms of this Agreement.

- c. Determine what DPW personnel staffing levels are needed to deliver the shared DPW services covered by this Agreement.
- d. Be the primary employer responsible for salaries, wages, and associated benefits of all DPW employees.
- e. Develop and maintain a rolling five (5) year schedule for acquisition, refurbishment, or replacement of DPW vehicles and equipment to be used in the delivery of shared DPW services.
- f. Place appropriate signage to be reasonably agreed upon for current vehicles and equipment and place "Pascack Valley Department of Public Works" signage on all new DPW vehicles, indicating that the DPW is a shared service between River Vale and Montvale.

**B. Responsibilities of Montvale:**

1. The Montvale will be the Supported Agency ("Supported Municipality") under the terms of this Agreement.
2. Montvale will agree to service level expectations with River Vale in all supported DPW service areas. These service level expectations are specified in the Agreement Addendum.
3. Montvale shall discontinue use of their current DPW personnel as of the last day prior to the implementation date of the Agreement with River Vale and utilize the DPW employees provided by River Vale.
4. Montvale will provide River Vale with access to and use of its current DPW facilities located on Memorial Drive in Montvale for use as satellite facilities in the delivery of shared DPW services.
5. Montvale will provide River Vale with access to and use of all existing inventory of DPW vehicles and equipment for use in the delivery of shared DPW services.
6. Montvale will retain ownership of all its facilities, vehicles, and equipment used in shared DPW service delivery by River Vale; and Montvale will continue to be responsible for the insurance coverage of same.
7. Any Montvale vehicles and equipment not deemed viable for use in shared services may be auctioned, with all proceeds returned to the Borough of Montvale, except as same may be used by Montvale for part or all of Montvale's initial and subsequent contributions to a capital reserve fund.

### **III. TERM OF AGREEMENT:**

- A. This Agreement shall commence on November 1, 2013, and shall remain in effect until December 31, 2023, unless subsequently extended or renewed by the Municipalities or terminated in accordance with this section.
- B. This Agreement shall become effective for each Municipality upon passage of authorizing Resolutions or Ordinances by the Municipalities as required by the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (C.40A:65-1, *et seq.*).
- C. This Agreement shall continue for the entire term of the Agreement for all Municipalities, unless one of the Municipalities delivers written notice to all Municipalities of its intention to withdraw no later than December 31, effective on the next following year's first day of January (no less than one full calendar year after said notification). In the event such written notice is delivered, the Supported Municipality shall be relieved of its capital fund payment obligation for the final year of the agreement.

### **IV. COMPENSATION**

- A. Montvale shall pay an annual base fee equivalent to 44.8% of the DPW operating budget established by River Vale for shared DPW service delivery to the Municipalities. This base fee equals \$1,420,904 in 2013 budget terms, may be adjusted for 2014 and subsequent calendar years, and shall be expected to increase by approximately 2% annually over the life of the Agreement.
- B. Montvale shall make an annual contribution of \$60,000 to a capital reserve fund to be administered by River Vale and used for the purpose of acquiring, refurbishing, or replacing vehicles and equipment used in the delivery of shared DPW services for the Municipalities. Any new vehicles and equipment purchased using monies from the capital reserve fund shall be owned and insured by River Vale.
- C. Montvale shall pay 1/12 of the annual base fee on the fifteenth day of each month directly to the Township of River Vale. This monthly payment entitles Montvale to the full use of River Vale's DPW services covered under this Agreement. For all years subsequent to the first year of this Agreement, the parties shall agree upon an estimated budget to be used for purposes of establishing equal monthly payments by Montvale prior to the adoption of the annual Appropriations budget. Upon the formal adoption of the annual Appropriations budget, the remaining monthly payments shall be adjusted to provide for equal monthly payments for the remainder of the year.
- D. Montvale shall make its initial capital reserve fund contribution upon the effective date of this Agreement; and subsequent annual capital reserve fund contributions within thirty (30) business days of formal adoption of its annual Appropriations budget.

- E. Except as may be specifically set forth otherwise herein, the Municipalities agree that capital investments in their own municipal facilities and infrastructure, such as buildings, streets and roads, paving programs for streets and parking lots, stormwater systems, sewer systems and the like, shall be the sole responsibility of each Municipality and shall not be considered a shared expense.
- F. The Municipalities agree that emergency appropriations, triggered by a declaration of a state of emergency by the State of New Jersey, may be required over the life of the Agreement. Such emergency appropriations shall be the sole responsibility of each Municipality and shall not be considered a shared expense.
- G. The Municipalities agree that shared services implementation expenses, extraordinary or unplanned operating expenses, and unplanned capital costs for vehicles and equipment not covered by the combination of the annual base fee and the annual capital reserve fund contribution from Montvale will be reviewed by the Department of Public Works Advisory Committee described in Paragraph VII and, if deemed reasonable by a majority of the Advisory Committee, will be apportioned equitably among each of the Municipalities to this Agreement for payment.
- H. Accounting records for the expenses associated with shared DPW operations will be maintained by River Vale and shall be available for inspection by Municipalities upon request.
1. Review of actual expenses associated with the delivery of shared DPW services will be done at least annually by the Department of Public Works Advisory Committee described in Paragraph VII.
  2. The Department of Public Works Advisory Committee may make recommendations for compensation allocator modification to the Municipalities after the third full calendar year of the Agreement. Any recommended compensation allocator modification will be based on a review of the full accounting records of each of the proceeding three calendar years' shared DPW operations which will be available no later than the statutory municipal audit filing date of June 30 of the following year.

#### **V. PAYMENT PROCEDURE**

- A. Montvale shall pay 1/12 of the annual base fee on the fifteenth day of each month directly to the Township of River Vale.
- B. Montvale shall make its initial pro-rata capital reserve fund contribution upon the effective date of this Agreement; and subsequent annual capital reserve fund contributions within thirty (30) business days of formal adoption of its annual Appropriations budget.

- C. Montvale agrees to pay River Vale its equitable share of uncovered shared services implementation expenses, extraordinary or unplanned operating expenses, and unplanned capital costs within sixty (60) days after submission of an invoice accompanied by billing detail.
- D. Municipal checks for payment or electronic payment transfers from Montvale should be made out to Township of River Vale, reference "Shared DPW Services" on the memo line, and be sent to Township of River Vale, 406 Rivervale Road, River Vale, New Jersey 07675.

## **VI. RECYCLING REVENUE**

- A. All revenue generated from the sale of recycled commodities shall be retained by River Vale and used to off-set the cost of providing recycling services to the Municipalities.

## **VII. LEVEL OF SERVICE**

- A. River Vale agrees to provide shared DPW services in a professional and workmanlike manner.
- B. Montvale agrees to utilize River Vale's shared DPW services in a professional and workmanlike manner.
- C. River Vale, as the Lead Agency in performing the services under this Agreement, shall have full power and authority to undertake any ancillary operation reasonably necessary or convenient to carry out its duties, responsibilities, and obligations under the Agreement.
- D. A Department of Public Works Advisory Committee, consisting of no more than two (2) representatives from each Municipality together with River Vale's Business Administrator, five (5) members in total, shall periodically meet as may be necessary to ensure that all of the obligations under this Agreement are being satisfied. These Committee representatives will consist of the Mayor or Mayor's designee and a second representative that may be an elected official or other municipal representative as deemed appropriate by each Municipality.
1. Each Municipality shall have the number of votes equivalent to the number of Committee representatives appointed.
  2. The Committee shall meet at such times and places as deemed necessary, but in no event less than annually, and shall be responsible for raising and addressing questions or concerns related to shared DPW services delivery and long term planning.
  3. Each Municipality shall notify the other Municipality of the name(s) of its Committee representatives annually no later than fifteen (15) days after its respective municipal reorganization meeting.
- E. All Department of Public Works Advisory Committee actions may be approved by a simple majority of the voting members present. In the event of a tie vote on any matter under

consideration by the Committee, River Vale's Business Administrator may cast one additional vote to break the tie.

### **VIII. ADDITIONAL MUNICIPAL PARTICIPANTS**

- A. River Vale may solicit and add other municipalities to its shared Department of Public Works, however, no other municipalities may be added prior to January 1, 2016. Any proposal to add additional municipalities to the shared Department of Public Works must be accompanied by a feasibility study to be funded entirely by the municipality or municipalities requesting to join the shared Department of Public Works. In the event that a contract with an additional municipality is pending, River Vale will present the anticipated impacts on staffing and operating expenses to the Joint Department of Public Works Advisory Committee and recommend adjustments to Montvale's annual base fee, as appropriate. Unless otherwise agreed to in writing by Montvale, River Vale shall not be permitted to add other municipalities to the shared Department of Public Works without demonstrating to Montvale's reasonable satisfaction that such addition will not detrimentally affect any of Montvale's rights and benefits under this Agreement, including but not limited to the service level provided to Montvale and Montvale's costs under this Agreement. Incremental capital costs or implementation expenses shall be the shared responsibility of the incoming municipal party to the Agreement and River Vale. In addition, the parties shall negotiate in good faith any change in the structure of or representation on the Joint Department of Public Works Advisory Committee. However, in no event shall Montvale's representation on a re-structured Committee be reduced, nor shall it be less, on a percentage basis, than any newly-added municipality.

### **IX. DISPUTE OF PAYMENT**

- A. As provided in the Uniform Shared Services and Consolidation Act, P.L.2007, c.63 (C.40A:65-1, *et seq.*), in the event of any dispute as to the amount to be paid under the terms of this Agreement, the full amount to be paid in accordance with Paragraph V shall be paid without prejudice to the disputing parties. If through subsequent negotiation, litigation, or settlement, the amount due shall be determined agreed to or adjudicated to be less than was actually so paid, River Vale shall promptly repay the excess.

### **X. PROPERTY & CASUALTY INSURANCE**

- A. The Supported Municipality will keep in force, at its respective sole expense, Property and Casualty (P&C) Insurance with insurance companies licensed in the State of New Jersey or with



the Bergen County Municipal Joint Insurance Fund, which insurance shall be evidenced by Certificates and/or policies as determined by River Vale.

- B. The Supported Municipality shall respectively provide this Property and Casualty (P&C) Insurance in accordance with the coverage(s) set forth by each Municipality's membership in the Bergen County Municipal Joint Insurance Fund (Bergen JIF) in the coverage form consistent with the Bergen JIF.
- C. Limits Of Liability: \$250,000 per occurrence/combined single limit
- D. Coverages: Bodily Injury and Property Damage Liability Coverage
- E. Endorsements: Attached at issuance:
  - 1. Garagekeeper's Liability Endorsement
  - 2. New Jersey Personal Injury Protection Endorsement
  - 3. New Jersey Uninsured & Underinsured Motorists (\$15,000/\$30,000)
  - 4. Quasi Entities Endorsement (if applicable)
  - 5. Additional Entities Endorsement
  - 6. Inter-local Agreements For repair of Vehicles Endorsement

## **XI. LIABILITY INSURANCE**

- A. The Supported Municipality will keep in force, at its respective sole expense, Comprehensive General Liability Insurance with insurance companies licensed in the State of New Jersey and/or with the Bergen County Municipal Joint Insurance Fund, which insurance shall be evidenced by Certificates and/or policies as determined by River Vale.
- B. The Supported Municipality shall respectively provide this Comprehensive General Liability Insurance with a combined single limit of \$1,000,000/\$2,000,000 aggregate for bodily injury and property damage. A "claims made" policy is not acceptable. This insurance shall indicate on the Certificate of Insurance the following coverages:
  - 1. Operations
  - 2. Use of Independent Contractors and/or Subcontractors
  - 3. Products and Completed Operations
  - 4. Broad Form Contractual
  - 5. Broad Form Property Endorsement
- C. Each Certificate or policy shall require that a thirty-day (30) notice shall be given to River Vale by registered mail, return receipt requested, if any policy or any individual coverage is altered or cancelled. All such notices shall name the Municipality and identify the Agreement or municipal contract number if applicable.



- D. Certificates of Insurance shall be delivered to Township of River Vale, prior to the commencement of this Agreement and all Certificates of Insurance shall state that "River Vale is an additional insured" for this Agreement.
- E. The insurance required under this section shall protect the Supported Municipality and all Subcontractors respectively, against damage claims which may arise from operations under this Agreement whether such operations are by the Insured or by anyone directly or indirectly employed by the Supported Municipality and also against any of the special hazards which may be encountered in the performance of this Agreement.
- F. All policies and Certificates of Insurance shall be approved by the each of Municipalities prior to the inception of any work under this Agreement.

## **XII. DISPUTE RESOLUTION**

- A. In the event a dispute shall arise concerning the terms and conditions of this Agreement, the parties hereto agree to be governed by and construed and enforced in accordance with the laws of the State of New Jersey.

## **XIII. MISCELLANEOUS**

- A. All notices, statements, or other documents required by this Agreement shall be hand-delivered or mailed to the Municipal Clerk of each Municipality.

## **XIV. GOVERNING LAW**

- A. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

## **XV. ASSIGNMENT**

- A. No one party may assign this Agreement without the written consent of all others.

## **XVI. ENTIRE AGREEMENT**

- A. This Agreement sets forth the entire understanding of the parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same shall be in writing, duly authorized and signed by all the parties hereto.

## **XVII. SEVERABILITY**

- A. In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith

and agree to such amendments, modifications, or supplements of, or to this Agreement, or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein. All other provisions of the Agreement shall remain in full force and effect.

**IN WITNESS HEREOF**, the parties have set their hand and seals and caused their corporate officers to sign same the day and year first written above.

**ATTEST:**



Karen Padva

**Karen Padva, Municipal Clerk**

**TOWNSHIP OF RIVER VALE**

**BY:**

Joseph Blundo

**Joseph Blundo, Mayor**

**ATTEST:**

Maureen Iarossi-Alwan

**Maureen Iarossi-Alwan, Municipal Clerk**

**BOROUGH OF MONTVALE**

**BY:**

Roger J. Fyfe

**Roger J. Fyfe, Mayor**

**SHARED SERVICES AGREEMENT ADDENDUM  
FOR THE MUNICIPALITIES OF  
BOROUGH OF MONTVALE AND TOWNSHIP OF RIVER VALE**

**SHARED DEPARTMENT OF PUBLIC WORKS  
SUPPORTED MUNICIPALITY SERVICE LEVELS**

Service Area	Timing or Frequency	Service Quality
<b>MANAGEMENT &amp; ADMINISTRATION</b>		
<ul style="list-style-type: none"> <li>● Represent DPW with Municipalities' elected and appointed officials</li> </ul>	<p>Monthly, quarterly, and annual reports on operations/finances and pending projects</p> <p>Follow-up on all general public inquiries and complaints within 24 hours during the business week</p> <p>Follow-up on all emergency inquiries and complaints within 1 to 2 hours</p> <p>Cooperate with professionals as requested by Montvale council or planning board concerning projects and application needs</p>	<p>Coverage of anticipated officials' questions in DPW reports</p> <p>Once and done resolution of inquiries and complaints</p> <p>Prompt and responsive access to shared DPW personnel &amp; services</p>
<ul style="list-style-type: none"> <li>● Budget for shared DPW               <ul style="list-style-type: none"> <li>○ Fully loaded employee costs</li> <li>○ Vendor contracts</li> <li>○ Other related expenses</li> </ul> </li> </ul>	<p>Annually</p> <p>Extend/rebid vendors per contract expiration schedule</p>	<p>Stable cost structure with expected increases of approximately 2% annually</p>
<ul style="list-style-type: none"> <li>● Capital planning               <ul style="list-style-type: none"> <li>○ DPW vehicles &amp; equipment</li> </ul> </li> </ul>	<p>Rolling five (5) year schedule of acquisition, refurbishment, or replacement</p>	<p>Accurately projected capital needs</p>
<ul style="list-style-type: none"> <li>● Work order planning &amp; assignment</li> </ul>	<p>Monthly, weekly, and daily</p>	<p>Reporting capability by service area, level of work effort, physical location, and Municipality</p>
<ul style="list-style-type: none"> <li>● Fleet management               <ul style="list-style-type: none"> <li>○ Non-DPW vehicles &amp; equipment</li> </ul> </li> </ul>	<p>Annually</p>	<p>Recommend anticipated replacement needs to Police, Fire, or other Departments</p>

<b>STREET REPAIR &amp; MAINTENANCE</b>		
<ul style="list-style-type: none"> <li>Asphalt pothole repair</li> </ul>	<p>Per street maintenance schedule</p> <p>As reported by residents or commuters</p> <p><i>NOTE:</i> Major repaving or reconstruction projects are done by contracted paving vendors – Montvale capital investment.</p>	<p>Year-round maintenance – time of year and weather dependent</p> <p>December through March – cold patch repairs</p> <p>April through November – ‘hot box’ repairs, whenever possible</p>
<ul style="list-style-type: none"> <li>Stormwater system</li> </ul>	<p>Per stormwater maintenance schedule</p> <p>Proactive monthly monitoring with repairs, as needed</p> <p><i>NOTE:</i> Major repair or rebuilding projects done by contracted excavation vendors – Montvale capital investment.</p>	<p>Stormwater inlets, drains, pipes, and mains – monthly plus inspection prior to every major storm event</p> <p>Culverts, catch basins, and storm drains – monthly plus clean-out prior to every major storm event</p>
<ul style="list-style-type: none"> <li>Roadside clean-up</li> </ul>	<p>Monthly or as needed</p>	<p>At least once per month</p>
<ul style="list-style-type: none"> <li>Street sweeping</li> </ul>	<p>April 1 to December 31 with contracted vendor</p>	<p>Residential areas – 7 times annually, weather permitting</p> <p>Main roads and business districts – every 4 weeks, weather permitting</p> <p>Vendor performance management per contract</p>
<ul style="list-style-type: none"> <li>Street/parking lot striping</li> </ul>	<p>August and one other non-winter month</p>	<p>Twice per year</p>
<ul style="list-style-type: none"> <li>Street signs</li> </ul>	<p>Quarterly</p>	<p>Inspected four times per year</p> <p>Installed, repaired, replaced or reset, as needed</p>
<ul style="list-style-type: none"> <li>Street lights</li> </ul>	<p>Ongoing and monthly</p>	<p>Reporting of street light outages to Orange &amp; Rockland Utilities, Inc., as needed</p> <p>Montvale-owned street lights</p>

		(downtown area/parking lots), monthly or as needed
<ul style="list-style-type: none"> <li>● Dead animal pick-up</li> </ul>	As needed	<p>Large animals, like deer, only</p> <p>Small dead animals removed by Tyco Animal Control (Board of Health agreement)</p>
<b>SANITARY SEWER REPAIR &amp; MAINTENANCE</b>		
<ul style="list-style-type: none"> <li>● Sewer lines</li> </ul>	<p>Annual, quarterly, and monthly maintenance schedule</p> <p>On demand response to homeowners' inquiries or complaints, sewer emergencies, and utility mark-out requests</p>	<p>Annual snaking of all municipal sewer lines</p> <p>Quarterly inspection and cleaning main lines</p> <p>Monthly inspection/preventative maintenance of known trouble spots</p> <p>Response within 1-2 hours to calls for emergency assistance</p> <p>Utility mark-out, scheduled as requested</p>
<ul style="list-style-type: none"> <li>● Sewer pump stations</li> </ul>	<p>Year-round repair and maintenance schedule with contracted vendor</p> <p>Daily checks on the pumping stations' status</p>	<p>Pump station inspections, cleaning, and repairs per vendor maintenance schedule</p> <p>Vendor performance management per contract</p> <p>Daily checks on the pumping stations' wet wells, pumps, control panels, and alarms.</p> <p>Emergency response, as needed</p>

<b>SNOW REMOVAL</b>		
<ul style="list-style-type: none"> <li>● Three tier snow removal <ul style="list-style-type: none"> <li>○ Brine</li> <li>○ Salt</li> <li>○ Plowing</li> </ul> </li> </ul>	<p>As dictated by storms, October to March</p> <p>Supplemental snow removal with contracted vendor</p>	<p>Rezone municipalities for optimal snow removal efficiency.</p> <p>Respond to emergency service requests as a priority over general services.</p> <p>Brine all county/municipal roadways 24 – 48 hours prior to forecasted snow event</p> <p>Salt/plow county/municipal roadways as dictated by storm severity and duration</p> <p>Direct contracted vendor to designated zones to salt/plow, as needed.</p> <p>Vendor performance management per contract</p>
<b>SHADE TREE</b>		
<ul style="list-style-type: none"> <li>● Tree Removal and Trimming</li> </ul>	<p>Collaboration with Shade Tree Committee.</p> <p>Per tree maintenance schedule</p> <p>Supplemental capabilities with contracted vendor, if needed</p>	<p>Respond to resident inquiries with a visual inspection 1 – 2 weeks</p> <p>Tree removal and trimming list addressed per capability of DPW equipment.</p> <p>Vendor performance management per contract</p>
<b>SANITATION &amp; RECYCLING</b>		
<ul style="list-style-type: none"> <li>● Sanitation</li> </ul>	<p>Weekly</p>	<p>Up to 3 times a week, as needed.</p> <p>All trash containers located in main business/commercial districts, at public parks , sports fields and bus stops</p>



<ul style="list-style-type: none"> <li>● Recycling</li> </ul>	<p>Weekly</p> <p>Rebid vendor contract for curbside recycling pick-up, August 2015</p>	<p>Up to 3 times a week, as needed.</p> <p>All recycling container located in main business/commercial districts, at public parks , sports fields and bus stops</p> <p>Curbside recycling pick-up will remain with Montvale until current vendor contract expiration, August 2015.</p> <p>Rebid recycling vendor contract for both municipalities upon Montvale contract expiration, August 2015.</p> <p>Vendor performance management per contract</p>
<p><b>SOCIAL &amp; CULTURAL EVENTS</b></p>		
<ul style="list-style-type: none"> <li>● Borough Events</li> </ul>	<p>Per Montvale social &amp; cultural events calendar</p>	<p>Assist with event planning.</p> <p>Provide event setup, support during events, and post-event clean-up</p>
<p><b>BUILDINGS &amp; GROUNDS MAINTENANCE</b></p>		
<ul style="list-style-type: none"> <li>● Buildings maintenance</li> </ul>	<p>Daily per building maintenance schedule</p> <p>On demand</p>	<p>As scheduled</p> <p>On demand response within 1-2 hours of call for assistance</p>
<ul style="list-style-type: none"> <li>● Grounds maintenance</li> </ul>	<p>Weekly, March to November</p>	<p>Cut sports fields 1 to 3 times per week; cut other non-field grounds once per week.</p> <p>Groom, line, and sweep grass fields weekly</p> <p>Turf field groomed and swept as needed at Fieldstone</p> <p>Tennis/basketball court routine</p>

		<p>maintenance, including leaf removal, light bulb and net adjustment/replacement, minor mending of fences, etc.</p> <p>Weeding, planting, mulching, maintenance and beautification of municipal property, to be commenced starting January, 2014</p>
<ul style="list-style-type: none"> <li>• Custodial services</li> </ul>	<p>Daily using contracted vendor</p> <p>Rebid vendor contract for both Municipalities</p>	<p>Vendor performance management per contract</p>
<p><b>VEHICLE &amp; EQUIPMENT MAINTENANCE</b></p>		
<ul style="list-style-type: none"> <li>• DPW vehicles and equipment</li> </ul>	<p>Ongoing per vehicle maintenance schedule</p> <p>On demand response, as needed</p>	<p>Minor repairs done daily</p> <p>Major repairs evaluated for estimated return to service.</p>
<ul style="list-style-type: none"> <li>• Non-DPW vehicles and equipment (police, fire, etc.)</li> </ul>	<p>Ongoing per vehicle maintenance schedule</p> <p>On demand response, as needed</p>	<p>Minor repairs done daily</p> <p>Major repairs evaluated for estimated return to service.</p> <p>Note: Fire Department apparatus and ambulances not included.</p>