

**EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY  
SHARED SERVICES AGREEMENT**

**THIS AGREEMENT** is entered into this **1st** day of **July 2011**, by and between the Board of Education of **Randolph Township**, whose address is **25 School House Road, Randolph, New Jersey 07869** (hereinafter referred to as the "Board" or the "District"), and the Educational Services Commission of Morris County whose post office address is PO Box 1944, Morristown, NJ 07962-1944 (hereinafter referred to as the "Commission"), pursuant to official action taken by the Board to approve this Agreement at a duly advertised Board meeting held on \_\_\_\_\_. In consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The Commission shall provide the shared services with personnel or service contractors approved by the Commission as set forth in detail in the addendum to follow and made a part of the Agreement in the amount of: **\$19,700.00**.
2. The term of this Agreement shall be from **July 1, 2011 until June 30, 2012**. In the event the Board desires to renew this Agreement for the succeeding months, it must provide written notice to the Commission of its intent to do so no later than the last day of the month preceding the end of the contract.
3. The Board agrees to pay the Commission the fee established in the agreement, in accordance with the schedule in the addendum.
4. The Commission will prepare all pertinent reports and provide other pertinent documents as required by the district for the services rendered.

**IN WITNESS THEREOF**, the parties have by duly adopted resolutions approved this Agreement and authorized and directed their respective Board Presidents and Board Secretaries/Business Administrators to affix their signatures and seals hereto.

The Board of Education of  
Randolph Township

By \_\_\_\_\_  
Board President

ATTEST:

By \_\_\_\_\_  
Board Secretary/Business Administrator

DATED: \_\_\_\_\_

The Board of Directors of the Educational  
Services Commission of Morris County

By \_\_\_\_\_  
Board President

ATTEST:

By \_\_\_\_\_  
Business Administrator

DATED: \_\_\_\_\_

**BIDDING/PURCHASING PROGRAM 2011-2012  
SHARED SERVICES ADDENDUM**

**Randolph Township Board of Education**

The Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. offers a program to standardize District supply requirements, reduce supply procurement costs, develop standard items on a category basis, and then bid supply requirements as outlined below.

1. Prepare and print new or revised customized supply order Budget Books. Categories covered under this Proposal are as follows:  
**General Classroom Supplies, Athletic Supplies, Custodial Supplies, Audio Visual, Computer/Office, Fine Art, Home Economics, Library Supplies, Health Supplies, Physical Ed Supplies, Science and Technology Supplies.**
2. Submit a Bidding Calendar and Vendor Bid list.
3. Enter addendum items in computer, enter quantities ordered in computer and total all quantities. Prepare master bids and an analysis of supply requisitions as needed.
4. Print bids and mail to vendors.
5. Analyze bids to determine the low bidders according to specifications and report the names, number of items bid, amount bid and terms and qualifications for each vendor submitting a bid, and the names, items low and total amount low for each bidder. We will compare total award bids with item by item bids and recommend the lowest cost to the district. We will prepare a report of items which should be reviewed for possible specification changes. These items will be items which have lower prices on the bid than the items specified, but do not meet specifications.
6. Prepare a school summary of bid results which will include the following:
  - a. List of low bid items by location with a summary of items ordered by vendor, number of items ordered and total amount ordered.
  - b. Summary by vendors showing the number of items ordered and amount ordered by location with vendor bid terms such as minimum orders, freight charges and other transactions.
  - c. Summary of totals by school locations.
7. Upon receipt of changes of vendors or quantities from the district, prepare recommendations of awards and purchase orders on district purchase order forms.
8. Bids for supplies delivered for the 2012-2013 School Year.
9. Supplies to be bid on a cooperative basis.
10. The fee for this service is **\$19,700.00**. We guarantee the savings to be greater than the fee.
11. Additional categories can be bid at a mutually agreed upon price.

**Payment Schedule:**

<b>Upon Signing</b>	<b>\$9,850.00</b>
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<b>December 2011</b>	<b>\$9,850.00</b>
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