

Collingswood Public Schools

Custodial/Maintenance Services Agreement

July 1, 2025 to June 30, 2026

Agreement made this ____th day of ____ 2025, by and between the Collingswood Board of Education (hereinafter referred to as "Collingswood") and the Oaklyn Board of Education (hereinafter referred to as "Oaklyn").

Whereas, Oaklyn desires to engage Collingswood to provide custodial and maintenance services; and

Whereas, Collingswood is willing to provide Oaklyn with custodial and maintenance services;

Now therefore be it resolved, that the parties, intending to be legally bound, hereby agree as follows:

General requirements:

- A. Collingswood shall provide custodial and maintenance services to Oaklyn from July 1, 2025 through June 30, 2026.
- B. Collingswood shall maintain all records and will track maintenance provided to Oaklyn to provide optimum service.
- C. Prior to June 30, 2026, Business Administrator of Collingswood and Director of Buildings and Grounds of Collingswood will review the maintenance requests and records to determine the cost and needs for the subsequent fiscal year. Analysis of records and costs will be shared with the Business Administrator of Oaklyn for budgeting purposes.
- D. The Director of Buildings and Grounds and the Custodial Foreman for Collingswood will supervise the custodians on site in Oaklyn and will maintain proper certification.

Responsibilities:

Custodial Shifts: One Full Time Day Custodian 7:00a-3:30p
 Two Full Time Evening Custodians 3:00p-11:00p

Supplies: Custodial Supplies to properly maintain the Oaklyn Public School will be included in Collingswood's annual custodial supply bid. These supplies are included in the base cost of this proposal. (\$15,500)

Repairs/Routine Maintenance: Supervisor of Buildings and Grounds will assign maintenance employees to make repairs as needed. Repairs will be drawn against the pre-approved budget line item and will be communicated to the Business Administrator

for Oaklyn by the Business Administrator of Collingswood. Oaklyn shall budget additional projects in consultation with the Director of Buildings and Grounds.

Maintenance and Repairs: Collingswood requests a maintenance line item in Oaklyn's budget of \$30,000 for repairs and services. Work to be performed by Collingswood's tradesmen at a time and materials rate as follows:

HVAC \$96 p/h + materials
Plumber \$96 p/h + materials
Electrician \$96 p/h + materials
Carpenter \$53 p/h + materials

Overtime to be charged at the rates applied in the current Collingswood BSE contract.

Maintenance Monitoring: The Oaklyn Public School will be added as a worksite on the Collingswood Maintenance tracking program (School Dude). All repairs and associated costs will be tracked and monitored.

Collingswood Board of Education has review and oversight responsibility for its employees providing the services. The Collingswood Board of Education has control over their actions or work while performing those duties.

The total fee for these services shall be:

Custodial Supplies and Services: \$291,595 (billed monthly)

Maintenance Supplies and Services: \$30,000 (billed as work is performed separate budget line item)

Payment from the Oaklyn Board of Education for these services shall be \$24,299.58 paid monthly commencing in July 1, 2025. Maintenance services will be billed monthly, as needed.

This agreement shall be renewable and will be made after an analysis of costs is reviewed.

This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.

During the period of the shared services agreement as set forth above, and for a year thereafter, Oaklyn shall not, on Oaklyn's own behalf or on behalf of another, directly or indirectly, hire an employee of Collingswood, contract with an employee of Collingswood, solicit, or encourage an employee to leave the employ of the Collingswood Board of Education. If Oaklyn does hire, contract with, solicit or encourage an employee of Collingswood to leave the employ Collingswood Board of Education in violation of this agreement, then Oaklyn shall pay Collingswood Board of

Education an amount equivalent to the value of them employees contracted salary provided under this contract.

The parties agree that either may terminate this Agreement upon (60) days written notice served upon the other. No cause shall be required for either party to terminate this Agreement. Should any dispute arise regarding the termination of this Agreement, it shall be submitted to the County Superintendent of Schools for resolution.

This Agreement constitutes the entire understanding of the parties with respect to the matters contemplated and dealt with hereby. Any modifications or changes hereto shall be in writing and signed by both parties.

To the extent permitted by law, each party will indemnify, defend, and hold harmless the other party, including its employees and agents, from and against any and all third party claims or liabilities arising from the negligence or wrongful act of the indemnifying party, its employees, or agents in carrying out its duties

Collingswood will provide Oaklyn an insurance certificate as proof of the following coverage's;

Commercial General Liability	not less than \$1,000,000
Motor Vehicle Liability	not less than \$5,000,000
Workers Compensation	statutory
Additional insured	Oaklyn will be added as an additional insured

This Agreement shall be governed by and constructed in accordance with the applicable laws of the State of New Jersey.

In Witness Whereof, and intending to be legally bound, the parties hereto set their hand and seal:

Oaklyn Board of Education



Board President



Business Administrator

1/21/2025
Date

Collingswood Board of Education



Board President



Business Administrator

1/27/2025
Date