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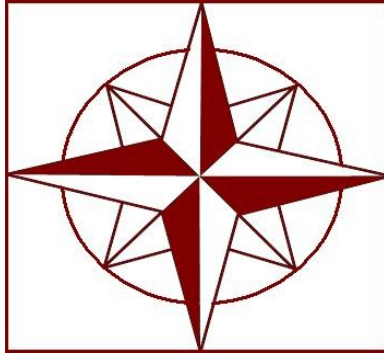
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NEW JERSEY ASSOCIATION of COUNTIES

County Government with a Unified Voice!

Business Associates Monthly



Outsourcing Facilities Management and Maintenance: a Current Trend

By: Martha Van Cleve, President, Meridian Services

It's no secret that County officials are being challenged to find more ways to lower costs and improve the quality of services. Two years ago, Camden County led the way among New Jersey Counties with a forward looking initiative to outsource many facilities management and maintenance functions. It has been a huge success, with lower costs and improved services for the occupants of about 40 County buildings.

In 2011, Camden County issued a Request for Proposals (RFP) for facilities management and maintenance at most of its buildings, including the 17-story Camden City Hall, libraries, parks and recreation centers, a correctional facility, a boat house, its Hall of Justice, a youth detention center, public works buildings, and its 911 Call Center. The County received multiple bids, and awarded a contract to Meridian Property Services, a contractor with 20 years' experience providing facilities management services to the State of New Jersey and various public entities. The contract was structured as a one year contract, with two, one-year options. The County has exercised both options and the contract is in its third year. The base price of the contract in year three is approximately \$2.8 million.

The scope of services includes maintenance and repair of buildings and building systems (HVAC, fire and life safety, elevator, etc.) and janitorial services. Meridian Property Services provides some of the functions with

in-house personnel, and is responsible for subcontracting out and overseeing specialized services. The base maintenance and minor repair services are provided at a fixed price, which makes budgeting easier and decreases the risk of cost overruns. If major repairs or additional services are needed, the County can request such services using hourly labor rates in the contract, and/or percentage mark-ups (for materials and subcontractors) in the contract. Additionally, the County structured the contract with fixed prices by building, and has the flexibility to add or subtract buildings from the scope of services as desired. For example, the County was able to add management and maintenance of the Police Station building to the contract when it purchased it from the City of Camden.

Meridian Property Services brought its expertise in building management and maintenance, and was able to lower costs substantially. The County estimates that it has achieved **savings of approximately \$4 million over the first two years of the contract.**

Although about 60 County employees were laid off when the contract began, they were given the opportunity to be considered for employment with Meridian. Despite having fewer employees providing services, Meridian has been able to improve response time to service requests, the cleanliness of the buildings, and the condition of building equipment. County managers are relieved of the responsibility of dealing with personnel issues, negotiating with unions, scheduling of maintenance work, negotiating with subcontractors, etc., since those functions are handled by the Contractor.

(Continued on page 2)

Meridian Services

(Continued from page 1)

The response from occupants of and visitors to the buildings has been overwhelmingly positive. One County official wrote:

“I would like to take a minute to express how grateful we at the Communications Center are with the work of Ruben & John. Since the first day they worked here as Meridian employees they have been nothing but cooperative, pleasant, task oriented and hard workers. Both men take exceptional pride in their work and its shows in the way this building has turned around. While they are not County employees, they treat everyone here with the utmost respect and courtesy.”

The privatization of facilities management and maintenance to firms with expertise in those areas is clearly the direction in which the industry is headed. For example, it was recently announced that a contract to manage the Pennsylvania Convention Center will be awarded to a private company after a bidding process. Firms

whose focus is building management and maintenance can utilize best practices and provide better and more cost effective solutions, even for specialized use buildings.

As an initial step in considering outsourcing, County officials may wish to obtain copies of Requests for Proposals (bid specifications) for facilities management and maintenance that were issued by other government entities. The RFP's are public information and typically available directly from purchasing departments. To assist County officials, Meridian Property Services will provide copies of the Camden County RFP, and other examples of RFP's, to any officials requesting them.

For further information please contact Vincent Altimari of Meridian Property Services, at 609-496-1671 or valtimari@meridianservices.com, for copies of RFP's or more information.



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Ten Key Factors in Selecting a Purchasing Cooperative

By: Sarah Mallon, Marketing Manager, US Communities

U.S. Communities is a nonprofit government purchasing cooperative that reduces the cost of goods and services for participating public agencies by aggregating their purchasing power nationwide. It is the only cooperative purchasing program co-founded and sponsored by the National Association of Counties, the National League of Cities, the U.S. Conference of Mayors, the National Institute of Government Purchasing, and the Association of School Business Officials. The cooperative is non-exclusive, allowing counties to exercise due diligence in selecting the best individual contracts for their needs.

Since its inception in 1996, U.S. Communities has saved counties and other public entities hundreds of millions of dollars. U.S. Communities combines the purchasing power of over 55,000 public agencies. The New Jersey Association of Counties has continued to partner with U.S. Communities because it is the gold standard for public procurement. The advisory board of counties, cities, and schools provides additional oversight.

Over time, the market has grown to include many other cooperatives. When it comes time for New Jersey Counties to consider a cooperative purchasing contract, prudence must be exercised when looking at the structure of the cooperative. U.S. Communities has provided counties with a list of questions to ensure that the best cooperative purchasing processes, methods, and structure to provide the best value and protection for counties.

Was the soliciting entity an independent lead public agency that meets the standard definition of a political subdivision (county, city, school district, state, public higher education or special district)?

Was the development of the solicitation, evaluation of the responses and award determination all performed by public employees of a

political subdivision that is separate from and independent of the cooperative organization?

Did a National Evaluation Team comprised of public procurement professionals from multiple political subdivisions participate in the creation, evaluation and award process?

Was the procurement process substantially similar to the process your agency is required to use?

Does the cooperative organization have independent and broad oversight of the program and its operations?

Does the cooperative organization conduct independent third-party supplier audits to ensure contract compliance?

Does the cooperative organization have adequate staff relative to the number of awarded suppliers?

Does the cooperative organization's staff conduct quarterly performance reviews with supplier executives and Lead Public Agency to evaluate performance and compliance?

Does the cooperative organization's agreement contain terms and conditions that require the supplier to provide their best government pricing to your agency?

Does the cooperative organization have field personnel focused on educating public agencies on the benefits of cooperative purchasing program and resolving problems or concerns?

Keeping these ten items in mind as your county makes decisions about cooperative purchasing will help to ensure your county saves the most money under a transparent, competi-

(Continued on page 9)

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LOREN WIZMAN OR KIM NOLAN AT (609) 394-3467
loren@njac.org OR kim@njac.org**

HELP WANTED

Preakness Healthcare Center

A Legacy of Caring

Assistant Executive Director

County of Passaic seeks an experienced full-time Assistant Executive Director for Preakness Healthcare Center, a 406 bed skilled nursing facility. Position requires current licensure as a Licensed Nursing Home Administrator in the state of New Jersey, a Master's Degree (MSN preferred) and five years senior level administrative experience (Subacute and Long-Term Care). Cover letter along with resumes can be emailed to carmenb@passaiccountynj.org or jmclaughlin@passaiccountynj.org

Assistant Nursing Supervisors

County of Passaic seeks experienced full-time Assistant Nursing Supervisors for day, evening and night shifts for Preakness Healthcare Center, a 406 bed skilled nursing facility. Position requires BSN and three years supervisory nursing experience (Subacute or Acute Care experience preferred). Cover letter along with resumes can be emailed to carmenb@passaiccountynj.org or jmclaughlin@passaiccountynj.org

Senior Instructor

County of Passaic seeks experienced full-time Senior Instructor for Preakness Healthcare Center, a 406 bed skilled nursing facility. Position requires BSN and two years clinical teaching experience. Cover letter along with resumes can be emailed to carmenb@passaiccountynj.org or jmclaughlin@passaiccountynj.org

Housekeeping Supervisor

County of Passaic seeks experience full-time Housekeeping Supervisor for Preakness Healthcare Center, a 406 bed skilled nursing facility. Position requires three years general housekeeping experience including two years supervisory experience; health care experience preferred. Cover letter along with resumes can be emailed to carmenb@passaiccountynj.org or jmclaughlin@passaiccountynj.org

Registered Nurses

County of Passaic seeks part-time and per diem Registered Nurses for all shifts for Preakness Healthcare Center, a 406 bed skilled nursing facility. Positions requires BSN, N.J. Registration as Professional Nurse and three years experience; acute care or subacute care experience preferred. Cover letter along with resumes can be emailed to carmenb@passaiccountynj.org or jmclaughlin@passaiccountynj.org

HELP WANTED

GIS SPECIALIST

COUNTY OF PASSAIC seeks **Full-Time GIS Specialist** to provide comprehensive Geographic Information Systems (GIS) services to the Passaic County Government and to coordinate GIS activities with the user community on statistical and geographic information needs and applications. The successful candidate will be in charge of complex GIS projects involving full responsibility for the implementation of all phases of project(s) and will be responsible for the performance of non-direct staff. Also responsible for other duties and projects related to planning as assigned by the director. Minimum four (4) years of experience in GIS mapping and cartography, ESRI software (ArcGIS 10.x), database management and documentation, and an ability to relate GIS issues with non-technical staff. Experience with web mapping, graphic design, SDE, Python, GPS software and hardware, and programming a plus. Applicants should be prepared with a portfolio of work products. A Master's degree may be substituted for (1) year of GIS experience. A Bachelor's degree in Geography, Environmental Sciences, Planning or related field with (12) semester hours in computer mapping/GIS with spatial programming & digital image processing may be substituted for (1) year GIS experience.

To be considered, please mail, fax or email the following to the address below no later than **July 12, 2013**:
*Cover letter indicating your interest and experience; *Resume; and *Names and phone numbers of references

Michael La Place AICP, PP, Passaic County Department of Planning and Economic Development, 930 Riverview Drive, Suite 250, Totowa, NJ 07512, Fax: 973.812.3450,
Email:mlaplace@passaiccountynj.org

ENVIRONMENTAL PLANNER

COUNTY OF PASSAIC Planning Division is looking to fill the full-time position of **Environmental Planner**. Under the direction of the Planning Director, this member of the Planning Division Team will perform technical environmental planning tasks and is expected to provide project management for various general planning and environmental assignments. Sustainability, energy and/or farmland preservation experience a plus. Examples of work includes responsibility for details of a specific phase or phases of environmental studies, participation in the preparation of environmental impact statements, conducting studies and surveys involving ecology and the environment and preparing environmental reports including graphics and statistical and other data for environmental planning purposes. Must have experience working with the public and stakeholder groups and in making public presentations. Will be able to utilize various types of electronic and/or manual recording and computerized information systems. EDUCATION: Possession of a Bachelor's degree from an accredited college or university including or supplemented by twenty-one (21) semester hour credits in professional planning subjects such as the principals of land use planning, history of city planning, planning project design, planning law and administration. EXPERIENCE: Two (2) years of experience in environmental planning. Possession of a current and valid license as a Professional Planner in New Jersey issued by the State Board of Professional Planners may be substituted for the educational requirement. Possession of a Master's degree in Planning from an accredited college or university may be substituted for one (1) year of the required experience. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

To be considered, please mail, fax or email the following to the address below no later than **July 12, 2013**:
*Cover letter indicating your interest and experience; *Resume; and *Names and phone numbers of references

Michael La Place PP, AICP - mlaplace@passaiccountynj.org, Passaic County – Planning & Economic Development, 930 Riverview Drive, Suite 250, Totowa, NJ 07512, FAX: 973 812-3450



National Association of Counties (NACo)

HUD Launches Competition to Promote Resilience in Sandy - Affected Region

In an effort to promote resilience for the Sandy-affected region, HUD Sec. Shaun Donovan launched REBUILD BY DESIGN, a multi-stage regional design competition. The goal of the competition is to attract world-class talent, promote innovation and develop projects that will actually be built. [More](#) ▶

Think Texas: NACo's 2013 Annual Conference is Fast Approaching

NACo Annual Conference "County Solutions and Idea Marketplace," July 19-22, in Tarrant County-Fort Worth, Texas. J.R. Martinez, who suffered severe burns while serving in Iraq, will be a featured General Session speaker. After 33 surgeries and 34 months in recovery, the most recent winner of "Dancing with the Stars" uses his experience to help others. Click [here](#) for more information about the conference and to register.

Job Training and Homeless Employment Services Grants Available

The U.S. Department of Labor has announced the availability of up to \$5 million in funding for Homeless Veterans' Reintegration Program grants. The purpose of the Homeless Veterans' Reintegration Program is, in part, to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force.

[More](#) ▶

FEMA's Annual Flood-Risk Awareness Survey Now Active for County Officials

If you are currently a local official, please take this 15-minute survey by July 1. [Read More](#)

CMS Issues Additional Affordable Care Act Rules

On July 5, the Centers for Medicare and Medicaid Services (CMS) issued a final rule on certain eligibility and enrollment changes under the Affordable Care Act (ACA). The rules provide additional guidance on how the Exchange (or "Marketplace"), Medicaid, and the Children's Health Insurance Program (CHIP) will work. [More](#) ▶

TIGER grants Xed out in House

NACo Dental Discount Program: Dramatic Savings for Your County's Residents—WEBINAR

Wednesday, July 31 at 2:00 PM EDT. NACo offers a discount dental card program exclusively for member counties. The program provides 5% to 50% savings on most dental procedures including routine checkups, cleanings, dentures, root canals, crowns and more. This plan is not insurance, but is a discount plan where everyone is accepted with unlimited use. Hear a presentation from key NACo staff and representatives of the program administrator, Careington Intl. Corporation on how you can easily implement this program to help your county's residents with their dental needs. Only 47% of county residents nationwide have dental insurance, and many with insurance still have uncovered services. Your residents and employees will thank you for implementing this great NACo exclusive member benefit program. [More](#) ▶

L: Nila S. Gutierrez, MD, MPH, Chief Medical Officer, U.S. Department of Health & Human Services Centers For Medicare & Medicaid Services (spoke at recent NJAC Board of Directors' Meeting)



R: Dennis E. Gonzalez, Executive Officer, U.S. Department of Health & Human Services Centers, Office of the Secretary, Region II (spoke at recent NJAC Board of Directors' Meeting)



National Association of Counties (NACo)

By: Yejin Jang, Associate Legislative Director, NACo

If you want to have an impact on how your state builds out its interoperable public safety communications network, you need to be aware that states will soon be receiving grants to plan their networks.

More importantly, each state will need to designate a grants coordinator, who must, by law involve local governments in the build-out of the network.

In 2012, Congress mandated the creation of a nationwide interoperable wireless broadband network that would enable police, firefighters and emergency service professionals to more effectively communicate with each other during emergencies.

The law created and charged the First Responder Network Authority (FirstNet), an independent authority within the U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA), with building, deploying and operating the network in consultation with federal, state, tribal and local public policy entities.

The legislation required each state to designate a single point of contact to serve as the "coordinator of implementation of grant funds" in reference to the State and Local Implementation Grant Program (SLIGP). SLIGP awards should be announced no later than July 15. All states and territories will receive an award to be used for planning activities.

FirstNet is an important issue for counties because many of the public safety personnel that will be using the public safety broadband network will be county sheriffs, fire departments and medical personnel, among others. As such, it is important that counties be involved early in the process so that the county perspective is reflected in decisions regarding construction, procurement and management of the Public Safety Broadband Network (PSBN).

Implementation of FirstNet will also require county input as to infrastructure siting, construction and management. Also, the legislation authorizing FirstNet contemplates secondary users (or leaseholders) of the

PSBN during times of non-emergency. If the network is leased to secondary users, it could generate fee-based revenue; this revenue must be reinvested into constructing, maintaining, operating or improving the network.

As states begin to identify existing broadband and infrastructure assets to incorporate into the new first responder network, it is important that counties engage in the consultation process and actively seek out the designated state coordinators of those activities.

If you would like to get in touch with your state coordinator, please email Yejin Jang at yjang@naco.org or 202.942.4239.

What the Grants Require of the States

The performance period is three years, and by the end of the performance period, grant recipients must complete the following activities: establish or enhance a governance structure to consult with FirstNet; develop procedures to ensure local and tribal representation when the state is consulting with FirstNet; conduct education and outreach for all relevant stakeholders that will be involved in the public safety broadband network (PSBN); identify potential public safety users for the PSBN; develop a standard Memorandum of Agreement appropriate for the grantee state to facilitate the possible sharing of infrastructure with FirstNet; develop staffing plans to involve local and tribal stakeholders in a future data collection in consultation with FirstNet; and prepare a comprehensive plan as part of the Statewide Communications Interoperability Plan (SCIP), or a plan complementary and similar to the SCIP, describing the public safety needs that the grantee expects FirstNet to address, plus relevant milestones.



L: Michael O'Connell, NJAC General Legal Counsel, Pringle Quinn & Anzano, PC administers Oath of Office to Ed Trawinski, Bergen County Administrator & NJAC Secretary-Treasurer

US Communities

(Continued from page 3)

tive contract.

To learn more about U.S. Communities and other purchasing best practices, please contact Doug Looney at dlooney@uscommunities.org or visit www.uscommunities.org.



Art Guida, Director, External Affairs, PSEG (2nd left) Awards Christopher Reid, Essex County (center) PSEG/NJAC Foundation Green Scholarship



Lightning Safety Tips

Summer is the peak season for lightning-related deaths and injuries, though people are struck by lightning year-round.

The National Weather Service provides a wide range of [information about lightning](#), including these facts and tips:

General Tips

- No outdoor area is safe when you hear thunder.
- If you hear thunder, find a safe indoor shelter (a substantial building or enclosed, metal-topped vehicle with the windows up).

Indoor Safety Tips

- Stay off corded phones, computers, and other electrical equipment.
- Avoid plumbing, including sinks, baths, and faucets.
- Stay away from porches, windows, and doors.

- Never lie on concrete floors or lean against concrete walls.

Outdoor Safety Tips

No outdoor area is safe during a thunderstorm, but if you're caught outside with no safe shelter options, take these steps to reduce your risk of being struck by lightning:

- Come down from elevated areas.
- Never lie flat on the ground.
- Never shelter under an isolated tree.
- Never use a cliff or rocky overhang for shelter.
- Immediately get out and away from ponds, lakes, and other bodies of water.
- Stay away from objects that conduct electricity, such as wire fences.

Read some interesting [myths and facts about lightning](#).



First Government Wetland Mitigation Bank in New Jersey, Delaware and Pennsylvania “Lakes Creek Wetland Mitigation Bank”

By: Linda Gilmore, Public Information Officer, Atlantic County

Construction of the first government wetland mitigation bank in New Jersey, Delaware and Pennsylvania started on April 29 in Egg Harbor Township. After reviewing 15 potential sites, Atlantic County purchased the 37-acre tract adjacent to Lakes Creek along Somers Point-Mays Landing road and awarded a \$1.37 million contract for its development.

Construction of the Lakes Creek Wetland Mitigation Bank will include lowering the elevation of the agricultural field adjacent to Lakes Creek and increasing the tidal flushing by creating a channel connected to the creek to enhance coastal wetlands. Additional brackish and freshwater areas will also be developed within the bank.

The bank will include planted species of grass, bushes and trees. Plantings are scheduled to occur between May and mid-July with completion of the bank by mid-August. There will be a minimum five-year maintenance and monitoring phase of the growth and development of plantings, site soils and hydrology, in addition to other factors affecting the bank's success.

For further information and to view aerial photos please visit <http://www.aclink.org/Planning/MainPages/wetlands-mitigation-bank.asp>.

NJAC CONGRATULATES

PSEG for opening NJ's largest electric car charging facility at its Newark headquarters garage, available to its employees

Michael Baker Corp. on its recent assistant vice president appointments to Joseph Danyo and Magdy Hagag

Genova Burns Giantomasi Webster for adding two new attorneys and named a new Partner and Counsel

Atlantic County for the 14th Consecutive Perfect Audit.



'My Somerset County' Scrapbook & Digital History Project Celebrate County's 325th Anniversary

By: Joanne Vuoso, Public Information Specialist, Somerset County

Somerset County officials today (May 22) unveiled a special online historical project as part of the county's 325th anniversary celebration. The date for the unveiling was chosen to commemorate Somerset County's founding on May 22, 1688.

The Board of Freeholders and the Somerset County Library System are collaborating to offer a "My Somerset County" online scrapbook that will help populate a digital history project planned by the library system.

"We invite residents and nonresidents to share memorable experiences of Somerset County landmarks, historic sites, recreation facilities, festivals and more via photographs and comments," said Freeholder Director Peter S. Palmer. "These cultural artifacts will provide a glimpse into the past and in some cases will provide personal recollections about historic sites or events."

"This scrapbook will be an enduring endeavor that will act as an 'insider's look' into our county's many treasures," he said. "We hope that it will span many decades to come and will add to our understanding of our heritage and identity."



Freeholder Director Peter S. Palmer introduces a collaborative project with the Somerset County Library System as part of the county's 325th anniversary celebration. The project will create a "My Somerset County" online scrapbook to commemorate and celebrate Somerset County's many attributes and rich history. The scrapbook will act as a vehicle to populate the Library's

future Digital History Project. The public is invited to submit photos and comments to www.mysomersetcounty.org.

"The Somerset County Library System has created a place on the Web where anyone can share images of people and places that have made this county so rich in history, and the wonderful place it is today," said Somerset County Library System Director Brian Auger.

"In its early stages, the website will be a fairly simple scrapbook. As it develops, the Library will provide more features. The Library is planning to enhance the site with oral histories, stories and recollections by and about people - present and past - whose contributions have made the county what it is."

"The public is invited to visit www.mysomersetcounty.org often to learn about the many treasures of Somerset County as they are posted to the online scrapbook and digital histories. The library envisions this resource to be a rich repository of images and stories about New Jersey's best place to live," he said.

To be a part of the "My Somerset County" scrapbook / digital history project, you can submit a photo and comment directly by going to <http://www.mysomersetcounty.org>, selecting "Submit Photos" and completing the form. Comments should be 500 words or less and should relate to the photo submitted. Or you can mail your photos to My Somerset County, Attn: Richard Loomis, Somerset County/ Bridgewater Library, 1 Vogt Drive, P.O. Box 6700, Bridgewater, N.J. 08807, drop them off at any of the [county's 10 libraries](#) or make an appointment to have the photos scanned in person at the library. Photos will be returned via U.S. mail. It is preferred that mailed comments be written in print, rather than cursive, for easy reading.

For more information about the "My Somerset County" scrapbook / digital history project, contact Richard Loomis at rloomis@sclibnj.org or 908-526-4016 ext. 171.

New Jersey Association of Counties

County Government with a Unified Voice!

Mission Statement

NJAC is committed to advocating for legislation, regulations, and policy directives that empower county governments to operate more effectively and efficiently. As a non-partisan organization that represents the only true regional form of government in the State with a unified and proactive voice, NJAC is dedicated to advancing innovative programs and initiatives for the sole purpose of saving valuable taxpayer dollars.

July 2013				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Emergency Preparedness Workshop, Atlantic Cty.	2	3	4 Independence Day	5 British Pop Music Concert, Essex Cty.
8	9 Somers Dream Orchestra, Essex Cty.	10 Valora Howell, Essex Cty.	11 Junior Vega, Essex Cty.	12 Louis Prima, Jr. & The Witnesses, Essex Cty.
15	16 Seniors-Farmers Market, Somerset Cty.	17 Baby Basics, Atlantic Cty.	18 4-H Fair, Cape May Cty. 7/18-7/20	19
22	23	24 Monmouth County Fair 7/24-7/28	25 4-H Fair & NJ Peach Festival, Gloucester Cty. 7/25-7/28	26
29 Farmers Fair & Hot Air Balloon Festival, Warren Cty. 7/27-7/31	30	31		

From the NJAC Executive Director's Desk . . .

Investors Bank Awards Scholarships for County Vocational Technical School Students

Special thanks to Investors Bank, which awarded the NJAC Foundation a grant of \$14,000.00 for county vocational-technical school graduates who plan to continue their education at a county college or four year State college or university. The Foundation plans to distribute two \$500.00 grants in each county where Investors Bank conducts business. These counties include: Bergen, Hudson, Hunterdon, Essex, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Union, Somerset, Sussex, and Warren counties. The NJAC Foundation is a non-profit organization affiliated with the New Jersey Association of Counties (NJAC) and is committed to providing innovative educational opportunities for county vocational-technical school and county college students.



John G. Donnadio, Esq.

*June 28th
NJAC Board of Directors' Meeting*



NJ Counties and NJAC Business Associates are encouraged to submit educational news articles for the monthly e-newsletter. For more information please contact Loren Wizman at 609-394-3467 or loren@njac.org.