

**STATE OF NEW JERSEY
COUNTY OF HUNTERDON**

RESOLUTION

BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Hunterdon that the following Administrative Policy be approved:

Policy: #2007-02
Date Adopted: 08/28/2007
Revised Date: 07/21/2015
Policy Type: ADMINISTRATIVE

POLICY ON COUNTY IN-KIND SERVICES AND EQUIPMENT LOANING

From time to time County departments receive requests from municipalities and certain other outside, nonprofit, or public agencies, for the short term use of County owned equipment or in-kind services.

The County has determined that it is in the best interest of the public to allow equipment sharing and in kind services as here in after provided.

Requests for County (in-kind) services or equipment loaning shall:

- (a) be in writing to a Department Head using a County request form.
- (b) include a statement as to the public purpose that the agency or entity serves.
- (c) include a statement as to how the agency's services benefit the public.
- (d) include a statement as to the scope, description and duration of the request.

The Department Manager shall thereafter:

- (a) assign a dollar value to the requested work, including use of supplies and staff time and/ or the fair rental value of the equipment.
- (b) specify if the requested work can be accomplished without operational interruption to the County.
- (c) the Department Head or designee will consider the request and make a determination in writing as to the disposition of the request.

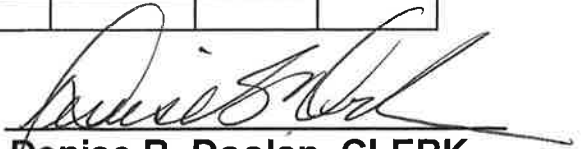
The Hunterdon County Department Head (or designee) will respond to the requestor.

Whenever equipment is loaned or in-kind services provided, the recipient shall submit the following:

1. A fully executed contract/agreement for the loaning of equipment or in-kind service as provided to the recipient by the County. The requestor shall also furnish proof they have the financial ability to pay for damages given the value of the equipment.
2. Proof that the recipient has a competent and qualified operator for the equipment.
3. Proof of insurance pursuant to the Agreement entered into by the parties including, but not limited to, proof of workmen's compensation insurance that covers the operation, comprehensive general public liability insurance, and a certificate of insurance naming the County of Hunterdon as an additional insured. Specific insurance requirements are set forth in the Agreement between the parties.
4. Information regarding the date of pick up /duration of use and date of equipment return.

ROLL CALL	MOVED	SECONDED	AYES	NAYS	ABSTAIN	ABSENT
John W. King, Director						x
Suzanne Lagay, Deputy Director			x			
J. Matthew Hoff, Freeholder			x			
John E. Lanza, Freeholder		x	x			
Robert G. Walton, Freeholder	x		x			

ADOPTED July 21, 2015


Denise B. Doolan, CLERK