

PROPOSED RESIDENTIAL INSPECTION SERVICES CONTRACT

WHEREAS, the Borough of Palmyra is a municipality of the State of New Jersey with offices located at 20 W. Broad Street, Palmyra, New Jersey ("Palmyra") and Community Grants, Planning and Housing, LLC, is a multi-disciplinary organization that employs qualified and licensed residential inspectors and has offices located at 569 Abbington Drive, Suite E, East Windsor, New Jersey (CGP&H); and

WHEREAS, Palmyra and CCP&H wish to enter into a temporary contract (up to ninety (90) days in duration) to address the temporary needs of the Borough to have a qualified third-party entity perform residential inspection services on behalf of Palmyra.

NOW THEREFORE, Palmyra and CGP&H, intending to be bound, hereby agree as follows:

- I. SCOPE OF WORK**, CGP&H will perform residential inspection services for Palmyra which may include initial, annual, complaint, re-sale, and change in tenancy/ownership inspections. In addition, Certificate of Occupancy inspections may also be performed on an as-directed basis by Palmyra. Specifically, CGP&H will:
1. Perform all the functions and residential inspections as requested by the Palmyra Housing Department.
 2. Utilize the inspection criteria as specified in the relevant Ordinances.
 3. Prepare an inspection checklist as approved by the Housing Department.
 4. Submit a scheduled number of units to be inspected each week and include a completion date of such inspections.
 5. Provide the required manpower to complete all inspections in a timely manner. Palmyra and CGP&H will mutually agree on a satisfactory time schedule and CGP&H will schedule inspections with individual landlords/property owners and notify Palmyra of said schedule.
 6. Provide the names of the proposed Housing Inspectors and copies of applicable licenses, as noted in Ordinance 2013-16. Each Inspector assigned to perform inspections under this contract shall have at least ten years experience in one of the building trades, three years experience with some type of housing inspections, and hold the following licenses: Building Inspector - RCS (Residential and Small Commercial Specialist), and Inspector of Hotels & Multiple Dwellings as issued by the New Jersey Department of Community Affairs. In addition, all Inspectors will submit to police background checks and investigation as may be required by the Palmyra Police Department.
 7. Utilize the Enforcer Computer Software offered by MCSystems Software, LLC as identified by the Borough, which is consistent with applicable codes and regulations. The software is satisfactory to CGP&H and is

compatible with CGP&H's current systems. CGP&H would request utilization of two of the five available licenses. No other requirements are necessary and CGP&H will provide all necessary computer hardware and other software as necessary.

8. Submit hard copies of individual rental inspections, including deficiencies, to be submitted to Palmyra within 48 hours of completion, so that Palmyra may take corrective measures in a timely fashion.
9. All software and other property provided by Palmyra to CGP&H shall remain the property of Palmyra and shall only be utilized by CGP&H for Palmyra business.
10. Any information received by CGP&H from Palmyra or as part of its work in Palmyra shall remain confidential and shall not be disclosed to third parties without the permission of Palmyra.
11. CGP&H shall insure that it has on file with the Clerk of Palmyra the following documents that should be acceptable in form and content to the Borough Solicitor:
 - Business Registration Certificate
 - Mandatory Equal Employment Opportunity Language
 - Americans with Disabilities Act of 1990
 - Affirmative Action Compliance Notice
 - Certificate of Liability Insurance
 - Certificate of Employee Information Report

Palmyra will:


1. Notify the residents of inspection dates no less than 72 hours prior to inspection.
2. Issue a blanket notification to all residents informing them of the upcoming inspections process.

II. COMPENSATION: CGP&H will provide above-referenced service for a not-to-exceed amount of \$5,400.00 for no longer than the period from October 1, 2013 to December 31, 2013. Compensation is based upon a \$75.00 per unit inspection fee, which includes one re-inspection (if required) and subsequent re-inspections at \$25.00 per unit.

III. CANCELLATION: Either party may cancel this contract with seven (7) days written notice to the other for any reason. In the event that either party exercises its cancellation rights, CGP&H shall be entitled to payment for any services rendered up to the date it is notified of the cancellation and Palmyra shall receive back all of its software and all files related to the services performed on its behalf by CGP&H.

IN WITNESS WHEREOF, the parties hereto have executed the within contract addendum by their official hereunto duly authorized:

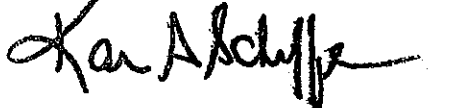
CGP&H, LLC



Randall Gottesman,
President

9/17/13
Date

Borough of Palmyra



Karen Scheffler
Mayor

09/19/2013
Date