

F-19

DEPARTMENT OF SPECIAL SERVICES  
Township of Union Public Schools  
M-E-M-O-R-A-N-D-U-M

---

TO: Greg Tatum  
C: Diane Cappiello, Julia Vicidomini  
FROM: Kim Conti *KC*  
RE: Board Agenda  
DATE: June 28, 2019

Approve Inlingua (95 Summit Ave, Summit, NJ 07901), to provide translation and interpretation services for the 2019-2020 school year, not to exceed \$3,000.00 in accordance with the information in the hands of each board member.



## TRANSLATION RATES 2019/2020

	... into English (non-technical) (rate per word)	English into ... (non-technical) (rate per word)	Minimum Charge (300 words or less) Into English. \$10.00 more if into a foreign language
Albanian	28¢	30¢	\$90
Arabic	30¢	34¢	\$90
Bengali	34¢	36¢	\$100
Chinese	32¢	34¢ - 40¢	\$90
Czech/Slovak/Bulgarian	28¢	30¢	\$90
Danish	26¢ - 30¢	32¢ - 34¢	\$90 (up to 350 words)
Dutch	28¢	30¢	\$90
Farsi	30¢	34¢ - 36¢	\$100
Finnish	28¢	30¢	\$90
Flemish	28¢	30¢	\$90
French	22¢ - 24¢	24¢ - 26¢	\$80 (up to 350 words)
French (Canadian)	28¢	30¢	\$90 (up to 350 words)
French/Haitian Creole	30¢	32¢	\$90
German	26¢	28¢ - 30¢	\$90 (license \$80.00)
Greek	30¢	32¢	\$90
Gujarati/ Tagalog	34¢-36¢	36¢-38¢	\$100
Hebrew	30¢	32¢	\$90
Hmong	32¢	34¢	\$100
Hungarian	28¢	30¢	\$90
Indonesian	34¢	36¢	\$100
Italian	22¢	24¢	\$80 (up to 350 words)
Japanese	34¢	36¢	\$100
Korean	32¢ - 36¢	34¢ - 40¢	\$100
Latvian	28¢	30¢	\$90.00
Marathi	36¢	38¢	\$110
Nepali/ Hindi	32¢	34¢	\$100
Norwegian	26¢	28¢ - 34¢	\$90 (up to 350 words)
Polish	26¢	28¢ - 30¢	\$90 (up to 350 words)
Portuguese	22¢	24¢ - 28¢	\$80 (up to 350 words)
Romanian	30¢	32¢	\$90
Russian	28¢	30¢	\$90
Serbo-Croatian	28¢	30¢	\$90
Spanish	22¢	24¢	\$80 (up to 350 words)
Swedish	28¢	30¢	\$90 (up to 350 words)
Thai	30¢	32¢	\$90 (up to 350 words)
Turkish	32¢	34¢	\$90 (up to 350 words)
Ukrainian	28¢	30¢	\$90
Urdu	34¢	36¢	\$100
Vietnamese	32¢	34¢	\$100
Other languages	Please call		



Notarized affidavit	\$10 per certification, \$15 into foreign language, \$10 current copy \$25 per certified copy of a previous translation.
Rush surcharge	A rush surcharge of 25% – 50% applies. May also apply for other assignments, depending on document length.
Proofreading	Minimum charge per hour. (1,000 words/hour)



**CONSECUTIVE INTERPRETATION RATES  
2019/2020**

*\$115.00 per hour	*\$155 per hour	*\$165 and above per hour
SPANISH  *\$145 per hour  PORTUGUESE ITALIAN POLISH	GREEK FRENCH HUNGARIAN HAITIAN CREOLE RUSSIAN TURKISH HEBREW ALBANIAN CZECH SLOVAK GREEK GERMAN	GUJARATI URDU HINDI ARABIC KOREAN CHINESE VIETNAMESE  SIGN LANGUAGE (*\$165-\$185) SERBO-CROATION (*\$175) INDONESIAN* (*\$185.00)  JAPANESE – see below.
		Other languages also available.

JAPANESE: Half-day or full-day rates apply.

Half-day: \$1475 (up to 4 hours)

Full-day: \$2475 (up to 8 hours)

\* \* \* \* \*

**\*A two-hour minimum applies for all interpretation assignments, and these amounts apply for the first two hours and include travel expenses. Each consecutive hour after that will be \$25.00 less per hour.**

Rates may be higher for highly technical subject matter, and some Chinese and Indonesian interpreters charge a 3-hour minimum. However, we would let you know that beforehand.

**Cancellations** are accepted without charge up to 24 hours before the assignment begins (unless otherwise specified) and up to 48 hours for sign-language assignments. If you have an interpreter scheduled for Monday, you must call by 4:00 pm on Friday. Late cancellations are charged the two-hour minimum.

*Simultaneous interpretation rates vary for each assignment.*

AGREEMENT BETWEEN  
TOWNSHIP OF UNION BOARD OF EDUCATION  
AND

[INSERT COMPANY NAME]

*ENLINGUA*

This Addendum to the Contract, \_\_\_\_\_, is entered into between the Township of Union Board of Education ("Board") and [INSERT COMPANY NAME] on this 11<sup>th</sup> day of June, 2019.

In consideration of the mutual promises, covenants, and agreements contained in the Contract "*ENLINGUA*", parties agree as follows:

In accordance with the New Jersey "Pass the Trash" law, N.J.S.A. 18A:6-7.6 to 7.13 (hereinafter "Law"), which became effective June 1, 2018, *Enlingua* hereby acknowledges its obligations under the Law and certifies that it is in compliance with the Law and all obligations required therein. The *Enlingua* agrees to continue to comply with all requirements of the Law during the term of the Contract.

Furthermore, the *ENLINGUA* shall indemnify, defend, and hold, the Board and its respective officers, employees, servants, agents, assigns and affiliates ("Indemnified Parties"), harmless from and against, any and all suits, actions, liabilities, losses, claims, damages, and expenses including, without limitation, costs of investigation and defense (including costs of private investigation and surveillance), costs for medical treatment, expert witness fees, legal fees (e.g., fees of attorneys, paralegals and other legal professionals for the defense of the underlying suits, etc.), expenses and diminution of value, whether or not involving a third party claim, arising out of or in any manner connected with the Company's compliance with, or lack thereof, its obligations under the Law, N.J.S.A. 18A:6-7.6 to 7.13, to be provided for the Indemnified Parties, including, but not limited to, services performed under this Agreement and Addendum, or any such other work performed for the Indemnified Parties, in any way related to the acts or omissions of the Company, its agents, servants, employees, Subcontractors, subconsultants, anyone directly or indirectly employed by them or anyone for whose acts or omissions they may be legally liable ("Covered Parties") to the extent that such suits, actions, liabilities, losses, claims, damages and expenses are caused by the Covered Parties. If in a given case a court rules that the Company is not negligent and/or did not breach its statutory duty, then the Company no longer has an obligation to defend and indemnify the Board in such case.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

By:

Susan Baldar,

Susan Baldar

Translation Coordinator

\_\_\_\_\_