

Township of West Milford

Passaic County, New Jersey

~ Resolution 2020 – 250 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR THE SCANNING OF RECORDS THROUGH NEW JERSEY STATE APPROVED CO-OP #65MCECCPS TO ACCU SCAN

WHEREAS, the Mayor Michele Dale and the Township Council believe the public would benefit greatly from having property records scanned and made readily available to the public; and

WHEREAS, the greatest benefit to the public would be obtained by scanning records in the Health Department and the Construction and Zoning offices of the Building Department; and

WHEREAS, scanning records and making them readily available in electronic format will assist with providing the public access without needing to visit Town Hall or submit a request to obtain copies; and

WHEREAS, maintaining electric copies of records will permit records to be accessed remotely by staff; and

WHEREAS, maintaining electric copies of records will provide for the continuation of business in the event of a disaster or weather emergency; and

WHEREAS, maintaining electric copies of records will reduce the need for office space dedicated for record storage; and

WHEREAS, maintaining electric copies of records will substantially reduce the time dedicated to responding to requests for public records; and

WHEREAS, the Township has obtained a proposal to scan the records from Accu Scan; and

WHEREAS, the service of Accu Scan are available through the Cooperative Pricing System #65MCECCPS of the Educational Services Commission of New Jersey; and

WHEREAS, Accu Scan provided the following estimated cost of \$110,573.72 to scan the majority of Health, Construction and Zoning records; and

WHEREAS, the total cost of scanning the records may differ from the estimate as it is dependent on the actual amount of documents scanned; and

WHEREAS, newly created files should be scanned on a quarterly basis, which will require additional scanning by year's end; and

WHEREAS, awarding a contractual in the amount not to exceed \$130,000 would ensure that the actual cost of scanning would be not exceed the awarded contract amount; and

WHEREAS, any unspent funds should be utilized by the end of the year for scanning additional records in other offices that would provide the public the greatest additional benefit; and

WHEREAS, the Township is permitted to seek reimbursement for this expenditure from the CARES Act as it provides remote access to records for both employees and the public; and

WHEREAS, the Chief Finance Officer has certified the funds are available in account 19-295-56-120-506.

NOW, THEREFORE, BE IT REOLVED, that Mayor Michele Dale and the Township Council award a contract to Accu Scan for the scanning of Health, Construction and Zoning records in an amount not to exceed \$130,000.

BE IT FURTHER REOLVED, that the Township Administrator is authorized to utilize the services of Accu Scan to scan any other records that he deems appropriate up to \$130,000.

Adopted: August 12, 2020

Adopted this 12th day of August, 2020
and certified as a true copy of an original.

William Senande, Township Clerk