

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
AUTHORIZING AWARD OF A STATE CONTRACT TO
SOFTWARE HOUSE INTERNATIONAL FOR
DOCUMENT IMAGING SERVICES
WITHIN THE PUBLIC SAFETY RECORDS BUREAU**

WHEREAS, a scanning program was initiated in 2006 digitizing paper records for the purpose of archiving and electronic daily retrieval to meet the demands of the Open Public Records Act and the New Jersey Division of Archives and Records Management; and

WHEREAS, this ongoing process is organized through a combination of in-house efforts and outsourced scanning services for large scale areas; and

WHEREAS, the Public Safety Department has begun scanning current files within the Records Bureau and due to the volume of files created during the period 1982 – 2012 it necessary to engage a document imaging service company to scan and microfilm these records; and

WHEREAS, in addition the company will microfilm records previously scanned in-house for the period 1965 – 1981; and

WHEREAS, the Business Administrator has reviewed and approved the request by Public Safety Director Ken McCormick; and

WHEREAS, Software House International (290 Davidson Avenue, Somerset, New Jersey) holds State Contract 77560 for said services; and

WHEREAS, on May 9, 2013 Software House International submitted a proposal in an amount not to exceed \$102,696.00; and

WHEREAS, funding has previously been made available within capital ordinances; and

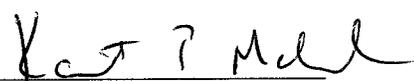
NOW, THEREFORE, BE IT RESOLVED on this 3rd day of June, 2013, that the Township Council of the Township of North Brunswick does hereby authorize a contract with Software House International in an amount not to exceed \$102,696.00 for document imaging services within the Public Safety Records Bureau in accordance with the State Contract 77560.

CERTIFICATION

I, Kala Sriranganathan, Chief Financial Officer of the Township of North Brunswick, certify that funds in the amount of \$57,007.33 are available within Capital Ordinance 04-27 account C-04-55-C05-271-201, \$8,154.21 are available within Capital Ordinance 06-15 account C-04-55-C07-615-701, \$6,213.94 are available within Capital Ordinance 09-16 account C-04-55-C10-916-601 and \$31,320.62 are available within Capital Ordinance 11-16 account C-04-55-C12-116-601, Contract # BID13002



Kala Sriranganathan
Chief Financial Officer



Kenneth P. McCormick
Director of Public Safety

Robert Lombard
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form