

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
CONFIRMING AN EMERGENCY CONTRACT WITH POLYGON US
FOR THE TREATMENT OF ARCHIVE RECORDS
LOCATED IN THE BASEMENT OF THE MUNICIPAL COMPLEX**

WHEREAS, Hurricane Ida impacted New Jersey on Wednesday, September 1, 2021, bringing severe weather conditions including strong winds, and heavy and sustained rainfall in some areas; and

WHEREAS, the storm caused severe damage to municipal facilities, infrastructure and equipment, including the Municipal Complex; and

WHEREAS, on Thursday, September 2, 2021, the Mayor for the Township declared a State of Emergency for the Township; and

WHEREAS, following the event, the Municipal Clerk assessed the flooded basement contents and reviewed with the State Department of Archives and Records Management the process for treating water damaged records; and

WHEREAS, on Friday, September 10, 2021, municipal officials met with document restoration company Polygon to review the scope of services for treating paper documents located within the basement of the Municipal Complex; and

WHEREAS, on Thursday, September 16, 2021, Polygon provided a proposal for the remediation of municipal records damaged during the flood based on a preliminary review; and

WHEREAS, in September and October of 2021, with approval from the insurance carrier to engage the services of Polygon, a crane was brought to the Municipal Complex and Polygon was engaged to provide document restoration services; and

WHEREAS, in December of 2022, restoration company Polygon US provided the Township with a status on the treatment progress, along with final billing in the amount of \$379,519.20 and the estimated volume of files to be returned; and

WHEREAS, on Wednesday, February 1, 2023, municipal officials are scheduled to conduct a site visit at Polygon's treatment facility to review and accept the treated documents for delivery to a municipal facility the first week of February; and

WHEREAS, following Hurricane Ida, paper documents were required to be removed and treated on an emergent basis to prevent mold growth and further deterioration under the Mayor's Declaration of Emergency on September 2, 2021; and

WHEREAS, Polygon US completed and submitted a C.271 Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.26 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of North Brunswick, County of Middlesex, and State of New Jersey, does hereby confirm the emergency contract with Polygon US for the treatment of municipal records located in the flooded basement of the Municipal Complex with a final contract amount of \$379,519.20.

Justine Progebin
Business Administrator

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

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on February 6, 2023.

Lisa Russo
Township Clerk



GENERAL SCOPE OF DAMAGE AND SERVICES

All aspects of this agreement and scope of work apply to the Township of North Brunswick. (customer/responsible party for payment). Polygon US Corporation will work under the direction of the Township of North Brunswick, who by endorsement of this contract, has agreed to be the party responsible for payment.

SECURITY MEASURES

Polygon takes the following measures to ensure the confidentiality and security of the archives to protect all personal and/or financial data. The Customer will sign-off on what is being transferred to Polygon. A representative of the customer will always be required to be present during the inventory process. Inventory procedures will follow all customer requests. All sensitive files will be transported in a dedicated truck with a dedicated driver. The dedicated truck will be received at the Polygon facility by a Polygon Project Manager. At all times when the archives are being loaded, handled, or unloaded they will be supervised by a Polygon Manager. All Polygon employees are background screened and under constant video surveillance during their shifts at the Polygon Document Center. The Polygon Document Center has indoor and outdoor security cameras with full tape backup that record 24/7. The facility is secured by a motion sensor alarm system. All the interior facility doors are accessible by keypad entry only. Polygon Managers and Supervisors have access to this code.

RESTORATION PROCEDURES AND TERMS

Polygon will provide freezer stabilization, vacuum freeze drying, sterilization (gamma irradiation) and cleaning services to approximately 1000 cubic feet of flood damaged records and 2,660 oversized blueprints.

Estimated Quantity: 1000 cubic feet and 2,660 oversized drawings (prints)

The enclosed cost estimate is based on 1,000 cubic feet of flood damaged records and 2,660 flood damaged oversized drawings/blueprints. This cost estimate is to be considered a time and material proposal. The services provided by Polygon will be charged based on the actual cubic feet of materials processed, actual amount of supplies used, and actual number of labor hours performed. Unit pricing (price per cubic foot) will remain the same regardless of quantity. Polygon reserves the right to confirm the total amount, once all the materials are quantified at a Polygon facility. Supply costs for packaging/housing are subject to change based on specifications provided by the customer.

POLYGON – STABILIZATION AND DRYING

Polygon will provide freezer stabilization and vacuum freeze-drying services for the flood damaged materials. The materials will be packaged at the customer facility and transported to a Polygon facility for processing. The materials will be stabilized at approximately 25 to 30 degrees Fahrenheit. The materials will then be processed inside the vacuum freeze-drying chambers.



POLYGON - STERILIZATION

A Polygon business partner, and third-party vendor will provide gamma irradiation services. Polygon will transport the materials to and from the third-party vendor using a dedicated truck and driver.

POLYGON - CLEANING

Polygon will provide cleaning services for the materials, using a variety of methods including HEPA (High Efficiency Particulate Air) vacuuming and dry-chemical sponges (soot sponges), to remove surface growth and particulate matter. It is understood materials that have been subjected to soot/smoke or grey/black water or mold, may be permanently stained and some small amounts of residual soot or dirt, mold blemishes, may remain, even after proper cleaning. Costs for cleaning are included in our estimate.

POLYGON - CLEANING PROCESS

1) HEPA vacuum, 2) soot sponge 3) HEPA vacuum
Polygon will provide 3-step cleaning process to all outer surface areas of the documents. Included in cleaning cost: Cleaning supplies and expenses, Personal protection equipment, Negative air environment

It is understood that materials, once damaged, can never be restored to their pre-loss condition. Any damage to the paper structure, bleeding of inks and/or staining will not be reversed.

POLYGON - TRANSPORT

Polygon will provide transport of all materials to and from the Polygon facility. This cost proposal does not include unpacking and distribution of the archives upon the return delivery. These services can be arranged for by Polygon for additional charges to the customer. A storage fee of \$84 per month per pallet will be charged to customer who fails to receive the delivery within 75 days of notification from Polygon that the archives are ready to be returned.

Services provided by Polygon are taxable in all states. Taxes will be added to the final invoice amount at the appropriate rate, if applicable.

Approval

Printed Name: Samantha Sickles Date: 9/16/2021

Signed Name: [Signature] Title: 9/16/2021



Estimate

15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

#EST-0030848

Date: 9/15/2021

Servicing Office

04-National Documents Dept : Allentown Document Center

Bill To

Lisa Russo
Township of North Brunswick
710 Hermann Road
North Brunswick NJ 08902
United States

Ship To

Township of North Brunswick
710 Hermann Road
North Brunswick NJ 08902
United States

Job Description

Flood Damaged Records

Sales Rep

DeCirce, Matthew

Partner

QTY	Description	Rate	Amount
400	Document Restoration Laborer - Regular Rate	\$55.00	\$22,000.00
1,000	Freezer Stabilization, per cubic foot	\$8.00	\$8,000.00
1,000	Vacuum Freeze Drying, per cubic foot	\$70.00	\$70,000.00
2,660	Blueprint/Map Drying, Each	\$3.00	\$7,980.00
1,000	Gamma Irradiation - Sterilization, per cubic foot	\$18.00	\$18,000.00
1,000	Cleaning Level 1 - Document Per Cubic Foot	\$79.00	\$79,000.00
2,660	Blueprint/Map Cleaning - Level 1, Each	\$1.50	\$3,990.00
833	Boxes-Standard, 1.2 Cubic Feet	\$6.00	\$4,998.00
25	Packaging Supplies Budget-Pallets, Plastic Wrap, Carts	\$50.00	\$1,250.00
1	Freight/Shipping Charges Pick-Up and Delivery	\$950.00	\$950.00

Subtotal \$216,168.00

Tax (%) \$0.00

Total \$216,168.00



15 Sharpners Pond Rd., Building F
North Andover MA 01845
Phone: 800-422-6379

Estimate

#EST-0030848

Date: 9/15/2021

TERMS AND CONDITIONS

The Parties hereby acknowledge and agree that the terms and conditions found at the following website;
<https://drive.google.com/a/polygongroup.com/file/d/0B4iBi2MAsRSCa3FGVnp4RGZUWGc/view?usp=sharing>
are hereby incorporated herein; and shall not be amended by the Parties without written amendment.

Signature: _____

Semantic Jain

Date: _____

9/16/2021

P.O. Type: All Include Project Line Items: Yes Open: Y Paid: Y Void: N
 Range: POLYG005 to POLYG005 Rcvd: Y Held: N Aprv: Y
 Format: Detail without Line Item Notes First Enc Date Range: First to 06/30/23 Bid: Y State: Y Other: Y Exempt: Y
 Vendors: All Include Non-Budgeted: Y
 Rcvd Batch Id Range: First to Last

Vendor # Name	PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type Description	First Stat/Chk	Rcvd Enc Date	Chk/Void Date	Invoic e	1099 Excl
POLYG005 Polygon US Corporation													
22-00939 10/06/21 Document Restoration													
	1		Document Restoration Project	24,000.00	D-33-56-850-005-001		D-33-56-850-005-001	B Storm Recovery Reserves	P 73054	10/06/21	10/08/21	10/12/21	#INV-0030893 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	2		Document Restoration Project	41,230.00	D-33-56-850-005-001		D-33-56-850-005-001	B Storm Recovery Reserves	P 74808	04/06/22	04/21/22	04/25/22	#INV-00301015 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	3		Document Restoration Project	13,208.00	2-01-46-870-870-192		2-01-46-870-870-192	B Def. Ch. -1yr Other Expenses	P 75282	06/07/22	06/08/22	06/13/22	#INV-00301036 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	4		Document Restoration Project	74,340.00	2-01-46-870-870-192		2-01-46-870-870-192	B Def. Ch. -1yr Other Expenses	P 75282	06/07/22	06/08/22	06/13/22	#INV-00301036 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	5		Document Restoration Project	5,156.25	2-01-46-870-870-192		2-01-46-870-870-192	B Def. Ch. -1yr Other Expenses	P 75282	06/07/22	06/08/22	06/13/22	#INV-00301036 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	6		Document Restoration Project	54,033.45	D-33-56-850-005-001		D-33-56-850-005-001	B Storm Recovery Reserves	P 76045	08/16/22	08/18/22	08/29/22	#INV-00301068 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	7		Document Restoration Project	104,760.00	D-33-56-850-005-001		D-33-56-850-005-001	B Storm Recovery Reserves	P 76929	11/22/22	11/22/22	11/28/22	#INV-00301095 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
	8		Document Restoration Project	62,791.50	D-33-56-850-005-001		D-33-56-850-005-001	B Storm Recovery Reserves	P 77391	01/04/23	01/05/23	01/09/23	#INV-00301125 N
			Tracking Id: IDA 2021 TROPICAL STORM IDA										
				379,519.20									
			Vendor Total:	379,519.20									

Total Purchase Orders: 1 Total P.O. Line Items: 8 Total List Amount: 379,519.20 Total Void Amount: 0.00

Totals by Year-Fund	Fund	Budget Total	Revenue Total	G/L Total	Total
Fund Description					
CURRENT FUND BUDGET	2-01	92,704.25	0.00	0.00	92,704.25
Trust Other	D-33	286,814.95	0.00	0.00	286,814.95
Total Of All Funds:		<u>379,519.20</u>	<u>0.00</u>	<u>0.00</u>	<u>379,519.20</u>