

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
AUTHORIZING AN AGREEMENT WITH
ACCUSCAN DIGITAL ARCHIVAL SOLUTIONS
FOR RECORDS MANAGEMENT SERVICES FOR ARCHIVED RECORDS**

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

WHEREAS, the storm event caused severe water damage to municipal facilities and building contents, including the basement of the Municipal Complex which flooded with several feet of water, damaging records stored within the basement; and

WHEREAS, the Municipal Clerk as the custodian of records worked with the State Department of Treasury, Division of Records Management (NJ DORES) to determine which water-damaged records had to be treated and preserved; and

WHEREAS, pursuant to Resolution #71-2.23, Township Council authorized an agreement with Polygon US Corporation to treat and restore documents to make them safe for handling; and

WHEREAS, pursuant to Resolution #316-10.23, Township Council authorized an agreement with AccuScan to inventory of all remediated records which were tagged with appropriate ARTEMIS retention information; and

WHEREAS, there are 290 boxes of records that are required to be retained permanently and digitizing these records will eliminate the loss of records due to deterioration, reduce physical storage space needed, and disaster-proof them against unforeseen circumstances; and

WHEREAS, the Township of North Brunswick is currently a member of the Educational Services Commission of New Jersey State approved Co-op #65MCESCCPS; and

WHEREAS, AccuScan Digital Archival Solutions (with offices at 950 Mt. Holly Road, New Jersey 08010) is an approved vendor under Educational Services Commission of New Jersey Co-Op Bid #22/23-11 for Records Management Services; and

WHEREAS, AccuScan Digital Archival Solutions under ESCNJ Co-Op Bid #22/23-11 has reviewed the project scope and provided a proposal for scanning and digitally storing these municipal records with a not-to-exceed amount of \$105,000.50 based on projected hours.

NOW THEREFORE BE IT RESOLVED, that the Township Council of the Township of North Brunswick does hereby authorize an award of contract to AccuScan Digital Archival Solutions with a not-to-exceed amount of \$105,000.50 for Records Management Services; and

BE IT FURTHER RESOLVED, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with AccuScan Digital Archival Solutions for Records Management Services in accordance with the previously approved Educational Services Commission of New Jersey Co-Op #22/23-11.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, certify that funds in the amount of \$105,000.50 are available within the Storm Recovery Trust Account No. D-33-56-850-005-001. PRO24052.

Cavel Gallimore
Chief Financial Officer

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 July 9, 2024.

Lisa Russo
Township Clerk

ACCU SCAN

digital archival solutions

July 9, 2024

George Gordon
North Brunswick Township
710 Hermann Road
North Brunswick, NJ 08902

**New Jersey State Approved Co-op # 65MCESCCPS
RFP# ESCNJ 22/23-11 Bid Term: 7/1/2022-6/30/2024. Extended to 7/1-2025**

Dear Mr. Gordon:

Thank you for asking me to submit a proposal for scanning and digitally storing the municipal records from North Brunswick Township. There are many advantages of electronic storage of your records. Electronic storage will stop the aging process and preserve records indefinitely. Additional advantages of electronic storage include:

- Eliminates loss of records due to deterioration.
- Reduces Storage Space
- Permits hands free archiving and retrieval.
- Disaster proofs against fire, theft, vandalism, flood or insects or mold
- Makes OPRA Response more efficient and inexpensive.

Before the Township can dispose of long term and or permanent North Brunswick Township must obtain NJ DORES Registered with Migration Path. This permits North Brunswick Township to destroy scanned records without the additional cost of microfilm. AccuScan is a NJ DORES Inspected Vendor and has prepared and submitted the required paperwork to obtain Registration for North Brunswick. There is no charge for this service.

The records will be scanned according to all NJ DORES requirements and stored on the media of choice for accessing or uploading to any document management system. AccuScan will also complete all Artemis disposal requests if desired at no charge.

Estimated Volume of Records to be Scanned.

The volume of records scanned will determine the cost. Below is pricing for scanning \$105,000 of Township records. (up to and including 11 x 17 inch). The pricing below reflects your count of 290 boxes 15 inches in length. For the purpose of this proposal, it is assumed the boxes are full and all records inside the boxes are to be scanned.

The Data Entry (Indexing) item for this project will vary depending upon the record type.

290 Boxes 15 Inches Box

Description	Estimated Qty	Cost Per	Estimated Total
Scanning of Paper**	870,000	\$0.078	\$67,860.00
Data Entry (Indexing)	12,200	\$0.11	\$1,342.00
Metadata Inclusion	1	\$1,250.00	\$1,250.00
Document Preparation*	1,740	\$17.50	\$30,450.00
Boxes and boxing of records	0	\$9.50	\$0.00
Pickup of Records	1	\$140.00	\$140.00
Shredding	10,150	\$0.39	\$3,958.50
Estimated Project Cost			\$105,000.50

**Document prep is an hourly charge for the removal of staples / paper clips to enable scanning.*

***The actual number of images will determine the project cost.*

We use 3000 images per 15-inch box. If large format (larger than 11X 17) blueprints are scanned, they are billed at \$1.40 per sheet.

The exact number of records scanned will determine cost. Documents will vary from different departments and may include oversize records (greater than 11x 17 inches) such as blueprints which are billed at \$1.40 per sheet. When this occurs, I can provide more specific pricing.

Data Entry (Indexing) is for the naming and identification of the document and its contents. The metadata is hand keyed by an AccuScan staff member using the information present in the document. This is a vital step to ensure that the documents are accurately named and can be found quickly when needed.

The Metadata to be included is to allow for easy identification of record retention information and destruction date. This will provide a simple way to compile and submit an ARTEMIS destruction request for the records when they expire. The fields are: Document Description, Start Date, End Date, Record Schedule, Record Series, Destroy Date. This will be pulled from the metadata generated during AccuScan's previous document sorting project and preparing it to be accessioned via Laserfiche Workflow.

Thank you for your time. Please call me if you have questions or would like to proceed.

Sincerely,

Arthur J. Staerk
Art@GetAccuScan.com
609-410-4540