

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH SHI, INTERNATIONAL  
FOR LASERFICHE BACKFILE PROCESSING SERVICES  
RELATED TO THE RECORDS MANAGEMENT PROJECT**

**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**, the documents were inventoried by AccuScan to determine retention requirements and 290 boxes of records will need to be scanned and digitally categorized in order to comply with NJ DORES requirements for destruction or permanent storage; and

**WHEREAS**, AccuScan requires a digital pathway from their system to LaserFiche, the Township's authorized document retention software, which must be customized to ensure that all files scanned by AccuScan are uploaded to LaserFiche with the appropriate tags and retention schedules; and

**WHEREAS**, SHI, with offices located at 290 Davidson Avenue Somerset, NJ 08873, has submitted a proposal for LaserFiche Backfile Processing Services at a cost of \$17,808.00; and

**WHEREAS**, SHI is an approved vendor under the current Bergen County Cooperative Pricing Agreement with the New Jersey Cooperative Purchasing Alliance # CK04 Contract # 22-24 for Computer Equipment and Peripherals; and

**NOW, THEREFORE, BE IT RESOLVED** on this 9<sup>th</sup> day of July 2024, that the Township Council of the Township of North Brunswick does hereby authorize an agreement with SHI International for LaserFiche Backfile Processing Services at a cost of \$17,808.00, in accordance with the Bergen County Cooperative Pricing Agreement with the New Jersey Cooperative Purchasing Alliance # CK04 Contract # 22-24.

**CERTIFICATION**

I, Cavel Gallimore, Chief Financial Officer of the Township of North Brunswick, certify that funds in the following accounts totaling \$17,808.00 are available in Storm Recovery Trust Account D-33-56-850-005-001. PO #25-00051.

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Cavel Gallimore  
Chief Financial Officer

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Justine Progebin  
Business Administrator

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

**RECORDED VOTE:**

<b>COUNCIL MEMBER</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>NOTES</b>
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.

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Lisa Russo  
Township Clerk



Pricing Proposal  
Quotation #: 24900751  
Created On: 5/24/2024  
Valid Until: 7/31/2024

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## NJ-City of North Brunswick

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## Inside account executive

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### George Gordon

NJ  
United States  
Phone:  
Fax:  
Email: ggordon@northbrunswicknj.gov

### Andrew Hunsinger

300 Davidson Ave  
Somerset, NJ 08873  
Phone: 7325848326  
Fax:  
Email: andrew\_hunsinger@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Laserfiche Backfile Processing - remote services Laserfiche - Part#: NPPN-ICCCD-LASER-A Contract Name: New Jersey Cooperative Purchasing Alliance Contract #: CK04 Subcontract #: 22-24	1	\$17,808.00	\$17,808.00
		<b>Total</b>	<b>\$17,808.00</b>

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### Additional Comments

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Note: The New Jersey Cooperative Purchasing Alliance is a Service of the County of Bergen, County Executive James J. Tedesco III and the Board of Commissioners

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*