



New Jersey
Environmental
Infrastructure Trust

"Financing New Jersey's
Water Quality Future"

Robert A. Briant, Sr., Chairman
Warren H. Victor, Vice Chairman
Herbert Barrack, Treasurer
Steven Gardner, Secretary
Andrew P. Sidamon-Eristoff, State Treasurer
Bob Martin, DEP Commissioner
Lori Grifa, DCA Commissioner

David E. Zimmer, Executive Director

December 16, 2010

Honorable Chris Christie
Governor of the State of New Jersey
State House
PO Box 001
Trenton, New Jersey 08625

Dear Governor Christie:

In accordance with the provisions of the New Jersey Environmental Infrastructure Trust Act, I hereby transmit for your review and consideration the minutes of the December 16, 2010 meeting of the New Jersey Environmental Infrastructure Trust. The New Jersey Environmental Infrastructure Trust Act provides that the Governor has ten days from the delivery of the minutes, excluding weekends and holidays, to review and accept such minutes. In the event that the minutes are not acted upon within the statutory time frame by you, the minutes become effective automatically.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Gardner", with a large, sweeping flourish extending to the right.

Steven Gardner
Secretary

Enclosure

c Honorable Stephen Sweeney, President of the Senate
Honorable Sheila Oliver, Speaker of the General Assembly



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NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST

OPEN PUBLIC MEETING

MINUTES – DECEMBER 16, 2010

A meeting of the New Jersey Environmental Infrastructure Trust was convened on Thursday, December 16, 2010 at 12:00 p.m., in the conference room of 3131 Princeton Pike, Building 6, Suite 201, Lawrenceville, New Jersey.

In accordance with the Open Public Meetings Act, the New Jersey Environmental Infrastructure Trust filed a notice of the time, place and the location of this meeting with the Secretary of State; via "fax" to the Bergen Record and The Trenton Times in accordance with the New Jersey Open Public Meeting Act (N.J.A.C. 10:4-6 et.seq.); and to all press offices in the State House. A copy of this notice was posted outside the Secretary of State's Office, within the Department of Environmental Protection, and at the Trust Office.

DIRECTORS

Robert Briant, Sr., Chairman
Warren Victor, Vice Chairman
Herbert Barrack, Treasurer
Steven Gardner, Secretary
John Plonski
(for Commissioner Martin)
James Requa
(for Commissioner Grifa)
Adrienne Kreipke
(for State Treasurer Sidamon-Eristoff)

OTHERS

David E. Zimmer, Executive Director
Maryclaire D'Andrea, Assistant Director
Frank Scangarella, Chief Operating Officer
John Hansbury, Chief Budget Officer
Clifford Rones, Deputy Attorney General
Richard Nolan, McCarter & English LLP
Geoffrey Stewart, Public Financial Management
Eugene Chebra, Municipal Finance & Construction
Lydia Harper, Equal Opportunities & Contracts

Executive Director Zimmer reported that he has received a letter from the Department of Environmental Protection, Commissioner Martin, appointing Mr. John Plonski as his representative for today's meeting.

APPROVAL OF THE MINUTES:

Chairman Briant opened discussion of the minutes of the November 18, 2010 Trust Board meeting. Mr. Plonski moved for the approval of the minutes. Mr. Requa seconded the motion. The minutes were approved 6 to 0 with 0 abstentions.

ANNOUNCEMENTS:

Mr. Zimmer reported on the events since the last Trust Board meeting:

- Closings for the 2010B and 2010C Financing Program were held at the Office of McCarter & English.
- The Trust responded to the request of Ms. Deborah Gramiccioni, Director of the Governor's Authorities Unit, for information concerning employee salary packages.
- Trust staff manned an information booth at the NJ League of Municipalities in Atlantic City, NJ.
- Trust and DEP senior staffs met to discuss Commissioner Martin's concerns regarding the Barnegat Bay initiatives, staff will continue to meet regularly on biweekly schedule under the direction of Mr. John Plonski.
- Trust staff met with NJN to discuss advertising contract renewal.
- Trust staff, counsel and advisors, met with DEP staff to discuss the Financing Program, onsite waste water disposal loan program and the Carteret sale.
- Victor Tsai became a member of the Trust staff and will take care of all networking and computer issues for the Trust and staff.

During the past month, the Trust received or sent the following correspondence. In an effort to "go green", the agenda package does not include copies of the following correspondence, however, if you would like a copy, please make your request to the Trust secretary.

- Certificate 5.02 for the 2008 Financing of Camden County MUA, Project No. S340-640-06; Borough of Ship Bottom, Project No. S340 311-02 and Borough of Ship Bottom, Project No. W1528001-001.
- On December 15, 2010, the Trust returned the Volume Cap allocation in the amount of \$12,600,000 pertaining to the NJEIT Bond, Series 2010C (the "Private Activity Bonds") to State Treasurer, Andrew P. Sidamon-Eristoff.

(*) Ms. Kreipke arrived

EXECUTIVE SESSION:

6A• No Executive Session was held.

UNFINISHED BUSINESS:

7A. Mr. Chebra of the Municipal Finance and Construction Element discussed the status of the Construction Status Report which reflects that there are 330 active projects totaling \$2.4M; there are 554 closed projects totaling \$2.7M making a grand total of 884 projects at \$5.1M.

7B. Mr. Chebra also discussed the Clean Water and Drinking Water projects to be funded in the second pool of financing the State Fiscal Year (SYF) 2011 Financing Program.

The second pool clean water list reflects 17 projects a total of \$43,106,814 and the drinking water list reflects 13 projects totaling \$19.6M. Projects included in this portion are expected to acquire all the required permits and will mostly likely proceed into the second financing bond sale.

The following projects did not meet program requirements and withdrew from the second pool financing; Rockleigh Borough; Barrington Borough; Lopatcong Township; Linwood City, Aberdeen Township; Plainfield City; Woodbridge Township Redevelopment Agency, Hillside township, Dumont Borough, Bogota borough and Delran Township. These projects will be moved to next year's financing program for consideration.

Mr. Chebra then reported on the status of the SYF2012. The clean water portion of the SYF2012 reflects 87 projects at \$602M and the drinking water portion reflects a total of 36 projects totaling \$174M.

Mr. Chebra discussed his concerns of the \$776M projected amount for SFY2012, which is \$25M less than the \$800M appropriated last year. Both DEP and Trust staffs met today to discuss the possibility of opening the Program for additional submittals in order to increase the FY2012 Funding Program. Discussions are in the beginning stages, however would require a public notice and approvals by the Board and the EPA.

NEW BUSINESS:

- 8A.** Mr. Zimmer introduced Resolution No. 10-58 accepting the Treasurer’s Report for November 2010. The resolution was moved for adoption by Mr. Plonski and seconded by Mr. Gardner. The motion was carried 7 to 0 with 0 abstentions.

Mr. Zimmer announced that the following bills were received, reviewed, and were being paid:

Princeton Pike Office Park, LLC (Rent – February 2010)	\$9,271.40
Cutwater Asset Management (Investment Advisor – October 2010)	\$9,003.65
Allen & Stults Co. (Property & General Liability Insurance (1/15/11 – 1/15/12))	\$3,993.00
Moody’s Investors Service (Ratings Service – NJEIT Series 2010B&C)	\$43,062.00
Standard & Poor’s (Ratings Service – NJEIT Series 2010B&C)	\$36,500.00
Fitch Inc. (Ratings Service – NJEIT Series 2010B&C)	\$25,000.00
Clients First Business Solutions, LLC (IBM two- year warranty renewal for parts and labor)	\$1,710.00
Bank of New York Mellon (Trustee Services: NJEIT Series 1994B (for period 11/1/10 – 10/31/11))	\$7,100.00
Bank of New York Mellon (Trustee Services: NJEIT Series 1995A&B (for period 11/1/10 -10/31/11))	\$7,590.00
Bank of New York Mellon (Trustee Services: NJEIT Series 2000A (for period 11/1/10 – 10/31/11))	\$10,650.00
Bank of New York Mellon (Trustee Services: NJEIT Series 2001 ABC (for period 11/1/10 – 10/31/11))	\$10,200.00

Bank of New York Mellon (Trustee Services: NJEIT Series 2008A (for period 11/1/10 – 10/31/11))	\$3,500.00
TD Wealth Management (Loan Servicers: NJEIT Series 2000A&B (for period 11/10/10 – 11/9/11))	\$5,000.00
TD Wealth Management (Loan Servicer: NJEIT Series 2002A&B (for period 11/1/10 – 11/5/11))	\$10,000.00
TD Wealth Management (Loan Servicer: NJEIT Series 2003A (for period 11/6/10 – 11/5/11))	\$10,000.00
U.S. Bank (Escrow Agent: NJEIT Series 2007 Refunding (for period 10/1/10 – 9/30/11))	\$5,000.00
P.S.E. & G. Co. (Utilities for November 2010)	\$1,052.70
Anderson Aquino LLP (Legal Services for US Bank as MPT in connection with NJEIT Series 2010 B&C Bonds)	\$6,000.00
Office Business Systems (Office Supplies)	<u>\$1,110.00</u>
TOTAL	<u>\$205,742.25</u>

- 8B.** Mr. Zimmer introduced Resolution No. 10-59 authorizing the NJEIT to prepare and distribute a Request for Proposal for document scanning services in accordance with policy and procedures, solicit proposals and convene a Committee to review and make a recommendation to the Board of their selection for a contract approval of one year with an option for two additional one-year periods at the discretion of the Trust’s Executive Director.

The resolution was moved for adoption by Mr. Victor and seconded by Mr. Plonski. The motion was carried 7 to 0 with 0 abstentions.

- 8C. A draft copy of the January 2011 Project Priority List and Financial Strategy report was distributed to Board members. The report includes separate ranking systems and separate lists for drinking water and clean water projects. The report will require the signature of both Chairman of the Trust and Commissioner of the Department of Environmental Protection and requires no motion by the Board.

Mr. Zimmer requested that the Board please forward their comments no later than December 19, 2010. The January Report is to be submitted to the legislature on a date when both Houses are scheduled to meet. The 2011 legislative calendar will be finalized at the end of December.

PUBLIC COMMENTS:

- There were no public comments.

Chairman Briant updated the Board that the House approved the 2012 appropriation which will provide New Jersey the same amount of money received in the current year.

Also, the Senate version of the Clean Water Authorization Act, S1005, was approved in the House a year ago, however, if the bill does not receive Senate floor approval before the end of this year, the bill will then be introduced to the new committees and chairs when Senate returns to session on January 4, 2011.

Mr. Victor moved to adjourn the meeting. The motion was seconded by Mr. Gardner and approved 7 to 0 with 0 abstentions. The meeting was adjourned at 12:30 p.m.

RESOLUTION NO. 10 - 58

WHEREAS, the New Jersey Environmental Infrastructure Trust (the "Trust") has reviewed the Treasurer's Reports for November 2010 and

WHEREAS, the Trust has placed in its files certain correspondence relating to expenses incurred in relation to the Trust;

NOW THEREFORE BE IT RESOLVED THAT the Trust hereby accepts the Treasurer's Reports for November 2010 and request that the same be entered into the record.

Adopted Date:	December 16, 2010
Motion Made By:	Mr. Plonski
Motion Seconded By:	Mr. Gardner
Ayes:	7
Nays:	0
Abstentions:	0

RESOLUTION NO. 10 – 59

**RESOLUTION OF THE TRUST AUTHORIZING A
REQUEST FOR PROPOSAL BE ISSUED FOR
DOCUMENT SCANNING SERVICES**

WHEREAS, the New Jersey Environmental Infrastructure Trust (Trust) is authorized to make and enter all contracts necessary or incidental to the performance of its duties pursuant to N.J.S.A. 58:11B-5(d); and

WHEREAS, there is a need for the Trust to hire a firm to perform document scanning services.

NOW THEREFORE BE IT RESOLVED THAT the Trust hereby authorizes the Executive Director to prepare and distribute a Request for Proposal (RFP) for document scanning services pursuant to Environmental Infrastructure Trust Policy and Procedure number 4.00, "Purchase of Goods and Services" and

BE IT FURTHER RESOLVED, the Executive Director is further authorized to solicit proposals, convene a Committee to review all proposals received, and to make a recommendation as to the selection of a document scanning firm to the Trust Board for contract approval for a one year contract with an option for two (2) additional one-year periods at the discretion of the Executive Director.

Adopted Date: December 16, 2010

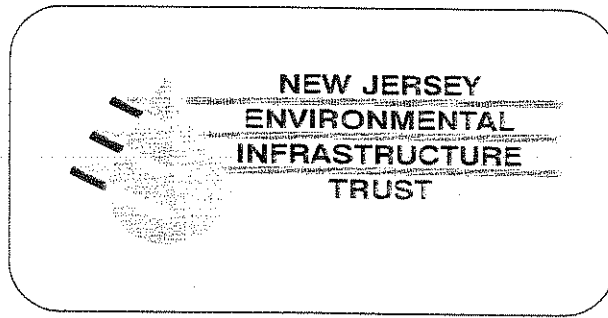
Motion Made By: Mr. Victor

Motion Seconded By: Mr. Plonski

Ayes: 7

Nays: 0

Abstentions: 0



Request for Proposal

Document Scanning Services

Issued by the
New Jersey Environmental Infrastructure Trust

Date Issued:
_____, 2010

Questions and Answer Cut-Off Date:
5:00PM EST _____, 2010

Proposals Due Date:
12:00 PM EST _____, 2010

In the Office of the Chief Budget Officer
3131 Princeton Pike, Building 6, Suite 201
Lawrenceville, NJ 08648
(609) 219-8600

Please Label Proposals with Firm's Name and
"Proposal for Document Scanning Services"

**REQUEST FOR PROPOSAL
TO PROVIDE
DOCUMENT SCANNING SERVICES TO THE
NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST**

Background

The New Jersey Environmental Infrastructure Trust ("Trust") was organized pursuant to N.J.S.A. 58:11B-1 et seq. in August, 1986, as an instrumentality of the State exercising public and essential government functions. The Trust exists within, but is independent of any supervision or control by, the New Jersey Department of Environmental Protection.

The purpose of the Trust is to provide financial assistance to New Jersey local government units (LGU's) and private and public water purveyors for the construction of environmental infrastructure projects. One way the Trust fulfills its purpose is by participating with the New Jersey Department of Environmental Protection (State) in the Environmental Infrastructure Financing Program (Program). The Trust contracts to make loans to finance a portion of the costs of environmental infrastructure projects that local governments in New Jersey and water purveyors are authorized to undertake and which they may lawfully finance through borrowings. The Trust loans are financed with the proceeds of revenue bonds sold by the Trust. The State provides companion loans for these same projects.

The Trust conducts one or more bond issues annually to fund an average of 60 project loans annually. Most project loans are outstanding for approximately 20 years. Approximately six accounts are established for each loan issued, e.g., revenue, project, debt service reserve, interest, principal. In addition, accounts are established for each issue unrelated to the loans for sources and uses of proceeds, e.g, 1981, 1985, 1989, 1992, and 2003 Bond Acts, interim financing account, administrative fee, clean water and drinking water match, loan origination fee, master program trustee, escrow, revenue, principal and interest. Bank statements are issued monthly to the Trust to identify account activity for each account. Hard copies of bank statements for each account were received by the Trust monthly through December of 2008.

Purpose and Intent

The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors qualified to provide document imaging processing services to the Trust in accordance with New Jersey Administrative Code, Title 15 Department of State, Chapter 3: Records Retention, Subchapter 4: Image Processing of Public Records and Subchapter 5: Certification of Image Processing Systems.

Minimum Requirements

1. Vendor must be familiar with all aspects of New Jersey Division of Archives Records Management (NJDARM) specifications for the imaging and conversion of public records and able to assist the Trust in its Image System evaluation and certification. The vendor will be responsible for remaining in compliance with NJDARM requirements at all times.

2. If modifications are required by NJDARM for the certification of the Trust's electronic files, it will be the Vendor's responsibility to make those modifications at no additional charge to the Trust.
3. The vendor's scanning system must conform to ANSI/AIIM MS44-198 or latest version.
4. The Imaging system shall not be capable of altering a public record as scanned except for standard computer-enhancement routines used to improve the legibility of scanned documents. Editing of recorded text or characters by an image processing system used for keeping public records shall not be permitted.
5. Where computer-enhancement is necessary, such computer-enhancement processes and procedures shall be thoroughly documented for proof of authenticity of the records maintained on the imaging system.
6. Vendor will perform a visual quality control evaluation for each and every scanned image before permanently storing onto CD.
7. All documents scanned at 300 dots per inch (dpi) bitonal, which is above the NJDARM minimum requirement.
8. Scanned images must be converted to TIFF file format, Group IV and PDF formats (for bitonal images).
9. The scanning density for documents shall be selected and validated using tests on samples of the actual documents to be scanned before scanning is begun, and shall be tested periodically thereafter according to procedures established under N.J.A.C. 15:3-4.7(e). Testing and review procedures shall include the comparison of selected recorded images against the original documents after the documents are scanned and recorded, to ensure that records are adequately reproduced and recorded.
10. The image processing system shall include an indexing system and procedures for adequate indexing that permit rapid identification and retrieval for viewing or reproducing of all related records maintained in the system.
11. Vendor shall create and maintain logs of all system and file access and activities and provide a copy to the Trust upon their request.
12. Vendor must be able to turnaround the job within a month's time.
13. Vendor must send itemized invoices.

This list is not intended to be all inclusive. Vendor should familiarize themselves with New Jersey Administrative Code, Title 15 Department of State, Chapter 3: Records Retention, Subchapter 4: Image Processing of Public Records and Subchapter 5: Certification of Image Processing Systems.

Scope of Services

Pursuant to this Request for Proposal, the Trust shall select a qualified document imaging company to scan approximately 500,000 physical bank statements, and ____ legal bibles (bond closing transcripts), ____ black books (Financial Analysis of each bond issue), ____ Resolution Books, and ____ boxes of construction requisitions to digital images. The files are located at 3131 Princeton Pike, Lawrenceville, NJ 08648. The trust will produce 3 boxes of approximately 5,000 pages each monthly for scanning. All boxed files will be picked up by the vendor and transported to their facility for scanning/converting purposes. Upon completion of the project, all boxed files will be returned to the address listed above. In addition, the scope of work shall include:

1. Trustee Bank Statements (approximately 500,000 pages)
 - All statements from one bond issue scanned into one PDF
 - A document index for all bond issues on the CD will be provided on the CD
 - Files to be named as provided

2. Loose Document Files or Bibles (____ bibles or approximately ____ pages)(Black Books & Resolution Books)
 - Each bible in its own folder
 - Each bible section will be a separate PDF file
 - The index of the bible will be a separate PDF file within the bible folder
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD

3. Construction Requisitions (approximately ____ pages (1987 – 2010); many pages are carbonless forms)
 - Each project number has its own folder
 - Each requisition will be a PDF file within the corresponding folder
 - A project number requisition index will be created for each project number and located within the project number folder
 - All pages will be OCR'd
 - Each file will be named the requisition number
 - Each CD will have one Adobe Search Index for all files on CD

(Documents are predominately letter and legal size with some larger.)

4. All documents to be scanned at 300dpi bitonal.
5. Images provided in TIFF, Group IV and PDF formats.
6. Document prep performed by vendor which includes removing staples, paper clips, etc.
7. One complete set of CDs provided to the Trust, which includes a TIFF CD as required by NJDARM. The Trust has the right to make backup copies as needed.

8. One complete set of CDs stored off site at Vendor's location.
9. Vendor to pick up work files at the Trust's location.
10. Destruction of work files to be handled by Vendor at the direction of the Trust.
11. The Trust shall not be bound to any minimum or maximum.

Information to be Provided by Bidder

1. Name, address, telephone number and fax number of your firm and the primary contact.
2. A brief description of your firm and how long it has been in business.
3. Indicate whether your firm is principally located in New Jersey.
4. Whether the firm is woman owned or minority owned.
5. Whether the firm is familiar with New Jersey State laws regarding the imaging of public records and the associated standards and certification process promulgated and coordinated by NJDARM.
6. Whether the firm provides document image processing services to other State Departments, Agencies, Authorities or municipal/local agencies? If so, what type of work is performed.
7. Whether the firm has assisted any other State Department, Agency, Authority or municipality in the certification of a Public Records Image Processing System. If so, what type of assistance did the firm provide?
8. Whether the firm meets the basic system requirements as outlined in N.J.A.C 15.3-4 et seq.
9. Proposed fee schedule (Attachment "A") by project description (i.e. loose documents files, etc.) as outlined in the Scope of Services on Pages 4 & 5.
10. Provide a description and sample of your firms approach to laying out each of the projects outlined above.
11. Identify any existing or potential conflicts of interest, as well as your representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this assignment, the Trust or the State of New Jersey. Any such disclosure shall be supplemented as necessary on an ongoing basis.
12. Provide a description of any ongoing investigations, or litigation matters involving your firm, its directors, officers and principals and any individuals employed by the firm.
13. Provide at least three references from firms you are currently working with, preferably New Jersey state entities.

Other Requirements

- a. Your proposal must be organized in the order set forth above and supply responses to all questions identify: Document Scanning Procurement.
- b. Please complete the enclosed Stockholder Disclosure Form and return it with your proposal.
- c. Please supply a copy of your Firm's State of New Jersey Business Registration Certificate with your proposal.
- d. The Firm selected pursuant to this RFP shall be required to comply with the requirements of P.L. 1975, c.127 and N.J.S.A. 10:2-1 through 2-4, relating to discrimination and affirmative action in employment with respect to public contracts.
- e. The submission of a proposal shall be deemed a representation by the Firm that it has supplied all information, certifications and disclosure statements required in connection with P.L. 2005, c.51 which codified Executive Order No. 134 (McGreevey 2004) ("EO 134") and that all such information, certifications and disclosure statements previously provided in connection with EO 134 are true and correct as of the date of such submission and that all such statements have been made with full knowledge that the Trust shall rely upon the truth of the statements contained therein in making the contract award. If your Firm has not submitted the certifications and disclosure statements required pursuant to EO 134, please contact John Hansbury at the Trust, (609) 219-8600 or email at JHansbury@njeit.org. Failure to comply with EO 134 will be grounds for rejection of a proposal. The Firm selected pursuant to this RFP will be deemed to have agreed to maintain compliance with P.L. 2005, c. 51 during the term of the contract.
- f. The Firm selected pursuant to this RFP will be required to file a disclosure statement on political contributions with the Trust at least ten days prior to contracting with the Trust, in accordance with P.L. 2005, c. 271, section 2(a). The Firm selected pursuant to this RFP will be responsible for filing an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, section 3) if the Firm selected pursuant to this RFP receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
- g. The Firm selected pursuant to this RFP will be deemed to agree In that all services performed under the contract shall be performed within the United States in accordance with P.L. 2005, c. 92.
- h. Note: Your attention is drawn to Executive Order No. 117 issued by Governor Corzine on September 24, 2008 which applies to certain political contributions made after November 15, 2008. Please review and be guided accordingly.

- i. Emergency Preparedness – To support continuity of operations during an emergency, including a pandemic, the Trust needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Trust have planned for such an emergency and put contingencies in place to provide needed goods and services.
 1. Describe how you anticipate such a crisis will impact your operations.
 2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
 - Employee training (describe your organization’s training plan, and how frequently your plan will be shared with employees).
 - Identify essential business functions and key employees (within your organization) necessary to carry them out.
 - Contingency plans for:
 - How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
 - How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
 - How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
 - How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

Term of Contract

The contract shall be in force for the period of one year. The Trust, at its sole option, may extend the term of this agreement for up to two (2) additional one-year periods. In the event the agreement is extended, all of the original terms will remain in effect for the extended period. The vendor will have the option of accepting or declining any such extension.

Rejection of Proposals

Proposals not received by the hour and response date listed on Page 8 will be considered nonconforming and will be rejected. The Trust also reserves the right to reject any or all proposals received, to waive any informalities or irregularities therein, if deemed to be in the best interest of the Trust.

Response Date and Location

In order to be considered for selection, proposals must be received on or before 12:00 p.m. (EDT), on _____, 2011 at the following location:

NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST

Overnight delivery and mailing address:

Attn: John Hansbury
Chief Budget Officer
3131 Princeton Pike
Building 6, Suite 201
Lawrenceville, NJ 08648

No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening of proposals without the consent of the Trust.

Four copies of your response should be sent to John Hansbury, Chief Budget Officer, New Jersey Environmental Infrastructure Trust. The Trust's address is 3131 Princeton Pike, Building 6, Suite 201, Lawrenceville, New Jersey 08648. All proposals must be received by 12:00 Noon, _____, 2010. Proposals received after this date and time will not receive further consideration.

Mandatory Bidder's Conference

The Trust staff will conduct a mandatory bidder's conference at the Trust's office on Friday, _____, 2011 at 10:00 a.m. At that time, attendees will be able to review sample documents to be imaged. In addition, attendees will be allowed to ask any questions they may have concerning the RFP. Bidders are entitled to submit questions in writing. Lengthy or multiple questions must be submitted in writing. Written questions should specifically reference the RFP page number to which the questions relate. Proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Bidder's Conference.

Evaluation Procedure and Criteria

The Trust has appointed a committee to review the proposals submitted in response to this request and to make recommendations to the Trust Board. The committee will review all proposals in light of the major evaluation criteria and corresponding weights set forth below, which are not in order of importance. Cost will not be the sole determining factor.

1. Required Proposal Format (3)
 - a. Quality of responses and completeness of the proposed work and task plan
 - b. Appropriateness/timeliness of proposed methodology
 - c. Submission of required documents

2. Compliance with Technical Requirements (5)
 - a. Software and hardware compatibility
 - b. Document preparation
 - c. Document scanning
 - d. Post scanning
3. Professional references from prior serviced clients (4)
 - a. Client references (including contact information)
 - b. Details of project size/complexity
4. Proposed total cost (6)
 - a. Detailed breakdown provided
 - b. Pricing appropriate to project
5. Commitment to diversity (2)
6. Firm's presence in New Jersey (1)

Dated: _____, 2010

Attachments:

- (A) Pricing Proposal
- (B) Form of Contract for Document Scanning Services
- (C) Stockholder Disclosure Form
- (D) Certification of Compliance with Executive Order No. 117
- (E) Public Law 2005, Chapter 51 form (formerly Executive Order 134)
- (F) Public Law 2005, Chapter 271 form
- (G) N.J.S.A. 52:34-13.2 Source Disclosure Certification Form
- (H) N.J.S.A. 52:34-12 Form

ATTACHMENT A(1)

New Jersey Environmental Infrastructure Trust

PRICING PROPOSAL

<u>DESCRIPTION</u>	<u>PER PAGE/ UNIT COST</u>
LOOSE DOCUMENTS FILES(LEGAL BIBLES & BLACK BOOKS)	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
Convert 11 x 17 B&W Simplex Images to PDF Format	_____
Convert Oversized B&W Images to PDF Format	_____
TRUSTEE STATEMENTS	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
CONSTRUCTION REQUISITIONS	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 11 x 17 B&W Simplex Images to PDF Format	_____
OTHER CHARGES	
Charge per TIFF CD provided to Trust - as required by NJDARM	_____
Charge per Non-TIFF CD provided to Trust	_____
Charge per TIFF/Non-TIFF CD stored off site at vendor location	_____
Charge per pick up at Trust offices (approximately _____ pick ups)	_____
Charge per lb. for shredding documents (approximately _____ lbs.)	_____

ATTACHMENT A(2)

New Jersey Environmental Infrastructure Trust

SAMPLE BILLING

Bidders are required to complete this Sample Billing using the information provided in Attachment A. The quantities provided are based on approximate totals from previous years:

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PER PAGE/ UNIT COST</u>	<u>PRICE</u>
LOOSE DOCUMENTS FILES(LEGAL BIBLES & BLACK BOOKS)			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
Convert ii x 17 B&W Simplex Images to PDF Format	pages	_____	_____
Convert Oversized B&W Images to PDF Format	pages	_____	_____
TRUSTEE STATEMENTS			
Convert 8.5 x ii B&W Simplex images to PDF Format	pages	_____	_____
CONSTRUCTION REQUISITIONS			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert ii x 17 B&W Simplex Images to PDF Format	pages	_____	_____
OTHER CHARGES			
Charge per TIFF CD provided to NJHCFFA as required by NJDARM	CDs	_____	_____
Charge per Non-TIFF CD provided to NJHCFFA	CDs	_____	_____
Charge per TIFF/Non-TIFF CD stored off site at vendor location	CDs	_____	_____
Charge per pick up at NJHCFFA offices (approximately 6 pick ups)		_____	_____
Charge per lb. for shredding documents (approximately 900 lbs.)		_____	_____
	Total Cost		_____

NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST
Document Scanning Services
RFP Ranking Criteria

FIRM:
DATE:
NAME OF RATER

All Proposals shall be rated on a scale of 1 - 10: 1 = low and 10 = high. All ranking assignments shall be relative to other proposals. The evaluations shall be limited to the four corners of the proposals and a rater's personal knowledge of the firms shall be disregarded with the exception of knowledge of a firm's material misrepresentation within the proposal.

Ranking Criteria		Rank	Weight	Total
1	Firm's proposal (Ability to meet the needs of the Trust as set forth in the Scope of Services; quality of the firm's responses and completeness of the proposed work and task plan, appropriateness/timeliness of proposed methodology, and submission of all required documents.)		3	
		Rank	Weight	Total
2	Compliance with Technical Requirements; including software and hardware compatibility, document preparation, document scanning, and post scanning. Include discussion of NJDARM certification standards and Firm's Image Processing System.		5	
		Rank	Weight	Total
3	Professional references from prior serviced clients; including client references including contact information, details of project size/complexity.		4	
		Rank	Weight	Total
4	Proposed Total Fee (proposed fees and methodology for calculation of fees, including detailed breakdown, and cost per box of 5,000 scanned statements)		6	
		Rank	Weight	Total
5	Participation of Women and Minorities in the firm and proposed staffing for the work, identify the number of women associates and partners and minority associates and partners.		2	
		Rank	Weight	Total
6	The Firm's presence in New Jersey (Describe the firm's presence in New Jersey, and distance from Trust offices.)		1	

Rater's Signature: _____

TOTAL: