

**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