

RESOLUTION NO. 11 - 13

RESOLUTION OF THE TRUST APPOINTING DRS IMAGING AS DOCUMENT SCANNING FIRM FOR A PERIOD NOT TO EXCEED ONE YEAR

WHEREAS, the Trust is authorized to procure Document Scanning Banking Services pursuant to N.J.S.A. 58:11B-5L; and

WHEREAS, in Trust resolution No. 10-59, the Board authorized the Executive Director to solicit proposals for Document Scanning Services; and

WHEREAS, the Trust competitively procured proposals through formal advertisement and distribution of a Request for Proposals (RFP) to a list of thirteen (13) firms; and

WHEREAS, the Trust received five (5) proposals in response to the notice of solicitation; and

WHEREAS, the Trust established a Selection Committee whose members independently ranked the proposals based on the criteria and weights set forth in the notice of solicitation; and

WHEREAS, the Committee tabulated the member's rankings and recommends awarding a document scanning contract to **DRS Imaging** for the scanning and conversion of the following Trust documents: Legal Bibles, Black Books, Resolution/Minutes Books, Trustee Statements, Operating Fund Files, Bond Sale Files, and Construction Requisitions based on DRS Imaging's March 25, 2011 proposal receiving the highest ranking of all proposals received.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director send a letter of intent to make the appointment to DRS Imaging, which letter also states that the appointment is from May 1, 2011 through April 30, 2012 contingent upon the subsequent execution by all parties of an agreement substantially in the form of the agreement attached to the Document Scanning Services Request for Proposals; and

BE IT FURTHER RESOLVED THAT the Chairman or Vice Chairman of the Trust is hereby authorized to execute an agreement, substantially in the form of the agreement attached to the Request for Proposals, with DRS Imaging. The terms and conditions of the agreement shall include but not be limited to:

- a. the provision of services as outlined in the Trust's Request for Proposal (RFP) distributed on February 23, 2011 and the proposal submitted by DRS Imaging dated March 25, 2011.

- b. the payment of all fees for all services as detailed in the March 25, 2011 submittal.
- c. such other terms and conditions as may be contemplated by the RFP and the materials enclosed therewith as deemed necessary and appropriate by the Chairman or Vice Chairman of the Trust.

BE IT FURTHER RESOLVED THAT total expenditures pursuant to this agreement shall not exceed \$45,000 absent separate board authorization.

Adopted Date: April 7, 2011

Motion Made By: Mr. Briant

Motion Seconded By: Mr. Plonski

Ayes: 7

Nays: 0

Abstentions: 0