



Municipality of Princeton

Municipal Building
400 Witherspoon Street
Princeton, NJ 08540-3496

Department of Community Development
Office of the Engineer
Telephone (609)921-7077
Fax: (609) 688-2027

ROBERT V. KISER, P.E.
Director of Engineering

MEMORANDUM

To: Robert Bruschi, Princeton Administrator
From: Robert V. Kiser, P.E., Director of Engineering
Date: February 21, 2013
Subject: **Approval of Scanning Contract:
SHI/Large Doc Solutions – NTE \$36,120**

Reference is made to the attached memorandum dated February 5, 2013 recommending the above professional services agreement.

At the February 11th Council Meeting, there was a question regarding the need to provide microfilm copies of the documents to be scanned, in addition to the scanned copies.

In this regard, we have obtained the attached information from the NJ Division of Archives and Records Manger (DARM) and note that a microfilm backup is required of the scanned documents. The following wording can be found under "Back-ups" on page two of the DARM certification information:

"In addition to providing for adequate backups of the electronic files, you must have an "eye-readable" backup (microfilm or the original paper documents) for all records with a 10 year or longer retention period".

Please contact me if you have any questions.

Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Kathy Monzo, Deputy Administrator / Director of Finance
Edwin W. Schmierer, Municipal Attorney
Sandra Webb, Chief Financial Officer
Linda S. McDermott, Municipal Clerk
Jack West, P.E., Land Use Engineer
Derek Bridger, Zoning Officer
Fred Schulz, Design Manager/Surveyor

Steps to Certification

Mailing: PO Box 307, Trenton, NJ 08625
Location: 2300 Stuyvesant Avenue, Trenton, NJ 08618



1. Agency: Contacts NJDARM for guidance.
<http://www.njarchives.org/links/imgcertification.html>
2. Agency: Submits RFP to NJDARM for review.
3. Agency: Completes the Imaging Certification Application (Evaluation Form and all supporting documentation) and sends it to Imaging Certification Program, Department of State, NJDARM, PO Box 307, Trenton, NJ 08625.
4. NJDARM: Reviews the application and contacts the agency regarding any additions or clarifications needed in the application, if applicable.
5. Agency: Makes needed additions or clarifications to the application and submits them to NJDARM and submits microfilm for inspection, if applicable.
6. NJDARM: Conducts a site visit to review the scanning procedures.
7. NJDARM: Gives "recommend to certify" notification to the agency, stating that the imaging system meets the requirements for certification and will recommend certification to the State Records Committee (SRC).
8. Agency: Publishes Public Notice and sends an affidavit of publication and a copy of the notice (according to deadlines) to Vilirie Perry, Department of State, NJDARM, PO Box 307, Trenton, NJ 08625, (fax) 609-530-6121.
9. NJDARM: Puts agency on the agenda for the next SRC meeting.
10. Agency: Representative(s) and vendor representative(s) attend SRC meeting.
11. NJDARM: Staff presents the imaging system for review by the SRC, who confers certification.
12. Agency: Submits Annual Review for recertification. If there are any changes to the system, including updates to hardware, software or new records series being imaged, these can be noted at the time of annual review or submitted as an amendment, using the form (Annual Review/Amendment Form).

Joanne M. McKinley, Supervisor, Imaging Certification Unit
Barbara Goszka, Acting Deputy Director, Records Management

609.530.7486
609.530.3234

joanne.mckinley@sos.state.nj.us
barbara.goszka@sos.state.nj.us

Basic Criteria

File Format:

Single page TIFF is the required format. Multi-page TIFF and PNG formats may be used but their use must be approved by NJDARM, BEFORE the project begins. An application for approval is found on our Forms page at <http://www.njarchives.org/links/forms.html#I>

Resolution:

Minimum: 200 dpi small format 300 dpi large format

Please note: for documents that require by regulation a raised seal and signature (typically architectural and engineering documents) the raised seal must be gone over with graphite, charcoal or other means so that it is visible in the digital image.

Scanning Log:

A log indicating who scanned what and when it was scanned must be kept. This log may be generated from the system, kept in a spreadsheet or database or can be a handwritten paper log. For logs that generate by log-in or user name a "key" must be provided that gives the full name of the scanner operator.

Policy and Procedure Manual

Document that lists all policies and procedures relating to security, document preparation, scanning, quality control, and indexing.

Quality Control

100% of the images must be visually checked

Indexing

The same level and scheme of indexing that was used for the paper records must be used for the imaged records. Additional indexing may be used.

Back-ups

In addition to providing for adequate backups of the electronic files, you must have an "eye-readable" backup (microfilm or the original paper documents) for all records with a 10 year or longer retention period.

Data Migration Statement

Statement that says that whoever is hosting the images understands that it will have to move from old technology to new technology, whether storage, hardware or software at some point; that it is positioning itself to do so; and it is budgeting to do so.

Disaster Recovery Plan

More than just your back-up plan, this document outlines how the agency or service bureau would get back into business if something happened to its imaging system. Who does what, when and where.



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ROBERT V. KISER, P.E.
Director of Engineering

MEMORANDUM

TO: Robert Bruschi, Administrator

FROM: Robert V. Kiser, P.E., Director of Engineering

DATE: February 5, 2013

RE: **Approval of Scanning Contract:
SHI/ Large Doc Solutions-NTE \$36,120.00**

Transmitted herewith, please find a proposal from SHI/Large Doc Solutions in the not to exceed amount of \$36,120.00 providing for the scanning of Princeton Borough Zoning files that are currently located at the Monument Drive Building. The scanning of these documents is necessary to make room for the reuse of the storage space and to allow for the Zoning staff to readily access this information from their current office at the Witherspoon Street Building.

The awarding of this contract is being done under the State of New Jersey Contract # 77560. Attached is a Draft Contract and Resolution authorizing the award of the Contract.

Princeton Council's consideration in approving the 2013 agreement at their February 11th meeting will be appreciated.

Please contact either myself or Jack West, P.E. if you have any questions.

Robert V. Kiser, P.E., Director of Engineering

RVK/tr

c: Linda S. McDermott, Princeton Clerk
Kathryn Monzo, Assistant Administrator, Director of Finance
Edwin W. Schmierer, Esq., Princeton Attorney
Sandra Webb, Chief Financial Officer
Jack West, P.E. Land Use Engineer
Derek Bridger, Zoning Officer
Fred Schulz, Design Manager/Surveyor

Proposal Submitted To:
Municipality of Princeton
Mr. Robert Kiser
Director of Engineering

Proposal For:
Data and Document Management Conversion Services
For Small and Large Documents
Engineering and Zoning Departments
February 04, 2013

Submitted by:



LargeDoc Solutions

Gary Stark

President

Phone: 732.598.3090

Fax: 732.882.1220

E-Mail: GStark@LargeDoc.com

Municipality of Princeton

Proposal for Database and Document Imaging Conversion Services and Systems Implementation

LargeDoc Solutions is very grateful for this opportunity to present this proposal for the Municipality's Document Retrieval requirements. LargeDoc Solution's response is totally directed to meet all your current requirements and future business needs. LargeDoc Solution's philosophy is to provide the Municipality satisfaction by dedicating our efforts and resources to understanding today's emerging technology needs of the Municipality. Implementation of a consolidated data and document warehouse with associated digital images will be a new undertaking for the Municipality and will lead to a tremendous increase in efficiencies. LargeDoc Solutions uses the latest technology and system processes to guarantee the Municipality increases in worker productivity and morale, while reducing overall costs and space requirements.

Efficiencies in Government: Scope of Work

Princeton Municipality's Engineering and Zoning Departments have not updated their files since the original conversion in 2002. Since then over 505 new boxes have accumulated in the store room and there is no more space to store the boxes. The time has come to eliminate the paper collected over the years and to import the 505 boxes into the existing document imaging database. The staff deserves an efficient system that will save the Municipality money. The Municipality has already eliminated 140 boxes by inviting NJDARM to help the department destroy boxes that are past their retention schedule. Thus the Municipality only has to deal with 365 boxes which do not include any boxes coming in from the Borough because of the merger. Our own study states the following reasons why the Municipality should consider Document Imaging Conversion Program.

- **Efficiency:** The staff will have all the closed files on the Municipality server. This will increase the department's efficiency and increase the services to the residents and community.
- **Misfiles:** Misfiles would be eliminated because we will organize and index all the existing files and the staff will no longer be handling paper documents.
- **OPRA Request:** By having the files readily available, OPRA Request can be responded to more quickly. This will make the residents and the business community much happier.
- **Space/Organization:** This solution eliminates the need for this space while putting these important documents at staff's and resident fingertips.

- Disaster Prevention: LargeDoc Solutions loads the information onto the Municipality's server, supplies the Municipality with the metadata and images on a CD, and we keep a back up of the information. The Municipality does not need to worry about losing these documents due to natural disasters.

Our proposal is three pronged with an affordable payment plan

- To create a highly organized digital database for each department, scanning and indexing of closed Project Folders, Case and Correspondence Folders—linking associated large drawings for quick and easy retrieval.
- LargeDoc Solutions Update Program to eliminate the build up of paper. Our driver will pick up all the newly closed Project Files on a monthly, quarterly or yearly schedule. The files will be scanned and added to the Municipality's database.
- Create 16mm and 35mm Archive Microfilm in compliance with New Jersey Law for the destruction of documents, allowing the Municipality the option to destroy documents after State certification. Also included is a State approved Disaster Prevention/Recovery Plan.

Project Completion

We have the experienced staff, the existing equipment and proven expertise to guarantee the two (2) month installation time frame with a proven track record of being on time and on budget to back it up.

Executive Summary

LargeDoc Solutions will provide the Municipality a Document Imaging Management System that will meet all the expectations for the various departments. Our system is currently in use in over one hundred-fifty (150) New Jersey Municipal and County departments. All of them have eliminated the dependency on paper documents, reduced storage requirements, providing immediate access to records by authorized personnel; created State approved microfilm and are working towards their certification for document destruction, while providing a solid foundation to continue the process into the future. Our proposal will also demonstrate our expertise in providing a Document Imaging Conversion System and that our approach and methodology is proven for similar projects and innovative to satisfy the needs of the Municipality. There is no learning curve or outsourcing with LargeDoc Solutions.

We understand the problems that Municipalities face today; valuable space is wasted by storing archived documents and drawings; time is wasted searching for requested documents; complying with New Jersey Public Access Law; and justifying this project to the Mayor, Business Administrator and Council Members. LargeDoc Solutions addresses these issues by reducing file space by 95%, increasing department efficiency by saving thousands of hours on research and retrieval, while providing a 30% to 60% return on investment. We understand the potential positive impact that this contract represents, and we do not take that responsibility lightly. Please call our references and we invite you to visit our production facility in Clark, New Jersey. Over the past four years, LargeDoc Solutions has converted over 20,000,000 documents and 1,500,000 drawings from New Jersey municipal departments.

- **Space:** Every year the Municipality accumulates more paper, and every year the Municipality has to keep track of more and more pieces of paper, all of which cannot be thrown away. As the sizes and quantities of these files increase, the Municipality is faced with an ever-growing problem of where to store all of this paper. Storerooms become overcrowded, office space is used for filing cabinets not people, dark and dingy basements and hot and dusty attics are converted into inadequate storage spaces, or costly mobile office space and off-site storage is purchased. LDS's solution eliminates the need for this otherwise costly wasted space while putting these important documents at employee and resident fingertips.
- **Efficiency:** Limited space and filing problems reduce job efficiency. LDS's conversion services will eliminate the clutter and the time wasted searching for requested files. If the problem is not addressed it will get worse as the years go on. More misfiles will generate resident dissatisfaction. Also, sharing files and information between the various departments will be appreciated, as requests can be researched and answered quickly and efficiently.
- **Fire/Flood/Other disasters:** Paper documents are fragile. Fire, water, accidents, time and incompetence can easily destroy legal documents leaving the Municipality open to litigation. Due to the size and amount of paper involved, it is unfeasible to backup paper documents by photocopying, and even if the Municipality did, where would all these backups be kept? With LDS's conversion system an entire warehouse full of documents can easily be stored off-site in several boxes containing CD-ROMs, backup tapes and microfilm. This allows the Municipality not only to backup their documents but in the case of a disaster the Municipality can quickly restore the digital database anywhere it can set up a computer.

Why the Municipality of Princeton Should Choose LargeDoc Solutions

- **Experience:** This is an opportunity to finally convert lots of paper to an organized digital database that will last forever and it is not as simple as some vendors may say. There are many issues and all these issues have been solved by LargeDoc Solutions for over 150 New Jersey Government Departments. See the enclosed articles.
 - **Jersey City Building, Planning, Zoning and Tax Departments**
Jersey City needed to renovate its 30 Montgomery Street office space and their files occupied 2,500 square feet of office space. The files had to be removed immediately to make room for the conversion and there was a tremendous need to retrieve all the files during the conversion process because of all the active building and planning sites through out the City. Over 300,000 drawings and 2,000,000 documents were converted in a five month period while providing active file retrieval. See the enclosed NJ Biz article.
 - **Hudson County Engineering Department**
All project drawings for the entire County were stored in the basement and the project engineers didn't have ready access to the drawings because they were only indexed by project name. Today, every engineer has immediate access to any drawing from 1830 to current by a multitude of indexes making it much easier to search any drawing in their 35,000 drawing inventory. The drawings consisted of Parks, Building/Grounds, Roads, Bridges, etc.

- Newark City Clerk
Newark is the third oldest city in the United States next to Boston and New York. Everything that has happened in the United States since 1600 has happened in Newark. Many of the original Resolutions, Minutes, Ordinances and Sewer Maps are now available for the public thanks to the preservation conversion performed by LargeDoc Solutions. All scanning was completed in 300DPI grayscale.
- Quality Control: LargeDoc Solutions checks each and every image at least twice, first by the scanner operator while the image is being scanned and a second time by a team of Quality Control operators whose singular task is to insure the quality of each image. The scanning staff and quality control staff are comprised of different sets of employees so there are always two sets of eyes looking at each image. This two-step Quality Control process is above and beyond what DARM requires.
- Outsourcing: LargeDoc Solutions provides complete conversion services at our Clark facility. Not one item of the conversion process is outsourced, thus providing complete control over the documents of the Municipality at all times. Everything stays in New Jersey.
- Full Size Drawing Printing: Drawings come in all sizes from 8.5" X 11" to 36" X 48" and larger. The problem is the printer does not know the true original size and will print the incorrect size. LargeDoc Solutions has developed a program that solves this problem and like all of the above items is included in this proposal.
- SBE/MBE & WBE: LargeDoc Solutions is a New Jersey State certified woman owned business. Linda Stark is the primary owner and is proud to state that over half the staff is comprised of women and minorities.
- New Jersey Certification: The process for State certification to destroy small and large documents is not an easy process and requires knowledge of the process. To date, LargeDoc Solutions is the only conversion service bureau that has obtained State Certification for both large and small format documents for its New Jersey Governmental entities.

Statement of Work Study

The scope of work shall include design, delivery and installation of a Database and Document Management System that meets the New Jersey State requirements for Imaging System Certification. The following are the State's requirements, which LargeDoc Solutions meets and are included in our pricing.

- Form a team of entity representatives.
- Consult State standards.
- Set realistic timetables.
- System must be open architecture.
- Create a data index.
- Specify security methods.
- Provide a microfilm back up.
- Plan for disaster prevention/recovery and data migration.

Overview

The Municipality is interested in procuring Database and Document Management Conversion Services from LargeDoc Solutions. The tasks are to organize, index, scan, enhance, retrieve, view, archive, store and print Small and Large documents for the Engineering and Zoning Departments. This document shall serve as a pricing outline based upon the initial survey of quantities to be converted and a partial Statement of Work for these departments. Once the commitment is made to engage LargeDoc Solutions, the Statement of Work will be finalized.

Requirements Definition and Detailed Design Study

Our Data and Document Management Team, with assistance from Municipal personnel, will conduct a Requirements Definition and Detail Design study in the initial stage of this conversion project. The deliverables, from this Study, will be a Detail Specification defining each application with regard to indexing, database design, file preparation, scanning, archiving, training, document security, and implementation and installation requirements. LargeDoc Solutions and the Municipality must approve this Study and confirm the project scope, schedules and budget before project work can begin.

Access to Public Records Statutes Chapter 404 of the Public Access Law 1994, Chapter 140

This law was signed on January 8, 2002 and took effect on July 8, 2002. The law states that Government records shall be readily accessible for inspection, copying or examination by the citizens of this State, with certain exceptions, for the protection of the public interest. Any limitations on the right of access accorded by P.L. 1963, c. 73 (C 47:1A-1 et seq.) as amended and supplemented, shall be construed in favor of the public's right of access. The LargeDoc Solutions Data and Documentation Management Conversion System complies with the new law, while ensuring the necessary safeguards. LargeDoc Solutions makes it considerably easier for the various Departments to track, comply or reject these requests.

Application Preparation

Prep includes the removal of staples, post-it notes, repairing torn documents and identifying and placing specific documents in a predetermined order. For example, a Building Permit would be arranged with the Permit Jacket first, the Certificate of Occupancy/Approval next, followed by the Sub-code documents in order of, Building, Plumbing, Electrical and Fire, then correspondence and lastly spec books, calculations, and other assorted documents.

Index

Our Data and Document Management Team Leader will develop an indexing methodology, which will include all the required retrieval field criteria, number of characters in each field, and the merging of any existing databases. This process will ensure mutually agreed retrieval specifications. An Index review will follow allowing an opportunity to revise each document's naming conventions and make any corrections.

The indexing process is divided into two categories, folders and loose drawings: Indexing for the Project Files includes project number, project name, address, block, lot and drawing title. Loose drawings will be linked to their respective folders or project title. LargeDoc Solutions captures all of the above so the entire folder is retrieved at the same time. Documents such as Permits,

Construction Correspondence, case files, As Builts, etc., will be retrieved together regardless of the retrieval criteria.

Update Program

LargeDoc Solutions offers an update program to eliminate the future build up of paper. We will arrange a pickup schedule based on the volume of new paper created by the Municipality and how many departments are using the LargeDoc Solutions system, usually on a yearly basis. The documents are scanned, and indexed. LargeDoc Solutions then installs the updated database for the Municipality and provides new CDs and microfilm backup.

Security

Providing security is a joint effort between the Municipality and LargeDoc Solutions. Sharing part of the digital database requires document level security preventing access to sensitive or confidential documents and drawings. The details are performed during our pre-installation survey at no additional cost.

Digital Scanning

Our scan teams are trained to maximize production and scan quality, using state-of-the-art scanners. Scan tools such as de-speckle, de-skew and crop are used to enhance even the poorest quality drawing to get the best image possible. Drawings are scanned at 300 DPI to meet New Jersey certification requirements.

Grading

Each drawing is graded (A) Excellent, (B) Good or (C) Poor. This process quickly and accurately identifies drawings that are eligible for destruction, while also identifying drawings that require further analysis before destruction. Grading also provides a basis for the quality of the printed image.

Raised Certification Seals

The New Jersey Department of Archives and Records Management require all Certification Seals to be visible and/or identified on the scanned image. At LargeDoc Solutions, we identify all Raised Seals, meeting the requirement for the State's Destruction Certification.

Inspection and Quality Control

This is an area that we take extra steps and extra care to ensure that the accuracy of the data and the clarity of the image are the best they can possibly be!! From the moment documents arrive at our facility, the quality control process begins. In the warehouse we re-box all files into new plastic boxes. Each file is given a unique LDS number. This means that no files are missed. After scanning, both small documents and large drawings receive 100% quality control inspection. Each image is checked for clarity – we crop, de-speckle, and de-skew. Each data entry is checked for accuracy and spelling. Our database administrator gives it a thorough and final check before delivery and installation.

Archive: New Jersey State Requirements and Certification

The State will not certify any documents for destruction without Archival Microfilm back up. LargeDoc Solutions creates 16mm and 35mm Archival Microfilm from the scanned digital image. This process insures the best quality microfilm and is 100% State compliant. Each Record is placed on the microfilm in consecutive order and can be retrieved by a unique Roll and Frame number. We have extensively worked with DARM to provide a process that will be certified by the State Records Committee. The entire process is completed in our Clark facility. There is no outsourcing.

Training, Server & Workstation Installation

All data and documents converted by LargeDoc Solutions can be retrieved on any networked workstation within the Municipality. The required training can be accomplished in a few hours. The enclosed pricing offers five (5) hours for training.

- Data Migration

At any time, the images contained within the digital database can be exported into industry standard TIFF format. Likewise, the data corresponding to these images can also be exported into several different formats of industry standard ANSI text files. Retrieval of these files is the basis of migrating the data into a future system. We help to implement your Disaster Recovery Plan in three key ways. First, we supply a complete backup of your digital database on either CD or DVD. Second, we keep an additional off-site copy of the database. Third, we create digital Archive Microfilm. These three key elements of a Disaster Recovery Plan are necessary to receive certification by the State to destroy documents after the conversion process is complete. This is a supplement to the Municipality's own plan.

- Disaster Prevention/Recovery Plan

The New Jersey State Records Committee requires the Municipality to have a disaster prevention/recovery plan as part of their certification application. LargeDoc Solutions provides the service of a disaster prevention recovery plan that is implemented in conjunction with the installation of our system. The disaster prevention/recovery plan includes archival microfilm storage, data security, test cycle, off site storage, back-up cycle, tape refresh, hot site and a maintained library. The Municipality may decline this service if the Municipality has a disaster prevention/recovery plan in place. LargeDoc Solutions is offering this service in the event that the Municipality needs a Disaster Prevention/Recovery Plan for State Certification.

Subcontracting and Outsourcing

LargeDoc Solutions provides complete services. The entire job is produced at our Clark facility with no documents leaving the State of New Jersey.

Server Specifications

The hardware and software requirements to support our solution are very minimal, so minimal that some small towns run the system on a desktop PC and / or the existing Municipality server. The recommended hard drive space needed to run the software for this proposal is 30 gigabytes.

Pricing and Quantity

The following prices are based on an estimate after a walk through and information supplied by the departments involved. The unit prices are firm, but the total costs can vary with the actual quantities.

Annual Licensing Fees

LargeDoc Solutions will provide any changes it makes to its software, at no charge for the life of the contract as long as the update conversion program is active. The only ongoing price will be additional converted documents.

Disclaimer

This document has been prepared in accordance with the accepted techniques for the system design and a collaborative understanding of your requirements based on the information provided to us. All values, charts, designs, and related information contained in this document reflect best estimates based on the information. However, the proposed operating environment (for example, speeds, configuration, personnel, and costs) may vary from those indicated in the document due to variances in volumes, environment, personnel, software, programs and other factors not under the control of LargeDoc Solutions. LargeDoc Solutions makes no representations or warranties regarding this information and shall have no obligations relating thereto or to perform any of the services described therein unless contracted to do so in writing. This document presents estimates and designs for your evaluation only, and does not constitute an offer or contract. Any agreement will be subject to the terms of a mutually acceptable contract signed by the customer and the prime contractor.

Proprietary Notice

This document contains confidential information that is for the sole purpose of permitting the recipient to evaluate the document submitted herewith. In consideration of the recipient of this document, the recipient agrees to maintain such information in confidence and to not use such information with, reproduce or otherwise disclose this information to, any person outside the group directly responsible for evaluation of its contents, except when there is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information or which becomes publicly known through no fault of recipient, or is received without obligation of confidentiality.

Terms

Pricing in this document is for planning and budgeting purposes only and is valid for ninety (90) days.

**Pricing and Quantity Estimates: Premium Indexing and Prep for the
Borough Zoning Department
(20) Lateral File Drawers and 2,000 Microfilm Jackets Contained in (4) small
Drawers**

Item	Price	Unit Estimates	Total
Folders Document Prep	\$ 0.40/Folder	8,000	\$ 3,200
Index(50KS/Folder)	\$ 0.008/KS	400,000	\$ 3,200
Digital Scan, 100% Inspection and 16mm Archival Microfilm	\$ 0.10	100,000	\$ 10,000
Drawings Drawing Prep, Digital Scan, Front, Grading, 100% Inspection, Seals and 35mm Archival Microfilm	\$ 1.70	4,000	\$ 6,800
Index (60KS)	\$ 0.008/KS	240,000	\$ 1,920

Total Item Price	\$ 25,120
One Time Charges Separate From Item Pricing	
<ul style="list-style-type: none"> • Server and Workstation Installation, Training, Pick-Up and Deliver, New Jersey Certification Update, Database Build/Merge into Existing Database 	\$ 2,000
<ul style="list-style-type: none"> • Document Shredding 	\$ 1,000
<ul style="list-style-type: none"> • Microfiche Imaging at 100,000 Images from 2,000 Microfiche 	\$ 8,000
Total Price with One Time Items	\$ 36,1200
<ul style="list-style-type: none"> • Update Program five (5) years @ \$1,000 per year. 	\$ 5,000

- 1) Microfiche Files will be indexed by Address, Block and Lot no Permit Number because only the Block and Lot appear on the Microfiche and the address will have to be found on the images.
- 2) Project completion is two months



Pricing Proposal
Quotation #: 6277252
Created On: Feb-04-2013
Valid Until: Feb-28-2013

Municipality of Princeton

Fred Schulz
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Fax:
Email: fred-schulz@princetonnj.gov

Inside Account Manager

John Minnella
290 Davidson Avenue
Somerset, NJ 08873
Phone: 732-564-8130
Fax: 732-564-8131
Email: John_Minnella@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Document Prep - per folder - 8,000 Units LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$3,200.00	\$3,200.00
2 Index(50KS/Folder) - 400,000 Units LargeDoc Solutions - Part#: Note: Software for the township - Contract Line 00042 COMM CODE: 208-80-076493 Records Management	1	\$3,200.00	\$3,200.00
3 Digital Scan, 100% Inspection and 16mm Archival Microfilm - 100,000 Units LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$10,000.00	\$10,000.00
4 Drawing Prep, Scan Grading, Seals 100% Inspection, 35mm Arch Microfilm - 4,000 Units LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$6,800.00	\$6,800.00
5 Index (60KS) - 240,000 Units LargeDoc Solutions - Part#: Note: Part of the Software - 00042 COMM CODE: 208-80-076493 Records Management	1	\$1,920.00	\$1,920.00
6 Server and Workstation Installation, Training, Pick-Up and Deliver, New Jersey Certification Update, Database Build/Merge into Existing Database LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$2,000.00	\$2,000.00
7 Document Shredding LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$1,000.00	\$1,000.00
8 Microfiche Imaging Estimated at 100,000 Images from 2,000 Microfiche LargeDoc Solutions - Part#: Note: Services - Contract Line 50	1	\$8,000.00	\$8,000.00
		Total	\$36,120.00

Additional Comments

NJ Software State Contract #77560

• Project completion is two to three months.

Thank you for the opportunity to quote. SHI is a leading reseller of software, hardware, and peripherals. SHI is a 100% Asian-Owned Minority Company.

SHI has been working with State and Local Governments for over 15 years. We have a Software Licensing Specialist for every major manufacturer and a hardware and service department to assist with any configuration.

Please keep SHI in mind for you future software and hardware needs.

For Immediate Assistance with quote requests, order inquiries or service, please contact your Inside Sales Team at 1-888-591-3400 or by email: NJGOV@shi.com

MARKUP AS FOLLOWS:

Adobe, Business Objects, Citrix, Novell, Quest, Red Hat Software, Symantec, Websense - .25%

Attachmate, BMC, EMC, IBM, KRONOS, Oracle, SAS Institute, Inc. - 0%

HP - 1%

Information Builders - 1.75%

VMWare - .50%

Software not listed above - 1.75%

Software Publisher Services - 2.00%

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/retumpolicy, unless there is an existing agreement between SHI and the Customer.

AGREEMENT

THIS AGREEMENT, entered into on this 25 day of February, 2013, by and between the **MUNICIPALITY OF PRINCETON**, a municipal corporation of the State of New Jersey, 400 Witherspoon Street, Princeton, New Jersey 08540 (hereinafter referred to as "**MUNICIPALITY**") and **SHI/LARGEDOC SOLUTIONS**, 290 Davidson Avenue, Somerset, New Jersey 08873 (hereinafter referred to as "**LARGEDOC**").

WITNESSETH:

WHEREAS, the Municipality of Princeton requires the archiving and scanning of Zoning files; and

WHEREAS, **LARGEDOC** has agreed to provide said service pursuant to the New Jersey Software State Contract #77560 as permitted by the provisions of the New Jersey Local Public Contracts Laws, *N.J.S.A. 40A:11-12*. without public bid.

NOW, THEREFORE, IT IS AGREED by and between the **MUNICIPALITY** and the **LARGEDOC**, as follows:

1. The **MUNICIPALITY**, hereby retains **LARGEDOC** to undertake and complete the scanning and archiving of various Zoning files. The nature and scope of services to be provided are as set forth on the **LARGEDOC** proposal dated February 4, 2013, a copy of which is attached hereto and made a part hereof as Exhibit A.
2. The **MUNICIPALITY** agrees to compensate **LARGEDOC** for a sum not-to-exceed Thirty Six thousand one hundred twenty (\$36,120.00) dollars for undertaking and completing said work.

3. All of the work to be undertaken and completed by **LARGEDOC** shall be done under the direct supervision of the Office of the Princeton Engineering and Zoning Officer.

4. The **MUNICIPALITY** and **LARGEDOC** hereby incorporate by reference into this Agreement the affirmative action/non-discrimination requirements as set forth on Exhibit B attached.

5. **LARGEDOC** agrees to comply with the requirements of the New Jersey Business Registration Act in accordance with Exhibit C attached.

6. **LARGEDOC** further agrees to adhere to the requirements of the New Jersey Local Unit Pay-to-Play Act, *N.J.S.A. 19:44A-20.7 et seq.*, as well as the Princeton Pay-to-Play Ordinance No. 2007-11 as set forth on Exhibit D attached.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and date first written above.

ATTEST:

Linda S. McDermott, Clerk

MUNICIPALITY OF PRINCETON

By: _____
Liz Lempert, Mayor

WITNESS:

SHI/LARGEDOC

By: _____
Gary Stark, President

MUNICIPALITY of PRINCETON

COUNTY OF MERCER, STATE OF NEW JERSEY

RESOLUTION

WHEREAS, the Municipality of Princeton requires the scanning and archiving of certain Zoning files; and

WHEREAS, the New Jersey Local Public Contracts Law, *N.J.S.A.* 40A:11-12, does not require the public bidding of said work provided the Municipality purchases these services through a State Contract; and

WHEREAS, SHI/LargeDoc Solutions has offered to provide said services pursuant to New Jersey Contract #77560; and

WHEREAS, the Municipality wishes to authorize the scanning and archiving of said documents.

NOW, THEREFORE, BE IT RESOLVED the Council of the Municipality of Princeton as follows:

1. The Mayor and Clerk of the Municipality of Princeton are hereby authorized and directed to enter into an Agreement with SHI/LargeDoc Solutions, 290 Davidson Avenue, Somerset, New Jersey 08873 for a sum not-to-exceed Thirty Six thousand one hundred twenty (\$36,120.00) dollars to undertake and complete the scanning and archiving of Zoning files. The Agreement authorized by this Resolution is on file in the Office of the Clerk and may be inspected during regular office hours.
2. This Contract is being awarded as permitted by *N.J.S.A.* 40A:11-12 through New Jersey State Software Contract #77560.

3. A Notice of Approval of this Contract shall be published in The Princeton Packet within ten (10) days of its passage as required by law.

CERTIFICATION

I, Linda S. McDermott, Clerk of the Municipality of Princeton, hereby certify that the foregoing Resolution was adopted by the Princeton Council at its meeting held on the 25th day of February, 2013.

Linda S. McDermott, Clerk
Municipality of Princeton