

CITY COUNCIL**The City of Orange Township, New Jersey**DATE January 17, 2023

AMENDED

NUMBER 19-2023

TITLE: A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO STORAGE ENGINE, INC., ONE SHEILA DRIVE BUILDING 6-A, TINTON FALLS, NJ 07724-2658 TO PURCHASE SOFTWARE LICENSE, PRODUCT MAINTENANCE AND THE CONTINUATION OF DIGITIZED SCANNING SERVICES OF FILES ARCHIVED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF ORANGE TOWNSHIP IN AN AMOUNT NOT TO EXCEED \$25,000.00 FROM JANUARY 1, 2023 TO DECEMBER 31, 2023 UNDER THE DELL STATE CONTRACT NJ 20-TELE-01510 (T3121) TIER 3.

WHEREAS, pursuant to N.J.S.A. 40A:11-12, any contracting unit may purchase any materials, supplies or equipment under any contract or contracts for such materials, supplies or equipment entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury without advertising for bids; and

WHEREAS, a determination has been made that there is a need to digitally preserve City of Orange Township records in the Clerk's Office to avoid water damage to records; and

WHEREAS, storage, access and preservation is a major concern for the City and it has been determined that there is a need to digitize the documents larger than 40" in size; and

WHEREAS, the City of Orange Township wishes to enter into a contract with Storage Engine, Inc. Solutions, One Sheila Drive, Building 6-A, Tinton Falls, N.J. 07724-2658, for digitized scanning services of files for the Office of the City Clerk in an amount not to exceed \$25,000.00; and

WHEREAS, Storage Engine, Laserfiche and associated support services will be purchased through the Dell State Contract (#NJ 20-TELE-01510 (T3121) Tier 3) through its representative Storage Engine at a cost not to exceed \$25,000 for purchase of software license, maintenance and the continuation of digitized scanning services of files archived in the Office of the City Clerk for the period of January 1, 2023 to December 31, 2023; and

WHEREAS, the Chief Financial Officer of the City of Orange Township has prepared the necessary Certificate of Availability of Funds, a copy of which is attached hereto, certifying that funds will be available for this purpose in Account 3-01-20-120-000-528 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract Storage Engine, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF ORANGE TOWNSHIP, NEW JERSEY, THAT:

1. The Mayor is hereby authorized to execute a contract with Storage Engine, Inc., One Sheila Drive, Building 6-A, Tinton Falls, NJ 07724-2658, to provide digitized scanning services of files for the Office of the City Clerk of the City of Orange Township in an amount not to exceed \$25,000.00.

A handwritten signature in black ink, appearing to read "A. MIZUHA", is written over a horizontal line at the bottom right of the page.

3. Notice of this action shall be published in the newspaper authorized by law to publish a legal advertisement as required within of 10 days of its passage.

BE IT FURTHER RESOLVED THAT THE MAYOR OF THE CITY OF ORANGE TOWNSHIP is hereby authorized to execute a contract with Storage Engine, Inc., One Sheila Drive, Building 6-A, Tinton Falls, N.J. 07724-2658 for the requested services.

Adopted: January 17, 2023

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

STORAGE ENGINE, INC.



PROPOSAL

for the

City of Orange Township



Scanning Services for Clerk's Office

WRITTEN BY: Tim Berbrick
January 11, 2023

EXECUTIVE SUMMARY

The City of Orange Township is seeking to have additional files within the Clerk's Office scanned so that they are accessible within the Laserfiche Electronic Content Management System (ECMS). This proposal addresses the scanning and document preparation needs of the Township and the methods that SEI will utilize to accomplish the project. As part of our proposal, you will find Pricing Assumptions and a services and software quote that can be purchased under the Dell State Contract.

SEI will be responsible for picking up the documents at the Clerk's office and transporting them to our Tinton Falls facility. The documents will be returned upon completion of the scanning and indexing. The SEI project staff will be responsible for document preparation during scanning, e.g., unfolding pages, making copies and taping torn pages if necessary, and applying graphite on stamped pages. SEI will scan and e-mail back account documents should they be needed while in our possession. Output of the scanned documents will be as a Group 4 TIFF, which is a standard mandated by NJ DORES.

The system will be implemented to adhere with NJ DORES Imaging guidelines. Storage Engine has assisted numerous New Jersey governmental agencies like Orange achieve their Imaging Registration. In addition, our scanning procedures have been reviewed on-site previously by NJ DORES.

SEI welcomes the opportunity to provide additional document management services for Orange. Based on our background with similar type projects, SEI is confident that we can complete this project expeditiously and to the satisfaction of the City of Orange Township.

PRICING ASSUMPTIONS

- The purpose of this proposal is to provide document scanning services for the Clerk's Office.
- SEI will be responsible for document pick-up, prepping, scanning, indexing, and loading the files into the Laserfiche system.
- SEI will return the documents once the scanning is completed.
- Documents are primarily large sized drawings for the Planning and Zoning Departments.
- Document prep will consist of staple, paper clip removal, unfolding pages, and taping if needed.
- The large sized pages will be scanned at 300 DPI (NJ DORES requirements) bi-tonal images with output as a single-page TIFF.
- Page sizes are primarily up to 40" in size.
- SEI will pick up the documents at the Clerk's office.
- Documents needed while in our possession will be scanned upon request and e-mailed back to the requestor within one (1) business day.
- Storage Engine's scanning processes will adhere to NJ DORES Imaging requirements.
- **The following quote can be purchased under the DELL State Contract # 20-TELE-01510 (T3121) Tier 3.**



Storage Engine, Inc
 World Headquarters
 One Sheila Drive
 Tinton Falls, NJ 07724
 Sales Rep: Tim Berbrick
 Tel: 732-314-7010
 FAX 732-747-6542
 tim@storageengine.com

PROPOSAL

Quote #: BR-01112023-ORANGE2023

Customer:

Contact:	Joyce Lanier
Name:	City of Orange Township
Address:	29 North Day St.
City, State, Zip:	Orange, NJ 07050
Phone:	(973)266-4027
Fax:	
E-Mail:	llanier@ci.orange.nj.us

Ship to Address:

Contact:	SAME
NAME:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
E-Mail:	

Quote Expiration: 30 Days

<u>QUANTITY</u>	<u>PARTNUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXT. PRICE</u>
-----------------	-------------------	--------------------	-------------------	-------------------

SERVICES

1	ASG-SERV2	Not to exceed amount of scanning services for the Clerk's, Planning and Zoning Departments. Pricing includes doc prep, scanning, indexing, OCR of small documents, pick-up, return of docs once scanning is completed, and loading of the documents on the Laserfiche server. The cost per large document is \$2.50 per page. The cost of small documents is \$.20 per page.	\$ 18,000.00	\$ 18,000.00
1	ASG-SERV3	Laserfiche LSAP through Storage Engine: 8/4/23-8/3/24	\$ 1,238.00	\$ 1,238.00
1	ASG-SERV1	Storage Engine Client Set-Up & Training	\$ 1,000.00	\$ 1,000.00
1	SEISYS-MNF16	Laserfiche Named User incl. Audit Trail & LSAP	\$ 840.00	\$ 840.00

TOTAL	\$ 21,078.00
--------------	---------------------

Standard Storage Engine, Inc. Terms and Conditions apply (see attached)

MS	Purchase Order No.:
Authorized Signature	Date:
DELIVERY: 30 Days ARO	Prepared by: Tim Berbrick
F.O.B. FACTORY	Phone: 732-314-7010
Terms: Net 30	Fax: 732-747-6542
Date of Quote: 11-Jan-23	E-Mail: tim@storageengine.com

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Storage Engine, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3)

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

5 Address (number, street, and apt. or suite no.) See instructions.
One Sheila Drive

6 City, state, and ZIP code
Tinton Falls, NJ 07724

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

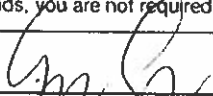
Social security number								
			-					
or								
Employer identification number								
2	2	-	2	2	8	8	9	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 11/10/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: STORAGE ENGINE, INC.
Trade Name:
Address: ONE SHEILA DR, BLDG 6-A
TINTON FALLS, NJ 07724-2658
Certificate Number: 0069035
Effective Date: February 21, 1980
Date of Issuance: September 14, 2021

For Office Use Only:
20210914112307845

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGET

I, Nile Clements, Chief Financial Officer for the City of Orange Township, do hereby confirm that based on the Quote or RFP, RFQ, bid results or "extraordinary unspecifiable services" without competitive bids for 2023 service contract, and the resolution to be presented to the Council for approval, and contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2023 Budget, there will be sufficient funds to contract with:

Vendor Name: Storage Engine Inc.
Address: One Sheila Drive

City: Tinton Falls
State: New Jersey
Zip Code: 07724

Purpose: Digitized scanning of files
Vendor ID: STORA010

Temporary Budget: \$ 6,250.00
Fund: Current Fund
Line Description CLK - Clerk - Contractual Services
Account Numbers(s): CY'23 3-01-20-120-000-528

The remainder of: \$ 18,750.00
will be provided in
Fund: Current Fund
Line Description CLK - Clerk - Contractual Services
Account Numbers(s): CY'23 3-01-20-120-000-528

Purchase Order # : 23-00140

Amount not to exceed: \$ 25,000.00

Division Head

Date

Nile Clements

1/11/2023

Chief Financial Officer

Date