

**CITY COUNCIL****The City of Orange Township, New Jersey**DATE January 17, 2023NUMBER 26-2023

**TITLE: A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO FILEBANK, INC., 23 THORNTON ROAD, OAKLAND, N.J. 07436 FOR RECORDS MANAGEMENT SERVICES REGARDING FILES ARCHIVED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF ORANGE TOWNSHIP, IN AN AMOUNT NOT TO EXCEED \$15,000.00 UNDER KEYSTONE PURCHASING NETWORK CONTRACT #KPN-201701-01 FOR THE CALENDAR YEAR 2023.**

**WHEREAS**, a determination has been made that there is a need to store City of Orange Township records in the Clerk's Office offsite to avoid water damage to records caused by periodic weather events; and

**WHEREAS**, the City of Orange Township is a member of the Keystone Purchasing Network, a cooperative purchasing program, and desires to use the cooperative for records management services; and

**WHEREAS**, under Contract #KPN-201701-01, Keystone Purchasing Network awarded a contract for records management services to FileBank, Inc.; and

**WHEREAS**, the City of Orange Township wishes to enter into a contract with FileBank, Inc., 23 Thornton Road, Oakland, N.J. 07436, for records management services of files in the Office of the City Clerk in an amount not to exceed \$15,000.00; and

**WHEREAS**, FileBank, Inc.'s records management services will be purchased through the Keystone Purchasing Network (#KPN-201701-01) through its representative FileBank, Inc. at a cost not to exceed \$15,000.00 for records management services of files in the Office of the City Clerk; 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 FileBank, 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 FileBank, Inc., 23 Thornton Road, Oakland, N.J. 07436, for records management services of files in the Office of the City Clerk in an amount not to exceed \$15,000.00
2. 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.

**Adopted: January 17, 2023**

\_\_\_\_\_  
Joyce L. Lanier  
City Clerk

\_\_\_\_\_  
Tency A. Eason  
Council President

**FILE**



**BANK**

## Enterprise Document Management

### **Yearly Quote No. 5027 2023 Fiscal Year**

**Prepared For**

Tamara Robinson  
City of Orange  
trobinson@orangenj.gov

**Created By**

Jeannette Castro  
FileBank Inc.  
Main 973-279-4411  
Cell 973-767-7664  
jcastro@filebankinc.com  
<http://www.filebankinc.com>

FileBank Inc.  
Date: 12/28/2022  
Effective Date: 12/28/2022

Signed by: 

Date: 12/28/2022

City of Orange Township

Attest"

BY: \_\_\_\_\_  
Dwayne D. Warren, ESQ., Mayor

BY: \_\_\_\_\_  
Joyce L. Lanier, City Clerk

Date: \_\_\_\_\_

Approved as to form and sufficiency:

By: \_\_\_\_\_  
Gracia R. Montilus, City Attorney

Form **W-9**  
(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Arbit 17

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

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

2 Business name/disregarded entity name, if different from above  
FileBank, Inc.

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see instructions) ▶ \_\_\_\_\_  
 C Corporation  S Corporation  Partnership  Trust/estate

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) \_\_\_\_\_  
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
23 Thornton Rd.

6 City, state, and ZIP code  
Oakland, New Jersey

7 Usi account number(s) here (optional)

Requester's name and address (optional)

**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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

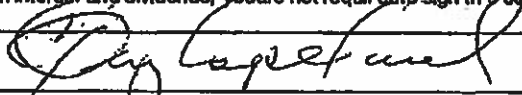
Social security number									
			-						
or									
Employer identification number									
2	2	-	3	1	0	1	2	3	9

**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 this certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here: Signature of U.S. person ▶  Date ▶ 12/228/22

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

**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 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?* on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** FILEBANK INC.  
**Trade Name:**  
**Address:** 23 THORTON RD  
OAKLAND, NJ 07436-3115  
**Certificate Number:** 0079431  
**Effective Date:** June 03, 1991  
**Date of Issuance:** January 17, 2017

**For Office Use Only:**  
20170117150059976