

CITY COUNCIL

The City of Orange Township, New Jersey

DATE February 6, 2024

NUMBER 79-2024

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 \$10,000.00 UNDER KEYSTONE PURCHASING NETWORK CONTRACT #KPN-201701-01 FOR THE CALENDAR YEAR 2024.

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 \$10,000.00; 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 \$10,000.00 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 4-01-20-120-000-528 contingent upon Council approval and inclusion of said item in the Temporary Budget and adopted 2024 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 \$10,000.00
- 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: February 6, 2024

Joyce L. Lanier
City Clerk

Tency A. Eason
Council President

 AMIRZAVAH

CITY OF ORANGE TOWNSHIP
FINANCE DEPARTMENT

CERTIFICATION OF FUNDS
NEXT BUDGET - CURRENT FUND

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 2024 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 2024 Budget, there will be sufficient funds to contract with:

Vendor Name: Filebank, Inc.

Address: P.O. Box 715

City: Oakland

State: New Jersey

Zip Code: 07436-3115

Purpose: Archive files

Vendor ID: FILEB005

Fund: Current Fund

Line Description CLK - Clerk - Contractual Services

Account Numbers(s): CY'24 4-01-20-120-000-528 \$ 10,000.00

Purchase Order # : 24-00316

Amount not to exceed: \$ 10,000.00

Division Head

Date

Nile Clements

1/29/2024

Chief Financial Officer

Date

FILE



BANK

ENTERPRISE CONTENT MANAGEMENT

**City of Orange Township -
Quote for 2024 Fiscal Year-
Keystone Purchasing Network
Proposal**

Quote 5369

Prepared For

Joyce Lanier

City of Orange Township

jlancier@orangenj.gov

Created By

Jeannette Castro

FileBank Inc.

Main 973-279-4411

Cell 973-767-7664

jcastro@filebankinc.com

<http://www.filebankinc.com>

| 2024 Yearly Fees | Price | QTY | Subtotal |
|---|----------------|-----------------|-------------------|
| SFT - Storage per CF Box storage. 507.6 x 12 months= | \$0.49 | 6091.2 | \$2,984.69 |
| M03 - Digital User License for V-Cabinet Access to V-Cabinet - Electronic Document Management System 1 x 12 months= | \$28.41 | 12 | \$340.92 |
| S22 - Storage Megabytes Digital storage. 5000 x 12 months= | \$0.04 | 60000 | \$2,400.00 |
| | | Subtotal | \$5,725.61 |
| | | Total | \$5,725.61 |

Accepted by:

Signature: _____ Printed Name: _____

City of Orange Township

FileBank Inc.

Date: 1/19/2024

Effective Date: 1/19/2024

Signed by:

A handwritten signature in black ink, appearing to read "Gregory", written in a cursive style.

Date: 1/19/2024



Schedule of Rates 2022

| Name | Description | Price |
|--|---|-----------|
| 410 - New Add | Boxes will be labeled, barcoded and their description would be added to the document management system. | \$ 6.19 |
| 433 - Shredding Bin Rate | Fix rate to shred bin provided by FileBank. | \$ 54.55 |
| 434 - Shredding | Document destruction at Filebank's location | \$ 6.63 |
| 441 - Permanent Removal | | \$ 9.52 |
| 443 - Retention Services Report | Report with expired boxes generated on demand. | \$ 11.37 |
| 460 - Standard Retrieval/Return | | \$ 7.95 |
| 461 - Rush Retrieval/Return | | \$ 11.93 |
| 462 - Emergency Retrieval/Return | | \$ 6.71 |
| E77 - Blueprint Index & Scan | Scan and name blueprints sheet. TIFF or PDF/A @300 DPI | \$ 3.98 |
| E78 - Damaged Blueprint Scan | Scan drawings into TIFF or PDF/a format using a document carrier. | \$ 5.40 |
| EAM - Email Archiving Per Mailbox | FileBank archives emails and attachments into the electronic document managemnt system for easy retrieval. | \$ 11.37 |
| KMS - Retention Hourly Labor | FileBank's master archivist will follow state guidelines and assign retention schedules to boxes based on description. | \$ 52.50 |
| M03 - Digital User License for V-Cabinet | Access to V-Cabinet - Electronic Document Management System | \$ 28.41 |
| PBP - Blueprint | Scan and name blueprints sheet. TIFF or PDF/A @300 DPI | \$ 2.27 |
| PBP - Prep Blueprint per Minutes | Remove any clips or staples before scanning. | \$ 0.78 |
| PUR - Purge Hourly Labor Rate | Necessary men hours to complete the project | \$ 54.55 |
| S22 - Storage Megabytes Per Month | Digital storage. | \$ 0.06 |
| S23 - Document Shred Truck Client'S Site | Document destruction at the client's location | \$ 10.11 |
| S59 - File Storage Per Month | Filebank assumes legal custodianship of the files for auditing, retrieval, historical tracking and verification for the lifetime of each file within our system. Files can be Scan-On-Demand within 1 hour. | \$ 0.07 |
| SFT - Storage | Box storage. | \$ 0.57 |
| SVP - Scanner Per Month | Jump to Digital includes: * Electronic document management system * High-speed scanner * OCR module * Auto-indexing Module * Configuration * Training & Support | \$ 339.76 |
| T21 - Record Storage Carton | Materials: New 1.2 CF boxes | \$ 4.26 |
| T23 - 8" Drawing Tube | Materials: Blueprint tube for transportation. | \$ 17.50 |
| T24 - Box Barcode Label | Materials: Barcode labels for boxes. | \$ 0.06 |
| T48 - Standard Retrieval/Return | | \$ 3.41 |
| T49 - Rush Retrieval/Return Box | | \$ 5.11 |
| T50 - Emergency Retrieval/Return Box | | \$ 6.71 |
| T51 - Add Index Item File | Barcode and index files within the box by client specification. | \$ 1.71 |
| T53 - Shred Index Item | Shred only a file on demand. | \$ 2.84 |
| T54 - Perm Out Index Item | | \$ 2.27 |
| T56 - Standard Retrieval/Return | Retrieve a file from the shelf. | \$ 7.95 |
| T57 - Rush Retrieval/Return | Retrieve a file from the shelf in the same day. | \$ 11.93 |
| T58 - Emergency Retrieval/Return | Retrieve a file from the shelf right away. | \$ 15.91 |
| T61 - Labor Rate | Necessary men hours to complete the project. | \$ 54.55 |
| T71 - Copy/Fax/Email | | \$ 0.63 |
| T75 - Prep Minutes | Includes preparing files for scanner: Repairing any rips, removing and clips and staples, removing folders | \$ 0.78 |

| | | |
|---|---|-----------|
| T77 - Page A Standard (8 1/2 X 11) | Pages will be scanned utilizing optical character recognition (OCR) and images will be saved into TIFF or PDF/A format (https://en.wikipedia.org/wiki/PDF/A). Client will have access to V-Cabinet. Scanned pages can also be provided to clients in a hard disk or other methods requested by client. As a general measurement each banker box contains approximately 1,800 pages. | \$ 0.08 |
| T78 - Digital Index Per Field On Demand | Index document's keywords on demand. | \$ 0.23 |
| T7B - Purge Blueprint Only 1.75Cf 8" Tube | All drawings will be re-packed into 1.75 CF tubes for transportation and storage. Tubes will be labeled, barcoded and their description would be added to the document management system. | \$ 29.83 |
| T86 - Standard Transport | Transportation is calculated per mile to destination from 23 Thornton, Oakland NJ 07436 to desitination | \$ 3.41 |
| T87 - Rush Transport | | \$ 4.55 |
| T88 - Palletize/Shrinkwrap | Shrikwrap pallets of boxes. | \$ 39.77 |
| T89 - Purge 1.2 By Cubic Foot | All boxes in BAD condition will be re-packed. Boxes will be labeled, barcoded and their description would be added to the document management system. Clients will be given access through the physical cabinet (P-Cabinet) to review the box description for on demand ordering and scanning. | \$ 11.37 |
| T8E - Emergency Transport | Transportation after anytime. | \$ 5.68 |
| T90 - It Set Up Fee | Set up fee for any related IT issues. | \$ 194.47 |
| T91 - Digital Removal | | \$ 0.33 |
| VEF - Digital E-Form Per Form (Electronic Documents That Are Saved By Vendor) | | \$ 11.37 |
| VFE - Digital Enabler Per Application | Connect FileBank's electronic documents management system to client LOB (line of business application) | |
| VWF - Digital Workflow (Routing And Sorting To In-Bo | Workflow for E-forms routing. | \$ 28.41 |

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

Request for Taxpayer Identification Number and Certification

April 17

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

Print or type. See Specific Instructions on page 2.

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 system boxes:
 Individual sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C corporation, S corporation, Partnership) ▶
 Other (see instructions) ▶
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 2):
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.

Requester's name and address (optional)

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

7 USI account number(s) here (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.

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

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.

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: 12/28/22

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/form990.

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), 1099-T (dividend)
- 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 this filled-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