

RESOLUTION #2982

RESOLUTION AUTHORIZING A SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF WOODBRIDGE AND THE HOUSING AUTHORITY OF THE TOWNSHIP OF WOODBRIDGE IN THE AMOUNT OF \$29,640.00 PAYABLE TO DELL, INC.

WHEREAS, the Housing Authority of the Township of Woodbridge (the 'Authority) has an obligation for record retention of tenant files, fiscal ledgers and bank records, as well as construction and bidding documents, and

WHEREAS, with the loss of maintenance and supply storage at Bunns Lane, some of the record retention areas need to be converted for maintenance; and

WHEREAS, the Authority researched various document management software products and has decided on Laserfiche software sold by Dell, Inc. as best suited for the Authority's needs based ease of use, product offerings, and maintaining and compliance with NJ DORES; and

WHEREAS, the Township of Woodbridge (TOW), having already purchased the Laserfiche software through Dell's NJ State Vendor Contract (ITS58/M0003) and through Dell's representative Storage Engine, has agreed to provide the Authority access to its Laserfiche database system which would securely store the Authority's files thus eliminating the Authority's physical storage dilemma; and

WHEREAS, Storage Engine, Dell's representative, has agreed to provide upfront user fees, training, document scanning and destruction for 100 boxes for the amount of \$29,640.00 payable to Dell, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Authority that the Contract Officer of the Authority, Donna F. Brightman be, and hereby is authorized and directed to enter into an agreement with the TOW for the access to TOW's Laserfiche database system; and

BE IT FURTHER RESOLVED, that a contract in the amount of \$29,640.00 be entered into with Dell, Inc. through Storage Engine in the amount of not to exceed \$29,640.00 to provide upfront user fees, training, document scanning and destruction for 100 boxes.

Motion to adopt Resolution #2982 moved by Commissioner Michelson and seconded by Commissioner Pires and upon roll call, the vote was as follows:

ROLL CALL: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra
AYES: Agarwal Kenny Michelson Perez-Rosado Pires Walker Ficarra
NAYS: None
Abstain: None
Absent: None

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of January 7, 2019.

Approved as to legal form by
Terrence Corriston, Esq.

Donna Brightman, Secretary