

**RESOLUTION AUTHORIZING THE AWARD OF A
NON-FAIR AND OPEN CONTRACT TO
ACCESS SYSTEMS
FOR
A RECORDS MANAGEMENT PROGRAM**

WHEREAS, the State of New Jersey has launched its pioneering Public Archives and Records Infrastructure Support (PARIS) Grant Program to meet the strategic records management, preservation, and storage needs of county and municipal governments; and

WHEREAS, a top priority of the PARIS Grants Program is to achieve efficiencies of cost and operation through shared services and to create a service structure for municipalities that do not have the resources to create one for themselves; and

WHEREAS, the City of Plainfield has a need to acquire an enhanced municipal records management program in furtherance of the aforementioned PARIS Grant as a non-fair and open contract pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, within the 2007-2008 PARIS Grant Cycle, the City of Plainfield was awarded \$50,000 for the hiring of a manager; and

WHEREAS, the Acting Purchasing Agent has determined and certified in writing that the value of the agreement will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is five months, beginning in or about April 10, 2008 through August 31, 2008, inclusive; and may not be extended without further authorization of the City Council of the City of Plainfield; and

WHEREAS, ACCESS SYSTEMS, 4260 Henneberry Road, Manlius, New York 13104 has submitted a proposal dated January 31, 2008, indicating it can provide an enhanced municipal records management program for an amount not to exceed Fifty Thousand Dollars (\$50,000.00) as set forth in the attached proposal which is made a part hereof as if fully set forth herein; and

WHEREAS, ACCESS SYSTEMS has completed and submitted a Business Entity Disclosure Certification which certifies that ACCESS SYSTEMS has not made any reportable contributions to a political or candidate committee in the City of Plainfield, County of Union in the previous one year, and that the contract will prohibit the ACCESS SYSTEMS from making any reportable contributions through the term of the contract, and

WHEREAS, should the proposed records manager, ACCESS SYSTEMS, be authorized and approved as herein requested, said manager shall report to and be supervised by the Municipal Clerk of the City of Plainfield as custodian of records; and

WHEREAS, sufficient funding is available through G-02-41-719-808-432, as evidenced by the annexed certification of the Chief Financial Officer of the City of Plainfield; Now, therefore,

BE IT RESOLVED, that the City Council of the City of Plainfield, hereby authorizes the Mayor and City Clerk to execute a contract with ACCESS SYSTEMS as described herein; be it,

FURTHER RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution in the Office of the City Clerk.

Adopted by the City Council

April 9, 2008

Laddie Wyatt, City Clerk

Approved as to form

Daniel A. Williamson
Corporation Counsel