

| CK09MERCER2008-20B RECORDS INVENTORY, REORGANIZATION AND PURGING FOR A PERIOD OF ONE YEAR WITH OPTON TO EXTEND ONE YEAR |  |
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| BID RESULTS   |  |
| FEBRUARY 26, 2009   |  |
| CONTRACT PERIOD: APRIL 24, 2009 - APRIL 23, 2010  |  |
| RESOLUTION # 2009-228   |  |
| NAME OF BIDDER  | LARGE DOC SOLUTIONS  |
| ADDRESS   | 15 WALNUT AVENUE   |
| CITY, STATE, ZIP  | CLARK, NJ 07066  |
| CONTACT   | GARY STARK   |
| TELEPHONE   | 732 598 3090   |
| FAX   | 732 882 1220   |
| WEBSITE OR E-MAIL   | <a href="mailto:GSTARK@LARGEDOC.COM">GSTARK@LARGEDOC.COM</a> |
| ADDENDA #1 ACKNOWLEDGEMENT  | YES - 2/17/06  |
| SUBCONTRACTOR   | YES - SAFE SHRED   |
| NEW JERSEY BRC FOR SUBCONTRACTOR  | YES - INCLUDED   |
| INSURANCE   | NEED ORIGINAL  |
| NEW JERSEY BRC FOR LEAD   | OK   |
| AFFIRMATIVE ACTION EIC  | INCLUDED EXPIRES 5/15/10                                     |
| EXHIBIT A   | INCLUDED   |
| STOCKHOLDER DISCLOSURE  | OK - CORPORATION   |
| VENDOR WILL EXTEND TO COOP  | YES  |
| THREE REFERENCES  | INCLUDED PAGE 15 TOREY TO CHECK                              |
| STATEMENT OF QUALIFICATIONS   | PAGE 16  |
| KEY PERSONNEL   | PAGE 16  |
| <b>COST FOR ALL SERVICES (EXCEPT SHREDDING)</b>   |  |
| COST PER CU. FT.  | 11.53  |
| TOTAL FOR 25,325 ESTIMATED CU. FT.  | 291,997.25   |
| COST PER CU. FT. FOR SHREDDING (OPEN END)   | 1.57   |
| <b>EXCEPTIONS</b>   | NONE   |
| <b>FATAL FLAW</b>   | NO   |

# **SPECIFICATIONS FOR RECORDS INVENTORY, REORGANIZATION, AND PURGING SERVICES FOR A PERIOD OF ONE YEAR WITH THE OPTION TO EXTEND ONE YEAR BASED UPON THE INDEX RATE – RE-BID**

## **INTENT**

The County of Mercer Office of Records Management requests bids from qualified vendors to provide records inventory, reorganization, and purging services to offices and agencies within eight of the County's constituent municipalities:

- Hamilton Township
- Hightstown Borough
- Hopewell Borough
- Lawrence Township
- Pennington Borough
- Princeton Borough
- Robbinsville Township (formerly Washington)
- West Windsor Township

The purpose of this project is to bring municipalities into compliance with records retention regulations by inventorying records, sorting and reorganizing records filing and storage, labeling storage boxes for ease of access, and purging records past retention for destruction. If a contract with the vendor is established, it will remain in effect for one year with an option to extend one year based upon the index rate if necessary. The contract shall be determined by the cost per cubic foot. The County estimates that the eight municipalities involved have approximately 25,325 cubic feet of records. This is an open end contract and the County will pay for services as provided by the cubic foot. The awarded vendor shall not solicit Mercer County Municipalities while completing the project work.

## **BACKGROUND**

The New Jersey State Legislature authorized the establishment of a grant program to support the development and improvement of public archives and records management in county and municipal governments in Public Law 2003, Chapter 117, Sections 38 and 39 (P.L. 2003, c.117, §§ 38 and 39). The grant known as Public Archives and Records Infrastructure Support (PARIS), which was defined and established by the State Records Committee (SRC) and is administered by the New Jersey Division of Archives and Records Management (NJDARM), awards funds to counties and municipalities in the State of New Jersey based upon a competitive application process.

In 2005, the County of Mercer and two of its thirteen municipalities, the City of Trenton and Township of Hamilton, became eligible to apply for PARIS and received grant funding to perform comprehensive records management needs assessments and strategic plans. In 2007, the remaining eleven County of Mercer municipalities became eligible for grant application status or fund leveraging upon SRC approval of their individual records management needs assessments and strategic plans conducted with PARIS grant funds, which were applied for through the County of Mercer. The project proposed herein is complementary to the needs assessments and strategic plans, as it will continue the records identification process.

Eight of the County of Mercer's thirteen municipalities have agreed to leverage eligible funding in support of a records reorganization and disposal project. The County of Mercer is acting as the project manager on behalf of the eight participating municipalities.

The contract year coincides with the PARIS Grant Year Four, which began on 1 September, 2008 and ends on August 31, 2009.

### **COUNTY OF MERCER STATISTICS**

The County of Mercer was formed in 1838 from portions of Burlington, Hunterdon, Middlesex, and Somerset Counties. Comprising 13 municipalities that vary in size and scope from urban to suburban to rural, the County's government seat, Trenton, is the state capital.

The County's thirteen municipalities are:

- East Windsor Township
- Ewing Township
- Hamilton Township
- Hightstown Borough
- Hopewell Borough
- Hopewell Township
- Lawrence Township
- Pennington Borough
- Princeton Borough
- Princeton Township
- Robbinsville Township (formerly Washington)
- City of Trenton
- West Windsor Township

The County of Mercer is governed under the County Executive Plan of New Jersey's Optional County Charter Law and governance is divided between the Office of County Executive (Executive Branch) and the seven-member Board of Chosen Freeholders (Legislative Branch). Mercer County government employs 1,484 full-time and 164 part-time staff for a total of 1,648 employees (not including part-time and seasonal workers).

According to the U.S. Census Bureau's 2006 estimate, Mercer County is home to more than 367,000 people living within 226 square miles. The Census Bureau web site also indicates that the County's population has increased 4.8% from 350,761 recorded in the 2000 census to the 2006 estimate of 367,605 residents.

### **Using Department Information**

Office of Records Management  
Torey King  
Records Manager  
640 South Broad Street, Suite 430  
Trenton, New Jersey 08611