

RESOLUTION NO. 2023- 532

A RESOLUTION AUTHORIZING AWARD OF A CONTRACT TO INITIUM SOFTWARES, LLC, LAKE MARY, FL, FOR ONBASE SOLUTION & SCANNING SERVICES FOR THE DEPARTMENT OF HEALTH, IN AN AMOUNT NOT TO EXCEED \$85,358.25.

WHEREAS, there exists a need for OnBase Solution & Scanning Services for the Department of Health; and

WHEREAS, the City of Vineland has a need to acquire such service as a Non-Fair and Open Contract pursuant to N.J.S.A. 19:44A-20.5; and

WHEREAS, the purchasing agent has determined and certified in writing that the value of said services will exceed \$17,500.00; and

WHEREAS, the Director of Information Services has recommended that a contract be awarded to Initium Softworks, LLC, Lake Mary, FL, for OnBase Solution & Scanning Services, in an amount not to exceed \$85,358.25; and

WHEREAS, MTS Software Solutions has completed and submitted a Business Entity Disclosure Certification for Non-Fair and Open Contract which certifies that MTS Software Solutions has not made any reportable contributions to a political or candidate committee in the City of Vineland in the previous one year and that the contract will prohibit MTS Software Solutions from making any reportable contributions through the term of the contract to a political or candidate committee in the City of Vineland; and

WHEREAS, the availability of funds for said contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the City of Vineland has certified that this meets the statute and regulations governing the award of said contracts.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Vineland that:

1. The Purchasing Agent be and the same is hereby authorized to issue contract to Initium Softworks, LLC, Lake Mary, FL, for OnBase Solution & Scanning Services for the Department of Health, in an amount not to exceed \$85,358.25.
2. That the Business Disclosure Entity Certification, the Political Contribution Disclosure Form and the Determination of Value be placed on file with the Resolution.
3. Notice of this action shall be printed once in the Daily Journal.

Adopted:

President of Council

ATTEST:

City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

10/30/2023

(DATE)

1. Service (detailed description): OnBase Solution & Scanning Services For Health Dept.

2. Amount to be Awarded: \$ 85,358.25

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Encumber Total Award

Encumber by Supplemental Release

3. Amount Budgeted: \$ _____

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: G-02-58-605-2023-90317

6. Contract Period: _____

7. Date To Be Awarded: 11/14/2023

8. Recommended Vendor and Address: Initium SoftWorks, LLC - 5th FL
801 International Pkwy, Lake Mary FL 3274

9. Justification for Vendor Recommendation:(attach additional information for Council review)
See Agreement #COV20231028A
Agreement Date: 10/26/2023

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Non-Fair & Open (Pay-to-Play documents required)

Fair & Open: How was RFP advertised? See attached documents

10. Evaluation Performed by: IS Department

11. Approved by: 

12. Attachments:

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Awarding Proposal

Other: _____

- Send copies to:
Purchasing Division
Business Administration

** If more than one account #, provide break down

The tables below reflect the estimated costs based on the services proposed, rates, and estimated quantities provided by the customer. The estimates are distributed by department:

Septic and Well

1-Septic & Well that are in 80 standard filing cabinet drawers and there are also 8 overhead lateral drawers that contain binders that are part of the file that are in the filing cabinets but do not fit in the file. There are also format drawings within the files. There are an estimated 352,500/images and approximately 19,000 large format drawings.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	504 hours	17.25	\$ 8,694.00	700 Images per hour = 504
Scanning Source Docs	352,500 images	.064	\$ 22,560.00	
Large Format	19,000 drawings	1.95	\$ 37,050.00	
Packing	1	2,500.00	\$ 2,500.00	
OnBase Importing	1	3,500.00	\$ 3,500.00	
Total			\$ 74,304.00	

Trailer Park & Mobil Homes

2- Trailer Park & Mobile Homes are in 1 lateral filing cabinet drawer. There are an estimated 10,000/Images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	15 hours	17.25	\$ 258.75	700 Images per hour = 14.3
Scanning Source Docs	10,000 images	.064	\$ 640.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	100	\$ 100.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,298.75	

Landfills

3-Landfills are in 1 lateral filing cabinet drawer. There are an estimated 10,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	15 hours	17.25	\$ 258.75	700 Images per hour = 14.3
Scanning Source Docs	10,000 images	.064	\$ 640.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	100	\$ 100.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,298.75	

Spills and Pesticides

4-Spills and Pesticides are in lateral filing cabinet drawer. There are an estimated 10,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	15 hours	17.25	\$ 258.75	700 Images per hour = 14.3
Scanning Source Docs	10,000 images	.064	\$ 640.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	100	\$ 100.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,298.75	

Rabies

5-Rabies are in 1 ½ lateral filing cabinet drawer. There are an estimated 15,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	22 hours	17.25	\$ 379.50	700 Images per hour = 21.5
Scanning Source Docs	15,000 images	.064	\$ 960.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	150	\$ 150.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,789.50	

Hazmat

6-Hazmat are in 1 later filing cabinet drawer. There are an estimated 10,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	15 hours	17.25	\$ 258.75	700 Images per hour = 14.3
Scanning Source Docs	10,000 images	.064	\$ 640.00	
Large Format	0 drwns	1.95	\$ -	
Packing	1	100	\$ 100.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,298.75	

CP-1

7-CP-1 are in 1 lateral filing cabinet drawer. There are an estimated 10,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	15 hours	17.25	\$ 258.75	700 Images per hour = 14.3
Scanning Source Docs	10,000 images	.064	\$ 640.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	100	\$ 100.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 1,298.75	

Leap

8-LEAP are in 2 ½ lateral filing cabinet drawers. There are an estimated 25,000/images.

Service	Qty	Per Price	VineLand Estimated Totals	Notes
Preparation	36 hours	17.25	\$ 621.00	700 Images per hour = 35.71
Scanning Source Docs	25,000 images	.064	\$ 1,600.00	
Large Format	0 drawings	1.95	\$ -	
Packing	1	250	\$ 250.00	
OnBase Importing	1	300	\$ 300.00	
Total			\$ 2,771.00	

Estimated Total for All Doc Types Listed: \$ 85,358.25