

RESOLUTION NO. 2020-272

A RESOLUTION AUTHORIZING A CONTRACT AWARD TO A STATE CONTRACT VENDOR, SHI INTERNATIONAL CORP., SOMERSET, NJ, FOR DIGITIZATION OF ALL PERSONNEL RECORDS AND IMPORT INTO ONBASE, IN THE AMOUNT OF \$25,684.00.

WHEREAS, the City of Vineland pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the City of Vineland intends to enter into a contract with a State Contract Vendor for Digitization of all Personnel Records and Import into OnBase, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

WHEREAS, it has been recommended that contract be awarded to SHI International Corp., Somerset, NJ, (A89851) based upon the proposal received, in an amount of \$25,684.00; 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, as follows:

1. THAT this contract for the SHI International Corp., Somerset, NJ, (A89851) is awarded pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), under the State of New Jersey Cooperative Purchasing Program.
2. THAT the Purchasing Agent be and the same is hereby authorized to issue a contract to SHI International Corp., Somerset, NJ, based upon the proposal received, for Digitization of all Personnel Records and Import into OnBase, in an amount of \$25,684.00.

Adopted:

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President of Council

ATTEST:

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City Clerk

REQUEST FOR RESOLUTION  
FOR COOPERATIVE CONTRACT AWARDS  
UNDER 40A:11-12, N.J.A.C. 5:34-7.29 & LFN 2012-10  
(REQUIRED FOR PURCHASES OVER \$17,500.00)



6/29/2020

(DATE)

1. Goods or Services (detailed description): Digitization of all Personnel Records & Import into OnBase

2. Amount to be Awarded: \$ 25,684.00

- Encumber Total Award  
 Encumber by Supplemental Release

3. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

4. \*\*Account Number to be Charged: C-04-00-000-2008-78001

5. Contract Period (if applicable): \_\_\_\_\_

6. Date to be Awarded: 7/14/2020

7. Recommended Vendor and Address: SHI International

290 Davidson Ave., Somerset, NJ 088743

8. Justification for Vendor Recommendation:(attach add'l information for Council review)

Quote No. 19072856

Type of Contract:  State  National  Regional  County

Vendor's Cooperative Contract # \_\_\_\_\_ City Service Vendor A89851 expires 6/30/20

9. Evaluation Performed by: IS & Personnel (Rosie & Marisol)

10. Approved by:  6/29/2020

11. Attachments:

- Awarding Proposal  
 Other: Quote

- Send copies to: **Purchasing Department**  
**Business Administration**

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



Pricing Proposal  
Quotation #: 19072856  
Created On: 6/26/2020  
Valid Until: 7/31/2020

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## NJ CITY OF VINELAND

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### Victor Terenik

P.O. BOX 1508  
ACCOUNTS PAYABLE  
VINELAND, NJ 08362  
United States  
Phone: 856-794-4692  
Fax:  
Email: vterenik@vinelandcity.org

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## Inside Account Manager - NJ Team

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### Kyle George

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 888-744-4084  
Fax: 732-652-0810  
Email: Kyle\_George@shii.com

[Click here to order this quote](#)

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Preparation, Scanning and Indexing at the file level (Includes Indexing with database) MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 <b>Note:</b> 232,500/images	1	\$13,411.00	\$13,411.00
2 Ingestion of Images into OnBase MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 <b>Note:</b> 232,500/images	1	\$3,593.00	\$3,593.00
3 Configuration of DIP module for HR document ingestion MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851	1	\$4,944.00	\$4,944.00
4 Document Classification of approx. 72 document types MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 <b>Note:</b> 25,000/doc. type breaks	1	\$3,605.00	\$3,605.00
5 SFTP MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 <b>Note:</b> 1/set up	1	\$78.00	\$78.00

6	Secure Transportation (from Vineland to Moorestown) MTS Software Solutions - Part#: Contract Name: Software Reseller Contract #: ITS58 Subcontract #: 89851 <b>Note:</b> 1/trip	1	\$53.00	\$53.00
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Total      \$25,684.00

**Additional Comments**

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Please send vouchers to 290 Davidson Ave, Somerset NJ 08873

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

## **SPECIAL NOTICE**

Notice is hereby given that the State of New Jersey intends to publically advertise a Bid Solicitation to receive Quotes from software resellers to provide commercial off the shelf software ("COTS"), including Software as a Service ("SaaS"), Software-Related Services (training, pre-sales assistance, documentation, installation, configuration and Limited Customization), maintenance, support, volume license agreement (VLA) administration, and software packaged with hardware as an appliance.

The State has previously utilized a reseller model for purchasing software under a cooperative agreement led by the Commonwealth of Massachusetts. That cooperative agreement expires on December 31, 2020. The State of New Jersey is now issuing its own Bid Solicitation in lieu of joining a cooperative agreement. Interested Bidders are cautioned that this Bid Solicitation will address the State of New Jersey's current requirements.

For informational purposes only, in this procurement the State may use the following National Institute of Governmental Purchasing (NIGP) commodity codes:

- 204 Computer Hardware And Peripherals For Microcomputers
- 205 Computer Hardware And Peripherals For Microcomputers, Environmentally Certified By An Agency Accepted Certification Entity
- 206 Computer Hardware And Peripherals For Mainframes And Servers
- 208 Computer Software For Microcomputers, Systems, Including Cloud-Based (Preprogrammed)
- 209 Computer Software For Mainframes And Servers, Preprogrammed
- 920 Data Processing, Computer, Programming, And Software Services

Interested Bidders should register and create a profile in **NJSTART**. Interested Bidders may refer to the "Vendor Registration" Quick Reference Guide for instructions on how to enroll in **NJSTART**. If a vendor is having trouble registering for **NJSTART** or has any questions they should email the **NJSTART** vendor management team at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov).

Please note that notifications about new bidding opportunities are based on the code(s) you selected during the registration process. Therefore, interested Bidders should ensure that they have selected the commodity/service codes related to those good and/or services for which they wish to receive notice of bidding opportunities. Interested Bidders should monitor the **NJSTART** website ([www.NJSTART.gov](http://www.NJSTART.gov)) and the Star Ledger for notifications of the bidding opportunity.