

Evaluation Report

To: Mayor and Board of Commissioners of the Town of West New York

Date: December 9, 2009

Preface:

The Town of West New York requires the services of a firm specializing in document imaging to provide the following activities:

- Create and easy to use Document Imaging Database for the Code Enforcement Department
- Obtain State Records Committee and NJDARM certification so that original documents can be destroyed freeing up costly storage space.
- Implement a five year update program for the Code Enforcement Department by adding new files to database as they are closed out or finalized.
- Perform all work in a manner that least affects the daily workings of the Town

An evaluation Committee was appointed by the Municipal Administrator of the following employees

Joseph McConnell – Municipal Administrator
Thomas O'Malley – Building Sub-Code Official
Alberto Rodriguez – Commissioner – DPW

A Request for Proposal (RFP) was advertised in the Jersey Journal and on the Town's website on and bids were received and distributed to the Committee.

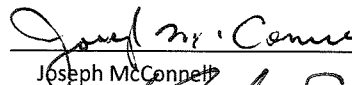
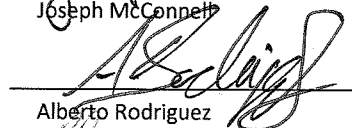
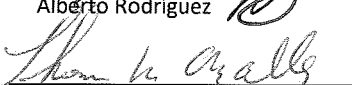
Findings:

The committee all agreed on that, although the only bidder, that Large Doc Solutions clearly indicated that they possess the following:

1. Ability to meet the technical requirements of the RFP.
2. Superior Complete knowledge of the subject matter
3. Ability to meet the technical criteria
4. Since the vendor is the past vendor the committee felt comfortable with its past performance and qualifications.

Recommendation:

The Committee therefore recommends to the Mayor and Board of Commissioner that Large Doc solutions be Contracted with to perform the work as specified in the RFP.

 Joseph McConnell	12/10/09 Date
 Alberto Rodriguez	12/14/09 Date
 Thomas O'Malley	12/10/09 Date