

**COUNCIL OF THE BOROUGH OF ENGLEWOOD CLIFFS  
BERGEN COUNTY, NEW JERSEY**

**RESOLUTION  
RESOLUTION NO. 2026-110**

**TITLE: RESOLUTION AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS (RFP) FOR THE DIGITIZATION AND SCANNING OF BOROUGH RECORDS AND FILES, INCLUDING DOCUMENT PREPARATION, IMAGING, INDEXING, AND QUALITY ASSURANCE SERVICES**

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**WHEREAS**, the Borough of Englewood Cliffs maintains a substantial volume of physical records and files across multiple departments; and

**WHEREAS**, the Mayor and Council recognize the importance of preserving municipal records while improving accessibility, efficiency, and long-term records management through the digitization of Borough records; and

**WHEREAS**, the Borough desires to engage a qualified vendor to provide professional services for the digitization and scanning of Borough records and files, including document preparation, imaging, indexing, and quality assurance services; and

**WHEREAS**, funds for this project have been appropriated pursuant to Bond Ordinance No. 2025-10 entitled "Various Capital Improvements"; and

**WHEREAS**, the Borough's Qualified Purchasing Agent has determined that it is in the best interest of the Borough to solicit proposals from qualified firms through a Request for Proposals (RFP) process in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Englewood Cliffs, County of Bergen, State of New Jersey, as follows:

1. The Qualified Purchasing Agent, in consultation with the Borough Administrator and Borough Clerk, is hereby authorized to prepare and advertise a Request for Proposals (RFP) for the digitization and scanning of Borough records and files, including document preparation, imaging, indexing, and quality assurance services.
2. The RFP shall establish the scope of work, technical specifications, document handling procedures, indexing requirements, quality assurance standards, insurance requirements, and any other conditions necessary to ensure the proper preservation and digitization of Borough records.
3. The procurement shall be conducted in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and any applicable Borough ordinances and procurement policies.
4. Proposals received shall be reviewed and evaluated by the Borough Administration and any designated evaluation committee, with a recommendation to be made to the Mayor and Council for formal award by subsequent resolution.

5. The Mayor, Borough Administrator, Qualified Purchasing Agent, Borough Clerk, Borough Attorney, and Chief Financial Officer are hereby authorized to take all actions necessary to effectuate this Resolution.

**BE IT FURTHER RESOLVED** that the Borough reserves the right to reject any and all proposals in accordance with law.

**CERTIFICATION**

I hereby certify that this resolution, consisting of 2 page(s), was adopted at the Regular Meeting of the Borough Council of the Borough of Englewood Cliffs, held on this 11th day of March 2026.

	Moved	Second	Ayes	Nays	Abstain	Absent
Biegacz	✓		✓	✓		
Liang		✓	✓	✓		
Patel			✓	✓		✓
Kapsaskis			✓	✓		
Lee			✓	✓		
Koutroubas			✓	✓		
Mayor Park						



**Mark Park**  
Mayor



**Beauty Nadim, RMC/CMR**  
Municipal Clerk