

RESOLUTION NO. 12 – 05

**RESOLUTION AMENDING TRUST RESOLUTION NO. 11-13
FOR DOCUMENT SCANNING SERVICES AND
AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSAL
FOR DOCUMENT SCANNING SERVICES (PHASE 2)**

WHEREAS, the New Jersey Environmental Infrastructure Trust (Trust) is authorized to make and enter all contracts necessary or incidental to the performance of its duties pursuant to N.J.S.A. 58:11B-5(d); and

WHEREAS, the New Jersey Environmental Infrastructure Trust (Trust) passed Resolution No. 11-13 on April 7, 2011 appointing DRS Imaging (DRS) as Document Scanning Firm for Phase 1 limited to scanning of documents in the following categories:

- Trustee Bank Statements,
- Legal Bibles,
- Construction Requisitions,
- Black Books and Resolution/Minutes Books,
- Bond Sale Files,
- Board Meeting Files, and
- Operating Account Files; and

WHEREAS, the Contract cap for Phase I scanning services is \$45,000 based on an estimated 580,000 document pages based on a per page scanning charge; and

WHEREAS, to date DRS has scanned 564,000 documents at a cost of \$37,350; and

WHEREAS, during the course of compiling documents, staff has revised the total number of Phase I documents to approximate 850,000 pages; and

WHEREAS, it is estimated that the cost for scanning all Phase I documents (850,000 pages) will not exceed \$60,000 (or \$15,000 in excess of the original contract amount); and

WHEREAS, it is the desire of the Trust to utilize the services of DRS to complete scanning of all Phase 1 documents; and

WHEREAS, there is a need for the Trust to hire a firm to perform document scanning services for remaining documentation – Phase 2, which consists of the digital conversion of on-site documents in the following categories:

- Arbitrage Rebate Calculations,
- Budget Manuals,
- Request For Proposal Files,
- Due Diligence Files,
- General Files,
- Arbitrage Tax Certificates,
- Investment Confirms,
- Deployment of a digital record and management system (separately bid line item).

NOW THEREFORE BE IT RESOLVED, the Trust hereby amends Resolution No. 11-13 authorizing the total expenditure for Phase I document scanning services in the total amount not to exceed \$60,000 for the scanning of 850,000 documents.

BE IT FURTHER RESOLVED, the Trust authorizes the Executive Director to prepare and distribute a Request for Proposal (RFP) in a substantially similar form to the attached utilizing the weights and ranking criteria as set forth therein, for Phase 2 document scanning services pursuant to Environmental Infrastructure Trust Policy and Procedure number 4.00, "Purchase of Goods and Services" and

BE IT FURTHER RESOLVED, the Executive Director is further authorized to solicit proposals, convene a Committee to review all proposals received, and to make a recommendation as to the selection of a Phase 2 document scanning firm to the Trust Board for contract approval.

Adopted Date: January 12, 2012

Motion Made By: Mr. Requa

Motion Seconded By: Mr. Gardner

Ayes: 6

Nays: 0

Abstentions: 0



**NEW JERSEY
ENVIRONMENTAL
INFRASTRUCTURE TRUST**

Request for Proposal

Document Scanning Services Phase (2)

Issued by the
New Jersey Environmental Infrastructure Trust

Date Issued:
February _____, 2012

Mandatory Bidder's Conference Date:
10:00AM EST March _____, 2012

Question and Answer Cut-Off Date:
5:00PM EST March ____, 2012

Proposals Due Date:
12:00 PM EST March ____, 2012

Anticipated Contract Award:
_____, 2012

In the Office of the Chief Budget Officer
3131 Princeton Pike, Building 6, Suite 201
Lawrenceville, NJ 08648
(609) 219-8600

Please Label Proposals with Firm's Name and
"Proposal for Document Scanning Services – Phase 2"

**REQUEST FOR PROPOSAL
TO PROVIDE
DOCUMENT SCANNING SERVICES (PHASE 2) TO THE
NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST**

Background

The New Jersey Environmental Infrastructure Trust ("Trust") was organized pursuant to N.J.S.A. 58:11B-1 et seq. in August, 1986, as an instrumentality of the State exercising public and essential government functions. The Trust exists within, but is independent of any supervision or control by, the New Jersey Department of Environmental Protection.

The purpose of the Trust is to provide financial assistance to New Jersey local government units (LGU's) and private and public water purveyors for the construction of environmental infrastructure projects. One way the Trust fulfills its purpose is by participating with the New Jersey Department of Environmental Protection (State) in the Environmental Infrastructure Financing Program (Program). The Trust contracts to make loans to finance a portion of the costs of environmental infrastructure projects that local governments in New Jersey and water purveyors are authorized to undertake and which they may lawfully finance through borrowings. The Trust loans are financed with the proceeds of revenue bonds sold by the Trust. The State provides companion loans for these same projects.

The Trust conducts one or more bond issues annually to fund an average of 60 project loans annually. Most project loans are outstanding for approximately 20 years. Approximately six accounts are established for each loan issued, e.g., revenue, project, debt service reserve, interest, principal. In addition, accounts are established for each issue unrelated to the loans for sources and uses of proceeds, e.g, 1981, 1985, 1989, 1992, and 2003 Bond Acts, interim financing account, administrative fee, clean water and drinking water match, loan origination fee, master program trustee, escrow, revenue, principal and interest. Bank statements are issued monthly to the Trust to identify account activity for each account. Hard copies of bank statements for each account were received by the Trust monthly through December of 2008.

Purpose and Intent

The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors qualified to provide document imaging processing services to the Trust in accordance with New Jersey Administrative Code, Title 15 Department of State, Chapter 3: Records Retention, Subchapter 4: Image Processing of Public Records and Subchapter 5: Certification of Image Processing Systems.

This RFP will include Phase 2 of the Trust's Document Scanning/Digital Imaging initiative.

Minimum Requirements

1. Vendor must be familiar with all aspects of New Jersey Division of Archives Records

Management (NJDARM) specifications for the imaging and conversion of public records and able to assist the Trust in its Image System evaluation and certification. The vendor will be responsible for remaining in compliance with NJDARM requirements at all times.

2. If modifications are required by NJDARM for the certification of the Trust's electronic files, it will be the Vendor's responsibility to make those modifications at no additional charge to the Trust.

3. The vendor's scanning system must conform to ANSI/AIIM MS44-198 or latest version.

4. The Imaging system shall not be capable of altering a public record as scanned except for standard computer-enhancement routines used to improve the legibility of scanned documents. Editing of recorded text or characters by an image processing system used for keeping public records shall not be permitted.

5. Where computer-enhancement is necessary, such computer-enhancement processes and procedures shall be thoroughly documented for proof of authenticity of the records maintained on the imaging system.

6. Vendor will perform a visual quality control evaluation for each and every scanned image before permanently storing onto CD.

7. All documents scanned at a minimum of 300 dots per inch (dpi) bitonal, which is above the NJDARM minimum requirement.

8. Scanned images must be converted to TIFF file format, Group IV and PDF formats (for bitonal images).

9. The scanning density for documents shall be selected and validated using tests on samples of the actual documents to be scanned before scanning is begun, and shall be tested periodically thereafter according to procedures established under N.J.A.C. 15:3-4.7(e). Testing and review procedures shall include the comparison of selected recorded images against the original documents after the documents are scanned and recorded, to ensure that records are adequately reproduced and recorded.

10. The image processing system shall include an indexing system and procedures for adequate indexing that permit rapid identification and retrieval for viewing or reproducing of all related records maintained in the system.

11. Vendor shall create and maintain logs of all system and file access and activities and provide a copy to the Trust upon their request.

12. Vendor must submit a project completion schedule; to include anticipated completion dates for each of the seven Phase 1 projects outlined below in the scope of services.

13. Vendor must send itemized invoices.

This list is not intended to be all inclusive. Vendor should familiarize themselves with New Jersey Administrative Code, Title 15 Department of State, Chapter 3: Records Retention,

Subchapter 4: Image Processing of Public Records and Subchapter 5: Certification of Image Processing Systems.

Scope of Services

Pursuant to this Request for Proposal, the Trust shall select a qualified document imaging company to scan approximately 270,000 pages consisting of the following categories: Arbitrage Rebate Calculations, Budget Manuals, Request For Proposal Files, Due Diligence Files, General Files, Arbitrage Tax Certificates, Investment Confirms, Off-site Documents, and assistance in setting up a digital record system.

The files are located at 3131 Princeton Pike, Lawrenceville, NJ 08648. All boxed files will be picked up by the vendor and transported to their facility for scanning/converting purposes. Upon completion of the project, all boxed files will be returned to the address listed above.

Phase 2 of the Trust's Document Scanning/Digital Imaging initiative will encompass the following nine (9) specific projects:

1. Loose Document Files consisting of **Arbitrage Rebate Calculations** (____ boxes, approximately _____ pages, size 17 x 11)
 - All calculation pages from one bond issue scanned into one PDF
 - A document index for all bond issues on the CD will be provided on the CD
 - Files to be named as provided
2. Loose Document Files consisting of **Budget Manuals** (3 binders or approximately _____ pages)
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD
3. Loose Document Files consisting of **Request for Proposals** (____ boxes, approximately _____ pages (1987 – 2011))
 - All pages will be OCR'd
 - Each file will be named the requisition number
 - Each CD will have one Adobe Search Index for all files on CD
4. Binders consisting of **Due Diligence Project/Finance Files** (____ boxes, approximately _____ pages)
 - Each Due Diligence File in its own folder
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD

5. Loose Document Files consisting of **General Files** (_____ boxes, approximately _____ pages) (Documents are predominately letter and legal size with some larger.)
 - Each General File in its own folder
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD
6. Loose Document Files consisting of **Arbitrage Rebate Tax Certificates** (_____ binders, approximately _____ pages) (Documents are predominately letter and legal size with some larger.)
 - Each Tax Certificate File in its own folder
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD
7. Loose Document Files consisting of **Investment Confirms** (___ boxes, approximately _____ pages) (Documents are predominately letter and legal size with some larger.)
 - All pages will be OCR'd
 - Files to be named as provided
 - Each CD will have one Adobe Search Index for all files on CD
8. Assist in the deployment of a digital record and management system utilizing scanned document information and the interface with the Trust's database.
9. All documents to be scanned at 300dpi bitonal.
10. Images provided in TIFF, Group IV and PDF formats.
11. Document prep performed by vendor which includes pre and post-scanning document handling which may include tracking, organizing, sorting documents, removing staples, clips, and bindings, mounting of undersized documents, repair of damaged/ripped pages and re-assembly of the documents after conversion.
12. One complete set of CDs provided to the Trust, which includes a TIFF CD as required by NJDARM. The Trust has the right to make backup copies as needed.
13. One complete set of CDs stored off site at Vendor's location.
14. Vendor to pick up work files at the Trust's location.
15. Destruction of work files to be handled by Vendor at the direction of the Trust.
16. The Trust shall not be bound to any minimum or maximum.

Information to be Provided by Bidder

1. Name, address, telephone number, fax number and email address of your firm and the primary contact.

2. A brief description of your firm and how long it has been in business.
3. Indicate whether your firm is principally located in New Jersey.
4. Whether the firm is familiar with New Jersey State laws regarding the imaging of public records and the associated standards and certification process promulgated and coordinated by NJDARM.
5. Whether the firm provides document image processing services to other State Departments, Agencies, Authorities or municipal/local agencies? If so, what type of work is performed.
6. Whether the firm has assisted any other State Department, Agency, Authority or municipality in the certification of a Public Records Image Processing System. If so, what type of assistance did the firm provide?
7. Whether the firm meets the basic system requirements as outlined in N.J.A.C 15.3-4 et seq.
8. Proposed fee schedule (Attachment "A") by project description (i.e. loose documents files, etc.) as outlined in the Scope of Services on Pages 4 & 5.
9. Provide a description and sample of your firms approach to laying out each of the projects outlined above.
10. Identify any existing or potential conflicts of interest, as well as your representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this assignment, the Trust or the State of New Jersey. Any such disclosure shall be supplemented as necessary on an ongoing basis.
11. Provide a description of any ongoing investigations, or litigation matters involving your firm, its directors, officers and principals and any individuals employed by the firm.
12. Provide at least three references from firms you are currently working with, preferably New Jersey state entities.

Other Requirements

- a. Your proposal must be organized in the order set forth above and supply responses to all questions identify: Document Scanning Procurement.
- b. Please complete the enclosed Stockholder Disclosure Form and return it with your proposal.
- c. Please supply a copy of your Firm's State of New Jersey Business Registration Certificate with your proposal.
- d. The Firm selected pursuant to this RFP shall be required to comply with the requirements of P.L. 1975, c.127 and N.J.S.A. 10:2-1 through 2-4, relating to discrimination and affirmative action in employment with respect to public contracts.

- e. The submission of a proposal shall be deemed a representation by the Firm that it has supplied all information, certifications and disclosure statements required in connection with P.L. 2005, c.51 which codified Executive Order No. 134 (McGreevey 2004) ("EO 134") and that all such information, certifications and disclosure statements previously provided in connection with EO 134 are true and correct as of the date of such submission and that all such statements have been made with full knowledge that the Trust shall rely upon the truth of the statements contained therein in making the contract award. If your Firm has not submitted the certifications and disclosure statements required pursuant to EO 134, please contact John Hansbury at the Trust, (609) 219-8600 or email at JHansbury@njeit.org. Failure to comply with EO 134 will be grounds for rejection of a proposal. The Firm selected pursuant to this RFP will be deemed to have agreed to maintain compliance with P.L. 2005, c. 51 during the term of the contract.
- f. The Firm selected pursuant to this RFP will be required to file a disclosure statement on political contributions with the Trust at least ten days prior to contracting with the Trust, in accordance with P.L. 2005, c. 271, section 2(a). The Firm selected pursuant to this RFP will be responsible for filing an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission ("ELEC"), pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, section 3) if the Firm selected pursuant to this RFP receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the Firm's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
- g. The Firm selected pursuant to this RFP will be deemed to agree In that all services performed under the contract shall be performed within the United States in accordance with P.L. 2005, c. 92.
- h. Note: Your attention is drawn to Executive Order No. 117 issued by Governor Corzine on September 24, 2008 which applies to certain political contributions made after November 15, 2008. Please review and be guided accordingly.
- i. Emergency Preparedness – To support continuity of operations during an emergency, including a pandemic, the Trust needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Trust have planned for such an emergency and put contingencies in place to provide needed goods and services.
1. Describe how you anticipate such a crisis will impact your operations.
 2. Describe your emergency response continuity of operations plan. Please attach a copy of your plan, or at a minimum, summarize how your plan addresses the following aspects of pandemic preparedness:
 - Employee training (describe your organization's training plan, and how frequently your plan will be shared with employees).
 - Identify essential business functions and key employees (within your

organization) necessary to carry them out.

- Contingency plans for:
 - How your organization will handle staffing issues when a portion of key employees are incapacitated due to illness.
 - How employees in your organization will carry out the essential functions if contagion control measures prevent them from coming to the primary workplace.
- How your organization will communicate with staff and suppliers when primary communications systems are overloaded or otherwise fail, including key contacts, chain of communications (including suppliers), etc.
- How and when your emergency plan will be tested, and if the plan will be tested by a third-party.

Term of Contract

The contract shall be in force for the period of one year. The Trust, at its sole option, may extend the term of this agreement for up to two (2) additional one-year periods. In the event the agreement is extended, all of the original terms will remain in effect for the extended period. The vendor will have the option of accepting or declining any such extension.

Rejection of Proposals

Proposals not received by the hour and response date listed on Page 8 will be considered nonconforming and will be rejected. The Trust also reserves the right to reject any or all proposals received, to waive any informalities or irregularities therein, if deemed to be in the best interest of the Trust.

Response Date and Location

In order to be considered for selection, proposals must be received on or before 12:00 p.m. (EDT), on _____, 2012 at the following location:

NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST

Overnight delivery and mailing address:

Attn: John Hansbury
Chief Budget Officer
3131 Princeton Pike
Building 6, Suite 201
Lawrenceville, NJ 08648

No proposal shall be withdrawn for a period of sixty (60) days subsequent to the opening of proposals without the consent of the Trust.

Four copies of your response should be sent to John Hansbury, Chief Budget Officer, New Jersey Environmental Infrastructure Trust. The Trust's address is 3131 Princeton Pike,

Building 6, Suite 201, Lawrenceville, New Jersey 08648. All proposals must be received by **12:00 Noon**, _____, **2012**. Proposals received after this date and time will not receive further consideration.

Mandatory Bidder's Conference

The Trust staff will conduct a mandatory bidder's conference at the Trust's office on _____, **2012 at 10:00 a.m.** At that time, attendees will be able to review sample documents to be imaged. In addition, attendees will be allowed to ask any questions they may have concerning the RFP. Bidders are entitled to submit questions in writing. Lengthy or multiple questions must be submitted in writing. Written questions should specifically reference the RFP page number to which the questions relate. Proposals will be automatically rejected from any bidder that was not represented or failed to properly register at the Mandatory Bidder's Conference.

Evaluation Procedure and Criteria

The Trust has appointed a committee to review the proposals submitted in response to this request and to make recommendations to the Trust Board. The committee will review all proposals in light of the major evaluation criteria and corresponding weights set forth below, which are not in order of importance. Cost will not be the sole determining factor.

1. Required Proposal Format (3)
 - a. Quality of responses and completeness of the proposed work and task plan
 - b. Appropriateness/timeliness of proposed methodology
 - c. Submission of required documents
2. Compliance with Technical Requirements (5)
 - a. Software and hardware compatibility
 - b. Document preparation
 - c. Document scanning
 - d. Post scanning
3. Professional references from prior serviced clients (4)
 - a. Client references (including contact information)
 - b. Details of project size/complexity
4. Proposed total cost (6)
 - a. Detailed breakdown provided
 - b. Pricing appropriate to project
5. Firm's presence in New Jersey (1)

Dated: February _____, 2012

Attachments:

- (A) Pricing Proposal
- (B) Form of Contract for Document Scanning Services
- (C) Stockholder Disclosure Form
- (D) Certification of Compliance with Executive Order No. 117
- (E) Public Law 2005, Chapter 51 form (formerly Executive Order 134)
- (F) Public Law 2005, Chapter 271 form
- (G) N.J.S.A. 52:34-13.2 Source Disclosure Certification Form
- (H) N.J.S.A. 52:34-12 Form

ATTACHMENT A(1)

New Jersey Environmental Infrastructure Trust

PRICING PROPOSAL

<u>DESCRIPTION</u>	<u>PER PAGE/ UNIT COST</u>
ARBITRAGE REBATE CALCULATIONS (size 11" x 15")	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
Convert Oversized B&W Images to PDF Format	_____
BINDERS (BUDGET MANUAL BOOKS & ARBITRAGE TAX CERTIFICATE BOOKS)	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
LOOSE DOCUMENT FILES (REQUEST FOR PROPOSAL FILES/GENERAL FILES)	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
LOOSE DOCUMENT FILES (DUE DILIGENCE PROJECT/FINANCE FILES)	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
Convert 11 x 17 B&W Simplex Images to PDF Format	_____
LOOSE DOCUMENT FILES (INVESTMENT CONFIRMS)	
Convert 8.5 x 11 B&W Simplex Images to PDF Format	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	_____
OTHER CHARGES	
Charge per TIFF CD provided to Trust - as required by NJDARM	_____
Charge per Non-TIFF CD provided to Trust	_____
Charge per TIFF/Non-TIFF CD stored off site at vendor location	_____
Charge per pick up at Trust offices (approximately _____ pick ups)	_____
Charge per lb. for shredding documents (approximately _____ lbs.)	_____

ATTACHMENT A(2)

New Jersey Environmental Infrastructure Trust

SAMPLE BILLING

Bidders are required to complete this Sample Billing using the information provided in Attachment A. The quantities provided are based on approximate totals:

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PER PAGE/ UNIT COST</u>	<u>PRICE</u>
ARBITRAGE REBATE CALCULATIONS (size 11" x 15")			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
Convert Oversized B&W Images to PDF Format	pages	_____	_____
BINDERS (BUDGET MANUAL BOOKS & ARBITRAGE TAX CERTIFICATE BOOKS)			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
LOOSE DOCUMENT FILES (REQUEST FOR PROPOSAL FILES/GENERAL FILES)			
Convert 8.5 x 11 B&W Simplex images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
LOOSE DOCUMENT FILES (DUE DILIGENCE PROJECT/FINANCE FILES)			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 11 x 17 B&W Simplex Images to PDF Format	pages	_____	_____
LOOSE DOCUMENT FILES (INVESTMENT CONFIRMS)			
Convert 8.5 x 11 B&W Simplex Images to PDF Format	pages	_____	_____
Convert 8.5 x 14 B&W Simplex Images to PDF Format	pages	_____	_____
OTHER CHARGES			
Charge per TIFF CD provided to the Trust as required by NJDARM	CDs	_____	_____
Charge per Non-TIFF CD provided to the Trust	CDs	_____	_____
Charge per TIFF/Non-TIFF CD stored off site at vendor location	CDs	_____	_____
Charge per pick up at the Trust offices (approximately _____ pick ups)		_____	_____
Charge per lb. for shredding documents (approximately _____ lbs.)		_____	_____
	Total Cost		_____

NJGIT Scanning Project Inventory

Status Report - January 12, 2012

Project #	Project Name	Est. No. Books/Boxes	Est. No. Pages	Status
PHASE ONE				
1	Trustee Bank Statements	116 boxes	232,000	25% complete
2	Legal Bibles/Bond Transcripts	223 books	167,250	100% complete
3	Construction Requisitions	16 boxes	32,000	88% complete
4	Black Books/Financial Analysis	30 books	12,000	100% complete
5	Resolution/Minutes Books	32 books	12,800	95% complete
6	Bond Sale Files	32 boxes	64,000	91% complete
7	Board Meeting Files	6 boxes	12,000	100% complete
8	Operating Account Files	22 boxes	44,000	91% complete
			Total Pages	576,050

PHASE ONE TO BE COMPLETED				
1	Trustee Bank Statements	86 boxes	173,000	awaiting approval
2	Resolution/Minutes Books	4 books	1,600	awaiting approval
3	Bond Sale Files	3 boxes	6,000	awaiting approval
4	Construction Requisitions	5 boxes	10,000	awaiting approval
5	Operating Account Files	2 boxes	4,000	awaiting approval
			Total Pages	194,600