

SUBJECT: Approval of contract extension of contract no. 20-093P, Implement Content Manager for Managing Electronic Records to extend the completion time to June 30, 2021.

AGENDA OF: June 16, 2020

ASSEMBLY ACTION:

Approved under The Consent Agenda 6-16-20 [Signature]

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY GEORGE HAYS, ACTING BOROUGH MANAGER: [Signature]

Route To:	Department/Individual	Initials	Remarks
	Originator	[Signature]	
	Purchasing Officer	[Signature]	
	Finance Director	[Signature]	
	Borough Attorney	[Signature]	
	Borough Clerk	[Signature]	6/8/20 [Signature]

ATTACHMENT(S): Fiscal Note: Yes \_\_\_ No X

SUMMARY STATEMENT: On March 3, 2020, the Assembly authorized the award of contract no. 20-093P, Implement Content Manager for Managing Electronic Records to Information First, Inc.

The project has been delayed due to the COVID-19 restrictions.

The Clerk's department therefore request approval of this contract extension to allow for the COVID19 restrictions to be lifted, and the borough to get back to a normal work schedule before the contractors travel to complete the project. All other terms of the agreement remain unchanged.

RECOMMENDATION OF ADMINISTRATION: Approval of contract extension to Contract No. 20-093P, Implement Content Manager for Managing Electronic Records to June 30, 2021.