



RESOLUTION G2025-53

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH GBS DOCUMENT MANAGEMENT TO PROVIDE DOCUMENT CONVERSION SERVICES FOR SYMMES TOWNSHIP RECORDS AT A COST NOT TO EXCEED SEVENTY-SEVEN THOUSAND ONE HUNDRED SIXTY DOLLARS AND NO CENTS (\$77,160.00) AND TO PROVIDE WEB TRAINING, HOST SUBSCRIPTION AND SOFTWARE SUPPORT ON AN ANNUAL BASIS

WHEREAS, the Township Trustees have indicated the need to convert hard copy documents to electronic documents where information can be shared by the township and make it easier for the public to find and view the township's information; and

WHEREAS, Township staff has received a formal proposal from GBS Document Management which is a company that provides information management systems through interrelated divisions: technology solutions, print, marketing and creative solutions and labeling solutions that caters exclusively to municipalities and is completely customized to each jurisdiction depending on their services provided and needs; and

WHEREAS, the Township Administrator is recommending the document conversion services to the Board to consider and approve because it will be the most advantageous to the township and its needs; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, desires to enter into an agreement with GBS Document Management to convert Symmes Township's hard copy documents to electronic documents and provide web training, host subscription and software support annually.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. The Township Administrator is hereby authorized to enter into an agreement with GBS Document Management to provide document conversion services at a cost not to exceed \$77,160.00.

Section 2. The Board of Trustees hereby authorize the annual payments of \$4,550.00 for host subscription and software support.

Section 3. That the cost for the overhaul of the website and annual costs will be paid from the General Fund (#1000).

Section 4. The Fiscal Officer is hereby authorized to make payments to GBS Document Management for the upfront costs to convert hard copy documents to electronic documents in the amount not to exceed \$72,610.00 in 2025, 2026 and 2027 and an additional payment of \$4,550.00 for the annual renewals and support.

Section 5. It is hereby certified that all formal actions of the Board of Trustees of Symmes Township, Hamilton County, Ohio relating to the adoption of this Resolution were taken in an open meeting of the Board and that all deliberations of the Board were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 6. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 7. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED: JUNE 3, 2025 – RESOLUTION G2025-53

Vote Record: Mr. Beck _____ Mr. Bryant AYE Ms. Leis AYE

BOARD OF TRUSTEES:

Philip J. Beck, President

Kenneth N. Bryant
Kenneth N. Bryant, Vice President

Jodie L. Leis
Jodie L. Leis, Trustee

ATTEST:

J.C. Grossi
Joseph C. Grossi, Fiscal Officer

APPROVED AS TO FORM:

Jeff Forbes
Jeff Forbes, Law Director