



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

October 16, 2025

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Five Year Contract Request

Dear President Bears and City Councilors:

I respectfully request and recommend that the City Council approves the following five-year contract with Adam Matthew Ltd d/b/a AM Quartex. As the Council is aware, M.G.L. c. 30B §12 requires City Council approval for a contract that exceeds three (3) years.

Agreement

Authorize the City and the Library to enter into a five-year agreement under the Bloomberg Digital Innovation Grant to support the digitization of the Library's local history collections. This initiative requires two specialized vendors: one to handle the document scanning, and another to develop and maintain a digital web platform to host the digitized materials. This contract pertains specifically to the vendor responsible for the creation and ongoing support of the digital platform.

Given the complexity and long-term nature of this project, a five-year service plan is essential. While the platform will undergo an initial build, content will be added on a continuous basis well beyond the initial term. Local history materials are inherently complex, unlike standard print materials, they include audiovisual content and oral history recordings that require specialized support for proper integration and presentation.

This platform will serve as a vital and evolving community resource. Ensuring a longer-term vendor support is critical to maintaining the platform's functionality, accessibility, and growth over time.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor