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PO #

6300 Cedar Springs Road, Dallas, TX 75235

Proposal

Customer Information

Customer Baldwin County Commission | AL
Billing Address 305 East 2nd Street, Bay Minette, AL 36507
Shipping Address 305 East 2nd Street, Bay Minette, AL 36507

Customer Primary Contact

Name Felisha Anderson
Title Director/County Archivist
Phone 251-580-2572
Email fanderson@baldwincountyal.gov

Kofile Sales Representative

Name Trae Scism
Title Client Executive
Phone
Email traе.scism@kofile.com

To Felisha Anderson,

This proposal addresses Baldwin County Commission | AL for Book Preservation, Archival Imaging, Standard Indexing, and Contemporary Imaging Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Book Preservation, Archival Imaging, Standard Indexing, and Contemporary Imaging.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

KOFILE: Powering Modern Government™

Kofile is the nation's most experienced provider of public records preservation, imaging, and access solutions. With roots tracing back to 1888 and strengthened through the strategic acquisition of legacy preservation firms, Kofile offers over a century of combined expertise in safeguarding vital government documents. Since its founding in 2009, the company has expanded to include digital imaging, indexing, cloud-based access platforms, and workflow solutions designed specifically for the public sector. Backed by over 500 employees and a robust portfolio of patented technologies, Kofile partners with local governments to modernize their records while preserving their historical integrity for generations to come. Learn more at kofile.com.

KEY DIFFERENTIATORS

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

What Sets Us Apart

Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including large entities such as Los Angeles, Dallas, Wayne, and Harris Counties
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic HubSM:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

SCOPE OF WORK

- Inspect and log each item upon receipt.
 - Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).
 - Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.
 - Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).
 - Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.
 - Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
 - Deacidify sheets with Kofile's proprietary solution Bookkeepers®.
 - Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.
 - Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
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- Separate pages by hand into singular sheets.
 - Images are captured at 300 dpi in greyscale to ensure optimum contrast, legibility, and flexibility for further image enhancement when required.
 - Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)
 - Capture verification.
 - IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
 - Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
 - Images are named (tagged for the directory file structure) by book, volume, and page.
 - Images are grouped (stapled) together to form documents.
 - If applicable, images are optimized and scaled for system output.
 - When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate.
 - Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page.
 - Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

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- Key and blind re-key verify documents.
 - Formatting of metadata (indexes) per the requirements of the client's record keeping vendor.
 - Standard Indexing fields for case file records:
 - Doc type, case number, first plaintiffs (up to 2), first defendants (up to 2), case date, offense
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- Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
 - Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)
 - Capture verification.
 - Automated crop of excess blank space around image.
 - Automated deskew and despeckle.
 - Images are named by case file number or Book/Volume/Page.
 - Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Baldwin County Commission AL					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Plat Books	11	Per Page	6,600	Book Preservation	\$43,560.00
Plat Books	11	Per Image	6,600	Archival Imaging	\$10,890.00
Plat Books	11	Per Doc	6,600	Standard Indexing	\$4,950.00
Marriages	14	Per Image	35,000	Contemporary Imaging	\$15,750.00
Marriages	14	Per Doc	35,000	Standard Indexing	\$26,250.00
Circuit Court	59	Per Image	147,500	Contemporary Imaging	\$66,375.00
Circuit Court	59	Per Doc	42,750	Standard Indexing	\$32,062.50
Product			Quantity	Estimated Total	
			PROJECT TOTAL	\$199,837.50	

BILLING

Pricing based on the assumptions and records provided by Baldwin County Commission | AL, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

PAYMENT TERMS

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at:
<https://Kofile.com/termsandconditions/>.

Customer Acceptance

Name (Authorized Official):	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>

Kofile Acceptance

Name (Authorized Official):	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>