



## **SCHEDULE D- 2022 Preservation and Archival Imaging of County Records**

This Schedule D is issued pursuant to the Service Agreement (the "Agreement") effective February 15, 2022 between **BALDWIN COUNTY, ALABAMA** (hereinafter referred to as the "County"), and **KOFILE TECHNOLOGIES, INC.**, a (hereinafter referred to as "Kofile"). The parties acknowledge this Schedule D is subject to the Terms and Conditions set forth in the Agreement except as provided for otherwise herein.

### **A. Records Volumes and Pricing:**

Kofile will perform the preservation services and archival imaging for the County Deed Books identified by Volume below in Section D of this Schedule. County acknowledges pricing set forth herein is based upon a good faith estimate of page counts and condition. Actual pricing will be based upon actual page counts, condition of records and the applicable unit pricing such that actual billing may vary from the estimate provided.

### **B. Payment Terms:**

Payment to Kofile will be due in three (3) equal monthly payments of \$138,450.00 based upon the estimated total of \$415,350.00. Kofile will invoice County for the first payment upon execution of the Agreement. Payment terms are net 30 from the receipt of each invoice. Kofile will issue a final invoice or refund to County based upon actual final total cost within thirty (30) days of project completion. Each invoice will be provided to the County as directed or otherwise will be mailed directly to:

Baldwin County  
220 Courthouse Square  
Bay Minette, AL 36507  
Attention: Hon. Harry D'Olive, Jr.

### **C. Project Schedule:**

1. Kofile will pick-up the Records from the County within forty-five (45) days of the execution of the Agreement between the parties.
2. County will be responsible to provide Records to be preserved and imaged in organized and labeled boxes;
3. Kofile will use commercially reasonable efforts to complete preservation and imaging of the Records within one hundred and eighty (180) days of retrieving the Records from the County.
4. While the Records are in Kofile's possession, County may access the records by sending an e-mail request to [imagerequests@kofile.com](mailto:imagerequests@kofile.com) with a subject line of "Book\_\_\_/Page\_\_\_." County will provide the Case(s) and Box/Book that holds the case/document in the body of the Records request e-mail.



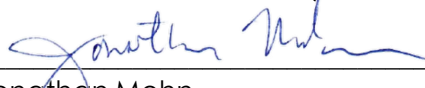
5. Kofile will research and respond to the Records request within eight (8) business hours.
6. Kofile and County will mutually agree to schedule the return of the physical Records to County.
7. The preserved and digitized Records will be returned to County upon completion as agreed upon by the parties.

#### **D. Deed Record Project Specifications and Estimates**

BALDWIN COUNTY, AL PRESERVATION AND IMAGING OF DEED RECORDS						
VOLUME	PAGE COUNT	SHEET SIZE	DESCRIPTION	(PRV) PRESERVATION	(IM) ARCHIVAL IMAGING	LINE-ITEM TOTAL
307-417	71,000	8 ¾" x 15 ¼"		\$355,000.00	\$60,350.00	\$415,350.00
TOTAL DEED RECORDS				\$355,000.00	\$60,350.00	\$415,350.00

**IN WITNESS WHEREOF**, the parties hereto have caused this Schedule D to be executed as of the day and year first written above.

#### **KOFILE TECHNOLOGIES, INC.**

  
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Jonathan Mohn  
President

#### **Baldwin County, AL**

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Name: Charles F. Gruber  
Title: Chairman of the Baldwin  
County Commission