



Baldwin County Commission

Legislation Text

File #: 24-0874, Version: 1

Meeting Type: BCC Regular Meeting

Meeting Date: 7/2/2024

Item Status: New

From: Wanda Gautney, Purchasing Director; Probate Judge Harry D'Olive

Submitted by: Jeanette Brown, Assistant Purchasing Director

ITEM TITLE

Service Agreement/Proposal for Probate Office Wills and Minutes Microfilm Conversion for the Baldwin County Commission

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the Service Agreement/Proposal with Kofile Technologies, Inc., in the estimated amount of \$9,200.00 for Probate Office Wills and Minutes Microfilm Conversion.

Pricing is based on estimated page counts and condition. Service Agreement/Proposal will be effective until conversion completion.

BACKGROUND INFORMATION

Background: Probate Judge Harry D'Olive requests the Commission approve the Service Agreement/Proposal with Kofile Technologies, Inc., (Kofile) in the amount of \$9,200.00 for converting old Probate wills and minutes from microfilm to another media source that can be made available online.

Kofile is a sole source provider specializing in the restoration and preservation of old books and documents. Kofile is the developer, manufacturer, and distributor of the Lay-Flat Archival Polyester Pocket and Disaster Safe County Binder. Kofile owns US Patent # 7,943,220 for the Lay Flat Archival Polyester Pocket and US Patent # 10,160,255 for Disaster Safe County Binder.

This project will be funded from Probate Data Processing Fund 721.

Previous Commission action/date: N/A

FINANCIAL IMPACT

Total cost of recommendation: \$9,200.00

Budget line item(s) to be used: 72158400.51500 (Contract Services)

If this is not a budgeted expenditure, does the recommendation create a need for funding?

N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

Yes

Reviewed/approved by: Approved by County Attorney on 6/20/2024 jb

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 07/02/2024

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Letter to Vendor

Additional instructions/notes: N/A