



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 21-1016      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 6/22/2021      **In control:** Baldwin County Commission Regular

**On agenda:** 7/6/2021      **Final action:** 7/6/2021

**Title:** Service Agreement for the Restoration and Preservation of Old Baldwin County Probate Deed Books and Documents for the Baldwin County Commission

**Indexes:**

**Attachments:** 1. Kofile-Baldwin Final Service Agreement

Date	Ver.	Action By	Action	Result
7/6/2021	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 7/6/2021

**Item Status:** New

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

**Submitted by:** Wanda Gautney, Purchasing Director

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### ITEM TITLE

Service Agreement for the Restoration and Preservation of Old Baldwin County Probate Deed Books and Documents for the Baldwin County Commission

### STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the Service Agreement with **Kofile Technologies, Inc., in the amount \$398,879.25** for the restoration and preservation of the old Baldwin County Probate Deed Books and Documents.

This Agreement will become effective on July 6, 2021 and will remain in effect for one (1) year unless terminated as set forth in the attached Service Agreement. This Agreement will automatically renew for up to three (3) consecutive one (1) year terms unless a party provides no less than sixty (60) days -notice of non-renewal to the other party.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** Probate Judge Harry D'Olive has requested the Commission approve the attached Contract with Kofile Technologies, Inc., in the amount of \$398,879.25 for the restoration and preservation of the old probate deed books and documents. This project will involve deacidifying the pages, removing the tape, restoring the torn and cleaning up the pages so mildew will not be a problem. Kofile Technologies will put the information on a thumb drive for the county to save the

historical data. To further prolong the life of the books, a special cover will be added which will protect against moisture and fire.

Kofile Technologies 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 the 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.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$398,879.25

**Budget line item(s) to be used:** 72158400.51500 Contract Services 721 Data Processing Fund

**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:** Brad Hicks, County Attorney

**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:** 07/06/2021

**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