



Baldwin County Commission

Legislation Details (With Text)

File #: 23-0230 **Version:** 1

Type: Consent **Status:** Agenda Ready

File created: 11/14/2022 **In control:** Baldwin County Commission Regular

On agenda: 12/5/2022 **Final action:**

Title: Amendment (Schedule C) to the Service Agreement with Kofile Technologies, Inc., for Phase I of the Preservation, Archival Imaging and Indexing of Historical Baldwin County Records for the Baldwin County Archives and History Department

Indexes:

Attachments: 1. Amendment Schedule C, 2. Quote, 3. Executed Service Agreement Phase II

Date	Ver.	Action By	Action	Result
12/5/2022	1	Baldwin County Commission Regular		

Meeting Type: BCC Regular Meeting

Meeting Date: 12/5/2022

Item Status: New

From: Wanda Gautney, Purchasing Director/Felisha Anderson, Director of Archives & History Department

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Amendment (Schedule C) to the Service Agreement with Kofile Technologies, Inc., for Phase I of the Preservation, Archival Imaging and Indexing of Historical Baldwin County Records for the Baldwin County Archives and History Department

STAFF RECOMMENDATION

Approve and authorize the Chairman to execute the Amendment (Schedule C - 2022 Preservation and Archival Imaging of County Records) to the Service Agreement with Kofile Technologies, Inc., originally approved on February 15, 2022, in the amount of \$199,999.98 for the preservation, archival imaging, and imaging of historical records for the Baldwin County Archives and History Department.

The Amendment (Schedule C) will become effective upon full execution and will remain in effect for 180 days of retrieving the records from the County Archives Department).

BACKGROUND INFORMATION

Background: The Director of Archives and History requests the Commission approve the Amendment (Schedule C) from Kofile Technologies, Inc., to the original Service Agreement that was approved on February 15, 2022, for the restoration and preservation of the old probate deed books for Judge of Probate Office. The quote in the amount of \$199,999.98 includes conservation treatments, rehousing, imaging, and indexing. Archival rehousing includes encapsulation and loose-leaf binding into archival recorder binders. Kofile Technologies will place the information on a thumb

drive for the County to save the historical data. To further prolong the life of the records, 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 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 was approved during the FY 23 budget.

Previous Commission action/date:

02/15/2022 meeting: Approved and authorized the Chairman to execute the Service Agreement with Kofile Technologies, Inc., in the amount of \$427,517.25 for Phase II of the restoration and preservation of the old Baldwin County Probate Deed Books and Documents. The Agreement became effective on February 15, 2022, and will remain in effect for one (1) year unless terminated as set forth in the Service Agreement. The 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.

FINANCIAL IMPACT

Total cost of recommendation: \$199,999.98

Budget line item(s) to be used: 10651906.51500

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

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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: 12/05/2022

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