



# Baldwin County Commission

## Legislation Text

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

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**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

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### **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