



# Baldwin County Commission

## Legislation Text

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File #: 23-0406, Version: 1

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**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 1/3/2023

**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**

Amendment (Schedule D) to the Service Agreement for Phase II for Restoration and Preservation of the Old Baldwin County Probate Deed Books and Documents for the Baldwin County Commission

### **STAFF RECOMMENDATION**

Approve and authorize the Chairman to execute the Amendment (Schedule D) in the amount of **\$415,350.00** to the Service Agreement between Baldwin County Commission and **Kofile Technologies, Inc.**, originally approved on February 15, 2022, for the preservation and imaging of old Probate Deed Books.

Amendment (Schedule D) will become effective upon full execution and will remain in effect for 180 days of retrieving the records from the Probate Office.

### **BACKGROUND INFORMATION**

**Background:** Probate Judge D'Olive requests the Commission approve the Amendment (Schedule D) in the amount of \$415,350.00 to the Service Agreement with Kofile Technologies, Inc., originally approved on February 15, 2022. This is the continuation of the project to perform the preservation services and archival imaging of the old County Deed Books.

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

### **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 \$427,517.25 for Phase II of the restoration and preservation of the old Baldwin County Probate Deed Books and Documents. This 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. 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.

12/05/2022 meeting: Approved and authorized the Chairman to execute the Amendment (Schedule C) the Service Agreement that was approved between Baldwin County Commission and Kofile

Technologies, Inc., on February 15, 2022, in the amount \$199,999.98 for the preservation, archival imaging, and imaging of historical records for the Baldwin County Archives and History Department. Amendment (Schedule C) became effective upon full execution and will remain in effect for 180 days of retrieving the records from the County Archives Department.

12/20/2022 meeting: Approved and authorized the Chairman to execute the Amendment (Schedule B) in the amount of \$409,463.45 to the Service Agreement that was approved on February 15, 2022, between Baldwin County Commission and Kofile Technologies, Inc., for the preservation and imaging of old Probate Deed Books. Amendment (Schedule B) became effective upon full execution and will remain in effect for 180 days of retrieving the records from the Probate Office.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$415,350.00

**Budget line item(s) to be used:** 72158400.51500

**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:** 01/03/2023

**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