



Agenda Submittal

Agenda #: 9 **Status:** Approved
Type: Contract **Department:** Assessor/Recorder
File #: 20-297 **Contact:** Marc Tonnesen, 784-6203
Agenda date: 4/28/2020 **Final action:** 4/28/2020
Title: Approve a 3 year contract for \$750,000, not to exceed \$250,000 per year, for professional services with Kofile Technologies, Inc. for the preservation and digitization of the County Recorder's historical records, effective April 28, 2020 to April 27, 2023; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within the budgeted appropriations
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Contract, 2. Minute Order, 3. Executed Contract

Date	Ver.	Action By	Action	Result
4/28/2020	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Solano County Recorder's Office recommends that the Board approve a 3 year contract for \$750,000, not to exceed \$250,000 per year for professional services with Kofile Technologies, Inc. for the preservation and digitization of County Recorder's historical records effective April 28, 2020 to April 27 2023; and Authorize the County Administrator to execute the contract and any subsequent amendments that remain within the budgeted appropriations.

SUMMARY:

The Recorder's Office is entrusted with the preservation of the county's deed books, official records, parcel, subdivision, and survey maps, and vital records. Government Code 27231 states that the recorder has the custody of, and shall keep all books, records, maps and papers deposited in the recorder's office. In 1994, the Recorder restored 27 historic volumes to archival standards and continued this project by restoring and imaging an additional 82 historic volumes in 2016. The Recorder intends to continue this restoration and imaging project for the next three years. During the procurement process, the Recorder's Office worked with Kofile Technologies, Inc, a federally awarded GSA (General Services Administration) vendor.

FINANCIAL IMPACT:

This proposed 3 year agreement calls for compensation not exceeding \$250,000 per fiscal year, totaling \$750,000 for the life of the contract. Currently \$250,000 is budgeted in FY2019/20 and will budget the same amount in two subsequent fiscal years. These funds are appropriated in the Recorder's Special Revenue Fund for Micrographics (Budget Unit 4001) and Modernization (Budget Unit 4002) with no impact to the County General Fund. The FY2019/20 adopted budget reported contingencies amounting to \$9,566,103 for Recorder's Special Revenue Fund.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

DISCUSSION:

Prior to 1900, when official records were recorded they were hand copied into hardbound books and the index to these records was maintained in another hardbound book. The materials (ink, paper and bindings) used to transcribe these records for posterity are not conducive for long term preservation and in most cases are prone to quick deterioration. For instance, wood pulp paper is extremely acidic and unstable and the ink used contained sulfuric acid which is slowly fading, making the records difficult to read. The restoration process involves de-acidification and repair of the pages to ensure the deterioration is halted and the record is returned to nearly the same condition as when it was created. Prior to rebinding, new images are created from the restored pages so a pristine image can be available. The Recorder then has the ability to microfilm the enhanced images. During the rebinding process, the pages are placed in mylar envelopes and encased in fire resistant binding for additional protection.

Currently, the Solano County Recorder is entrusted with safeguarding and maintaining over 1,300 historic volumes of historic official records. These records date back to 1850 and are the original permanent manuscripts of the early settlers of our county. Given their age and condition, it is necessary to have them restored and preserved so as to improve the legibility of the information and maintain their usability for many years to come. As such, the Recorder is requesting the authorization to approve the contract with Kofile Technologies, Inc. (Attachment A). This will ensure the continuation of the restoration project initially started in 1994 and restarted in 2016. With the board's approval the preservation work will restore additional volumes of historic official records over the next three years. This will be an ongoing project that can span upwards to fifteen years. Recognizing the need for continued available funding through the Recorder Special Revenue Fund, the Recorder will prioritize restoration to the most at risk historic volumes.

ALTERNATIVES:

The Board may choose not to approve this contract with Kofile Technologies, Inc. This is not recommended as it will lead to continued deterioration of the records, result in illegible records and will put the Recorder at risk of losing official records it is entrusted by the State of California and the County of Solano.

OTHER AGENCY INVOLVEMENT:

The General Services Central Services Division was consulted and concurs with the recommendation. County Counsel reviewed the contract as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION