

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM
3.9
(ID # 8258)

MEETING DATE:

Tuesday, December 11, 2018

FROM : ASSESSOR-COUNTY-CLERK-RECORDER:

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER: Approval of Agreement with Kofile Technologies, Inc. for the Preservation of Assessment Property Ownership Records for Five (5) Years, with the Option to Renew for Two (2) Additional Years, All Districts. [Total Cost: \$1,750,000, up to \$175,000 in additional compensation - Departmental Budget 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Professional Service Agreement with Kofile Technologies, Inc. for the Preservation of Assessment Property Ownership Records for an aggregate amount of \$1,250,000 for five (5) years, with the option to renew for two (2) additional years for an additional aggregate amount of \$500,000, and authorize the Chairman of the Board to sign the Agreement on behalf of the County.
2. Authorize the Purchasing Agent, in accordance with Ordinance 459, based on the availability of fiscal funding, and as approved by County Counsel, to sign amendments (a) to exercise the renewal option, (b) that do not change the substantive terms of the Agreement, and (c) that do not exceed the sum total of 10% of the total cost of the Agreement.

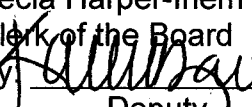
ACTION: Policy


Peter Aldana, Assessor-County-Clerk Recorder 11/30/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: December 11, 2018
xc: ACR, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$250,000	\$250,000	\$1,750,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment: No	
			For Fiscal Year: 18/19 – 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

A key function of the Recorder's Office is to preserve and maintain historical records for the benefit of the public. These physical records are an important part of Riverside County's history and it is important that they be preserved for future generations. Many members of the public continue to use these physical records to conduct their research.

The Assessor-County Clerk-Recorder's Office has 435 volumes of large format Assessment Property Ownership Records necessary to departmental operations. Each volume contain approximately 50 pages per volume dating from 1892 to 1964, and is the public's only resource for researching this information. Many of the books are in extremely poor condition and will continue to deteriorate unless they are treated, preserved, filmed and digitized for use in future years. Digitizing these records would not only aid the department to retrieve information expeditiously, it would also save departmental resources by allowing the public to conduct its own research rather than staff handling the original documents for them.

Kofile's preservation process involves carefully dismantling the books cleaning the surface of each page, removing old repairs and acidic adhesives, repairing tears and restoring the condition of the paper, deacidification, encapsulation in Mylar, and storage. Subsequently, it is our goal to perform these processes on other Historical County records kept within Robert J. Fitch Archives for all the same reasons.

Impact on Residents and Businesses

The restoration and preservation of Assessment Property Ownership Records allows Riverside County staff and its residents to have access to information within these original records and preserve their historical integrity for generations and years to come.

Additional Fiscal Information

The proposed pricing is based on the cost to perform preservation and restoration services of approximately 21,750 pages of historical records. The department anticipates the project to be completed in a course of five phases over a period of five to seven years, with approximately 87 volumes completed per year. The additional 10% is for any CPI increases and the ability to extend the contract a maximum of two additional years is to allow for any project delays or complications.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

All costs for this project has been anticipated for the current fiscal year and has been included in the 2018-19 budget, therefore no budget adjustment is necessary at this time.

Contract History and Price Reasonableness

The proposed pricing is based on Kofile's Federal General Services Administration (GSA) Schedule 70 contract (no. GS-35F-275AA). The pricing available through the schedule contract has been deemed fair and reasonable through a full and open competitive bid process. The GSA Schedule 70 contracts are federal cooperative purchasing contracts that allow state and local governments to have access to products and services at competitive prices that are otherwise only available to the Federal Government, without having to duplicate the bid process. The Purchasing department has advised that a competitive bid process is not needed because of the availability of the GSA schedule contract.

Kofile Technologies, Inc. has successfully completed smaller preservation projects in the past for Riverside County's Assessor – County Clerk – Recorder's office, such as: restoration services for approximately 2,636 pre-1905 marriage certificates; restoration services for approximately 1,624 pre-1905 birth certificates.

Other counties within California that utilize Kofile Technologies, Inc. for preservation and restoration services under the GSA schedule contract are: Marin County; Solano County; Sacramento County; Humboldt County; Shasta County; Kern County; Los Angeles County; Ventura County; Santa Barbara County.


ATTACHMENTS:


ATTACHMENT A. Professional Service Agreement for Preservation of Assessment Property Ownership Records between County of Riverside and Kofile Technologies, Inc.

ATTACHMENT B. Exhibit A, Condition Assessment

ATTACHMENT C. Exhibit B, GSA Schedule 70 Contract

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA


Tina Grande, Assistant Purchasing Director 12/4/2018


Stephanie Peralta, Principal Management Analyst 12/5/2018


Gregory V. Priamos, Director County Counsel 12/5/2018

PROFESSIONAL SERVICE AGREEMENT

for

PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

between

COUNTY OF RIVERSIDE

and

KOFILE TECHNOLOGIES, INC.



TABLE OF CONTENTS

<u>SECTION HEADING</u>	<u>PAGE NUMBER</u>
1. Description of Services	3
2. Period of Performance	3
3. Compensation	3
4. Alteration or Changes to the Agreement	5
5. Termination	5
6. Ownership/Use of Contract Materials and Products	6
7. Conduct of Contractor	6
8. Inspection of Service: Quality Control/Assurance	7
9. Independent Contractor/Employment Eligibility	8
10. Subcontract for Work or Services	9
11. Disputes	9
12. Licensing and Permits	10
13. Use by Other Political Entities	10
14. Non-Discrimination	10
15. Records and Documents	10
16. Confidentiality	11
17. Administration/Contract Liaison	11
18. Notices.....	11
19. Force Majeure.....	12
20. EDD Reporting Requirements.....	12
21. Hold Harmless/Indemnification	12
22. Insurance	13
23. General	16
Exhibit A-Condition Assessment	
Exhibit B- GSA Schedule 70 Contract	

This Agreement, made and entered into this ____ day of _____, 2018, by and between KOFIL TECHNOLOGIES, INC., a Delaware corporation, (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Condition Assessment, at the prices stated in Exhibit A, of the Agreement.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect for five (5) years, unless terminated earlier, with an option to renew for two (2) additional years. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit A, Condition Assessment. Maximum payments by COUNTY to CONTRACTOR shall not exceed (two-hundred fifty thousand dollars (\$250,000) annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit A, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

3.2 Pricing for this Agreement is based upon the CONTRACTOR's GSA Schedule 70 Contract No. GS-35F-275AA, attached hereto as Exhibit B.

3.3 No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

RIVERSIDE COUNTY ASSESSOR – COUNTY CLERK – RECORDER
ATTN: MICHELE MARTINEZ-BARRERA
4080 LEMON ST., 1ST FLOOR
P.O. BOX 751
RIVERSIDE, CA 92502-0751

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (ASARC-96272-001-06/23); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered “monthly” in arrears. In the State of California, Government agencies are not

allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon 30 days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and

- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. **Ownership/Use of Contract Materials and Products**

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. **Conduct of Contractor**

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in

any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service; Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. Independent Contractor/Employment Eligibility

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered

Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation

session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use By Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity in Riverside County. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Purchasing & Fleet Services

Attn: Irene Maese

2980 Washington Street

Riverside, CA 92504

CONTRACTOR

Kofile Technologies, Inc.

Attn: Jerry C. Cobb

6300 Cedar Springs Road

Dallas, TX 75235

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR'S obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

B. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR'S performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance

contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

D. Professional Liability

Contractor shall maintain Professional Liability Insurance providing coverage for the Contractor's performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONTRACTOR shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONTRACTOR has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

E. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the Country's Risk Manager, CONTRACTOR'S carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR'S insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR'S insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the

event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

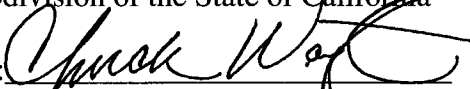
23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

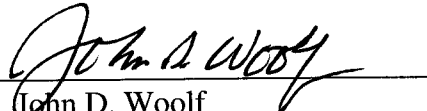
IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: 
Chuck Washington, Chairman
Board of Supervisors

Dated: DEC 11 2018

KOFILE TECHNOLOGIES, INC.

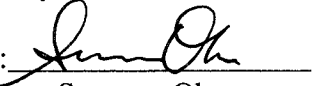
By: 
John D. Woolf
Executive Vice President

Dated: 11/20/18

ATTEST:
Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
Susanna Oh
Deputy County Counsel

KOFILE TECHNOLOGIES

November 21, 2018

Honorable Peter Aldana
Riverside County Assessor-Clerk-Recorder
4080 Lemon St. 1st Floor/P.O. Box 751
Riverside, CA 92502-0751

Dear Hon. Peter Aldana,

Kofile appreciates the opportunity to continue working with Riverside County. Please see enclosed a proposal addressing 435 volumes of Assessment Property Ownership Records (APOR).

Kofile has provided services in the past to Riverside County and is currently providing film services through its sister company, PFA, Inc. Kofile is the leader of preservation services for local government records nationwide. Kofile has worked with nearly every county in California, and it provides services across the United States.

For five decades, the leaders of Kofile have worked with states, counties, municipalities, and private archives across the United States. Kofile operates six regional conservation facilities (Dallas, TX, Essex, VT, Carson City, NV, Greensboro, NC, Norcross, GA, and San Francisco, CA).

Kofile employs the most highly trained staff available with any vendor. Staff have extensive experience assessing and treating a wide range of media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Staff hold 10—30 years of experience with archival documents. Each of Kofile's three primary root preservation companies is introduced below.

- ▶ *Joseph J. Marotti Co., Inc. dates to 1961, and it operated under that name for 48 years.*
- ▶ *Brown's River Bindery dates to 1972, and operated under that name for 37 years.*
- ▶ *Louisiana Binding Service, Inc. (LBS) dates to 1987, and operated under that name for 24 years.*

Kofile's parent company has also acquired major competitors and manufacturers of archival products including Peeler Mobile Book Preservation, LLC, Enduro® Binders, Inc., PFA, Inc., and the CountyFusion™ Division of PropertyInfo Corporation, Inc.

Kofile does not have any competitors who can provide the level of services, solutions and expertise that Riverside County seeks for their permanent-retention, historical records. A Commissioners Court Briefing from Dallas County is attached, indicating how Kofile is an exclusive provider for these services and only responder to the RFP they released in 2015.

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235
1558 FORREST WAY, CARSON CITY, NEVADA 89706
P: 775/ 888.6895 F: 775/ 883.9978 WWW.KOFILE.US

Kofile's services are also available for purchase through its GSA Schedule 70 Contract No. GS-35F-275AA. GSA Schedule 70 contracts are federal cooperative purchasing (CO-OP) contracts that extend to state and local government. The GSA Contract enables state and local governments to purchase Kofile's services without a formal bid process.

Kofile provides a unique combination of services for its government clients nationwide. Kofile's experience with historical documents ensures that it can address any concerns regarding the handling of fragile items, image capture, and quality of work.

Below are some additional references in California. Department heads and/or County boards have approved all services currently in progress in 13 California counties, with no RFPs issued.

Please do not hesitate to contact us with any questions.

Sincerely,

Patty Melton

Patty Melton

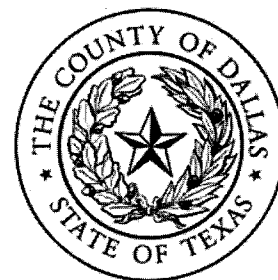
Account Manager

patty.melton@kofile.us

ENCL: Dallas County Commissioners Court Briefing
References

CC: Michele Martinez-Barrera
Riverside County Assistant Assessor-Clerk-Recorder
4080 Lemon St. 1st Floor/P.O. Box 751
Riverside, CA 92502-0751

COMMISSIONERS COURT BRIEFING



DATE: 5/5/2015

SUBMITTING DEPARTMENT: Purchasing

THROUGH:

SUBJECT: RFP No. 2015-032-6486 Request for Proposal for Restoration, Preservation and Repair Services of Historical Record Books and Other Records for the Dallas County Clerk's Office

BACKGROUND:

By authorization of the Dallas County Commissioners Court on March 03, 2015 with Court Order 2015-0299, the Purchasing Department solicited proposals for the aforementioned solicitation. Proposals were solicited for a period of five (5) weeks beginning March 09, 2015 through April 16, 2015. A pre-proposal conference was held on March 19, 2015, to allow firms the opportunity to ask questions associated with the RFP and the chance to inspect the conditions of some of the existing archival books that will require restoration and preservation services. On April 16, 2015 only one firm (Kofile Preservation Inc.) submitted a response to the aforementioned solicitation.

On April 21, 2015, the Purchasing Department started the process of contacting several firms who were notified of the solicitation to determine the reason for no response. The overall comments were: inadequate capacity to take on the project of this size and scope; company provided digital conversion not restoration or preservation services; did not repair old record books; and many of the firms referred me to Kofile Preservation Inc.

In 2011, the industry experienced a major consolidation in the marketplace due merge and acquisition of various companies; Louisiana Binding Services, Brown's River Marotti (formerly Brown's River Bindery and Joseph J. Marotti Co.), Government Supplies & Binders were all assumed by Kofile Preservation Inc., creating the largest private preservation company within the United States. The purpose of this briefing is to make a recommendation of award to the sole responder (Kofile Preservation Inc.) and authorize staff to enter into contract negotiations.

OPERATIONAL IMPACT:

The Dallas County Clerk has over 11,000 books, plat maps, and other historical documents that require restoration and preservation in accordance to Texas State Library Standards and Texas law. The County Clerk's Records Achieve Fee set forth in Texas Local Government Code 118.025 is for the specific purpose of preservation and/or restoration of public records and documents. The funds generated from the collection of a fee under this section may be expended only for the preservation and restoration of the county clerk's records archive.

RECOMMENDED BY:	Purchasing	PREPARED BY:	Gloria McCulloch
		APPROVED BY	Gloria McCulloch
		DEPT HEAD:	

FINANCIAL IMPACT:

Funding for the project is available through the County Clerk's Records Achieve Fee.

LEGAL IMPACT:

Per the requirements of the RFP and Section 262.030 of the Texas Local Government Code, specific information of the content of the proposals will not be disclosed until the final contract is executed by the Dallas County Commissioners Court.

PROJECT SCHEDULE:

The anticipated effective date of the new contract agreement is July 01, 2015 and will include three (3) twelve month extension options.

M/WBE PARTICIPATION:

The negotiation of the contract will include M/WBE participation certified by one or more the new adopted certification agencies or organizations.

STRATEGIC PLAN COMPLIANCE:

This contract supports Vision 1, Strategy 1.3 of the Strategic Plan by providing a sound, financially responsible and accountable governance.

RECOMMENDATION:

Approve the award and authorize staff to enter into contract negotiation with the sole responder (Kofile Preservation Inc.) and authorize staff to enter into contract negotiations.

KOFILE TECHNOLOGIES

REFERENCES

Sacramento County Clerk and Recorder's Office, Sacramento, CA

Work commenced in 1991 and is expected to continue until approximately 2015, as funds permit. Projects addressed volumes and maps. Services included surface cleaning, mending, de-acidification, encapsulation, and imaging. Kofile returned sewn and loose-leaf books. The current project addresses the County's complete map collection and provides an archival map storage system. Maps are removed from backing, de-acidified (as possible), mounted on Japanese tissue, encapsulated, and re-housed. Kofile is also providing a cross index to original book and page.

Solano County Clerk-Recorder and Assessor's Office, Fairfield, CA

Preservation of all Vitals, Grantor/Grantee Indexes and Deed Records, as well as additional miscellaneous records. Contract renewed in 2017 for 3 years of continued services.

Marin County Clerk-Recorder and Assessor's Office, San Rafael, CA

Preservation of all Vitals and Deed books, under a 5 year contract approved in 2016/2017 fiscal budget.

Humboldt County Clerk and Recorder's Office, Eureka, CA

Preservation of volumes and maps. Work commenced in 1995 and is continuing. Records addressed include Deed Records and Grantor/Grantee Indexes. Services included cleaning, mending, de-acidification, encapsulation, and imaging.

Shasta County Assessor Recorder's Office, Redding, CA

Restoration of volumes and maps. Preservation services included cleaning, mending, de-acidification, encapsulation, microfilming, and binding. Projects commenced in 1995 and continued to 4/2010.

Kern County Assessor-Recorder's Office, Bakersfield, CA

Restoration of Patents, Miscellaneous Records, Vital Records, and maps. Projects commenced in 1992 and are currently ongoing.

Los Angeles County Clerk and Recorder's Office, Norwalk, CA

Work commenced in 2004 and will continue until 2023, as funds permit. Records addressed include historical volumes. Types of records include Patents, Grantor/Grantee Indexes, and Vital Records. Services include dismantling books, removing extensive pressure sensitive tape, mending, de-acidification, encapsulation, and binding.

Ventura County Recorder's Office, Ventura, CA

Restoration of Deed Records, Vitals, and maps. Project commenced in 1994 and is currently ongoing. This project also includes microfilming in addition to standard preservation services.

Santa Barbara County Clerk-Recorder and Assessor's Office, Santa Barbara, CA

Continued restoration projects on maps annually.

KOFILE

PRESERVE | IMAGE | INDEX | MICROFILM | MANAGE

YOUR COMPLETE SOLUTION FOR RECORDS PRESERVATION & MANAGEMENT



HONORABLE PETER ALDANA
RIVERSIDE COUNTY
ASSESSOR-COUNTY CLERK-RECORDER
RIVERSIDE, CALIFORNIA

CONDITION ASSESSMENT:
PRESERVATION OF ASSESSMENT PROPERTY
OWNERSHIP RECORDS

NOVEMBER 21, 2018

6300 CEDAR SPRINGS ROAD
DALLAS, TX 75235

ONE ALLEN MARTIN DRIVE
ESSEX, VT 05452

1558 FORREST WAY
CARSON CITY, NV 89706

7903 THORNDIKE RD
GREENSBORO, NC 27409

1003 BRUSSELS STREET
SAN ANTONIO, TX 78219

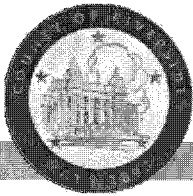


TABLE OF CONTENTS

COVER LETTER

SECTION 1 EXECUTIVE SUMMARY
 Project Overview..... 1.1
 Project Understanding 1.2

SECTION 2 RECORDS ASSESSMENT
 Retention Schedule 2.1
 Areas of Concern 2.1

SECTION 3 PRESERVATION PROCEDURES
 Documentation of Treatment..... 3.1
 Conservation Specifications 3.2
 Deacidification..... 3.6
 Enduro® Storage Solution & Mylar Envelopes..... 3.7
 Archival Digitization 3.9
 Archival Microfilm 3.13

SECTION 4 PROJECT EXECUTION
 Performance Standards..... 4.1
 Service Delivery 4.2
 Accessibility of Records 4.2
 Project Management and Tracking 4.2
 Location of Work..... 4.3
 Preservation Project Timeline 4.4
 Quality Assurance Plan 4.5
 Conservation Equipment & Tools 4.6
 Ownership of Data 4.7

SECTION 5 PROJECT INVENTORY & PRICING
 Project Overview..... 5.1
 Purchasing Via GSA..... 5.2
 Scope of Work Defined..... 5.2
 Project Inventory 5.4

SECTION 6 PROJECT PERSONNEL
 Project Management..... 6.2
 Key Conservation Staff Resumes..... 6.2

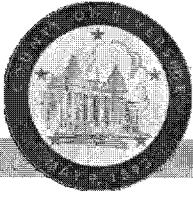
SECTION 7 QUALIFICATIONS & EXPERIENCE
 Experience 7.1
 Firm History..... 7.1
 Qualifications..... 7.2
 References 7.3
 Notable Projects..... 7.5

SECTION 8 DEFINITIONS

APPENDIX A GSA SCHEDULE 70 CONTRACT

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6300 Cedar Springs Road, Dallas, TX 75235 USA
www.kofile.us

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CONTACT INFORMATION

EXHIBIT A, PAGE 9 of 87

RIVERSIDE COUNTY, CA
ASSESSOR-COUNTY CLERK-RECORDER
PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

KOFILE TECHNOLOGIES, INC.

REGIONAL FACILITY
1558 FORREST WAY, CARSON CITY, NV 89706
p/ 855.767.8697
f/ 775.883.9978

CORPORATE LOCATION
6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235
p/ 214.351.4800
f/ 214.442.6669

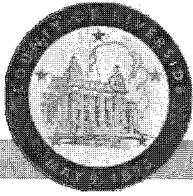
PATTY MELTON
ACCOUNT MANAGER
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DIRECTOR OF WESTERN OPERATIONS
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MIKE MAROTTI
CONSERVATOR & FACILITY MANAGER
MIKE.MAROTTI@KOFILE.US

SUSANNA RECORDS
CONTRACTS COORDINATOR
p/ 214.351.4800
f/ 214.442.6669
SUSANNA.RECORDS@KOFILE.US

KOFILE TECHNOLOGIES



EXECUTIVE SUMMARY

PROJECT OVERVIEW

The proposal addresses the preservation, archival digitization, and archival storage of 435 volumes of Assessment Property Ownership Records for the Office of the Riverside County Assessor-County Clerk-Recorder (containing a Good Faith Estimate of 21,750 pages). This collection dates from 1892-1964.

These volumes are Large Format and contain approximately 50 pages per volume. This data is hand drawn pen/ink and many pages are pen-ruled. There is more text present than images. Many sheets contain taped or glued plats or attachments.

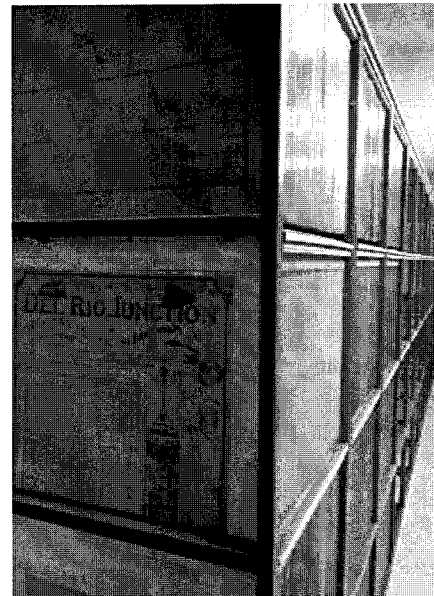
Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets. Preservation insures the survival of **source originals** for the application of future technologies. *Kofile proposes a unique solution that no other vendor can offer.*

Preservation of Large Format Maps

Treatments of the original source include cleaning, flattening, deacidification, and mending. Maps are addressed per their substrate (Linen, Mylar, or Paper). Plats are re-housed in archival Mylar plat envelopes.

Enduro® Storage Solution

Kofile recommends a storage system that allows for retrieval of individual maps without handling of the map itself. This solution addresses the plats' long-term stabilization.



The Sacramento County Clerk/Recorder stores and maintains public access to 57,000 maps. Dating to 1850, these historical assets are of permanent retention. Previously, to reference a map, a researcher flipped through a flat file drawer or handled a 35-lb. plat book. These cumbersome tasks damaged the maps.

In 2011, the County Clerk/Recorder sought one vendor to provide all necessary services. They embarked on a three-year project with Kofile to rescue the collection and install a custom vertical system. Kofile installed a custom-built Enduro® Storage Solution. Now researchers access one map at a time, actively preserving the maps.

A custom Enduro® Storage Solution can store all of the maps in one location. This system houses the greatest number of plats per hanger available. In addition to enhanced accessibility, vertical storage improves protection from fire

and water damage. The new system minimizes damage to individual maps from rough handling from removing and inserting numerous maps stored in one plat pocket.

Conclusion

Account Manager Patty Melton will handle all communication and ensure the project is completed on schedule. Kofile's conservation lab is located in Carson City, NV. Kofile takes pride in "off-the-shelf and on-the-shelf" service. All pricing includes transportation (packing and shipping), recommended treatment, and required materials.

Kofile's professional services, proprietary technology, and patented materials provide Riverside County with a true cost-savings. Kofile guarantees that all materials and workmanship are to the satisfaction of the County. Any required repairs due to defects in materials or workmanship will be picked up, repaired, and returned at Kofile's expense. Riverside County is assured of quality service above-and-beyond expectations.

Kofile has revolutionized the preservation industry with efficient archival products designed specifically for local governments. Kofile's services and products assist archives by providing superior solutions to common records management issues. Each exclusive product is the result of our Made-in-America ingenuity—made possible by the sacrifices and vision of the immigrants and pioneers represented in the County's collection.

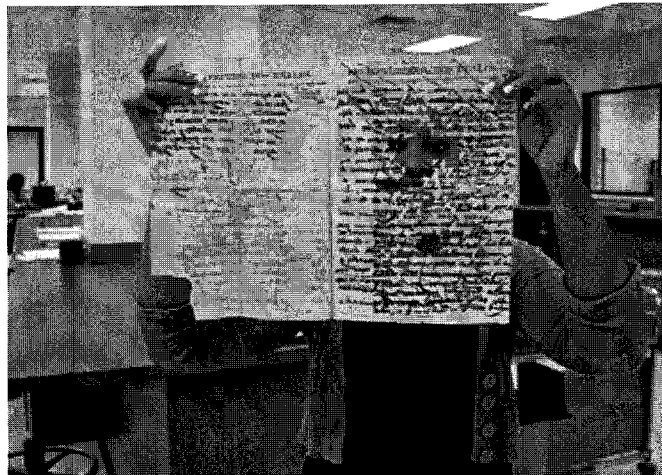
Kofile's unique archival products and exclusive U.S. Patents are the results of years of research, testing, and development.

Following this combination of conservation science and physical preservation, the returned assets are chemically stable for 300—500 years.

PROJECT UNDERSTANDING

Records document and verify our existence—their survival is essential to protecting life, liberty, and property. No one wants to hear, "I'm sorry, but those pages were stolen, lost, destroyed, or inaccessible." Historical records are lost without a proactive plan to maintain and preserve them.

Book and paper preservation protects records for hundreds of years. Preservation minimizes the chemical and physical deterioration of the page and prevents text loss. Its goal is to prolong the original source's existence and useful life. Oftentimes, this includes preserving and removing the original from public access and creating a security copy.



This 1828-1829 Spanish document records a property exchange. It suffered from iron gall ink burn. Even with the greatest of care and handling, the risk of losing fragile pieces of text and further compromise integrity is high.

DEACIDIFICATION (ALKALIZATION)

The addition of a finely divided alkaline material to paper fibers. The alkaline buffer is approved for use on papers that would otherwise deteriorate because of their tendency to produce acid, or for acidic papers that cannot be washed.

AIC Definitions of Conservation Terminology, Directory of the American Institute for Conservation of Historic & Artistic Works (AIC).

WHAT THIS MEANS TO RIVERSIDE COUNTY

Without acid-free components, paper contains chemicals within its fibers that lead to deterioration. Over time, these papers become increasingly acidic. This breakdown is evident in yellowing or browning paper. In addition, the paper becomes brittle.

Most are familiar with the experience of handling of an old book—the binding is worn; the pages are brittle and yellowed; and it emits a slight odor. As years pass, handling grows difficult and the book visibly ages. The aging can be halted through conservation. While a fraction of damage to the books is due to handling, the major culprit is the acid in the paper fibers. This is accomplished through deacidification.

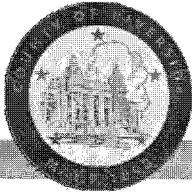
Records stewards are faced with an insurmountable task—the responsibility to ensure the physical protection of collections and to maintain access to data. Even if the records are fragile, extremely brittle, and lack microfilm security copies, access is often necessary.

Many factors threaten the permanence of historical assets. Records are composed of organic materials (e.g., paper, cloth, leather, paste, and glue). These components are hygroscopic (readily absorbing and retaining moisture). Unmonitored environmental conditions compromise a record's life span.

Records also deteriorate as a result of handling, which damages bindings and pages; acidic inks such as iron gall ink, which "eats through" paper; and improper storage methods, which threaten the structural integrity of the volumes. Another factor is the introduction of bleaching agents or acidic-sizing agents into the wood pulp paper-making process as a way to brighten paper. Now, decades later, acidic, dull yellows replace the bright white. These properties encase the assets in an acidic time bomb.

Preservation incorporates any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the resource to protect or stabilize. Treatments include cleaning, flattening, deacidification, and mending.

Kofile provides the professional conservation skills and resources to save records and maintain access to the recorded data. Kofile forms enduring relationships with customers and remains loyal to each project.



AREAS OF CONCERN

RETENTION SCHEDULE

Historical and archival government records have permanent retention schedules. The California Secretary of State's *Local Government Records Management Guidelines* define "Archival Record" as "Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data" (Archives Division Records Management, Feb. 2006). The Guidelines continue, identifying the primary principle of record management:

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records." Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case, the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation. These principles apply to all levels of government.

AREAS OF CONCERN

This inventory was assessed on-site by Kofile representatives in 2017. **Many factors threaten the permanence of these assets. Deterioration is often the result of natural aging, a history of use, lack of environmental controls, and UV light exposure. Other possible areas of concern for archival government records are documented following:**

Mechanical Damage (Use & Abuse)—Everyday use greatly effects collections. Sheets bare signs of grime and the natural oils of human hands. Exposed sheets are susceptible to damage and loss. Unsanitary conditions also affect paper. Allow no trash, food, drinks, plants, tobacco products, wooden furniture, or ink pens near the archives. Carefully monitor the surrounding environment for insect or rodent presence. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Even with careful use, exposed fragments become abused. Many sheets suffer from mechanical damage and are dirty, brittle, and torn.

Acidic Paper—In the past, papermaking processes utilized bleach to whiten sheets. In time, this paper becomes acidic—evident by brittle and discolored paper (yellowing or browning). Paper also brittles when relative humidity (RH) drops too low or fluctuates.

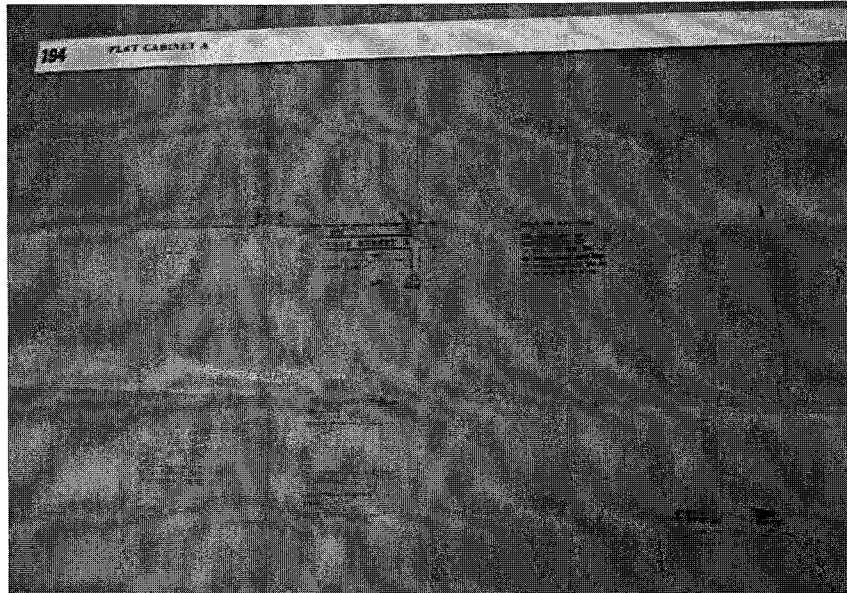
Acidic Ink—Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks also fade with exposure to UV light. Historically, clerks used iron gall inks—which contain sulfuric acid that fades with time. With treatments, chemical breakdowns (e.g., acid hydrolysis) are remedied.

Plat Envelopes—Many of plat envelopes become increasingly sticky and gummy. This may be due to the non-archival composition of the envelopes. Previously favored for their nonflammable and corrosion-resistant properties, polyvinyl acetate (PVA) and polyvinyl chloride (PVC) are no longer recommended for long-term storage of permanent retention media. *When maps/plats are housed in non-archival enclosures, they will deteriorate.*

The plasticizers in PVA and PVC deteriorate and emit a strong chemical odor. Vinyl polymer envelopes release or off-gas the plasticizer dioctyl phthalate (DOP) as they degrade. DOP accumulates on the map as an oily substance. It will dissolve inks and emulsion coatings, which may transfer or 'lift' the map image onto the envelope—see *two examples right*. It may also meld the two together.

This damage from vinyl is often irreversible and progresses with time. It is *critical* to replace the envelopes, but if image-lifting has occurred, envelopes are replaced only after capturing the map on a stable medium as a precaution.

When enclosures are used, only Polyester or Polyethylene Terephthalate (PET) is recommended. It is crystal clear, smooth, and odorless. It is the strongest most inert, rigid, dimensionally stable plastic film.



Examples of vinyl pockets that have transferred ink from the maps they housed onto the envelopes. These are not Riverside County records.

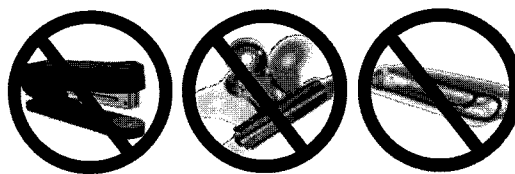


Binding Margin—Sometimes a book contains sheets in which the writing continues into the binding margin. To rebind and protect these sheets, encapsulation, not punching, is the only solution. This is also true of books that previous vendors have guillotined.

Attachments and Inserts—Many volumes contain irreplaceable inserts and attachments. The information documented on these inserts is at great risk of loss and damage. Kofile preserves the attachments and encapsulates them in sequence for return with the volume.

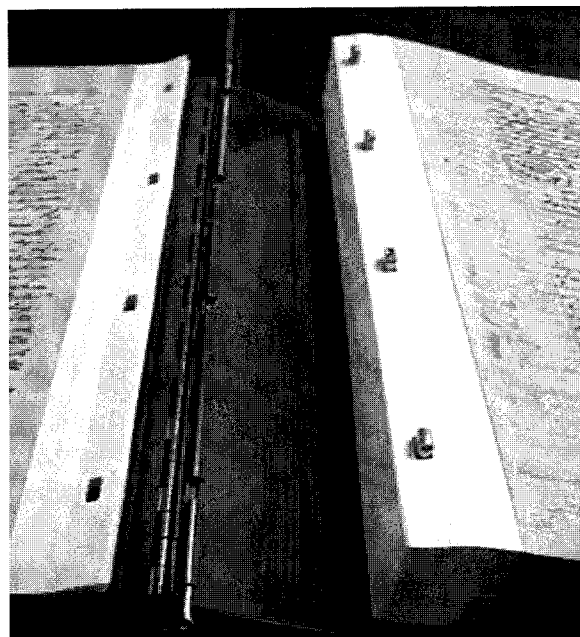
Broken Book Block—Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

Non-Archival Materials—The off gasses of deteriorating metals contribute to paper's chemical breakdown. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (e.g., binder clips, paper clips, and staples). Off gasses eventually destroy the volume's structural integrity. Another symptom of metal oxidation is *foxing* (foxlike, reddish and brown stains or blotches on the paper).



Slumping (Leaning)—The average weight of a record book is 24 pounds. The pressure of leaning books (standing on end) causes permanent damage to bindings. This is known as slumping. Eventually, a damaged spine results in a broken book block and loosening of individual sheets. Appropriate shelving units are necessary in long-term archival storage.

Tape Strips (also known as Sheet Extenders)—Sheet extenders appear innocent. However, they are an inappropriate "quick fix" to a prevailing problem. To save collections, the underlying issues causing the deterioration of the sheets' margins need correction. The acidic content of the sheet extenders only adds to the paper's chemical breakdown. The acid used in the non-archival adhesive migrates into the paper's fibers, causing stains. Instead of solving the original binding problem, this chemical breakdown causes the paper's natural fibers to fatigue and deteriorate.



Sheet extenders. This is not a Riverside County volume.

Removal is a long and arduous process. Each is carefully lifted from the page. The strength of the adhesive varies from page to page. In some cases, there is more than

one sheet extender applied to the page. Particular care is taken to not rip or tear the sheet during removal. This process demands physical labor, because the application of heat would lift the film, but not the adhesive residue.

Failing Indexes—Index Books sustain the most use and suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is often required.

Tape & Non-Archival Adhesives—The Library of Congress warns “pressure sensitive tapes, such as scotch, masking, ‘invisible,’ quick-release, cellophane, and even so-called ‘archival’ tapes” are all culprits. These tapes are unstable. All tapes and adhesives of these types will stain the paper and may cause inks and colors to ‘bleed.’ Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item, and difficult to remove.”¹

Adhesive stains may lead to imaging issues—approving low-bid imaging and microfilming may result in illegible images. To enhance quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure-sensitive adhesives.

Water Damage—Humidity and water are the most destructive threats. After exposure to water, pages adhere to one another when compressed. Separation without loss of text and water soluble inks (such as ink signatures) is vital. Water damaged records are extremely fragile. Water damage can also lead to mold and binding failure. The necessary treatments are time consuming and require a skilled conservator.

Water can result in unmitigated damage. First, red inks smear, then blue inks, and lastly, black inks. Thus, often original signatures are often the first lost in an archives.

High moisture also compromises a binder’s integrity and leads to rust (the result of oxidizing metal off-gassing). Rust, corrosion, and off-gasses spur chemical breakdowns and irrevocably damage bindings, papers, and recorded information.

Mold & Mildew—In an archives, mold and mildew often emerge following flood, fire, the presence of micro-organics, or proximity to toxic substances (asbestos or bacteria). Mold will have a visible presence on the binder or page’s surface. It is often visible emerging from the spine’s binding and creeping down a page’s margin. Mold is considered active if the growth is damp and smears. Inactive mold is dry and powdery.

Items with active mold are bagged and sealed on-site before transport so that the spores do not spread. Items with active toxins require ozone treatment in an isolation booth. Without isolation, the mold spores could enter the HVAC and infect a facility. This treatment kills the mold spores—meaning they will not grow or re-germinate. Inactive mold is still an allergen and requires removal.

¹ *The Library of Congress. “Preservation FAQs.” <www.loc.gov/preservation/>.*

Temperature & Humidity Monitoring—
 Even slight changes in temperature can double paper's natural aging rate. In reality, temperature and Relative Humidity (RH) are not consistent in a courthouse (especially on weekends). Regulate temperature to 68°F ± 5°F—even in the winter. Temperature fluctuation promotes mold. If uncomfortable, forewarn staff and patrons to wear adequate clothing.

Temperatures above 75°F and RH higher than 60% encourage mold and other bacteria growth within 48-72 hours.

Relative Humidity (RH) is the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%. Archival product companies market small, inexpensive devices (Data Loggers) to assist in monitoring a public records archive.

Click to Solve for:

Temperature % RH Dew Point

60

40

36

Temperature Scale: °F °C

Preservation Evaluation

Type of Decay	Environment Rating	Preservation Metric	
Natural Aging	GOOD	PI	96
Mechanical Damage	OK	% EMC	7.8
Mold Risk	GOOD	Days to Mold	No Risk
Metal Corrosion	OK	% EMC	7.8

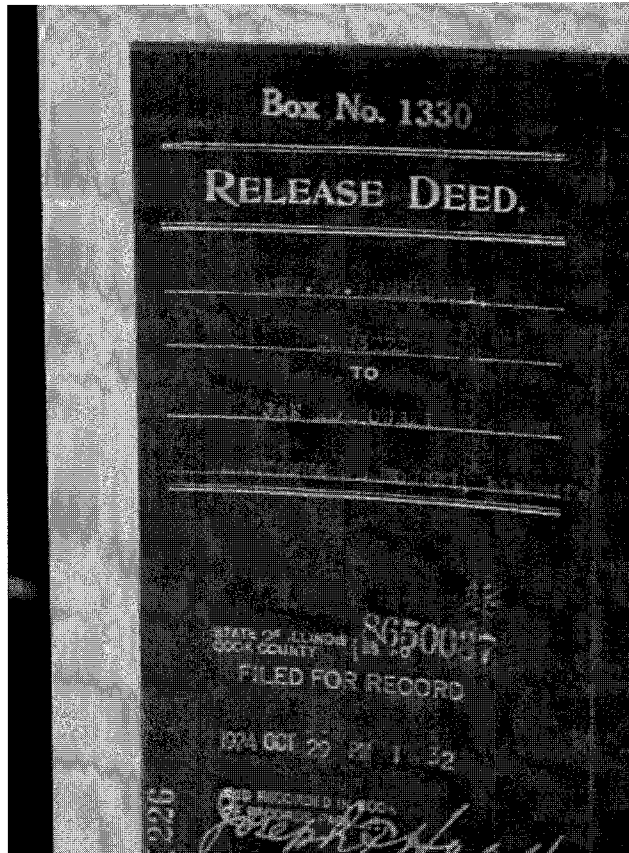
Record and Compare Values

T	RH	DP	PI	Days to Mold	EMC

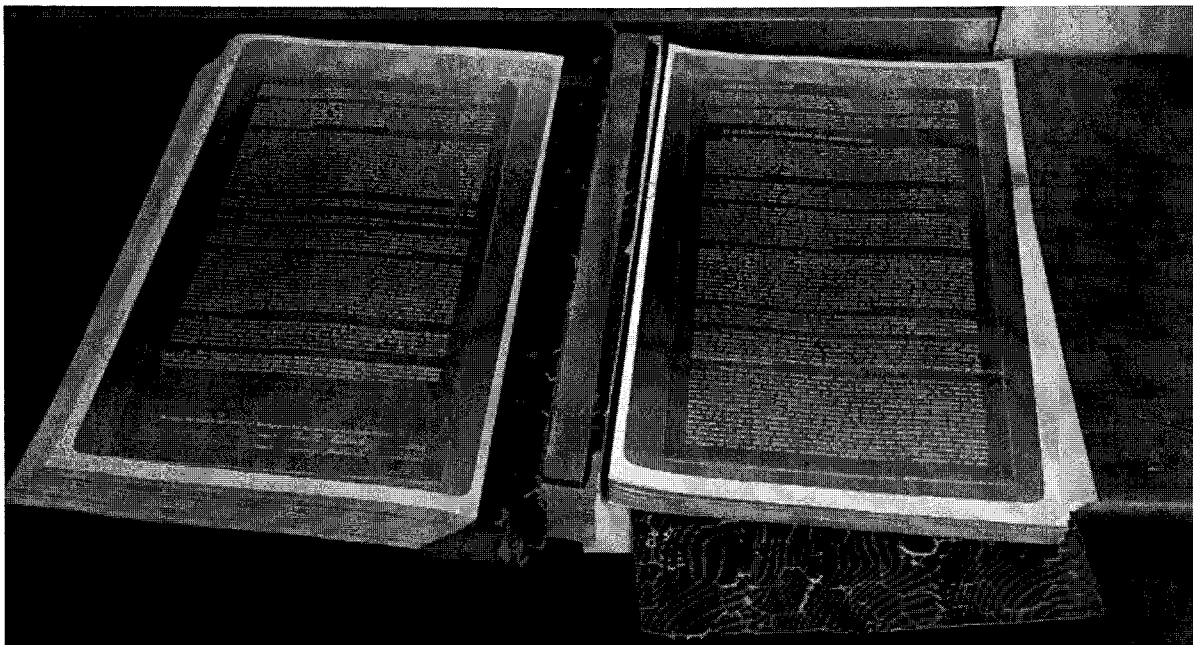
Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). These images are the property of IPI.

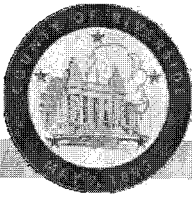
Guillotining—Always question vendors if they recommend power cutters to dismantle sewn books. Kofile never attempts any procedure potentially resulting in a loss of text or weakening of document integrity. For these purposes, Kofile does not endorse or practice guillotining. A sheet's binding margin should never be compromised.

Fading Photostats—Negative Photostats record irreplaceable information. However, time and public use deteriorate the emulsion (*sulfiding*). Deterioration directly results from the use of exhausted 'fixing baths' or dirty bath water during the original silver print processing. The deterioration is also evidenced by the fading or yellowing of the sheet. Without treatment, text becomes illegible. Eventually the recorded data will disappear.



While not depicting Riverside County records, these photographs illustrate the problems discussed on this page. Both portray fading Photostats and the bottom photograph also portrays guillotining (the text block has been cut from the sewn spine).





PRESERVATION PROCEDURES

EXHIBIT A, PAGE 19 of 87

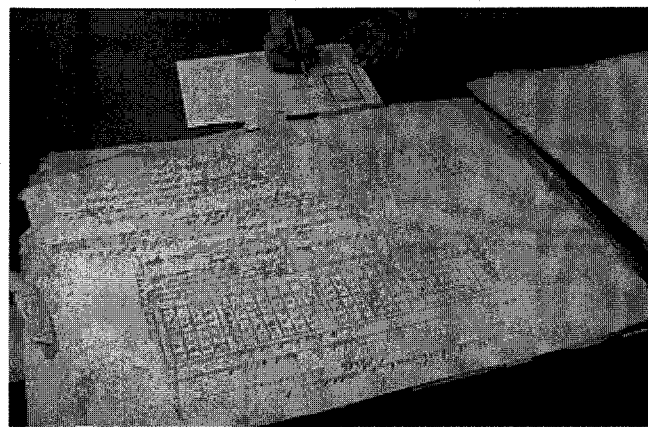
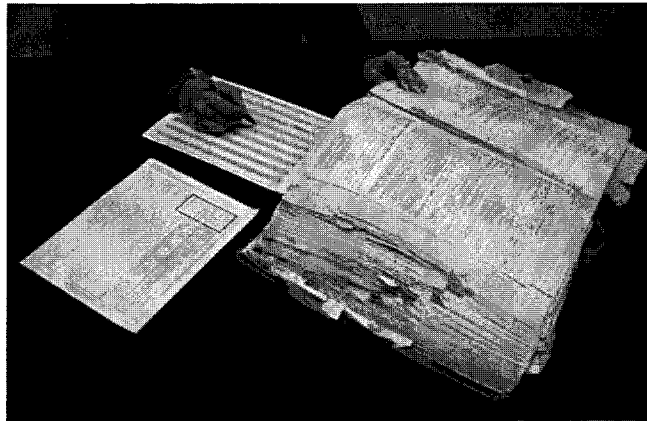
RIVERSIDE COUNTY, CA
ASSESSOR-COUNTY CLERK-RECORDER
PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

The work order and individual documentation logs accompany the item throughout the entire process. Each batch of records is entered on a color-coded production control board. Storage areas are color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record may be located quickly.

DOCUMENTATION OF TREATMENT

Upon receipt, items are assessed to document condition prior to service. Each sheet is inspected to ensure that it receives the appropriate level of treatment. A written log records:

- Date(s) of treatment
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the technician who worked on the item
- Condition of document upon receipt
- Special characteristics
- Presence of acidic glues
- Presence of previous repairs
- Number of pages, proper pagination, and blank pages
- Presence of pressure sensitive material
- Presence of staples, paper clips, brads, etc.
- Identity of certificates/records (manuscript, Photostat, typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Any other information pertinent to the identification of the volume

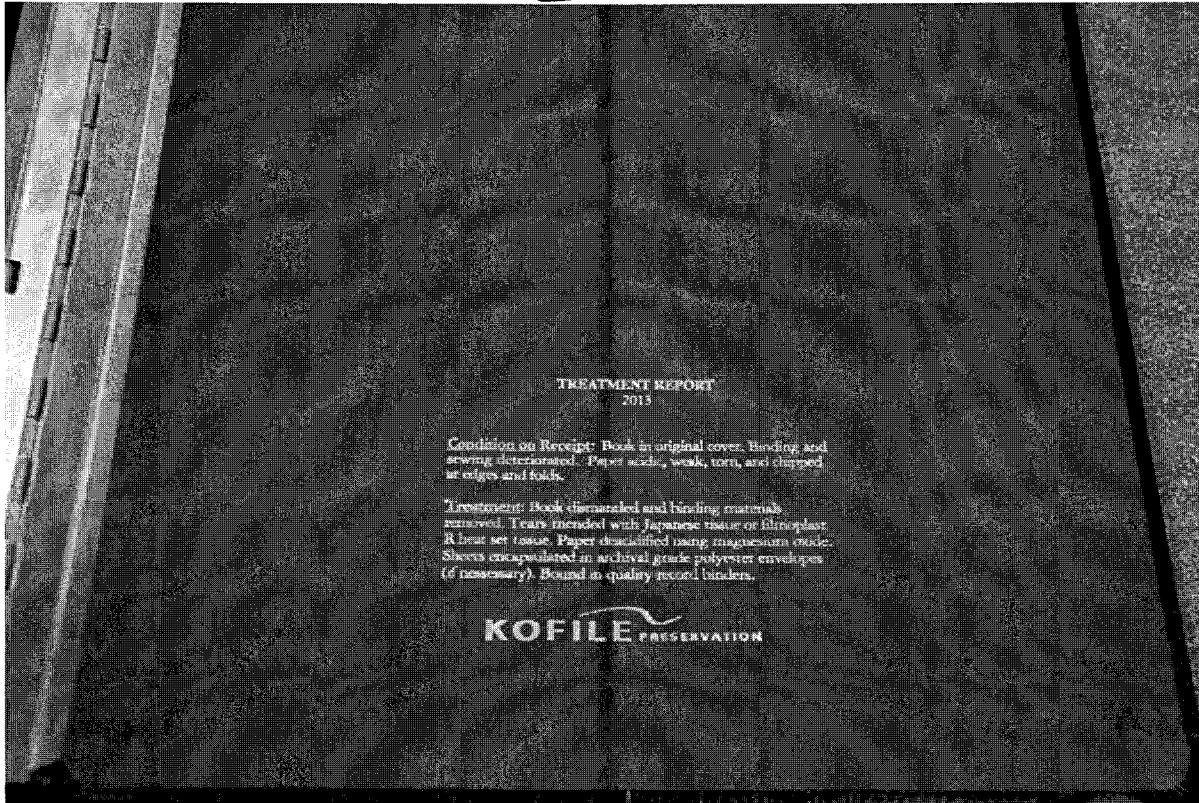
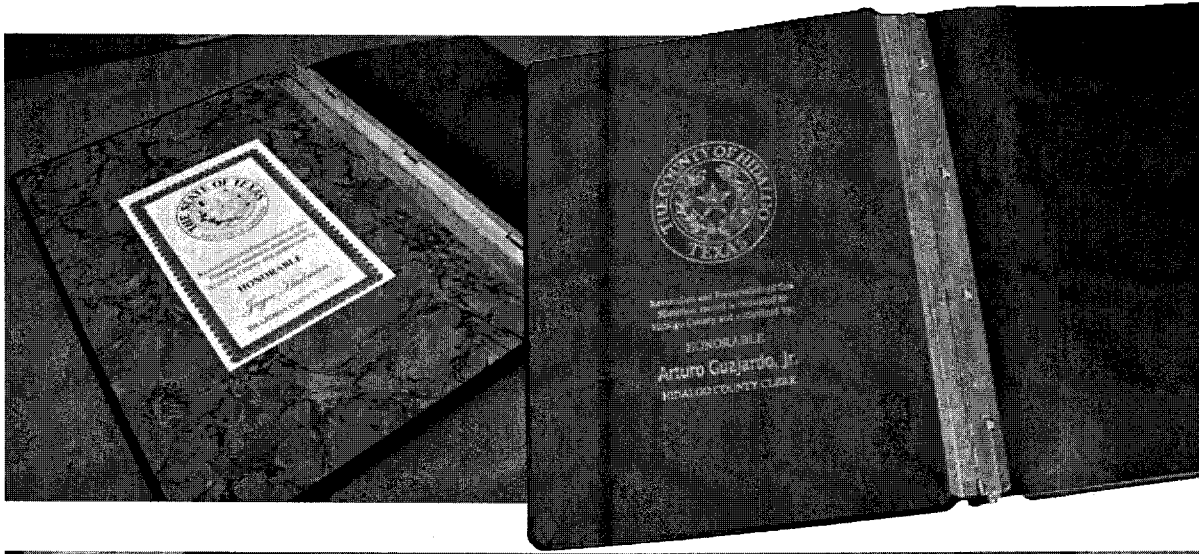


Logging-in a plat book or map notes the following characteristics:

- ◆ Original file number of maps or series of maps
- ◆ Map title
- ◆ Substrate type (e.g., hand drawn in ink, blueprint, whiteprint, printed)
- ◆ Physical condition
- ◆ Presence of pressure sensitive tape, previous repairs, and/or mounting materials
- ◆ Presence of surface dirt, stains, & unique characteristics of the individual maps

Please note that this is not a conservation treatment report disclaimer—this is provided in every finalized re-bound volume. Please see the following page for examples.

Conservation Treatment Report Disclaimer/Dedication Plates



CONSERVATION SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscript, typescript, Photostat, micrographic, tri-fold, blueprint, re-creations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. At any stage of the process, the County is notified of unusual or unexpected conditions. The project will proceed only with the authorization by Riverside County.

Dismantle

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove.



This compromised binding allowed the loose sheets to drift from the protection of the book block. Dismantling required careful removal by hand of original adhesives and threads.

Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). These allow Kofile to trim individual sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. These include dust, soot, airborne particulates, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. Removal methods vary in degree of simplicity. More elaborate systems require isolation, filtration, and personal protection. To improve appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Mold Remediation

Contamination results from flood, fire, micro-organics, or proximity to toxic substances (asbestos or bacteria). Pages exposed to toxins require treatment in an isolation booth. Fragile materials are vacuumed through a fine, mesh-screen overlay. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. While treatments kill mold or bacteria, elimination of stains is often impossible. Chemical

treatments are only used when mold is embedded into the fiber—and only in extreme cases. Dead mold spores can be removed with an ozone treatment. This is accomplished with a dry wash by a specially treated chemical sponge.

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original sheet. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle, and peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A *microspatula* (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

If mechanical tape removal is unsuccessful, the next alternative is chemical. Adhesive reduction begins with the most benign process. Chemical removal is the last resort. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

Stain Reduction

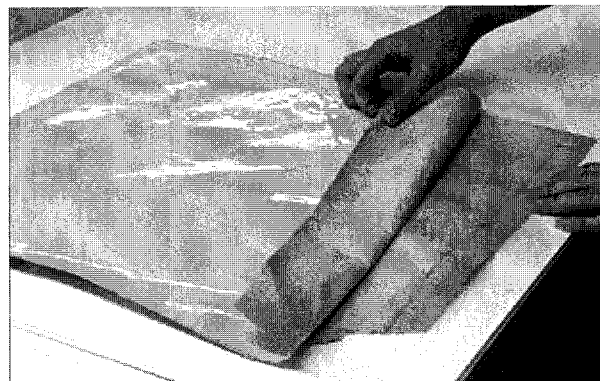
Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most are likely permanent. Many stains, such as water stains, are not treated. Other stains are treated either chemically or aqueously depending on the paper and ink. Many stain-reducing agents are not safe for iron gall ink. Maximum testing is necessary. When testing determines that a treatment will result in harmful or irreversible consequences, Kofile contacts the client to discuss alternatives or a course of non-action.

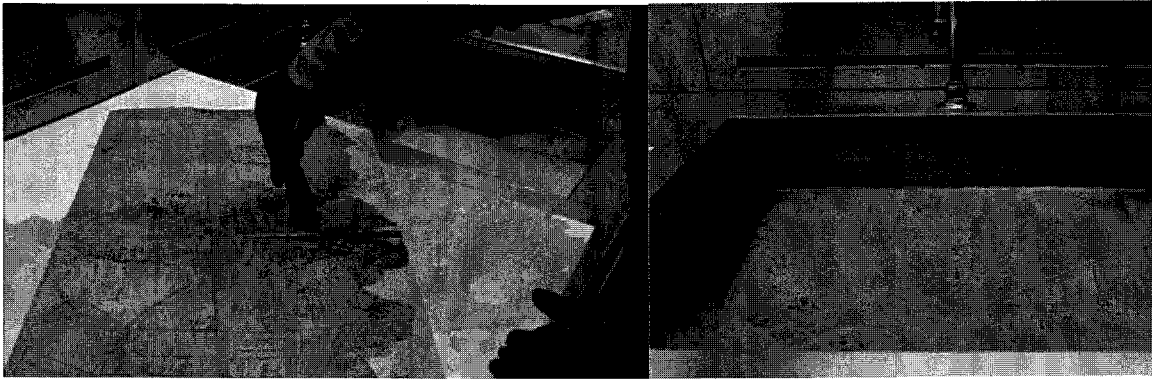
If possible, water-soluble repairs are removed with water or steam. Previous repairs that cannot be removed safely will remain. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Therefore, extensive testing is required.

Old mounting materials and adhesives often become acidic, stained, torn, and weak. They are often composed of Kraft paper or heavy board. Backings are removed through an aqueous process (water or steam) if not water-soluble. Backing in good condition remains if it causes no harm or if removal would cause harm.



A Hot Tools tape remover softens adhesive to allow for removal.



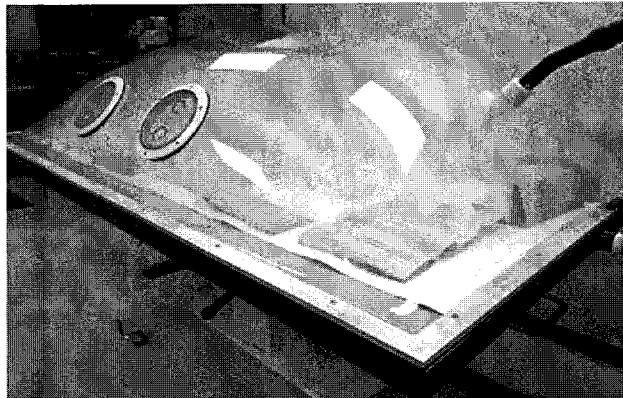


For maps, the removal method of pressure sensitive tape is dependent upon the type of tape, condition of the map, and presence of potentially soluble media. The primary method is immersion in a solvent bath, see above. An alternative is the local solvent application or mechanical removal (followed by erasing of adhesive residue or application of heat).

Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' include tacking irons, heat presses, or an Ultrasonic Humidification Chamber. Kofile's technicians are experienced using all methods. Kofile is equipped with several dry-mount presses, and each conservation workstation has a tacking iron. The tacking irons have adjustable temperature controls to alleviate damage to the sheet.

The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. Items are only humidified after testing the image solubility. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile's foresight and commitment to offering the best available technology as a functioning and efficient vendor.

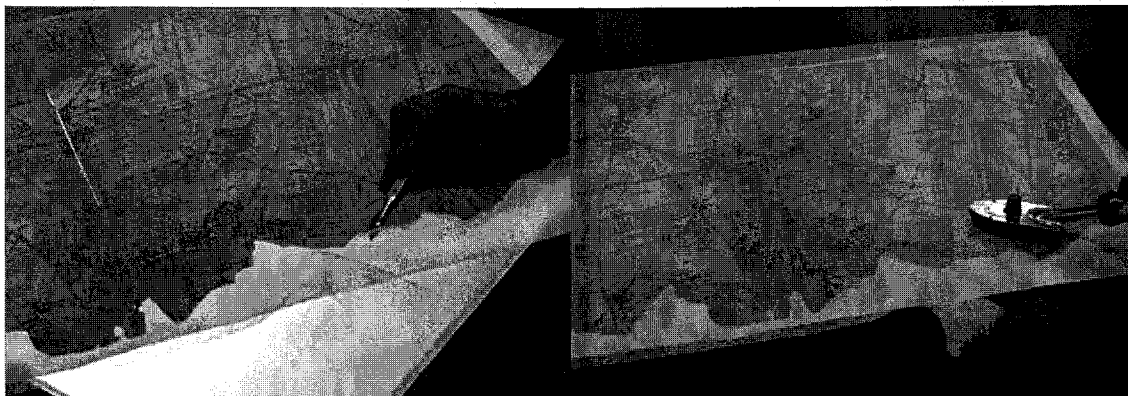


Ultrasonic Humidification Treatment.

Repair and Restore Paper

Mending torn paper is an art form. Mending uses a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the Document is going to be encapsulated.

All mending materials are acid free and reversible. Japanese paper and ethyl cellulose paste (or Crompton tissue) are used most often. Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



Weak, brittle, badly torn, and fragmented maps are mounted on Japanese tissue, primarily Kozo or Zangetsu. Mending mildly torn maps is performed using either Japanese tissue and ethyl cellulose paste or Crompton tissue.

Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application. While visible to the trained eye, it does not distract from the document. Other types of Japanese paper used frequently include Zangetsu, Gampi, Tosa Tengujo, Seikushu, and Thin Uda.

Filmoplast® may also be used for reinforcement of damaged sheets. It is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs its own version with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

DEACIDIFICATION

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.

A commercially-prepared buffer solution, Bookkeepers™ by Preservation Technologies, is applied to both sides of the sheet with compressed air sprayer equipment, see *pictured left*. The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures a pH of 8 with a deviation of no more than 2-4%.



Non-aqueous deacidification with a fine mist on each side of the sheet.

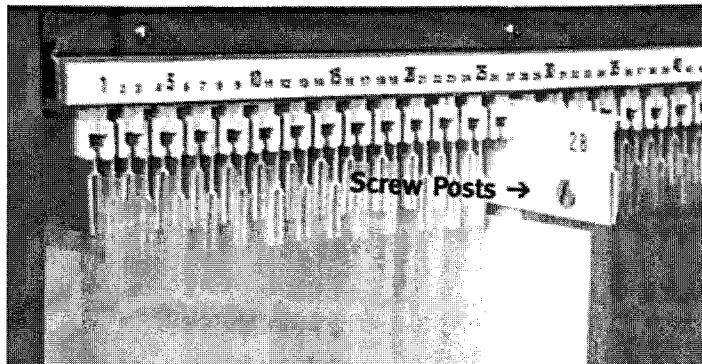
ENDURO® STORAGE SOLUTION & MYLAR ENVELOPES

Kofile has provided custom storage solutions to local government offices across the country for decades. The Enduro® Storage Solution is fabricated and shipped within 6 to 8 weeks from receipt of the Purchase Order. This solution provides a quick-assist indexing system to locate maps faster than ever before. This solution allows one to pull individual envelopes as needed. Hangers can also hold multiple envelopes, if required.

Kofile utilizes 4 mil SKC SH72S® PET archival-quality polyester film. This Mylar is Ultra-Sonic welded on three sides for maximum strength and durability. Mylar capsule size is 26 1/2" x 19" or 24 1/2" x 37", depending on map size. Capsules are punched 8" - 7" - 8" CC for attachment to Enduro® wishbone hangers. Maps are backed or supported with "acid-free" (buffered) barrier sheets (also known as acid-free tag filler or 'jute'), as necessary.

When enclosures are used, only Polyester or Polyethylene Terephthalate (PET) is recommended. PET is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

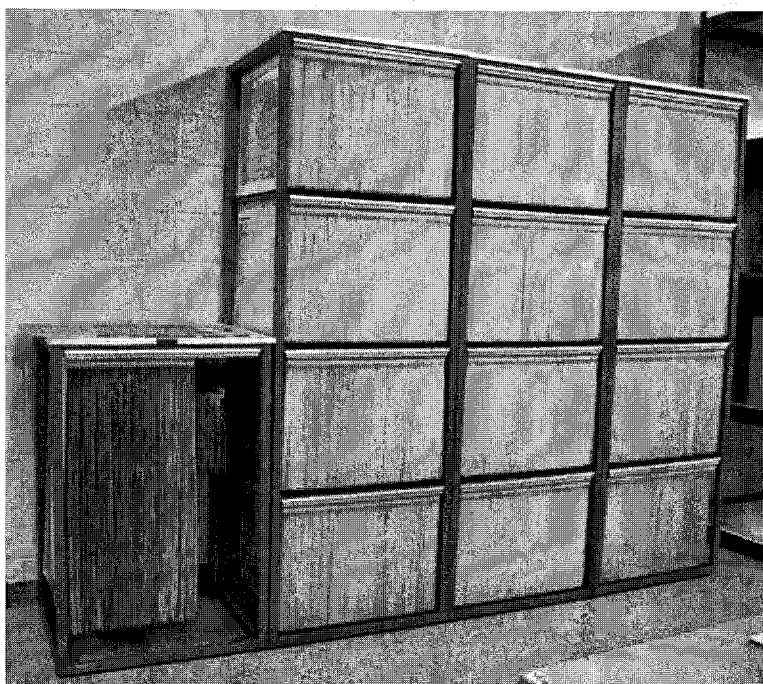
This system provides an easy indexing system to quickly locate maps. It allows for the removal of just the needed envelope. The individual envelope is easy to carry, manipulate, and digitize, and it can be re-filed in seconds.



Each envelope has four holes to match the hangers and will attach to the hangers with mounting screws (furnished). Kofile can arrange the maps within the capsules and attach the hangers. To maximize capacity, three capsules can be attached to each wishbone hanger. Placing maps back to back is also optional, but it does eliminate the ability to keep maps in capsules to view both sides of each plat. Kofile will provide "acid-free" (buffered) paper divider sheets to place between maps as needed.

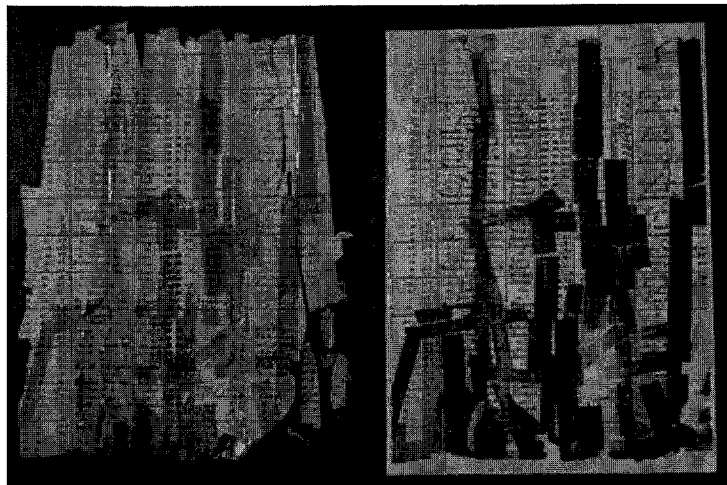
A simple cross-reference index is prepared, giving a brief description of identifiers, such as map, book, page number, and current hanger location. This may be a card type index or a computer spreadsheet.

These photographs portray a plat preservation project and custom Enduro® Storage Solution that Kofile completed for the Denton County Clerk's Office, Denton, TX, in 2015. To the right is an example of multiple plats attached to one hanger. Each plat is mounted on a barrier sheet.



ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.



What would this image look like if imaged "AS IS?"

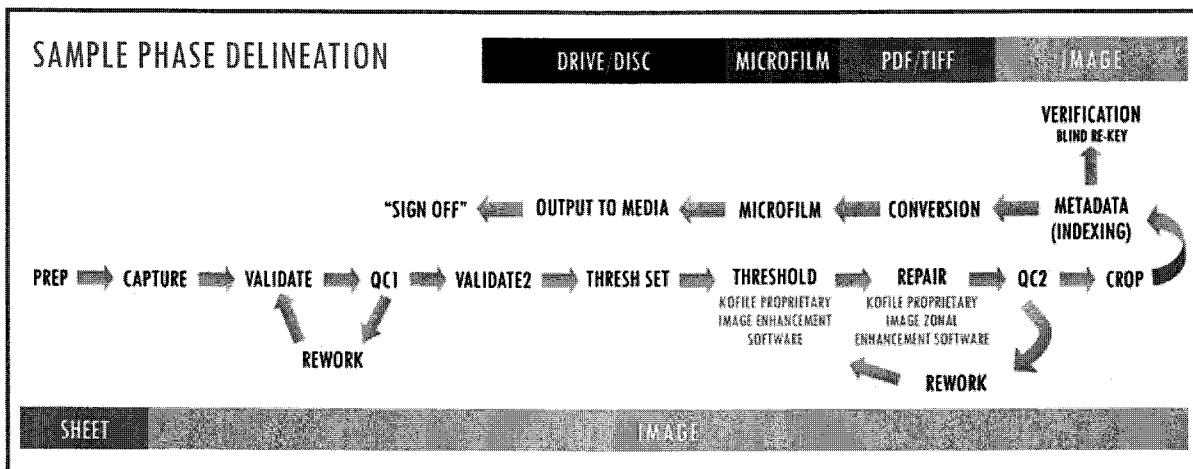
The tape may compromise legibility.

Kofile does not subscribe to the "scan it and forget it" philosophy. Our services differ because materials are addressed according to their conditions and fold endurances without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

Imaging Overview

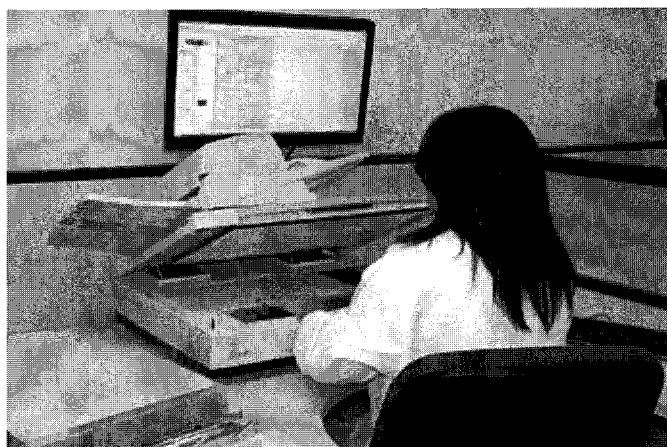
Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to ensure the optimum resolution of each page. Effectiveness and



minimum legibility of the scanning process is verified through rigorous and systematic quality control.

Image Capture

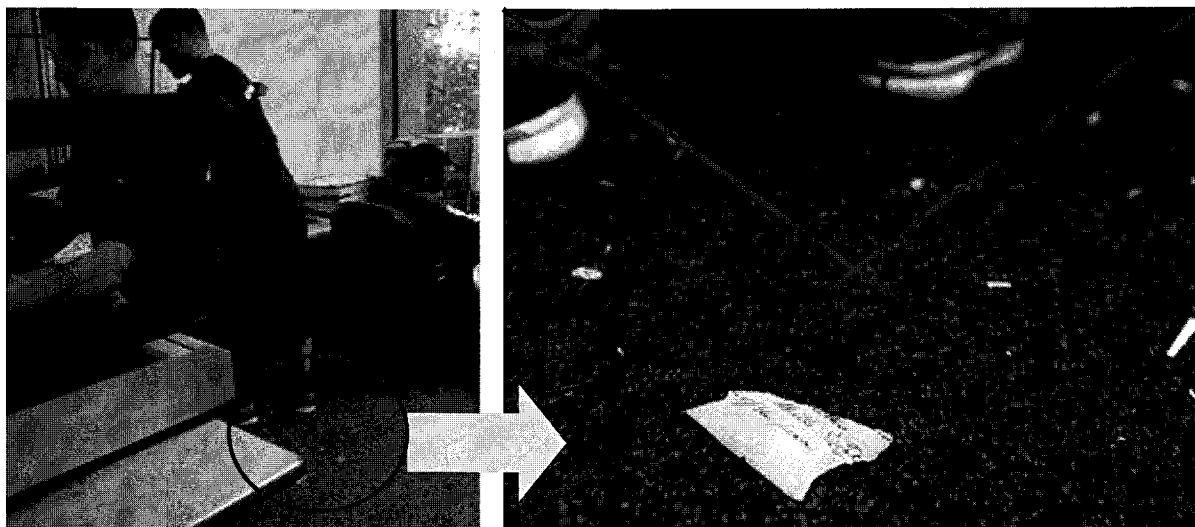
Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address Riverside County's original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.



Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements.

Image Processing and Enhancement

IMAGE PERFECT, Kofile's proprietary software, ensures optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve high image quality. The utilization of algorithms is critical for capturing different densities and quality levels in a collection. Among the



The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Courier Press, August 21, 2013 <www.courierpress.com/news/local-news/digitizing-historical-records> and <www.courierpress.com/news/local-news/county-digitizes-century-old-records>.

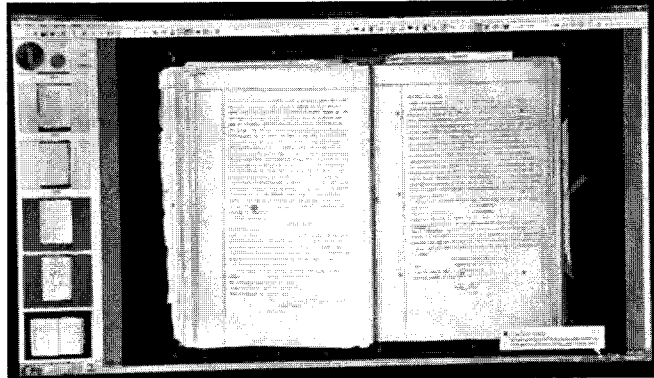
many common problems the software automatically addresses include at capture:

- *White-on-white images*
- *Synchronizing images from different scanners*
- *Floating page cropping & segmentation*
- *Rotating & de-skewing images*
- *Tone correction*
- *Resolution adjustments*
- *Metadata Normalization*

This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft® SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors manage and correct problems quickly and efficiently.

IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Kofile maintains 100% document integrity and image control with exclusive Image Locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning additional images, which could compromise image integrity. Images are zonal enhanced to improve readability.

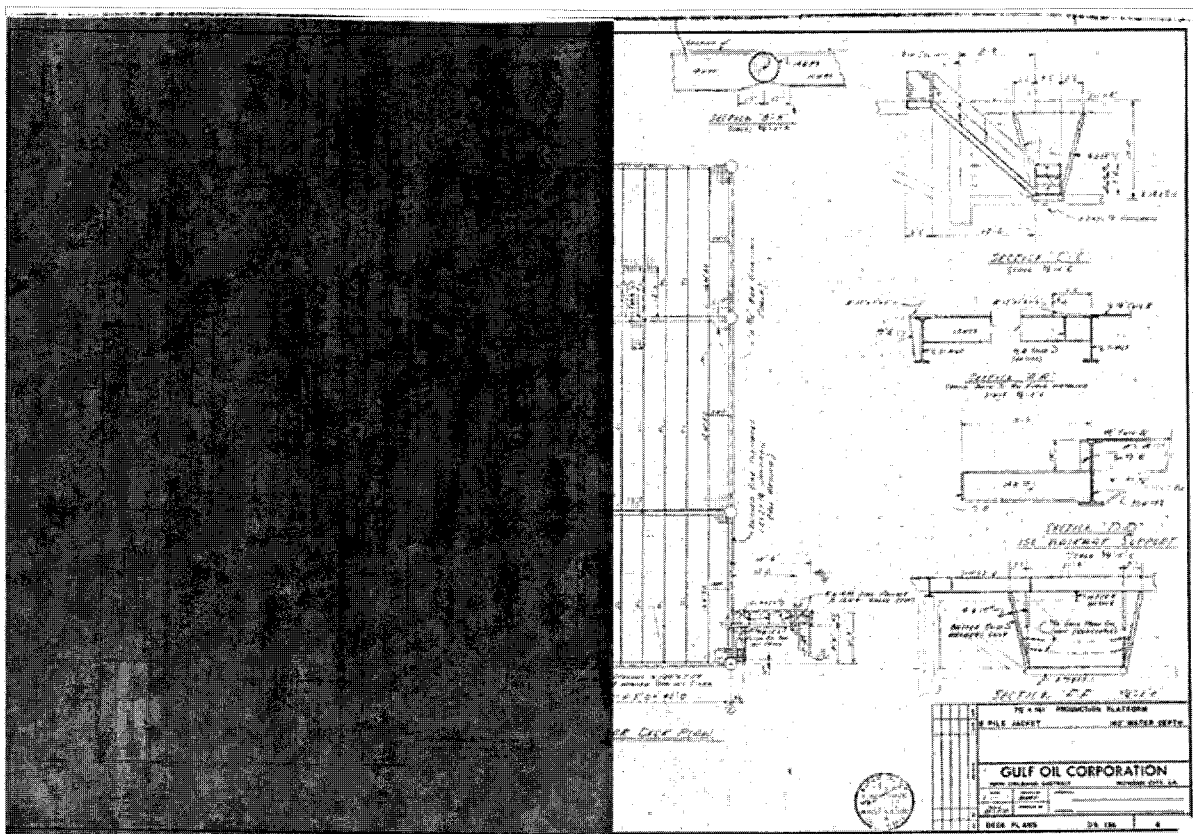


Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are "normalized" as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The Quality Targets establish the baseline digital capture quality of the scanner at the time of scanning.

Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The Quality Target serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes:

- *Target dpi*
- *Target Tone scale and correction*
- *Color Management*
- *Brightness/Contrast Correction*
- *Gamma Adjustment*
- *White Balancing*
- *Page Orientation*
- *Exposure uniformity*
- *Color reproduction data*

Annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each and every image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County Assessor-County Clerk-Recorder can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

Advanced Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document. Equipment includes technical scanning equipment by Fujitsu, Kodak, WideTEK, Scan Optics, and Context. All scanners employ page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce "pull-throughs" on thin papers following thick bond.

Fragile documents are imaged by hand and not fed through an automated Document feeder. Document fragility and stability determine which scanning device is employed. This

selection process also enables historical documents to be addressed by their various densities. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

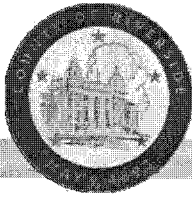
WideTEK

These wide-format duplex scanners digitize two-sided printed documents up to 36" in width. The scanner needs only 2.5 seconds to scan the front and back sides of a page in a single pass through the scanner at a resolution of 300 dpi. The document no longer needs to be flipped over and scanned again on the other side. This scanner ensures the best possible gentle document transport and digitizes historical and fragile documents without damage to the source document.



ARCHIVAL MICROFILM

Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size. In March 2011, Kofile's parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, Riverside County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards.



PROJECT EXECUTION

PERFORMANCE STANDARDS

As Benjamin Franklin commented on the fire-fighting practices of his day, "An ounce of prevention is worth a pound of cure." At Kofile, our conservators fight figurative fires daily. Our practices prevent recurrences of the many fires throughout history that have devastated communities and wiped out all traces of local and state government.

To ensure the longevity of these records, Kofile performs all restoration and conservation services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation of Historic and Artistic Works (AIC).

Our team provides realistic solutions, professional analysis, and innovative archival products to equip public records stewards with the information and resources needed to preserve collections.



Document integrity is essential. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. All work is designed to allow, insofar as possible, the subsequent removal of the additions. Kofile does not attempt any treatment in which we lack experience. Records are carefully tested to measure compatibility before proceeding.

Our legacy is built on decades of experience with conservation, restoration, deacidification, encapsulation, binding, digitization, and microfilming.

Certain substrates, adhesives, and laminates are reversible, while many others are not. Upon encountering irreversible materials, staff will always promote the Document's welfare and may decide in favor of "non-intervention." This adheres to the AIC's *Code of Ethics & Guidelines of Practice*. "Non-intervention" may also apply to adhesives that would require harsh chemicals to remove the adhesive from the Document or when adhesives or housing materials have absorbed or transferred ink. Some chemicals used to treat these issues leave residual chemicals on the record. Over time, these chemicals could damage the Document's paper and ink. Other performance standards include:

- Kofile does not mass diagnose collections, instead we address each separate volume or Document. One at a time.
- There is never a loss of text or data at Kofile. At Kofile, Documents and media are priceless and treated as such.
- Kofile provides continuous security, fire suppression, and environmental controls that manage temperature, Relative Humidity (RH), and ultraviolet (UV) light.
- All materials commonly used in treatments are itemized on a Treatment Report.
- Inscriptions and important attachments are preserved.

SERVICE DELIVERY

Trained and experienced Kofile personnel will handle Riverside County's archival materials. Kofile takes pride in being a prompt and efficient company. Riverside County's records are never disclosed to third parties. The Kofile team is experienced working with public records. Kofile's personnel will pack and prepare volumes for transportation, as well as inventory and receipt records at the time of pickup and delivery. All records are personally transported between Riverside County and Carson City.

With decades of experience packing and shipping records across the country, Kofile has a proven procedure. The Account Manager is responsible for picking up, packing, and transporting the historical records. Kofile will provide all materials and instructions necessary. Kofile developed this accelerated turnaround, while still maintaining a high quality of workmanship.

Pick-Up — The Account Manager will arrive at Riverside County. Records are inventoried. Once the records are inventoried, packing commences. The County will receive copies of the packing lists. Upon arrival at the Kofile facility, the records are inventoried again and preservation begins.

Delivery — Kofile will use the same method used for pick-up to return the records. The Account Manager will deliver the restored and preserved volumes and images.

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. The Riverside County Assessor-County Clerk-Recorder's Office is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the Assessor-County Clerk-Recorder's requirements. Requests received during regular working hours (8:00 A.M. CST – 5:00 P.M. PST, Monday – Friday) are processed the same day—often within an hour or less of receipt.

PROJECT MANAGEMENT AND TRACKING

Quality, service, and performance are continuously monitored. Throughout the entire process, the point of contact, production manager, and floor managers coordinate and monitor progress by direct observation, supervision, and continuous review of the documentation. Periodic meetings of the staff and management also provide a forum for information exchange. Each conservation laboratory is supervised by a senior conservator.

Each project is assigned a job number. All instructions and recordkeeping reference this number. Assigned personnel document each item and enter job numbers into a tracking database. All project phases are dependent on contract guidelines and authorized requests. The work order and documentation logs accompany the items throughout the entire process. Each client or batch of records is entered on a color-coded production control board. Storage areas are likewise color-coded. Records are housed in the same location throughout the project so that any given record may be quickly located.

The key to loss prevention is to establish positive control over each item. Kofile manages a large number of projects and has not lost any media or source files. Inventory control is continuously maintained throughout each step of the conversion process. Our SQL imaging database maintains a complete audit trail throughout each step. Irreplaceable roll film, aperture cards, cartridges, paper files, charts, maps, and microfiche are handled in this manner, without loss.

LOCATION OF WORK

Once a collection enters Kofile's hands, it goes directly to the Nevada facility, and nowhere else, until it returns to its home. Kofile is uniquely aware of the vulnerability of the records and media being considered for treatment. The location of work is Kofile's Western Regional Facility located at 1558 Forrest Way, Carson City, NV. The Western Regional Facility was established in 2003, and it expanded to its current location during the winter of 2014, increasing all work areas by at least two fold. This location serves projects in the Western U.S.

The Carson City facility boasts a 16,000 square foot floorplan and over 5,000 square feet of lab space. This lab area is enhanced with special lighting and ergonomic countertops to maximize technicians' capabilities. The storage containment room is temperature controlled and is under constant digital surveillance and fire monitoring. There is also a 5,000 square foot loading and receiving area to accept pallets and stage outgoing work.

The Kofile facility is designed to ensure the safety of client records. A sophisticated security system monitors all motion and access points. This system is not linked to the local phone line as a precaution against disablers. Intentionally located above flood plains, this stand-alone facility is unlikely to suffer hurricane, tornado, or other natural disasters.

This facility contains a fire detection system that runs throughout the entire building and meets OSHA and NFPA standards. The Carson City laboratory is equipped with a state-of-the-art electronic security system. All premises are fully alarmed against forcible entry and fire—this includes automatic and remote 24-hour monitoring. The facility has window breaks, glass breaks, forced entry detectors, and digital cameras throughout. Fire and security communicate via cell phone so wires cannot be cut to disable reporting to the respective monitoring companies.

An independent HVAC system connects to a drop for spot chemical treatments, fume hood vents, and deacidification booths. Deacidification spray is connected to a large compressor through a pressurized line. The lab work area is over 5,000 square feet of actual working space with special lighting to enhance the workers ability to spot rips and tears. Team members are educated and trained to respond to disaster situations.

Fire-Resistant/Rated Storage Area

The facility has a large temperature-controlled storage area with metal shelving. The storage containment room is controlled via finger print ID smart lock access only. The room is fire monitored and under constant digital surveillance. It holds approximately 2,000 records. Records are housed here at all times except when being worked on.

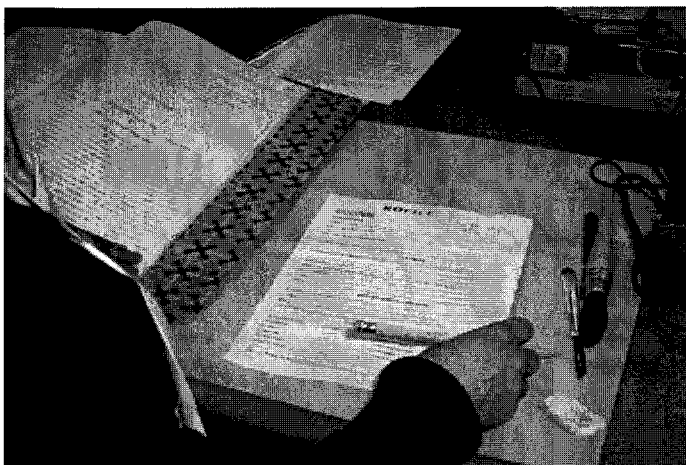
PRESERVATION PROJECT TIMELINE

Preservation projects are unique in that the work determines the schedule, response times, and completion date. Each job is individual and unique. Kofile will meet whatever reasonable timeline the Riverside County Assessor-County Clerk-Recorder requires and will start the project upon award and execution of contract. The condition of the record determines how quickly it moves through the preservation process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches and the age of the records decreases, production rate increases.

SAMPLE PRESERVATION PROJECT TIMETABLE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & RECORDS TRANSPORT	Project Manager meets with the Riverside County Assessor-County Clerk-Recorder's Office. Records are inventoried. Records for preservation are delivered to the Kofile facility in Carson City, NV.
1	ARRIVAL	Items are unpacked and inventoried against the previous inventory. Before any treatments are undertaken, each item is evaluated. An Information log is generated for each item. Titles are verified, items are identified with job numbers, and a stamping sheet is produced. The stamping sheet is sent to the Assessor-County Clerk-Recorder for verification, if required.
1—2	PREP	Write & distribute job instructions. Order custom materials such as binders upon approval of stamping sheet. Each stage of conservation is documented. The treatment log always accompanies each item.
2—4	CLEANING & DEACIDIFICATION	Folio surface cleaning. Removal of adhesives and repairs. All solvents and adhesives are acid free and easily reversible. Individual sheets are deacidified, as appropriate.
4—7	REPAIR & RESTORE	Mending with appropriate methods, such as the application of Japanese tissues. Encapsulate sheets, if required.
8—10	DIGITIZATION	Document preparation, batching, and scanning, while adhering to strict quality control policies.
8—12	BINDER ASSEMBLY	Depending on the chosen housing, the designated books are bound. Binding may include rounding, backing, cover assembly, gold stamping and tooling, cutting of boards and leather, lining, and casing-in and pressing.
12—14	QUALITY CONTROL	Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
14—16	RETURN	The collection is boxed and delivered to Riverside County. Other project requirements are addressed as appropriate.

QUALITY ASSURANCE PLAN

1. Work is accompanied by a receipt identifying the items, quantity, titles, date, other pertinent information. This receipt is signed by the Riverside County Assessor-County Clerk-Recorder or an official County representative.
2. Upon receipt, items are inspected and a Treatment Report/Log Sheet is prepared. Administrative staff will also complete a Work Order.
3. The Treatment Report and Work Order accompany the materials during the course of treatment, from inception to completion. The Treatment Report is updated and notated at each phase or as appropriate. A final Treatment Report is prepared upon completion, and included with the materials as a permanent record.
4. At each phase of treatment, the Lab Manager reviews the proposed work with the technician assigned to the current task. The Lab Manager ensures that the technician understands the scope and is fully trained and experienced in the assigned task. The Lab Manager also insures that the required materials and equipment are available and properly functioning for the use of the assigned technician.
5. Also at each phase of treatment, the Lab Manager reviews the completed work. This includes physical inspection of the completed work, as well as review of Work Order instructions and Treatment Report entries. Additional work or correction is completed prior to the materials being processed for the next phase of treatment.
6. Periodically, staff review performance standards and Contract compliance. The Lab Manager will review each lot of work during treatment and after completion and quality assurance review.
7. After all preservation treatments have been carried out in compliance with the Work Order, the preserved materials will be subjected to a comprehensive quality assurance review carried out by a Quality Assurance Officer of Laboratory Manager grade or higher.



CONSERVATION EQUIPMENT & TOOLS

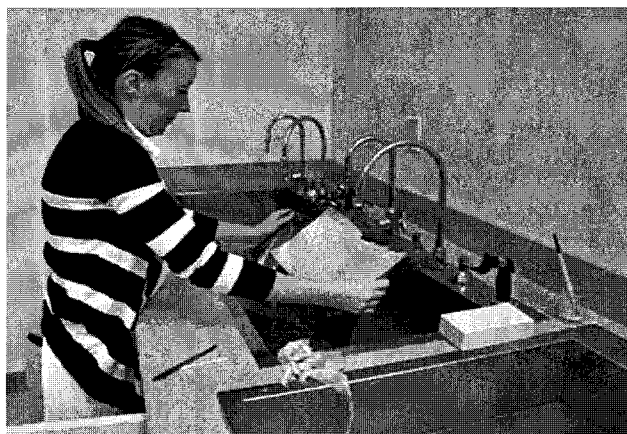
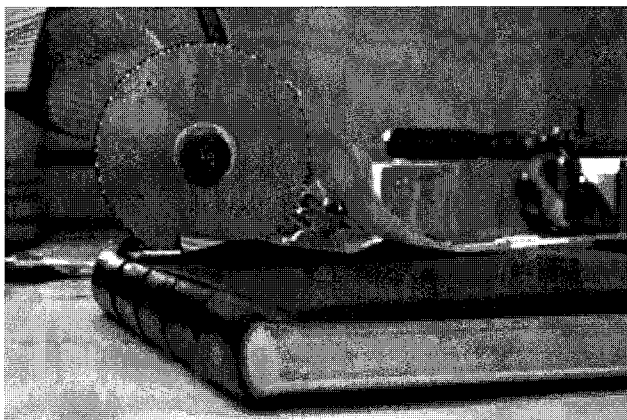
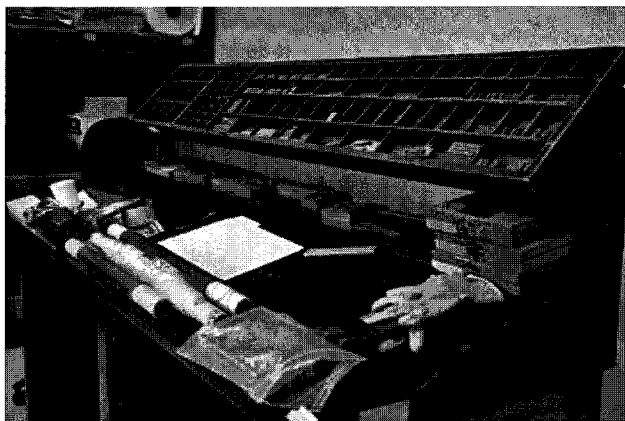
Each of Kofile's conservation laboratories is equipped with some of the most advanced and highest quality equipment in the industry. Due to the enduring nature of the bindery trade, many pieces of Kofile's equipment originated in the nineteenth and twentieth centuries and still operate as originally intended—these machines were built to last. Still, each machine is carefully maintained and upgraded to a modern UL-Rating before use.

Each location has oversized soaking sinks and exhausted fume hoods. The multiple custom-built and hooded spray exhaust booths are used for deacidification. All are routed through an HVAC system for optimum performance.

Each location also has a humidification chamber featuring an advanced paper suction table, humidity dome, and ultrasonic humidifier. This intricate and complex piece of equipment has limited distribution among conservators.

Kofile ensures that each laboratory is equipped to process chemical treatments correctly and safely. All solvents and necessary chemicals are handled in modern chemical fume hoods and HVAC systems. These systems offer the maximum protection, and safely exhaust fumes and gases. Kofile's HVAC systems meet or exceed OSHA and other regulations. Chemical-resistant gloves, safety glasses, aprons, and explosion-proof face shields protect conservators and Documents from toxins.

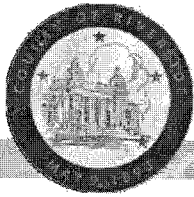
Some of the other main tools and equipment include: board and bookbinding shears, copying presses, floor presses, gold tooling wheels, a sewing press, hand trimmers, a heat welder, a dry mount press, and scalpels.



OWNERSHIP OF DATA

All Riverside County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Riverside County. This policy is applicable to any agreement, verbal or written, between Riverside County and Kofile.

- The records shall not be used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Riverside County.
- The records shall not be disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- The records shall not be commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.
- Kofile shall not destroy any of Riverside County's records without written authorization from the County.



PROJECT INVENTORY & PRICING

EXHIBIT A, PAGE 39 of 87
 RIVERSIDE COUNTY, CA
 ASSESSOR-COUNTY CLERK-RECORDER
 PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

PROJECT OVERVIEW

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS										
RECORDS SERIES TITLE	DATE	QUANTITY		SHEET SIZE	LEVEL OF SERVICE	PRICE QUOTE				
		VOL.	PAGES			QTY.	PRICE QUOTE	TAX*	LINE TOTAL	SUBTOTAL
Assessment Property Ownership Records (APOR)	1892-1964	435	21,750	30" x 20"	(PRV) Preserve	435	\$1,643,486.57	n/a	\$1,643,486.57	\$1,837,705.35
					(IM) Archival Image	21,750	\$164,348.44	\$14,380.49	\$178,728.93	
					(MM) Microfilm		\$14,243.54	\$1,246.31	\$15,489.85	
(10) Enduro® Plat Cabinet Model Custom CA 800UD [INSTALL INCLUDED**] Dimensions: 46"H x 58"W x 27"D. At three (3) envelopes per hanger, each unit holds 2,400 plats.						10	\$8,264.52/Unit	\$723.15/Unit	\$89,876.66	\$89,876.66
PROJECT TOTAL									\$1,927,582.01	
(\$1,904,723.75 and \$22,858.26 in taxes)										

COUNTY ACCEPTANCE

- * Any applicable sales tax are the responsibility of the County. Taxes are estimated at 8.75%; rate pulled 6/29/18.
- **Splitting this cabinet order will result in additional charges to account for separate installation charges.
- ▶ Without a signed agreement, prices are good for 90 days.
- ▶ Pricing is based on a Good Faith Estimate of pages and condition. Final pricing is determined upon review at the Kofile lab. Billing occurs on page actuals per the applicable pricing; not to exceed the P.O. without authorization.
- ▶ The County selects which portion of the inventory to process with project funding. The inventory selected for funding can be accepted as a multi-year Business Plan. The final invoice is adjusted to reflect actuals.

 Signature of Authorized County Representative/Title

 Date

MULTI-YEAR BUSINESS PLAN	YEAR	PHASE NTE BUDGET	PHASE DETAIL		COMPLETE WORK/COST		REMAINING EFFORT/COST	
			WORK DISTRIBUTION	TOTAL	COUNTY PAID	WORK	COST	WORK
				\$0.00	\$0.00	0 vols.	\$1,927,582.01	435 vols.
2018-2019	\$250,000.00		Cabinets (10 units)	\$89,876.66	\$246,187.23	37 vols.	\$1,681,394.78	398 vols.
			APOR (37 vols.)	\$156,310.57				
2019-2020	\$250,000.00		APOR (59 vols.)	\$249,251.99	\$495,439.22	96 vols.	\$1,432,142.79	339 vols.
2020-2021	\$250,000.00		APOR (59 vols.)	\$249,251.99	\$744,691.21	155 vols.	\$1,182,890.80	280 vols.
2021-2022	\$250,000.00		APOR (59 vols.)	\$249,251.99	\$993,943.20	214 vols.	\$933,638.81	221 vols.
2022-2023*	\$250,000.00		APOR (59 vols.)	\$249,251.99	\$1,243,195.19	273 vols.	\$684,386.82	162 vols.

*Optional Contract Extension

KOFILE TECHNOLOGIES

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Riverside County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ *The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.*
- ▶ *It is entirely voluntary.*
- ▶ *The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.*

To purchase from GSA, follow Riverside County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

Any applicable shelving and/or cabinets are billed per GSA as Order Level Materials (ancillary to the project with a cap of 33.33% per order).

GSA line items are billed per hourly charges for the work performed:

GSA LINE ITEMS					
SPECIAL ITEM NO. (SIN)	GSA PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
SIN 132 51	TCS005	Graphic Artist I	\$65.00/Hour	6,553.5162	\$425,978.55
SIN 132 51	TCS006	Graphic Artist II	\$75.00/Hour	6,460	\$484,500.00
SIN 132 51	TCS007	Information Assurance Engineer I	\$65.00/Hour	6,460	\$419,900.00
SIN 132 51	TCS008	Information Assurance Engineer II	\$75.00/Hour	6,460	\$484,500.00
SIN 132 51	TCS010	Project Manager	\$180.00/Hour	40	\$7,200.00
SIN 70 500	Order Level Materials (OLM): Cabinet		\$8,264.52/Unit	10	\$82,645.20
TOTAL REPORTABLE TO GSA (Less Estimated Taxes)					\$1,904,723.75
TAXES					\$22,858.26
PHASE TOTAL					\$1,927,582.01

SCOPE OF WORK DEFINED

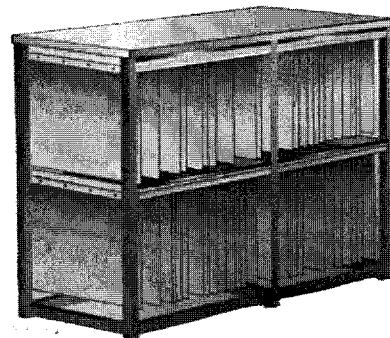
Records receive the following services as appropriate.

PRV—Large Format Preservation (Conservation Treatments, Deacidify, & Mylar Envelopes)

- Surface cleaning and flattening, as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Mounted maps are dismounted from secondary supports if the process will not further degrade. Likewise, fragile plats are backed onto acid free paper, if necessary, with acid free and reversible archival adhesives.
- Pressure sensitive tape and adhesive residue are reduced as much as possible without further degradation to the original. Tape stains are reduced as possible.
- Deacidification with *Bookkeepers*®. *Some materials are not appropriate for deacidification, such as architectural linen or pages comprised from acid-based imaging, such as blueprint and blue line.*
- Mending with Japanese tissue and methylcellulose adhesive, LC tissue, or Filmoplast R® (an acrylic-based, acid free, and reversible heat set tissue). Architectural linen maps are repaired/backed with acid-free linen support.
- Encapsulate in 4 mil/capsules composed of SKC SH72S® PET polyester film. Size is 26.5" x 19" or 24.5" x 37" or custom. Weld three or four sides per customer option.

ENDURO® STORAGE SOLUTION

- ⇒ This inventory requires ten (10) units of the Enduro® Plat Cabinets Model Custom CA 800UD. Color is Mist Green powder coat. Unit dimensions are 46"H x 58"W x 27"D.
- ⇒ System is custom fabricated and installed within 60-90 days of order.
- ⇒ Capsules are punched 8" - 7" - 8" CC for attachment to Enduro® wishbone hangers. Three envelopes are placed on each hanger. The capsules also add fire and water protection.
- ⇒ Kofile installs cabinets to house the quantity and sizes of the restored collection. Following install, Kofile arranges the collection and attaches the hangers.
- ⇒ At three (3) envelopes per hanger, each cabinet unit can contain 2,400 plats. This system can accommodate the most sheets per hanger (up to six). It is the County's option on arrangement. If data is only on one side, then plats can be placed back-to-back for viewing without removal to maintain archival grade condition.
- ⇒ Kofile prepares a simple cross index of description, book/page #, and plat # to hanger location, if requested.

**IM—Archival Imaging (Capture, Processing, & Enhancement)**

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution.
- Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- *Image Perfect*, Kofile's proprietary software, ensures the optimum image quality and uniformity with custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- When multiple plats exist on a single page, images are split so that each document is viewable individually.
- If requested, annotations are supported (custom or Book, Volume, and Page).
- Image files are named by Book, Volume, and Page.
- Each image is certified and sight checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- Riverside County receives one MASTER (e.g., thumbdrive, ftp, DVD, CD) in a medium suitable to the project scope.

MM—Archival Microfilm

- Archival silver microfilm is produced in 35mm as a security backup for disaster recovery. (Large format images cannot compress to 16mm without resolution loss.)
- Microfilm is EPM's Life Expectancy (LE) 500 years ImageLink. Each box is labeled to identify its contents.

EXHIBIT A, PAGE 42 of 87

PROJECT INVENTORY

Please note that all volumes contain instances of handwritten pen and ink on ruled paper.

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
1	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
2	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
3	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
4	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
5	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
6	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
7	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
8	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
9	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
10	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
11	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
12	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
13	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
14	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
15	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
16	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
17	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
18	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
19	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
20	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
21	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
22	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
23	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
24	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
25	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
26	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
27	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
28	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
29	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
30	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
31	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
32	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
33	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
34	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
35	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
36	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
37	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
38	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
39	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
40	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
41	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
42	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
43	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
44	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
45	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
46	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
47	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
48	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
49	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
50	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
51	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
52	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
53	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
54	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

KOFILE TECHNOLOGIES

EXHIBIT A, PAGE 44 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
55	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
56	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
57	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
58	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
59	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
60	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
61	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
62	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
63	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
64	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
65	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
66	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
67	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
68	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
69	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
70	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
71	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
72	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
73	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
74	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
75	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
76	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
77	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
78	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
79	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
80	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
81	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
82	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
83	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
84	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
85	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
86	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
87	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
88	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
89	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
90	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
91	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
92	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
93	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
94	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
95	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
96	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
97	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
98	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
99	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
100	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
101	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
102	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
103	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
104	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
105	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
106	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
107	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
108	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
109	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
110	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

EXHIBIT A, PAGE 46 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
111	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
112	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
113	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
114	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
115	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
116	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
117	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
118	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
119	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
120	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
121	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
122	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
123	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
124	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
125	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
126	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
127	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
128	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
129	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
130	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
131	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
132	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
133	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
134	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
135	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
136	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
137	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
138	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
139	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
140	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
141	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
142	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
143	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
144	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
145	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
146	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
147	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
148	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
149	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
150	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
151	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
152	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
153	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
154	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
155	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
156	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
157	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
158	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
159	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
160	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
161	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
162	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
163	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
164	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
165	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
166	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61

EXHIBIT A, PAGE 48 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1892-1938								
167	Assessment Property Ownership Records		1892-[?]	50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
168	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
169	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
170	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
171	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
172	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
173	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
174	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
175	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
VOLUMES DATED 1937-1964								
176	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
177	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
178	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
179	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
180	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
181	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
182	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
183	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
184	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
185	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
186	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
187	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
188	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
189	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
190	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
191	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
192	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
193	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61

EXHIBIT A, PAGE 49 of 87

RIVERSIDE COUNTY, CA
 ASSESSOR-COUNTY CLERK-RECORDER
 PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
194	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
195	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
196	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
197	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
198	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
199	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
200	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
201	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
202	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
203	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
204	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
205	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
206	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
207	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
208	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
209	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
210	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
211	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
212	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
213	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
214	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
215	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
216	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
217	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
218	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
219	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
220	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
221	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

KOFILE TECHNOLOGIES

EXHIBIT A, PAGE 50 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
222	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
223	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
224	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
225	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
226	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
227	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
228	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
229	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
230	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
231	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
232	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
233	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
234	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
235	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
236	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
237	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
238	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
239	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
240	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
241	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
242	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
243	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
244	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
245	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
246	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
247	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
248	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
249	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
250	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
251	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
252	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
253	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
254	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
255	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
256	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
257	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
258	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
259	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
260	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
261	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
262	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
263	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
264	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
265	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
266	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
267	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
268	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
269	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
270	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
271	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
272	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
273	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
274	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
275	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
276	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
277	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

KOFI FILE TECHNOLOGIES

EXHIBIT A, PAGE 52 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
278	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
279	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
280	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
281	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
282	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
283	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
284	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
285	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
286	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
287	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
288	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
289	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
290	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
291	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
292	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
293	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
294	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
295	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
296	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
297	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
298	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
299	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
300	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
301	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
302	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
303	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
304	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
305	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
306	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
307	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
308	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
309	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
310	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
311	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
312	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
313	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
314	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
315	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
316	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
317	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
318	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
319	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
320	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
321	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
322	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
323	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
324	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
325	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
326	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
327	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
328	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
329	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
330	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
331	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
332	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
333	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

KOFI FILE TECHNOLOGIES

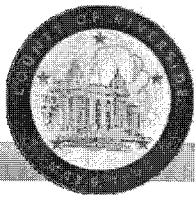
EXHIBIT A, PAGE 54 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
334	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
335	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
336	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
337	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
338	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
339	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
340	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
341	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
342	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
343	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
344	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
345	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
346	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
347	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
348	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
349	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
350	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
351	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
352	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
353	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
354	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
355	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
356	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
357	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
358	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
359	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
360	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
361	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
362	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
363	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
364	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
365	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
366	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
367	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
368	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
369	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
370	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
371	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
372	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
373	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
374	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
375	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
376	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
377	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
378	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
379	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
380	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
381	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
382	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
383	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
384	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
385	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
386	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
387	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
388	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61
389	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/1M/MM	\$4,224.61

EXHIBIT A, PAGE 56 of 87

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
390	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
391	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
392	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
393	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
394	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
395	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
396	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
397	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
398	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
399	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
400	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
401	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
402	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
403	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
404	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
405	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
406	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
407	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
408	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
409	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
410	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
411	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
412	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
413	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
414	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
415	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
416	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
417	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61



PROJECT PERSONNEL

Due to our commitment and highly trained and experienced staff, Kofile is equipped to handle multifaceted and time-relevant projects. Projects are executed efficiently and to the highest professional standards.



Second- and third-generation conservators and public records experts address records. The industry experience of Kofile's ownership and key staff dates to the 1970s. Kofile's extensive experience reaches a wide range of permanent retention media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Projects range from one map, volume, or document to thousands.

Projects often continue in multiple phases over many years and administrations. With the combination of an experienced imaging team and technology competence, and considering our status as a software developer, our capability to enhance the image processing process extends well beyond that of competitors.

Upper management attend continuing education conferences and hold professional memberships with such organizations as the American Institute for the Conservation of Historic and Artistic Works (AIC). Kofile is an institutional member of the AIC and subscribes to their *Code of Ethics & Standards of Practice*.

Conservation Team Structure

A conservator supervises the conservation laboratory and daily work in the lab. Each of our locations has technicians that perform limited conservation treatments under close supervision. Kofile is a strong proponent of cross-training. Our conservation team has a strong retention rate and years of experience and practice. Less experienced workers are assigned to specific tasks, such as document prep or basic unbinding procedures.

The conservators oversee the performance of the treatments. They are responsible for the examination criteria of each item, including cost estimates. Joseph J. 'Joe' Marotti is not limited to any one location. He frequently travels between each location to assist in training and special projects.

Digitization Team

True pioneers in micrographics, imaging, re-creation, and data entry solutions for government records manage digitization projects. Before working with confidential records, the technician must graduate a series of work-effort tiers. Employees complete intensive training with a mentor before being permitted to work on any live information. During this time, they are taught guidelines and security policies for handling protected information. All technicians start with entry level tasks. To progress to tasks with higher level

of security and responsibility, each must progress a series of tiered assessments and progression points to build a level of trust.

PROJECT MANAGEMENT

The Account Manager, Patty Melton, handles all communication with the Riverside County Assessor-County Clerk-Recorder's Office. She ensures the project is completed on schedule and to the client's satisfaction. The Account Manager is responsible for project supervision. The Account Manager is available to meet periodically via phone or in person for project coordination and progress updates.

KEY CONSERVATION STAFF RESUMES

Key personnel are identified below, and resumes for are provided in the following pages:

<u>NAME</u>	<u>ASSIGNMENT</u>
Joe Marotti	<i>Senior Conservator; Special Projects</i>
Mike Marotti	<i>Facility Manager and Conservator</i>

JOSEPH J. "JOE" MAROTTI

Joe Marotti's experience is in art restoration and the preservation of archival materials such as books and manuscripts (primarily public records of County and Municipal Clerks). His interested was peaked working in his father's municipal and county supplies company.

The company opened a conservation division in 1985, and hired conservators, including Leopold Saint Paul, as Director, and Maria Pukownik. With 23 years of conservation experience, Saint Paul's expertise included the restoration of incunables and rare manuscripts dating to the 9th century. Norman Beaudoin, who had four years of previous conservation experience, was hired as conservation assistant and apprentice to Saint Paul.

In 1985, Mr. Marotti established Vermont's first private conservation lab specializing in public documents, oil paintings, works of art on paper, books and manuscripts, maps and charts, and vellum and parchment artifacts. Mr. Marotti established preservation programs in 150+ Vermont municipalities. With his education endeavors, Vermont record storage facilities updated crude safes and storage devices to NFPA-rated record storage vaults.

Mr. Marotti has collaborated with many conservators throughout his years in private practice, and he has conducted numerous Introduction to Archival Records Preservation workshops and presentations across New England. He frequently travels across the United States and consults with other Kofile conservators and technicians on best practices.

Mr. Marotti has conserved books, maps, artwork, parchment, vellum, and even papyrus. He routinely treated artwork that included offset reproductions, pen and ink drawings, lithographs, wood blocks, engravings, etchings, pastels, watercolors, photographs, and collages. Many were the work of well known artists such as Paul Gauguin, Mary Cassatt, Albert Bierstadt, John James Audubon, Gordon Grant, James McNeill Whistler, Ansel Adams, Ogden Pleissner, Sam Motherwell, Marc Chagall, and Nathaniel Currier.

Professional History

2009—present	Special Projects Conservator Consultant and Chairman Emeritus Kofile Preservation, Inc.
1972—2009	President Joseph J. Marotti Co., Essex, VT

Education

1964—1965 and 1971—1975	Electrical Engineering, University of Vermont
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Professional Activities

Records Management System Design for the Fresno County Recorder's Vital Records, Fresno County Recorder, Fresno, CA—2013-Present

- Assessment of historical and public records, development of a Project Plan, coordinate with the County engineer and architect to design storage solution for 1,600 volumes.

Presenter. Suction Table Demonstration. Preservation Workshop for Texas County and District Clerks, Dallas, Texas—2011

Presenter. "Preservation of County Records/Before and After Conservation Treatments." County & District Clerks Association of Texas, South Padre Island, Texas—2005.

Presenter. "Preservation of County Records." County Officials Association of TN—2008

- Presented to over 500 attendees.

Presenter. "Preservation Presentation." Tennessee Register of Deeds Association Spring Conference—June 4, 2009

Engineer custom paper suction table and conduct training for Kathryn Myatt Carey & Associates, Salem, MA—1990s

Professional Exchange. Fine Art Restoration collaboration with Paul Lengyel, Fine Art Conservation and Restoration Services, Albany, NY—1990-1993

- Collaborations included the restoration of numerous works of art, including those by Rembrandt, Picasso, Maxfield Parrish, Alexander Calder, Joan Miro, Currier & Ives, etc.

Restoration of WWII Memorabilia and Military Posters. Watervliet Arsenal Museum, The United States Army, Watervliet, NY.

Instructor. "Conservation" course. Saint Michael's College, Winooski, VT. Continuing education program for Certified Municipal Clerks (CMU)—1991

Trainer. "Preservation of a Set of Wilson's American Ornithology Volumes." Keiran Rutherford, Intern.

- This project lasted one year and saw the restoration of a complete set of volumes, including a leaf by leaf restoration of original hand-colored plates.

System Storage Design Solution Architect for 38,682 Maps. Sacramento County Clerk and Recorder, Sacramento, CA—1991

- Conserve, encapsulate, re-house, and image volumes and maps. Provide storage system for 38,682 maps.

Attendee. "Use of a Suction Table: Site Training." Conducted by a conservator based out of a museum in mid-state New York—1991

Apprenticeship. Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland—1986-1991

Intern Supervisor. Local high school, Saint Michael's College, and University of Vermont (UVM) curriculums—multiple years.

Professional Affiliations

Member, American Institute for Conservation (AIC)

MICHAEL J. "MIKE" MAROTTI

Mike Marotti has experience and professional training in the traditional art of bookbinding, hand sewing, leathering, leaf casting, gold leaf embossing, polyester welding, paper de-acidification including aqueous solutions and spray processes, and loose leaf binding/punching configurations. His technical knowledge concerning information technology includes microfilming and document scanning and guiding vital projects. With his foresight, the establishment and operation of our Nevada regional laboratory was established in 2003 and expanded in 2009 and 2014.

Professional History

- 2009—present Senior Conservator and Facility Manager
Kofile Preservation, Inc.
- Oversee preservation projects for all West Coast-based preservation projects
 - Skillfully manage and coach skills to challenge the Nevada laboratory to reach project goals
 - Demonstrate marketing prowess by capturing a significant market share in California through detailed itemized surveys of large county office document holdings
- 2003—2009 Associate Conservator and Director of Western Operations
Joseph J. Marotti Co.
- Hire and train staff
 - Daily supervision of conservation staff, operation and maintenance of equipment, and meeting production quotas and deadlines for various projects
 - Serve as Liaison and Contract Manager for all Nevada and California projects
- 1995—2003 Assistant Conservator and Director of Western Accounts
Joseph J. Marotti Co.
- Attend state conferences of numerous county associations
 - Develop detailed proposals that allow county boards to approve long term conservation projects.
 - Advance approximately 80 counties with new products and services that include changes in preservation standards of practice, changes in information technology (microfilming/scanning), and design layout for metal office casework such as roller shelving.
- 1988—1995 Conservation Technician
Joseph J. Marotti Co.

Education

- 1995 B.A., Rec. Facility Management, Western State College
Magna Cum Laude

Professional Activities

1988—2000, 2004-2009

Apprenticeship. Joseph J. Marotti and Carole Marotti. Included full time and part time.

1988—1991

Apprenticeship. Leopold Saint Paul, the former Director of the Conservation Laboratory at the Université de Liege, Belgium.

- Minor varnish removal for oil paintings, paper suction table cleaning of prints, fine book restoration, and paper dating through use of water mark identification
- UV light observation of artifacts checking for evidence of previous restoration, ink solubility, and paper pH testing

1988—1995

Apprenticeship. Carole Homola.

- Traditional hand-bookbinding

1988—1991

Assistant. "Restoration of Documents and Works of Art on Paper." Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland.

- Pukownik specializes in works of art on paper, and is also extensively trained and experienced in the complete treatment of paintings. She is also skilled in cleaning, seamless repairs, reconstructions, painting in all traditional techniques, book repair and bookbinding.

RIVERSIDE COUNTY ASSESSOR-COUNTY CLERK-RECORDER, CA PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS								
LINE NO.	RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
VOLUMES DATED 1937-1964								
418	Assessment Property Ownership Records		1937-[?]	50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
419	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
420	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
421	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
422	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
423	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
424	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
425	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
426	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
427	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
428	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
429	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
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431	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
432	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
433	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
434	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61
435	Assessment Property Ownership Records			50	30"x20"	Paper	PRV/IM/MM	\$4,224.61

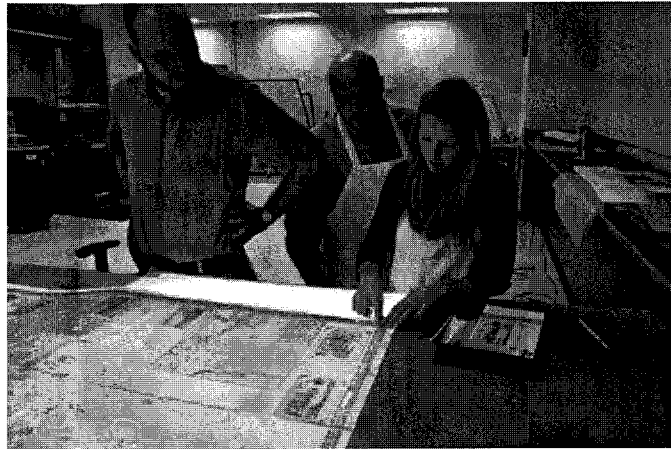




PROJECT PERSONNEL

Due to our commitment and highly trained and experienced staff, Kofile is equipped to handle multifaceted and time-relevant projects. Projects are executed efficiently and to the highest professional standards.

Second- and third-generation conservators and public records experts address records. The industry experience of Kofile's ownership and key staff dates to the 1970s. Kofile's extensive experience reaches a wide range of permanent retention media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Projects range from one map, volume, or document to thousands.



Projects often continue in multiple phases over many years and administrations. With the combination of an experienced imaging team and technology competence, and considering our status as a software developer, our capability to enhance the image processing process extends well beyond that of competitors.

Upper management attend continuing education conferences and hold professional memberships with such organizations as the American Institute for the Conservation of Historic and Artistic Works (AIC). Kofile is an institutional member of the AIC and subscribes to their *Code of Ethics & Standards of Practice*.

Conservation Team Structure

A conservator supervises the conservation laboratory and daily work in the lab. Each of our locations has technicians that perform limited conservation treatments under close supervision. Kofile is a strong proponent of cross-training. Our conservation team has a strong retention rate and years of experience and practice. Less experienced workers are assigned to specific tasks, such as document prep or basic unbinding procedures.

The conservators oversee the performance of the treatments. They are responsible for the examination criteria of each item, including cost estimates. Joseph J. 'Joe' Marotti is not limited to any one location. He frequently travels between each location to assist in training and special projects.

Digitization Team

True pioneers in micrographics, imaging, re-creation, and data entry solutions for government records manage digitization projects. Before working with confidential records, the technician must graduate a series of work-effort tiers. Employees complete intensive training with a mentor before being permitted to work on any live information. During this time, they are taught guidelines and security policies for handling protected information. All technicians start with entry level tasks. To progress to tasks with higher level

of security and responsibility, each must progress a series of tiered assessments and progression points to build a level of trust.

PROJECT MANAGEMENT

The Account Manager, Patty Melton, handles all communication with the Riverside County Assessor-County Clerk-Recorder's Office. She ensures the project is completed on schedule and to the client's satisfaction. The Account Manager is responsible for project supervision. The Account Manager is available to meet periodically via phone or in person for project coordination and progress updates.

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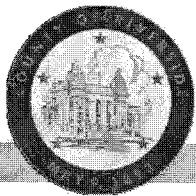
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QUALIFICATIONS & EXPERIENCE

EXHIBIT A, PAGE 70 of 87

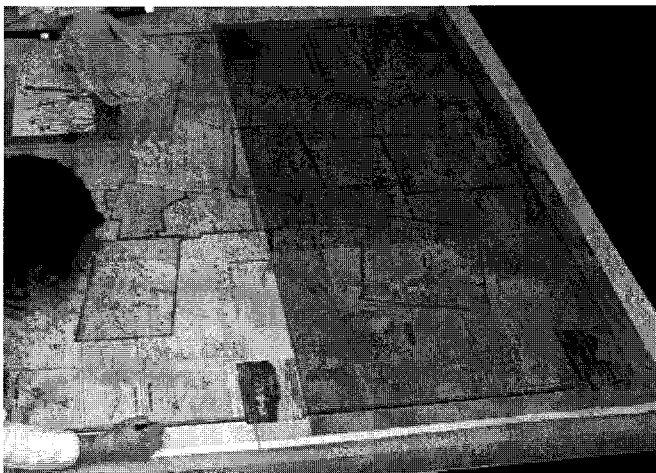
RIVERSIDE COUNTY, CA
ASSESSOR-COUNTY CLERK-RECORDER
PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

EXPERIENCE

President Abraham Lincoln, Stephen F. Austin, President John Quincy Adams, Bruce Lee, President John F. Kennedy, General Stonewall Jackson, King George III, Wyatt Earp, Grandma Moses, James Morris, and Henry David Thoreau.

Whether written with their hands, treasured as their keepsake, or recorded in their last breath, the names above represent a short selection of the historical significance personified by the written records and prints that Kofile has preserved.

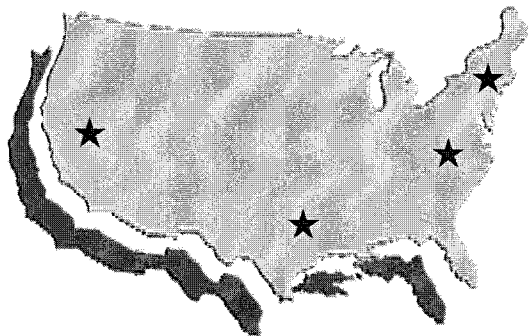
Our persistence and workmanship has allowed Kofile to promote and contribute to the preservation of local records as well as those of national significance. As our references document, Kofile establishes enduring professional relationships and remains loyal to each project.



FIRM HISTORY

Kofile is comprised of the oldest and most experienced private firms *specializing* in the preservation of permanent public records in the U.S. Established in 2009, Kofile is owned and operated by Kofile Technologies Group, Inc., we take great pride in our legacy. *Moving forward with a new name, familiar faces remain.* Each of our primary root companies is introduced below.

- ▶ Joseph J. Marotti Co., Inc. dates to 1961 and operated under that name for 48 years.
- ▶ Brown's River Bindery dates to 1972 and operated under that name for 37 years.
- ▶ Louisiana Binding Service, Inc. (LBS) dates to 1987 and operated under that name for 24 years.



Kofile operates regional facilities in Dallas, TX, San TX, Essex, VT, Greensboro, NC, and Carson City, NV.

The location where all of the proposed preservation services will be performed is our Carson City facility. At this facility, Kofile employs full-time, permanent employees. This is not a temporary facility.

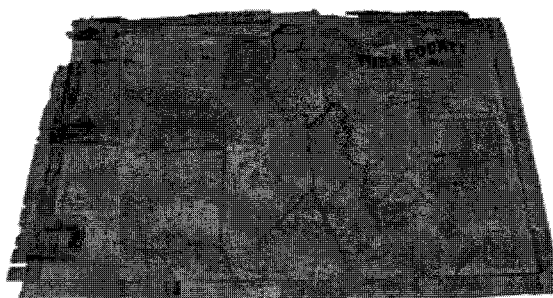
KOFILE TECHNOLOGIES

QUALIFICATIONS

As stated, each location has an advanced paper suction table for treatments such as ultrasonic humidification, washing, deacidification of fragile materials, backing, lining, repair, leaf casting, and stain reduction. This device treats books, maps, artwork, parchment, vellum, and even papyrus. Treated artwork included offset reproductions, pen and ink drawings, lithographs, wood blocks, engravings, etchings, watercolors, photographs, and collages.

Solutions above and beyond the normal scope of paper conservation include:

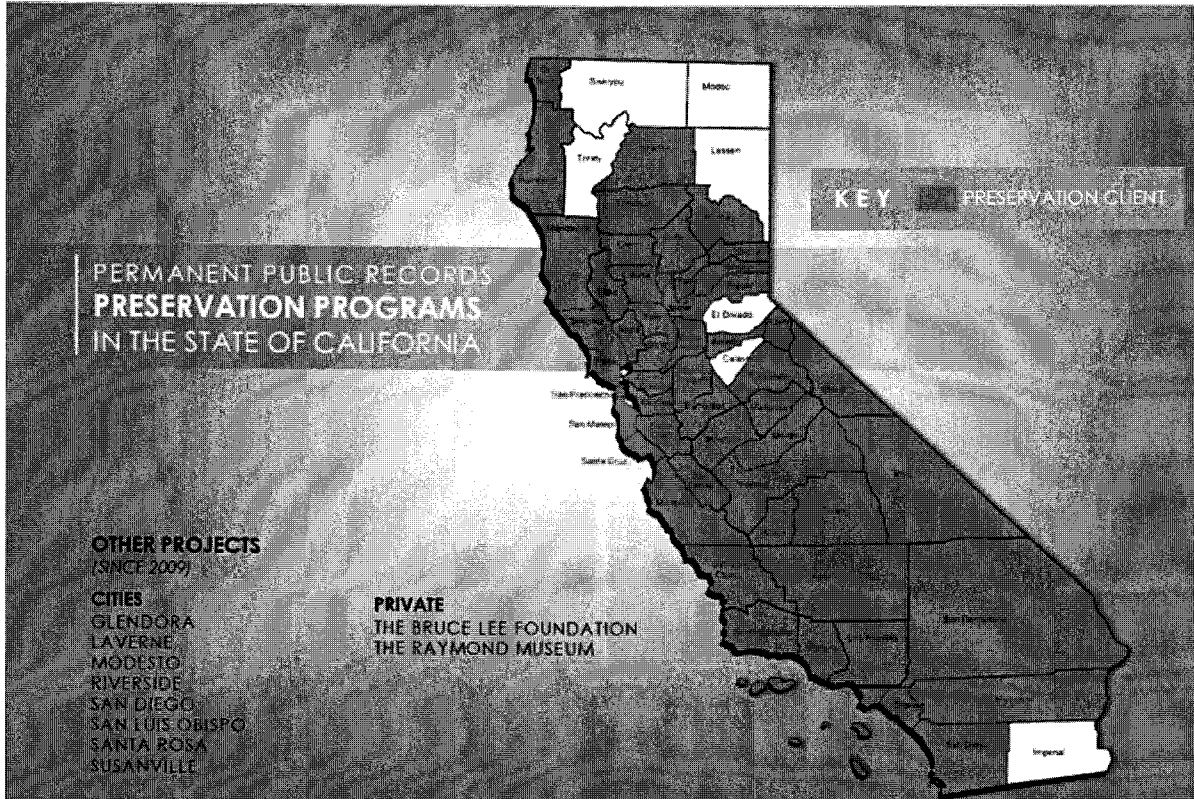
- Water damaged volumes in which the pages have fused into a solid block.
- Remove 1898 F.W. Emery lamination with enzyme treatment.
- Remove Barrows lamination on manuscripts and charters.
- Apply polyacrylic coatings to soluble colored media for suction table treatment (Wilson's Ornithology, 1813).
- Remove polyurethane coatings on soft stone (Verdite) Statuary.
- Remove gelatin photo emulsion photographs stuck on glass.
- Clean, reinforce, and preserve severely mold and mildew damaged materials.
- Clean, mend, preserve, and frame large media such as wall maps.
- Flatten, stabilize, and conservation framing of medieval sheet music on parchment (12th century).
- Consolidate, repair, flatten, and conservation framing of unique 19th-century sampler (Mary Todd Lincoln).
- Re-humidify, stabilize, and flatten rare African primitive painting on goat hide (circa 1800s).
- Flatten and stabilize badly warped Russian Icon paintings on wooden panels circa 1400s.
- Repair and stabilize damaged Ming Dynasty wooden horses.
- Restore severely fire damaged art, both paper and oil paintings.



This York County, Maine, map was created in 1856. It arrived at Kofile in two pieces and very tattered. This work of art and irreplaceable information is now saved for future generations. It underwent conservation treatments and restoration at the Dallas laboratory.

REFERENCES

Kofile projects are often long-term and based on available budgets. This type of partnership illustrates Kofile's interest in the success of each and every preservation project. Please note that more references and project details are available upon request. In the State of California, Kofile has performed preservation services in nearly every county over the past 20 years, see represented by the graphic below. In order to better serve these clients, the Western Regional Laboratory was established in 2003, by a root company. It continues to operate with the same staff.



Sacramento County Clerk and Recorder's Office, Sacramento, CA
 Work commenced in 1991 and is expected to continue until approximately 2015, as funds permit. Projects addressed volumes and maps. Services included surface cleaning, mending, de-acidification, encapsulation, and imaging. Kofile returned sewn and loose-leaf books. The current project addresses the County's complete map collection and provides an archival map storage system. Maps are removed from backing, de-acidified (as possible), mounted on Japanese tissue, encapsulated, and re-housed. Kofile is also providing a cross index to original book and page.

Solano County Clerk-Recorder and Assessor's Office, Fairfield, CA
 Preservation of all Vitals, Grantor/Grantee Indexes and Deed Records, as well as additional miscellaneous records. Contract renewed in 2017 for 3 years of continued services.

EXHIBIT A, PAGE 73 of 87

Marin County Clerk-Recorder and Assessor's Office, San Rafael, CA

Preservation of all Vitals and Deed books, under a five year contract approved in 2016/2017 fiscal budget.

Humboldt County Clerk and Recorder's Office, Eureka, CA

Preservation of volumes and maps. Work commenced in 1995 and is continuing. Records addressed include Deed Records and Grantor/Grantee Indexes. Services included cleaning, mending, de-acidification, encapsulation, and imaging.

Shasta County Assessor Recorder's Office, Redding, CA

Restoration of volumes and maps. Preservation services included cleaning, mending, de-acidification, encapsulation, microfilming, and binding. Projects commenced in 1995 and continued to 4/2010.

Kern County Assessor-Recorder's Office, Bakersfield, CA

Restoration of Patents, Miscellaneous Records, Vital Records, and maps. Projects commenced in 1992 and are currently ongoing.

Los Angeles County Clerk and Recorder's Office, Norwalk, CA

Work commenced in 2004 and will continue until 2023, as funds permit. Records addressed include historical volumes. Types of records include Patents, Grantor/Grantee Indexes, and Vital Records. Services include dismantling books, removing extensive pressure sensitive tape, mending, de-acidification, encapsulation, and binding.

Ventura County Recorder's Office, Ventura, CA

Restoration of Deed Records, Vitals, and maps. Project commenced in 1994 and is currently ongoing. This project also includes microfilming in addition to standard preservation services.

Santa Barbara County Clerk-Recorder and Assessor's Office, Santa Barbara, CA

Continued restoration projects on maps annually.

NOTABLE PROJECTS

Projects are often long-term and based on available budgets. This partnership illustrates Kofile's interest in the success of each project. Please note that references are available upon request. Kofile also restores special and unique document from private collections. A short selection of the variety of projects completed by Kofile includes:

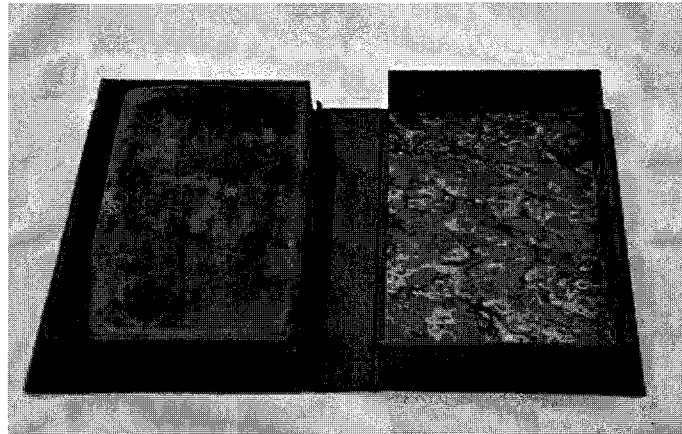
Preservationists for the Texas Court Records Preservation Task Force, 2010—2012.

"Ship Papers Issued to Obed Shearman, Master and Commander of the Minerva Smyth"—2013

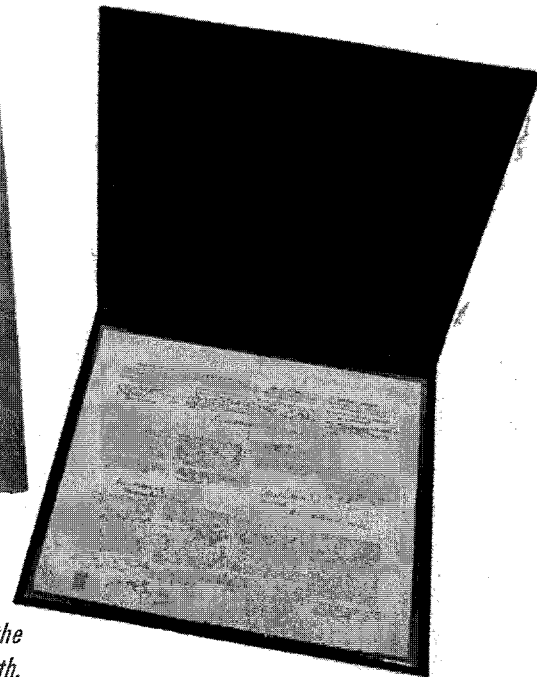
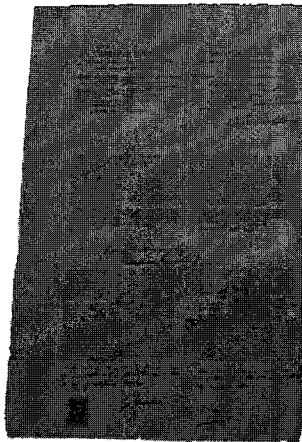
Private Collection. The Anatomical Exercises of Dr. William Harvey, ed. 1673—2013

Historical Official Records Pre-1850 to 1950, Hidalgo County Clerk's Office, Edinburg, TX—2009-Present

Historical Public Documents and Volumes, Brazoria County Clerk's Office, Angleton, TX—2009-Present



This volume of The Anatomical Exercises of Dr. William Harvey, ed. 1673, was located in an attic and nearly disposed. Its value is estimated at \$20,000 to \$25,000. Conservator Chris Marotti deacidified the pages and preserved it in a custom box that he constructed.



These ship papers were issued to Obed Shearman, Master and Commander of the Minerva Smyth. President Abraham Lincoln and Secretary of State William H. Seward both signed it. Although dated April 20, 1865, the document was signed prior to Lincoln's assassination on April 14th.

The text appears in four languages, and contains a stamp and Presidential seal. Shearman received it on the same day that he heard the news of the President's death. Kofile performed conservation treatments including cleaning and deacidification. The Document was encapsulated and custom archival housing folder was created.

Historical Public Documents and Volumes, Nueces County Clerk's Office, Corpus Christi, TX—2013

Circa 1934 Town Charter and Town Deed, Artist Edward J. Ades, Works Progress Administration, Westport Town Clerk's Office, Westport, VT. 2005.

San Francisco County and City of San Francisco, CA, McInerney Judgments

Shasta County, CA, Original Shasta County map restoration and housing

Los Angeles County Clerk and Recorder, Norwalk, CA, Preservation of County Records: 1,975 volumes of Patents, Grantor/Grantee Indexes, and Vitals.

The Bruce Lee Foundation, Commentaries on the Martial Way (Lee's original memoirs)

Bureau of Conveyances, Department of Land and Natural Resources, Honolulu, HI, Original Pearl Harbor Map and Deeds of Conveyances

Cochise County Superior Court, AZ, Wyatt Earp Manuscripts

Pima County, AZ, San Pedro Cattle Company Records

Accomack County, VA, documents from The Daughters of the American Revolution

Barnstable, MA, Civil War Rebellion Record

Clinton, NY, King George letter

Dare County, NC, Birth Certificates of The Mighty Midgets of Chicamacomico

Dutchess County, NY, Indentures

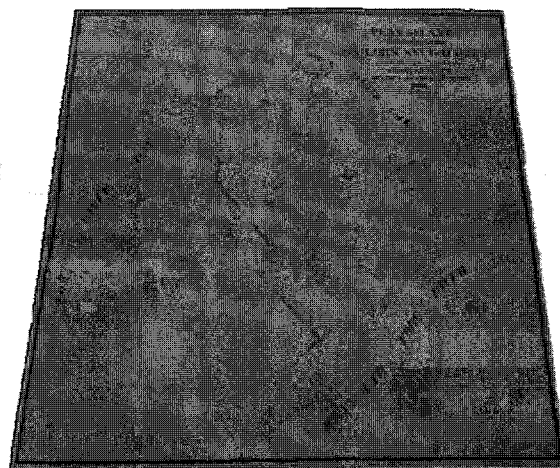
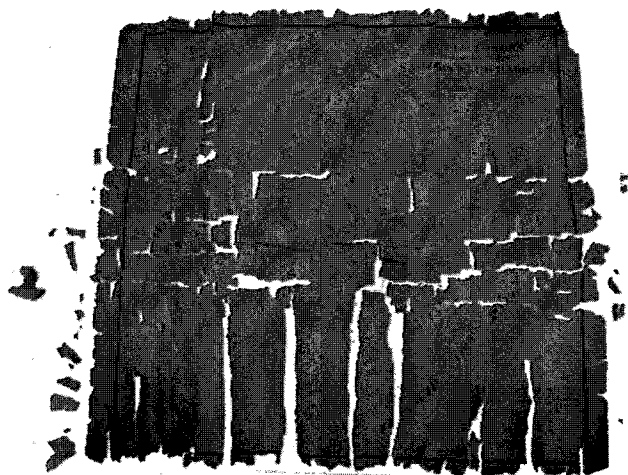
Ellington, CT, Jewish Cemetery Records

The Episcopal Diocese of Vermont, Burlington, VT, Early Church Records

Hague, NY, American Graphite Company, 1889

Hunterdon County, NJ, Naturalization Records, 1804—1966

Kofile has provided conservation and restoration services for the projects administered by the Connecticut State Library, the State Library of Virginia, and the Vermont State Archives and Records Administration (The Constitution of 1777, Vermont).



The 1894 map above is titled, "Plan of Lands Belonging to the Sailors' Snug Harbor" and is from Quincy, Massachusetts. Rolled for years, the map was pieced together and backed.

PRESERVATION OF ASSESSMENT PROPERTY OWNERSHIP RECORDS

Little Compton, RI, Copy of the Declaration of Independence

Long Island Rail Road (LIRR), NY, Preservation of 19 historical volumes containing the earliest maps of the LIRR System

Massachusetts Supreme Judicial Court, Salem Witchcraft Trials Transcripts, 1600s

Middlebury College, VT, The Nuremberg Chronicles, 1493, and Henry Thoreau's Personal Copy of Walden

Middletown, RI, The Boston Post

Montgomery County, VA, Register of Free Negroes, 1823—1847

Morningside Gallery, Latham, NY, JFK Congressional letter, dated Sept. 11, 1952

Morris, CT, James Morris Museum Parchment Documents

Nantucket, MA, Wharf Rats Club Documents (Weather Records, 1700s)

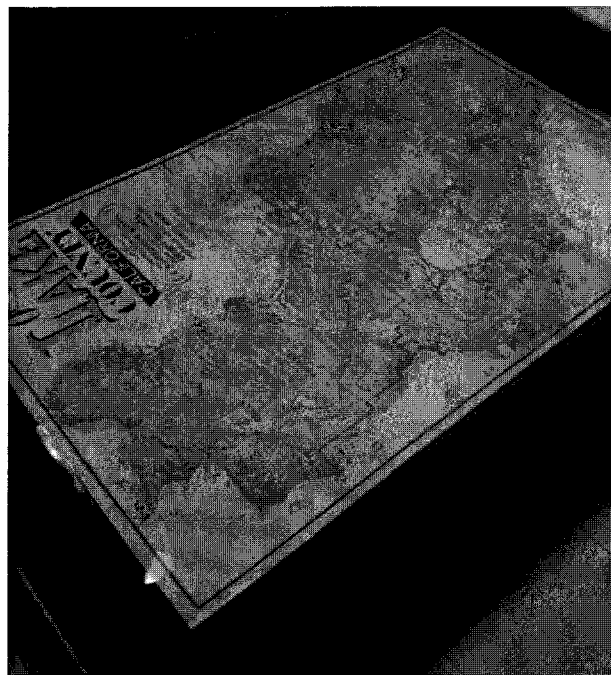
New Hampshire Archives, NH, Australian Ballots, 1892 and 1894

Order of the Alaska Moose, AK, Order of the Alaska Moose

Pawtuxet, RI, Pawtuxet Valley Gleaners

Plymouth, MA, General Laws 1658—1691, Colony Records

Kofile provided ongoing restoration for the Jackson Barracks Military Library of the Louisiana Military Department. This project included restoration of Civil War documents, including: books, manuscripts, periodicals, maps and memorabilia. These documents were damaged during Hurricane Katrina.



The map pictured above is the "Official Map of Lake County, California" and dates to the late 1890s. This map is part of a large collection of restored maps. As pictured, these maps were laminated, water damaged, taped, and tattered. After conservation and restoration at Kofile, the map was returned for flat storage.

EXHIBIT A, PAGE 77 of 87

Private Collection, NY, Top Secret
Declassified U.S. Government Records and
Telegraph Transmissions/ Nazi Records

Swan Lake, NY, Restoration of "Sugaring
Off" by Grandma Moses, a limited edition
print

Private Collection, VA, Civil War scrapbook

Thomaston, CT, House Joint Resolution No.
155 and the Petition of Seth Thomas

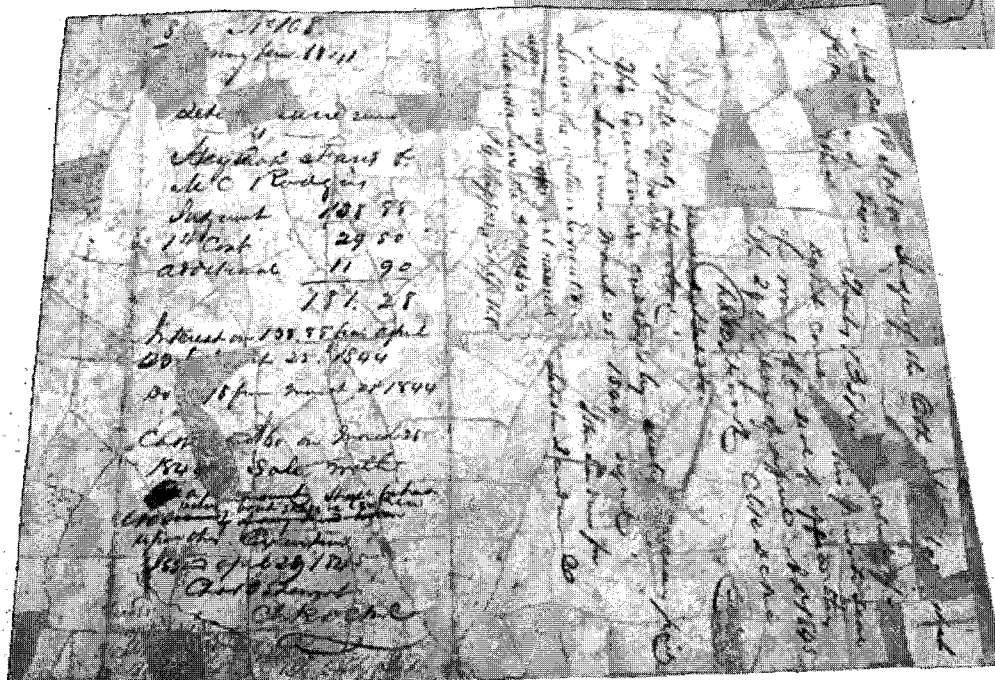
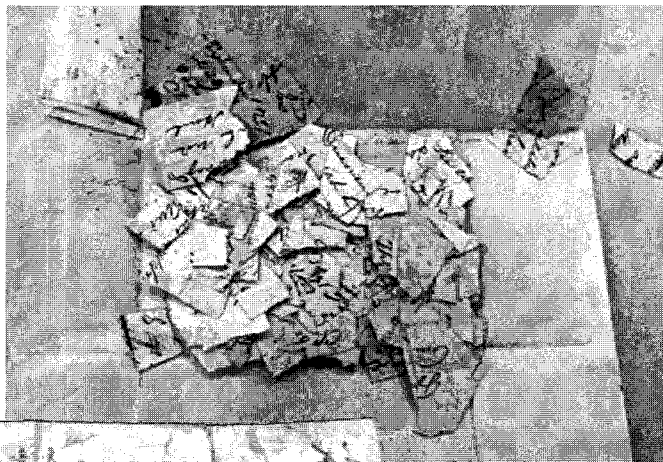
Private Collection, VA, Stonewall Jackson's
Final Medical Records from Dr. Hunter
McGuire

Trenton, NY, Trenton Falls Hotel Register,
1862—1875

Sussex County, VA, 118 Early Wills

Washington County, NY, The John Williams
Papers

This page is from an 1841 Execution Document from a Texas County. The jumbled pieces were held in a folded sheet of paper with a note that read: "...destroyed in haste without thought" —see below. A puzzle no more, the page is now conserved and preserved.



Once the tape was removed from this 1911 Map, it separated into three pieces. The map was restored and framed. The map was framed with an extra depth custom frame molding. A lens with ultraviolet filter is utilized to add a measure of protection. The mat, backing, and sealing are all acid-free. The map is stabilized for the future, but its history of use is still evident.

