

**COUNTY OF MONTEREY STANDARD AGREEMENT  
(MORE THAN \$100,000)**

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:

Kofile Preservation, Inc.

(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

**1.0 GENERAL DESCRIPTION.**

- 1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

**Provide** preservation and conservation of the County Clerk/Recorder's old, archival public records and books.

**2.0 PAYMENT PROVISIONS.**

- 2.01 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of \$ 202,000.00.

**3.0 TERM OF AGREEMENT.**

- 3.01 The term of this Agreement is from 02/01/2016 to 09/30/2016, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**
- 3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

**4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS.**

- 4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

**Exhibit A    Scope of Services/Payment Provisions**

## 5.0 PERFORMANCE STANDARDS.

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

## 6.0 PAYMENT CONDITIONS.

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement, and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

## 7.0 TERMINATION.

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

- 7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.
- 7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

## 8.0 INDEMNIFICATION.

- 8.01 CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

## 9.0 INSURANCE REQUIREMENTS.

### 9.01 Evidence of Coverage:

Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

### 9.02 Qualifying Insurers:

All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

- 9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

**Commercial General Liability Insurance,** including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Business Automobile Liability Insurance,** covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

*(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Workers' Compensation Insurance,** if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

*(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*

**Professional Liability Insurance,** if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

*(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)*



9.04 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

**Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

## 10.0 RECORDS AND CONFIDENTIALITY.

- 10.01 Confidentiality. CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.02 County Records. When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.03 Maintenance of Records. CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.04 Access to and Audit of Records. The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.05 Royalties and Inventions. County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

## 11.0 NON-DISCRIMINATION.

- 11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal,

state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

**12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS.**

12.01 If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

**13.0 INDEPENDENT CONTRACTOR.**

13.01 In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or particular County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

**14.0 NOTICES.**

14.01 Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Corina Morgan, Finance Manager	Joe Arbios, Director of Sales
Name and Title Monterey County Recorder 168 W. Alisal St., 1st FL Salinas, CA 93901	Name and Title Kofile Preservation, Inc. 6300 Cedar Springs Road Dallas, TX 95235
Address	Address
(831) 755-5821	(916) 715-6430
Phone	Phone

## 15.0 MISCELLANEOUS PROVISIONS.

- 15.01 Conflict of Interest. CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 Amendment. This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 Contractor. The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 15.05 Disputes. CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 Assignment and Subcontracting. The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.
- 15.07 Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.
- 15.12 Non-exclusive Agreement. This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.

- 15.13 Construction of Agreement. The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 Authority. Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 Integration. This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

-----*This section left blank intentionally*-----



16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

**COUNTY OF MONTEREY**

By:   
Contracts/Purchasing Officer

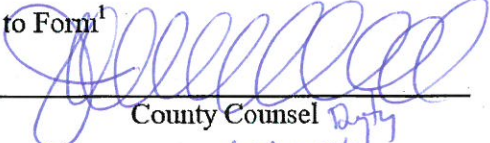
Date: 4 Feb 2016

By: \_\_\_\_\_  
Department Head (if applicable)

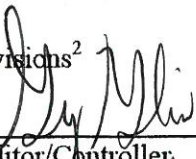
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Board of Supervisors (if applicable)

Date: \_\_\_\_\_

Approved as to Form<sup>1</sup>   
By: \_\_\_\_\_  
County Counsel Duty

Date: 1-11-16

Approved as to Fiscal Provisions<sup>2</sup>   
By: \_\_\_\_\_  
Auditor/Controller

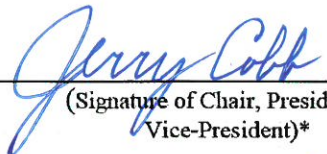
Date: 1-12-16

Approved as to Liability Provisions<sup>3</sup>  
By: \_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

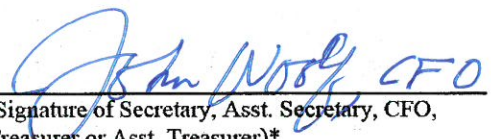
**CONTRACTOR**

Kofile Preservation, Inc.  
Contractor's Business Name\*

By:   
(Signature of Chair, President, or Vice-President)\*

Jerry Cobb, President  
Name and Title

Date: 12-16-15

By:  CFO  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)\*

John Woolf  
Name and Title

Date: 12-15-15

County Board of Supervisors' Agreement Number: A-13039, approved on (date): 1-26-16

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

<sup>1</sup>Approval by County Counsel is required

<sup>2</sup>Approval by Auditor-Controller is required

<sup>3</sup>Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

EXHIBIT A

WWW.**KOFILE**.US

PRESERVE | IMAGE | INDEX | MICROFILM | ACCESS

COMPLETE SOLUTIONS FOR PERMANENT RECORDS PRESERVATION.

HONORABLE STEPHEN L. VAGNINI  
THE COUNTY OF MONTEREY  
ASSESSOR-COUNTY CLERK-RECORDER  
*Salinas, California*

PRESERVATION OF  
ARCHIVAL RECORDS PHASE II:  
OFFICIAL RECORDS VOLS. 987-1086

*November 3, 2015*

6300 CEDAR SPRINGS ROAD  
DALLAS, TEXAS 75235  
214-351-4800

ONE ALLEN MARTIN DRIVE  
ESSEX, VERMONT 05452  
800-639-3027

1558 FORREST WAY  
CARSON CITY, NEVADA 89706  
855-767-8697



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## CONTACT INFORMATION

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KOFILE PRESERVATION, INC.  
1558 FORREST WAY, CARSON CITY, NV 89706  
p/ 855.767.8697  
f/ 775.883.9978  
INFO@KOFIL.E.US

JOE ARBIOS  
ACCOUNT MANAGER & DIRECTOR OF SALES, WESTERN US  
c/ 916.715.6430  
JOE.ARBIO.S@KOFIL.E.US

DENNIS CURRAN  
EXECUTIVE SPONSOR & DIRECTOR OF WESTERN OPERATIONS  
c/ 802.233.9627  
DENNIS.CURRAN@KOFIL.E.US

MIKE MAROTTI  
FACILITY MANAGER & CONSERVATOR  
p/ 855.767.8697  
f/ 775.883.9978  
MIKE.MAROTTI@KOFIL.E.US

SUSANNA RECORDS  
CONTRACTS COORDINATOR (CMAS)  
p/ 214.351.4800  
f/ 214.442.6669  
SUSANNA.RECORDS@KOFIL.E.US

## PROJECT APPROACH

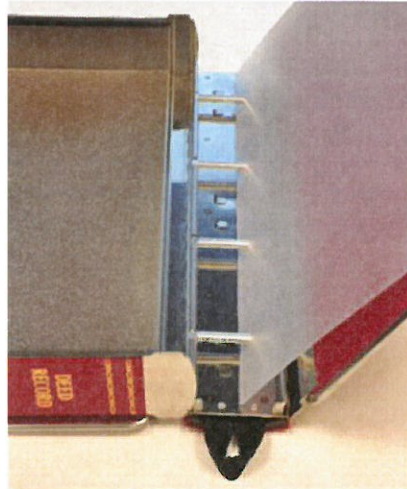
Kofile's solution includes Phase II preservation services for 100 volumes of Monterey County Assessor-County Clerk-Recorder's archival Official Records. The project inventory includes Official Records Vols. 987—1086.

**Final pricing will be determined upon review at the Kofile Lab in Carson City, NV.** Please note all pricing is based on estimated page counts. Billing will reflect actuals based upon mutually agreed upon pricing. Please note that pricing is good for 90 days from the date of this proposal.

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

Preservation will insure the survival of permanent or unique and intrinsically historical materials and, at the same time, insure the survival of the **source original** for the application of future technologies. Treatment of the original source includes cleaning, flattening, deacidification, and mending.

Archival rehousing includes encapsulation in archival grade Mylar (PET polyester) and binding in either *Heritage Recorder* binders or the proprietary *Disaster Safe County Binders™* (DSBs), see pictured to the right. Due to the additional weight of the Mylar encapsulation, each volume will return split.



With the DSB (pictured to the left), a polyester foam insert ensures physical support to the book block. Archival encapsulation allows the documents to hang from the posts.

The DSB provides unparalleled protection and storage capabilities for records that no longer demand everyday access and have security copies. The DSB was developed after Hurricane Katrina to address the devastation in the Orleans Parish archives. It protects the sheets from water damage, fire damage, and physical disruption. However, one of the primary problems in 2005, was the 100% relative humidity. Without electrical power for weeks, mold growth was rampant. A hard lesson, the DSB addresses what went wrong.

Kofile takes pride in an "off-the-shelf and on-the-shelf" service in which Kofile staff take the volumes off the shelves and return the volumes to the shelves at the project conclusion. Kofile is dedicated to providing quality service above-and-beyond County expectations.

Preservation minimizes chemical and physical deterioration to prolong the existence and useful life of the original format. At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.



## RECORDS ASSESSMENT

Kofile's solution includes Phase II preservation services for 100 volumes of Monterey County Assessor-County Clerk-Recorder's archival Official Records. The project inventory includes Official Records Vols. 987—1086. These records are housed at the County's Bekins Storage location. The collection was surveyed by Kofile Conservator Joe Marotti, during late 2013 to early 2014.

All volumes contain approximately 500 pages, and measure approximately 18x12 or 15x10. This collection includes 11 typescript (typed) volumes and 89 volumes of negative Photostats. Each volume is in poor condition.

The first volume in this series, Vol. 987, dates to 1948. The earlier volumes, Vols. 1-986, were not located at the time of the survey, and their location or existence is unknown. It is estimated that the earlier volumes date from circa 1922-1947.

### *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, February 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.

# PROJECT FEE

## PROJECT PRICE QUOTE

This quote is presented via Kofile Preservation, Inc.'s **CMAS Contract No. 3-13-36-0096A**.

**Please note the Contract Number directly on the Purchase Order. Final pricing is determined upon review at the Kofile Lab.** Pricing is based on estimated page counts of 640 pages per volume. Billing will reflect actuals based upon mutually agreed upon pricing. Please note that pricing is good for 90 days from the date of this proposal.

PRICING OVERVIEW						
RECORD SERIES TITLE	VOLUME RANGE	QTY.	APPROX. PAGE COUNT	LEVEL OF SERVICE	UNIT PRICE	LINE ITEM TOTAL
Official Record	987-1086	100	50,000	Preserve	\$2,020.00	\$202,000.00
PROJECT TOTAL						\$202,000.00

CMAS billing line items are as follows:

PART NO.	NIGP CODE	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
PRV004	96272	Paper Conservation	\$140.00/Hour	1,442.85714	\$202,000.00

COUNTY ACCEPTANCE:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Signature of Authorized Official/Title)

## OVERVIEW OF SERVICES

Records will receive the following services. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check occurs with reference to this original log.

### Preserve—Conservation Treatments, Deacidification, Encapsulation, and Rebinding

- Surface clean sheets to remove deposits—dust, soot, airborne particulate, sedimentation, insect detritus, or biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs, adhesives, or fasteners. *Tape and previous mends are reduced to the furthest extent possible without causing damage to paper and inks.*
- Mend tears and guard burns on back side of sheets with acid free and reversible materials. Sheets also mended with Japanese tissue and methyl cellulose adhesive or acrylic-based, acid-free and reversible heat set tissue such as Filmoplast®.



- Deacidify sheets after careful testing. Magnesium oxide deacidifies (or neutralizes) acid inks and paper by providing an alkalize reserve. Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is designed to prevent invasion of atmospheric pollutants.
- Volumes are rebound in a custom-fitted and stamped *Heritage Recorder Binder* or a *Disaster Safe County Binder™* (DSB). A volume may return as two volumes due to the additional weight of the Mylar pockets. A dedication and treatment report is included in the binder. Index tabs are repaired or replaced, as necessary.

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#### CALIFORNIA MULTIPLE AWARDS SCHEDULE (CMAS) *(Information from CMAS literature)*

CMAS contracts are not established through a competitive bid process, but they are based on contracts awarded on a Federal GSA schedule. To offer services/products on a CMAS contract, one must complete an Application using prices previously awarded through a Federal GSA multiple award schedule.

The Federal GSA schedule is the "base" contract. Upon acceptance of a CMAS Application, the State of California awards the supplier a CMAS contract, which includes contract terms and conditions, procurement codes, policies, and guidelines specific to California. Public Contract Code Sections 10290 et seq. and 12101.5 include approval for local governments to use CMAS contracts for products and services.

CMAS enables California purchasers access to products/services at prices otherwise only available to the Federal Government. Because CMAS suppliers must have been awarded a contract through the GSA, California is guaranteed quality products/services at competitive prices without having to execute a competitive bid process themselves.

Upon CMAS award, the Contractor markets and distributes the contract, and provides CMAS with quarterly reports of sales transactions. The CMAS contractor pays the DGS-CMAS a 1% incentive fee based on the total value of all local government orders.

The CMAS Contract provides Monterey County access to Kofile's GSA Schedule 36 Contract. Kofile passed a rigorous series of qualifications and price justifications for this award to prove that pricing is fair and reasonable. The CMAS Program provides Monterey County with numerous additional benefits:

- ▶ CMAS provides ease of use, quality products and services, shorter lead time, low administrative costs (otherwise associated with competitive bids), and access to suppliers with expertise and superior performance records.
- ▶ Local governments set their own order limits, and are not bound by the order limits on the contract cover page (as stated on page 3 of Kofile's CMAS contract).
- ▶ CMAS transactions are not competitive bids, so small business preference, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable. Awards are based on best value criteria and are not restricted to lowest cost.



EXHIBIT A

PROJECT INVENTORY AND ITEMIZED PRICING

Following is a breakdown of the project inventory and itemized pricing for each volume.

PROJECT INVENTORY AND ITEMIZED PRICING									
RECORD SERIES TITLE	VOL.	PAGE COUNT	CON-DITION	FORMAT	SHEET SIZE	LOCATION	LEVEL OF SERVICE	PRICE QUOTE	HOURS@ \$140.00
Official Record	987	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	988	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	989	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	990	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	991	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	992	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	993	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	994	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	995	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	996	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	997	500	Poor	Typescript	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	998	500	Poor	Photostat	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	999	500	Poor	Photostat	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1000	500	Poor	Photostat	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1001	500	Poor	Photostat	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1002	500	Poor	Photostat	18x12	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1003	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1004	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1005	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1006	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1007	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1008	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1009	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1010	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1011	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1012	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1013	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1014	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1015	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286



EXHIBIT A

PROJECT INVENTORY AND ITEMIZED PRICING

RECORD SERIES TITLE	VOL.	PAGE COUNT	CON-DITION	FORMAT	SHEET SIZE	LOCATION	LEVEL OF SERVICE	PRICE QUOTE	HOURS@ \$140.00
Official Record	1016	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1017	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1018	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1019	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1020	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1021	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1022	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1023	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1024	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1025	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1026	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1027	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1028	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1029	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1030	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1031	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1032	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1033	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1034	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1035	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1036	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1037	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1038	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1039	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1040	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1041	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1042	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1043	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1044	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1045	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1046	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286



EXHIBIT A

PROJECT INVENTORY AND ITEMIZED PRICING									
RECORD SERIES TITLE	VOL.	PAGE COUNT	CON-DITION	FORMAT	SHEET SIZE	LOCATION	LEVEL OF SERVICE	PRICE QUOTE	HOURS@ \$140.00
Official Record	1047	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1048	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1049	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1050	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1051	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1052	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1053	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1054	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1055	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1056	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1057	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1058	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1059	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1060	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1061	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1062	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1063	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1064	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1065	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1066	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1067	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1068	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1069	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1070	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1071	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1072	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1073	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1074	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1075	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1076	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1077	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286

EXHIBIT A

PROJECT INVENTORY AND ITEMIZED PRICING									
RECORD SERIES TITLE	VOL.	PAGE COUNT	CON-DITION	FORMAT	SHEET SIZE	LOCATION	LEVEL OF SERVICE	PRICE QUOTE	HOURS@ \$140.00
Official Record	1078	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1079	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1080	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1081	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1082	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1083	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1084	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1085	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286
Official Record	1086	500	Poor	Photostat	15x10	Bekins Storage	Preserve	\$2,020.00	14.4286



## DELIVERY & LOCATION OF WORK

Once a collection enters our hands, it goes directly to our facility, and nowhere else, until it returns to its original or designated home. The location where the work for Monterey County is completed is our Western Regional Facility is located at 1558 Forrest Way, Carson City, NV. Established in 2003, this lab serves Western-most projects.



The Kofile facility is designed to ensure the safety of our client's 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. Fire protection is a priority at Kofile, as we are uniquely aware of the vulnerability of the records and media in our trust.

One of the primary factors in choosing this location was that is provided the necessary power outlets for our unique machinery. Our facility contains a fire detection system that runs throughout the entire building, and meets OSHA and NFPA standards. Our team members are educated and trained to respond to disaster situations. This facility is intentionally located above flood plains, and the location is unlikely to suffer hurricane, tornado, or other natural disasters.

The Carson City laboratory is equipped with a double door UL rated heat proof safe and state of the art electronic security system. All premises will be fully alarmed against forcible entry and fire; this will include automatic and remote 24-hour monitoring.

### *Service Delivery*

At Kofile, trained personnel handle documents with the utmost care. We pride ourselves on being a prompt and efficient company. For each batch of records, approximately 14 to 18 weeks should be permitted for turnaround.

Kofile does not disclose copies of County records to third parties. Our 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.

**Pick-Up** - Kofile will arrive at Monterey County's records location. Records are inventoried. Once the records are inventoried, packing commences. The Assessor-Recorder-County Clerk will receive copies of the packing lists. Upon arrival at our facility, the records are control inventoried again and the preservation work can begin.

**Delivery** – Kofile will use the same packing method used for the pick-up method to return the records. Kofile will deliver the restored and preserved volumes and images.

Kofile developed this accelerated turnaround, while still maintaining the high quality of workmanship associated with our products.



## DELIVERABLES SCHEDULE

The Carson City Facility is highly capable to successfully and timely complete this project. Kofile does not seek work that we cannot professionally complete within a reasonable and agreed-upon time schedule. This statement can be verified by our references. Kofile works with our client's and any budget or timing constraints to ensure that the project is completed to satisfaction. Projects may be broken into batches of work if the client wants to shorten the turnaround time. A batch will run along a 14 to 18 week turnaround.

SAMPLE PROJECT TIMETABLE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & RECORDS TRANSPORT	Document and books are picked up and delivered to the Kofile facility in Carson City, NV.
1	ARRIVAL	Items are unpacked and inventoried. Before any conservation 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 faxed to the County for verification, if required.
1—3	PREP	Job instructions are written and distributed. Custom materials such as binders are ordered upon approval of stamping. Each stage of the conservation process is carefully documented according to accepted conservation practices. The treatment log always accompanies each item. Volumes are dismantled. Page/image order is checked against the log.
4—6	CLEANING & DEACIDIFICATION	Folio surface cleaning. Adhesives and repairs are removed. All treatments are lab-tested and industry approved. All solvents and adhesives are acid-free and easily reversible. Individual sheets are deacidified.
7—9	REPAIR & RESTORE	Sheets are mended with appropriate methods, such as the application of Japanese tissues. Sheets are encapsulated.
10—12	BINDER ASSEMBLY	Encapsulated sheets are cased for binding. 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.
13—15	QUALITY CONTROL	Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
16	RETURN	The collection is wrapped, boxed and delivered to the County. Scanned images and microfilm are also delivered. Other project requirements are addressed as appropriate.

# SCOPE OF PRESERVATION SERVICES

## QUALITY ASSURANCE PLAN

Each batch of records is entered on a color-coded production control board. Storage areas are color-coded to correspond to each group of records. Records are housed in the same location throughout the project.

1. Work is accompanied by a receipt identifying the items, quantity, titles, date, other pertinent information. This receipt is signed by Monterey County representatives and Kofile.
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 will 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 the completion, and included with the materials as a permanent record. More detailed log sheets may be included or turned over to the County for filing and safekeeping at the County's option.
4. At each phase of treatment, the Facility Manager and Senior Conservator, Michael Marotti, will review the proposed work with the conservation technician assigned to the current task. Marotti will insure that the technician fully understands the scope and has been fully trained and is experienced in the assigned task. Marotti will also insure 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, Marotti 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, Joe Arbios (Point of Contact), will meet with Marotti, as well as conservation staff, to review performance standards and Contract compliance. Arbios will also review each lot of work during treatment as well as after completion and quality assurance review.
7. After all 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.
8. Completed work will be returned to Monterey County.

## ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Employees are experienced with working with public records and trained accordingly. Monterey County is guaranteed access to records via toll-free fax or email at our expense. Requests received during regular working hours (8:00 A.M. PST – 4:00 P.M. PST, Monday – Friday) are processed the same day—often within an hour or less of receipt.



## DOCUMENTATION OF TREATMENT

Work order and individual documentation logs accompany the item throughout the entire process. Each client or batch of records is entered on a color-coded production and control board. Storage areas are likewise 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 record is retained to record:

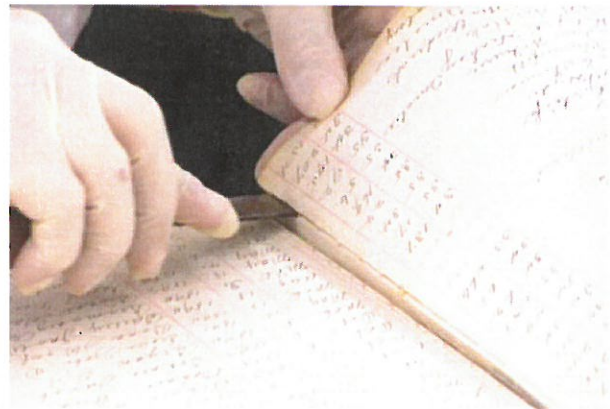
- Date(s) of treatment
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the technician who worked on the item
- Condition of document upon receipt
- Number of pages, proper pagination, and blank pages
- Presence of staples, paper clips, brads, etc.
- Identity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

Please note that this is not a conservation treatment report disclaimer—this is provided in every finalized bound volume.

## CONSERVATION TREATMENTS

### Dismantle

*Kofile* doesn't attempt any procedure that results in a loss of text or weakens the paper's integrity. During dismantling, original binding materials, such as threads and adhesive residues, are carefully removed by a trained technician. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. Difficult to remove, the application of steam with specialized equipment can soften the materials.





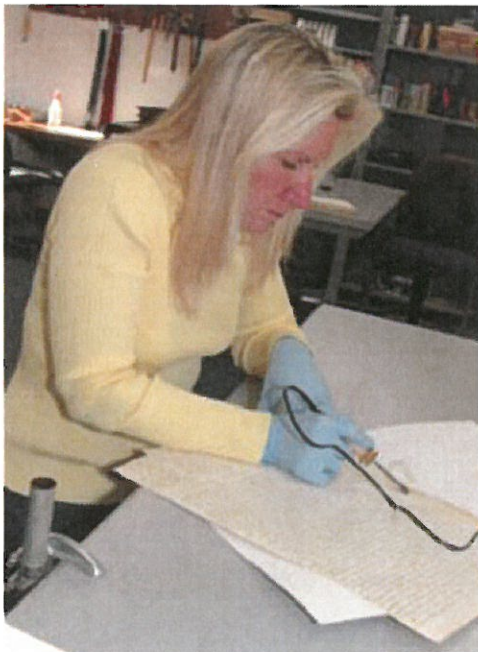
Guillotine cutters are never employed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Board shears are not guillotine cutters. They closely resemble a large pair of scissors. These allow Kofile to carefully and accurately trim paper with greater precision than with a pair of scissors. Only 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. This includes dust, soot, airborne particulate, sedimentation 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.

Cleaning methods vary and range 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 from the sheet. At times, a latex sponge, powdered vinyl eraser, or soft block eraser is used.

Fragile materials may require vacuuming through a fine mesh screen overlay. Contamination can result from flood, fire, or micro-organic growth, or proximity to toxic substances (asbestos or bacteria). The former requires treatment in an isolation booth. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. However, while treatments can kill mold or bacteria, it is often impossible to eliminate stains. Chemical treatments are only used when mold is embedded into the fiber—and only in extreme cases.



### Removal of Old Repairs

Adhesive reduction begins with the most benign process. Chemical removal is the last resort. A microspatula (sometimes heated) coaxes threads, pressure sensitive tape, and glue from the paper. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical tape removal is unsuccessful, the next alternative is chemical removal. This is either a local or spot treatment or an emersion bath treatment. Emersion and local treatments follow all OSHA regulations and pertinent safety procedures for staff.

When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle and does not need to be heated for successful removal.

*A Hot Tools tape remover softens adhesive to allow for removal. Dial-Temp controls the transfer of heat and guards against scorching.*

Kofile ensures that our laboratories are equipped to correctly and safely process chemical treatments. All solvents and necessary chemicals are handled in modern chemical fume hoods and HVAC systems.



These systems offer the maximum level of personal protection, and safely exhausts potentially harmful fumes and gases. These systems meet or exceed OSHA and other applicable regulations. Chemical resistant gloves, apron and an explosive proof face shield are parts of the delicate process.

If possible, the removal of water-soluble repairs are accomplished by water or steam. Previous repairs that cannot be removed safely will remain.

Also at this stage, fasteners, page markers, and other metal mechanisms are removed. 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).

#### *Flattening and Humidification*

Improperly stored, papers become inflexible over time. They retain a memory of the storage position (known as "Hysteresis"). Maps are humidified after testing the solubility of the image. Ultrasonic Humidification Treatment corrects folds and bends, see above. Then, documents dry between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth.



#### *Repair and Restore Paper*

The mending of torn paper is an art form. It is accomplished with a variety of materials—depending on color, tone, condition, and paper weight. The length of the tear(s) and the degree of embrittlement or fragmentation are major concerns. Kofile generally mends tears greater than 1/2". All of the materials utilized are acid free and reversible. Japanese paper and ethyl cellulose paste, or Crompton tissue are used the most often. Kozo paper, in both natural and white finish, is usually employed because of its strength and transparent nature after application.

#### DEACIDIFICATION

The application of magnesium oxide deacidifies (neutralizes) each side of each sheet. It is 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. The commercially prepared solution is applied with compressed air sprayer equipment, see pictured. It is non-flammable and non-toxic. This chemical is inert and safe, and does not degrade the sheet. After deacidification, random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .





## ENCAPSULATION

In archival encapsulation, the document floats freely. It is not adhered or heat set.

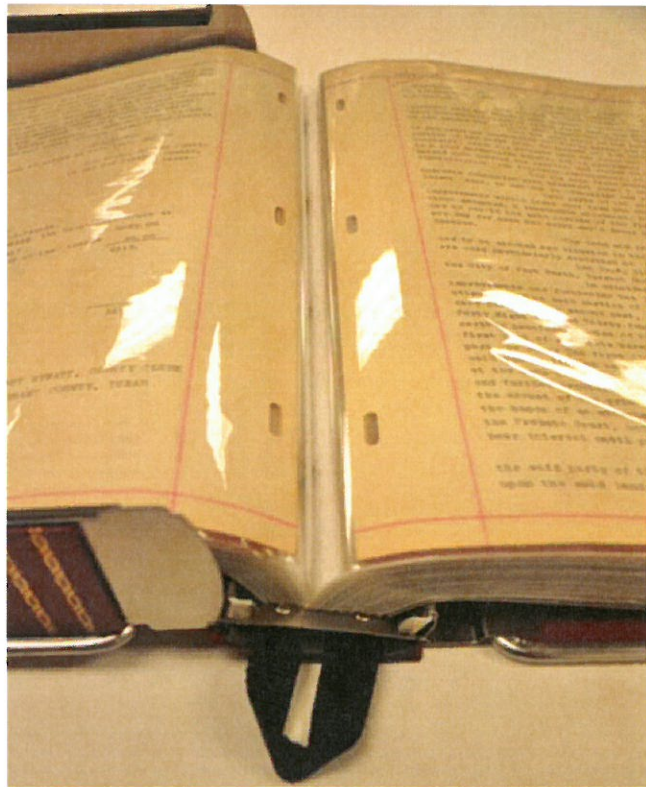
Kofile uses SKC SH725 PET polyester. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

Each sheet is encapsulated in a 2 mil or 3 mil patented polyester pocket: *Lay Flat Archival Polyester Pocket™*, US Patent #7,943,220 B1, 5/17/2011. This pocket welded closed on three sides, and the binding process statically seals the fourth side. With this feature, the Pocket would not need to be cut to access the original sheet. A Reemay® strip or spunbond polyester is welded at the binding edge to offset the document's thickness and seal out atmospheric pollutants while allowing off-gassing.

These developments allow for a flat book block. The inherent static cling of polyester provides physical support and protection during use. The binding is reinforced for added strength and usability. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

"Archival Safe" and "Acid Free" are only words, and there are no standards regulating their use. Whether enclosure, sleeve, envelope, or pocket, the protective housing will determine the "life or death" of vital records. Its composition *will* have a chemical reaction with paper fibers and ink. The reaction either save money or cause unmitigated expense.

There are a variety of protective plastic film enclosures on the market. The only appropriate film for archival use is manufactured from chemically stable materials and passes the Photographic Activity Test (PAT). While it is the most expensive, PET's non-damaging properties deem it the superior choice for long-term storage by Archivists.





### COUNTY RECORDER BINDERS

Kofile manufacturers binders solely utilizing lab-tested archival materials. Binder components are manufactured on a per-book basis, sized to 1/4" incremental capacities. Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards. All materials, including cover boards and adhesives, are acid-free.

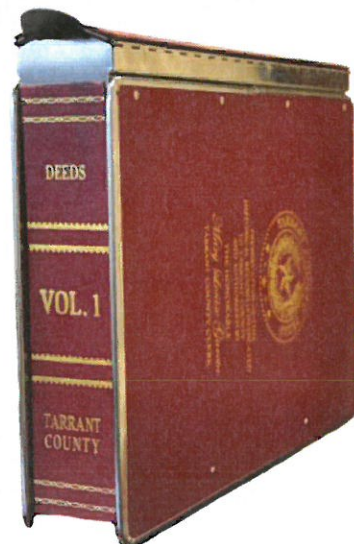
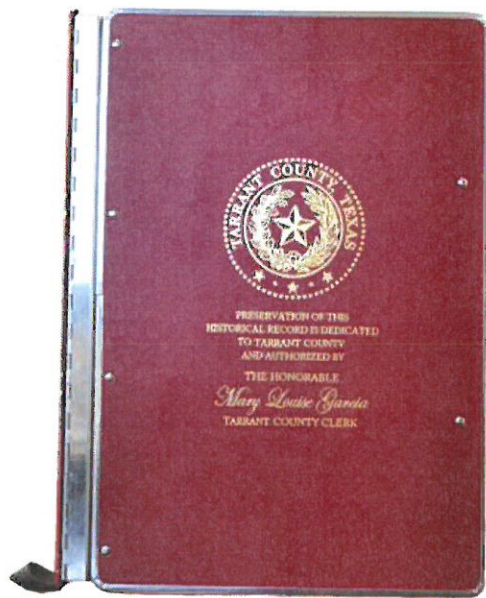
Title stamping is approved in advance. It will follow the same format/style of the originals. Tooling is performed with 23-karat gold foil. If errors are noted, the County is notified to determine appropriate correction. Any changes are approved by Monterey County.

#### *The Disaster Safe County Binder™ (DSB)*

We propose that the Monterey County's records are bound in proprietary and DSB. The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no electricity, mold was rampant. A hard lesson, the DSB addresses what went wrong in that disaster by creating a *Microclimate*.

This binder enables encapsulated sheets to hang from the binder's posts—see the mechanisms pictured below left. This function mimics a hanging vertical plat cabinet system. With this proprietary feature, the binder can sit on the shelf as picture below right. This optional feature allows collections to return in a smaller storage footprint.

*The DSB is currently in its 2nd generation model. Upgrades include simplified access to the posts, and refined mechanisms.*





The DSB provides functionality and access ease while offering the highest rate of return on the County's investment. It is a portable vault for housing records of enduring value and offers the highest level of protection for disaster recovery.

The DSB features a lifetime warranty against rust. It provides progressive protection from fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops.

*Other DSB Features Include:*

*Stainless Steel*—The metal mechanism and book block apron are constructed of stable corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

*Support to the Book Block*—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library style storage.

*Microclimate*—The DSB creates a *Microclimate*, an independent, stable environment separating sheets from the external atmosphere. Protective MicroChamber barrier boards in the front and rear protect documents. The standard alkaline-buffered product only removes by-products and pollutants. The MicroChamber barrier boards exceed buffered papers by 100 times.

*Security Lock*—A security lock hinge protects from theft.

*Nonflammable & Self-Extinguishing*—With nonflammable cover boards and materials, the DSB is self-extinguishing! With these proprietary features, the contained pages are protected in extreme temperatures.

The DSB exceeds NFPA Fire Codes 1 and I, and Classification codes FMVSS 302, UL94 FLAME, and UL 746A IGNITION. NFPA 232, ~6.12.2, states "All records shall be stored in fully enclosed noncombustible containers" (Standard for the Protection of Records, 2007 Edition J).

A cut-away of the DSB cover components. The layers include:

1. Imitation Leather
2. Fire Resistant Material
3. Self Extinguishing Board

