

**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 \$ 648,927.49.

**3.0 TERM OF AGREEMENT.**

3.01 The term of this Agreement is from 10/01/2014 to 06/30/2015, 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 Arblos, Director of Sales
Name and Title	Name and Title
Monterey County Recorder 168 W. Alisal St., 1st FL Salinas, CA 93901	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**

**CONTRACTOR**

By: \_\_\_\_\_  
Contracts/Purchasing Officer

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

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

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

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

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

Approved as to Form<sup>1</sup>  
By: \_\_\_\_\_  
County Counsel  
Date: 09/29/14

Approved as to Fiscal Provisions<sup>2</sup>  
By: \_\_\_\_\_  
Auditor/Controller  
Date: 9-30-14

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

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

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

\_\_\_\_\_  
Jerry Cobb, President  
Name and Title

Date: Sept. 18, 2014

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

\_\_\_\_\_  
John Wolff, CFO  
Name and Title

Date: Sept. 18, 2014

County Board of Supervisors' Agreement Number: \_\_\_\_\_, approved on (date): \_\_\_\_\_

\*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

## **Monterey County Scope Of Work**

### **Records Preservation Project**

**1. Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Preservation, Inc. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

**2. DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides.

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

**3. SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

## Exhibit A

### 4. REPAIR/RESTORE

#### Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

#### Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

### DEACIDIFICATION

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Preservation to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

### 5. RE-SEW/REBIND

#### Encapsulated Records:

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Public Record binders: hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
- Cover material of customer's choice
- Metals of .035 gauge polished nickel plated cold-rolled steel
- Upright post diameter as necessary - 5/16 or as original
- Binders to be lettered on spine with gold foil and according to stamping information supplied by vendor and approved by Clerk-Recorder.

## Exhibit A

### **Rebound Records:**

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
  - Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
  - Backing material to be linen of 50-75 threads/square inch weight.
  - End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
  - Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
  - Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
  - Cover material to be leather, imitation leather, buckram or canvas.
  - Tooling to be performed with 23-karat gold foil.
6. **TITLE STAMPING to be reviewed and approved in advance by Clerk-Recorder's Office.** It will generally follow the same format/style of originals. If any titling, dates or other information from an original volume is found or noted to be in error, the Clerk-Recorder will be notified to determine if correction would be appropriate. Any changes would be approved by the Clerk-Recorder.
7. **TREATMENT REPORT, referenced to information log, to be provided for each completed volume.**
8. **MICROFILM**

### **SPECIFICATIONS FOR MICROFILMING**

- **Camera**  
Microfilm camera used in the execution of this contract must be a 35-mm planetary type equipped with adjustable light/density settings.
- **Film Type**  
Contractor will provide silver gelatin, 35-mm, 100-foot long, 5-mil thick polyester-base type-master negative film, suitable for archival purposes, for the entire contract. Kodak

## Exhibit A

or AGFA brand films are preferred. Kodak stock would be #HQ 1461/840-3594. AGFA brand stock would be Catalog No. 3T8N.

- **Reduction**

Reduction ratios shall usually be in the range of 15-17:1, but shall always be such as to approximately fill the image area across the width of the film as seen on the camera's projected image area. All edges of the document shall be visible in the image. Reduction ratio changes within a volume should be avoided unless made necessary because of large-scale attachments. All reduction ratio changes should be clearly identified with targets.

- **Filming Position**

Images should appear on the film in Library of Congress specifications position 1-B, that is, single-page "comic" position, with one page per frame and the lines of text parallel to the long edge of the film.

Documents are to be photographed in a straight, neat manner, with a maximum of ten per cent skew allowed. Each page shall be centered within the frame with a background or image border area of equal or greater density than the document image.

## 9. DIGITAL SCANS

Kofile Preservation makes use of gray-scale scanning techniques for documents to ensure optimum resolution for each page. We verify the effectiveness and minimum legibility of our scanning process through rigorous and systematic use of ANSI Standard # TL 4969, levels 1-8. Images are captured at a minimum of 300 dpi at 256 gray levels ensuring the highest image quality for documents with poor contrast and difficult to read information. As a standard process, all images digitized by Kofile Preservation for inclusion in imaging systems are accumulated as Group IV bi-tonal images in a standard TIFF format. Our software will optimally scale and size the image based on output to paper, digital microfilm, or imaging system. For paper output, the document images are printed at 600 dpi for excellent quality. For output to imaging systems, the images are optimized and scaled according to the specifications of the target system. Kofile Preservation will store an electronic security back up of all the document images processed in case of documents that may be lost, damaged, or destroyed by fire or natural disaster.

MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE (PHASE I) **Exhibit A**

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	FORMAT	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Assignment Book		12/17/1864-5/26/1881	60	Poor	BD	12.75x8		Historical Society	\$227.25	1.6232	10%	\$204.53	1.4609
Rights of Way		6/1859 - 5/1900	500	Poor	BD	16x11		Historical Society	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Rights of Way		8/1900 - 4/1917	480	Poor	BD	18x12		Historical Society	\$1,818.00	12.9857	10%	\$1,636.20	11.6871
Real Property Deed Assignments		1856-1888	20	Poor	BD	12x7.5		Historical Society	\$75.75	0.5411	10%	\$68.18	0.4870
Deed Record	A		512	XP	M (LL)	17x11	Tape strips.	Recorder's Office	\$3,981.82	28.4416	5%	\$3,782.73	27.0195
Deed Record	B		568	XP	M (LL)	17x11	Tape strips.	Recorder's Office	\$4,417.34	31.5524	5%	\$4,196.47	29.9748
Deed Record	C		568	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,417.34	31.5524	5%	\$4,196.47	29.9748
Deed Record	D		717	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$5,576.11	39.8294	5%	\$5,297.30	37.8379
Deed Record	E		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	F		640	XP	M (LL)	18.25x14	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	G		606	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,712.86	33.6633	5%	\$4,477.22	31.9801
Deed Record	H		560	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,355.12	31.1080	5%	\$4,137.36	29.5526
Deed Record	I		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	J		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	K		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	L		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	M		640	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$4,977.28	35.5520	5%	\$4,728.42	33.7744
Deed Record	N		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	O		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	P		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	Q		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	R		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	S		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	T		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	U		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	V		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	W		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	X		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308



MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE PHASE I

Exhibit A

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDI TION	FORMA T	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Deed Record	Y		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	Z		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	1		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	2		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	3		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	4		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	5		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	6		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	7		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	8		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	9		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	10		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	11		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	12		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	13		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	14		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	15		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	16		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	17		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	18		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	19		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	20		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	21		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	22		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	23		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	24		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	25		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	26		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	27		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308





MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE | PHASE I

Exhibit A

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDI TION	FORMA T	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @\$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @\$140 DISCOUNT
Deed Record	28		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	29		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	30		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	31		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	32		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	33		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	34		480	XP	M (LL)	18x12	Tape strips.	Recorder's Office	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	35	1857	484	XP	M (LL)	17.5x12	Tape strips.	Recorder's Office	\$3,764.07	26.8862	5%	\$3,575.86	25.5419
Deed Record	36		366	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$2,846.38	20.3313	5%	\$2,704.06	19.3147
Deed Record	37		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	38		520	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$4,044.04	28.8860	5%	\$3,841.84	27.4417
Deed Record	39		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	40		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	41		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	42		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	43		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	44		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	45		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	46		468	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,639.64	25.9974	5%	\$3,457.65	24.6975
Deed Record	47		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	48		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	49		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	50		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	51		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	52		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	53		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	54		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	55		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	56		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308



MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE | PHASE I

Exhibit A

v.07182014

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDI TION	FORMA T	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @\$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @\$140 DISCOUNT
Deed Record	57		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	58		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	59		460	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,577.42	25.5530	5%	\$3,398.55	24.2754
Deed Record	60		190	XP	T (LL)	17.5x12	Tape strips.	Bekins Storage	\$1,477.63	10.5545	5%	\$1,403.75	10.0268
Deed Record	61		460	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,577.42	25.5530	5%	\$3,398.55	24.2754
Deed Record	62		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	63		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	64		100	XP	T (LL)	17.5x12	Tape strips.	Bekins Storage	\$777.70	5.5550	5%	\$738.82	5.2773
Deed Record	65		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	66		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	67		322	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$2,504.19	17.8871	5%	\$2,378.98	16.9927
Deed Record	68		320	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$2,488.64	17.7760	5%	\$2,364.21	16.8872
Deed Record	69		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	70		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	71		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	72		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	73		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	74		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	75		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	76		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	77		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	78		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	79		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	80		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	81		150	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$1,166.55	8.3325	5%	\$1,108.22	7.9189
Deed Record	82		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	83		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	84		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	85		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308

MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE PHASE I

Exhibit A

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	FORMAT	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Deed Record	86		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	87		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	88		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	89		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	90		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	91		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	92		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	93		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	94		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	95		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	96		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	97		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	98		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	99		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	100		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	101		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	102		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	103		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	104		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	105		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	106		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	107		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	108		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	109		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	110		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	111		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	112		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	113		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	114		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308



MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE | PHASE I

Exhibit A

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	FORMATT	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Deed Record	115		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	116		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	117		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	118		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	119		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	120		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	121		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	122		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	123		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	124		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	125		480	XP	M (LL)	17.5x12	Tape strips.	Bekins Storage	\$3,732.96	26.6640	5%	\$3,546.31	25.3308
Deed Record	126		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	127		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	128		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	129		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	130		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	131		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	132		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	133		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	134		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	135		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	136		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	137		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	138		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	139		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	140		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	141		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	142		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	143		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741



MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE | PHASE I

Exhibit A

v.07182014

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	FORMA T	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Deed Record	144		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	145		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	146		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	147		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	148		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	149		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	150		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	151		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	152		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	153		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	154		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	155		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	156		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	157		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	158		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	159		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	160		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	161		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	162		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	163		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	164		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	165		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	166		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	167		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	168		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	169		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	170		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	171		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741
Deed Record	172		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13.5268	10%	\$1,704.38	12.1741

MONTEREY COUNTY ASSESSOR-COUNTY CLERK-RECORDER'S OFFICE | PHASE I

Exhibit A

v.07182014

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	FORMA T	SHEET SIZE	NOTES	LOCATION	CMAS QUOTE	HOURS @ \$140	7/2014 NEGOTIATED DISCOUNT	CMAS QUOTE DISCOUNT	HOURS @ \$140 DISCOUNT
Deed Record	173		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	174		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	175		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	176		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	177		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	178		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	179		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	180		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	181		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	182		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	183		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	184		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	185		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	186		500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	187	1922	500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
Deed Record	188	1922	500	Poor	T	18x12		Bekins Storage	\$1,893.75	13,5268	10%	\$1,704.38	12,1741
			105,371						\$689,572.15	4,925.51534		\$648,927.49	4,635.19635

KEY

- Manuscript or handwritten sheets. M
- Loose leaf sheets (post binding). LL
- Typscript or typed sheets. T
- Bound volume. BD
- Very poor condition. XP

