



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** A 20-221, **Version:** 1

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- a. Approve and authorize the County Clerk/Recorder (CCR) to execute an agreement with Kofile Services, Inc. (Kofile), for the microfilming of recorded documents and maps, in an amount not to exceed \$16,350, retroactive from July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.
- c. This Agreement takes the aggregate amount for this Vendor over \$100,000.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve and authorize the County Clerk/Recorder (CCR) to execute an agreement with Kofile Services, Inc. (Kofile), for the microfilming of recorded documents and maps, in an amount not to exceed \$16,350, retroactive from July 1, 2020 to June 30, 2021; and
- b. Authorize the County Clerk/Recorder (CCR) authority to sign four future annual renewals to the Agreement under same or similar terms that do not significantly alter the scope of work or increase the annual payments in excess of 10% per year over the FY 2020-21 amount.
- c. This Agreement takes the aggregate amount for this Vendor over \$100,000.

**SUMMARY/DISCUSSION:**

Per Government Code 12168.7(h), “the Secretary of State shall ensure that microfilming, electronic data imaging, and photographic reproduction are done in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute for recording of public records or any other applicable and comparable industry standard.” The Recorder’s office has utilized Kofile (previously PFA, Inc.) for the microfilming of its documents since 2017. The incorporation of PFA, Inc. with Kofile takes the aggregate of its services for the CCR over \$100,000. The CCR requests that Board approve an agreement retroactive from July 1, 2020 thru June 30, 2021, between Kofile and the Monterey CCR office. Future amendments/extensions will permit seamless additional years of service, if appropriate, at a reasonable rate.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed the agreement and has approved as to form.

**FINANCING:**

There is no additional cost to the County General Fund, as the funds are available in the County Clerk/Recorder’s Microfilm Fund (027-2740-ACR003). Per Government Code 27361.4 (a) the Recorder may collect one dollar (\$1.00) for every recorded document to defray the cost of microfilming recorded documents. Funds for payment of this agreement have been included in the CCR (027-2740-ACR003) FY 2020/21 Recommended Budget. Transactions relating to future fiscal years will be included in each respective Recommended Budget.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

The services rendered in this agreement provide the CCR with the additional support it needs to provide reliable and high-quality services to the residents of Monterey County.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Corina Morgan, Finance Manager, x5821

Authorized by:

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Stephen L. Vagnini  
Assessor-County Clerk/Recorder, x5803

Attachments:

Service Agreement