

EXHIBIT-A: Scope of Services / Payment Provisions

**County of Monterey Standard Agreement between
Monterey County Assessor's Office, hereinafter referred to as "County"
AND
Kofile Technologies, Inc., hereinafter referred to as "CONTRACTOR"**

This Exhibit A shall be incorporated by reference as part of the Non-Standard Agreement governing work to be performed under the above referenced Agreement, the nature of the working relationship between the COUNTY and the CONTRACTOR, and specific obligations of the CONTRACTOR.

I. PERIOD OF PERFORMANCE: Subject to other Agreement provisions, the period of performance under this Agreement shall be from July 1, 2026 to June 30, 2027.

II. SCOPE OF SERVICES

A. CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Preservation and confirmation of the County Clerk-Recorder's Index Books

Book Preservation

- Inspect and log each item upon receipt.
- Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).
- Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.
- Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).
- Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets with Kofile's proprietary solution Bookkeepers®.
- Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.
- Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

Removal of Double Sided Sheet Extenders

Conservation Treatments: Removal of Sheet Extenders, Double Sided

Monterey County-Clerk-Recorder-Assessor					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Price Per Page	Level of Service
Index to Patents	A	Per Page	880	\$8.23	Book Preservation
Patents	1, A-L	Per Page	12,910	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Miscellaneous Records	C-I	Per Page	8,360	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Miscellaneous Records	J-T	Per Page	5,630	\$7.34	Book Preservation
Reclamation District	A	Per Page	66	\$14.59	Book Preservation
Tax Deeds	A-C, 1-13	Per Page	13,762	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Index to Tax Deeds	1-2	Per Page	1320	\$7.14	Book Preservation \ Removal of Double Sided Sheet Extenders
Index to Tax Liens	1	Per Page	440	\$6.60	Book Preservation \ Removal of Double Sided Sheet Extenders
Notices of Actions	A	Per Page	385	\$7.34	Book Preservation
Deeds	G	Per Page	1330	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Mortgages	G	Per Page	550	\$7.34	Book Preservation
Deeds Pacific Grove Retreat	1-4, W-Z	Per Page	7,920	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Decrees Dist & Prob Courts Real Estate	B	Per Page	762	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Solares De Monterey		Per Page	660	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
Water Rights	A	Per Page	726	\$6.15	Book Preservation \ Removal of Double Sided Sheet Extenders
PROJECT TOTAL					\$354,263.60

III. PAYMENT PROVISIONS

A. COMPENSATION/ PAYMENT

County shall pay an amount not to exceed \$354,263.60 for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

There shall be no travel reimbursement allowed during this Agreement.

Project Total pricing is based upon an estimated page count. Actual billing is based upon actual page counts times the agreed per page unit rate.

IV. CONTRACTORS BILLING PROCEDURES

NOTE: Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

V. MAXIMUM OBLIGATION TO THE COUNTY

A. Subject to the limitations set forth herein, COUNTY shall pay to CONTRACTOR during the term of this Agreement a maximum amount not to exceed for services rendered under this Agreement for the period of July 1, 2026 to June 30, 2027.

B. Maximum Liability Amount:

TERM	AMOUNT
July 1, 2026 to June 30, 2027	\$354,263.60
MAXIMUM COUNTY OBLIGATION	\$354,263.60