

**RESOLUTION NO. 2022 - 2946**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF PHASE 2 SERVICES FROM KOFILTE TECHNOLOGIES, INC. FOR PRESERVATION, ARCHIVAL AND DIGITIZATION OF HISTORICAL TOWN DOCUMENTS; FINDING THAT THE SERVICES ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(6) OF THE TOWN CODE AS A SOLE SOURCE PROVIDER; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PURCHASE ORDER FOR SUCH SERVICES AND/OR AGREEMENT AS DEEMED NECESSARY BY THE TOWN ATTORNEY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside ("Town") is in need of additional Phase 2 services for the preservation, archival and digitization of historical permanent Town documents and records to protect and preserve original documents from water, fire and physical damage for decades to come ("Services"); and

**WHEREAS**, pursuant to Section 3-13(6) of the Town's Code, sole source procurements are exempt from competitive bidding; and

**WHEREAS**, the Town received a proposal for the second phase of the project from Kofilte Technologies, Inc. for the Services, attached hereto as Exhibit "A", and a sole source letter attached hereto as Exhibit "B" confirming that they are a sole source provider by offering areas of professional-level service not available from other vendors ("Vendor"); and

**WHEREAS**, the Vendor has provided a proposal attached hereto as Exhibit "A" for the second phase of the Services at a cost not to exceed \$68,008.50 (the "Proposal"); and

**WHEREAS**, the Town Commission wishes to approve the second phase of the

Services and authorize the Town Manager to enter into a Purchase Order with the Vendor, in substantially the form attached to the Proposal, and/or Agreement as deemed necessary or prudent by the Town Attorney; and

**WHEREAS**, the Town Commission finds that the Services are in the best interests and welfare of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals Adopted.** Each of the above stated recitals are hereby adopted, confirmed, and incorporated herein.

**Section 2. Services Approved; Exemption from Competitive Bidding.** The Services in the not to exceed amount of \$68,008.50 from the Vendor are hereby approved. The Proposal, in substantially the form attached hereto as Exhibit "A," is hereby approved, and the Town Manager is authorized to execute a Purchase Order for the Services in substantially the form attached to the Proposal and/or other agreement as deemed necessary or prudent by the Town Attorney. The Town Commission finds that pursuant to Section 3-13(6) of the Town's Code, the Services are exempt from competitive bidding as a sole source provider pursuant to the sole source letter attached hereto as Exhibit "B".

**Section 3. Implementation.** The Town Manager and Town Officials are authorized to take any and all necessary or further action to implement the Services and the purposes of this Resolution, including the execution of a Purchase Order and any necessary agreements for the Services.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 15<sup>th</sup> day of November, 2022.

Motion By: Vice Mayor Rose

Second By: Commissioner Meischeid

**FINAL VOTE ON ADOPTION:**

Commissioner Fred Landsman Yes

Commissioner Marianne Meischeid Yes


Commissioner Nelly Velasquez Yes

Vice Mayor Jeff Rose Yes


Mayor Shlomo Danzinger Yes

  
\_\_\_\_\_  
Shlomo Danzinger, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

October 21, 2022

**Sandra N. McCreedy, BPA, MMC**  
**Town of Surfside, Town Clerk**

# Preservation and Imaging of Minute Books and Ordinances

**SUBMITTED BY:**

Trae Scism  
Account Executive  
trae.scism@kofile.com  
(863) 289-0409

**Kofile** 

6300 Cedar Springs Road, Dallas, TX 75235

p: 214.442.6668 | f: 214.442.6669

[info@kofile.com](mailto:info@kofile.com) | [www.kofile.com](http://www.kofile.com)

Dear Sandra N. McCready,

The proposal addresses the preservation and archival digitization of Minute Books and Ordinances for the Town of Surfside.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Town of Surfside's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and 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.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

### SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

#### *Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)*

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners 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 (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). 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™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

#### *Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.

<b>CUSTOMER ACCEPTANCE</b>	<b>KOFILE ACCEPTANCE</b>
Signature of Authorized Official _____	Signature of Authorized Official _____
Print Name of Authorized Official _____	Print Name of Authorized Official _____
Title of Authorized Official _____	Title of Authorized Official _____
Date _____	Date _____

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.  
 Payment Terms: Pay 50% upon inventory pick-up with the balance due upon project completion.

Town of Surtside				
Project Overview				
Record Series	Page Count	Level of Service		Estimated Total
		PRV	IM	
Minute Books and Ordinances	10,710	\$58,905.00	\$9,103.50	\$68,008.50

**PROJECT PRICING**  
 Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page (or other requested fields).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated Pg. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- **STITCHING:** If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
- Town of Surtside receives a MASTER (e.g., CD, DVD, fip, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

## ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Town of Surfside is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Town of Surfside. This policy applies to any agreement, verbal or written, between Town of Surfside and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Town of Surfside. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Town of Surfside and to working together for the preservation and access of its public and historical assets.

Sincerely,

Trae Scism

*Trae Scism*

c: (863) 289-0409

e: [trae.scism@kofile.com](mailto:trae.scism@kofile.com)

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## SOLE/SINGLE SOURCE JUSTIFICATION FORM

### INSTRUCTIONS

Pursuant to Town of Surfside Code, a sole/single source purchase of goods/services may be done by the Town whenever there is only one source for the required supply, brand, service, or construction item capable of fulfilling the needs of the Town. A Sole/Single Source Justification Form shall be submitted to the Town Manager by the requesting department for consideration and approval of a sole/single source purchase prior to submitting a requisition to Finance.

The Town employee completing and signing this form shall read carefully the form before signing and submitting this form.

Goods/Services to be Sole/Single Sourced: Preservation of documents

Name of Manufacturer of Goods/Services: Kofile Technologies, Inc

Name of Sole/Single Source Provider: Kofile Technologies, Inc

Town Equipment/Software (if applicable): N/A

### MARK ALL APPLICABLE JUSTIFICATION(S)

- Exclusive Rights:** Item under patent or copyright held by a single vendor and item possesses functions or capabilities critical to use. \*
- Exclusive Design:** Item possesses a unique function or capability critical in the research or use of the item and not available from any other source. The requester shall have done thorough market research to certify the uniqueness of the item and attach available supporting documentation.
- Enhancement of Existing Equipment:** The purchase is for accessories needed for enhancement of existing equipment where compatibility with equipment from original manufacturer is paramount to proper functionality.
- Replacement Equipment:** The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. Please indicate if requester identified this potential need when the original equipment was purchased:  
 YES       NO
- Technical Service:** The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature. The requester shall have done thorough market research to certify the service provider is the only capable & knowledgeable provider.
- Continuation or Prior Work:** Additional item, service or work required, but **not known to have been needed when** the original order was placed with vendor.
- Preservation of Warranty:** The vendor will only honor warranty if equipment is serviced by them. This option must be accompanied by a justification by the requester as to the benefit, in cost and time, in preserving warranty of equipment. Also, a letter from the vendor verifying its position shall be attached hereto.
- No dealer or distributor:** The item is manufactured or produced by entity, or entity that holds exclusive rights to item, and entity solely transacts (sells) direct to the customer. \*
- Sole authorized dealers/distributors:** The item is manufactured or produced by entity, or entity that holds exclusive rights to item, and entity solely distributes the item through only one dealer/distributor in the world, United States, region, or identified market area. \*
- Other:** \_\_\_\_\_

### ADDITIONAL DOCUMENTATION

\* Must attach letter from manufacturer, producer or rights holder signed and dated within sixty (60) days of submission. A letter from the sole/single source vendor, unless also the manufacturer, producer or rights holder, will **not** be acceptable.



**SOLE/SINGLE SOURCE JUSTIFICATION FORM**

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**NOTES**

**See attached  
letter**

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**REQUEST**

I understand all the information contained herein and that the information herein is all true and correct to the best of my knowledge as of the date this document was signed.

Signature of Department Director: \_\_\_\_\_

Date: November 1, 2021

Printed Name & Title: Sandra N. McCready, Town Clerk

APPROVED

REJECTED

Town Manager's Approval:  \_\_\_\_\_

Date: November 1, 2021