

RESOLUTION NO. 2025-3399

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF 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 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 project from Kofilte Technologies, Inc. ("Vendor") 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; and

WHEREAS, the Vendor has provided a proposal attached hereto as Exhibit "A" for the Services at a cost not to exceed \$67,993.96 (the "Proposal"); and

WHEREAS, the Town Commission wishes to approve 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:

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

2. **Services Approved; Exemption from Competitive Bidding.** The Services in the not to exceed amount of \$67,993.96 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".

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.

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

PASSED and ADOPTED on this 13th day of May, 2024.

Motion by Commissioner Velasquez,

Second by Vice Mayor Paul

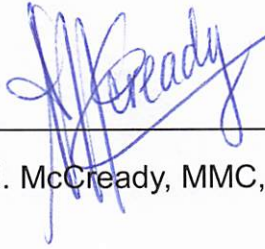
FINAL VOTE ON ADOPTION

Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>Yes</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>Yes</u>



Charles W. Burkett, Mayor

ATTEST:



Sandra N. McCready, MMC, Town Clerk



**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE TOWN OF SURFSIDE ONLY:**



Thais Hernandez, Town Attorney



6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 4/16/2025
EXPIRATION DATE: 7/15/2025

QUOTE: Q-00844
PO #:
SALES ORDER #: 18817469
OPPORTUNITY #: P319628

Kofile Proposal

Customer Information

Customer: Town Clerk of Surfside | FL

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

Billing Address: 9293 Harding Avenue Surfside, FL 33154

Shipping Address: 9293 Harding Avenue Surfside, FL 33154

Primary Contact	
<u>Name</u>	Sandra McCready
<u>Title</u>	Town Clerk
<u>Telephone</u>	3058614863
<u>Email</u>	smccready@townofsurfsidefl.gov

Kofile Sales Rep	
<u>Name</u>	Trae Scism
<u>Address</u>	6300 Cedar Springs Road, Dallas , TX, 75235
<u>Telephone</u>	
<u>Email</u>	trae.scism@kofile.com

Dear Sandra McCready,

This proposal addresses Town Clerk of Surfside | FL's critical records and is presented by Kofile Technologies, Inc. {Kofile}. Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

SCOPE OF SERVICES

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

Record Series	Service	Scope of Work
Planning and Zoning	Book Preservation	<ul style="list-style-type: none">• 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.

Record Series	Service	Scope of Work
Planning and Zoning	Archival Imaging	<ul style="list-style-type: none"> • Separate pages by hand into singular sheets. • Capture images at 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 bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • 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 ensure best quality image. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • 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. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

PROJECT PRICING

Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Planning and Zoning	16	1	Per Page	11,092	Book Preservation	\$61,006.00
Planning and Zoning	16	1	Per Image	11,092	Archival Imaging	\$6,987.96
TOTAL:						\$67,993.96

Net Total: \$67,993.96

Terms and Conditions: This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

Customer Acceptance	Kofile Acceptance
<hr/>	<hr/>
Signature of Authorized Official	Signature of Authorized Official
<hr/>	<hr/>
Sandra McCreedy	
Print Name of Authorized Official	Print Name of Authorized Official
<hr/>	<hr/>
Town Clerk	
Title of Authorized Official	Title of Authorized Official
<hr/>	<hr/>
Date	Date



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 manufacture, producer or rights holder, will **not** be acceptable.

SOLE/SINGLE SOURCE JUSTIFICATION FORM

NOTES

**See attached
letter**

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: _____

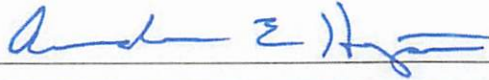
Date: November 1, 2021

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

☒ **APPROVED**

☐ **REJECTED**

Town Manager's Approval: _____



Date: November 1, 2021