

**RESOLUTION NO. 2025-3455**

**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 Kofile 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 \$65,591.00 (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 \$65,591.00 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 12th day of November, 2025.

Motion by Commissioner Vildostegui,

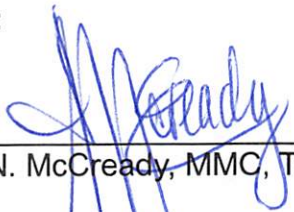
Second by Vice Mayor Paul.

**FINAL VOTE ON ADOPTION**

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

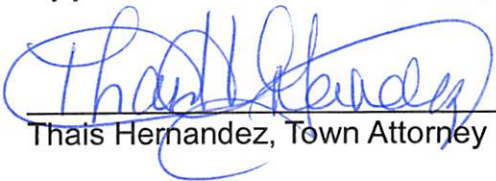
  
\_\_\_\_\_  
Charles W. Burkett, Mayor

**ATTEST:**

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



**Approved as to Form and Legal Sufficiency:**

  
\_\_\_\_\_  
Thais Hernandez, Town Attorney



Quote # Q-02575  
Quote Date 10/30/2025  
Expiration Date 1/28/2026  
PO #

6300 Cedar Springs Road, Dallas, TX 75235

## Proposal

### Customer Information

**Customer** Town Clerk of Surfside | FL  
**Billing Address** 9293 Harding Avenue, Surfside, 33154 33154  
**Shipping Address** 9293 Harding Avenue, Surfside, Florida 33154

#### Customer Primary Contact

Name Sandra McCready  
Title Town Clerk  
Phone 3058614863  
Email smccready@townofsurfsidefl.gov

#### Kofile Sales Representative

Name Trae Scism  
Title Client Executive  
Phone  
Email trae.scism@kofile.com

To Sandra McCready,

This proposal addresses Town Clerk of Surfside | FL for Book Preservation, and Archival Imaging Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Book Preservation, and Archival Imaging.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

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## KOFILE: Powering Modern Government™

Kofile is the nation's most experienced provider of public records preservation, imaging, and access solutions. With roots tracing back to 1888 and strengthened through the strategic acquisition of legacy preservation firms, Kofile offers over a century of combined expertise in safeguarding vital government documents. Since its founding in 2009, the company has expanded to include digital imaging, indexing, cloud-based access platforms, and workflow solutions designed specifically for the public sector. Backed by over 500 employees and a robust portfolio of patented technologies, Kofile partners with local governments to modernize their records while preserving their historical integrity for generations to come. Learn more at [kofile.com](http://kofile.com).

### KEY DIFFERENTIATORS

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

### What Sets Us Apart

#### Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including San Antonio, Los Angeles, Dallas, Wayne County (Detroit), and Harris County (Houston)
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

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## Our Commitment to the Future

- **Quicklink<sup>SM</sup>**: Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic Hub<sup>SM</sup>**: An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity**: Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

## Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data**: You retain full control of your records and digital files at all times
- **Secure transport and chain of custody**: DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols**: Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach**: Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

## SCOPE OF WORK

- 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.
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- Separate pages by hand into singular sheets.
  - Images are captured at 300 dpi in greyscale to ensure optimum contrast, legibility, and flexibility for further image enhancement when required.
  - 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).

## PRICING

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

Town Clerk of Surfside   FL					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Planning & Zoning	20	Per Page	8,300	Book Preservation	\$45,650.00
Planning & Zoning	20	Per Image	8,300	Archival Imaging	\$5,229.00
Commission Minutes	4	Per Page	2,400	Book Preservation	\$13,200.00
Commission Minutes	4	Per Image	2,400	Archival Imaging	\$1,512.00
Product				Quantity	Estimated Total
				<b>PROJECT TOTAL</b>	<b>\$65,591.00</b>

## BILLING

Pricing based on the assumptions and records provided by Town Clerk of Surfside | FL, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

## PAYMENT 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.

## TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at:  
<https://Kofile.com/termsandconditions/>.

### Customer Acceptance

Name (Authorized Official):	
Title:	
Date:	
Signature:	

### Kofile Acceptance

Name (Authorized Official):	
Title:	
Date:	
Signature:	



November 3, 2025

Honorable Sandra N. McCready, BPA, MMC  
Town Clerk  
Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154

Re: Surfside Records:

Dear Hon. Sandra N. McCready:

We appreciate your confidence in Kofile Technologies to provide record preservation services to the Town of Surfside. We are pleased to propose our services, as outlined in our proposal dated October 30, 2025, including Kofile's sole source products for your consideration. Kofile's proposed preservation services include preservation of County's records using Kofile's patented Lay-Flat Archival Polyester Pocket ("Lay-Flat Pockets") and Disaster Safe Binders ("DSB"). The Lay-Flat Pockets and DSB are not available to DuPage County from any other source or vendor.

Kofile maintains a U.S. Patent (No. 7,943,220 B1, issued May 17, 2011) on its Lay-Flat Pockets. The Lay-Flat Pocket sizes are made-to-order, potentially saving hundreds of filing inches. Kofile provides an option of polyester thickness (or *mil*) and spunbond polyester. The Lay-Flat Pockets are initially sealed on three sides, and the binding process seals the fourth side with a static seal. This seal blocks contamination of the carefully cleaned and deacidified document and reduces the risk of mold and mildew growth. Also, with this method, should the County need to access the original sheet, the Lay-Flat Pocket will not need to be cut for access and replaced.

Kofile also maintains a U.S. Patent (No. 10,160,255 B2, issued December 25, 2018) on its Disaster Safe Binder. The DSB will protect enclosed sheets from exposure to water, fire, relative humidity, atmospheric pollutants, ultraviolet light, impact and drops. It also allows the encapsulated sheets to hang from the binder's posts allowing collections to return in a smaller storage footprint when used with 4Post Shelving.



We appreciate your business in the past and are pleased you are interested in using Kofile again to ensure continuity in the quality of services and presentation of your records in in the Lay Flat pockets and Disaster Safe Binders. Kofile is the only vendor for the County that can provide these services and patented products. Please do not hesitate to contact me if you have additional questions or need more information.

Kind regards,

Trae Scism  
Account Executive  
Kofile Technologies, Inc.  
(M) 863-289-0409



## 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 Manufacture of Goods/Services: Kofile Technologies, Inc

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

Town Equipment/Software (if applicable): \_\_\_\_\_

### 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**

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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 4, 2025

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

APPROVED       REJECTED

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

Date: November 4, 2025

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