

**ADAMS COUNTY, COLORADO  
AMENDMENT ONE FOR THE RESTORATION AND  
PRESERVATION OF HISTORICAL RECORDS (2018.032)**

THIS AMENDMENT ONE TO PROFESSIONAL SERVICE AGREEMENT #2018.032 is entered into this 12 day of April, 2019, by and between the Board of County Commissioners of Adams County, Colorado, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Kofile Technologies, Inc., located at 6300 Cedar Springs Road, Dallas, Texas 75235, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

**RECITALS**

WHEREAS, on September 27, 2018, the County entered into a Professional Service Agreement #2018.032 with Contractor; and,

WHEREAS, the County and the Contractor mutually desire to amend the Service Agreement to extend the term.

NOW, THEREFORE, for the consideration set forth herein, the sufficiency of which is mutually acknowledged by the parties, the County and the Contractor agree as follows:

1. The Service Agreement is hereby amended to extend the term of the Agreement for one additional year to expire September 26, 2020.
2. The fee schedule shall remain the same per the attached Quote, dated 3/15/2019 in the not to exceed amount of \$96,687.00.
3. The Service Agreement and this Amendment One contain the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by both parties. Except as amended by this Amendment, and any prior amendment(s), the terms and conditions of the Agreement remain in full force and effect. In the event of any conflicts between the terms, conditions, or provisions of the Service Agreement and this Amendment One, the terms, conditions, and provisions of this Amendment One shall control.
4. The Recitals contained in this Amendment One are incorporated into the body hereof and accurately reflect the intent and agreement of the parties.
5. This Amendment One may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.
6. Nothing expressed or implied in this Amendment One is intended or shall be construed to confer upon or to give to, any person other than the parties, any

right, remedy, or claim under or by reason of this Amendment One or any terms, conditions, or provisions hereof. All terms, conditions, and provisions in this Amendment One by and on behalf of the County and the Contractor shall be for the sole and exclusive benefit of the County and the Contractor.

7. If any provision of this Amendment One is determined to be unenforceable or invalid for any reason, the remainder of the Amendment One shall remain in effect, unless otherwise terminated in accordance with the terms contained in the Service Agreement.
8. Each party represents and warrants that it has the power and ability to enter into this Amendment One, to grant the rights granted herein, and to perform the duties and obligations herein described.

IN WITNESS WHEREOF, the County and the Contractor have caused their names to be affixed.

**ADAMS COUNTY, COLORADO  
COUNTY MANAGER**

  
Raymond H. Gonzales

4.12.19  
Date

**KOFI TECHNOLOGIES, INC.**


John D. Woolf  
Print Name

Executive Vice President  
Print Title

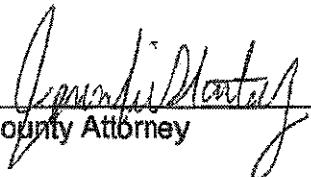
  
Signature

4-8-2019  
Date

**ATTEST: JOSH ZYGIELBAUM  
CLERK AND RECORDER**

  
Deputy Clerk

**APPROVED AS TO FORM:**

  
County Attorney



March 15, 2019

Honorable Josh Zygielbaum  
Adams County Clerk & Recorder  
4430 S. Adams County Pkwy.  
Brighton, CO 80601

RE: Preservation of 45 Real Property Record Books

Dear Hon. Josh Zygielbaum ,

This proposal addresses the preservation of the Adams County Clerk & Recorder's 45 volumes of Real Property Records (with a Good Faith Estimate of 21,486 pages).

This quote is presented by Kofile Technologies, Inc. (Kofile), and provides piggyback pricing per the award of RFP #17-87 for *Restoration, Preservation, and Imaging of Historical Records* by the Arapahoe County Clerk-Recorder's Office.

#### **INFORMATION REQUESTS**

"Hot Shots," or County information requests, are available via fax or email. Upon receipt of a Hot Shot, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the requester or alternate. The turnaround time for Hot Shots will meet or exceed the County Clerk and Recorder's requirements.

#### **OWNERSHIP OF DATA**

All Adams County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Adams County. This policy is applicable to any agreement, verbal or written, between Adams County and Kofile.

- ▶ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Adams County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

#### **SCOPE OF SERVICES**

All records are in Extremely Poor condition. Each contains manuscript (handwritten) or typescript data. Recommended preservation services for each volume includes conservation treatments, deacidification of each side of each page, mending, Mylar encapsulation, and rebinding in archival binders.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
1558 FORREST WAY, CARSON CITY, NEVADA 89706  
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

The location of work for this project is Kofile's Conservation and Digitization Laboratory in Carson City, NV. Records receive the following services as appropriate.

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

- A permanent log is created for each volume to record condition, page order, and services/treatments. A final quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered as necessary.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.
- Humidify and flatten as necessary to eliminate the possibility of unnecessary fractures or breaks. Tools to 'flatten' include tacking irons, heat presses, and an Ultrasonic Humidification Chamber.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast R® (an acrylic based and heat set tissue).
- Deacidify sheets after careful testing with Bookkeepers®, a custom solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH ± .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in a custom-fitted and stamped *Heritage Recorder* binder or *Disaster Safe County Binder*™. A volume may return split, depending on page count due to the additional weight of the Mylar encapsulation. A dedication/treatment report is included in the binder.

**PROJECT PRICE QUOTE**

The following tables contain the itemized inventory and pricing for this project. Nine volumes (12-14, 24, 26, 40, 43, 45, and 51) were missing at inventory and are not included in pricing.

*Indicates item is priced for combination with another volume. Binding separately will incur additional charges.*

ADAMS COUNTY CLERK & RECORDER, CO PRESERVATION PRICE QUOTE								
RECORDS SERIES TITLE	VOLUME	PAGES	DESCRIPTION			LEVEL OF SERVICE	UNIT PRICE	PRICE QUOTE
			SHEET SIZE	FORMAT	BINDING			
Warranty Deed	1	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Quit-Claim Deed	2	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Deed of Trust	3	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Trust Deed	4	48	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$216.00
Deed of Trust	5	290	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$1,305.00
Release of Deed of Trust	6	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Release of Deed of Trust	7	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Mortgage Record	8	136	18 x 11.5	Typescript	Bound	PRV	\$4.50 /Page	\$612.00
Release of Mortgage	9	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Encumbrances & Releases	10	586	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,637.00

**ADAMS COUNTY CLERK & RECORDER, CO  
PRESERVATION PRICE QUOTE**

RECORDS SERIES TITLE	VOLUME	PAGES	DESCRIPTION			LEVEL OF SERVICE	UNIT PRICE	PRICE QUOTE
			SHEET SIZE	FORMAT	BINDING			
Real Estate Mortgage	11	310	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$1,395.00
Miscellaneous Record	15	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Conveyance Record	16	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Oil Location Certificate	17	160	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$720.00
Treasurer's and Sheriff's Deeds	18	130	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$585.00
Trust Deed	19	185	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$832.50
Warranty Deed	20	88	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$396.00
Miscellaneous Record	21	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Real Estate Mortgage Record	22	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Warranty Deed	23	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Conveyance Record	25	608	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,736.00
Real Estate Mortgages	27	465	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,092.50
Conveyance Record	28	316	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$1,422.00
Miscellaneous Record	29	287	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$1,291.50
Conveyance Record	30	6	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$27.00
Miscellaneous Record	31	90	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$405.00
Warranty Deed	32	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Miscellaneous Record	33	617	18 x 11.5	Typescript	Bound	PRV	\$4.50 /Page	\$2,776.50
Deed of Trust	34	647	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,911.50
Corporation Warranty & Quit-Claim	35	501	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,254.50
Deed of Trust	36	660	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,970.00
Quit-Claim Deed	37	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Trust Deed and Mortgage	38	450	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,025.00
Warranty Deed	39	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Miscellaneous Record	41	640	18 x 11.5	Typescript	Loose Leaf	PRV	\$4.50 /Page	\$2,880.00
Trust Deed	42	360	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$1,620.00
Warranty Deed	44	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Trust Deed Record	46	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Warranty Deed	47	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
Miscellaneous Record	48	600	18 x 11.5	Typescript	Loose Leaf	PRV	\$4.50 /Page	\$2,700.00
Warranty Deed	49	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Real Estate Mortgage Record	50	284	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$1,278.00
Deed of Trust	52	222	18 x 11.5	Typescript	Bound	PRV	\$4.50/Page	\$999.00

ADAMS COUNTY CLERK & RECORDER, CO PRESERVATION PRICE QUOTE								
RECORDS SERIES TITLE	VOLUME	PAGES	DESCRIPTION			LEVEL OF SERVICE	UNIT PRICE	PRICE QUOTE
			SHEET SIZE	FORMAT	BINDING			
Release of Deed of Trust	53	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50 /Page	\$2,880.00
Release Deeds of Trust Public Trustee	54	640	18 x 11.5	Manuscript	Bound	PRV	\$4.50/Page	\$2,880.00
PROJECT TOTAL (45 volumes & Approx. 21,486 pages)								\$96,687.00

**COUNTY ACCEPTANCE**

Pricing is good for 90 days without a signed agreement. Pricing is based on a Good Faith Estimate of page counts. Final pricing is determined upon review at the Kofile lab. Billing occurs on actual page counts per the applicable pricing; not to exceed the P.O. without authorization.

This quote piggybacks on the award of RFP #17-87 for *Restoration, Preservation, and Imaging of Historical Records* by the Arapahoe County Clerk-Recorder's Office. The applicable line item is: 'General Index: Average size 12" x 18.5" Preservation Services / \$5.75 Per Page.' The unit pricing herein is adjusted to the sheet size of each volume.

KOFILE TECHNOLOGIES, INC.

ADAMS COUNTY, COLORADO

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*Signature*

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*Signature*

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*Printed Name*

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*Printed Name*

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*Title*

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*Date*

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*Date*

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact us with any questions.

Sincerely,

*Dan Carlson*

Dan Carlson  
Account Manager  
dan.carlson@kofile.us/563.343.1486

cec