



April 23, 2025

Hon. Josie Gonzales
San Bernardino County
Assessor-Recorder-County Clerk

Dear Hon. Josie Gonzales,

Please rest assured that Kofile Technologies, Inc. (hereby Kofile) continues to be a "sole source provider" by offering areas of professional-level service still not available by other vendors.

With Kofile, San Bernardino County will ensure public access and bring historical data into the 21st century, while still protecting the original source. Kofile understands local government records and the role of the county archives. Kofile's solution includes custom services for each page. San Bernardino County will not receive 'as-is' or 'scan it and forget it' services. Kofile's decades of experience, realistic solutions, and professional analysis guarantees success.

Many of our projects involve re-imaging what low-bid vendors have already imaged. Kofile's imaging procedures are implemented with the input of professional paper conservators. San Bernardino County mitigates liability by utilizing Kofile for these records management services.

Currently, original records are at risk of deterioration as a result of everyday use, natural aging, acidic content of inks and paper, lack of environment controls, and exposure to UV light. With a permanent retention level, they demand immediate attention.

Kofile can provide any required services at one facility and without the use of subcontractors. Services can include restoration, preservation, deacidification, mending/reinforcement, encapsulation, binding/sewing, archival image capture and processing, microfilming, and proprietary indexing solutions (with onshore indexing at Kofile facilities). Kofile's ability to provide these services reduces cost, mitigates risk, and ensures quality digital images free of distortion and information loss with capture from the original source. Kofile proposes a unique solution that no other vendor can offer to San Bernardino County.

Why unique? Services and products are developed to assist counties by providing superior solutions to common records management issues. Kofile has revolutionized the preservation industry with effective and efficient archival products designed *specifically for county government*. Each exclusive product is the result of our Made-in-America ingenuity.

Kofile's unique archival products and their exclusive U.S. Patent statuses are the results of years of research, testing, development, and expertise.

SAN BERNARDINO COUNTY ASSESSOR-RECORDER-COUNTY CLERK
OVERVIEW OF PROPRIETARY SERVICES & PRODUCTS
April 23, 2025

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Why exclusive? No other vendor provides this level of technology. Kofile is the developer, manufacturer, and distributor of the *Lay-Flat Archival Polyester Pocket™* and DSB. Kofile owns the patent on the *Lay-Flat Archival Polyester Pocket™* and the DSB. Kofile is the only DSB manufacturer, and no other company can offer it.

References We are confident that no company aside from Kofile has taken on and completed any project of a similar size, scope, and timeline as that proposed by San Bernardino in the state of California since at least 2018, as evidenced by research conducted by Alameda County (see attached). During that time, we have completed sole source preservation projects with Riverside County, Orange County, Alameda County, San Mateo County, Humboldt County, San Jaquin County, Fresno County, and Ventura County, just to name a few. We have also been awarded every RFP we have bid on in California covering historic county records for projects of similar size and scope during that time. We are currently engaged in the largest preservation project of historic county records in US history with the LA County Assessors office. That project will have resulted in the treatment of over 6,900 oversized assessor map and lot books by the end of 2025. Contact information for references available upon request.

It is with the support of these unique and exclusive options that Kofile is justified to serve as sole source during this project. The benefits are detailed in the following.

Let these product specifications serve to justify the exceptional benefits of Kofile's unique archival products. Their exclusive U.S. Patent statuses are the direct results of Kofile's years of research, testing, development, and expertise. Kofile is the only vendor capable of providing this quality of service.

Lay-Flat Archival Polyester Pocket™

US Patent Number 7,943,220 B1, issued on May 17, 2011.

Encapsulation is an archival method for housing brittle and fragile documents. Encapsulation is not lamination. Plastic lamination is an outdated and unacceptable method for strengthening paper, due to its non-revisable nature. In archival encapsulation, the document is free floating inside the envelope. It is not adhered or heat set to anything. The clear inert archival polyester film used can be imaged through with high clarity. The Library of Congress has approved several materials suitable for encapsulation.



There are a variety of protective plastic film enclosures on the market. The only appropriate film for archival use should be manufactured from chemically stable materials. The film should also pass the Photographic Activity Test (PAT). "Archival Safe" and "Acid Free" are only words, and there are no standards regulating their use.

Kofile utilizes SKC Films, Skyroll SH72S® PET polyester for all of its encapsulation projects. Each sheet is encapsulated in a custom *Lay-Flat Archival Polyester Pocket™*.

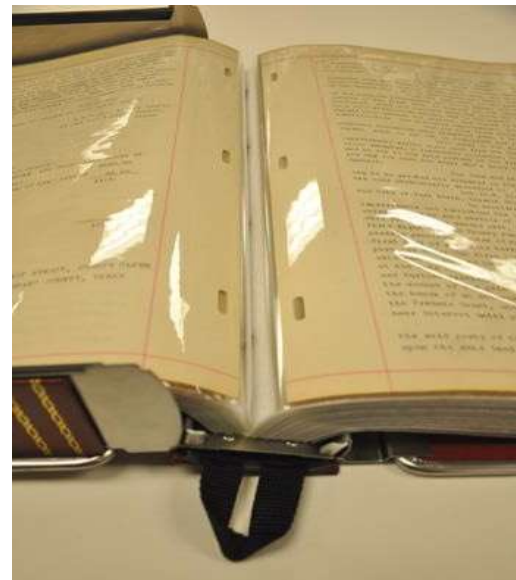
Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strong plastic film. It is crystal clear, smooth, and has no odor. While it is the most expensive, PET's non-damaging properties deem it the superior choice for long-term storage by Archivists. It is available in a number of thicknesses (or gauges). Also, it will not distort or melt in case of fire. The inherent static cling of SKC SH72S polyester provides physical support and protection from daily use.

Whether enclosure, sleeve, envelope, or pocket, the protective housing will determine the record's 'life or death.' Its composition will have a chemical reaction with paper fibers and ink. The reaction can benefit or harm assets and can either save money or cause unmitigated expense.

Reemay® Spunbond Polyester is welded into the pocket to offset the document's thickness and seal out atmospheric pollutants.

Pocket sizes are made-to-order, saving hundreds of filing inches. Kofile provides an option of polyester thickness (or *mil*) and spunbond polyester. Upon request and at no additional cost, we supply samples of various gauges of encapsulation film.

Pockets are initially sealed on three sides, and the binding process seals the fourth side with a static seal. This seal blocks contaminations to 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 Pocket would not need to be cut for access and replaced.



Disaster Safe County Binder™ and Heritage Recorder Binder US Patent Number 10,160,255, issued on December 25, 2018.

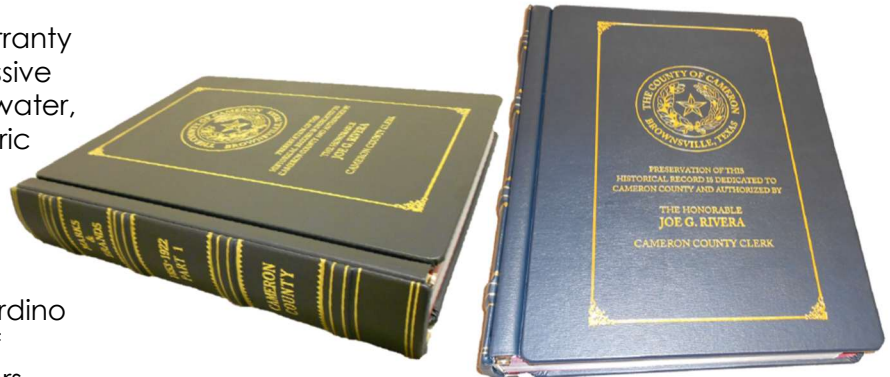
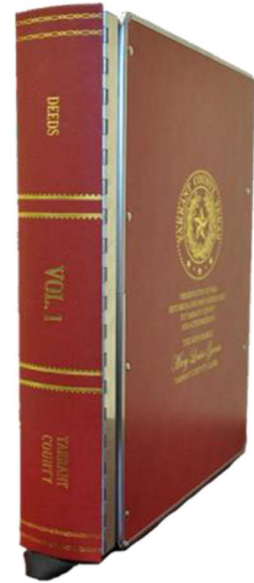
Kofile proposes that original volumes are bound in our proprietary *Disaster Safe County Binders™* (DSB) or *Heritage Recorder Binders*. Our binders offer unparalleled protection against water and fire damage. In their second-generation models, upgrades include simplified access to the posts, and refined mechanisms and construction.

Proprietary Features

Our binders provide unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, they protect sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. Our binder technology is the result of a hard lesson about environmental dangers. It addresses what went wrong in that disaster.

It also enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical plat cabinet system. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.

Our binders feature a lifetime warranty against rust. They provide progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to San Bernardino County. This is our commitment of value and service to our customers.



Kofile also extends the following differentiators and proprietary products and services to San Bernardino County:

Key Differentiators

► **Demonstrated Ability to Deliver Large Projects**

- Awarded and completed more than 60 preservation projects exceeding \$1M.
- With regional locations across the country, including a lab in Sun Valley, CA, and more than 600 employees dedicated to preservation services, Kofile has the ability to deliver large scale projects on the county's preferred timeline.

► **Lifetime Warranty on all Products and Lifetime Guarantee on all Services**

Lifetime guarantee on all services and workmanship. Products feature a Lifetime Warranty against defects.

► **Subject Matter Expertise**

In 2013, Kofile was an Awardee of a three-year Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract (FEDLINK No. LC13G7905).

Second- and third-generation conservators and public records experts lead projects, including pioneers in preservation, imaging, re-creation, and data entry.

- Senior Conservator with 40+ years of experience.
- Professional Associate (PA) with The American Institute for Conservation (AIC).
- Imaging/Re-creation Manager with 17+ years of experience.
- Data Entry Manager with 30+ years of experience.

► **Proven work history with the San Bernardino County**

- Many of San Bernardino County's historic records have already been preserved by Kofile, and we can guarantee that all work performed as a part of this project will utilize the same custom binders from our bindery in Washington, Missouri, designed and built to match the exact specification to what is already contained in your vault.

► **Permanent Facility**

Kofile's preservation facility maintains a high level of security:

- Security fence surrounds the property, and security cards control access.
- On-site security guards are present 24/7.
- Our F5 Tornado Resistant building is made of fire-resistant brick and concrete, with structural steel support members, fire-rated walls, ceilings, and floors.
- State of the art security systems protect the entire facility and all its vaults.

Proprietary Processes

► **Archival Solution for Negative Photostats**

Kofile has designed a machine to efficiently apply Archival Polyester Stabilizer to support long-term use and storage. This protective coating contains ultraviolet absorbers (UVAs) and waterproof properties.

► **Ultrasonic Humidification Chamber**

Humidification is essential for fragile documents or Case Files in which manual unfolding would harm the document's structural integrity.

► **Equipment: Overhead Planetary Scanners**

For off-site scanning projects, at our facility, Kofile has invested in large format planetary scanners as part of our commitment to preserving permanent documents and ensuring the best possible image capture.

► **Image Processing: Zonal Enhancements**

Proprietary software provides custom clean-up such as de-skew, de-speckle, character repair, and zonal enhancements for items that are stained, fragile, or have non-standard coloring.

► **QC: Quality Guarantee**

Kofile does not miss pages, produce illegible images, or damage documents. Kofile will QC each image and sight verify.

► **Transportation in Kofile-owned and operated climate-control vehicle**

For projects with large inventories, Kofile personnel will pick up and personally transport San Bernardino County's records. Kofile operates its own climate-controlled vehicle.

► **Access to the Knowledge of the World Leader in Microfilm**

In 2011, our parent company purchased the Micrographics Division of Eastman KODAK. We now employ the world's foremost experts in micrographic services.

Deacidification Without Encapsulation

It has come to our attention that vendors are claiming that deacidification and/or conservation treatments are not necessary. These vendors claim they are "saving money" by only encapsulating and binding sheets. At Kofile, we are grieved to hear about these claims. These claims are false. They have no basis in professional conservation standards and are not supported by laboratory testing. In fact, studies by the Library of Congress (LOC) concluded that encapsulation without deacidification can accelerate aging. Please see the article, "Aging of Paper Sealed Within Polyester Film," for all quotes included herein, <http://www.loc.gov/preservation/resources/rt/age/age_5.html>).

Records are composed of organic materials, such as paper, cloth, leather, paste, and glue. These components are hygroscopic (readily absorbing and retaining moisture). Sheets deteriorate as acidic inks (such as iron gall ink) "eat through" the paper. During the wood pulp paper-making process, bleaching agents were introduced to achieve brightness. Now, years later, acidic, dull yellows replace the bright white. Merely encapsulating a sheet will not address any of these chemical issues.

As the LOC states, "encapsulation treatment is frequently used in paper conservation as a protective measure to shield precious and fragile documents from physical stress, as well as from dust, etc." To encapsulate without buffering agents, entraps the historic sheet in an acidic time bomb. The LOC study even proved that "half-sealed paper aged just as rapidly as paper sealed completely." *Deterioration of the sheet continually gathers momentum as acidic degradation products continue to accumulate. Like a rock rolling down a slope, the decline in physical, as well as chemical properties of acidic paper within books or other isolated micro- environments, continues to accelerate until the paper becomes unstable.*

Deacidification is not optional. Chemical treatment provides an alkaline reserve to neutralize acids on each side of the sheet. Deacidification is only performed after careful pH and compatibility testing. Only a professional conservator should treat historical records. Besides deacidification, sheets still need surface cleaning and the removal of acid tape and adhesives. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, post-it notes, etc. can cause damage in short periods. This includes physical damage (decreased paper strength due to punctures and/or distortion) and chemical damage (rust). As metal oxidizes, the resulting rust "eats" the surrounding paper fibers.

Kofile provides a combination of services and knowledge that no other vendor provides. Superior experience with historical documents ensures that Kofile can address any concerns regarding the handling of fragile items, image capture, and quality of work.

Please do not hesitate to contact us with any questions.

Sincerely,

David Baldwin

David Baldwin
Vice President of Sales – West Region
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