

May 13, 2025

Josie Gonzales, County Assessor-Recorder-County Clerk  
San Bernardino County  
222 W Hospitality Ln,  
San Bernardino, CA 92415

Dear Josie Gonzales,

Please find a quote for three projects for the preservation and imaging of San Bernadino's record books:

- 223 County Map Books (Assessor's Lot) with a Good Faith estimate of 46,029 pages

This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this quote.

Quoted preservation services include de-acidification, encapsulation, and re-housing, 600 dpi color imaging, and microfilm creation. Archival rehousing includes encapsulation and loose leaf binding into Heritage Recorder Binders.



#### WHY KOFILE?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.



*A historical volume from Titus County, Texas, before and after service.*

#### PROJECT UNDERSTANDING

At Kofile, 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.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235  
P: 214-351-4800 F: 214-442-6669 INFO@KOFIL.COM

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

## AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

### *Acidic Paper*

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. *Paper also embrittles when relative humidity drops or fluctuates.*



### *Acidic Ink*

Acidic inks can “eat” or “burn” through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

### *Binding Margin*

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never attempts any procedure that could result in a loss of text or weaken the integrity of the paper. A sheet’s binding margin should never be compromised.



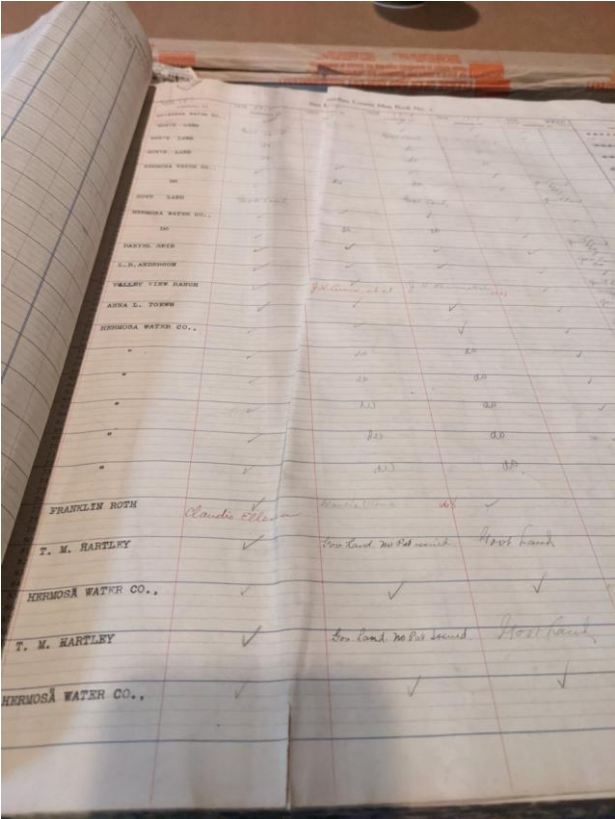
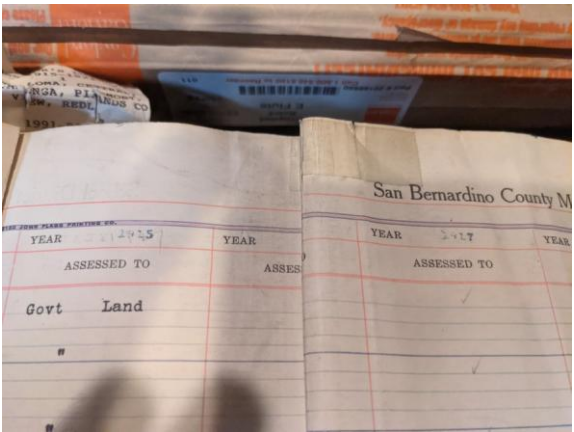
### *Broken Book Block*

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

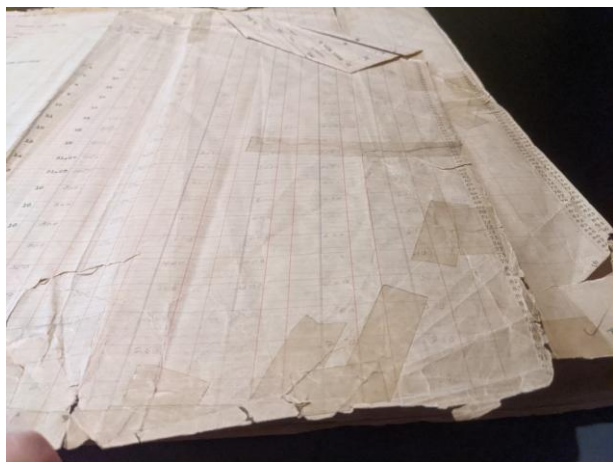
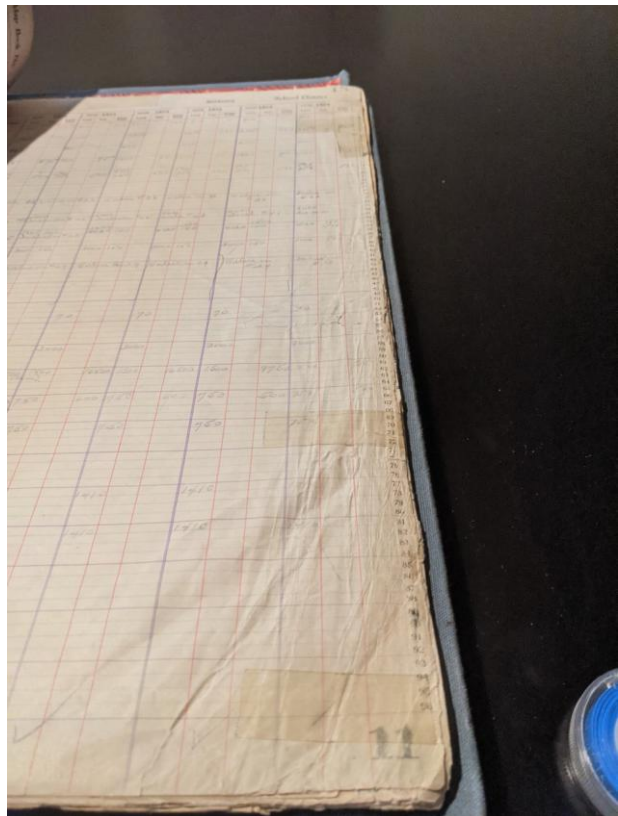
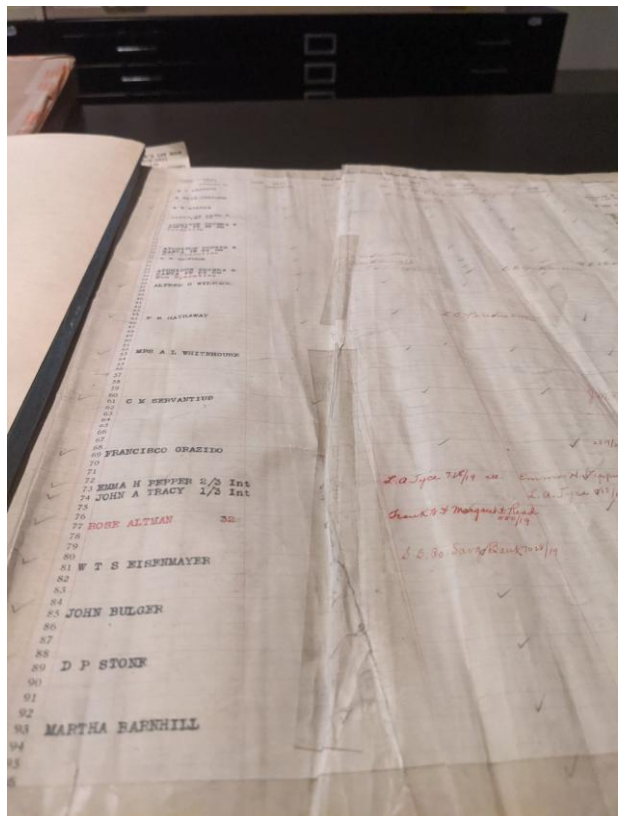
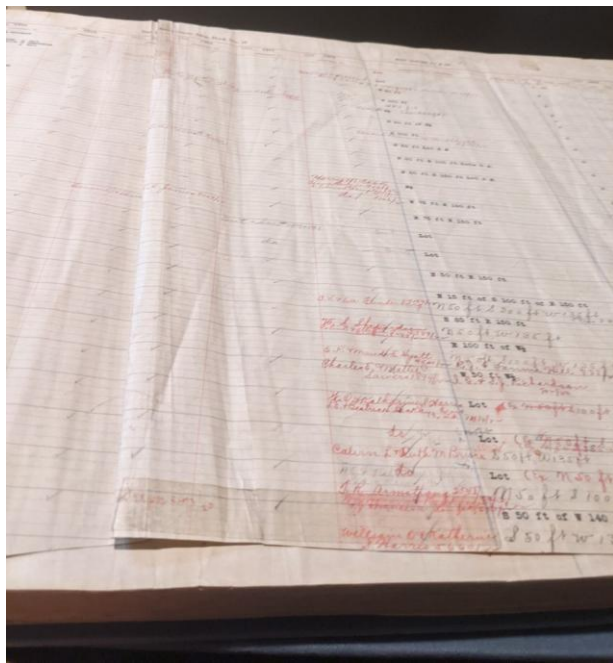
### *Failing Index Stacks*

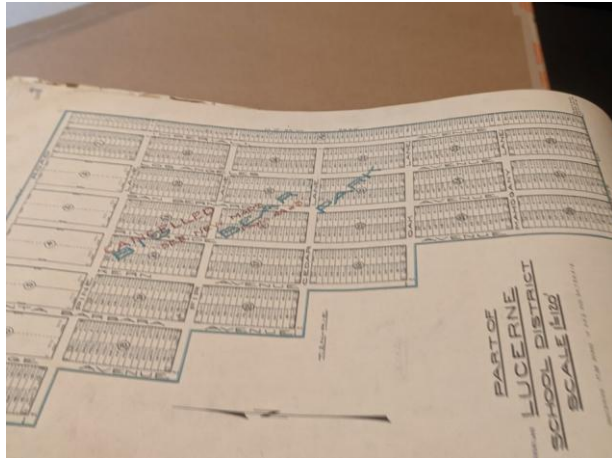
Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

PHOTOGRAPHIC DOCUMENTATION

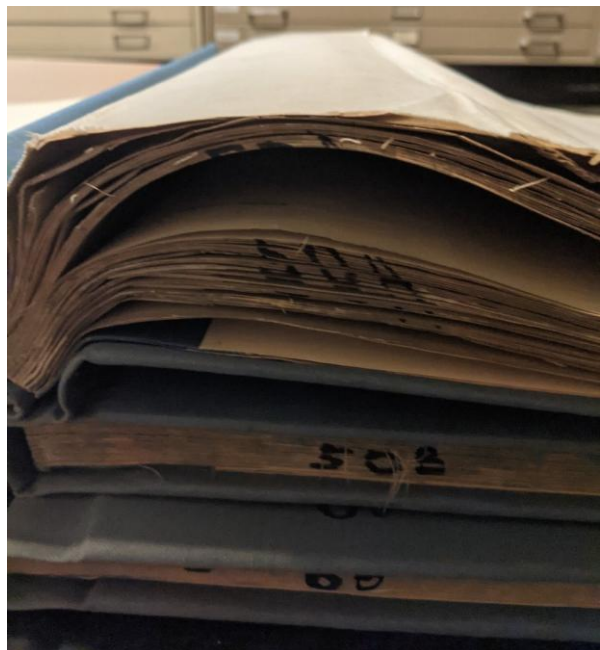
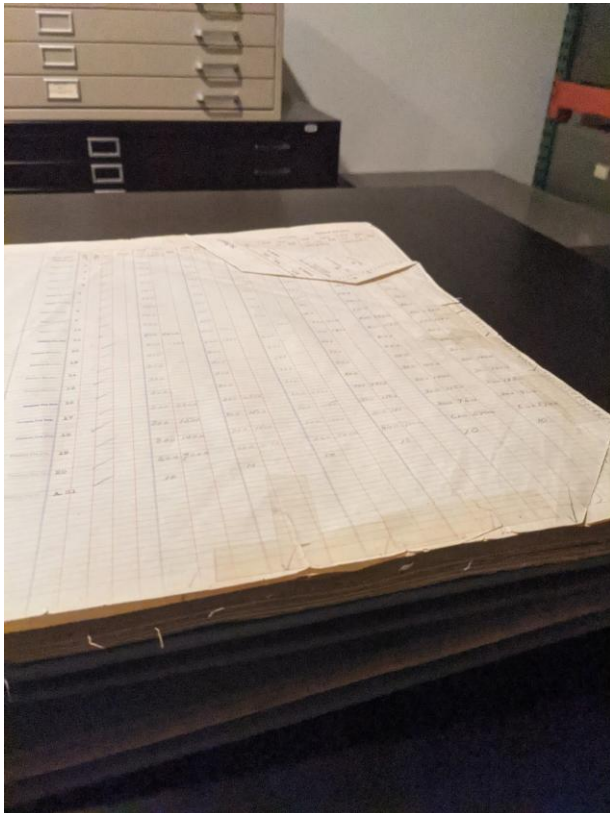
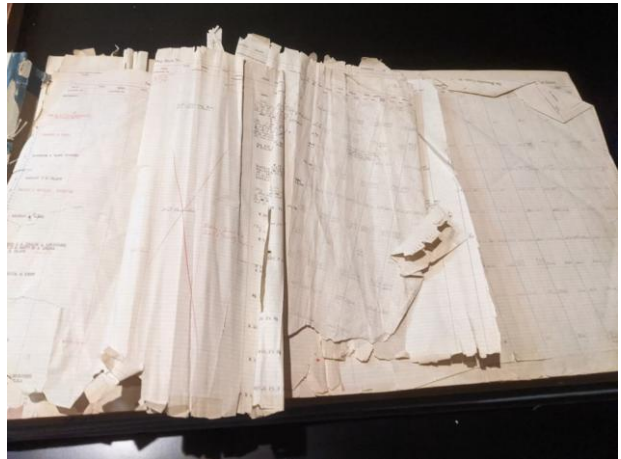


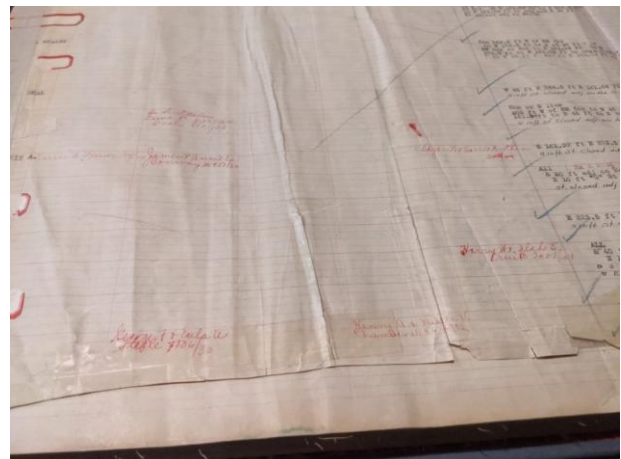
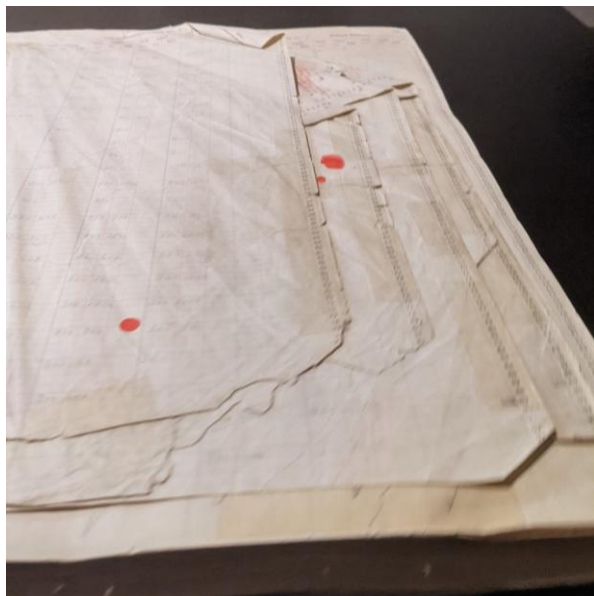
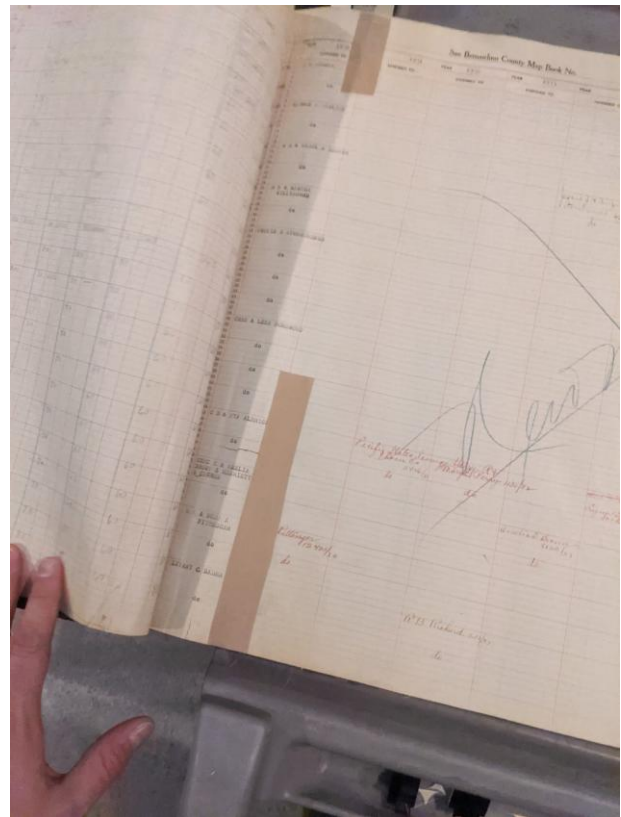
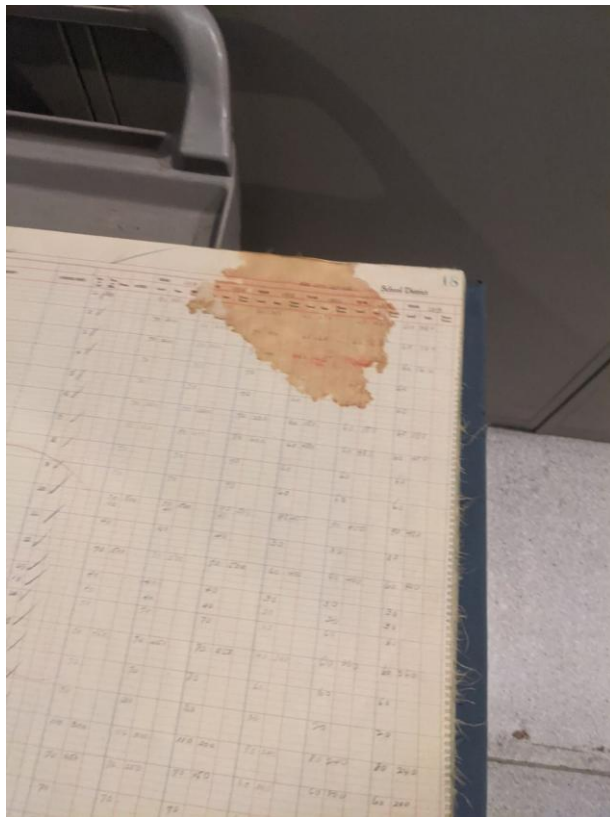




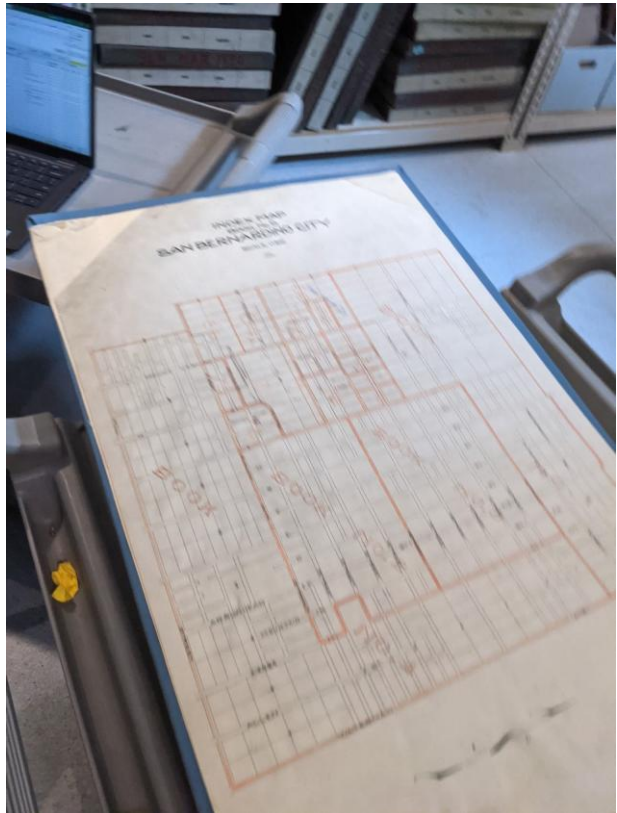
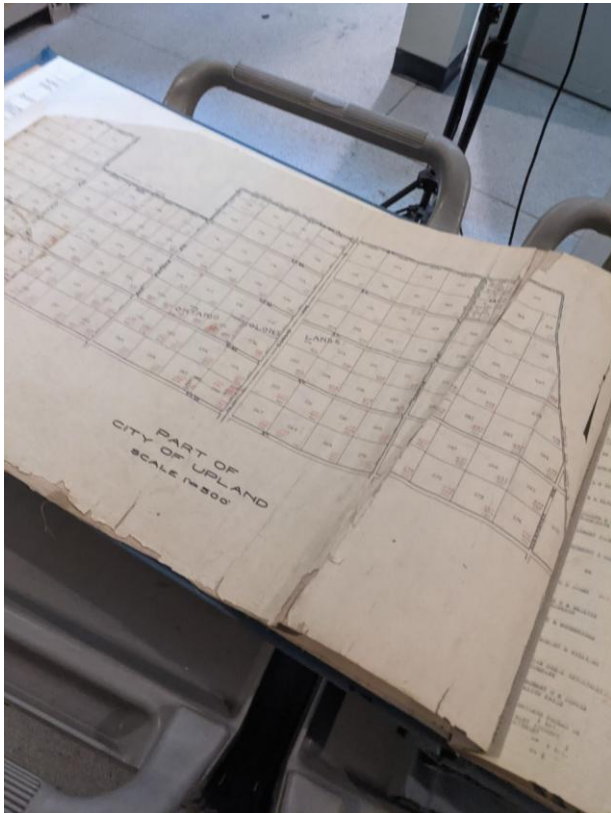
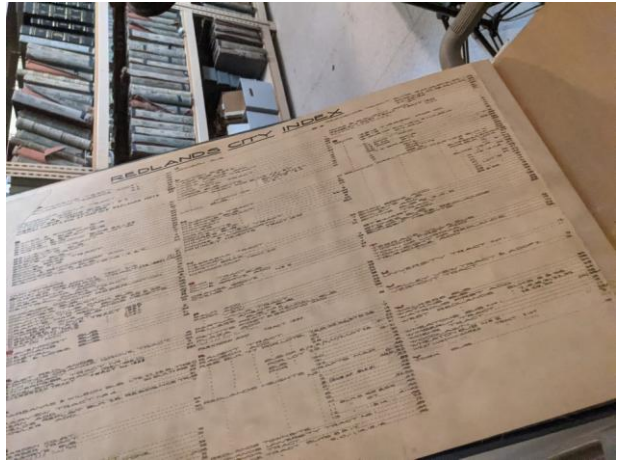




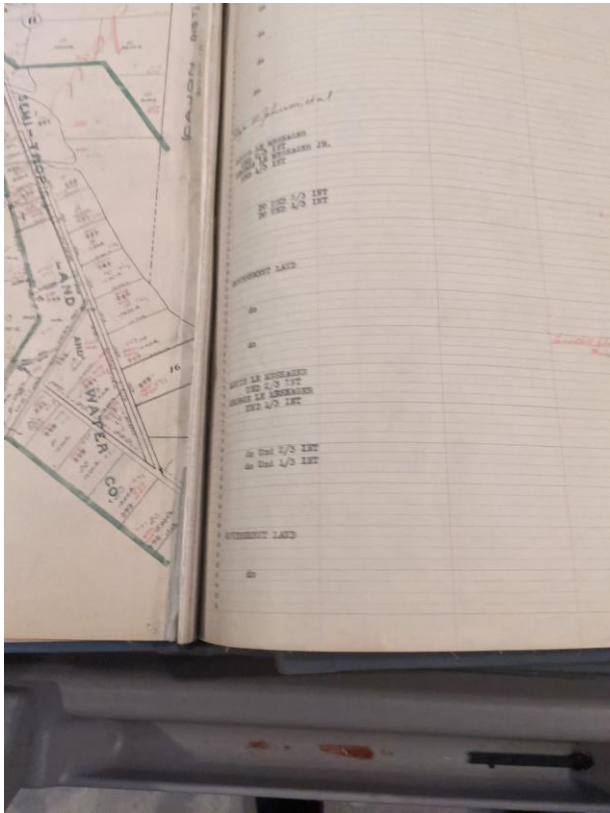
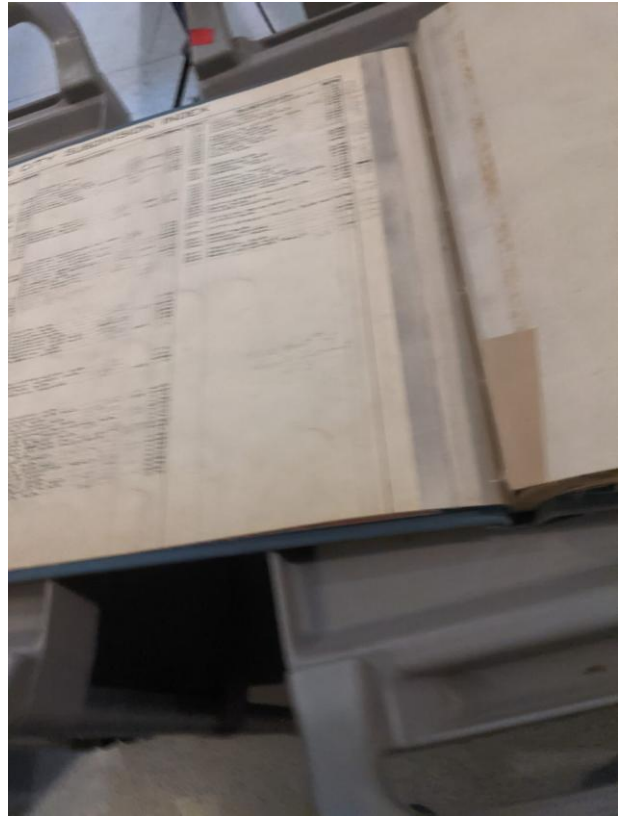


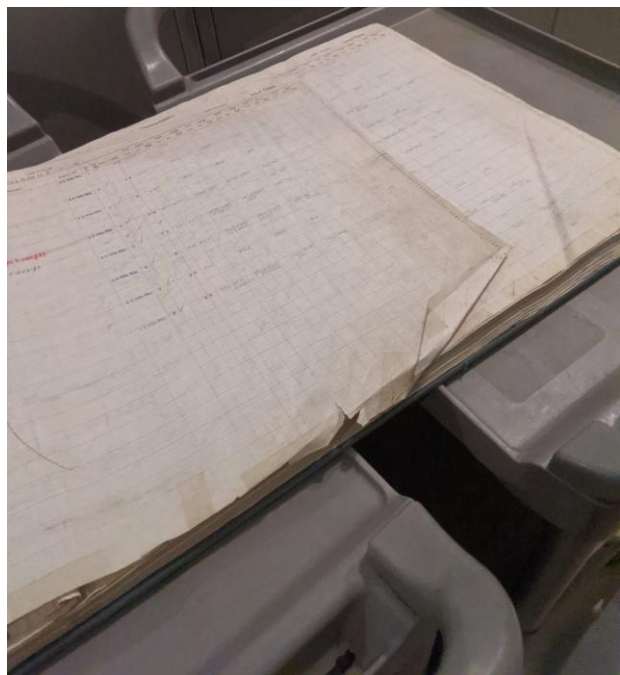
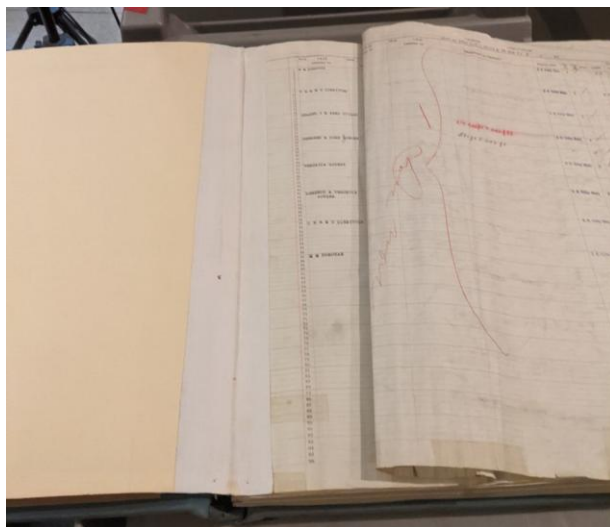
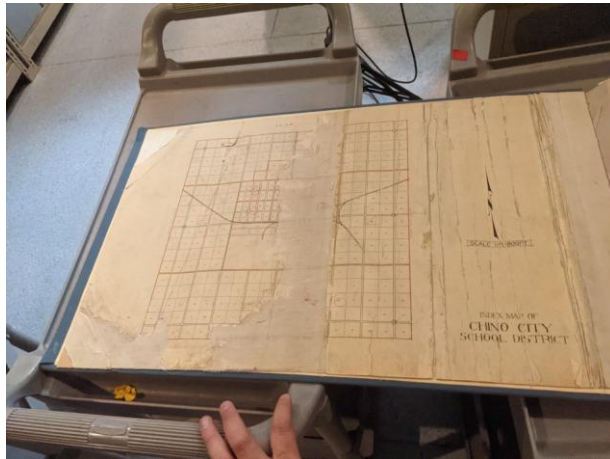














### Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

*Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48–72 hours.*

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

*Red inks smear first, then blue inks, and lastly, black inks.*

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Click to Solve for:

☐ Temperature ☐ % RH ☒ Dew Point

60

40

36

Temperature Scale: ☒ °F ☐ °C

Preservation Evaluation

Type of Decay	Environment Rating	Preservation Metric
Natural Aging	GOOD	PI 96
Mechanical Damage	OK	% EMC 7.8
Mold Risk	GOOD	Days to Mold No Risk
Metal Corrosion	OK	% EMC 7.8

Record and Compare Values

T	RH	DP	PI	Days to Mold	EMC
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Visit the Image Permanence Institute (IPI) at [www.dpicalc.org](http://www.dpicalc.org) to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

## TREATMENT SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

### *Dismantle*

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page is cut at a time to ensure no text is lost.

### *Deacidification*

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

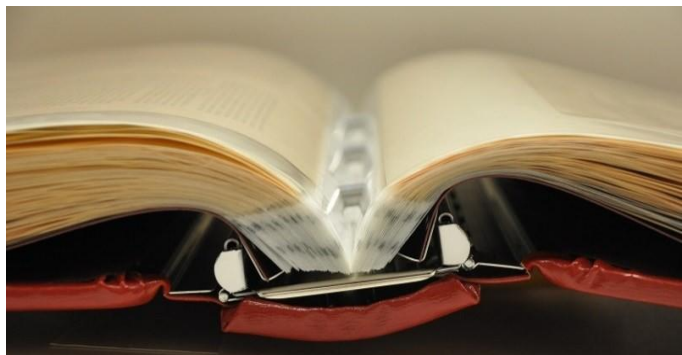
### *Encapsulation*

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester

provides physical support and protection from use.

Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 *mil* standard pocket or ***Lay Flat Archival Polyester Pocket™*** (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding



*Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.*



seals the fourth with a static seal.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.

### *Hand Casing*

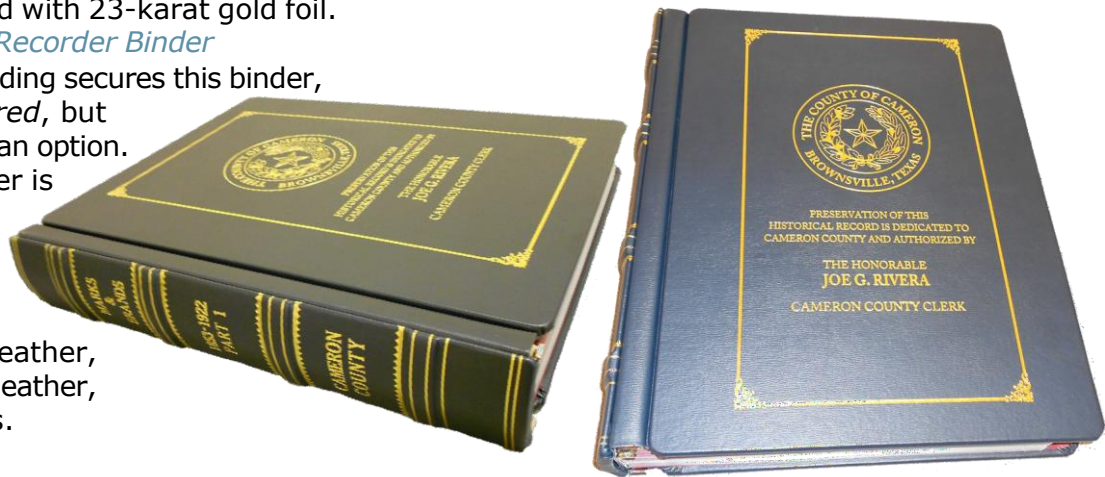
Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

### *Title Stamping*

Title stamping can follow the same format/style of the originals. A stamping sheet is sent to the County for approval. If any titling, dates, or other information from an original volume is noted in error, the County is notified. Any changes are approved by the County. Tooling is performed with 23-karat gold foil.

### *Heritage Recorder Binder*

A post binding secures this binder, see *pictured*, but sewing is an option. This binder is available in various colors in genuine leather, imitation leather, or canvas.



### *Archival Quality Construction*

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. If the volume requires more than one book, all books are to be approximately the same thickness. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards, are acid-free.

All adhesives used in the construction of Kofile binders are acid-free and reversible. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

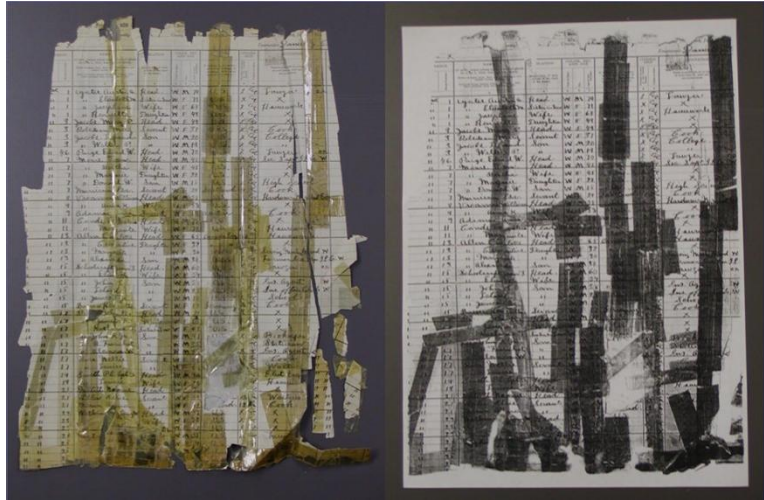
New binders stabilize documents and impede deterioration. *This will save the County valuable storage space and require little maintenance for decades.* Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.



## ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile does not subscribe to the “scan it and forget it” philosophy. Our services differ because materials are addressed according to condition



*What would this image look like if imaged “AS IS?”*

*The tape may compromise legibility.*

and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical pages. Kofile invests in the best hardware and software. Many projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

### *Imaging Overview*

Images are captured at a minimum of 600 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

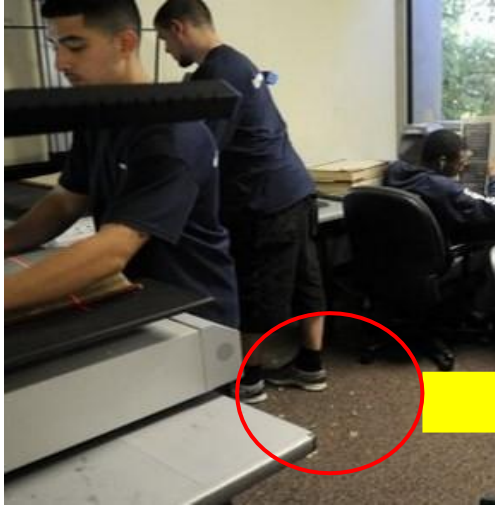
Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.

If requested, annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

### *Image Capture*

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the County’s original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator inserts a review form for the quality assurance team to assess. The page is treated with a “Best Possible Image Indicator” or further enhancements.



*The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.*

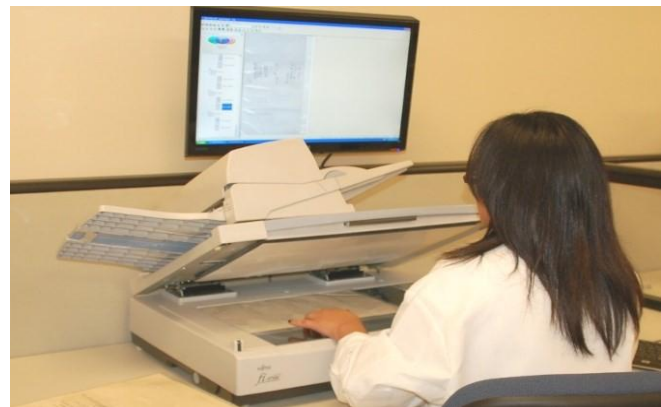
*Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.*

### Advanced Equipment

Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile employs a range of scanners to tailor imaging services to scan mixed-sized and large-format documents. Technical scanning equipment includes Fujitsu, Kodak, WideTEK, Scan Optics, and Context. Each scanner employs page detection to adjust for varying sizes of paper and thicknesses to reduce "pull-throughs" on thin papers following thick bond.

*WideTEK*—A wide-format duplex scanner for dual-sided documents up to 36" in width (see bottom right). The scanner needs only 2.5 seconds to scan both sides of a page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle transport and digitizes without damage to the source document.

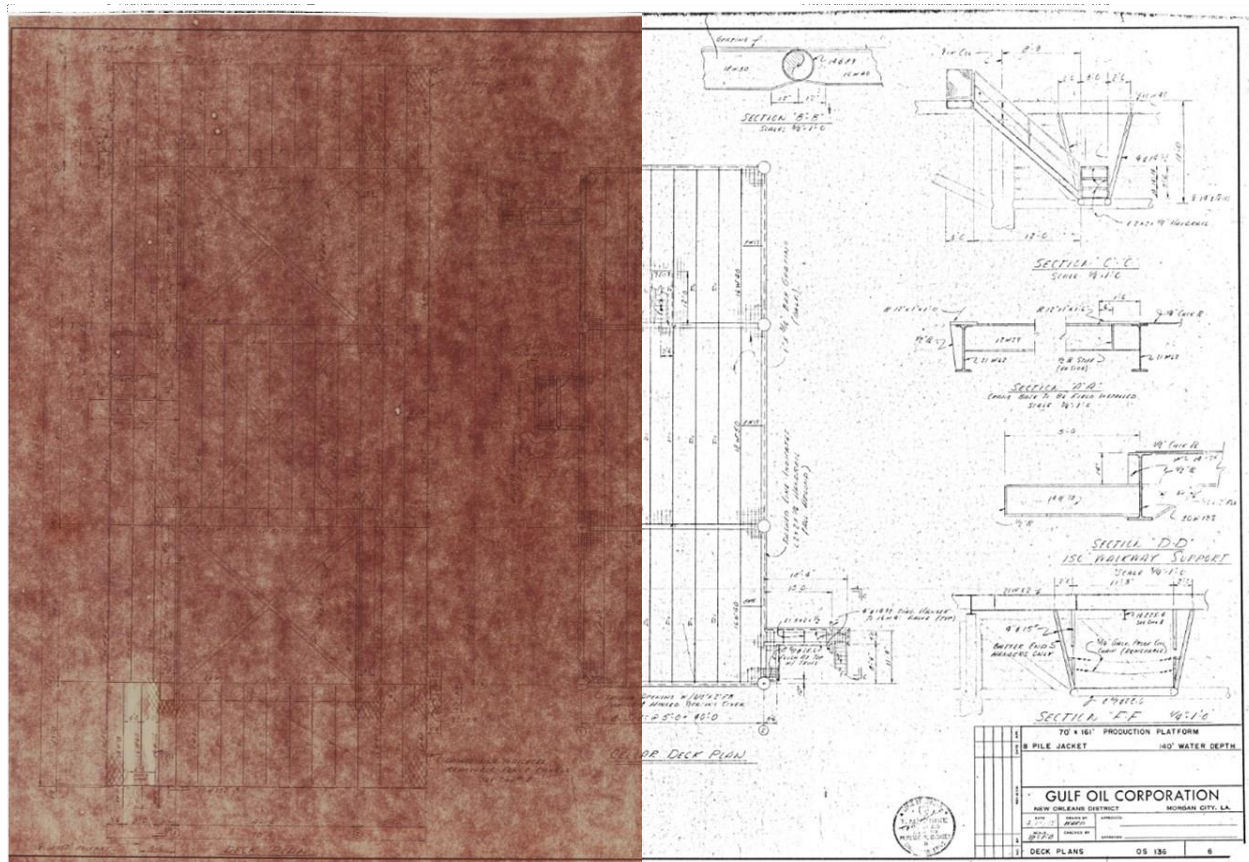


A technician captures a historical page on a flat bed scanner.



A WideTEK scanner captures oversized document and plats.





Examples of imaging before (L) and after (R) image cleanup and enhancements.

### Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each and every image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

### Archival Microfilm

With Kofile, the County has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and Photostat) are captured on 16 mm microfilm. Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size.



PROJECT PRICE QUOTE

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.

San Bernardino County					
Proposed Projects Summary					
Record Series	Volume Count	Estimated Page/ Image Count	Level of Service	OMNIA Part #	Estimated Total
County Map (Assessor Lot) Books	232	46,029	Preservation	OMN-Plat703	\$2,840,153.85
			Imaging	OMN-IMGP708-A	\$151,895.70
			Microfilm	OMN-MMC702	\$29,918.85
Discount					(\$302,196.84)
Total					\$2,719,771.56
ESTIMATED PROJECT TOTAL					\$2,719,771.56

On the following pages, Kofile provides book and service type level pricing detail for each project. Service Level abbreviations are defined here.

(KA) Kofile Assessor Assurance Preservation — *Deacidify, Encapsulate, & Bind*

- 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).
- 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 (a *Heritage Recorder* 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.

(IM) Archival Imaging—*Capture, Processing, & Enhancement*

- The County can choose between 300 or 600 dpi and between color, grayscale, and color.
- County Map Books will be captured at a minimum of 600 dpi and full color.
- Images accumulate as bi-tonal images in a Group IV TIFF format.
- 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 for grey-scale images.
- 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. Cases are grouped and indexed to form documents by case number.
- 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.
- San Bernardino County receives a MASTER in a medium suitable to the project size (e.g., SFTP, USB).

(MM) Archival Microfilm

- Archival microfilm is produced as a security backup for disaster recovery. Digital images are converted to 16MM microfilm, except for the County Maps which are 35MM. Microfilm is EPM’s Life Expectancy (LE) 500 years ImageLink. Each box is labeled to identify its contents.

San Bernardino County						
County Map (Assessor Lot) Books Project						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
1a	226	31x19.25	\$13,932.90	\$745.80	\$146.90	\$14,825.60
2	194	31x19.25	\$11,960.10	\$640.20	\$126.10	\$12,726.40
3	251	31x19.25	\$15,474.15	\$828.30	\$163.15	\$16,465.60
4A	170	31x19.25	\$10,480.50	\$561.00	\$110.50	\$11,152.00
4B	162	31x19.25	\$9,987.30	\$534.60	\$105.30	\$10,627.20
6A	216	31x19.25	\$13,316.40	\$712.80	\$140.40	\$14,169.60
6B	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
7A	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
7B	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
8A	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
8B	274	31x19.25	\$16,892.10	\$904.20	\$178.10	\$17,974.40
9A	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
9B	174	31x19.25	\$10,727.10	\$574.20	\$113.10	\$11,414.40
10A	184	31x19.25	\$11,343.60	\$607.20	\$119.60	\$12,070.40
10B	188	31x19.25	\$11,590.20	\$620.40	\$122.20	\$12,332.80
11	117	31x19.25	\$7,213.05	\$386.10	\$76.05	\$7,675.20
12	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
13A	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
13B	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
14	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
15	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
16	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
17A	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
17B	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
18A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
18B	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
19A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
19B	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
20A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
20B	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
21	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
23	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
24	292	31x19.25	\$18,001.80	\$963.60	\$189.80	\$19,155.20
25A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
25B	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80



San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
26A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
26B	148	31x19.25	\$9,124.20	\$488.40	\$96.20	\$9,708.80
27A	228	31x19.25	\$14,056.20	\$752.40	\$148.20	\$14,956.80
27B	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
28A	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
28B	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
29	392	31x19.25	\$24,166.80	\$1,293.60	\$254.80	\$25,715.20
30A	182	31x19.25	\$11,220.30	\$600.60	\$118.30	\$11,939.20
30B	182	31x19.25	\$11,220.30	\$600.60	\$118.30	\$11,939.20
31A	110	31x19.25	\$6,781.50	\$363.00	\$71.50	\$7,216.00
31B	214	31x19.25	\$13,193.10	\$706.20	\$139.10	\$14,038.40
32A	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
32B	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
33	400	31x19.25	\$24,660.00	\$1,320.00	\$260.00	\$26,240.00
34A	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
34B	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
35	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
36	240	31x19.25	\$14,796.00	\$792.00	\$156.00	\$15,744.00
37A	140	31x19.25	\$8,631.00	\$462.00	\$91.00	\$9,184.00
37B	140	31x19.25	\$8,631.00	\$462.00	\$91.00	\$9,184.00
39	400	31x19.25	\$24,660.00	\$1,320.00	\$260.00	\$26,240.00
40	400	31x19.25	\$24,660.00	\$1,320.00	\$260.00	\$26,240.00
41	280	31x19.25	\$17,262.00	\$924.00	\$182.00	\$18,368.00
42	400	31x19.25	\$24,660.00	\$1,320.00	\$260.00	\$26,240.00
43	400	31x19.25	\$24,660.00	\$1,320.00	\$260.00	\$26,240.00
44A	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
44B	110	31x19.25	\$6,781.50	\$363.00	\$71.50	\$7,216.00
45A	220	31x19.25	\$13,563.00	\$726.00	\$143.00	\$14,432.00
45B	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
46A	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
46B	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
47A	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
48A	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
48B	268	31x19.25	\$16,522.20	\$884.40	\$174.20	\$17,580.80
49A	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00

San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
49B	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
50A	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
50B	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
51	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
52	160	31x19.25	\$9,864.00	\$528.00	\$104.00	\$10,496.00
53A	140	31x19.25	\$8,631.00	\$462.00	\$91.00	\$9,184.00
53B	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
54	150	31x19.25	\$9,247.50	\$495.00	\$97.50	\$9,840.00
55a	80	31x19.25	\$4,932.00	\$264.00	\$52.00	\$5,248.00
55b	80	31x19.25	\$4,932.00	\$264.00	\$52.00	\$5,248.00
56a	80	31x19.25	\$4,932.00	\$264.00	\$52.00	\$5,248.00
56b	80	31x19.25	\$4,932.00	\$264.00	\$52.00	\$5,248.00
57	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
58	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
59a	88	31x19.25	\$5,425.20	\$290.40	\$57.20	\$5,772.80
59b	88	31x19.25	\$5,425.20	\$290.40	\$57.20	\$5,772.80
60	120	31x19.25	\$7,398.00	\$396.00	\$78.00	\$7,872.00
61	120	31x19.25	\$7,398.00	\$396.00	\$78.00	\$7,872.00
62	220	31x19.25	\$13,563.00	\$726.00	\$143.00	\$14,432.00
63a	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
63b	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
64	120	31x19.25	\$7,398.00	\$396.00	\$78.00	\$7,872.00
65	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
66a	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
66b	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
67a	140	31x19.25	\$8,631.00	\$462.00	\$91.00	\$9,184.00
67b	140	31x19.25	\$6,165.00	\$462.00	\$91.00	\$6,718.00
68	140	31x19.25	\$8,631.00	\$462.00	\$91.00	\$9,184.00
69a	100	31x19.25	\$8,631.00	\$330.00	\$65.00	\$9,026.00
69b	100	31x19.25	\$8,631.00	\$330.00	\$65.00	\$9,026.00
70	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
71a	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
71b	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
72a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
72b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00

San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
74b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
75	100	31x19.25	\$6,165.00	\$330.00	\$65.00	\$6,560.00
76	250	31x19.25	\$15,412.50	\$825.00	\$162.50	\$16,400.00
77	250	31x19.25	\$15,412.50	\$825.00	\$162.50	\$16,400.00
78a	142	31x19.25	\$8,754.30	\$468.60	\$92.30	\$9,315.20
78b	143	31x19.25	\$8,815.95	\$471.90	\$92.95	\$9,380.80
79a	144	31x19.25	\$8,877.60	\$475.20	\$93.60	\$9,446.40
79b	145	31x19.25	\$8,939.25	\$478.50	\$94.25	\$9,512.00
80a	146	31x19.25	\$9,000.90	\$481.80	\$94.90	\$9,577.60
80b	147	31x19.25	\$9,062.55	\$485.10	\$95.55	\$9,643.20
81	148	31x19.25	\$9,124.20	\$488.40	\$96.20	\$9,708.80
82	149	31x19.25	\$9,185.85	\$491.70	\$96.85	\$9,774.40
83a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
83b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
84a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
84b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
85a	201	31x19.25	\$12,391.65	\$663.30	\$130.65	\$13,185.60
85b	202	31x19.25	\$12,453.30	\$666.60	\$131.30	\$13,251.20
86	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
87	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
88a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
88b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
89a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
89b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
90a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
90b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
91a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
91b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
92	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
93	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
94	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
95	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
96	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
97	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
98	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
100	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00



San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
101a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
101b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
102a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
102b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
103a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
103b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
104	600	31x19.25	\$36,990.00	\$1,980.00	\$390.00	\$39,360.00
105b	350	31x19.25	\$21,577.50	\$1,155.00	\$227.50	\$22,960.00
107a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
107b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
108a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
108b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
109a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
109b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
110	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
111a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
111b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
112a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
112b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
113	600	31x19.25	\$36,990.00	\$1,980.00	\$390.00	\$39,360.00
114	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
115	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
116	300	31x19.25	\$18,495.00	\$990.00	\$195.00	\$19,680.00
117	300	31x19.25	\$18,495.00	\$990.00	\$195.00	\$19,680.00
118a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
118b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
119a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
119b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
120	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
121	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
122a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
122b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
123a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
123b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
124	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
125a	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60
125b	156	31x19.25	\$9,617.40	\$514.80	\$101.40	\$10,233.60

San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
126a	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
126b	80	31x19.25	\$4,932.00	\$264.00	\$52.00	\$5,248.00
127	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
128	300	31x19.25	\$18,495.00	\$990.00	\$195.00	\$19,680.00
129a	160	31x19.25	\$9,864.00	\$528.00	\$104.00	\$10,496.00
129b	160	31x19.25	\$9,864.00	\$528.00	\$104.00	\$10,496.00
130	300	31x19.25	\$18,495.00	\$990.00	\$195.00	\$19,680.00
131	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
132	300	31x19.25	\$18,495.00	\$990.00	\$195.00	\$19,680.00
133	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
134	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
135a	180	31x19.25	\$11,097.00	\$594.00	\$117.00	\$11,808.00
135b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
135c	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
136a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
136b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
136c	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
137a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
137b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
138a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
138b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
139a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
139b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
140	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
141a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
141b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
142a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
142b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
143a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
143b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
144a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
145a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
145b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
146a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
146b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
146c	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
147a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00

San Bernardino County						
Assessor Lot Books Project Continued						
Volume	Page Count	Page Size	Level of Service			Estimated Total
			KA	IM	MM	
147b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
147c	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
148a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
148b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
149a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
149b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
150a	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
150b	200	31x19.25	\$12,330.00	\$660.00	\$130.00	\$13,120.00
5	286	-	\$17,631.90	\$943.80	\$185.90	\$18,761.60
22a	212	-	\$13,069.80	\$699.60	\$137.80	\$13,907.20
22b	212	-	\$13,069.80	\$699.60	\$137.80	\$13,907.20
73	300	-	\$18,495.00	\$990.00	\$195.00	\$19,680.00
74qa	150	-	\$9,247.50	\$495.00	\$97.50	\$9,840.00
74b	200	-	\$12,330.00	\$660.00	\$130.00	\$13,120.00
99	220	-	\$13,563.00	\$726.00	\$143.00	\$14,432.00
105a	300	-	\$18,495.00	\$990.00	\$195.00	\$19,680.00
Project Subtotals			\$2,840,153.85	\$151,895.70	\$29,918.85	\$3,021,968.40
Discount for Total Project Acceptance						(\$302,196.84)
ESTIMATED PROJECT TOTAL						\$2,719,771.56



This project is presented via OMNIA Partners Contract Number R231003. This proposal shall be governed by the terms and conditions of the base contract and Kofile terms and conditions found at <https://kofile.com/omnia>.

Payment Terms: Pay 25% upon inventory pick-up and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. All payments are to be made Net 60 Days.

**CUSTOMER ACCEPTANCE**

**KOFILE ACCEPTANCE**

\_\_\_\_\_  
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

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

Sincerely,

*Patrick Mello*

Patrick Mello  
Account Executive  
patrick.mello@kofile.com

rac/lgs