

May 19, 2025

Honorable Juan P. Cervantes
Humboldt County Clerk-Recorder-ROV

Preservation & Digitization of Modern Records

SUBMITTED BY:

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Dear Hon. Juan P. Cervantes,

Please find our amendment to the agreement between Humboldt County and Kofile executed on March 12, 2024. This amendment is for completing the vitals records preservation project which includes the modern records for the additional amount specified below.

Encapsulating (Encap) and Re-Binding (NB) Services

- 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. 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.

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 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 Group IV bi-tonal images in a standard PDF or 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.
- Crop excess blank space around image. This may involve manual cropping to ensure the best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page (or other requested fields).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- 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.
- STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
- Humboldt County Clerk-Recorder-ROV receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

Archival Microfilm (MM)

- Archival silver microfilm provided for all records in this project.
- Produced in 16mm from the newly processed digital images.
- Microfilm serves as a security backup for disaster recovery.

Billing will not exceed \$250,000.00 without authorization. This quote is prepared by Kofile Technologies, Inc. (Kofile).

Record Series	Volume Range	Year(s)	Volume Count	Level of Service	Total
Certificates of Birth	75-174	1994-2021	100	IM/NB/Encap/MM	\$ 250,000.00
Death Certificates	52-152	1990's-current	101	IM/NB/Encap/MM	
Delayed Births & Certificates of Marriage	v arious	v arious	70	IM/NB/Encap/MM	

This amendment shall be governed by the terms of the Agreement executed on March 12, 2024.

Payment Terms: Pay 100% upon delivery of this project, net 30 days.
Check box if a customer P.O. Number will be required for Kofile to bill. ☐

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

Please let me know if you have any questions.

Sincerely,

Angelique Nasser

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