



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN

Registrar-Recorder/County Clerk

March 17, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT NUMBER SIX TO INCREASE CONTRACT SUM
ON CONTRACT NUMBER 77073 WITH KOFIL PRESERVATION, INC. FOR
RESTORATION AND REPAIR OF COUNTY RECORDS INDEX BOOKS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT:

Request approval to increase the Contract Sum by \$400,000 to the Agreement with Kofile Preservation, Inc. to continue restoration and repair services of County records index books through the contract term ending June 30, 2017.

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the RR/CC, or his designee to execute the attached Amendment Number Six (Amendment) to Contract Number 77073 (Agreement) with Kofile Preservation, Inc. to increase the total Contract Sum under the Agreement by \$400,000 for a total Contract Sum of \$2,600,000 to allow for the continuation of repair and restoration services (Services) to the County's Vital Records Index Books (VRIBs) and County's Real Property Records Index Books (RPRIBs).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to increase the Contract Sum to the Agreement to continue repair and restoration Services to the County's VRIBs and RPRIBs (hereinafter referred to collectively as the Index Books). The Registrar-Recorder/County Clerk (RR/CC) has identified funding from the Recorder Trust Funds in the amount of \$400,000, which \$200,000 is allocated for Fiscal Year 2015/2016 (FY 15/16) and \$200,000 Fiscal Year 2016/2017 (FY 16/17). Your Board's

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 March 17, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

approval of the recommended action will increase the Agreement Contract Sum from \$2,200,000 to \$2,600,000 to continue to provide the Services through the current Agreement term ending June 30, 2017. In addition, the Amendment will exercise the third of four one-year renewal options and extend the term of the Agreement from July 1, 2015 through June 30, 2016.

The County currently has over 30,000 Index Books. The Index Books consist of original handwritten log sheets, many of which include amendments thereto consisting of additional handwritten information that was logged in at a later time. Hundreds have been repaired and restored under this program however; hundreds are still in very poor condition with broken or missing metals, worn and torn coverings, exposed boards, and missing spines, resulting in difficulty in identifying the corresponding years and letter categories. The log sheets now bear the signs of acidic paper that has undergone decades of heavy use and which is now rapidly deteriorating.

The Services provided under the Agreement will halt the rapid deterioration of the Index Books by providing professional paper conservation repair and restoration services to preserve the Index Books for use by current and future generations. The RR/CC does not have the capabilities to perform repair and restoration services in-house.

Implementation of Strategic Plan Goals:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/ FINANCING:

The Registrar-Recorder/County Clerk (RR/CC) has identified funding from the Recorder Trust Funds in the amount of \$400,000, which \$200,000 is allocated for FY 15/16 and \$200,000 is allocated for FY 16/17.

Services to the County's VRIBs will be funded by the Recorder Vital and Health Statistics Trust Fund and Services to the County's RPRIBs will be funded by the Recorder Improvement Trust Fund (such funds shall be hereinafter collectively referred to as the Recorder Trust Funds). The Recorder Trust Funds are funded by statutory fees assessed on copies of Vital Records and Real Property recordings and specifically allows the funds to be used for these Services.

The Contractor has agreed to maintain the prices of labor and materials set forth in the current Agreement through the contract term ending on June 30, 2017. There is no impact to net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Your Board is authorized to approve this Amendment pursuant to Government Code Section 31000.

Your Board adopted the original Agreement with Kofile Preservation, Inc. on September 8, 2009. Kofile Preservation, Inc. provides all labor, supplies, and support equipment required to perform the specified services. The Agreement term is for four years with four one-year

renewal options. RR/CC has exercised two of the four one-year extensions and the contract term ends on June 30, 2017.

The RR/CC is required to maintain vital records pursuant to Section 27322.2 of the Government Code, and is responsible for recording and maintaining legal documents pertaining to real property ownership, birth, death, and marriage records for the County of Los Angeles. These public records provide historical data of vital importance to the County and the public at large. These records are cataloged in the Index Books, which are maintained in loose leaf form in record binders with canvas hard covers. The VRIBs are stored flat on roller shelves and the RPRIBs are stored flat on roller shelves as well as upright in tab modular shelving and housed in the RR/CC Headquarters facility basement.

The Agreement initially identified and authorized funding for restoration and repair of 1,500 VRIBs. Due to the overwhelming success of the initial restoration and repair project, the RR/CC exercised its Board delegated authority to increase the Contract Sum by ten percent, resulting in a total Contract Sum of \$2,200,000. To date, 2,874 Index Books have been repaired and restored at a total contract expenditure of almost \$2,200,000 with a remaining encumbrance of almost \$200,000 to cover the cost of Services for 200 of the Index Books recently sent to the Contractor. Due to the program's enormous benefits and success, the RR/CC, subject to the availability of trust funds, plans to continue the Service until all of the Index Books are repaired and restored. RR/CC identified an additional \$400,000 in the budget to continue Services through the term of the current contract ending in June 2017. Your Board's approval of this request will increase the spending authority and facilitate the encumbrance of the identified funding for continuation of Services through the remainder of the current contract term not to exceed \$2,600.00.

The Chief Executive Office has reviewed and approved this Board Letter. County Counsel has reviewed and approved as to form the attached Amendment Number Six.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended Amendment will allow the RR/CC to continue to repair and restore severely damaged Index Books which are critical to the County's public records archive.

CONCLUSION

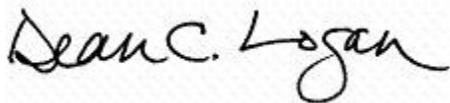
Upon approval and execution of Amendment Number Six, it is requested that the Executive Office/Clerk of the Board return one adopted stamped copy of the approved Board letter and two originally signed copies of the Agreement to:

County of Los Angeles
Department of Registrar-Recorder/County Clerk
Finance and Management Division
12400 Imperial Highway, Room 7201
Norwalk, CA 90650

Attention: Francisco Perez
Assistant Division Manager, Operations Support Branch

The Honorable Board of Supervisors
3/17/2015
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Respectfully submitted,

A handwritten signature in black ink that reads "Dean C. Logan". The signature is written in a cursive style with a large, looped "L" at the end.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DL:RF:FP:ca

Enclosures

**AMENDMENT NUMBER SIX
TO AGREEMENT NUMBER 77073
BY AND BETWEEN COUNTY OF LOS ANGELES AND
KOFIL PRESERVATION, INC.**

This Amendment Number Six (“Amendment Number Six”) to Agreement Number 77073 (the “Agreement”) is entered into as of this ____day of _____, 2015, by and between the County of Los Angeles, a political subdivision of the State of California (“County”), and Kofile Preservation, Inc., a Vermont Corporation (“Contractor”). County and Contractor are sometimes hereinafter referred to collectively as the “Parties” and each individually as a “Party.”

WHEREAS, the Agreement was originally entered into and approved by the County Board of Supervisors on September 8, 2009;

WHEREAS, Under that certain Amendment Number One dated February 22, 2010, the business name changed from Brown’s River Bindery, Inc. to Brown’s River Marotti Company;

WHEREAS, Under that certain Amendment Number Two dated April 12, 2011, updated County’s Administration information (Exhibit E) and added new County contracting provisions;

WHEREAS, Under that certain Amendment Number Three dated January 10, 2012, the Agreement was amended, among other things, to: (i) change the business name from Brown’s River Marotti Company to Kofile Preservation, Inc.; (ii) update County’s Administration information (Exhibit E);

WHEREAS, Under that certain Amendment Number Four dated June 19, 2013, the Agreement was amended, among other things, to: (i) exercise the first of four one-year renewal options and extend the term of the Agreement from July 1, 2013 through June 30, 2014; (ii) exercise Registrar-Recorder/County Clerk delegated authority to increase the contract amount by ten percent;

WHEREAS, Under that certain Amendment Number Five dated May 6, 2014, the Agreement was amended, among other things, to: (i) exercise the second of four one-year renewal options and extend the term of the Agreement from July 1, 2014 through June 30, 2015;

WHEREAS, the Parties wish to further amend the Agreement to increase the contract sum and to extend the term for an additional year following the execution of this Amendment Number Six;

WHEREAS, this Amendment Number Six is made pursuant to Paragraph 8.1 (Amendments) of the Agreement; and

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Agreement is hereby amended as follows:

1. Paragraph 5.0 (CONTRACT SUM), paragraph 5.1 of the Agreement is hereby deleted in its entirety and shall be replaced with a new paragraph 5.1 to read as follows:

5.1 The total amount payable under this Contract is Two Million Six Hundred Thousand Dollars (\$2,600,000), which includes an increase of Four Hundred Thousand Dollars (\$400,000) from the original amount (such amount is hereinafter referred to as the "Contract Sum") following the execution of this Amendment Number Six.

2. The Registrar-Recorder/County Clerk hereby exercises its option granted under Paragraph 4.0 (Term of Contract) of the Agreement to exercise the second of four one-year renewal options and extend the term of the Agreement from July 1, 2015 through June 30, 2016.

Except as otherwise provided under this Amendment Number Six the Agreement, including all preambles and recitals set forth herein and therein, shall remain unchanged and in full force and effect.

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**AMENDMENT NUMBER SIX
TO AGREEMENT NUMBER 77073
BY AND BETWEEN COUNTY OF LOS ANGELES AND
KOFIELD PRESERVATION, INC.**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number Six to be subscribed on its behalf by the Registrar-Recorder/County Clerk or his/her designee and the Contractor has subscribed the same through its duly authorized officer as of the day, month, and year first above written. The person signing on behalf of Contractor warrant under penalty of perjury that he or she is authorized to bind the Contractor.

COUNTY OF LOS ANGELES

KOFIELD PRESERVATION, INC.

DEAN C. LOGAN
Registrar-Recorder/County Clerk

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

TAXPAYER ID #

APPROVED AS TO FORM:

MARK J. SALADINO
County Counsel

By: LAURA T. JACOBSON
Associate County Counsel