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TRANSMITTAL LETTER



May 3, 2021

Carroll County Commissioners
95 Water Village Road, Box 1
Ossipee, NH 03964

To Whom It May Concern:

Please find Kofile Technologies, Inc.'s (Kofile) response to the Request for Proposals for Record Repair and Restoration following. Thank you for allowing Kofile the opportunity to submit a completed proposal and develop the right solution for Carroll County's Records and Plat Books.

I believe that Kofile is the most qualified Offeror to provide the services required. Kofile is committed to implementing a solution that offers professional preservation standards, conforms to Carroll County's key technical specifications, and, in terms of product quality and longevity, provides the highest rate of return on the Carroll County's investment.

The permanent-retention Plan Books and volumes in this collection are in very poor to critically poor condition. This written history of Carroll County cannot be replaced. Unlike an investment in fleet management or road repairs, investing in the preservation of this material results in an asset that will last several centuries before needing further treatment.

Please allow this letter to serve as a statement of acceptance of the terms and conditions of the RFP. Kofile will comply with the terms and conditions outlined in the RFP. All prices are inclusive of charges and expenses outlined in the Bid. Pricing includes shipping, handling, placement of finished plats into the new plat cabinets, and any other required materials. Kofile does not require payment until the project is completed, returned, and meets the satisfaction of Carroll County. This offer is effective for at least ninety (90) calendar days from the opening date of the proposals.

Sincerely,

A handwritten signature in blue ink that reads "Bill Stewart".

William 'Bill' Stewart
Account Executive

PROJECT PRICING

PROJECT PRICE QUOTE

All prices are inclusive of charges and expenses outlined in the RFP. Pricing includes handling to and from the County. Except where noted, the volumes and tri-folds return encapsulated in Mylar, and will split into two volumes due to the additional weight. Volumes and tri-folds will be encased in archival binders—pricing provides for the County's choice of binders and materials. Volumes will be transported in at a minimum of two batches.

Plats will be encapsulated in Mylar and installed in the plat cabinets quoted herein. The plat cabinet quote provides for housing of all plats in this inventory. Final cabinet configuration will be based on the total number of maps sent for preservation. Reduction in plat quantities will result in alterations to the cabinet configuration.

CARROLL COUNTY REGISTRY OF DEEDS, NH RFP: RECORD REPAIR AND RESTORATION							
PART ONE							
CATEGORY	RECORD SERIES TITLE	VOLS./DATES	QUANTITY		LEVEL OF SERVICE	PRICE QUOTE	
			QTY.	PAGES		LINE TOTAL	CATEGORY TOTAL
Volumes	Deeds	135-438	314 vols.	185,461	PRV & PRV (no encapsulation)	\$702,031.00	\$911,231.00
	Deed Index Books		35 vols.	21,986	PRV	\$109,930.00	
	Tax Books	1966-1990	15 vols.	6,674	PRV	\$33,370.00	
	Misc. Books		23 vols.	13,050	PRV	\$65,900.00	
Tri-folds	OAAL Index Book	1	1 vol.	200	PRV	\$1,000.00	\$1,089,432.00
	Writs			49,007	PRV	\$784,112.00	
	OAAL			19,020	PRV	\$304,320.00	
Plats: Plan Books	Plan Books	1-175	177 vols.	15,226	PRV	\$3,592,100.00	\$3,699,129.00
					IM	\$107,029.00	
Plats: Other	Misc. Plats		1 vol.	23	PRV	\$11,500.00	\$32,000.00
	Highway Plans	1962	2 vols.	41	PRV	\$20,500.00	
SUBTOTAL							\$5,731,972.00

PART TWO			
ITEM	QTY.	DESCRIPTION	LINE TOTAL
Enduro® Hanging Plat Cabinet System	6 custom cabinets	For 1,826 maps (≥36x48") ◇ 1,200 numbered hangers (glides); 1,200 archival-grade Mylar envelopes; 1,200 acid-free divider sheets	\$75,564.00
	18 custom cabinets	For 13,339 maps (~24x36") ◇ 3,600 numbered hangers (glides); 3,600 archival-grade Mylar envelopes; 3,600 acid-free divider sheets	\$161,460.00
		ESTIMATED SHIPPING	\$9,000.00
CABINET SUBTOTAL			\$246,024.00

PROJECT TOTAL: \$5,977,816.00



SCOPE OF SERVICES

Records receive the following services as identified. Kofile can store electronic copies off-site as disaster recovery backups.

(PRV) Preservation—Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, Bind, & Re-house

- 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 in our Conservation Laboratory.
- Dismantle binding of the volumes by hand.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Sheets are flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks*.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than ± .5.
- Encapsulate sheets in *Lay Flat Archival Polyester Pockets*™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the “book block”, with a 1¼” margin.
- Re-bind in custom red leather *Heritage Recorder* binders (volumes) or *Indestructo* binders (tri-folds) to match previous work. A volume may return split, depending on page count. A dedication/treatment report is included in the binder. Index tabs are repaired or replaced, as necessary. Imprint binder to match previous work per the direction of the County (to include County seal).

PLATS: (PRV) Preservation—Conservation Treatments, Deacidify, & Encapsulate

- Surface cleaning and flattening, as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Mounted maps are dismounted from secondary supports if the process will not cause further degradation. Likewise, fragile plats are backed onto acid free paper, if necessary, with acid free and reversible archival adhesives.
- Pressure sensitive tape and adhesive residue are reduced as much as possible without further degradation to the original. Tape stains are reduced as possible.
- Deacidification with Bookkeepers®. Some materials are not appropriate for deacidification, such architectural linen or pages comprised from acid-based imaging, such as blueprint and



blue line.

- Mending with Japanese tissue and methylcellulose adhesive, LC tissue, or Filmoplast R® (an acrylic-based, acid free, and reversible heat set tissue). Architectural linen maps are repaired/backed with acid-free linen support.
- Encapsulate in 4 mil capsules composed of SKC SH72S® PET polyester film. Size is 24.5" x 37" or custom. Weld three or four sides per customer option.

⇒ **Plat Cabinet System—Enduro® Custom Map Cabinets:**

- Capsules are punched 8" - 7" - 8" CC for attachment to Enduro® wishbone hangers. The capsules also add fire and water protection. Kofile arranges the plats within the capsules and attaches the hangers.
 - ◇ Smaller maps (24x36") will be hung on the long sides with two envelopes per hanger in two-tier cabinets.
 - ◇ Larger maps (36x48") will be hung on the short sides with one envelope per hanger.
- Kofile prepares a simple cross index of description, book/page #, and plat # to hanger location.
- Color is Mist Green powder coat. Kofile installs cabinets to house the quantity and sizes of the restored collection. Please note that final cabinet configuration is dependent upon the total number of plats receiving preservation services. Alterations to the quantity of plats may result in changes to the plat cabinet configuration and total price.

Plan Books Only

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Prep individual pages for scanning. Fragile pages are encased in Mylar before imaging. Page sequences are maintained throughout the imaging process.
- 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 processing functions include fixed and variable rotation, skew, and cropping.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages or double feeds.
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.



PROJECT INVENTORY & ITEMIZED PRICING

The following pages detail the itemized pricing for each item in the inventory. Unless otherwise noted, volumes will be encapsulated, rebound, and returned in two volumes (if applicable). Negative Photostats will not be encapsulated and will not return in two volumes.

KEY

- M Manuscript (handwritten) LL Loose Leaf (Post) Binding XP Very Poor Condition
- T Typescript (typed) BD Sewn Binding XXP Extremely Poor Condition
- PH Negative Photostat TF Tri-fold XXXP Critically Poor Condition

PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
VOLUMES									
Deed	135-139		5	3,000	T	BD	XP	PRV	\$15,000.00
Deed	140		1	600	T	BD	XP	PRV	\$3,000.00
Deed	141	1918	1	600	T	BD	XP	PRV	\$3,000.00
Deed	142		1	600	T	BD	XP	PRV	\$3,000.00
Deed	143		1	600	T	BD	XP	PRV	\$3,000.00
Deed	144		1	600	T	BD	XXP	PRV	\$3,000.00
Deed	145-150		6	3,600	T	BD	XP	PRV	\$18,000.00
Deed	151-155		5	3,000	T	BD	XP	PRV	\$15,000.00
Deed	156		1	600	T	BD	XP	PRV	\$3,000.00
Deed	157		1	600	T	BD	XP	PRV	\$3,000.00
Deed	158-163		6	3,600	T	BD	XP	PRV	\$18,000.00
Deed	164-168		5	3,000	T	BD	XP	PRV	\$15,000.00
Deed	169		1	600	T	BD	XP	PRV	\$3,000.00
Deed	170-171		2	1,200	T	BD	XP	PRV	\$6,000.00
Deed	172-176		5	3,000	T	BD	XP	PRV	\$15,000.00
Deed	177		1	600	T	BD	XP	PRV	\$3,000.00
Deed	178-184		7	4,200	T	BD	XP	PRV	\$21,000.00
Deed	185-189		5	3,000	T	BD	XP	PRV	\$15,000.00
Deed	190		1	600	T	BD	XP	PRV	\$3,000.00
Deed	191		1	600	T	BD	XP	PRV	\$3,000.00
Deed	192-193		2	1,200	T	BD	XP	PRV	\$6,000.00
Deed	194		1	600	T	BD	XP	PRV	\$3,000.00
Deed	195-207	1931	13	7,800	T	BD	XP	PRV	\$39,000.00
Deed	208		1	600	T	BD	XP	PRV	\$3,000.00
Deed	209-210		2	1,200	T	BD	XP	PRV	\$6,000.00



PROJECT INVENTORY & ITEMIZED PRICING

RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
VOLUMES									
Deed	211		1	600	T	BD	XP	PRV	\$3,000.00
Deed	212-218		7	4,200	T	BD	XP	PRV	\$21,000.00
Deed	219		1	600	T	BD	XP	PRV	\$3,000.00
Deed	220-248		29	17,400	T	BD	XP	PRV	\$87,000.00
Deed	249		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	250		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	251-255		5	3,000	T	LL	XP	PRV	\$15,000.00
Deed	256		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	257		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	258		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	259		1	500	PH	LL	XP	PRV (No encap)	\$1,500.00
Deed	260		1	502	PH	LL	XP	PRV (No encap)	\$1,506.00
Deed	261		1	550	PH	LL	XP	PRV (No encap)	\$1,650.00
Deed	262		1	550	T	LL	XP	PRV	\$2,750.00
Deed	263		1	514	PH	LL	XP	PRV (No encap)	\$1,542.00
Deed	264		1	550	PH	LL	XP	PRV (No encap)	\$1,650.00
Federal Tax Lien	265		1	220	T	BD	XP	PRV	\$1,100.00
Discharged Attachments	266		1	419	T	BD	XP	PRV	\$2,095.00
Old Age Asst. Liens	267		1	60	T	BD	XP	PRV	\$650.00
Deed	268		1	552	PH	LL	XP	PRV (No encap)	\$1,656.00
Deed	269		1	600	PH	LL	XP	PRV (No encap)	\$1,800.00
Deed	270		1	576	PH	LL	XP	PRV (No encap)	\$1,728.00
Deed	271		1	574	PH	LL	XP	PRV (No encap)	\$1,722.00
Deed	272-290		19	11,400	PH	LL	XP	PRV (No encap)	\$34,200.00
Deed	291		1	602	PH	LL	XP	PRV (No encap)	\$1,806.00
Deed	292		1	602	PH	LL	XP	PRV (No encap)	\$1,806.00
Deed	293		1	600	PH	LL	XP	PRV (No encap)	\$1,800.00
Deed	294		1	602	PH	LL	XP	PRV (No encap)	\$1,806.00
Deed	295		1	600	PH	LL	XP	PRV (No encap)	\$1,800.00
Deed	296		1	600	PH	LL	XP	PRV (No encap)	\$1,800.00
Deed	297		1	602	PH	LL	XP	PRV (No encap)	\$1,806.00
Deed	298		1	602	PH	LL	XP	PRV (No encap)	\$1,806.00
Deed	299-303		5	3,000	PH	LL	XP	PRV (No encap)	\$9,000.00



PROJECT INVENTORY & ITEMIZED PRICING

RECORD SERIES TITLE	VOL.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
VOLUMES									
Deed	304-305		2	1,204	PH	LL	XP	PRV (No encap)	\$3,612.00
Deed	306-309		4	2,400	PH	LL	XP	PRV (No encap)	\$7,200.00
Deed	310		1	604	PH	LL	XP	PRV (No encap)	\$1,812.00
Deed	311-312		2	1,200	PH	LL	XP	PRV (No encap)	\$3,600.00
Deed	313-314		2	1,208	PH	LL	XP	PRV (No encap)	\$3,624.00
Deed	315		1	606	PH	LL	XP	PRV (No encap)	\$1,818.00
Deed	316-317		2	1,200	PH	LL	XP	PRV (No encap)	\$3,600.00
Deed	318-321		4	2,408	PH	LL	XP	PRV (No encap)	\$7,224.00
Deed	322		1	550	PH	LL	XP	PRV (No encap)	\$1,650.00
Deed	323		1	554	PH	LL	XP	PRV (No encap)	\$1,662.00
Deed	324-328		15	8,250	PH	LL	XP	PRV (No encap)	\$24,750.00
Deed	329-438		110	66,000	PH	LL	XP	PRV (No encap)	\$198,000.00
Grantee Index		1840-1860	1	640	T	BD	XXXP	PRV	\$3,200.00
Grantee Index		1861-1885	1	780	T	BD	XXP	PRV	\$3,900.00
Grantee Index		1886-1909	1	800	T	BD	XXP	PRV	\$4,000.00
Grantee Index		1909-1926	1	720	T	BD	XXXP	PRV	\$3,600.00
Grantee Index	A-L	1962-1969	1	700	T	LL	XP	PRV	\$3,500.00
Grantee Index	M-Z	1962-1969	1	700	T	LL	XP	PRV	\$3,500.00
Grantor Index		1861-1885	1	820	T	BD	XXP	PRV	\$4,100.00
Grantor Index		1886-1909	1	838	T	BD	XXP	PRV	\$4,190.00
Grantor Index		1909-1926	1	720	T	BD	XP	PRV	\$3,600.00
Grantor Index	A-G	1962-1969	1	640	T	BD	XP	PRV	\$3,200.00
Grantor Index	H-O	1962-1969	1	600	T	LL	XP	PRV	\$3,000.00
Grantor Index	P-Z	1962-1969	1	600	T	LL	XP	PRV	\$3,000.00
Grantor Index	A-D	1970-1979	1	602				PRV	\$3,010.00
Grantor Index	E-K	1970-1979	1	374				PRV	\$1,870.00
Grantor Index	L-Q	1970-1979	1	620				PRV	\$3,100.00
Grantor Index	R-Z	1970-1979	1	656				PRV	\$3,280.00
Grantor Index	A-B	1980-1989	1	644				PRV	\$3,220.00
Grantor Index	C-D	1980-1989	1	602				PRV	\$3,010.00
Grantor Index	E-HEL	1980-1989	1	630				PRV	\$3,150.00
Grantor Index	HEL-LEC	1980-1989	1	718				PRV	\$3,590.00
Grantor Index	LEC-M	1980-1989	1	734				PRV	\$3,670.00
Grantor Index	M-RIN	1980-1989	1	578				PRV	\$2,890.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
VOLUMES									
Grantor Index	RIN-S	1980-1989	1	542				PRV	\$2,710.00
Grantor Index	T-Z	1980-1989	1	578				PRV	\$2,890.00
Grantee Index	A-E	1970-1979	1	578				PRV	\$2,890.00
Grantee Index	F-L	1970-1979	1	440				PRV	\$2,200.00
Grantee Index	M-RIN	1970-1979	1	562				PRV	\$2,810.00
Grantee Index	S-Z	1970-1979	1	460				PRV	\$2,300.00
Grantee Index	A-B	1980-1989	1	564				PRV	\$2,820.00
Grantee Index	C-E	1980-1989	1	566				PRV	\$2,830.00
Grantee Index	F-HOI	1980-1989	1	522				PRV	\$2,610.00
Grantee Index	HOJ-L	1980-1989	1	536				PRV	\$2,680.00
Grantee Index	M-N	1980-1989	1	568				PRV	\$2,840.00
Grantee Index	O-SID	1980-1989	1	574				PRV	\$2,870.00
Grantee Index	SIE-Z	1980-1989	1	780				PRV	\$3,900.00
Tax Book		1966-1971	1	452				PRV	\$2,260.00
Tax Book		1972-1975	1	722				PRV	\$3,610.00
Tax Book		1976-1978	1	614				PRV	\$3,070.00
Tax Book		1979-1980	1	614				PRV	\$3,070.00
Tax Book		1981-1982	2	882				PRV	\$4,410.00
Tax Book		1983-1984	2	882				PRV	\$4,410.00
Tax Book		1985-1986	2	882				PRV	\$4,410.00
Tax Book		1987-1988	2	882				PRV	\$4,410.00
Tax Book		1989-1990	3	744				PRV	\$3,720.00
Carroll Record Index	No 1	1841-1849; Bk 1 - 14	1	600	M	BD	XP	PRV	\$3,000.00
Carroll Record Index	No 2	1849-1859; Bk 15 - 34	1	600	M	BD	XP	PRV	\$3,000.00
Carroll Record Index	No 3	1859-1869; Bk 35 - 53	1	600	M	BD	XP	PRV	\$3,000.00
Carroll Record Index	No 4	1869-1874; Bk 54 - 62	1	600	M	BD	XP	PRV	\$3,000.00
Carroll Record Receiver		1866-1881	1	600				PRV	\$3,000.00
Carroll Record Receiver		1881-1893	1	644	M	BD	XXP	PRV	\$3,220.00
Carroll Record Receiver		1894-1903	1	634				PRV	\$3,170.00
Carroll Record Receiver		1904-1913	1	616	M	BD	XP	PRV	\$3,080.00
Carroll Record Receiver		1913-1925	1	640	M	BD	XP	PRV	\$3,200.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
VOLUMES									
Carroll Record Receiver		1925-1934	1	632	M	BD	XP	PRV	\$3,160.00
Carroll Record Receiver		1935-1942	1	644	M	BD	XP	PRV	\$3,220.00
Carroll County Receiver		1942-1948	1	600	M	LL	XP	PRV	\$3,000.00
Carroll County Receiver		1948-1953	1	640	M	LL	XP	PRV	\$3,200.00
Carroll County Receiver		1953-1963	1	800	M	LL	XP	PRV	\$4,000.00
Carroll County Receiver		1963-1968	1	800	M	LL	XP	PRV	\$4,000.00
Carroll County Receiver N//A Daybook		1.1.1986 TO 4.15.1986	1	172				PRV	\$860.00
Attachment Book	1	1911-1937	1	0				PRV	\$650.00
Attachment Book		1937-1966	1	284				PRV	\$1,420.00
Attachment Book		1967-1991	1	600				PRV	\$3,000.00
Attachment Book		1991-UP	1	154				PRV	\$770.00
Collectors Tax Sales	1	1946- 1957/63	1	960				PRV	\$4,800.00
Collectors Tax Sales	2		1	510				PRV	\$2,550.00
Taxes - Redemptions	1	1949-1965	1	720				PRV	\$3,600.00
TRI-FOLDS									
OAAL - Index	1 A-Z		1	200				PRV	\$1,000.00
Writs		1840 up		49,007	TF			PRV	\$784,112.00
OAAL				19,020	TF			PRV	\$304,320.00
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	1		1	82	Plat		XXXP	PRV	\$41,000.00
Plan Book	2		1	79	Plat		XXXP	PRV	\$39,500.00
Plan Book	3		1	78	Plat		XXXP	PRV	\$39,000.00
Plan Book	4		1	67	Plat		XXXP	PRV	\$33,500.00
Plan Book	5		1	80	Plat		XXXP	PRV	\$40,000.00
Plan Book	6A		1	49	Plat		XXXP	PRV	\$24,500.00
Plan Book	6B		1	48	Plat		XXXP	PRV	\$24,000.00
Plan Book	7(A)		1	51	Plat		XXXP	PRV	\$25,500.00
Plan Book	7(B)		1	54	Plat		XXXP	PRV	\$27,000.00
Plan Book	8		1	95	Plat		XXXP	PRV	\$47,500.00
Plan Book	9		1	92	Plat		XXXP	PRV	\$46,000.00
Plan Book	10		1	97	Plat		XXXP	PRV	\$48,500.00
Plan Book	11		1	94	Plat		XXXP	PRV	\$47,000.00
Plan Book	12		1	100	Plat		XXXP	PRV	\$50,000.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	13		1	101	Plat		XXXP	PRV	\$50,500.00
Plan Book	14		1	99	Plat		XXXP	PRV	\$49,500.00
Plan Book	15		1	100	Plat		XXXP	PRV	\$50,000.00
Plan Book	16		1	97	Plat		XXXP	PRV	\$48,500.00
Plan Book	17		1	85	Plat		XXXP	PRV	\$42,500.00
Plan Book	18		1	94	Plat		XXXP	PRV	\$47,000.00
Plan Book	19		1	96	Plat		XXXP	PRV	\$48,000.00
Plan Book	20		1	85	Plat		XXXP	PRV	\$42,500.00
Plan Book	21		1	85	Plat		XXP	PRV	\$17,000.00
Plan Book	22		1	86	Plat		XXP	PRV	\$17,200.00
Plan Book	23		1	99	Plat		XXP	PRV	\$19,800.00
Plan Book	24		1	99	Plat		XXP	PRV	\$19,800.00
Plan Book	25		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	26		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	27		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	28		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	29		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	30		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	31		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	32		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	33		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	34		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	35		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	36		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	37		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	38		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	39		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	40		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	41		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	42		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	43		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	44		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	45		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	46		1	100	Plat		XXP	PRV	\$20,000.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	47		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	48		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	49		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	50		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	51		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	52		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	53		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	54		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	55		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	56		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	57		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	58		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	59		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	60		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	61		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	62		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	63		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	64		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	65		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	66		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	67		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	68		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	69		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	70		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	71		1	100	Plat		XXP	PRV	\$20,000.00
Plan Book	72		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	73		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	74		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	75		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	76		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	77		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	78		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	79		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	80		1	80	Plat		XXP	PRV	\$16,000.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	81		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	82		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	83		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	84		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	85		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	86		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	87		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	88		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	89		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	90		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	91		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	92		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	93		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	94		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	95		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	96		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	97		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	98		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	99		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	100		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	101		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	102		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	103		1	79	Plat		XXP	PRV	\$15,800.00
Plan Book	104		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	105		1	82	Plat		XXP	PRV	\$16,400.00
Plan Book	106		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	107		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	108		1	82	Plat		XXP	PRV	\$16,400.00
Plan Book	109		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	110		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	111		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	112		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	113		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	114		1	80	Plat		XXP	PRV	\$16,000.00



PROJECT INVENTORY & ITEMIZED PRICING

RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	115		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	116		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	117		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	118		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	119		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	120		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	121		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	122		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	123		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	124		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	125		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	126		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	127		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	128		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	129		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	130		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	131		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	132		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	133		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	134		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	135		1	82	Plat		XXP	PRV	\$16,400.00
Plan Book	136		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	137		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	138		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	139		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	140		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	141		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	142		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	143		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	144		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	145		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	146		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	147		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	148		1	80	Plat		XXP	PRV	\$16,000.00



PROJECT INVENTORY & ITEMIZED PRICING									
RECORD SERIES TITLE	VOLS.	DATE	QUANTITY		DESCRIPTION			LEVEL OF SERVICE	PRICE QUOTE
			QTY.	PAGES	FORMAT	BINDING	CONDITION		
PLATS: PLAN BOOKS (DOES NOT INCLUDE IMAGING PRICING)									
Plan Book	149		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	150		1	81	Plat		XXP	PRV	\$16,200.00
Plan Book	151		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	152		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	153		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	154		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	155		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	156		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	157		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	158		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	159		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	160		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	161		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	162		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	163		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	164		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	165		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	166		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	167		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	168		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	169		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	170		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	171		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	172		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	173		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	174		1	80	Plat		XXP	PRV	\$16,000.00
Plan Book	175		1	80	Plat		XXP	PRV	\$16,000.00
PLATS: MISC. PLATS									
Misc. Plats in Plan Hold Cab.			1	23	Plat		XXXP	PRV	\$11,500.00
Highway Plans		1962	1	34	Plat		XXP	PRV	\$17,000.00
Highway Plans		1962	1	7	Plat		XXP	PRV	\$3,500.00

PROJECT UNDERSTANDING

Kofile understands that Carroll County requires the restoration, treatment, and stabilization of 18 Plan Books consisting of a total of 1,366 plans. Restoration services are to include conservation, deacidification, mending and reinforcement of paper, encapsulation, and re-housing in an existing plat cabinet.

Kofile can provide all of the required services at one facility and without the use of subcontractors. Carroll County's solution includes custom services for each page. Kofile will provide all supplies, materials, equipment, transportation, and related items.

Kofile understands the assignment objectives. Records stewards are faced with an insurmountable task—the responsibility to ensure the physical protection of collections and maintain access to the vital permanent data. The expertise demanded to address a 1781 court document is different than the knowledge needed to scan a print-out from an inkjet printer. No one wants to hear, "I'm sorry, but those pages were stolen, lost, destroyed, or inaccessible." Historical records are permanent.



FIRM KEY DIFFERENTIATORS



Professional Relationship in the State of New Hampshire

Our firm and Project Manager have a proven work history across New Hampshire and with Carroll County.



Sole Source

Kofile provides all of the necessary project components without relying on subcontractors, minimizing risk for the County.



Subject Matter Expertise

Second- and third-generation public records experts lead each project. Kofile firmly believes that its key assets are its employees. Our Senior Conservators, Joe Marotti and Carole Marotti, hold several decades of experience.



Permanent Facility

Kofile's facility maintains a superior level of security when compared to other commercial preservation or image processing facilities.



Ultrasonic Humidification

Kofile has invested in an Ultrasonic Humidification Chamber. This treatment is essential for treating fragile documents.

FIRM EXPERIENCE

President John Quincy Adams, Bruce Lee, President John F. Kennedy, General Stonewall Jackson, King George III, Wyatt Earp, Grandma Moses, James Morris, and Henry David Thoreau. Whether written with their hands, treasured as their keepsake, recorded in their last breath, the names above represent a short selection of the historical significance personified by the written records and prints that Kofile has preserved.

Kofile is the most highly qualified firm and should be selected because of our unique ability to perform the requested services, our vast experience with similar projects, and our exceptional history of service to public and private archives. We are committed to our projects and clients. We welcome you to call our references and visit their collections.

Our greatest strength is not the size of our staff or facility, but our dedication and commitment to ensure the physical protection of America's public records. Kofile possesses extensive experience treating a wide range of media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Projects range from one volume to thousands of volumes. Each problem is unique and deserves special attention.



The Kofile legacy is built on decades of experience with conservation, restoration, deacidification, encapsulation, binding, digitization, and microfilming.

COMPANY HISTORY

Kofile is comprised of the oldest and most experienced private firms *specializing* in the preservation of permanent public records in the United States. Kofile was originally established in 2009 as Brown's River Marotti Co. by Kofile, Inc. (f/k/a Kofile Technologies Group, Inc.). We take great pride in our legacy. Each of our primary root companies is introduced below.

- *Joseph J. Marotti Co., Inc. dates to 1961 and operated under that name for 48 years.*
- *Brown's River Bindery dates to 1972 and operated under that name for 37 years.*
- *Louisiana Binding Service, Inc. (LBS) dates to 1987 and operated under that name for 24 years.*

Moving forward with a new name, familiar faces remain (as evidenced by our key staff). The Project Manager, Bill Stewart, has 32 years of experience working for firms that perform conservation treatments of county and municipal records.

In the early days, no businesses specialized in records preservation. Local government officials turned to local binderies for assistance mounting collections of deteriorating paper. Then, as now, government agencies were not financially equipped to maintain the condition of their historical records. Many resorted to limiting public access. These local government agencies needed someone with the experience and practical education to reverse the effects of time and use. The founders of Kofile's root companies educated themselves on the preservation procedures that fragile documents require. They listened to the concerns of records stewards and constituents and spoke with leading conservators at universities across the country.

The Kofile labs and personnel have been deacidifying historical sheets since the mid-1970s. At that time, they worked with a proprietary solution and performed aqueous deacidification. In the mid-



1980s, the advent of the spray system and solution advancements allowed Kofile to implement the spray system in addition to aqueous practices in its labs.

The listed credentials, including references and staff qualifications, document Kofile's expertise in preserving public records. We pride ourselves on excellent quality and timely results. All work performed is held to the highest possible workmanship standards and incorporates accepted standards and practices for the preservation of documents.

AIC MEMBERSHIP

Currently, there is no certification or licensure in records preservation. This has been the subject of much debate in recent years. Our industry is heralded by a national professional association, the *American Institute for Conservation* (AIC). Kofile is an institutional member of the AIC, and many staff hold individual memberships. However, inclusion in the AIC does not imply professional endorsement. As an institutional member, Kofile is stating that it shares an interest in the *AIC Code of Ethics & Guidelines*.

Kofile does employ a conservator listed as a Professional Associate (PA) with the AIC. This is a level of membership that is peer-reviewed and is highly selective based on marks of commitment and expertise. A PA formally agrees to conduct their practices according to the AIC Code of Ethics. This conservator is based out of our North Carolina office, but by supporting her endeavor to become a Professional Associate, our staff supports the standards of the conservation profession.

FINANCIAL INFORMATION

Kofile Technologies, Inc. is 100% owned by Kofile, Inc. Neither Kofile, its principals, directors, nor any company that has held a controlling interest in Kofile or in which Kofile has held a controlling interest, has filed for bankruptcy, nor been involuntarily put into bankruptcy, nor been declared bankrupt. Kofile has no performance related litigation with which this firm may be, or has been, involved. Kofile has had no contracts terminated due to non-performance. Kofile has no adverse actions sanctioned by any regulatory authorities.

GENERAL APPROACH

LOCATION OF WORK

The location where all of the proposed services is performed is our Northeast Regional Facility. At this location, Kofile restores, preserves, images, and microfilms volumes and records without using subcontractors. This facility is located at: One Allen Martin Drive, Essex, VT 05452.

This facility is situated in a commercial park. It sits on high, well-drained, sandy ground. It is not located on a flood plain or low-lying area, thus the threat of flood damage is remote. The area is not subject to severe wind, rain, or flood-producing storms.

The facility consists of a 13,000 square foot metal building with full sheetrock demising walls on metal studs in the interior. It is fully climate-controlled. Fire suppression is in place. The facility also boasts a Motion Detector Security System with 24-hour central station monitoring. This system is tied to the local police department.

Work areas include conservation areas, bindery, in-house polyester envelope production, shipping/receiving, and administrative offices. Kofile is the only private conservation laboratory with advanced paper suction tables and stainless steel fume hoods for safe chemical treatments.

There are 24-hour temperature and Relative Humidity (RH) controls throughout the building. Also, collections are never subject to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone or for any reason.

SECURITY PROCEDURES

In addition to the Motion Detector Security System, Kofile follows rigorous closing and lock-down inspection protocol. This involves a 100-point procedure checklist to determine that all security measures are in place, including active fire and theft protection.

Daily protocol requires that records removed from the security control room for preservation work are under the care, custody, and control of a preservation associate at all times. The security control room is secured with a 4-hour fire rated metal insulated door. When records are not being worked on, they are immediately returned to the security control room for safe keeping. This includes nights, weekends, holidays, etc. No matter what stage of treatment or format a given record is in at the end of a workday, that record is returned to the security control room. Likewise, if pressing or other mechanical process is required beyond normal working hours, such process is continued in the security control room.

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential. Carroll County is guaranteed instant access to records via toll-free fax or email. Kofile will email or fax a copy of any requested documents in its care to the authorized personnel within 24 hours of the request. If necessary, notarized copies are also mailed.

The work order and individual documentation logs accompany the item throughout the entire process. Project information is entered on a color-coded production and control board. Storage areas are



likewise color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record quickly located.

When records are not undergoing treatment, they are immediately returned to the vault area. This includes nights, weekends, holidays, etc. Likewise, if pressing or other mechanical process is required after normal working hours, the process is continued in the vault area.

FIRM WORKLOAD

The Northeast Regional Facility is highly capable of completing this project successfully and on schedule. We do not seek work that we cannot professionally complete within a reasonable and agreed-upon schedule. Our references can verify this statement. We often work with our client's budget or timing constraints to ensure that the project is completed to satisfaction. Projects may be broken into batches of work if the client wants to shorten the turnaround time for projects. A batch will run along a 16- to 18-week turnaround. A list of current projects in-house is available upon request.

START DATE: *Upon Award of Contract*

In the case of preservation projects, the specific work requirements determine the schedule, response times, and completion date. Each job is individual and unique.

The condition of the record determines how quickly it moves through the preservation process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches, and the age of the records decreases, production rate increases.

SERVICE PICK-UP AND DELIVERY

At Kofile, documents are handled with the utmost care. We pride ourselves on being prompt and efficient. With decades of experience packing and shipping records across the country, Kofile has a proven procedure. The Project Manager is responsible for coordinating this process.

Pick-Up – The Project Manager will arrive at the Carroll County facility. Records are inventoried and packed. The County will receive copies of the packing lists. Upon arrival at Kofile, the records are control inventoried again and work can begin.

Delivery – Kofile will use the same packing method used for pick-up to return the records. The Project Manager will deliver the restored and preserved Plan Books and place them in the County's existing plat cabinets.

This accelerated turnaround still maintains the high quality of workmanship associated with our products.

PROJECT METHODOLOGY

Kofile will minimize the chemical and physical deterioration of the page and prevent the loss of text. Our goal is to prolong the existence and useful life of the original page. 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 to stabilize it or protect it from further deterioration.

PERFORMANCE STANDARDS

To ensure the longevity of these crucial Documents, Kofile performs all restoration and conservation services in accordance with the *Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC)*. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve their collections.

At Kofile, our primary objective is to ensure the public has long-term access to archival and public records, in either original or reconfigured form, through our customers, the stewards of the records. We understand the unique significance of historical property; thus, we focus our services on supporting the public trust. This support mandates that government agencies maintain and provide access to these resources.

Kofile never utilizes any method of treatment, repair, or maintenance that is not 100% reversible. All work is designed to allow, insofar as possible, the subsequent removal of the additions. Kofile does not attempt any course of treatment in which we lack experience or knowledge. Documents are carefully tested to measure compatibility before proceeding with treatment. If the client had initially been quoted or charged for a treatment, and subsequent testing deemed that treatment unsafe, the charges would be reversed for that treatment. Document integrity is essential.



Sometimes certain substrates, adhesives, and laminates are reversible, while many others are not. Upon encountering irreversible materials, our staff will always promote the welfare of the Document and may decide in favor of “non-intervention.” This practice adheres to the AIC’s *Code of Ethics & Guidelines of Practice*.

“Non-intervention” may also apply to adhesives that would require harsh chemicals to remove the adhesive from the Document or when adhesives or housing materials have absorbed or transferred ink. Some chemicals used to treat these issues leave residual chemicals on the Document. Over time, these chemicals could damage the Document’s paper and ink.



DOCUMENTATION OF TREATMENT

Upon receipt, items are assessed to document condition prior to service. A preservation technician inspects each sheet to ensure that it receives the appropriate level of treatment. A written record of pre-condition is retained and included in the final Treatment Report (Information Log). Information recorded includes:

- *Date(s) of treatment*
- *Condition of document upon receipt*
- *Presence of acidic glues*
- *Presence of previous repairs*
- *Special characteristics*
- *Page count, pagination, and blank pages*
- *Loose pages or attachments*
- *Presence of pressure sensitive material*
- *Presence of staples, paper clips, brads, etc.*
- *Identity of certificates/records (manuscript, Photostat, typed, etc.)*
- *Notation of original lettering on spine and covers*
- *Any other information pertinent to the identification of the volume*
- *Name(s) of the conservator who worked on the item or held a supervisory position*
- *Name(s) of the preservation technicians who worked on the item*



The work order and individual documentation logs accompany the item throughout the entire preservation process. Each project's information is entered on a color-coded production and control board. Storage areas are likewise color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record is quickly located.

Please note that this is not a conservation treatment report disclaimer—this is provided in every finalized re-housed volume.

RESTORATION & PRESERVATION SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscript, typescript, negative Photostat, micrographic, tri-folds, blueprints, re-creations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance 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. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials, which are otherwise difficult to remove.

Guillotine cutters are never employed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Board shears closely resemble a large pair of scissors. These allow Kofile to trim paper carefully and accurately with greater precision. Only one document is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulate, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. Methods vary in degree of simplicity. More elaborate systems require isolation, filtration, and personal protection. To improve appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.



Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Mold Remediation

Contamination results from flood, fire, micro-organics, or proximity to toxic substances (asbestos or bacteria). Toxic contamination requires treatment in an isolation booth. Fragile materials are vacuumed through a fine, mesh-screen overlay. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. While treatments kill mold or bacteria, elimination of stains is often impossible. Chemical treatments are only used when mold is embedded into the fiber in extreme cases. Dead mold spores can be removed with an ozone treatment. This is accomplished with a dry wash by a specially treated chemical sponge.

Removal of Pressure Sensitive Tape, Adhesives, or Old Repairs

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further damaging the Document. Previous repairs that cannot be removed safely will remain.



Immersion and local treatments follow all OSHA regulations and pertinent safety procedures for staff. Kofile ensures that our laboratories are equipped to process chemical treatments correctly and safely. All solvents and necessary chemicals are handled in chemical fume hoods and HVAC systems. These systems offer the maximum level of protection and safely exhaust potentially harmful fumes. Our top priorities are not only the treatment and safe guarding of records, but the safety of our employees. Chemical-resistant gloves, aprons, and explosion-proof face shields are parts of the delicate process.

When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. The former is used when adhesive is loose, old, or brittle, and the latter is used when removal by heat is unnecessary.

A *microspatula* (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

If mechanical removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Solvents are used as a last resort and only after testing.

Stain Reduction

Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most stains are likely permanent. Many stains, such as water stains, are not treated. Other stains are treated either chemically or aqueously depending on the paper and/or ink. Kofile understands that many stain-reducing agents are not safe for iron gall ink. Maximum testing is necessary. When testing determines that a proposed treatment will result in harmful or irreversible consequences, Kofile will contact the client to discuss alternatives or a course of non-action.

Washing in Water

If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, there are still many cases in which ink may fade and compromise legibility. Therefore, extensive testing is required before treatment.





Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position (known as “Hysteresis”). This stiffness renders volumes hard to open or pull apart. If a document’s pages must be forcibly pulled apart, then the paper’s fibers are irreversibly damaged.

Flattening describe the process that corrects this problem. Folds and bends are corrected by gentle Humidification. Moderate pressure is applied, and the documents are dried between acid-free blotters. This eliminates the possibility of unnecessary fractures or breaks. Tools include tacking irons, heat presses, and an Ultrasonic Humidification Chamber—see above right.

Kofile’s technicians are experienced in the use of all three methods. Kofile is equipped with several dry-mount presses, and each conservation workstation has a tacking iron. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Flattening occurs in the Kofile conservation lab where the strictest archival environmental control standards. Careful monitoring eliminates bleeding ink and the growth of mold or fungus.

Items are humidified after testing the solubility of the image. The Ultrasonic Humidification Chamber can correct the most fragile document’s folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile’s foresight and commitment to offering the best available technology as a functioning and efficient vendor.



Ultrasonic Humidification Treatment.



A tacking iron—a conservator’s flattening tool.



Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear (s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the Document is going to be encapsulated.



All of the materials utilized for mending are acid-free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application. While visible to the trained eye, it does not distract from the Document. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



Mending strips are water cut so the edge of the Japanese paper visually integrates with the Document, without clashing aesthetically or historically with the original.

Other types of Japanese paper

used frequently include Zangetsu, Gampi, Tosa Tengujo, Seikushu, and Thin Uda. Filmoplast® may also be used for reinforcement of damaged sheets. Filmoplast® is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

An 1848 Probate Record. The image to the immediate right shows a Kofile conservator piecing the document together after the adhesive was reduced. The image below left is the document pre-treatment, and the image below right shows the page after deacidification, tape removal, and mending with archival Japanese tissue.

Kofile frequently provides restoration for large-format maps in which the original artwork was compromised. Kofile can re-color Pastel inks and provide other restoration services.



Weak, brittle, badly torn, and fragmented maps are mounted on Japanese tissue, primarily Kozo or Zangetsu. Mending mildly torn maps is performed using either Japanese tissue and ethyl cellulose paste or

Deacidification

Bookkeeper® Deacidification Spray, manufactured by Preservation Technologies, Inc., deacidifies (neutralizes acidic inks and paper) each side of each sheet. Deacidification is only performed after careful pH and compatibility testing. After deacidification, random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

Bookkeeper® is applied with compressed air sprayer equipment, see right. It is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert and safe, and it does not degrade the sheet. Once the buffer is applied, the paper's pH alters slowly. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.



Aqueous Treatment (immersion) is used when inks are highly stable. This method is generally reserved only for 17th- and 18th-Century manuscripts.



Title Stamping

Title stamping is reviewed and approved by the County in advance. It will follow the same format/style of the originals or can incorporate custom seals and dedications. If any titling, dates, or other information from the original is noted in error, the County is notified. Tooling is performed with 23-karat gold foil.

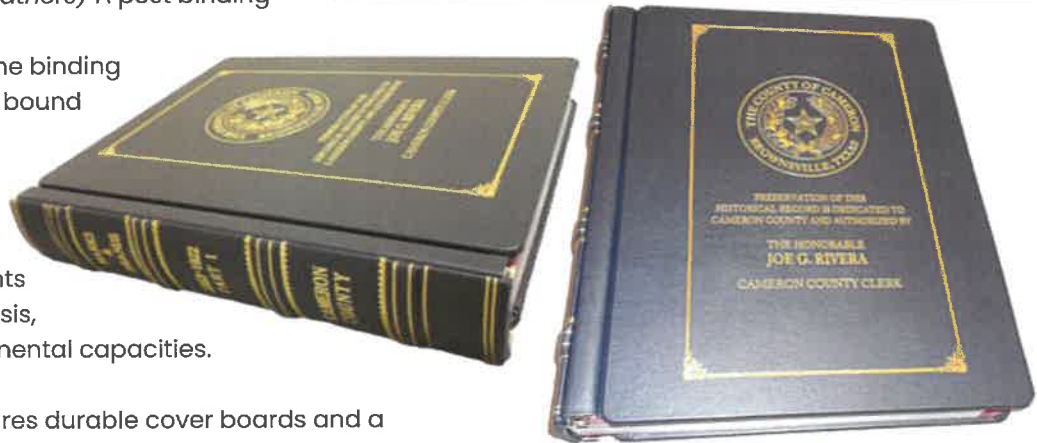


Binding

The *Heritage Recorder* binder (see pictured below in *Green Leathers*) A post binding

secures this volume, but the binding can also be sewn bound to meet client specifications.

Kofile manufactures binder components on a per-book basis, sized to 1/4" incremental capacities.



Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid-free. Kofile manufacturers binders solely utilizing lab-tested archival materials. All adhesives are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy maleate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH. The metal mechanism and book block apron are constructed of stable corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

This binder cover is available in various colors in genuine leather, imitation leather, or canvas. Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering.

RED	BLACK	NAVY BLUE	ROYAL BLUE	GREEN	BURGUNDY	MAROON	BROWN
Heritage Recorder (HR): <input type="checkbox"/> FULL <input type="checkbox"/> 3/4 FAB <input type="checkbox"/> CANVAS							
<i>Please Note:</i> Spines are full leather. If imitation leather is chosen for the HR front/back cover boards, there will be discrepancies in color between the two materials.		<input type="checkbox"/> Imitation Leather:			<input type="checkbox"/> Leather:		
		<input type="checkbox"/> Red	<input type="checkbox"/> Black	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Maroon	
		<input type="checkbox"/> Black	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Black	<input type="checkbox"/> Brown	
		<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Green	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Navy Blue		
		<input type="checkbox"/> Green	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Burgundy			



CUSTOM MAP STORAGE SYSTEM & MYLAR ENVELOPES

Kofile has provided custom storage solutions to local government offices across the country for decades. This solution provides a quick-assist indexing system to locate maps faster than ever before. This solution allows one to pull individual envelopes as needed. Hangers can also hold multiple envelopes, if required.

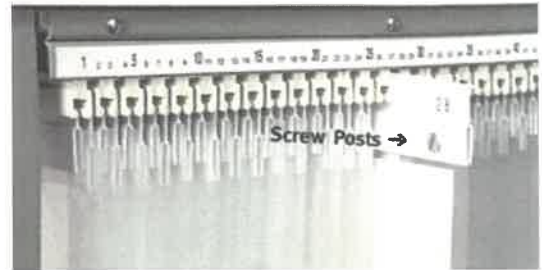
Kofile utilizes 4 mil SKC SH72S® PET archival-quality polyester film. This Mylar is Ultra-Sonic welded on three sides for maximum strength and durability. Mylar capsule size is 24 1/2" x 37" or custom, depending on map size. Capsules are punched 8" - 7" - 8" CC for attachment to Enduro® wishbone hangers. Maps are backed or supported with "acid-free" (buffered) barrier sheets (also known as acid-free tag filler or 'jute'), as necessary.



Envelopes are sized as requested to fit the storage medium. Envelopes can be sealed on three or four sides, as desired. Maps may be attached to acid free divider sheets, if necessary, for physical or visual separation.

When enclosures are used, only Polyester or Polyethylene Terephthalate (PET) is recommended. PET is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

This system provides an easy indexing system to quickly locate maps. It allows for the removal of just the needed envelope. The individual envelope is easy to carry, manipulate, and digitize, and it can be re-filled in seconds.



Portrayed is a custom plat cabinet system that Kofile designed and installed for the Sacramento County Clerk and Recorder's Office, Sacramento, CA.

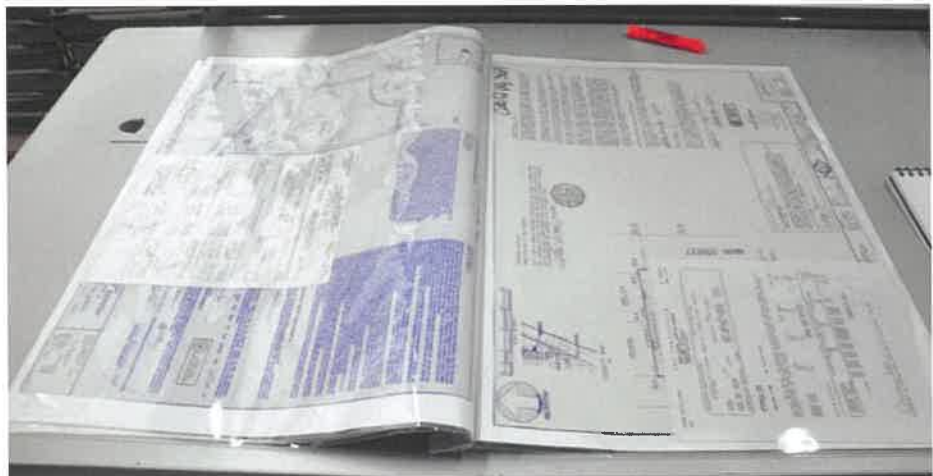




Each envelope has four holes to match the hangers and will attach to the hangers with mounting screws (furnished). Kofile can arrange the maps within the capsules and attach the hangers. To maximize capacity, three capsules can be attached to each wishbone hanger. Placing maps back to back is also optional, but it does eliminate the ability to keep maps in capsules to view both sides of each plat. Kofile will provide "acid-free" (buffered) paper divider sheets to place between maps as needed.

A simple cross-reference index is prepared, giving a brief description of identifiers, such as map, book, page number, and current hanger location. This may be a card type index or a computer spreadsheet. The Map Storage System is fabricated and shipped within 6 to 8 weeks from receipt of the Purchase Order.

These photographs portray a plat preservation project and custom plat cabinet system that Kofile conducted for the Denton County Clerk's Office, Denton, TX, in 2015. To the right is an example of multiple plats attached to one hanger. Each plat is mounted on a barrier sheet.





FINAL QUALITY CHECK

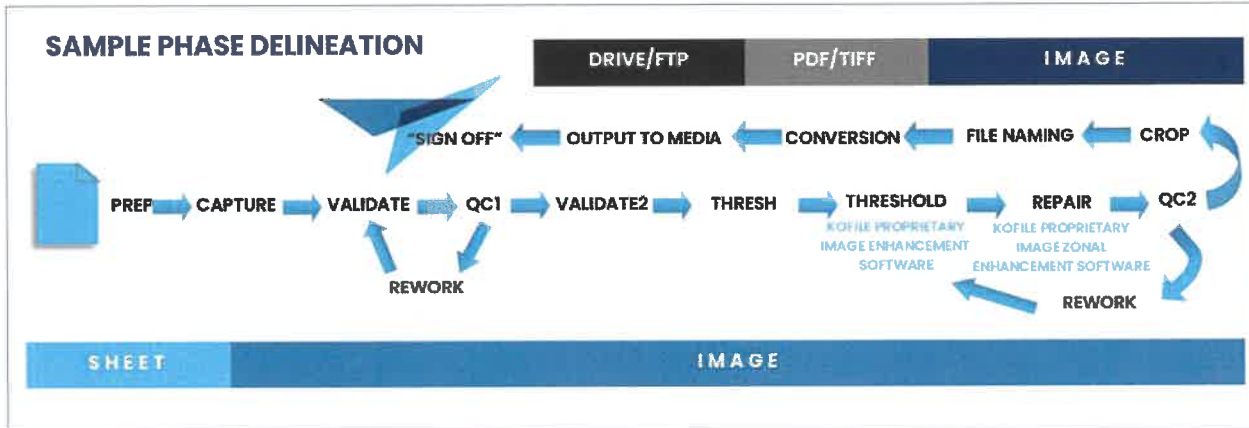
A technician checks each item before it is designated for return. Using the work order log (which accompanies the volume throughout the conservation process), this final quality check verifies page order. This check also ensures that all repairs are complete, the edges of the Mylar envelopes are sealed, and the Treatment Report is accurate. Encapsulated sheets are then packaged for transport to Carroll County, where Kofile staff will unpack and re-house the pockets and hangers in the County's existing plat cabinet.





DIGITIZATION METHODOLOGY

Kofile understands that the Carroll County Registry of Deeds requires digitization of its historical Plan Books. 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.



Domain specific knowledge is also a necessity for this project. A vendor that does not understand permanent asset collections may address Carroll County files as disposable documents. We understand these are not disposable records, and will maintain file order and identification. Our services differ because we address materials according to their conditions and fold endurences without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. We invest in the best hardware and software available on the market.

Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster. All data is solely the property of the County.

Image Capture

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. Grayscale ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images or without compression in TIFF format. Images will also be delivered (if requested) as multi-page PDFs, optimized and scaled for output for web searches.

Effectiveness and minimum legibility of the scanning process are verified through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

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 indicates and inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements. Among the many common problems the software automatically addresses include:

- White on white images
- Synchronizing images from different scanners
- Floating page cropping and segmentation
- Rotating and de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization



Image Processing and Enhancement

IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve the highest image quality. The utilization of algorithms is critical for capturing different densities and quality levels in a collection.

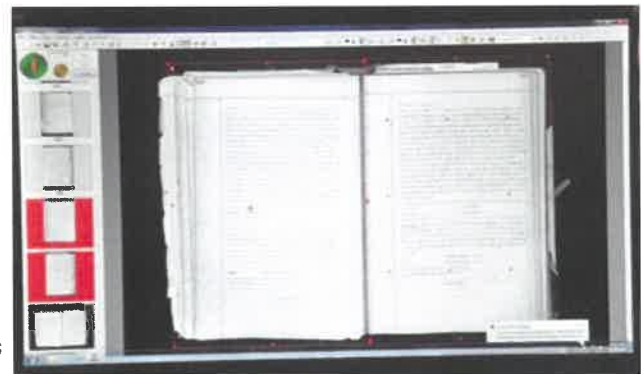


This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors manage and correct problems in a quick and efficient manner.

This software automatically detects and compensates for a scanner's variances or for variances from various scanners or those of different types. The Assured Image delivers consistent, high-quality output. *IMAGE PERFECT* uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Kofile maintains 100% document integrity and image control with exclusive Image Locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes:



- Target DPI
- Target Tone scale and correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

Images, even when scanned on different devices, are "normalized" as if captured on one scanner. Rather than using ad-hoc algorithms and tricks, this software measures quality and propagates data through an imaging chain. The *Quality Targets* establish the baseline digital capture quality of the scanner at capture.



Annotations can be supported to allow the electronic addition of Name, Book Type, Volume, and/or 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.

Other image processing functions include:

Fixed & Variable Rotate, Deskew, & Cropping:

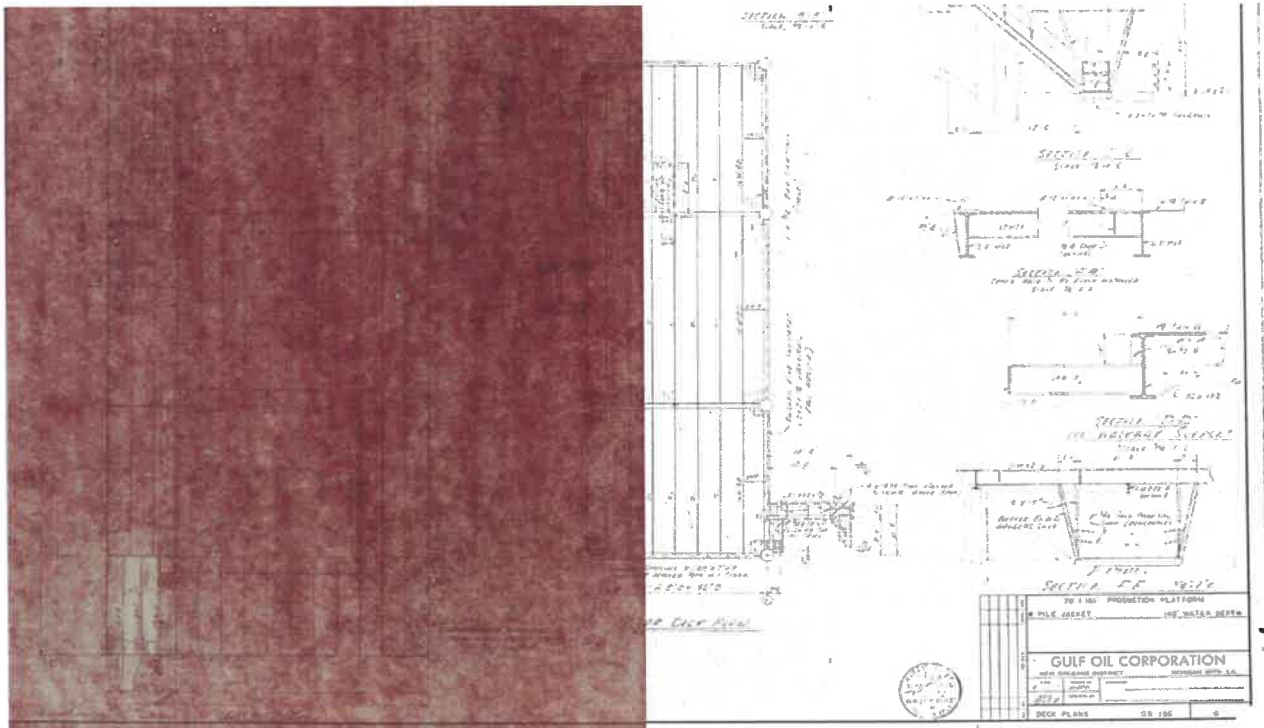
- Auto Target DPI
- Auto Target Tools
- Auto Target Tonescaling
- Color Management
- Brightness Correction
- Contrast Correction
- Gamma Adjustment
- White Balancing
- Bitonal Conversion
- Grayscale Conversion

Color Management & Tone Correction:

- Auto Test Target Crop
- Book Splitting
- Background Crop
- Cradle Crop
- Clamped Cradle Crop
- Content Crop
- Deskew
- Floating Crop
- Rotate

Image Assurance:

- Conditions under which the image was scanned
- Sampling rate
- Amount of sharpness and amount of noise
- Neutral, color, and tonescale reproduction data
- Exposure uniformity



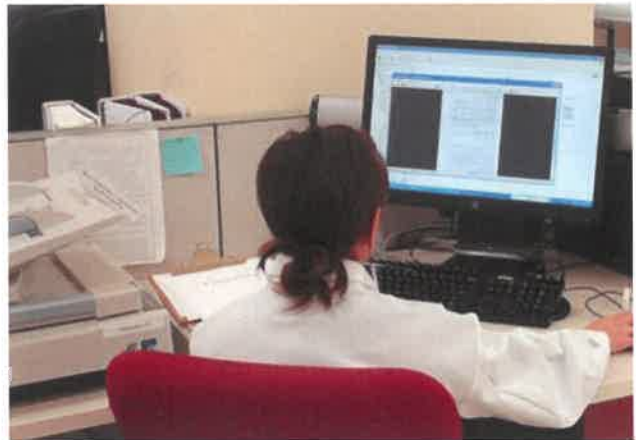
Examples of imaging before (L) and after (R) image cleanup and enhancements.



Quality Control

Quality control (QC) is a key element. Our QC process ensures that all images are certified. **Each and every image is sight checked during QC.**

Kofile's quality assurance processes involve three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. Then the process involves a statistical, random, batch-based review of 8% of all work before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product. Every image is inspected before it is delivered to the customer. Carroll County can receive an image log noting the steps employed.



KEY PERSONNEL QUALIFICATIONS

Kofile's staff are second- and third-generation conservators and public records experts. Staff hold 10-30 years of experience with archival documents. Ownership and key staff date to the 1970s. Due to our commitment and highly trained/experienced staff, Kofile is equipped to handle multifaceted and time-relevant projects. Projects are executed efficiently and to the highest professional standards. Kofile's extensive experience reaches a wide range of permanent retention media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc.

CONSERVATION TEAM

The conservation laboratory and daily work is supervised or conducted by a senior conservator. Each location has technicians that contribute to projects by performing limited conservation treatments under close supervision. Kofile is a strong proponent of cross-training. Our conservation team has a strong retention rate and years of experience and practice. Less experienced workers are assigned to specific tasks, such as prep or basic unbinding procedures.

PROJECT MANAGEMENT

The Project Manager, William 'Bill' Stewart, is responsible for project supervision. Each project is assigned a job number. All instructions and related recordkeeping reference this number. Assigned personnel document each individual item and enter job numbers into our tracking database. All project phases are dependent on contract guidelines and authorized requests. The Project Manager and the Principal are both available for meetings via phone or in person.

Quality, service, and performance are continuously monitored. Throughout the entire process, the Project Manager and facility manager coordinate and monitor progress by direct observation, supervision, and continuous review of the documentation. Periodic meetings of the staff and management also provide a forum for information exchange. This also allows for problem solving to ensure that projects are completed to the highest standards. As previously stated, Kofile's goal is to extend the useful life of materials and data for centuries. We accomplish this goal by careful and meticulous preservation.

The Project Manager is not a conservator. However, based on Bill Stewart's experience and training, he understands the physical and chemical components of historical books and paper. He has worked in the preservation field for over 30 years. He is a specialist in establishing and developing cost-effective preservation programs which include identifying and prioritizing public documents requiring preservation. He has seen countless archival items and worked with numerous local public archives. While he does not diagnose conservation issues, Stewart can provide a professional assessment and plan of action. He works directly with our Senior Conservators and chief digitization personal. He is a valuable asset to any project. The Project Manager will personally pick-up and deliver the historical items.



PROJECT PERSONNEL

Key Persons assigned to the project are as follow (See the following pages for resumes of key project personnel):

William 'Bill' Stewart, *Project Manager*

Carole Marotti, *Conservator and Facility Manager*

Joseph J. Marotti Jr., *Special Projects Consultant*



WILLIAM 'BILL' STEWART *Project Manager*

For decades, Stewart worked in sales management for major national corporations. In 1989, he attended a Municipal Clerks' Association conference and met Brown's River Marotti Co. representatives. Intrigued with their mission, he joined their field team. In this new capacity, Stewart enjoys and appreciates working with Municipal officers to meet the challenge of preserving our nation's written heritage.



Professional History

- 2009–Present *Project Manager, Kofile Technologies, Inc.
Northeast Regional Facility, Essex, Vermont*
- 1989–2009 *Project Manager, Brown's River Bindery Co.*

Education

- 1974 Degree, Marketing, Northern Michigan University, Marquette, MI

Presentations

- April 8, 2008
"Ink on Paper: Preserving Groton's Historic Town Records." The Groton Historical Society, West Groton, MA.



CAROLE MAROTTI
Senior Conservator & Facility Manager

With 35 years of experience in the field of Book and Paper preservation, Marotti can answer any question about any step of a project. Marotti has served as Chief Conservator, Laboratory Manager, Personnel Director, and Training Supervisor.

Marotti has conducted onsite evaluations of public records, documents, and maps throughout the Northeast. She has worked on thousands of municipal records and documents from across the United States. She has personally restored books and manuscripts for museums, historical societies, and rare book collectors.

Marotti is a member of the American Institute for Conservation (AIC).



Professional History

- 2010–Present *Senior Conservator and Facility Manager, Kofile Technologies, Inc.*
- 1998–2010 *Senior Conservator, Joseph J. Marotti Co., Inc.*
 - Responsible for the physical and chemical conservation of archival documents, particularly book and paper.
 - Performed preservation work on original volumes and documents, including mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding. Under direct supervision of Senior staff.
 - Responsible for training and managing staff.
- 1992–1998 *Conservator, Joseph J. Marotti Co., Inc.*
- 1988–1992 *Associate Conservator, Joseph J. Marotti Co., Inc.*
- 1986–1988 *Assistant Conservator, Joseph J. Marotti Co., Inc.*

Training and Certifications

- 1986–1991 "Book and Manuscript Restoration"
 - Apprenticeship with Leopold Saint–Paul, the former Chief Librarian of the Conservation Laboratory at the Université de Liege, Belgium.
- 1987–1991 "Restoration of Documents and Works of Art on Paper"
 - Apprenticeship with Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland.



Presentations

Presenter. "Digitizing vs. Preventative Maintenance and the Necessity of Both." Vermont Municipal Clerks' & Treasurers' Association—2011

Presenter. "Preservation of County Records/Before and After Conservation Treatments." County & District Clerks Association of Texas, South Padre Island, Texas—2005.

- Presented to over 150 attendees.

2001–Present *Vendor/Presenter, Connecticut Town/City Clerks Association Conference*
Contributed to education with the preservation of municipal records.

1994–Present *Vendor/Presenter, Vermont Town/City Clerks and Treasurers Association Conference*
Contributed to education with the preservation of municipal records.

Professional Activities

Professional Exchange with Randy Smith Art Restoration, Middlebury, VT. Portrait on Board and multiple projects—2000–Present

On-site Surveyor. Cumberland County Prothonotary's Office, Carlisle, PA—2012

- Assess the condition of the County's historical public records, including Births, Deaths, Marriages, and Deeds.

On-site Surveyor. Shelburne Town Clerk's Office, Shelburne, VT—2012

- Assess the condition of Town records and historical wall maps.

Conservator. Preservation of "*The President John Quincy Adams Letter, 1826, Kennedy Family Letters and Photographs, and other Historic Items.*" Office of the City Clerk, Quincy, MA—2010

- Preservation and imaging of 86 items (Volumes, Documents, Photographs, Portraits & Framing).

Senior Conservator. "The Brainerd Monument Rubbing, Andersonville prison, 1864." St. Albans Historical Museum, St. Albans, VT—2006

Conservator. "Preservation of the New Hampshire State Map, circa 1850; A Map of the World, 1834; and New Hampshire Town and Railroad Map, 1858." Grafton County Register of Deeds, North Haverhill, NH—2005–2006

Attendee. "Use of a Suction Table: Site Training." Conducted by a conservator based out of a museum in mid-state New York—1991

Assistant to Leopold Saint Paul in the restoration of a copy of the Magna Carta—1988

Assistant to Leopold Saint Paul in the restoration of the "Bill of Rights Copy No. 6, 1791" and "The Constitution of 1777, Vermont." Vermont States Archive and Records Administration—1987



JOE MAROTTI
Senior Conservator & Special Projects
Consultant

Mr. Marotti's experience is in art restoration and the preservation of archival materials (primarily public records). His interest was peaked during his early days working in his father's municipal/county supplies company.

When the company opened a conservation division in 1985, they hired several conservators, including Leopold Saint Paul, as Director, and Maria Pukownik. With 23 years of experience, Saint Paul's expertise included the restoration of incunables and rare manuscripts dating to the 9th century. Norman Beaudoin, with four years of experience, was hired as Saint Paul's assistant and apprentice.



In 1985, Mr. Marotti established Vermont's first private conservation laboratory specializing in public documents, oil paintings, works of art on paper, books and manuscripts, maps and charts, and vellum and parchment artifacts. Marotti established records preservation programs in 150+ Vermont municipalities. With his support and education endeavors, Vermont record storage facilities updated crude safes and storage devices to NFPA-rated record storage vaults.

Mr. Marotti has collaborated with many conservators throughout his years in private practice, and has conducted numerous workshops and presentations across New England. He frequently travels and consults with other Kofile conservators and technicians on best practices.

During his career, Marotti has conserved artifacts including books, maps, artwork, parchment, vellum, and even papyrus. He routinely treated artwork that included offset reproductions, pen and ink drawings, lithographs, wood blocks, engravings, etchings, pastels, watercolors, photographs, and collages. Many were the work of well known artists such as Paul Gauguin, Mary Cassatt, Albert Bierstadt, John James Audubon, Gordon Grant, James McNeill Whistler, Ansel Adams, Ogden Pleissner, Sam Motherwell, Marc Chagall, and Nathaniel Currier.

Marotti's unique history and engineering knowledge allow him to assist clients with, not only, preservation treatments, but storage systems too.

Professional History

2009–present *Senior Conservator, Special Projects Consultant & Chairman Emeritus*
 Kofile Technologies, Inc.

1972–2009 *President*
 Joseph J. Marotti Co., Essex, VT



Education

1964-1965 & 1971-1975 Electrical Engineering, University of Vermont

Professional Activities

Records Management System Design for the Fresno County Recorder's Vital Records, Fresno County Recorder, Fresno, CA—2013-Present

- Assessment of historical and public records, development of a Project Plan, coordinate with the County engineer and architect to design storage solution for 1,600 volumes.

Presenter. Suction Table Demonstration. Preservation Workshop for Texas County and District Clerks, Dallas, Texas—2011

Presenter. "Preservation of County Records/Before and After Conservation Treatments." County & District Clerks Association of Texas, South Padre Island, Texas—2005.

Presenter. "Preservation of County Records." County Officials Association of Tennessee—2008

- Presented to over 500 attendees.

Presenter. "Preservation Presentation." Tennessee Register of Deeds Association Spring Conference—June 4, 2009

Engineer custom paper suction table and conduct training for Kathryn Myatt Carey & Associates, Salem, MA—1990s

Professional Exchange. Fine Art Restoration collaboration with Paul Lengyel, Fine Art Conservation and Restoration Services, Albany, NY—1990-1993

- Collaborations included the restoration of numerous works of art, including those by Rembrandt, Picasso, Maxfield Parrish, Alexander Calder, Joan Miro, Currier & Ives, and others.

Restoration of WWII Memorabilia and Military Posters. Watervliet Arsenal Museum, The United States Army, Watervliet, NY.

Instructor. "Conservation" course. Saint Michael's College, Winooski, VT. Continuing education program for Certified Municipal Clerks (CMU)—1991

Trainer. "Preservation of a Set of Wilson's American Ornithology Volumes." Keiran Rutherford, Intern.

- This project lasted one year and saw the restoration of a complete set of volumes, including a leaf by leaf restoration of original hand-colored plates.

System Storage Design Solution Architect for 38,682 Maps. Sacramento County Clerk and Recorder, Sacramento, CA—1991

- Surface clean, mend, deacidify, encapsulate, re-house, and image volumes and maps. Provide archival map storage system for 38,682 maps; which were removed from backing, deacidified as possible, mounted on Japanese tissue, encapsulated, and re-housed.



Attendee. "Use of a Suction Table: Site Training." Conducted by a conservator based out of a museum in mid-state New York—1991

Apprenticeship. Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland—1986–1991

Intern Supervisor. Local high school, Saint Michael's College, and University of Vermont (UVM) curriculums—multiple years.

Professional Affiliations

Member, American Institute for Conservation (AIC)

REFERENCES & NOTABLE PROJECTS

REFERENCES

Most projects are long-term and based on available budgets and schedule constraints. These partnerships illustrate Kofile's interest in the success of each project.

Rockingham County Registry of Deeds, NH	
<i>Contact:</i>	Hon. Cathy Ann Stacey, Register of Deeds
<i>Address:</i>	10 Route 125, Brentwood, NH 03833
<i>Phone:</i>	603.642.5526

Belknap County Registry of Deeds, NH	
<i>Contact:</i>	Hon. Judith A. McGrath, Register of Deeds
<i>Address:</i>	64 Court Street, Laconia, NH 03246
<i>Phone:</i>	603.527.5420

Strafford County Registry of Deeds, NH	
<i>Contact:</i>	Hon. Catherine Berube, Register of Deeds
<i>Address:</i>	259 County Farm Rd. Suite 202, Dover, NH 03820
<i>Phone:</i>	603.742.1741

Penobscot County Registry of Deeds, ME	
<i>Contact:</i>	Hon. Susan F. Bulay, Register of Deeds
<i>Address:</i>	97 Hammond St./P.O. Box 2070, Bangor, ME 04401/04402-2070
<i>Phone:</i>	207.942.8797

Town Clerk's Office, Exeter, NH	
<i>Contact:</i>	Hon. Andrea Kohler, Town Clerk
<i>Address:</i>	10 Front Street, Exeter, NH 03833
<i>Phone:</i>	603.778.0591 x403
<i>Email:</i>	akohler@exeternh.gov

Town Clerk's Office, Campton, NH	
<i>Contact:</i>	Hon. Hannah Joyce, Clerk/Tax Collector
<i>Address:</i>	10 Gearty Way, Campton, NH 03223
<i>Phone:</i>	603.726.3223 x102
<i>Email:</i>	toc.hj@camptonnh.org

City Clerk's Office, Quincy, MA	
<i>Contact:</i>	Hon. Nicole L. Crispo, City Clerk
<i>Address:</i>	1305 Hancock Street, Quincy, MA 02169
<i>Phone:</i>	617.376.1131
<i>Email:</i>	ncrispo@quincyma.gov

Town Clerk's Office, Needham, MA	
<i>Contact:</i>	Hon. Theodora K. Eaton, Town Clerk
<i>Address:</i>	1471 Highland Ave., Needham, MA 02492
<i>Phone:</i>	781.455.7500 x216
<i>Email:</i>	teaton@needhamMA.gov



LIST OF NOTABLE PROJECTS

Projects are often long-term and based on available budgets. This partnership illustrates Kofile's interest in the success of each project. Please note that references are available upon request. Kofile also restores special and unique document from private collections. *A short selection of the variety of projects completed by Kofile includes:*

Preservationists for the Texas Court Records Preservation Task Force, 2010–2012.

“Ship Papers Issued to Obed Shearman, Master and Commander of the Minerva Smyth”—2013

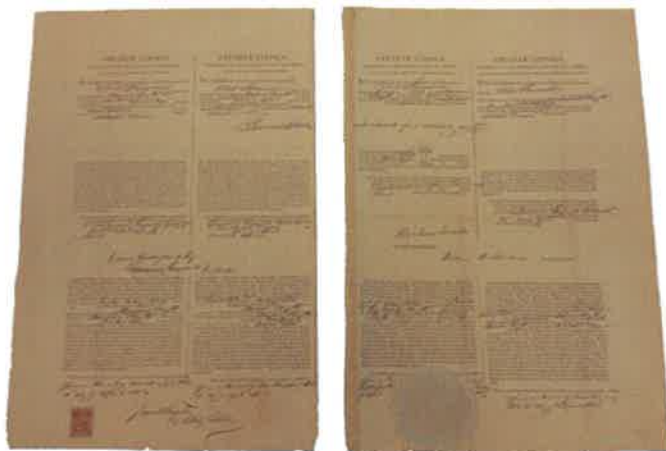
Private Collection. *The Anatomical Exercises of Dr. William Harvey, ed. 1673—2013*

Historical Official Records Pre-1850 to 1950, Hidalgo County Clerk’s Office, Edinburg, TX—2009–Present

Historical Public Documents and Volumes, Brazoria County Clerk’s Office, Angleton, TX—2009–Present



This volume of The Anatomical Exercises of Dr. William Harvey, ed. 1673, was located in an attic and nearly disposed. Its value is estimated at \$20,000 to \$25,000. Conservator Chris Marotti deacidified the pages and preserved it in a custom box that he constructed.



These ship papers were issued to Obed Shearman, Master and Commander of the Minerva Smyth and signed by President Abraham Lincoln and Secretary of State William H. Seward. Dated April 20, 1865, the document was signed prior to Lincoln’s assassination on April 14. The text appears in four languages, and contains a stamp and Presidential seal. Shearman received it on the same day that he heard the news of the President’s death. Kofile performed treatments including cleaning and deacidification. The Document was encapsulated and custom archival housing folder was created.



Circa 1934 Town Charter and Town Deed, Artist Edward J. Ades, Works Progress Administration, Westport Town Clerk's Office, Westport, VT. 2005.

San Francisco County and City of San Francisco, CA, *McInerney Judgments*

Shasta County, CA, *Original Shasta County map restoration and housing*

Los Angeles County Clerk and Recorder, Norwalk, CA, *Preservation of County Records: 1,975 volumes of Patents, Grantor/Grantee Indexes, and Vitals.*

The Bruce Lee Foundation, *Commentaries on the Martial Way* (Lee's original memoirs)

Bureau of Conveyances, Department of Land and Natural Resources, Honolulu, HI, *Original Pearl Harbor Map and Deeds of Conveyances*

Cochise County Superior Court, AZ, *Wyatt Earp Manuscripts*

Pima County, AZ, *San Pedro Cattle Company Records*

Accomack County, VA, *documents from The Daughters of the American Revolution*
Barnstable, MA, *Civil War Rebellion Record*

Clinton, NY, *King George letter*

Dare County, NC, *Birth Certificates of The Mighty Midgets of Chicamacomico*

Dutchess County, NY, *Indentures*

Ellington, CT, *Jewish Cemetery Records*

The Episcopal Diocese of Vermont, Burlington, VT, *Early Church Records*

Hague, NY, *American Graphite Company, 1889*

Hunterdon County, NJ, *Naturalization Records, 1804–1966*

Little Compton, RI, *Copy of the Declaration of Independence*

Long Island Rail Road (LIRR), NY, *Preservation of 19 historical volumes containing the earliest maps of the LIRR System*

Massachusetts Supreme Judicial Court, Salem *Witchcraft Trials Transcripts, 1600s*

Kofile has provided conservation and restoration services for the projects administered by the Connecticut State Library, the State Library of Virginia, and the Vermont State Archives and Records Administration (The Constitution of 1777,



The 1894 map above is titled, "Plan of Lands Belonging to the Sailors' Snug Harbor" and is from Quincy, Massachusetts. Rolled for years, the map was pieced together and backed.



Middlebury College, VT , *The Nuremberg Chronicles*, 1493, and Henry Thoreau's Personal Copy of *Walden*

Middletown, RI, *The Boston Post*

Montgomery County, VA, *Register of Free Negroes, 1823–1847*

Morningside Gallery, Latham, NY, *JFK Congressional letter, dated Sept. 11, 1952*
Morris, CT, *James Morris Museum Parchment Documents*

Nantucket, MA, *Wharf Rats Club Documents (Weather Records, 1700s)*

New Hampshire Archives, NH, *Australian Ballots, 1892 and 1894*

Order of the Alaska Moose, AK, *Order of the Alaska Moose*

Pawtuxet, RI, *Pawtuxet Valley Gleaners*

Plymouth, MA, *General Laws 1658–1691, Colony Records*

Private Collection, NY, *Top Secret Declassified U.S. Government Records and Telegraph Transmissions/ Nazi Records*

Private Collection, VA, *Civil War scrapbook*

Private Collection, VA, *Stonewall Jackson's Final Medical Records from Dr. Hunter McGuire*

Sussex County, VA, *118 Early Wills*

Swan Lake, NY, *Restoration of "Sugaring Off" by Grandma Moses, a limited edition print*

Thomaston, CT, *House Joint Resolution No. 155 and the Petition of Seth Thomas*

Trenton, NY, *Trenton Falls Hotel Register, 1862–1875*

Washington County, NY, *The John Williams Papers*

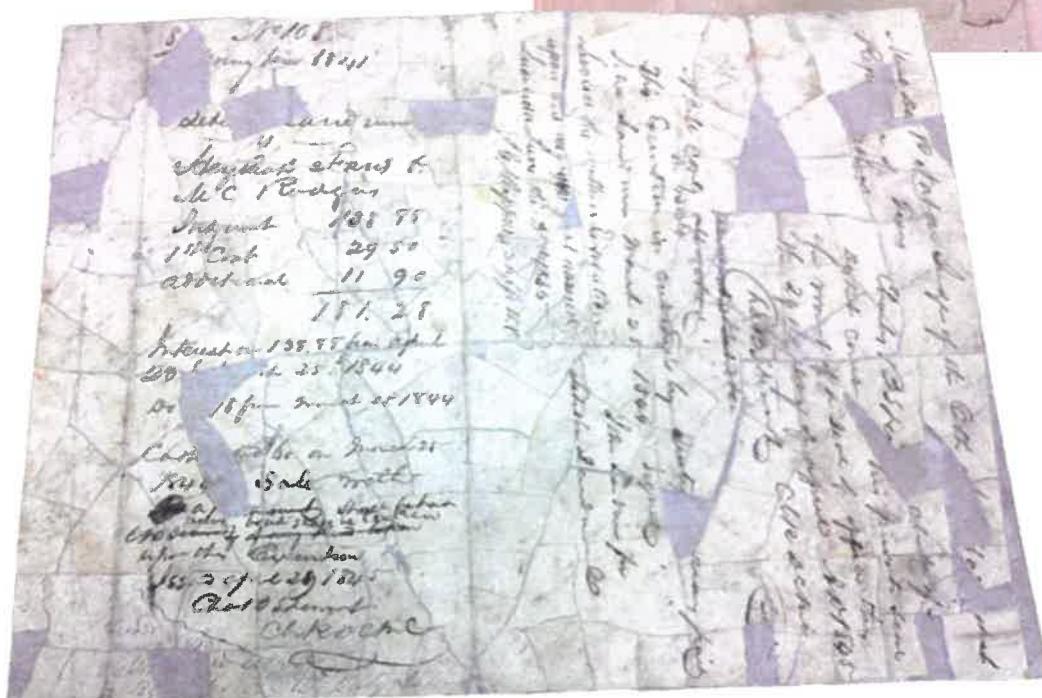
Kofile provided ongoing restoration for the Jackson Barracks Military Library of the Louisiana Military Department. This project included restoration of Civil War documents, including: books, manuscripts, periodicals, maps and memorabilia. These documents were damaged during



Dating from the 1840s, these files document a Texas' legal history. The document pictured above left had a tintype and an official seal attached to it and is from a series of communications between Brazoria County officials and the Kingdom of Sweden. Following conservation and imaging, these documents were encapsulated in Mylar and bound for return.



This page is from an 1841 Execution Document from a Texas County. The jumbled pieces were held in a folded sheet of paper with a note that read: "...destroyed in haste without thought" –see below. A puzzle no more, the page is now conserved and preserved.



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Kofile Technologies, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 676184

6 City, state, and ZIP code
Dallas TX 75267-6184

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

2	6	-	4	0	3	4	3	2	8
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ► *Pam Schneider*

Date ► 1/13/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Kofile Group Holdings, L.P. 6300 Cedar Springs Road Dallas, TX 75235	INSURER A: National Fire Insurance Company of Hartford	NAIC# 20478
	INSURER B: Continental Casualty Company	NAIC# 20443
	INSURER C: American Casualty Company of Reading Penns	NAIC# 20427
	INSURER D: National Union Fire Insurance Company of P	NAIC# 19445
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** W18711119 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		7011759995	11/08/2020	11/08/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:		7011760029	11/08/2020	11/08/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		7011760032	11/08/2020	11/08/2021	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A		7011760015	11/08/2020	11/08/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability Media Content Security & Privacy		02-306-52-51	11/08/2020	11/08/2021	10,000,000.00 10,000,000.00 10,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Sample only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Kofile Group Holdings, L.P. 6300 Cedar Springs Road Dallas, TX 75235	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Professional Liability (continued):
 Network Interruption \$10,000,000
 Event Management \$10,000,000
 Cyber Extortion \$10,000,000
 Reputation Guard \$50,000

ACORD 101 (2008/01)

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SR ID: 20328206

BATCH: 1881501

CERT: W18711119