

# Request for Board of Commissioners' Action

From: Faye Hughes, County Administrator Date: 8/13/2020

Subject: Probate Court Records Proposal Item Number: VIII-D

Please find attached an estimate from Kofile. This estimate is for the historical documentation of the records in the Probate Court. Kofile is the same company that does the historical record documentation in the Clerk of Court's office.

Judge Chase Daughtrey has asked the Board to authorize the Probate Court to move ahead with this project. The cost is estimated to be \$17,803.75. This project will digitize records in the Probate Office from the time the county was established to date.

This type of professional service is not subject to the procurement requirements of the State of Georgia.

Chairman will need a motion to **approve or deny** the request of the Probate Court to contract with Kofile to digitize records from 1918 to date for the amount of \$17,803.75.

Motion made by \_\_\_\_\_

Second made by \_\_\_\_\_

Any discussion: \_\_\_\_\_

Votes \_\_\_\_\_ yes \_\_\_\_\_ no

Motion carried/ failed



☐ DALLAS ☐ NV  
☐ VT ☐ NC

☒ GA  
☐ SERVICES  
(PFA)

1590261

Receipt/SO No.

Contract SO No.

## SALES ORDER RECEIPT

DATE: 8/13/2020  
REP: Steven Farr  
OPPORTUNITY No.: P305741  
REVISION DATE:  
ACCOUNTING ONLY  
CUSTOMER No.:

PROJECT TERM  
CONTRACT/AGREEMENT: ☐ YES ☐ NO PHASE: /  
START DATE: DEADLINE:

### CLIENT INFORMATION

CLIENT: Cook County Probate Judge  
PO No.: TxSmartBuy PO:  
CONTACT: Honorable Chase Daughtrey  
PHONE: 229-896-3941 FAX: 229-896-6083  
EMAIL: chase.daughtrey@cookcountygga.us

### PURCHASING VEHICLE

☒ None ☐ GSA 70: GS-35F-275AA  
Federal Purchase  
☐ TXMAS-18-3602 ☐ GSA 70: GS-35F-275AA  
Texas Only (Based on Navarro RFP) COOP-PURCH: State or Local Govt.  
☐ EXPIRED // TXMAS-13-36010 ☐ LVA Records Grant  
Texas Only (Based on Kofile GSA36) Library of Virginia  
☐ Other, specify:  
Contract/RFP No., etc.

### DIGITIZATION SPECIFICATIONS

IMAGE: ☒ Yes ☐ No 300  
Resol. TIFF PDF  
FILM: ☐ Yes ☒ No ☐ 16 mm ☐ 35 mm  
Vault Storage: ☐ Yes ☒ No # DUPS.  
INDEX: ☐ Yes ☒ No ☐ Full ID ☐ Format to Load  
☐ QL Full ☐ QL Lite

BILL: 212 North Hutchinson Ave  
Adel, GA 31620  
SHIP TO:  
☒ Same as above.

### PROJECT INVENTORY

QTY.	DESCRIPTION	UNIT PRICE	ESTIMATED COST
7,590	Imaging of Guardianship Books 1 thru 10	\$ .25	\$1,897.50
520	Flatbed Imaging of Guardianship Book Indexes 1 thru 10	\$ .50	\$260.00
2,255	Imaging of Bound Marriage Records Books 1(2) 2(2) and 3(1)	\$2.00	\$4,510.00
6,301	Imaging of Marriage Records Books 3(2), 4 thru 13	\$ .25	\$1,575.25
572	Flatbed Imaging of Guardianship Book Indexes 3(2), 4 thru 13	\$ .50	\$286.00
216	Imaging of Bound Minute Book 1	\$2.00	\$432.00
31,004	Imaging of Minute Books 2 thru 43	\$ .25	\$7,751.00
2,184	Flatbed Imaging of Minute Book Indexed	\$ .50	\$1,092.00

### SPECIAL INSTRUCTIONS

SHELVING: ☐ YES ☒ NO Unit(s):

Style:

Color:

CABINETS: ☐ YES ☒ NO Unit(s):

Style:

☒ B/A PHOTOS: ☐ YES ☒ NO

☒ RETURN ORIGINAL BINDER/SHUCK: ☐ YES ☒ NO

### BINDER SPECIFICATIONS

Material:

Color:

SEAL: ☐ Custom ☐ None ☐ TX Star

### DEDICATION LABEL NAMES

☐ Same as previous order.

INTERNAL TOTAL:

PROPOSAL TOTAL: \$17,803.75

### COMPANY BREAKOUTS

PRESERVATION:

SHELVING/CABINETS:

IMAGING: \$17,803.75

INDEXING:

SYSTEM:

CONTRACT FEE:

[TXMAS 2.23875% / GSA 0.75%]

TAXES (e.g. Calif.):

[Inclu. % Rate & Date Filled]

APPROVAL

(By/Date)

v.19.09.03