



Eighty-Eight Thousand Three Hundred Ninety-Six and 52/100 dollars (\$488,396.52), authorized as follows:

\$264,348.50	under the Agreement
\$224,048.02	under First Amendment
<b>TOTAL</b>	\$488,396.52

In no event shall the amount paid by County under this Agreement exceed the Maximum Compensation without a County approved change order. Kofile clearly understands and agrees, such understanding and agreement being the absolute essence of this Agreement, that County shall have available the total maximum sum of Four Hundred Eighty-Eight Thousand Three Hundred Ninety-Six and 52/100 dollars (\$488,396.52) specifically allocated to fully discharge any and all liabilities County may incur under the Agreement.

Kofile does further understand and agree, said understanding and agreement also being of the absolute essence of the Agreement, that the total Maximum Compensation that Kofile may become entitled to and the total maximum sum that County may become liable to pay to Kofile under the Agreement shall not under any conditions, circumstances, or interpretations thereof exceed Four Hundred Eighty-Eight Thousand Three Hundred Ninety-Six and 52/100 dollars (\$488,396.52).

- 5. Modifications and Conflict.** Except as modified herein, the Agreement shall remain in full force and effect and has not been otherwise modified or amended. If there is a conflict among documents that make up the Agreement, this Amendment shall prevail with regard to the conflict.

**(Execution Page Follows)**

**(Remainder of Page Intentionally Left Blank)**

IN WITNESS WHEREOF, this Amendment is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Amendment and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

**FORT BEND COUNTY**

**KOFILE TECHNOLOGIES, INC.**

\_\_\_\_\_  
Daniel Wong, County Judge

Zach Horn  
\_\_\_\_\_  
Authorized Agent – Signature

\_\_\_\_\_  
Date

Zach Horn  
\_\_\_\_\_  
Authorized Agent – Printed Name

ATTEST

Vice President - Central  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Laura Richard, County Clerk

5/4/2026  
\_\_\_\_\_  
Date

REVIEWED:

Beverley McGrew Walker  
Beverley McGrew Walker, District Clerk

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$ \_\_\_\_\_ to accomplish and pay the obligation of Fort Bend County under this contract.

\_\_\_\_\_  
Robert Ed Sturdivant, County Auditor

Exhibit A-1: Kofile's Proposal

# EXHIBIT A-1

April 21, 2026

**Beverley Walker**  
**Fort Bend District Clerk | TX**

**Powering Modern Government™**

Billy Gerwick  
(832) 373-9124  
billy.gerwick@kofile.com  
6300 Cedar Springs Road  
Dallas, TX 75235



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## COMPANY OVERVIEW

### History

At Kofile, we do not just preserve and digitize records—we modernize governance. Our solutions streamline workflows, enhance security, and provide seamless public access, ensuring that critical records are protected for future generations. With a deep commitment to partnership with our clients, we help organizations navigate digital transformation with confidence. Kofile is the only ally you need to build efficiency, security, and lasting impact.

### Kofile: A History of Innovation and Preservation

#### 1888 - The Formative Years

Enduro Binders, Inc., established in 1888 and acquired by Kofile in 2009, has been granted several patents over the years. Notable patents include:

- **Kofile Disaster-Safe Document Binder** (Patent No. 10,160,255, issued December 26, 2018): acts as a mini-vault to protect records from air, water, fire, mold, or other contaminants. Binders are customizable and can be title stamped to leave a permanent mark on history.
- **Lay-flat Pockets** (Patent No. 7,943,220, B1, issued May 17, 2011): are sealed on three sides and have a static seal on the fourth side preventing contamination thereby reducing risk of mold and mildew growth of preserved documents. The static seal is not permanently closed so documents can be removed without the need to replace the pocket.

#### Founding Kofile (2009-2011)

Kofile was established in **2009**, bringing together the industry's best practices and most experienced personnel in historical and permanent U.S. public records management. In **2011**, Kofile's original owner purchased the former Microfilm Division of Eastman Kodak (formerly located in Rochester, NY) and renamed it Eastman Park Micrographics, Inc. (EPM). This acquisition solidified Kofile's expertise in film preservation and digital imaging, making it the **largest critical records preservation and digitization company in the United States**.

Kofile is comprised of some of the oldest and **most experienced** private firms specializing in public records preservation:

- **Joseph J. Marotti Co., Inc.**– Founded in **1961**, operated under that name for **48 years**.
- **Brown's River Bindery**– Founded in **1972**, operated under that name for **37 years**.
- **Louisiana Binding Service, Inc. (LBS)**– Founded in **1987**, operated under that name for **24 years**.
- **Safeguard Imaging, LLC**– Founded in **2009**, purchased and renamed **Kofile Solutions, Inc.** in **2010**, providing digitization and indexing services. In **2015**, this company merged into Kofile.
- **PFA, Inc.**– Founded in **1969**, operated under that name for **50 years**, purchased and renamed **Kofile Services, Inc.** in **2019**. In **2021**, this company merged into Kofile.

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### **Expansion and Technology Growth (2015-2019)**

Between **2015 and 2019**, Kofile expanded its solutions for government recordkeeping, launching **licenses, permits, and vitals solutions** with improved citizen access and search capabilities. A major milestone was reached in **2016** when Kofile deployed the **first cloud-architected official government records solution** in the U.S.

In **2018**, the company launched a **new cloud commerce platform** and updated its land and property records solutions. By **2019**, Kofile had expanded its cloud recording platform to multiple states, demonstrating a commitment to digital transformation in records management.

### **Strategic Acquisitions and Growth (2020-2022)**

On **January 29, 2020**, Boston-based investment firm **Audax Private Equity** acquired Kofile, providing capital and resources to accelerate its growth and acquire Data Preservation Services and Seamless Docs.

In **2022**, Kofile purchased **Eastman Park Micrographics, Inc. (EPM) Lab Services**, bringing microfilm processing, duplication, and inspection fully under its control.

### **Recent Developments and Leadership Changes (2023-Present)**

In **2024**, Kofile announced leadership changes with **Ray Aschenbach as CEO**. The shift aimed to enhance execution, accelerate innovation, and drive long-term business growth.

### **Kofile Today**

- Kofile employs **over 500 employees** across the U.S.
- It remains a privately owned corporation under **Kofile, Inc. (100% owner)**.
- With a legacy built on **preserving historical records and embracing digital transformation**, Kofile continues to **modernize government services through expertise, innovation, and technology**.

## Company & Employee Profile

Organization Legal Name	Kofile Technologies, Inc.
Type of Business	Corporation
Ownership	Owned 100% by Kofile, Inc. (Private Holding Company)
Tax ID	26-4034328
State/Date of Incorporation	1/8/2009 Delaware
SAM.GOV UEI No.	GUUCEJ3BYEB4
Principal Place of Business	Corporate Digitization & Conservation Lab 6300 Cedar Springs Road, Dallas, TX 75235
Mailing Address	P.O. Box 541028, Dallas, TX 75354
Region Serviced	National Company
Employee Count	Companywide: 500+ Permanent Employees  Micrographics & Digitization Lab: Sun Valley, CA: Staffed by 34 Employees (with others working remotely within the State, supporting this Lab)
Website	www.Kofile.com
Organization Representative Name(s) and Contact Information	Authority to Bind: Zach Horn  Authority to Clarify Proposal: Billy Gerwick billy.gerwick@kofile.com (832) 373-9124

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## Experience

Kofile is dedicated to preserving and protecting America's public records, serving over 3,000 government clients across 33 states. With decades of experience, Kofile has successfully completed tens of thousands of projects, from small-scale local initiatives to large-scale records preservation and digitization for major metropolitan areas.

Kofile's expertise spans permanent retention, historical, and active records for a wide range of government and public entities, including Auditors, Elections Offices, County and District Clerks, Assessors, Recorders, Courts, District Attorneys, Tax Assessors, Sheriffs, and Judges. Whether for small municipalities or large metropolitan areas, Kofile delivers tailored solutions to meet the unique needs of each client.

## Key Differentiators

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

## What Sets Us Apart

### Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including Bexar County (San Antonio), LA County (Los Angeles), Dallas County (Dallas), Wayne County (Detroit), and Harris County (Houston)
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

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## Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic Hub<sup>SM</sup>:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

## Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

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## SERVICES

Kofile is a national leader in the preservation, digitization, and modernization of public records. We partner with government agencies to protect and transform their most valuable documents through archival-safe preservation, digitization, and accurate indexing services. Our expertise extends to the conversion of microfilm and microfiche, ensuring long-term access to aging media formats. Kofile also offers a suite of complementary products and solutions—including our proprietary digital access platform, custom shelving systems, and patented lay-flat mylar sleeves and archival binders—designed to enhance records organization, accessibility, and security. With decades of experience and a commitment to excellence, Kofile delivers scalable, end-to-end solutions tailored to the evolving needs of public agencies.

## IMPLEMENTATION METHODOLOGY

Kofile follows a structured, client-centered implementation approach designed to ensure accuracy, transparency, and minimal disruption to your organization's operations. Kofile will work to align scope, timelines, technical requirements, and key stakeholders during the initiation phase of the engagement. Our teams conduct thorough assessments of record conditions, formats, and retention needs to define the most effective path forward—whether the project involves digitization, indexing, microfilm, or preservation.

Throughout execution, we maintain chain-of-custody tracking, rigorous quality control, and real-time progress updates via secure platforms. Services are delivered through a combination of on-site and facility-based workflows, depending on client needs, and all deliverables are validated prior to handoff. Kofile's methodology ensures that each project is compliant, scalable, and built to meet both immediate access goals and long-term archival standards.

## SCOPE OF WORK

### Trifold Preservation with Binder

- Separate case files by hand into singular sheets.
- Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.
- Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).
- Deacidify sheets with Kofile's proprietary solution Bookkeepers®.
- Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket.
- Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

### Trifold Imaging

- Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification

- Chamber.
- Capture images at 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 bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)
  - Capture verification.
  - IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
  - Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
  - Documents for one case file are group, and the images are named (tagged for the directory file structure) by case file number.
  - Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).
  - Kofile can hold a security copy of all images for safekeeping, if requested.

### Custom Indexing Service

- The following fields will be captured from the first page each new document: Case Number, Plaintiff, Defendant, and Date.
- Documents and fields to be indexed are a mixture of typed and handwritten.
- The index information will be located on the front side of the first page for each document.
- Formatting of metadata (indexes) per the requirements of the client's record keeping vendor.
- All images will be of sufficient images quality to perform capture from image the required index fields. In cases where the index information is missing or illegible, the field will not be indexed, and the deliverable will be 0000 in lieu of the missing index value.

## **TRANSPORTATION & FACILITIES**

Kofile prioritizes security and accountability at every stage of records management. From GPS-tracked, DOT-compliant transportation to strict chain-of-custody protocols, we ensure records remain protected and meticulously tracked. Our permanent, climate-controlled facilities feature advanced security systems and archival vaults, providing a secure environment for processing and preserving critical government records.

### **Secure Transportation**

Kofile personnel pick up and transport records. Kofile will provide all supplies, materials, equipment, transportation, and related items. Additionally:

- Vehicles are DOT compliant
- Vehicle doors remain locked – including rear gate with padlock
- Include GPS

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Go through a vehicle pre-check before leaving

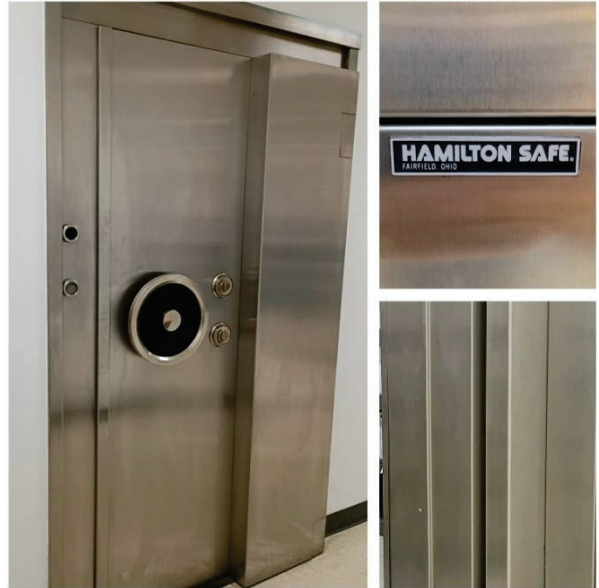
### **Chain of Custody Control**

Kofile's chain of custody control is unparalleled. Kofile Transportation Services monitors inventory at the box, folder, and page level, and experts examine each item prior to any service. The chain of custody includes transport, facility security, technological safeguards, and project management tools/tracking.

### **State-of-the-Art Facilities**

Kofile has:

- Secure, permanent facilities employing full-time, permanent employees.
- Code-compliant facilities and archival, climate-controlled vaults.
- State-of-the-art security systems.
- East, Central, and West Coast facilities servicing the entire country.



Kofile headquarters, located in Dallas, TX:

This is a permanent 150,000 square foot facility that features:

- Fire-resistant brick and concrete building (F5 Tornado Resistant). Structural steel support members, fire-rated walls, ceiling, and flooring.
- Archival vaults (Media Vault and two Book/Paper Vaults).
- Security fences surround the property with restricted control access at each gate/door.
- State-of-the-art security systems protect the entire facility and each vault.

## PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Fort Bend District Clerk   TX					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Historical Cases Box 6	1 box	Per Page	6,001	Trifold Preservation with Binder	\$64,750.79
Historical Cases Box 7	1 box	Per Page	5,106	Trifold Preservation with Binder	\$55,093.74
Historical Cases Box 8	1 box	Per Page	2,239	Trifold Preservation with Binder	\$24,158.81
Historical Cases Box 9	1 box	Per Page	888	Trifold Preservation with Binder	\$9,581.52
Historical Cases Box 10	1 box	Per Page	2,615	Trifold Preservation with Binder	\$28,215.85
Historical Cases Box 6	1 Box	Per Image	6,001	Trifold Imaging	\$4,740.79
Historical Cases Box 7	1 Box	Per Image	5,106	Trifold Imaging	\$4,033.74
Historical Cases Box 8	1 Box	Per Image	2,239	Trifold Imaging	\$1,768.81
Historical Cases Box 9	1 Box	Per Image	888	Trifold Imaging	\$701.52
Historical Cases Box 10	1 Box	Per Image	2,615	Trifold Imaging	\$2,065.85
Historical Cases Box 6	1 Box	Per Doc	500	Custom Indexing Service	\$1,000.00
Historical Cases Box 7	1 Box	Per Doc	500	Custom Indexing Service	\$1,000.00
Historical Cases Box 8	1 Box	Per Doc	200	Custom Indexing Service	\$400.00
Historical Cases Box 9	1 Box	Per Doc	75	Custom Indexing Service	\$150.00
Historical Cases Box 10	1 Box	Per Doc	100	Custom Indexing Service	\$200.00
Product				Quantity	Estimated Total
Shelving - 4Post™ Shelving Unit 852036 - 85.25"H x 20"D x 36"W; Five Shelves				9	\$20,800.44
Binder - DSB				4	\$1,064.36
Binder - DSB				20	\$4,321.80
<b>PROJECT TOTAL</b>					<b>\$224,048.02</b>

## PURCHASING VIA TXMAS

Please reference Contract No. TxMAS-23-92001 directly on the P.O. Kofile can prepare a Shopping Cart in TxSmartBuy so Fort Bend District Clerk | TX can complete this purchase. Fort Bend District Clerk | TX is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UOM	UNIT PRICE	Qty	LINE TOTAL
IND705	92021	Backfile Archival Indexing of Case Files	Per Doc	\$2.00	1,375	\$2,750.00
BRC705-A	92030	Book Re-Creation: Upgrade to Disaster Safe County Binder™	Book	\$216.09	20	\$4,321.80
BRC705-A	92030	Book Re-Creation: Upgrade to Disaster Safe County Binder™	Book	\$266.09	4	\$1,064.36
IMG705	92030	Archival Imaging of Case File / Manuscript or Tri-Fold	Per Image	\$0.79	16,849	\$13,310.71
POST703	42048	Archival Storage Solution: 4Post, Shelving Unit; 85.25"H X 20"D X 36"W; Five Shelves	Each	\$2,311.16	9	\$20,800.44
PRV703	96272	Case File Preservation By Page	Per Page	\$10.79	16,849	\$181,800.71
<b>TOTAL</b>						<b>\$224,048.02</b>

## BILLING

Pricing based on the assumptions and records provided by Fort Bend District Clerk | TX, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

## ACCESSIBILITY OF RECORDS

All records held at Kofile are maintained as private and confidential material. All physical or digital records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of Fort Bend District Clerk | TX. Client is guaranteed access to records via email or toll-free fax. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate.

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## **PROJECT IMPLEMENTATION & CLIENT ACCEPTANCE**

### **Project Implementation**

To initiate services with Kofile, please contact your designated Sales Representative, who will serve as your primary point of contact throughout the engagement.

Upon finalizing terms, Kofile will coordinate closely with Fort Bend District Clerk | TX to confirm schedules, logistics, and deliverables, ensuring a seamless transition from procurement to project implementation.

### **PAYMENT TERMS**

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

### **PURCHASING VEHICLE**

TXMAS

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

### **TERMS & CONDITIONS**

This proposal is governed by Kofile's Terms & Conditions at:

<https://Kofile.com/termsandconditions/>.

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**Customer Acceptance**

Name (Authorized Official):	
Title:	
Date:	
Signature:	

**Kofile Acceptance**

Name (Authorized Official):	
Title:	
Date:	
Signature:	

**TOTAL INVENTORY AND CONTRACT AMOUNT (PHASE 1 & 2)**

Fort Bend County District Clerk						
DOCUMENT TITLE	BOX	Year(s)	PRV	IMG	IND	Total
Historical Criminal Case Files	1	1800's - 1900's	\$35,271.12	\$3,420.42	\$505.50	\$39,197.04
Historical Criminal Case Files	2	1800's - 1900's	\$41,632.96	\$4,037.36	\$711.07	\$46,381.39
Historical Criminal Case Files	3	1800's - 1900's	\$34,978.88	\$3,392.08	\$1,840.02	\$40,210.98
Historical Criminal Case Files	4	1800's - 1900's	\$59,279.76	\$5,748.66	\$4,178.80	\$69,207.22
Historical Criminal Case Files	5	1800's - 1900's	\$54,986.08	\$5,332.28	\$3,437.40	\$63,755.76
Historical Criminal Case Files	6	1900's -1920	\$64,750.79	\$4,740.79	\$1,000.00	\$70,491.58
Historical Criminal Case Files	7	1900's -1920	\$55,093.74	\$4,033.74	\$1,000.00	\$60,127.48
Historical Criminal Case Files	8	1900's -1920	\$24,158.81	\$1,768.81	\$400.00	\$26,327.62
Historical Criminal Case Files	9	1900's -1920	\$9,581.52	\$701.52	\$150.00	\$10,433.04
Historical Criminal Case Files	10	1900's -1920	\$28,215.85	\$2,065.85	\$200.00	\$30,481.70
Index to Criminal Minutes	Phase 1		\$4,095.96	\$650.73		\$4,746.69
Medical Register	Phase 1		\$1,977.36	\$313.92		\$2,291.28
Account Volume District Clerk	Phase 1		\$2,824.80	\$281.22		\$3,106.02
Misc. Historical Book	Phase 1		\$2,580.84	\$268.14		\$2,848.98
Shelving	Phase 2					\$20,800.44
Binder	Phase 2					\$1,064.36
Binder	Phase 2					\$4,321.80
Subtotal						\$495,793.38
Phase 1 Discount						(\$7,396.86)
Project Total						\$488,396.52