

## TOWN OF NATICK MASSACHUSETTS

**TO:** Natick Board of Selectmen  
Melissa A. Malone, Town Administrator  
William D. Chenard Deputy Town Administrator  
Diane Packer, Town Clerk

**FROM:** Bryan R. Le Blanc, Procurement Officer

**DATE:** October 15, 2019

**SUBJECT: CONTRACT AWARD  
PRESERVATION OF TOWN BOOKS AND DOCUMENTS**

The Town is in receipt of a quote from Kofile for preservation of books and documents. The quote is \$99,248.00 to preserve birth, marriage, and death records from Town of Natick files, as stated in the quote.

Kofile is presently a vendor with an existing General Services Administration (GSA) contract. The contract number is GSA 35F-275AA.

Pursuant to the Inspector General's recommendations, cities and towns of the Commonwealth of Massachusetts may purchase off of GSA contract schedules.

<https://www.mass.gov/files/documents/2016/08/tz/nljul15.pdf>. M.G.L. c. 30B, §1(f) provides:

"(f) This chapter shall be deemed to have been complied with on all purchases made from a vendor pursuant to a General Services Administration federal supply schedule that is available for use by governmental bodies." The relevant contract schedule, GS-35F-275AA, is available to cities and towns in Massachusetts.

Kofile is a responsible vendor, having been the successful, and in many cases, the only bidder in past Invitations for Bid solicited for similar document and book restoration efforts in Natick. Accordingly, we respectfully request that the Natick Board of Selectmen award a contract to Kofile, in the form of a purchase order and citing Kofile quote referring to GS-35F-275AA, for \$99,248.00.

Funding:	00020571-520000: \$19,201.00
	00020283-585000: \$ 5,250.94
	00020332-580130: \$74,796.06

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TOTAL	\$99,248.00
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**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The internet address for **GSA Advantage!** is <http://www.gsadvantage.gov>

**SCHEDULE TITLE:** Federal Supply Schedule 070: General Purpose Commercial Information Technology Equipment, Software, and Services

**CONTRACT NUMBER:** GS-35F-275AA

**CONTRACT PERIOD:** April 1, 2013 - March 31, 2023

**Price List Current through Modification PO-0009, dated March 21, 2018.**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

**CONTRACTOR:** Kofile Technologies, Inc.  
6300 Cedar Springs Rd.  
Dallas, TX 75235-5809  
Phone number: 214-351-4800  
Fax number: 214-442-6669  
Email: [Susanna.Records@kofile.us](mailto:Susanna.Records@kofile.us)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Kofile Technologies, Inc.  
6300 Cedar Springs Rd.  
Dallas, TX 75236-5809  
Phone number: 214-351-4800  
Fax number: 214-442-6669  
Email: [Susanna.Records@kofile.us](mailto:Susanna.Records@kofile.us)

**BUSINESS SIZE:** Other than small.

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBER (SIN)**

<b>SIN</b>	<b>DESCRIPTION</b>
132-51	Information Technology Professional Services

**1b. HOURLY RATES:** N/A

**2. MAXIMUM ORDER\*:**

**132-51 \$500,000 per order per SIN**

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contract the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this

contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER:** \$600.00
4. **GEOGRAPHIC COVERAGE:** 48 States, D.C.
5. **POINT(S) OF PRODUCTION:** Dallas, TX
6. **DISCOUNT FROM LIST PRICES:** All prices included here-in are NET. Discounts have been deducted.
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** Net 30 Days
- 9a. **GOVERNMENT PURCHASE CARDS MUST BE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.**
- 9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**
10. **FOREIGN ITEMS:** No
- 11a. **TIME OF DELIVERY:** 60 Days after receipt of order
- 11b. **EXPEDITED DELIVERY:** Contact Contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact the Contractor for rates.
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** 6300 Cedar Springs Rd., Dallas, TX 75235-5809
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (PBA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **PAYMENT ADDRESS:** 6300 Cedar Springs Rd., Dallas, TX 75235-5809
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CHARD ACCEPTANCE:** (any thresholds above the micro-purchase level)
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST AND ANY DISCOUNTS FROM THE LIST PRICES (IF APPLICABLE):** N/A

- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A
21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A
22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A
23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants): None
- 24b. SECTION 508 COMPLIANCE FOR EIT: N/A
25. DUNS NUMBERS: 07-829-6441
26. KOFI TECHNOLOGIES, INC., is registered in the System for Award Management (SAM) database.

#### EXPERIENCE/EDUCATION SUBSTITUTIONS

2 Years Experience	Equals	AA Degree
2 Years Experience + AA Degree	Equals	BS Degree
4 Years Experience	Equals	BS Degree
3 Years Experience + BS	Equals	Masters Degree
7 Years Experience	Equals	Masters Degree
4 Years Experience + MS	Equals	PhD

<b>Commercial Job Title: CUSTOMER SUPPORT SPECIALIST/BUSINESS HOURS</b>
<b>Minimum/General Experience:</b> Two years of related experience.
<b>Functional Responsibility:</b> Responsible for tracking and responding to customer support issues. Familiar with call tracking software. Good customer interface skills. Detail oriented and good at follow ups. Thorough knowledge of supported applications. Technical and functional understanding of networks, databases, client and server hardware and operating systems, and application software.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: CUSTOMER SUPPORT SPECIALIST/OFF HOURS</b>
<b>Minimum/General Experience:</b> Two years of related experience.
<b>Functional Responsibility:</b> Responsible for tracking and responding to customer support issues. Familiar with call tracking software. Good customer interface skills. Detail oriented and good at follow ups. Thorough knowledge of supported applications. Technical and functional understanding of networks, databases, client and server hardware and operating systems, and application software.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: CERTIFIED DIGITAL IMAGING ARCHITECT (CDIA+)</b>
<b>Minimum/General Experience:</b> Two years of related experience.

<b>Functional Responsibility:</b> Expertise in the technologies and best practices used to plan, design, and implement a document imaging management solution. Competency in document imaging, document management, and enterprise content management. Ability to develop a system for scanning, storing, and retrieving digital versions of documents.
<b>Minimum Education:</b> Bachelor's Degree or equivalent. CDIA Certification.
<b>Commercial Job Title:</b> DATABASE ADMINISTRATOR (DBA)
<b>Minimum/General Experience:</b> Two years of relevant experience.
<b>Functional Responsibility:</b> Provides database support, optimization, backup and recovery, and troubleshooting for customer engagements. Fully trained and certified for databases such as Microsoft SQL Serve or Oracle.
<b>Minimum Education:</b> Bachelor's Degree or equivalent. Database Certification.
<b>Commercial Job Title:</b> GRAPHIC ARTIST I
<b>Minimum/General Experience:</b> One year of related experience.
<b>Functional Responsibility:</b> Provides computer graphics by work on a graphic console. This includes, but is not limited to, timely and effective color processing of computer graphics with a reversal film processor. Supports the proper preventive maintenance for all the computer graphic facility hardware.
<b>Minimum Education:</b> High school diploma or equivalent.
<b>Commercial Job Title:</b> GRAPHIC ARTIST II
<b>Minimum/General Experience:</b> Two years of related experience.
<b>Functional Responsibility:</b> Provides computer graphics by work on a graphic console. This includes, but is not limited to, timely and effective color processing of computer graphics with a reversal film processor. Supports the proper preventive maintenance for all the computer graphic facility hardware. Effectively interprets information in graphic form to meet the communications requirements of administrators, managers, or other technical personnel. Executes graphics assignments using a variety of media in a production environment.
<b>Minimum Education:</b> Associate's Degree or equivalent.
<b>Commercial Job Title:</b> INFORMATION ASSURANCE ENGINEER I
<b>Minimum/General Experience:</b> One year of related experience.
<b>Functional Responsibility:</b> Utilizes specialized knowledge to conduct quality assurance tests, repairs, calibrations, and inspections. Performs preventive maintenance checks on digital content, data, and content management systems.
<b>Minimum Education:</b> High school diploma or equivalent.
<b>Commercial Job Title:</b> INFORMATION ASSURANCE ENGINEER II
<b>Minimum/General Experience:</b> Two years of related experience.
<b>Functional Responsibility:</b> Utilizes specialized knowledge to conduct quality assurance tests, repairs, calibrations, and inspections. Performs preventive maintenance checks on digital content, data, and content management systems.
<b>Minimum Education:</b> High school diploma or equivalent.
<b>Commercial Job Title:</b> PROJECT ARCHITECT
<b>Minimum/General Experience:</b> Five years of related experience. Seen by peers as an expert in domain

field.
<b>Functional Responsibility:</b> System architect for complex solutions. Solutions involve combination of hardware, software, networks, storage, and business processes. Designs custom solutions. Provides reports, documentation, and analysis to customers and business partners. Extraordinary degree of domain experience and knowledge.
<b>Minimum Education:</b> Bachelor's Degree or equivalent. Domain certifications in related technology or business field.
<b>Commercial Job Title: PROJECT MANAGER</b>
<b>Minimum/General Experience:</b> Minimum five years of related experience.
<b>Functional Responsibility:</b> Manages projects and programs. Serves as the primary customer interface. Produces status reports, customer briefings, reports, schedules, and cost estimates. Provides contractual input and tracking.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: SOFTWARE PROGRAMMER</b>
<b>Minimum/General Experience:</b> Four years of related experience.
<b>Functional Responsibility:</b> This position requires computer programming, analyses, and design knowledge of various degrees, as well as designing software and implementing databases. Possesses and applies broad knowledge of concepts practices and procedures. Able to write specifications, work statements, and proposals. Designs and develops documentation of data requirements. Provides methodologies for evaluating moderately complex tasks. Designs system to meet objectives. Broad assignments allow for considerable latitude to determine appropriate methods of completing assignments.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: SYSTEM CONSULTANT</b>
<b>Minimum/General Experience:</b> Three years of related experience.
<b>Functional Responsibility:</b> Applies strong business skills and consulting methodologies to collect and analyze data. Responsible for leading the design, development, and implementation of solutions architecture at a high level to meet the user's business needs. Exhibits a deep understanding of the industry and a broad knowledge of all service offerings within a practice area.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: TECHNICAL WRITER</b>
<b>Minimum/General Experience:</b> Two years of related experience. Superior writing skills and knowledge of grammar and word processing tools.
<b>Functional Responsibility:</b> Proficient in writing technical documents. Develops documentation for customer engagements. Prepares proposals, user guides, administrator guides, and technical guides. Possesses expertise in as-built documentation, specifications, and functional and technical requirement documents.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.
<b>Commercial Job Title: TRAINER</b>
<b>Minimum/General Experience:</b> Two years of related experience.
<b>Functional Responsibility:</b> Provides customer training. Prepares training materials such as training guides, presentations, audio-video media, and computer-based course materials. Prepares any necessary course syllabi and agendas.

**Minimum Education:** Bachelor's Degree or equivalent.

PART NO.	ITEM	UNIT	PRICE
<b>TECHNICAL CONSULTING SERVICES</b>			
TCS001	Customer Support Specialist/Off Hours	Per Hour	\$208.84
TCS002	Customer Support Specialist/Business Hours	Per Hour	\$167.16
TCS003	Certified Digital Imaging Architect	Per Hour	\$174.03
TCS004	Database Administrator (DBA)	Per Hour	\$183.97
TCS005	Graphic Artist I	Per Hour	\$66.30
TCS006	Graphic Artist II	Per Hour	\$75.77
TCS007	Information Assurance Engineer I	Per Hour	\$66.30
TCS008	Information Assurance Engineer II	Per Hour	\$75.77
TCS009	Project Architect	Per Hour	\$183.97
TCS010	Project Manager	Per Hour	\$183.97
TCS011	Software Programmer	Per Hour	\$208.84
TCS012	System Consultant	Per Hour	\$157.12
TCS013	Technical Writer	Per Hour	\$125.30
TCS014	Trainer	Per Hour	\$157.12



October 4, 2019

Town of Natick  
Diane Packer, Town Clerk  
13 East Central Street  
Natick, MA 01760

Dear Diane:

Kofile, Technologies, Inc. is pleased to offer the following proposal for the preservation of the Town of Natick's permanent records. All work will match previous preservation performed at the Kofile Conservation Lab in Essex, VT.

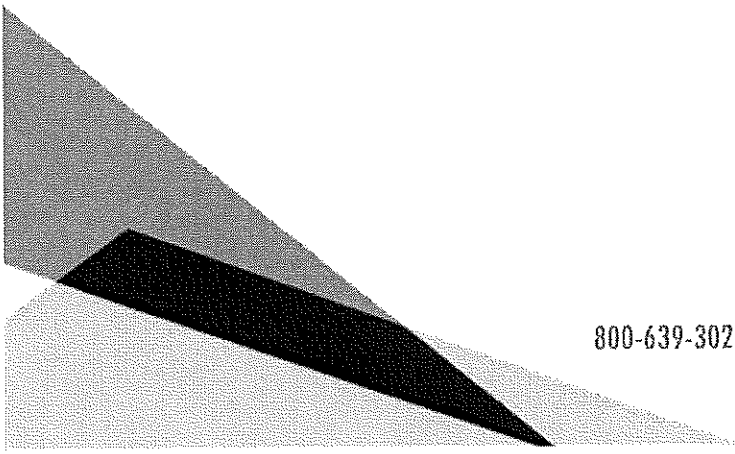
**Please note the GSA Contract No. GS-35F-275AA on the Town of Natick's purchase order, if issued.**

The preservation of public records, including books and manuscripts, maps, digital images, microfilm and other media, is Kofile's specialty. Our staff is trained in paper conservation methods developed specifically for books and documents used by County, Municipal, and other government offices. Kofile employs over 60 conservation technicians, and many have 10-30 years of experience. Our strength is not only in the size of our facility or staff, but also in our commitment to ensure the physical protection of America's records. Over the years, our persistence and standard of workmanship has allowed Kofile to not only promote and contribute to the preservation of local records, but to those of national significance too.

#### **PRESERVING THE PAST**

Preservation minimizes chemical and physical deterioration, and prevents the loss of text. It prolongs the existence and useful life of the item. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the resource to protect or stabilize.

Each community's records are unique and are permanent links to the past. They document and verify - their survival is essential to protect life, liberty, and property. Every day, across the nation, historical papers are revisited for business, property, and genealogy searches. Without proper care, irreplaceable records may be lost. The ravages of time, acidic papers, acidic inks, usage, temperature, humidity, UV light, improper storage, and unforeseen disaster threaten their existence.

A decorative graphic in the bottom left corner consisting of several overlapping triangles in shades of gray and black, creating a modern, geometric design.

One Allen Martin Drive, Essex, VT 05452  
800-639-3027 802-878-3335 Fax: 802-878-0932 [www.kofile.com](http://www.kofile.com)



## SCOPE OF WORK

### 1. **Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc., acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special Tape used in previous attempt to repair characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

### 2. **DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

### 3. **SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

### 4. **REPAIR/RESTORE**

#### **Mend/Reinforce**

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guardin of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

## **Trim/Flatten**

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

## **DEACIDIFICATION**

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available.

The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile to spray both sides of the sheet to insure complete buffering of the paper.

The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images are tested prior to treatment to determine compatibility of image media with the process.

## **5. RE-SEW/REBIND**

### **Encapsulated Records**

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Public Record binders: Tenacity Champ, to match previous work, hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
  - Cover material of customer's choice
  - Metals of .035 gauge polished nickel plated cold-rolled steel
  - Upright post diameter as necessary – 5/16 or as original
  - Tooling to be performed with 23 karat gold foil.

### **Rebound Records**

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes are linen or cotton.
- Backing material to be linen of 50-75 threads/square inch weight.
- End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
- Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material to be leather, imitation leather, buckram or canvas.



- Tooling to be performed with 23-karat gold foil.
- 6. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
- 7. **TREATMENT REPORT**, referenced to information log, to be provided for each completed volume.
- 8. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 14-16 WEEKS**, beginning on the date of receipt of each item.
- 9. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.

#### PROJECT OVERVIEW

This quote is presented via Kofile's GSA Contract No. **GSA Contract No. GS-35F-275AA**. Please reference this contract number on the Town's Purchase Order. Without a signed agreement, all pricing for the inventory herein is good for 90 days. **Shipping and handling is estimated to be an additional \$1,380.00—these are specialized handling services due to the value and fragility of the items.** The total cost of restoration and shipping is not to exceed \$100,000.00.

TOWN OF NATICK, MA PRESERVATION PROJECT				
RECORDS SERIES TITLE & VOLUME	LEVEL OF SERVICE	PRICE QUOTE		
		PRESERVATION	IMAGING	LINE TOTAL
Marriages 1935-1936	Preservation & Imaging	\$1,665.00	\$270.00	\$1,935.00
Marriages 1937-1938	Preservation & Imaging	\$1,838.00	\$295.00	\$2,133.00
Marriages 1939-1940	Preservation & Imaging	\$2,035.00	\$325.00	\$2,360.00
Marriages 1941-1942	Preservation & Imaging	\$2,330.00	\$375.00	\$2,705.00
Marriages 1943-1944	Preservation & Imaging	\$1,610.00	\$260.00	\$1,870.00
Marriages 1945-1946	Preservation & Imaging	\$2,295.00	\$370.00	\$2,665.00
Marriages 1947-1948	Preservation & Imaging	\$2,270.00	\$365.00	\$2,635.00
Marriages 1949-1950	Preservation & Imaging	\$2,175.00	\$350.00	\$2,525.00
Marriages 1951-1952	Preservation & Imaging	\$2,315.00	\$375.00	\$2,690.00
Marriages 1953-1954	Preservation & Imaging	\$2,130.00	\$345.00	\$2,475.00
Marriages 1955-1956	Preservation & Imaging	\$2,135.00	\$345.00	\$2,480.00
Marriages 1957-1958	Preservation & Imaging	\$2,135.00	\$345.00	\$2,480.00
Marriages 1959-1960	Preservation & Imaging	\$2,150.00	\$345.00	\$2,495.00
Marriages 1961	Preservation & Imaging	\$1,240.00	\$200.00	\$1,440.00
Marriages 1962	Preservation & Imaging	\$1,110.00	\$180.00	\$1,290.00
Marriages 1963	Preservation & Imaging	\$1,330.00	\$215.00	\$1,545.00
Marriages 1964	Preservation & Imaging	\$1,430.00	\$230.00	\$1,660.00
Marriages 1965	Preservation & Imaging	\$1,400.00	\$225.00	\$1,625.00
Marriages 1966	Preservation & Imaging	\$1,555.00	\$250.00	\$1,805.00
Marriages 1967	Preservation & Imaging	\$1,865.00	\$300.00	\$2,165.00
Marriages 1968	Preservation & Imaging	\$1,930.00	\$310.00	\$2,240.00



Marriages 1969	Preservation & Imaging	\$2,300.00	\$370.00	\$2,670.00
Marriages 1970	Preservation & Imaging	\$2,145.00	\$345.00	\$2,490.00
Marriages 1971	Preservation & Imaging	\$2,155.00	\$345.00	\$2,500.00
Marriages 1972	Preservation & Imaging	\$1,865.00	\$300.00	\$2,165.00
Marriages 1973	Preservation & Imaging	\$1,915.00	\$310.00	\$2,225.00
Marriages 1974	Preservation & Imaging	\$1,985.00	\$320.00	\$2,305.00
Marriages 1976	Preservation & Imaging	\$1,640.00	\$265.00	\$1,905.00
Marriages 1977	Preservation & Imaging	\$1,680.00	\$270.00	\$1,950.00
Marriages 1978	Preservation & Imaging	\$1,670.00	\$270.00	\$1,940.00
Marriages 1979	Preservation & Imaging	\$1,735.00	\$280.00	\$2,015.00
Marriages 1980	Preservation & Imaging	\$1,915.00	\$310.00	\$2,225.00
Marriages 1981	Preservation & Imaging	\$1,220.00	\$195.00	\$1,415.00
Marriages 1982	Preservation & Imaging	\$1,295.00	\$210.00	\$1,505.00
Marriages 1983	Preservation & Imaging	\$1,460.00	\$235.00	\$1,695.00
Marriages 1984	Preservation & Imaging	\$1,610.00	\$260.00	\$1,870.00
Marriages 1985	Preservation & Imaging	\$1,295.00	\$210.00	\$1,505.00
Marriages 1986	Preservation & Imaging	\$1,465.00	\$235.00	\$1,700.00
Marriages 1987	Preservation & Imaging	\$1,375.00	\$220.00	\$1,595.00
Marriages 1988	Preservation & Imaging	\$1,315.00	\$210.00	\$1,525.00
Marriages 1989	Preservation & Imaging	\$1,330.00	\$215.00	\$1,545.00
Town Meeting Records 1971-1974 V.16	Preservation & Imaging	\$1,695.00	\$340.00	\$2,035.00
Town Meeting Records 1975-1977 V.17	Preservation & Imaging	\$1,635.00	\$330.00	\$1,965.00
Town Meeting Records 1977-1979 V.18	Preservation & Imaging	\$1,370.00	\$275.00	\$1,645.00
Town Meeting Records 1980-1982 V.19	Preservation & Imaging	\$1,275.00	\$255.00	\$1,530.00
Town Meeting Records 1982-1985 V.20	Preservation & Imaging	\$1,415.00	\$285.00	\$1,700.00
Town Meeting Records 1986-1990 V.21	Preservation & Imaging	\$1,490.00	\$300.00	\$1,790.00
Town Meeting Records 1991-1994 V.22	Preservation & Imaging	\$1,660.00	\$335.00	\$1,995.00
Town Meeting Records 1995-1998 V.23	Preservation & Imaging	\$1,540.00	\$310.00	\$1,850.00

SUBTOTAL: Marriage	\$72,313.00	\$11,650.00	\$83,963.00
SUBTOTAL: Town Meeting Records	\$12,080.00	\$2,430.00	\$14,510.00
SUBTOTAL	\$84,393.00	\$14,080.00	\$98,473.00

SPECIALIZED HANDLING	\$775.00
PROJECT TOTAL	\$99,248.00

## GSA SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

The GSA does not have a category for document preservation. Therefore, Kofile offers document preservation from the definition of the federal government—as a form of data conversion or records management, i.e. preservation provides better access to public data. Schedule 70 Cooperative Purchasing (CO-OP) is entirely voluntary, and available for CO-OP with state and local governments at any time, for any reason, using any funds available. Other information pulled from GSA literature that may be helpful includes:

- ◊ Vendors are prepared to be a customer's primary point of contact.
- ◊ Customers are free to enter into a CO-OP agreement with any Schedule vendor without involving GSA.



Please find the following pricing according to Kofile's **GSA Contract No. GS-35F-275AA**. This includes the billing line items per the GSA.

All work is held to the highest possible standard of workmanship and quality. This project is an investment that both the Town of Natick and Kofile will be proud to reference. Please contact me with any questions, or to arrange transportation of the documents.

We appreciate the opportunity to offer our services to your community. Please call 800-639-3027 with any questions or comments.

Best regards,

A handwritten signature in cursive script that reads "Bill Stewart". The signature is written in dark ink and is positioned above the printed name.

Bill Stewart

