



# Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.  
Kofile Technologies, Inc. will provide two forms of archival storage solutions: the 4Post High-Density Archival Solutions System and the Eduro Map Cabinets and related map supplies. Additionally, this agreement will include the QuickLink Software Solution for searching of Index Book images.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.  
Kofile Technologies, Inc.  
6300 Cedar Springs Road  
Dallas, TX 75235  
  
Eugene Sisneros, Account Manager  
(713) 504-5734  
eugene.sisneros@kofile.us
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.  
The total cost for the initial 3-year term is \$640,000.000. The total cost for the first one-year renewal term is \$643,000 and the total cost for the second renewal is \$646,000
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.  
Kofile performed the data conversion and conservation efforts on the County's historical records (from 4855 to 1999) under a previous agreement (A-15-366) in response to a Request for Proposal No. 962-5337. The use of the Kofile QuickLink Software will not require any additional data conversion, as the data was converted under the previous agreement. The use of the archival storage solutions will match current systems and conservation efforts that are already in use.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.  
 In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.  
 When the contract is with a federal, state, or local governmental agency.  
 When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.  
 When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.  
 When obtaining the services of expert witnesses for litigation or special counsel to assist the County.  
 When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.  
The QuickLink Software will allow for easier digital searching of historical documents. The previous digitizing work will keep the implementation costs lower than alternatives, as some of the information would have to be converted into a different format. The archival storage solutions are needed to provide long-term storage solutions for important historical record documents.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.  
Kofile is the only authorized vendor of the Enduro Map Cabinets in our area, so they are our only option for that particular piece of equipment. The only other vendor we were able to theoretically provide the other archival shelving is CORE Business Interiors and they did not respond to an inquiry. The only other major player that responded to the Recorder's Office's inquiries in the indexing software space is QuickLink, who is primarily based in Pakistan. The Recorder's Office is not willing to utilize an out-of-country vendor for work on the County's vital records.

chjones 4/9/2020 10:56:20 AM

Requested By:

Staff Analyst

Title

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**I approve this request to suspend competition for the service(s) and/or product(s) identified herein.**

rbash 4/9/2020 12:37:17 PM

Department Head Signature

[\[✕ Sign\]](#) Double click!

gcornuelle 4/9/2020 12:56:26 PM

Purchasing Manager Signature

[\[✕ Sign\]](#) Double click!