

Attachment A



WILLIE A. HOPKINS, JR., Director

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October 18, 2018

TO: Kimberly Gasaway, Chief Deputy, Administration - GSA

FROM: Jacqueline Favela, Procurement & Contracts Specialist

SUBJECT: FINDING OF NON-COMPETITION – SOLE SOURCE # 5536  
PURCHASE FROM KOFILTE TECHNOLOGIES LOCATED IN DALLAS, TX

This is to document my finding that competitive bidding is not possible for the purchase of record restoration and preservation, digital imaging, indexing, encapsulation and storage system of high volume documents in the amount of \$5,975,335.67 for the approximate term of 11/1/2018 – 12/31/2019 for the Clerk-Recorder's office.

In accordance with the County Administrative Code Section 4.12.010 entitled "Purchases to be by Competitive Quotation," all purchases of and contracts for materials, supplies, services, furnishings, equipment, livestock, and other personal property shall be based wherever possible on competitive quotations.

I have reviewed the attached Departmental Justification to Request a Waiver of County Competitive Bidding Requirement. I have determined the requested service and supplier cannot be substituted and satisfy the County's requirements. After research, I determined that Kofilte Technologies is the only vendor in the can provide requested services to Alameda County Clerk-Recorder's office as they are the sole vendor that can deliver comprehensive services to provide original historical records restoration and preservation services. Kofilte Technologies specializes in high volume restoration, preservation and digitization of legal documents and is the only vendor that is capable of fulfilling a project of this magnitude. Therefore, competitive quotations are not possible and the request is recommended for your approval.

The Clerk-Recorder's office is to obtain Board approval for services that exceed \$25,000 requesting authorization from the President of the Board to sign the contract or approve the purchase. The Auditor-Controller issues Board signed contracts, Board approved purchase orders and purchase order changes with/without signed contracts.

GSA Procurement:

DocuSigned by:  
Approved: John Glann  
John Glann, Purchasing Manager/Date

DocuSigned by:  
Approved: Kimberly Gasaway  
Kimberly Gasaway, Chief Deputy, Administration- GSA

Date: 11/1/2018

Attachment(s)