



## AGENDA ITEM

### Consent Agenda

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**REPORT TO:** Work Session (12/08/25)

**REPORT TO:** Voting Meeting (12/11/25)

**ITEM NO:** 764/2025

**SUBJECT:** Approve the FY 2026 single source agreement for Kofile Technologies, Inc. to provide real estate historical record preservation services to the Clerk of Superior and State Courts. The estimated annual cost not to exceed \$150,000.00.

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### Meetings:

**Work Session Date:** 12/08/25

**Voting Meeting Date:** 12/11/25

### Executive Summary:

**Presenter:** BP

**Recommendation:**

The Hall County Clerk's Office requests approval of agreement between Kofile, Inc. and the Hall County Clerk's Office for historical preservation services.

**Purpose of Request:**

Approve the FY 2026 single source agreement for Kofile Technologies, Inc. to provide real estate historical record preservation services to the Clerk of Superior and State Courts. The estimated annual cost not to exceed \$150,000.00.

**History:**

Kofile, Inc. has historically provided Real Estate record preservation services to the Hall County Clerk's Office.

**Facts and Issues:**

We have two outstanding invoices from previous fiscal years that need to be paid.

1982 Real Estate Records: Invoice #KT-021104 \$20,000.00

1985 Real Estate Records: Invoice #KT-021103 \$30,242.00

The proposed agreement between Kofile, Inc. and the Hall County Clerk's Office would be used to pay these two outstanding invoices and any other services performed in FY26, total amount not to exceed \$150,000.00.

**Options:**

<b>Funding Requested</b>	\$ 150,000.00
<b>Are funds within current budget?</b>	No
<b>Source of Funds</b>	Restricted Funds
<b>Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.?</b>	Yes
<b>Has it been reviewed by the County Attorney?</b>	Yes
<b>Is there a deadline for this item?</b>	

**Approvals:**

<b>Submit</b>	<b>Approve</b>	<b>Purchasing</b>	<b>Budget</b>
BP	MP	AY	JM
<b>Finance</b>	<b>Attorney</b>	<b>Administration</b>	<b>Clerk</b>
TS	JL	CR	AD

**Attachments:**

Financial Supplement  
Contract Signature Request Cover Sheet  
FY 2026 Kofile Agreement  
Single Source Form  
2022 Sales Order - for Historical Indexing of 1985 Deed Records  
2025 Records Invoice - for Historical Indexing of 1985 Deed Records  
2022 Sales Order - for Historical Indexing of 1982 Deed Records  
2025 Records Invoice - for Historical Indexing of 1982 Deed Records



**HALL COUNTY BOARD OF COMMISSIONERS  
FINANCIAL SUPPLEMENT REPORT**

**AGENDA ITEM 764/2025**

**Funds Requested:** \$ 150,000.00

**Request Budgeted:** No

**Proposed Source of Funding:**

**Budget Transfer Requested:**

Restricted Funds

Yes

**Funding Source Items:**

Fiscal Year	Fund	Division	Account	Amount
2026	203-RESTRICTED PROGRAMS FUND	2180-CLERK OF COURT	521000- PROFESSIONAL SERVICES	\$150,000.00

**Budget Transfer Items:**

**Additional Information/Comments:**

Fund Balance will need to be utilized to increase the available funds to \$150,000

**Contact for Questions:** BP

**Phone:** 770-531-7055