



AGENDA ITEM

Consent Agenda

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.

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:

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

Approvals:

Submit	Approve	Purchasing	Budget
BP	MP	AY	JM
Finance	Attorney	Administration	Clerk
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:

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