



Quote # Q-04495  
 Quote Date 6/16/2026  
 Expiration Date 9/14/2026  
 PO #

6300 Cedar Springs Road, Dallas, TX 75235

## Proposal

### Customer Information

**Customer** Village of Croton on the Hudson | NY  
**Billing Address** 1 Van Wyck Street, Croton-on-Hudson, New York 10520  
**Shipping Address** 1 Van Wyck Street, Croton-on-Hudson, New York 10520

#### Customer Primary Contact

Name Miguel Marra  
 Title Deputy Village Clerk  
 Phone (914) 271-2925  
 Email mmarra@crotononhudson-ny.gov

#### Kofile Primary Contact

Name Aaron Liounis  
 Title Account Executive  
 Phone  
 Email aaron.liounis@kofile.com

To Miguel Marra,

This proposal addresses Village of Croton on the Hudson | NY for Film Conversion Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Film Conversion.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

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## KOFILE: Powering Modern Government™

Kofile is the nation's most experienced provider of public records preservation, imaging, and access solutions. With roots tracing back to 1888 and strengthened through the strategic acquisition of legacy preservation firms, Kofile offers over a century of combined expertise in safeguarding vital government documents. Since its founding in 2009, the company has expanded to include digital imaging, indexing, cloud-based access platforms, and workflow solutions designed specifically for the public sector. Backed by over 500 employees and a robust portfolio of patented technologies, Kofile partners with local governments to modernize their records while preserving their historical integrity for generations to come. Learn more at [kofile.com](https://kofile.com).

### KEY DIFFERENTIATORS

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

### What Sets Us Apart

#### Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including large entities such as Los Angeles, Dallas, Wayne, and Harris Counties
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery

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## Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic Hub<sup>SM</sup>:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

## Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

## SCOPE OF WORK

### Film Conversion

- Capture 16mm microfilm images at 300 dpi in black and white.
- Images accumulate as a Group IV bi-tonal images in a standard PDF or TIFF format.
- Automated de-skew, de-speckle, background control, and text enhancement.
- Automated cropping of images to remove excess border.
- Name images by roll/image number.
- Provide client with a digital master of each image on a medium suitable to the project size (e.g., DVD, flash drive, hard drive, ftp) along with corresponding index data.

## PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Village of Croton on the Hudson   NY					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
Various Film Rolls		Per Image	142,800	Film Conversion	\$10,138.80
Various Film Rolls		Per Image	12,800	Film Conversion	\$1,395.20
Product				Quantity	Estimated Total
				<b>PROJECT TOTAL</b>	<b>\$11,534.00</b>

## BILLING

Pricing based on the assumptions and records provided by Village of Croton on the Hudson | NY, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

## PAYMENT TERMS

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

## TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at:  
<https://Kofile.com/termsandconditions/>.

### Customer Acceptance

Name (Authorized Official):	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>

### Kofile Acceptance

Name (Authorized Official):	<input type="text"/>
Title:	<input type="text"/>
Date:	<input type="text"/>
Signature:	<input type="text"/>