



# **ESSEX COUNTY**

## **OFFICE OF THE MANAGER**

7551 Court Street · P.O. Box 217 · Elizabethtown, New York 12932  
Telephone (518) 873-3332 · Fax (518) 873-3339

---

Linda M. Wolf, CPA  
Purchasing Agent

March 24, 2017

Kofile Technologies  
6300 Cedar Springs Rd  
Dallas TX 75235  
ATTN: Jerry Cobb

Re: Notice to Bidders

Dear Mr. Cobb:

We have awarded the RFP for HISTORICAL RECORD PRESERVATION SERVICES to your company for the rates submitted in your proposal.

A copy of the Award is available on our website: [www.co.essex.ny.us](http://www.co.essex.ny.us)

This Notice of Bid/RFP Award is subject to execution of a written contract and, as a result, this Notice does not constitute the formation of a contract between the parties. The vendor shall not have any legal or equitable rights until a contract that is acceptable to Essex County is executed. If the apparent successful vendor fails to negotiate and execute a contract which include the terms contained in the bid or RFP and such additional terms as are reasonably required by Essex County, Essex County may revoke the award and award the contract to the next lowest/responsible bidder or proposer or withdraw the bid/proposal. Essex County reserves the right to cancel the award at any time prior to the execution of a written contract.

A Contract will be provided to you shortly.

Thank you for your participation.

If you have any questions about the above, please call me at 518-873-3332.

Sincerely,

Linda M. Wolf, CPA  
Purchasing Agent

LMW/dt