

PROJECT OVERVIEW

This project is presented via TXMAS Contract No. TXMAS-13-36010 per Webb County's cooperative purchasing membership. Please reference this contract number on the resulting purchase order. Prices are good for 90 days from the date of this quote.

WEBB COUNTY DISTRICT CLERK PROJECT OVERVIEW					
RECORDS SERIES TITLE	FORMAT	BOXES ¹	LEVEL OF SERVICE	APPROX. BINDERS ²	PRICE QUOTE ³
Case File	Shuck	8	PRV/IM	53	\$149,993.59
TOTAL				53	\$149,993.59

Pricing Assumptions

- ¹ The project inventory includes 8 boxes of shucks. There is an estimated average of 2,100 images per box.
- ² The quantity of binders to return is based on a maximum of 320 pages per binder.
- ³ Kofile will invoice for the actual number of pages treated and images captured.

To purchase this project via TXMAS, enter the purchase online on the TxSmartBuy System <www.txsmartbuy.com/>.

Webb County's CO-OP Listing:

CO-OP #	C2400
Contact	Raul Salazar, rsalazar@webbcountytx.gov
Expiration	01-APR-2016

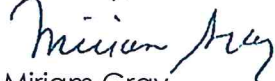
TXMAS billing line items include:

UNIT PRICING PER BINDER					
PART NO.	NIGP	DESCRIPTION OF SERVICE	UNIT PRICE	BINDER QTY.	PHASE BUDGET
PRV201	96272	Preserve & Image Case File	\$2,830.0677/Book	~53 binders	\$149,993.59

COUNTY ACCEPTANCE	
BY: _____ (Signature of Authorized Official/Title)	DATE: _____

Please let me know if you have any questions. We look forward to serving Webb County.

Sincerely,



Miriam Gray
Account Manager

cec/sgr



KOFILE TECHNOLOGIES

March 9, 2016

Honorable Esther Degollado
Webb County District Clerk
1110 Victoria Street, Suite 203
Laredo, TX 78040

RE: Preservation of Historical Civil & Criminal Case Files

Dear Hon. Esther Degollado,

This proposal addresses the preservation and digitization of the Webb County District Clerk's Historical Civil and Criminal Case Files. This quote is presented by Kofile Technologies, Inc. (Kofile). Please note that prices are good for 90 days from the date of this proposal.

These records date to the earliest days of Webb County history, and dates as early as the 1800s. The inventory for service is based on page count estimates and totals approximately 8 boxes of shucked case files. These 8 boxes account for the oldest portion of Webb County District Clerk's case files.

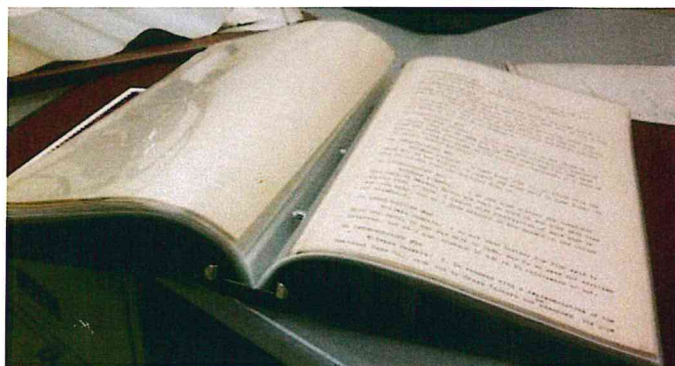
PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip counties with the resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy.



The Harris County District Clerk, Houston, TX, is the repository for Case File No. 37096, captures a glimpse of the early history of an iconic American financial empire. It documents the case of Howard R. Hughes [Sr.] vs. Peden Iron & Steele Co. from late 1905 to 1906. This Case File (above) was preserved for posterity and returned to the County.



6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US

Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, digitization, or any maintenance or repair of the existing resource.

Kofile performs services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation (AIC). We are also an Awardee of a Library of Congress FEDLINK *Preservation Services for Library & Archival Collections* contract. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible.

NEEDS ASSESSMENT

Due to their historical nature, these records maintain a PERMANENT retention period according to *Local Schedule DC*, Texas State Library & Archives Commission, 2011.

These items are in poor condition. Documents may include manuscript (handwritten) and typescript files. Some sheets suffer from iron gall ink burn, and some are brittle and yellowed. These records show deterioration from age and a history of everyday use. Even with careful handling, exposed fragments become fragile and worn.

These court files suffer from years of tri-folded storage. With careful testing and observation, archivists have concluded that many formerly acceptable practices cause more damage than realized. Anyone stepping into a courthouse can see the effects of antiquated filing and storage methods.



Pigeon files or shuck cabinets (colloquial names) require records to be tri-folded. This storage method was judged destructive over 75 years ago. Pigeon file drawers or "cans" pull out for access to the housed instruments. This sliding function shreds fragile documents, while the tri-folded state weakens paper strength.



SCOPE OF SERVICES

A permanent log is created to record condition, pagination, and treatments. Kofile can hold a security copy of all images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records. The records will receive the following services:

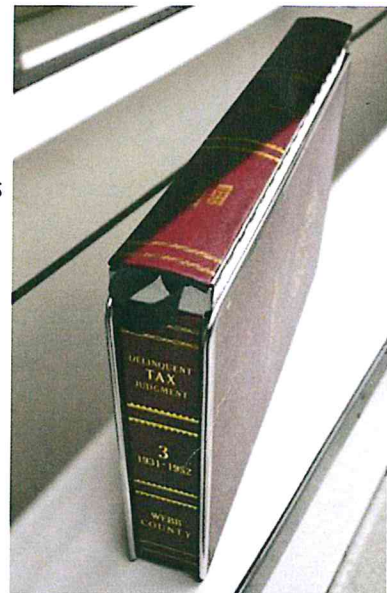
(PRV) Preservation—Conservation Treatments & Rebinding

- Surface clean sheets to remove materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove non-archival repairs or fasteners, such as residual glues, to the furthest extent possible without causing damage to paper and inks.
- Mend tears with acid-free and reversible materials, such as Japanese tissue or archival acrylic based and reversible heat set tissue such as Filmoplast®.
- Deacidify sheets after careful testing with magnesium oxide to neutralize acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™ composed of SKC Films, Skyroll SH72S® Mylar.
- Bind each volume in a custom-fitted and stamped Disaster Safe County Binder™ (DSB)—as exemplified to the right. A dedication/treatment report is included in the binder.



(IM) Imaging

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and illegibility.
- Digitized images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the image.
- All images are certified. Each image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- Webb County receives one MASTER COPY (DVD or CD) and a COPY.



PROCEDURES TO REPORT SALES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

Go to: <http://www.txsmartbuy.com/>

You will need: 1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)

2. Kofile's Quote for Preservation Services

STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:
Sign in

Sign into the system

The screenshot shows the TxSmartBuy website interface. At the top right, there is a 'Sign in' link with a user icon, highlighted by a yellow arrow. Below the navigation bar, there are sections for 'Top Item Categories' and 'NEW: Contract/Contractor Search'. A 'Sign in' button is visible in the bottom right corner of the main content area.

NEED MORE HELP?
For additional help logging in or entering orders, email txsmartbuy@cpa.state.tx.us or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile

The screenshot shows the search bar at the top of the TxSmartBuy website. The text 'Kofile' is entered into the search field, and the search button is highlighted with a yellow arrow.

STEP FOUR

@SEARCH RESULTS

Click the blue button:
Add to cart

The screenshot shows the search results for 'Kofile'. A single result is displayed: 'TXMAS Data Processing Quote Item- Kofile Preservation, Inc'. The price is listed as '\$1.00 UOM'. A blue 'Add to cart' button is highlighted with a yellow arrow.

KOFILE PRESERVATION

STEP FIVE

@ADD ITEM TO CART

Add Item to Cart CLOSE x

Item Information	Shipping Details						
Quantity: 1305.89 Dealer: Austin Business F	Commodity Code: Unit Price: \$1.00 per Description: TXMAS Office Furniture Quote Kofile Preservation, Inc. Delivery date: 6/25/2014 Ship to saved address: 967 Major Lane, Abilene Ad-hoc address						
Additional Charges TXMAS Incidentals \$0.00 Charges \$0.00 Subtotal: \$0.00							
<table><thead><tr><th>Price</th><th>Description</th><th></th></tr></thead><tbody><tr><td>\$</td><td>This is only used for open market incidental items NOT THE TOTAL QUOTE</td><td>x</td></tr></tbody></table> Add New	Price	Description		\$	This is only used for open market incidental items NOT THE TOTAL QUOTE	x	
Price	Description						
\$	This is only used for open market incidental items NOT THE TOTAL QUOTE	x					
Total: \$1,305.89 Cancel Add to Cart							

Complete the following prompts, if applicable:

- Enter total quote \$ amount as the **QUANTITY**:
If quote amount is \$1,305.89, then enter \$1,305.89 as the item quantity.
- If dealers are available, choose dealer from the pull down.
- Enter the amount for non-Incidental fees as the quantity of the \$1 item.
(Kofile does not quote any non-Incidental fees).
- Add other charges using the 'Charges tab,' if necessary.
- Choose Delivery date.
- Choose Shipping Address.

Internal Tracking No.: Use the County-issued Purchase Order No.

Add to Cart.

STEP SIX

@MY CART

Attach Kofile quote:
Attach File to Item >
Choose File

Type in the box 'Add Note to Item': See attached Quote #...

Proceed to checkout.

My Cart Checkout Confirmation

HOME / SHOPPING CART

My Cart

[Start New Cart](#) [Share Cart](#) [Save Cart As...](#) 1,425.89

Item	Shipping Address	Price	Qty	UOM	Subtotal	Edit
TXMAS Office Furniture Quote item Kofile Preservation, Inc.	967 Major Lane Abilene, TX, 79601 Delivery days: 30	\$1.00	1305.89		\$1,305.89	Delete
Installation		Price	Qty		Subtotal	
		\$120.00	1		\$120.00	

Dealer: Austin Business Furniture - 3100 United Dr. Bldg. 1 SW 140 Austin TX
New Dealer: TXMAS Office Furniture Quote item Office Manager Inc
Contractor: LITTLE MATCH INC
Contract: TXMAS-14-11120

Add Note to item Attach File to item
Choose File... No file chosen

Order Total: \$1,563.59

[Search for Kofile Items](#) [Print](#) [Proceed to Checkout](#)

Requisition Report

Requisition Number...: 16-0004806

Organization...: 001-1110 District Clerk

Request By	Description	Requested By User	Vendor Name	Qty Req	Unit	Cost/Unit
03/17/2016	PRESERVE & IMAGE CASE FILE 42 BINDERS	DCLS	KOFILE PRESERVATION, INC.	42	EA	2,830.07
	PART# PRV201 NIGP# 96272					
	FOR OFFICE USE					
GL Distribution		Percent	Amount			
016-1110-6224		100.00 %	0.00			
03/17/2016	PRESERVE & IMAGE CASE FILE 11 BINDERS	DCLS	KOFILE PRESERVATION, INC.	11	EA	2,830.07
	PART# PRV201 NIGP# 96272					
	FOR OFFICE USE					
GL Distribution		Percent	Amount			
751-1110-8410		100.00 %	0.00			

118,862.84

3,130.74

Total Requests on Requisition...: 2

149,993.59

Please submit price quote by 3/18/2016 no later than 12:00 AM

S Requesting Org . . : 001-1110
 S Confirming Request : NO Capital Asset : NO
 T Vendor Number . . : 24377 KOFILE PRESERVATION, INC.
 T Description . . . : PRESERVE & IMAGE CASE FILE 42 BINDERS
 Quantity : 42.0000 Status : Approved
 1 Unit of Measure . . : EA Each Price Per Unit : 2,830.0677
 2 Date Needed By . . : 3/17/2016 Item Total Cost: 118,862.84
 Requesting Employee: 1110 DistClerk
 0 G/L Account Number : 016-1110-6224
 5 Project/Sub Project:
 - Contract Number . . :
 Ship Via :
 Ship to Code . . . : 1110 DIST CLERK
 Freight Terms . . . :
 Purchase Terms . . . :
 Taxable Item . . . : NO 1099 Item . . : NO
 Resolution Number :

F14=More Vendors F15=G/L Distribution F18=Display Approvals
 F20=Description F24=Documents

S . Requesting Org . . : 001-1110
 . Confirming Request : NO Capital Asset : NO
 . Vendor Number . . : 24377 KOFILE PRESERVATION, INC.
 T . Description . . . : PRESERVE & IMAGE CASE FILE 11 BINDERS
 . Quantity : 11.0000 Status : Approved
 1 . Unit of Measure . . : EA Each Price Per Unit : 2,830.0677
 2 . Date Needed By . . : 3/17/2016 Item Total Cost: 31,130.74
 . Requesting Employee: 1110 DistClerk
 O . G/L Account Number : 751-1110-8410
 . Project/Sub Project:
 5 . Contract Number . . :
 . Ship Via :
 . Ship to Code . . . : 1110 DIST CLERK
 . Freight Terms . . . :
 . Purchase Terms . . . :
 . Taxable Item . . . : NO 1099 Item . . : NO
 . Resolution Number :

F14=More Vendors F15=G/L Distribution F18=Display Approvals
 F20=Description F24=Documents