

KOFILE TECHNOLOGIES

September 14, 2017

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.

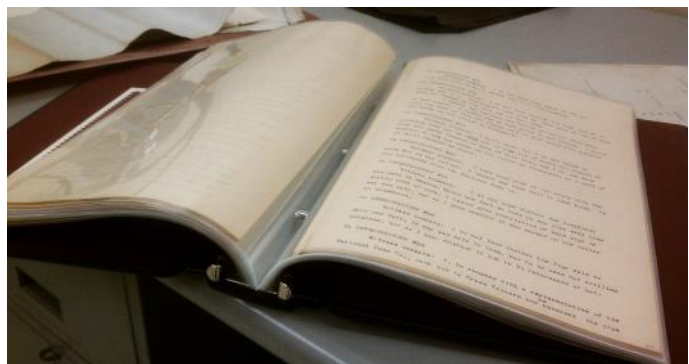
PROJECT UNDERSTANDING

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



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

preserving and removing the original from public access and creating a security copy. 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:

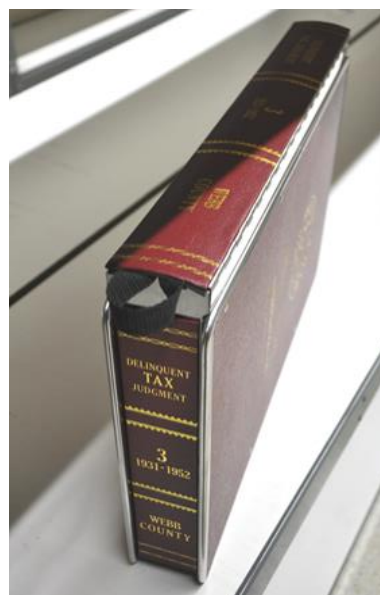
(PRV) Preservation—Conservation Treatments & Rebinding

- 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.



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.

WEBB COUNTY DISTRICT CLERK PROJECT OVERVIEW					
RECORDS SERIES TITLE	FORMAT	APPROX. PAGES	BOXES ¹	LEVEL OF SERVICE	PRICE QUOTE ²
Case File	Shuck	16,760	8	PRV/IM	\$149,933.13
TOTAL					\$149,993.13

Pricing Assumptions

- ¹ The project inventory includes 8 boxes of shucks. There is an estimated average of 2,100 pages per box.
- ² Kofile will invoice for the actual number of pages treated.

COUNTY ACCEPTANCE

- ▶ Without a signed contract, prices are good for 90 days. Upon approval, pricing is firm for the first fiscal year.
- ▶ Pricing is based on a Good Faith Estimate of page and box counts. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.

Signature/Title of County Representative
Date

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	Joe Lopez; joel@webbcountytx.gov
Expiration	16-MAY-2017

Please note that TXMAS line items are calculated on average costs and are not indicative of the cost of any one item. TXMAS billing line items applicable to this project include:

PART NO.	NIGP	DESCRIPTION	UNIT PRICE
PRV004	96272	Paper Conservation	\$144.28/Hour
IMGP005	92030	Archival Imaging of Tri-Fold Case File	\$0.77/Page

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

Sincerely,

 Miriam Gray
 Account Manager

cec



PROCEDURES FOR COUNTIES TO REPORT PURCHASES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

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

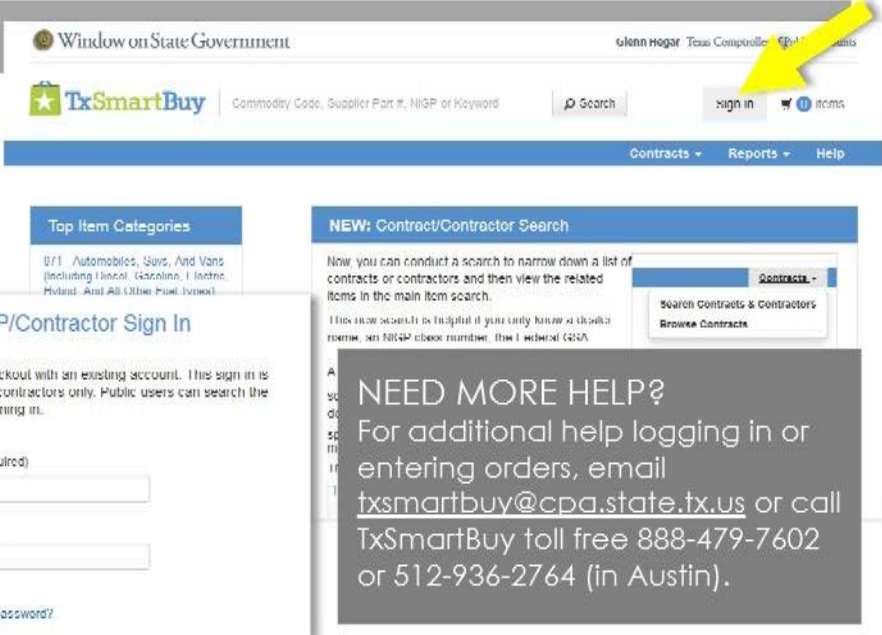
- You will need:**
1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)
 2. Kofile's Quote and the County's P.O. (referencing Kofile's TXMAS Contract No. TXMAS-13-36010).

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 highlighted with a yellow arrow. Below the navigation bar, there are sections for 'Top Item Categories' and 'NEW: Contract/Contractor Search'. A 'Sign in' form is visible, with fields for 'Email Address (required)' and 'Password (required)'. A 'Sign in' button is at the bottom of the form. A 'NEED MORE HELP?' box is overlaid on the right side of the page, providing contact information for assistance.

STEP THREE

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



The screenshot shows the TxSmartBuy search bar. The text 'Kofile' is entered into the search field. 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'. The results list includes 'TXMAS Data Processing Quote Item- Kofile Preservation, Inc.' with a price of '\$1.00'. The 'Add to cart' button is highlighted with a yellow arrow.

STEP FIVE

@ADD ITEM TO CART

Add Item to Cart CLOSE

Item Information

Quantity: 1305.89
Dealer: Austin Business P.
Commodity Code:
Unit Price: \$1.00 per
Description: THMAS Office Furniture Quote Kofile Preservation, Inc.

Shipping Details

Delivery date: 8/25/2014
 Ship to saved address: 087 Major Lane, Abilene
 Ad-hoc address

Additional Charges EXMAS incidental: \$0.00 Charges \$0.00 Subtotal: \$0.00

Price	Description
\$	This is only used for open market incidental items NOT THE TOTAL QUOTE

Total: \$1,305.89

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. *(Not applicable to Kofile, but required by the system).*
- 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

**NEW REQUIREMENT
FOR 2017!**

**Type in the box
'Add Note to Item':**

See attached Quote #...

Type in a detailed statement confirming how the prices were validated against the base contract. **Type one of the three lines below** (see following explanation).

Pick one method to ensure that (1.) Kofile has not proposed any items not on its contract, and (2.) the TXMAS billing line items are equal or less to the contract. *Directly copy and paste the applicable line from this PDF.*

TXMAS now requires that the clients verify that the vendor is quoting items awarded on its contract and that the vendor has not overcharged any unit prices. Verify pricing by one of methods below.

- Pricing validated per GSA Advantage (https://www.gsaadvantage.gov/advantage/contractor/contractor_detail.do?mapName=/catalog/product_detail&oid=1018742300&contractNumber=GS-03F-0169Y&itemNumber=MSP001).

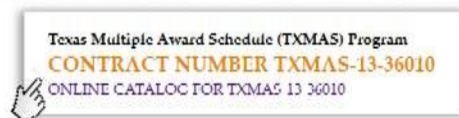
On GSA Advantage, click this icon to view Kofile's GSA Price List (please note that TXMAS pricing includes a 1.015228% fee built on this pricing.



View this Contractor's GSA Catalog to learn more about products & services offered, pricing, terms & conditions, etc.

- Pricing validated per base contract webpage (<http://preservation.kofile.us/txmas>).

On this site, click the link to download a PDF of Kofile's TXMAS Price List.



- Pricing validated per base contract price list document, page(s).
Attach Kofile TXMAS Price List with scanned proposal.

Proceed to checkout.