

# KOFILE TECHNOLOGIES

September 26, 2017

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

RE: Preservation of Historical Civil & Criminal Case Files Phase II

Dear Hon. Esther Degollado,

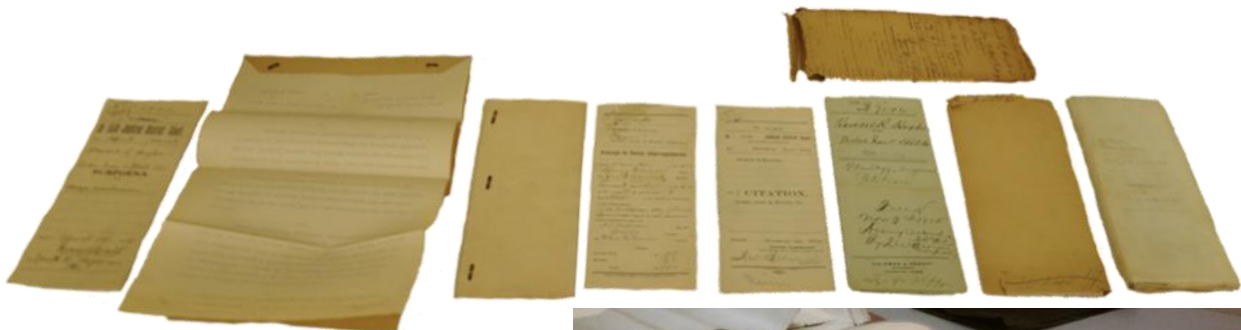
This proposal addresses the continuation of the project for the preservation of the Webb County District Clerk's Historical Civil and Criminal Case Files. This quote is presented by Kofile Technologies, Inc. (Kofile). Please note that prices are good for 90 days from the date of this proposal.

**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 eight boxes of shucked case files. These eight boxes account for the oldest portion of Webb County District Clerk's case files following the boxes addressed in Phase I.**

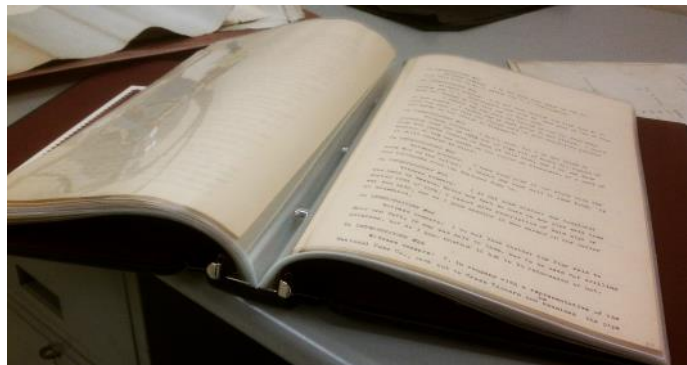
## PROJECT UNDERSTANDING

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.*



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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.





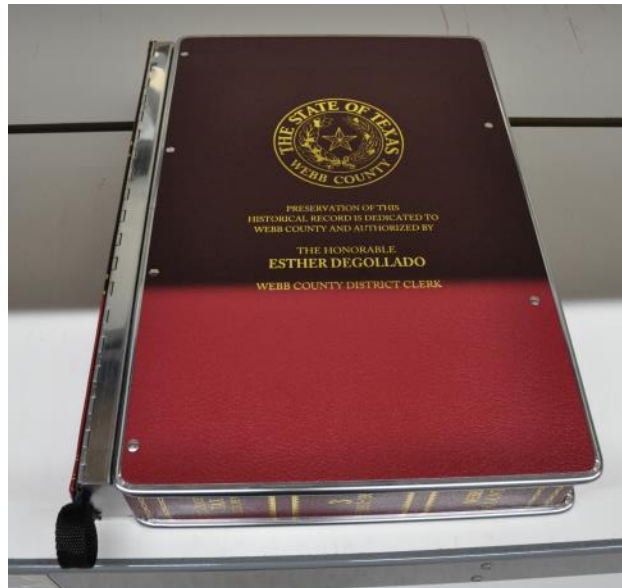


## SCOPE OF SERVICES

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:

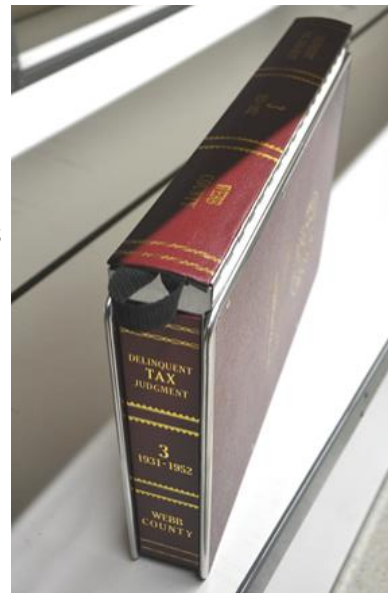
### (PRV) Preservation—Conservation Treatments & Rebinding

- 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

Without a signed Contract, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the Contract term. Please note that pricing is based on a Good Faith Estimate of image counts. Billing will occur on actual counts based upon agreed upon pricing.

To purchase via Kofile's GSA contract, then please reference GSA Contract No. **GS-35F-275AA** on the County's Purchase Order.

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

### Pricing Assumptions

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

Kofile will perform and invoice services to match exactly as proposed herein. Kofile will not perform work in excess of approved proposal funding allocation and will stop short of work having the potential to exceed approval proposal funding allocation. Should any increase, adjustment, change order or modification from the proposal scope of work be required, it will be documented and submitted to Webb County for consideration and approval. Kofile will proceed with performance of any such change or modification only after receiving approval in writing from Webb County.

<b>COUNTY ACCEPTANCE</b>	<b>PURCHASING VEHICLE:</b>	
	<input type="checkbox"/> GSA Cooperative Purchasing for Local Government via <i>GSA Contract No. GS-35F-275AA.</i>	
	<input type="checkbox"/> Other: _____	
_____	Honorable Tano E. Tijerina, Judge of the County of Webb	_____
_____	Marco A. Montemayor, Webb County Attorney	_____
_____	Honorable Margie Ramirez Ibarra, Webb County Clerk	_____



## PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. **GS-35F-275AA**. Webb County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.
- ▶ It is entirely voluntary.
- ▶ The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.

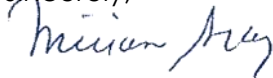
To purchase from GSA, you only need follow Webb County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

GSA line items are billed per hourly charges for the work performed:

GSA LINE ITEMS				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	541.7404	\$35,213.13
TCS006	Graphic Artist II <i>(Physical/Digital Restoration)</i>	\$75.00/Hour	540	\$40,500.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	525	\$34,125.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	525	\$39,375.00
TCS010	Project Manager	\$180.00/Hour	4	\$720.00
TOTAL				\$149,933.13

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

Sincerely,



Miriam Gray  
Account Manager

cec/sgr