



September 1, 2017—revised January 14, 2019

Honorable Margie Ramirez Ibarra
 Webb County Clerk
 1110 Victoria Street, Suite 201
 Laredo, TX 78010

RE: Change Order/Amendment to Phase I

Dear Hon. Margie Ramirez Ibarra,

This proposal revises the May 13, 2016 Condition Assessment for Phase I to address six boxes of shucks and 37 shuck drawers of tri-folded Commissioner Court Minutes for the Webb County Clerk's Office. Pricing was based on Good Faith Estimate page counts. This quote reconciles the proposal with actuals per mutually agreed upon pricing.

GOOD FAITH ESTIMATE: For the six boxes of miscellaneous files, the pages were estimated at 100 pages per filing inch based on the six boxes and 37 drawers. Pages were estimated at ~61,950. Initially, Kofile estimated the return of >194 binders with a max of 325 pages each.

RECONCILIATION OF ACTUALS: Per the request of the County, both shelving and microfilm are removed from the project. Actuals of 70,006 pages. Reduction of unit pricing and billing of imaging per image counts (blanks are not imaged).

In the County's best interest, the files were delivered in 3" binders as opposed to the 2.5" binders initially referenced. This allowed the insert, on average, of 538.5 pages per binder to save the County's storage space. The originally proposed page count of 61,950 was delivered in 115 binders (3"), as opposed to the 191 binders (2.5"). Furthermore, at the request of the County Clerk and in the best interest of the County, 2,935 additional pages were preserved, and 43,777 images received archival enhancements instead of shelving and microfilm. This brings the total page count to 64,885 delivered in 120.5 (3") binders for the contract price of \$560,314.55.

Please note an additional 5,121 pages were processed in an additional 9.5 (3") binders for a total of 130 binders delivered. The additional 5,121 pages total processing cost of \$39,685.44.

WEBB COUNTY CLERK RECONCILIATION OF ACTUALS							
RECORDS SERIES	DATE	QUANTITY	COUNTS	LEVEL OF SERVICE	LINE ITEM TOTAL	PRICE QUOTE	
Commissioners Court Minutes	Misc.	6 boxes shucks	5/3/16 QUOTE ESTIMATE				
			24,900 pages	Preserve & Archival Imaging	\$550,317.09	\$560,314.55	
			37,050 pages	Shelving & Archival Microfilm	\$9,997.46		
	1891-1942	37 shuck drawers/ loose docs	ACTUAL COUNTS				
			70,006 pages	Preserve	\$559,651.80	\$599,999.99	
			41,790 images	Archival Imaging	\$31,342.50		
					DIFFERENCE	\$39,685.44	

Preservation services included conservation, deacidification, mending, encapsulation, and rebinding.

This project is available via TXMAS Contract No. TXMAS-18-3602 per Webb County's cooperative purchasing membership. Please reference this contract number on the resulting purchase order.

Kofile can prepare a 'Shopping Cart' in TxSmartBuy

<www.txsmartbuy.com/> **and 'share' it with the County to complete its purchase.**

Webb County's CO-OP Listing:

STATE OF TEXAS CO-OP MEMBER LISTING FOR WEBB COUNTY	
LINK	https://comptroller.texas.gov/auto-data/purchasing/co-op/c2400.php
CO-OP #	C2400
Contact	Joe Lopez; joel@webbcountytx.org
Expiration	13-JUL-2019

The TXMAS line items used for billing include:

TXMAS BILLING LINE ITEMS					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	TOTAL
PRV716	96272	Additional Paper Conservation Treatments Per Hour	\$144.28/Hour	245.05849	\$39,685.44

Please let me know if you have any questions.

Sincerely,

Scott Fausto

Scott Fausto
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sgr

