



March 24, 2020

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

Dear Hon. Margie Ramirez Ibarra,

This agreement proposal addresses the preservation, archival digitization, and security backups of plats held by the Webb County Clerk's Office. An assessment by Joe Marotti on 6/28/18 recommends starting the project with the first ten cabinets since they were identified as having PVA envelopes with sticky residue. Cabinets 1-4 are priority consideration, as these plats are in the poorest condition.

The inventory for this proposal includes the remainder of the plats housed in Cabinet No. 1 and plats in Cabinets 2, 3, and 4 (a Good Faith Estimate of 872 plats) These plats will return for housing in the County's current cabinets. Kofile Technologies, Inc. (Kofile) will address all of the services for these assets.

COMMUNICATIONS AND NOTICES

All notices and/or invoices shall be sent via email and if via Registered Mail to:

Webb County Clerks Office
Attention: County Clerk Kofile Plat Preservation Contract
1110 Victoria St. Suit 201
Laredo, Texas 78040
Email: Margarita Ibarra <mibarra@webbcountytx.gov>

And

Webb County Civil Legal Division
Attention: County Clerk Kofile Plat Preservation Contract
1000 Houston St FL 2nd
Laredo, Texas 78040
Email: Nathan Bratton <nbratton@webbcountytx.gov>

Webb County Shall notify and communicate via email and registered mail to:

Kofile Technologies, Inc.
ATTN: S. Records, Contracts
6300 Cedar Springs Road, Dallas, TX 75235
Email: S. Records <preserve@kofile.us>

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

LOCATION OF WORK

Kofile is a Texas-based company and takes pride in providing services without reliance on offshore indexing subcontractors. Low-bid by other vendors, rely on offshore indexing to India, the Philippines, China, etc. These low-bid project often necessitate the County seeking re-indexing. While Kofile's corporate facility is located at 6300 Cedar Springs Road, Dallas, TX. This location has a department solely dedicated to indexing, and staffs indexers with incomparable experience.

ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Webb County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (a records request), Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a Hot Shot will meet or exceed the County's requirements.

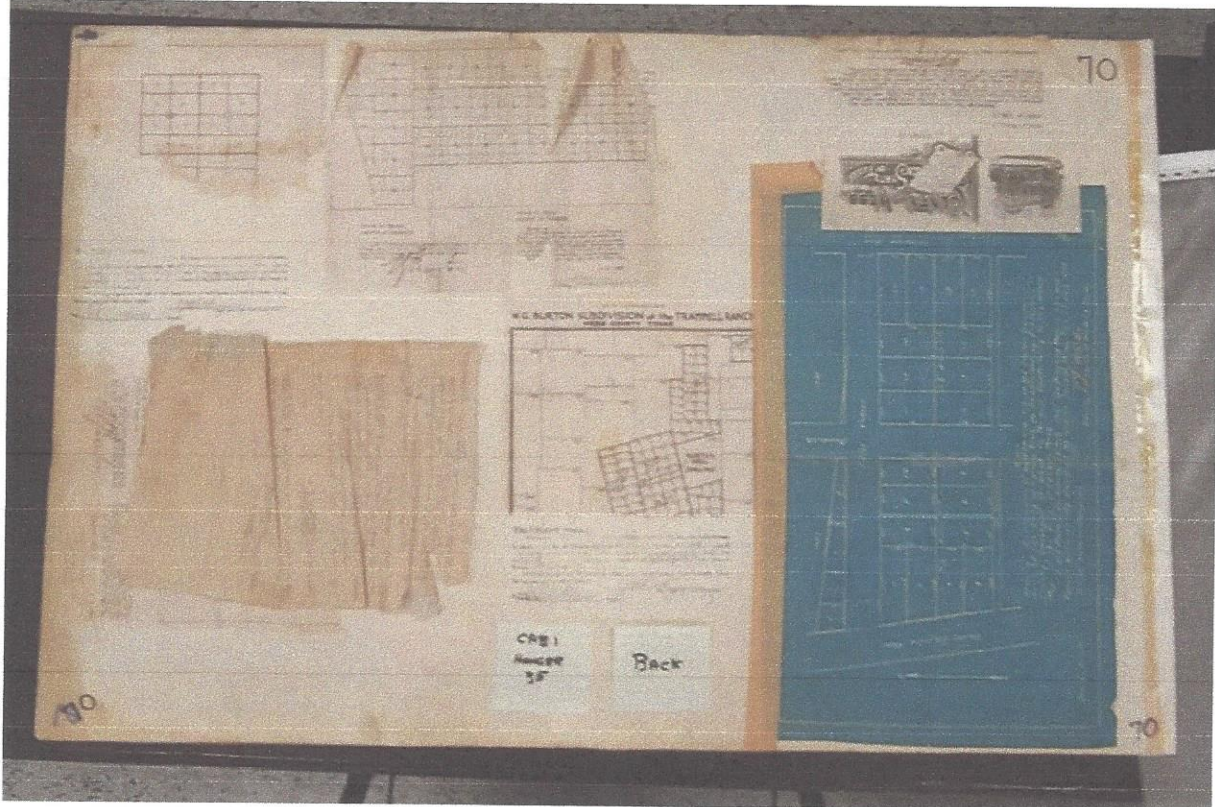
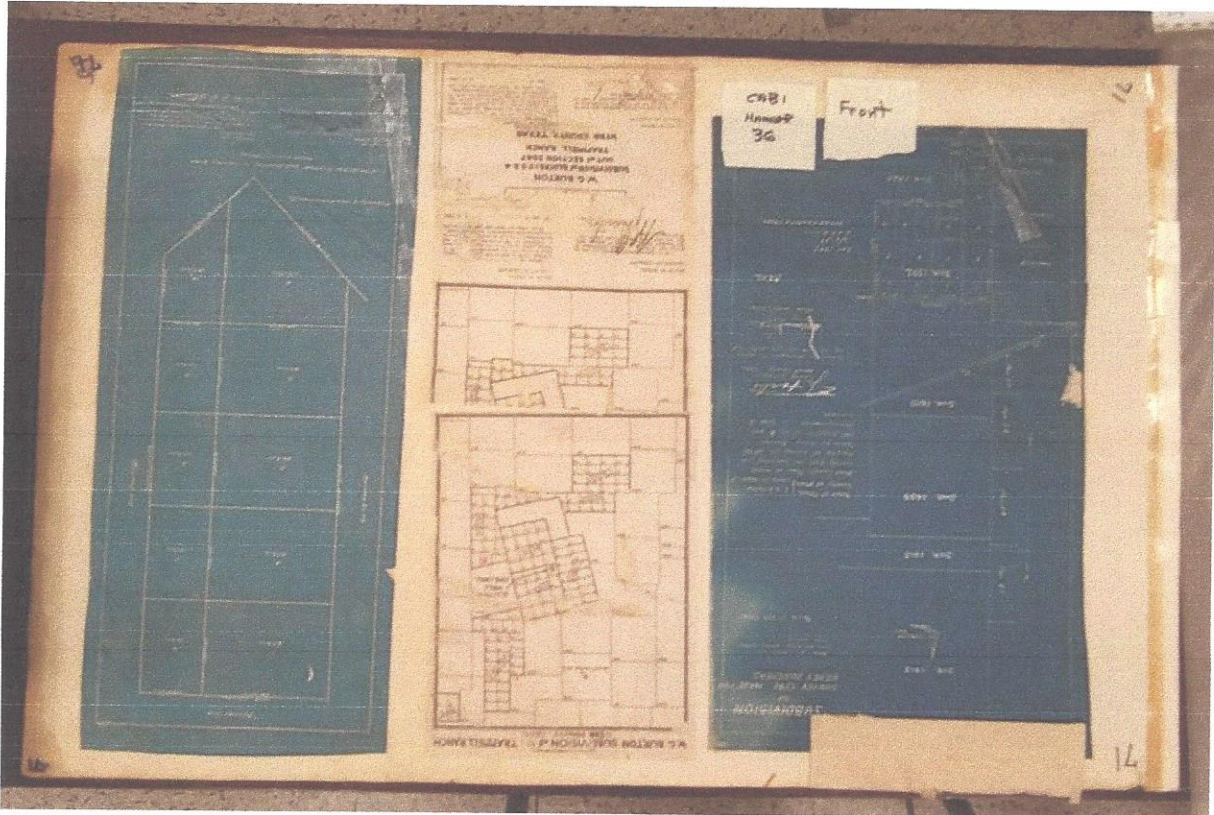
Requests for plats are handled accordingly. If the County has a plat printer, then Kofile can email a working copy image for immediate printing. If not, and a reasonable number of hard copies are required, then Kofile will print and ship the plat directly to the County.

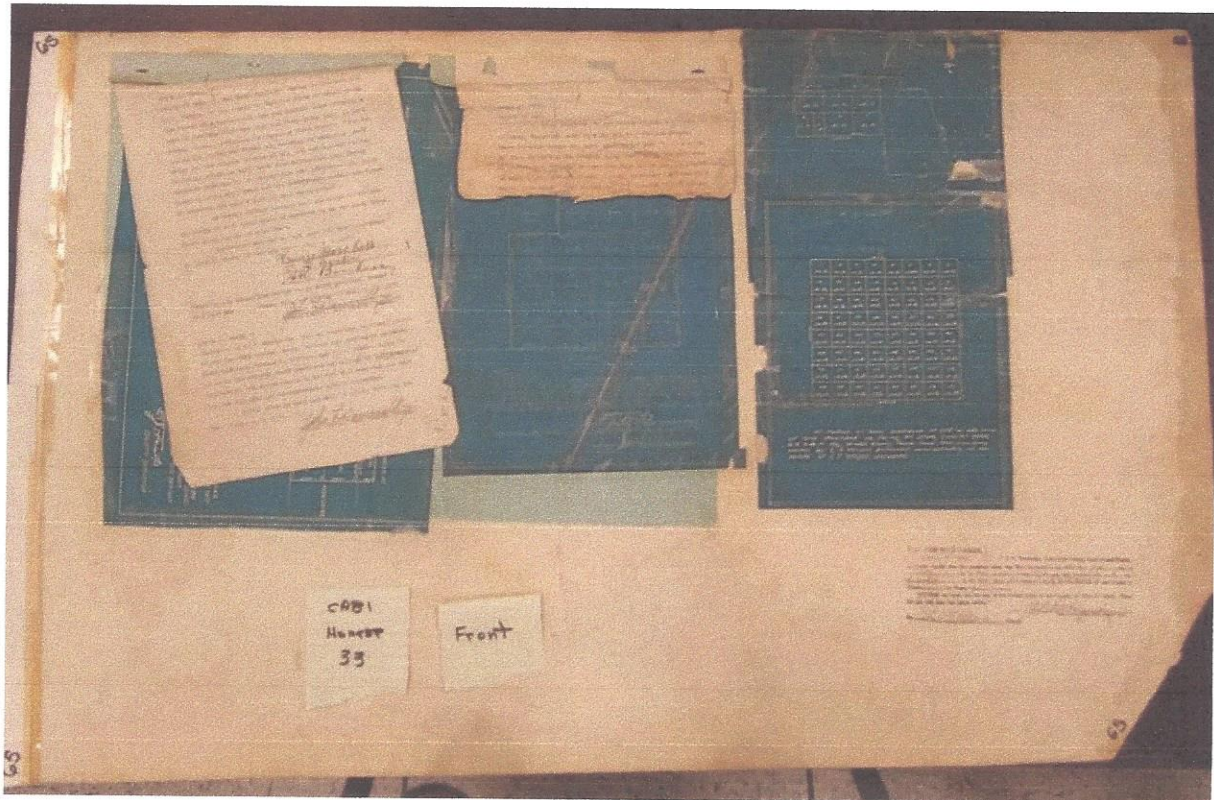
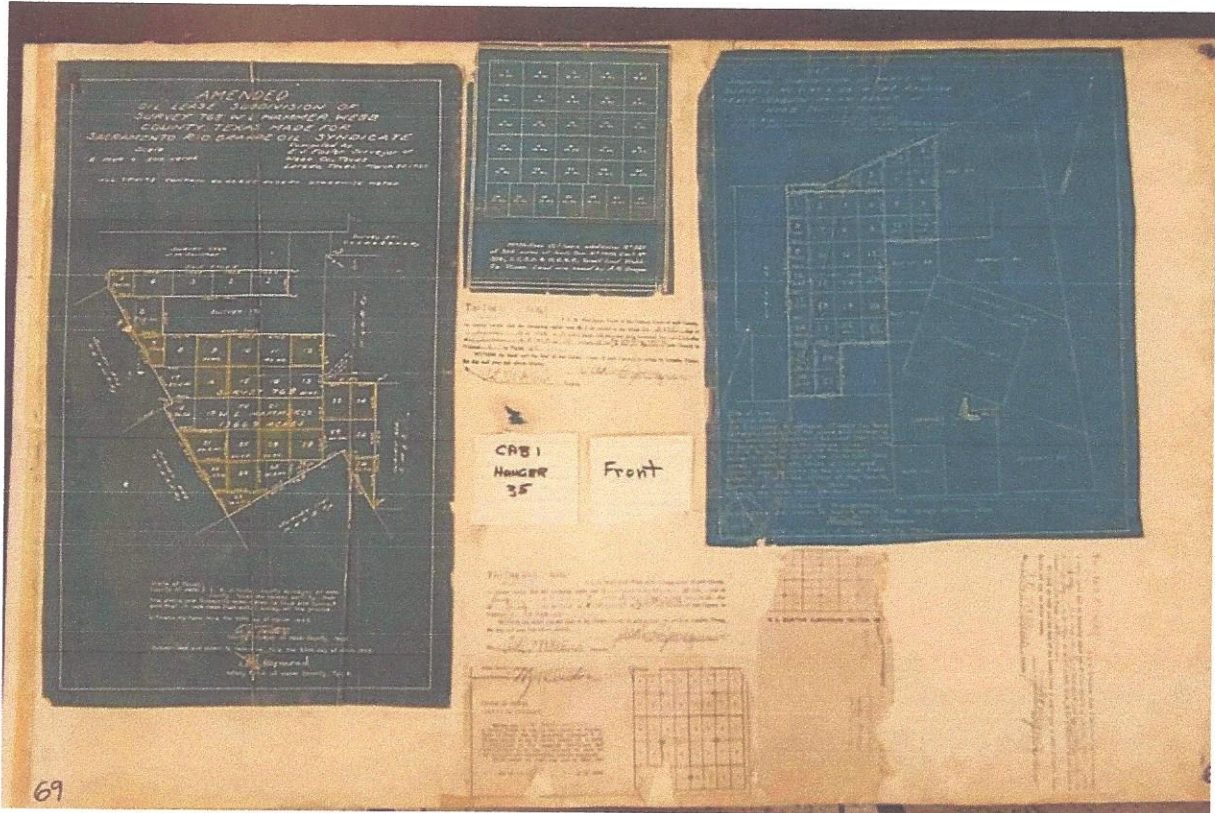
CONDITION ASSESSMENT

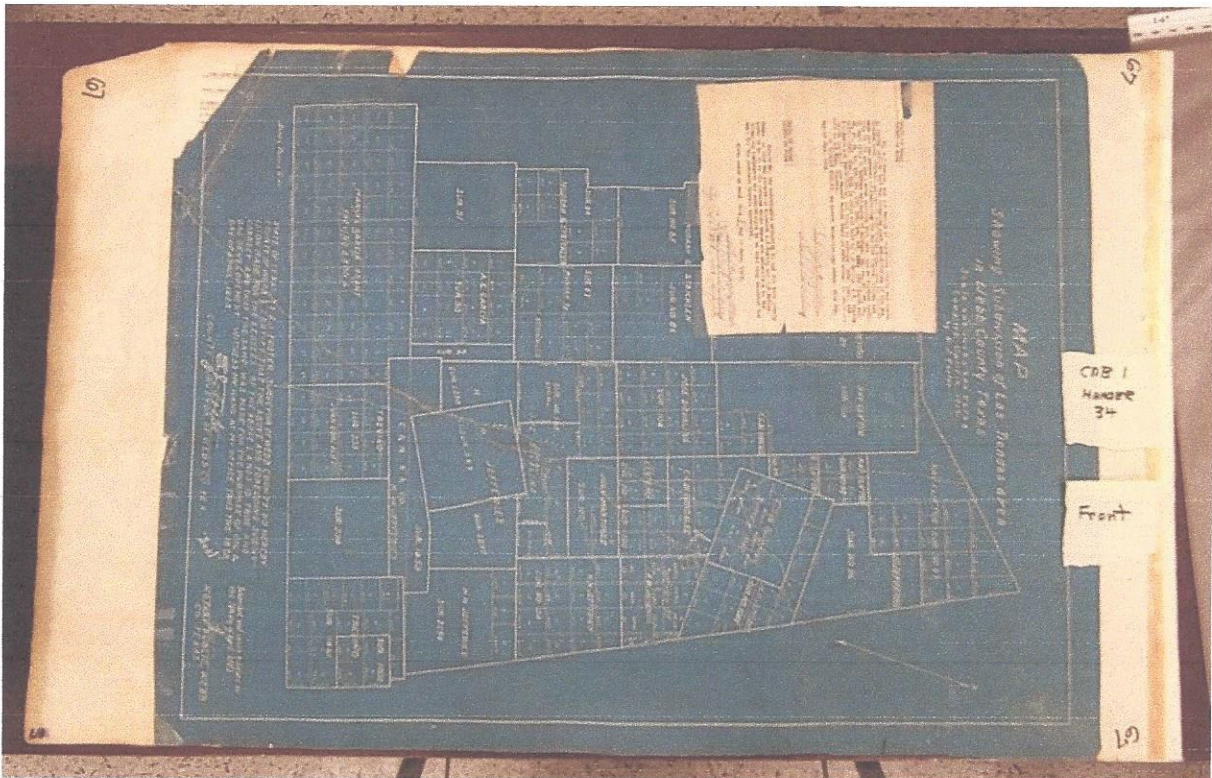
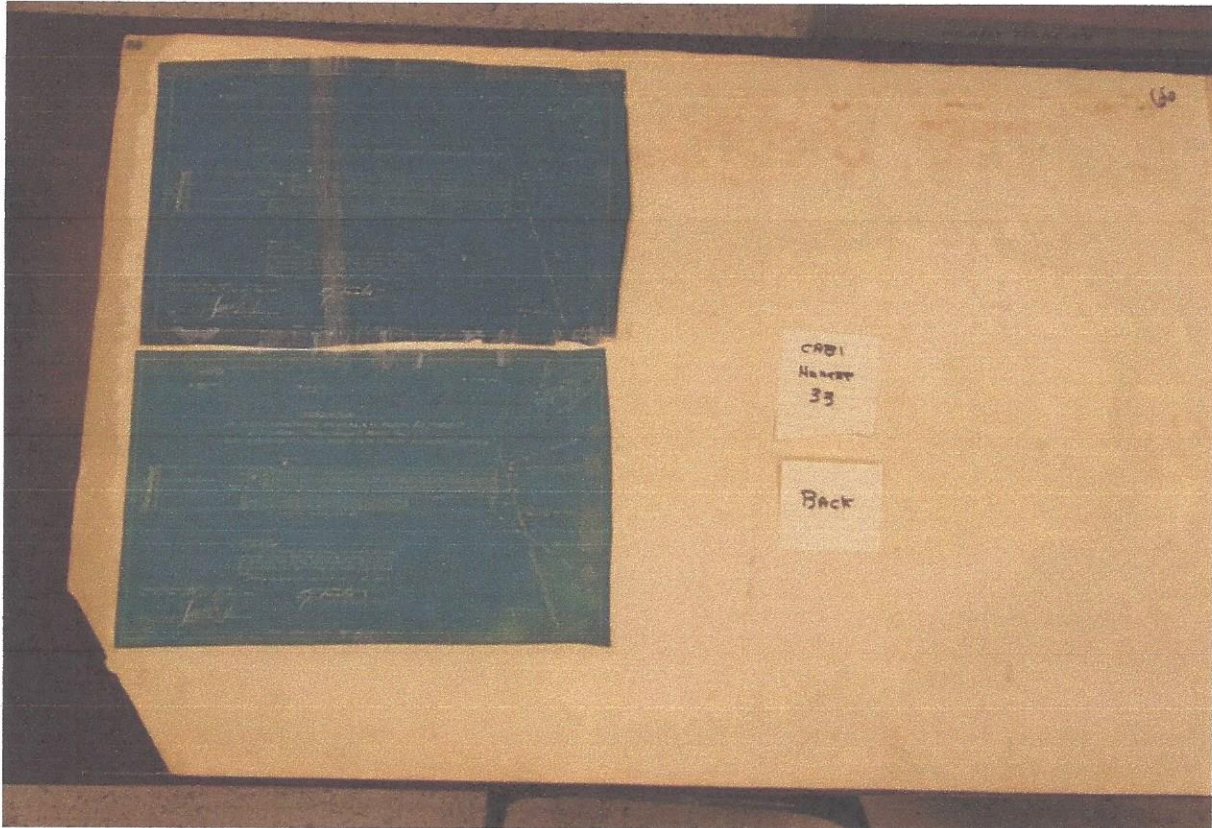
These plats are in poor condition. Each measures approximately 24" x 36". There are tape repairs through the collection. Many plats have backing sheets.

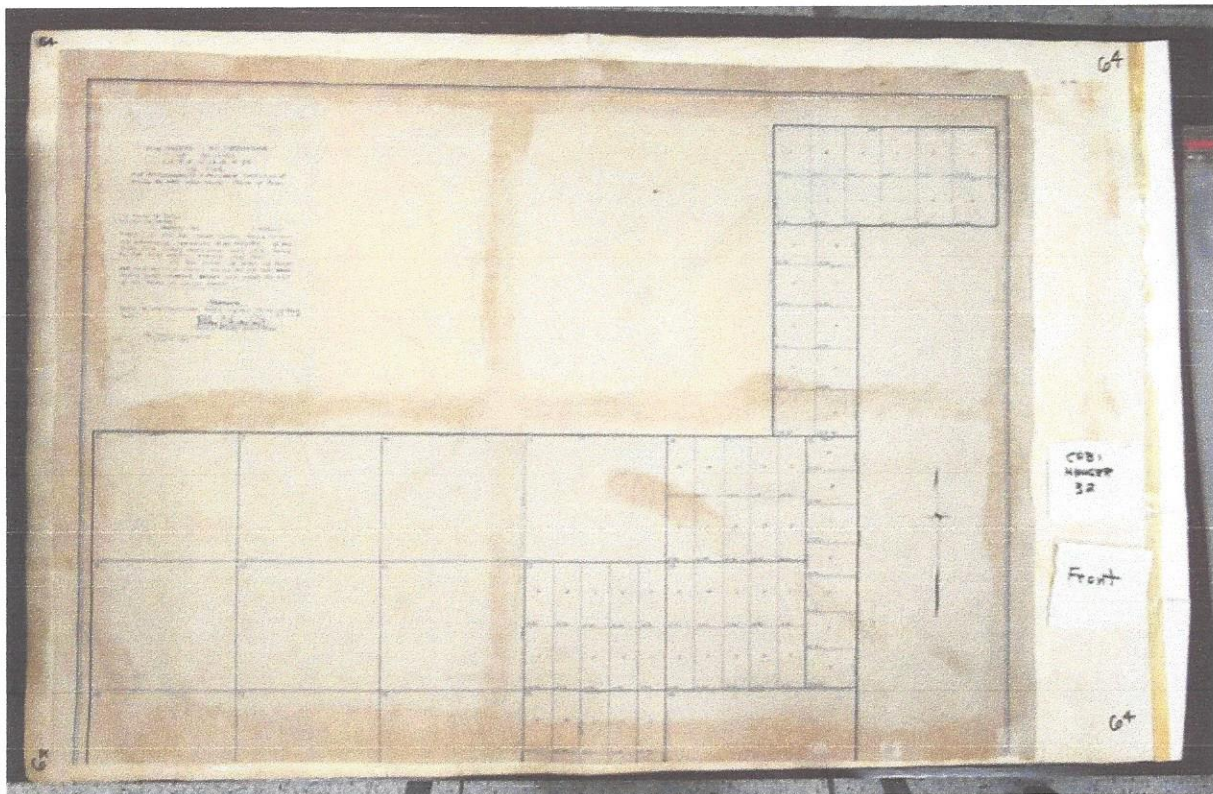
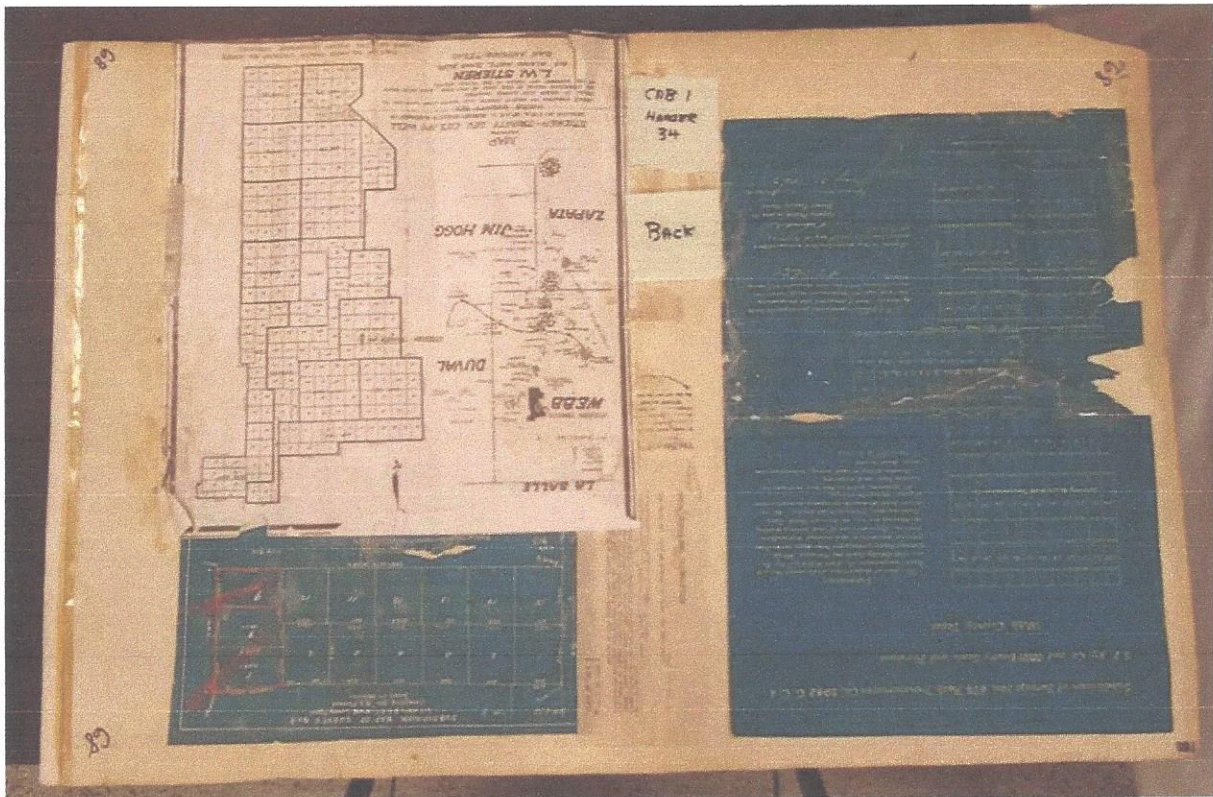
Please see the following for photographic documentation and an inventory of these plats (see Page 10).

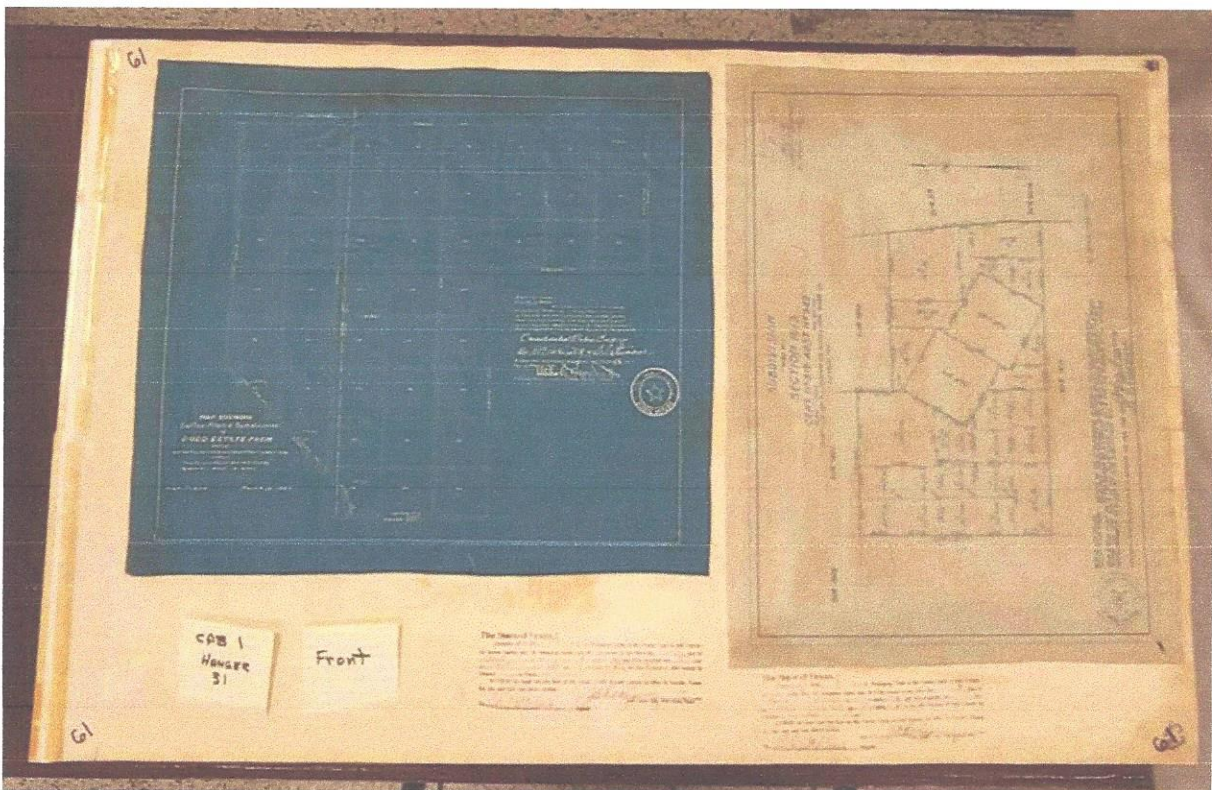
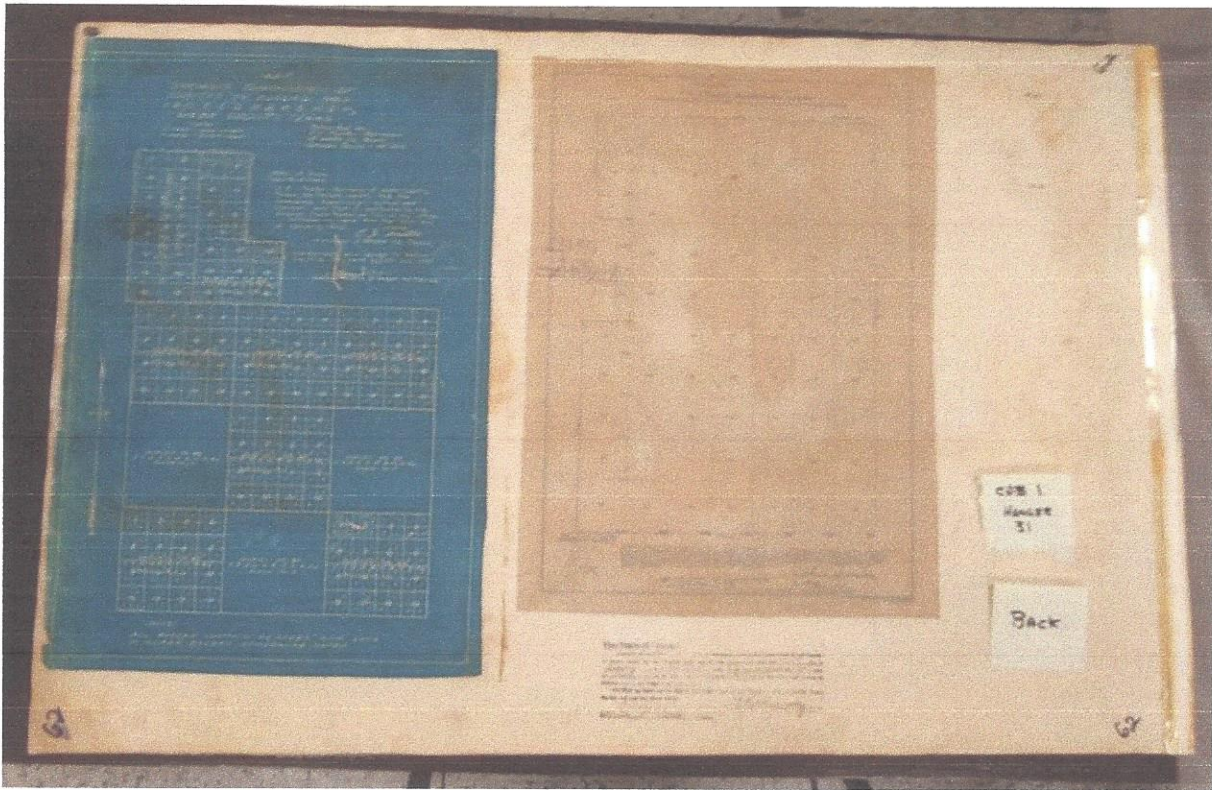


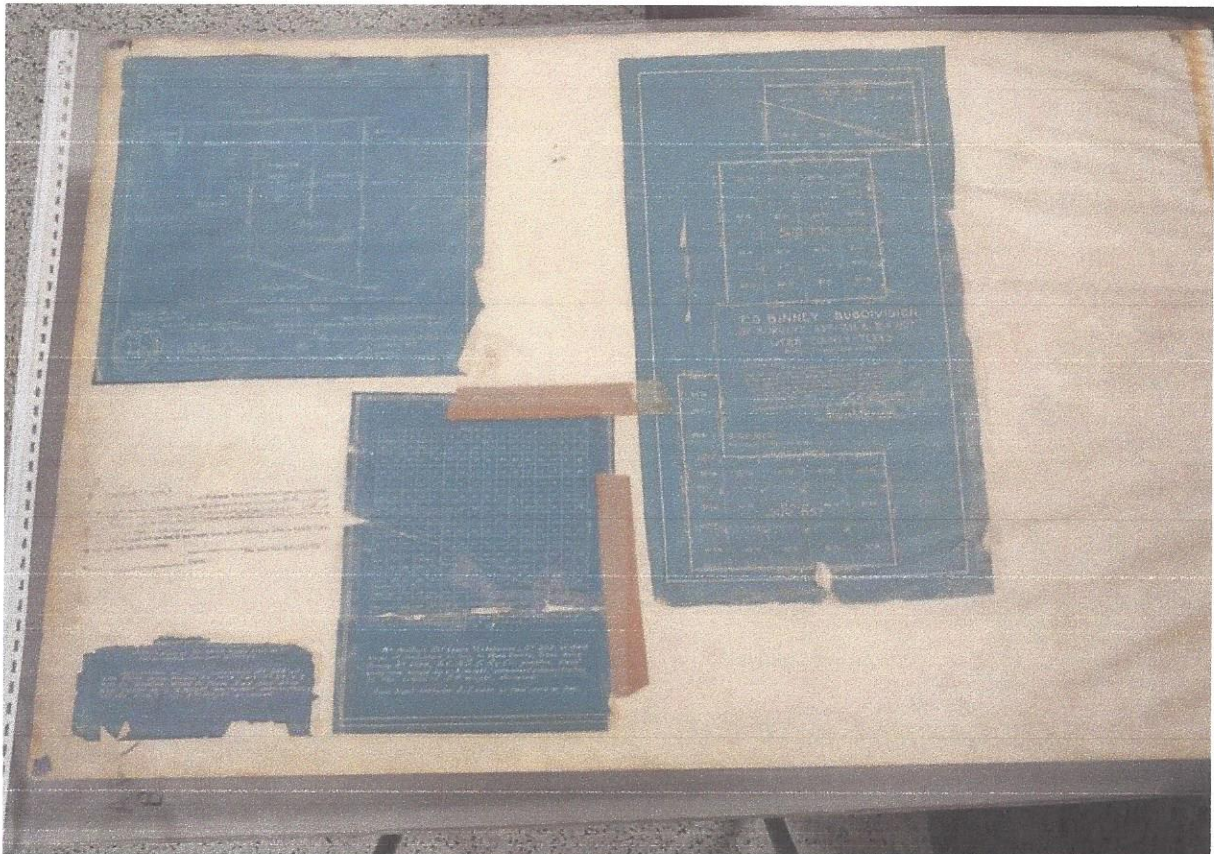
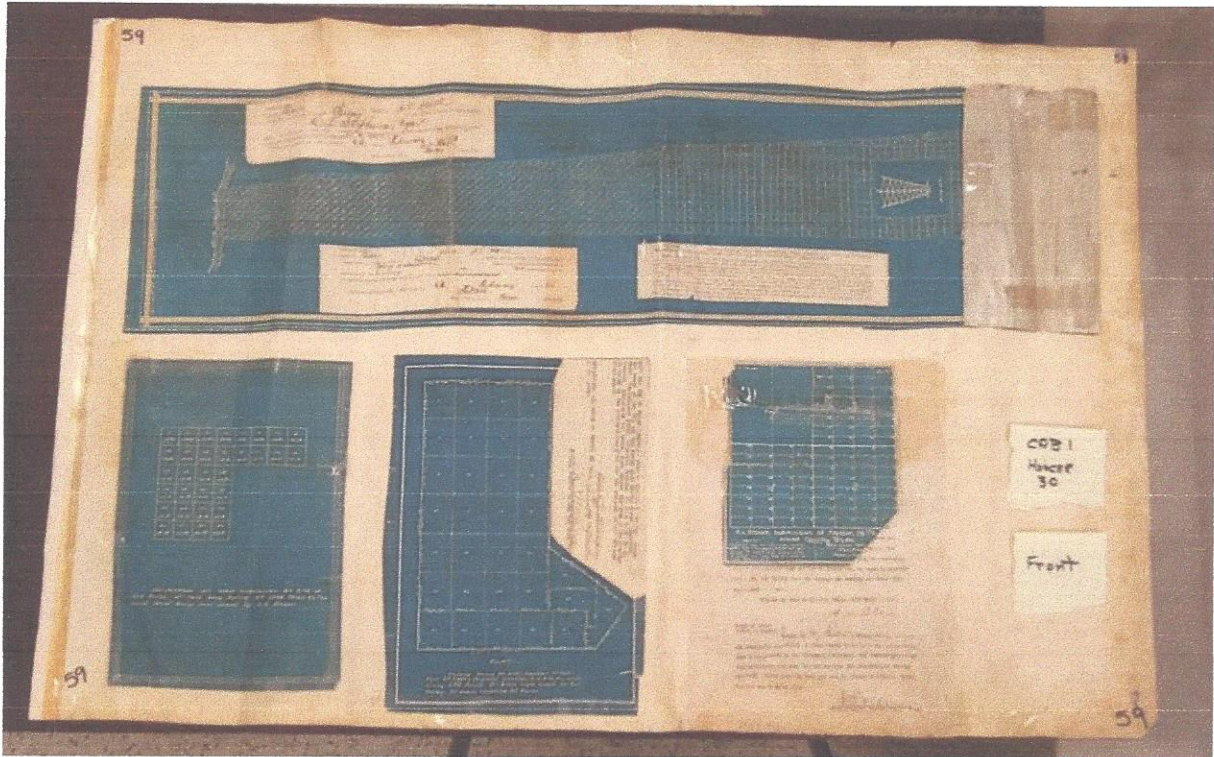


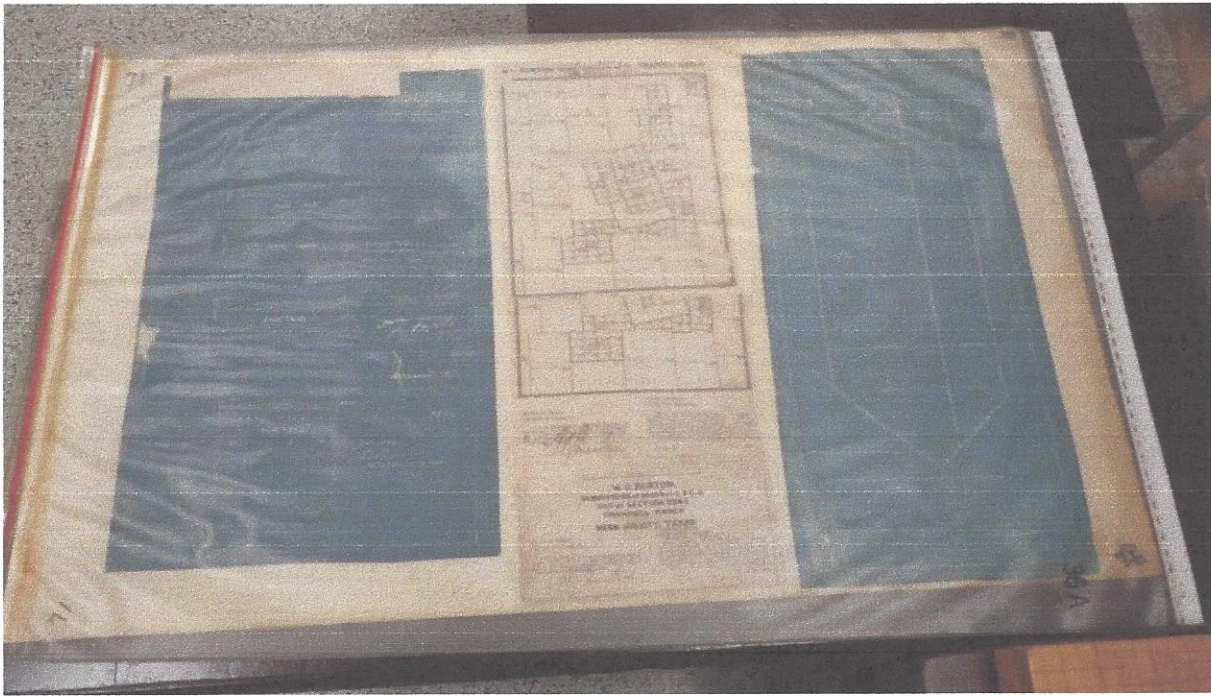












CABINET NO. 1 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
1	Hanger not present at assessment.				
2	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
3	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
4	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
5	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
6	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
7	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
8	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
9	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
10	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
11	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
12	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
13	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
14	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
15	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
16	2	24" x 36"	Poor	Tape at all edges.	There are two 24" x 36" plats back-to-back.
17	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
18	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
19	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
20	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
21	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
22	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
23	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
24	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
25	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
26	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
27	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
28	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
29	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
30	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.

CABINET NO. 1 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
31	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
32	2	24" x 36"	Poor	Tape at all edges.	There are two 24" x 36" plats back-to-back.
33	7	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
34	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
35	11	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
36	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
37	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
38	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
39	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
40	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
41	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
42	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
43	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
44	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
45	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
46	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
47	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
48	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
49	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
50	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
51	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
52	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
53	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
54	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
55	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
56	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
57	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
58	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
59	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
60	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.

CABINET NO. 1 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
61	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
62	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
63	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
64	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
65	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
66	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
67	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
68	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
69	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
70	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
71	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
72	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
73	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
74	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
75	Hanger not present at assessment.				
76	Hanger not present at assessment.				
77	Hanger not present at assessment.				
78	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
79	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
80	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
81	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
82	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
83	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
84	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
85	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
86	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
87	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
88	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
89	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
90	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.

CABINET NO. 1 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
91	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
92	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
93	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
94	2	24" x 36"	Poor	Heavy tape.	There are two 24" x 36" plats back-to-back.
95	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
96	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
97	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
98	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
99	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
100	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.

CABINET NO. 2 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
101	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
102	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
103	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
104	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
105	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
106	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
107	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
108	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
109	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
110	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
111	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
112	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
113	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
114	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
115	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
116	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
117	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.

CABINET NO. 2 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
119	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
120	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
121	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
122	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
123	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
124	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
125	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
126	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
127	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
128	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
129	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
130	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
131	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
132	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
133	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
134	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
135	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
136	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
137	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
138	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
139	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
140	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
141	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
142	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
143	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
144	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
145	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
146	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
147	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
148	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.

CABINET NO. 2 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
149	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
150	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
151	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
152	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
153	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
154	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
155	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
156	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
157	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
158	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
159	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
161	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
162	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
163	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
164	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
165	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
166	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
167	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
168	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
169	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
170	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
171	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
172	2	24" x 36"	Poor	Heavy tape.	One sheet is hand drawn on both sides.
173	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
174	3	24" x 36"	Poor	Heavy tape.	Backing sheet contains stamps & signatures.
175	3	24" x 36"	Poor	Heavy tape.	Backing sheet contains stamps & signatures.
176	2	24" x 36"	Poor	Tape & glue at all edges.	There are two 24" x 36" plats back-to-back.
177	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
178	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
179	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.

CABINET NO. 2 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
180	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
181	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
182	2	24" x 36"	Poor	Tape & glue at all edges.	There are two 24" x 36" plats back-to-back.
183	2	24" x 36"	Poor	Tape & glue at all edges.	There are two 24" x 36" plats back-to-back.
184	1	24" x 36"	Poor	Tape & glue at all edges.	One single-sided plat only.
185	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
186	1	24" x 36"	Poor	Tape & glue at all edges.	One single-sided plat only.
187	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
188	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
189	2	24" x 36"	Poor	Tape & glue at all edges.	There are two 24" x 36" plats back-to-back.
190	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.
191	1	24" x 36"	Poor	Tape & glue at all edges.	One single-sided plat only.
192	0	Blank Paper			
2-222	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet contains stamps & signatures.

CABINET NO. 3 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
3-5	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-6	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-7	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-8	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-9	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-10	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-11	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-12	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-14	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-15	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-16	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-17	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-18	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.

CABINET NO. 3 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
3-19	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-20	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-21	6	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-22	5	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-23	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-24	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-25	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-26	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-27	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-28	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-29	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-30	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-31	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-32	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-33	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-34	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-35	1	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-36	3	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-37	2	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-38	1	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-39	4	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-40	2	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-41	1	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-42	3	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-43	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-44	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-45	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-46	3	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-47	4	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-48	3	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.

CABINET NO. 3 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
3-49	2	24" x 36"	Poor	Tape & glue at all edges.	Item has damage from PVA sleeve.
3-50	4	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-51	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-52	3	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-53	0	Blank Paper			
3-54	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-55	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-56/57	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-58/59	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-60/61	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-62/63	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-64/65	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-66/67	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-68/69	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-70/71	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-72/73	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-74/75	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-76/77	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-78/79	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-80/81	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-82/83	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-84/85	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-86/87	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-88/89	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-90/91	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-92/93	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-94/95	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-96/97	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-98/99	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
3-100/101	1	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.

CABINET NO. 3 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
4-1	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
4-3	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.
4-5	2	24" x 36"	Poor	Tape & glue at all edges.	Backing sheet may contain data.

CABINET NO. 4 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
1	2	24" x 36"	Poor	Tape & glue at all edges.	
2	2	24" x 36"	Poor	Tape & glue at all edges.	
3	2	24" x 36"	Poor	Tape & glue at all edges.	
4	2	24" x 36"	Poor	Tape & glue at all edges.	
5	2	24" x 36"	Poor	Tape & glue at all edges.	
6	2	24" x 36"	Poor	Tape & glue at all edges.	
7	2	24" x 36"	Poor	Tape & glue at all edges.	
8	2	24" x 36"	Poor	Tape & glue at all edges.	
9	2	24" x 36"	Poor	Tape & glue at all edges.	
10	2	24" x 36"	Poor	Tape & glue at all edges.	
11	2	24" x 36"	Poor	Tape & glue at all edges.	
12	2	24" x 36"	Poor	Tape & glue at all edges.	
13	2	24" x 36"	Poor	Tape & glue at all edges.	
14	2	24" x 36"	Poor	Tape & glue at all edges.	
15	2	24" x 36"	Poor	Tape & glue at all edges.	
16	2	24" x 36"	Poor	Tape & glue at all edges.	
17	2	24" x 36"	Poor	Tape & glue at all edges.	
18	2	24" x 36"	Poor	Tape & glue at all edges.	
19	2	24" x 36"	Poor	Tape & glue at all edges.	
20	2	24" x 36"	Poor	Tape & glue at all edges.	
21	2	24" x 36"	Poor	Tape & glue at all edges.	
22	2	24" x 36"	Poor	Tape & glue at all edges.	
23	2	24" x 36"	Poor	Tape & glue at all edges.	
24	2	24" x 36"	Poor	Tape & glue at all edges.	

CABINET NO. 4 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
25	2	24" x 36"	Poor	Tape & glue at all edges.	
26	2	24" x 36"	Poor	Tape & glue at all edges.	
27	2	24" x 36"	Poor	Tape & glue at all edges.	
28	2	24" x 36"	Poor	Tape & glue at all edges.	
29	2	24" x 36"	Poor	Tape & glue at all edges.	
30	2	24" x 36"	Poor	Tape & glue at all edges.	
31	2	24" x 36"	Poor	Tape & glue at all edges.	
32	2	24" x 36"	Poor	Tape & glue at all edges.	
33	2	24" x 36"	Poor	Tape & glue at all edges.	
34	2	24" x 36"	Poor	Tape & glue at all edges.	
35	2	24" x 36"	Poor	Tape & glue at all edges.	
36	2	24" x 36"	Poor	Tape & glue at all edges.	
37	2	24" x 36"	Poor	Tape & glue at all edges.	
38	2	24" x 36"	Poor	Tape & glue at all edges.	
39	2	24" x 36"	Poor	Tape & glue at all edges.	
40	2	24" x 36"	Poor	Tape & glue at all edges.	
41	2	24" x 36"	Poor	Tape & glue at all edges.	
42	2	24" x 36"	Poor	Tape & glue at all edges.	
43	2	24" x 36"	Poor	Tape & glue at all edges.	
44	2	24" x 36"	Poor	Tape & glue at all edges.	
45	2	24" x 36"	Poor	Tape & glue at all edges.	
46	2	24" x 36"	Poor	Tape & glue at all edges.	
47	2	24" x 36"	Poor	Tape & glue at all edges.	
48	2	24" x 36"	Poor	Tape & glue at all edges.	
49	2	24" x 36"	Poor	Tape & glue at all edges.	
50	2	24" x 36"	Poor	Tape & glue at all edges.	
51	2	24" x 36"	Poor	Tape & glue at all edges.	
52	2	24" x 36"	Poor	Tape & glue at all edges.	
53	2	24" x 36"	Poor	Tape & glue at all edges.	
54	2	24" x 36"	Poor	Tape & glue at all edges.	

CABINET NO. 4 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
55	2	24" x 36"	Poor	Tape & glue at all edges.	
56	2	24" x 36"	Poor	Tape & glue at all edges.	
67	2	24" x 36"	Poor	Tape & glue at all edges.	
68	2	24" x 36"	Poor	Tape & glue at all edges.	
69	2	24" x 36"	Poor	Tape & glue at all edges.	
60	2	24" x 36"	Poor	Tape & glue at all edges.	
61	2	24" x 36"	Poor	Tape & glue at all edges.	
62	2	24" x 36"	Poor	Tape & glue at all edges.	
63	2	24" x 36"	Poor	Tape & glue at all edges.	
64	2	24" x 36"	Poor	Tape & glue at all edges.	
65	2	24" x 36"	Poor	Tape & glue at all edges.	
66	2	24" x 36"	Poor	Tape & glue at all edges.	
67	2	24" x 36"	Poor	Tape & glue at all edges.	
68	2	24" x 36"	Poor	Tape & glue at all edges.	
69	2	24" x 36"	Poor	Tape & glue at all edges.	
70	2	24" x 36"	Poor	Tape & glue at all edges.	
71	2	24" x 36"	Poor	Tape & glue at all edges.	
72	2	24" x 36"	Poor	Tape & glue at all edges.	
73	2	24" x 36"	Poor	Tape & glue at all edges.	
74	2	24" x 36"	Poor	Tape & glue at all edges.	
75	2	24" x 36"	Poor	Tape & glue at all edges.	
76	2	24" x 36"	Poor	Tape & glue at all edges.	
77	2	24" x 36"	Poor	Tape & glue at all edges.	
78	2	24" x 36"	Poor	Tape & glue at all edges.	
79	2	24" x 36"	Poor	Tape & glue at all edges.	
80	2	24" x 36"	Poor	Tape & glue at all edges.	
81	2	24" x 36"	Poor	Tape & glue at all edges.	
82	2	24" x 36"	Poor	Tape & glue at all edges.	
83	2	24" x 36"	Poor	Tape & glue at all edges.	
84	2	24" x 36"	Poor	Tape & glue at all edges.	

CABINET NO. 4 INVENTORY					
HANGER NO.	PLATS / HANGER	DESCRIPTION			
		SIZE	CONDITION	PRESENCE OF TAPE/ADHESIVES	NOTES
85	2	24" x 36"	Poor	Tape & glue at all edges.	
86	2	24" x 36"	Poor	Tape & glue at all edges.	
87	2	24" x 36"	Poor	Tape & glue at all edges.	
88	2	24" x 36"	Poor	Tape & glue at all edges.	
89	2	24" x 36"	Poor	Tape & glue at all edges.	
90	2	24" x 36"	Poor	Tape & glue at all edges.	
91	2	24" x 36"	Poor	Tape & glue at all edges.	
92	2	24" x 36"	Poor	Tape & glue at all edges.	
93	2	24" x 36"	Poor	Tape & glue at all edges.	
94	2	24" x 36"	Poor	Tape & glue at all edges.	
95	2	24" x 36"	Poor	Tape & glue at all edges.	
96	2	24" x 36"	Poor	Tape & glue at all edges.	
97	2	24" x 36"	Poor	Tape & glue at all edges.	

PRESERVATION PROJECT TIMELINE

Kofile is highly capable to successfully and timely complete this project. Kofile does not seek work that it cannot professionally complete within a reasonable and agreed-upon time schedule. This statement can be verified by our references (provided upon request). Kofile works with our client's and any budget or timing constraints to ensure that the project is completed to satisfaction.

Projects may be broken into batches of work to shorten turnaround. A batch will run along 14 to 18 weeks (see an example timeline below). Kofile will meet whatever reasonable timeline the County requires and will start the project upon award and execution of contract. Pickup and delivery is pre-arranged with the client prior to the project start.

Preservation projects are unique in that the work determines the schedule, response times, and completion date. Each job is individual and unique. The condition of the record determines how quickly it moves through the preservation process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches and the age of the records decreases, production rate increases.

SAMPLE PRESERVATION PROJECT TIMETABLE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & TRANSPORT	Project Manager meets with the Webb County's officials. Records are inventoried. Records for preservation are delivered to the Kofile facility in Dallas, TX.
1	ARRIVAL	Items are unpacked and inventoried against the previous inventory. Before any treatments are undertaken, each item is evaluated. An Information log is generated for each item. Inventory is verified, and items are identified with job numbers.
1—2	PREP	Write and distribute job instructions. Order custom materials, such as cabinets, hangers, and envelopes, upon approval of lettering sheet. Each stage of conservation is documented. The treatment log always accompanies each item.
2—4	CLEANING & DEACIDIFICATION	Folio surface cleaning. Removal of adhesives and repairs. All solvents and adhesives are acid free and easily reversible. Individual sheets are deacidified, as appropriate.
4—7	REPAIR & RESTORE	Mending with appropriate methods, such as the application of Japanese tissues. Encapsulate sheets, if required.
8—10	DIGITIZATION	Document preparation, batching, and scanning, while adhering to strict quality control.
12—14	QUALITY CONTROL	Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
14—16	RETURN	The collection is boxed and delivered to Webb County in conjunction with the cabinets (if applicable). Other project requirements are addressed as appropriate (such as digitization and microfilm).



PROJECT OVERVIEW

Without a signed agreement, prices are good for 90 days. Pricing is based on a Good Faith Estimate of plat counts. Please note that microfilm is subject to a minimum roll charge as applicable (\$362.70/Roll of 35mm Microfilm).

WEBB COUNTY CLERK PRESERVATION OF PLAT CABINETS							
CABINET	HANGER NO.	QUANTITY	SHEET SIZE	LEVEL OF SERVICE	QTY.	PRICE QUOTE	PROJECT SELECTION
No. 1	2-100 [Missing Nos. 1, 75, 76, 77]	251 Plats on 96 Hangers	24"x36"	PRV/IM	251	\$87,685.42	<input type="checkbox"/>
No. 2	101-192, 2-222 [Missing Nos. 118 & 160]	200 Plats on 91 Hangers	24"x36"	PRV/IM	200	\$80,096.40	<input type="checkbox"/>
No. 3	3-5 to 3-101, 4-1 to 4-5 [Missing Nos. 3-1 to 4, 3-13, 4-2, 4-4]	227 Plats on 76 Hangers	24"x36"	PRV/IM	227	\$99,946.58	<input type="checkbox"/>
No. 4	1-97	194 Plats on 97 Hangers	24"x36"	PRV/IM	194	\$128,511.42	<input type="checkbox"/>
PROJECT TOTAL					872	\$396,239.82	

TERMS AND CONDITIONS

Kofile will perform and invoice services to match exactly as proposed herein. Webb County may select one or more cabinets for work and may release one or more cabinets at one time for treatment. Billing occurs on actual plats treated, not to exceed a single cabinet price without written authorization. Treatment and payments may continue until all four plat cabinets are completed. Kofile will not perform work in excess of approved proposal funding allocation and will stop short of work having the potential to exceed said approved 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.

Notwithstanding any other paragraph in this agreement, Webb County may, at its own discretion, cancel this agreement by sending written notice to Kofile of its intent to exercise this paragraph however, Webb County will be invoiced and shall pay Kofile for any services rendered to the Webb County Clerk's Office. **The County Clerk will provide written authorization to Kofile to begin work on each cabinet prior to Kofile beginning any services. Once the County Clerk receives the first cabinet and approves the work performed then the County Clerk may authorize Kofile to continue preservation services on the next cabinet.**

WEBB COUNTY

The Honorable Tano E. Tijerina, County Judge, Webb County

Date

Jorge L. Trevino, Jr, Asst. Civil Legal Division, Webb County

Date

The Honorable Margie Ramirez Ibarra, County Clerk, Webb County

Date

KOFI FILE TECHNOLOGIES, INC.

Michael Cobb, Senior VP, Kofile Technologies, Inc.

Date

3-24-2020

Records receive the following services as appropriate.

(PRV) Preservation—Conservation Treatments, Deacidify, & Mylar Envelopes

- Surface clean and flatten, as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- Dismount maps from secondary supports, if the process will not cause further degradation. Likewise, back fragile plats onto acid free paper, if necessary, with acid free and reversible archival adhesives.
- Reduce pressure sensitive tape and adhesive as much as possible without further degradation to the original. Tape stains are reduced as possible.
- Deacidify with *Bookkeepers*®. *Some materials are not appropriate for deacidification, such architectural linen or pages comprised from acid-based imaging, such as blueprint and blue line.*
- Mend with acid free and reversible methods, e.g. Japanese tissue and methylcellulose adhesive, LC tissue, or Filmoplast® R (acrylic-based, heat set tissue). Architectural linen maps are repaired/backed with linen.
- Encapsulate in 4 mil capsules composed of SKC SH725® PET polyester film. Size is 26.5" x 19" or 24.5" x 37" or custom. Weld three or four sides per customer option. Capsules are punched 8" - 7" - 8" CC for attachment to Enduro® wishbone hangers. If requested, three envelopes can be placed on each hanger. The capsules also add fire and water protection.
- Prepare a simple cross index of description, book/page #, and plat # to hanger location.

(IM) Archival Imaging—Capture, Processing, & Enhancement

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution.
- Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- *Image Perfect*, Kofile's proprietary software, ensures the optimum image quality and uniformity with custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- When multiple plats exist on a single page, images are split so that each document is viewable individually.
- If requested, annotations are supported (custom or Cabinet, Hanger, and Plat).
- Image files are named by Cabinet, Hanger, and Plat.
- Each image is certified and sight checked to ensure there are no missing pages and double feeds.
- The County receives one MASTER (e.g., thumbdrive, ftp, DVD, CD) in a medium suitable to the project scope.

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) GSA Schedule 70 Contract No. GS-35F-275AA extends to state and local government. Webb County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional IT labor categories for data conversion and records management services.

- ▶ *The Group 70 contract is available for CO-OP 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 CO-OP. Vendors are prepared to be a GSA customer's primary point of contact. Customers are free to enter into a CO-OP 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 FOR BILLING					
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	TOTAL
TCS005	Graphic Artist I	\$65.00/Hour	2,500.6126	\$162,539.82	\$396,239.82
TCS006	Graphic Artist II	\$75.00/Hour	2,500	\$187,500.00	
TCS007	Information Assurance Engineer I	\$65.00/Hour	600	\$39,000.00	
TCS010	Project Manager	\$180.00/Hour	40	\$7,200.00	

Please let me know if you have any questions.

Sincerely,

Scott Fausto

Scott Fausto
Account Manager

sgr/cec