

August 22, 2022

Honorable Margie Ibarra
Webb County Clerk

Historical Probate Case Files (Tri-folds)

SUBMITTED BY:

Scott Fausto & Catherine 'Cathy' Drolet
Account Executives

Kofile 

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PROJECT INVENTORY

BOX	DESCRIPTION	CASE RANGE	FORMAT	PAGES	ACT/EST	TAPE	NOTES
1	PROBATE	1419-1442	T	3042	ACT	MINOR	HEAVY STAPLES, MINOR CLIPS, HEAVY GLUE.
2	PROBATE	1443-1499	T	3619	EST		HEAVY STAPLES, MINOR CLIPS.
3	PROBATE	1501-1581	T	3492	ACT	MINOR	HEAVY STAPLES
4	PROBATE	1579-1639	T	3201	EST		HEAVY STAPLES
5	PROBATE	1640-1666	T	3549	EST		HEAVY STAPLES
6	PROBATE	1667-1746	T	3688	EST		HEAVY STAPLES
7	PROBATE	1747-1772	T	5034	ACT		HEAVY STAPLES, MINOR CLIPS. HEAVY GLUE.
8	PROBATE	1772-1810	T	3549	EST	MINOR	HEAVY STAPLES
9	PROBATE	1810-1903	T	3100	ACT	MINOR	HEAVY STAPLES, MINOR GLUE.
10	PROBATE	1905-1978	T	3619	EST		HEAVY STAPLES
11	PROBATE	1980-2024	T	3340	EST		HEAVY STAPLES
12	PROBATE	2025-2065	T	3340	EST		HEAVY STAPLES
13	PROBATE	2068-2145	T	2848	ACT	MINOR	HEAVY STAPLES
14	PROBATE	2148-2292	T	3340	EST		HEAVY STAPLES
15	PROBATE	2293-2368	T	3230	ACT	MINOR	HEAVY STAPLES, HEAVY GLUE, HEAVY CLIPS.
16	PROBATE	2370-2389	T	1178	ACT		HEAVY TEAR, MINOR STAPLES.

TOTAL PAGES	53,169
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Please let me know if you have any questions. We look forward to serving Webb County Clerk and to working together for the preservation and access of its public and historical assets.

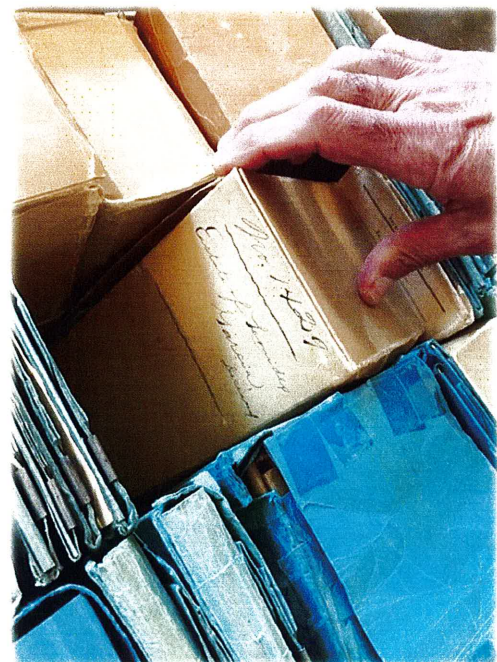
Sincerely,

Scott Fausto & Catherine 'Cathy' Drolet

Scott: 210-286-1647

Cathy: 210-860-6906

PHOTOGRAPHIC DOCUMENTATION OF PROJECT





Hon. Margie Ibarra
County Clerk
Webb County
1110 Victoria Street
Laredo, Texas 78040

Dear Honorable Margie Ibarra,

This proposal addresses Webb County Clerk's historical probate records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing and imaging services. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. This assessment also contains photographic documentation of the records in their current state. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete your modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than ±.5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1/4" binding margin.

- Bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Grayscale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
- Images are named (tagged for the directory file structure) at case level.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- Webb County Clerk receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile will hold a security copy of all images for safekeeping.

Other Services

- Format to load in the County Clerk's target case management and/or recording system(s).
- Replace 12 Heritage Binders with 12 Disaster Safe Binders

PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-18-3602**. Once project is approved a TxMAS shopping cart will be provided to help purchasing generate the required TXMAS PO for work to commence. Please reference Kofile's TXMAS number on all county generated POs.

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

WEBB COUNTY - COUNTY CLERK PROJECT OVERVIEW						
RECORD SERIES	CASE RANGE	CASE DOCUMENT COUNT	FORM AT	PAGE COUNT	LEVEL OF SERVICE	LINE ITEM TOTAL
Probate Case Files	1419 - 2400	982	Tri-fold	53,169	PRV/IM	\$ 514,144.00
Disaster Safe Binders - 12 QTY						\$ 8,400.00
PROJECT TOTAL						\$ 522,544.00

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.
Payment Terms: Pay 25% upon executed agreement and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

Signature of Authorized Official

Signature of Authorized Official

Print Name of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Title of Authorized Official

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Webb County Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of 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 records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Webb County Clerk. This policy applies to any agreement, verbal or written, between Webb County Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Webb County Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, or assigns, in any respect.