

# KOFILE TECHNOLOGIES

August 31, 2017

Honorable Margie Ramirez Ibarra  
Webb County Clerk  
1110 Victoria Street, Suite 201  
Laredo, TX 78040

RE: Preservation of the Records Archive Phase III: Plats

Dear Hon. Margie Ramirez Ibarra,

This proposal addresses the preservation and digitization of 48 of Webb County Clerk's plats housed in filing cabinets. Recommended preservation services include conservation, deacidification, mending, encapsulation, rebinding, rehousing in Enduro® plat cabinets, archival image capture and processing, and creation of 35 mm archival microfilm.

This quote is presented by Kofile Technologies, Inc. (Kofile). Pricing is good for 90 days from the date of this proposal without a signed contract.

## 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 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.

## NEEDS ASSESSMENT

Due to their historical nature, these records maintain a PERMANENT retention period according to *Local Schedule CC*, Texas State Library & Archives Commission, 2011.

## SCOPE OF SERVICES

Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. Services are performed in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation (AIC). In 2013, we were awarded a three-year Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

*Records receive the following services as identified. A permanent log is created for to record condition, pagination, and services/treatments performed. A final quality check references this log sheet. Kofile can hold a security copy of all digital images for*

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US

safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

**PRV—Preservation (Conservation Treatments, Encapsulation, Hangers, and Re-housing in Plat Cabinets)**

- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/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  $< \pm .5$  deviation. *Some maps are not deacidified, such as architectural linen or those comprised from acid-based imaging (blueprint and blue line).*
- Mounted plats are dismounted from secondary supports if the process will not cause further degradation. Fragile plats are backed onto acid-free paper with acid-free, reversible archival quality adhesives, if necessary.
- Plats are encapsulated in 4 mil custom map envelopes composed of SKC Films Skyroll SH72S® Mylar. Plat records are fitted with new wishbone hangers and re-hung in two (2) model 200 Enduro® Plat Cabinets.

**IM—Archival Imaging (Image Capture, Clean Up, & Zonal Enhancements)**

- 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.
- 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 re-created image.
- Images are indexed by Book, Volume, and Page and grouped (stapled) together to form documents.
- When multiple documents exist on a single page, images are split so that each document is viewable individually.
- Each image is certified and sight checked. Effectiveness and minimum legibility are verified through rigorous and systematic quality control.
- The County receives one MASTER COPY on media most suitable to project size and one COPY.

*(MM) Microfilm*

- Create archival 35 mm microfilm as a security backup.
- Microfilm produced from this project will be stored at the Kofile Dallas facility. Microfilm storage is included at no additional cost as long as the County is engaged in a contract or not more than two years has passed since the County has been engaged in contract work. After two years, Kofile reserves the option to propose cost for continued storage or the County has the option to take possession of microfilm.


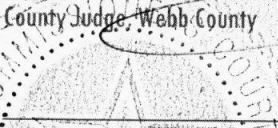
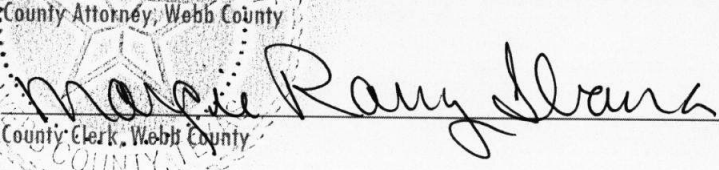
**PROJECT OVERVIEW**

**This project is presented via Kofile's TXMAS Contract No. TXMAS-13-36010 per Webb County's cooperative purchasing membership. Please reference this contract number on the resulting purchase order.**

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 unit pricing, not to exceed a total project cost of \$24,000.00 without permission from Webb County.

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.

WEBB COUNTY CLERK PROJECT OVERVIEW				
RECORDS SERIES TITLE	MAP COUNT	STORAGE SOLUTION	LEVEL OF SERVICE	PRICE QUOTE
Plat Records in Cabinets	48	Two (2) Model 200 Enduro® Plat Cabinets	PRV/IM/MM	\$23,834.56
TOTAL				\$23,834.56

COUNTY ACCEPTANCE	
 _____ County Judge, Webb County	9-11-2017 _____ Date
 _____ County Attorney, Webb County	_____ Date
 _____ County Clerk, Webb County	9-11-2017 _____ Date

***Passed and approved by the Webb County Commissioners Court on September 11, 2017; Item No.13.b.***

**APPROVED AS TO FORM:**



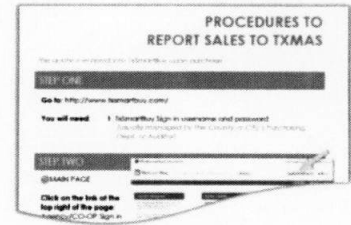
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Marco A. Montemayor  
Webb County Attorney

\*By law, the county attorney's office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

**Passed and approved by the Webb County Commissioners Court  
On September 11, 2017; item no. 13b.**

Per the Texas Comptroller of Public Accounts (CPA), upon purchase, Webb County reports the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Attached are instructions for this reporting process (see excerpted to the right). **Please reference Kofile's TXMAS Contract No. TXMAS-13-36010 on Webb County's internal Purchase Order.**



Webb County's TXMAS CO-OP Listing:

CO-OP #	C2400
Contact	Raul Salazar, <a href="mailto:rsalazar@webbcountytx.gov">rsalazar@webbcountytx.gov</a>
Expiration	16-MAY-2017

TXMAS line items are calculated on average costs and are not indicative of the cost of any one item. Itemized pricing is detailed following. TXMAS Billing lines items include:

PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	PRICE
PLAT004	96272	Plat Conservation	\$144.28/Hour	161.9203	\$23,361.86
IMGP201	92030	Plat & Map Archival Image Processing	\$7.81/Page	58	\$452.98
MMC002	91568	Creation 35mm Archival Microfilm	\$0.34/Image	58	\$19.72

## PROJECT INVENTORY & ITEMIZED PRICING

PLAT CABINET 1: FROM MAY 21, 1920 THRU AUG. 18, 1936 (VOL. 1 PGS. 1-147 & VOL. 2 PGS. 1-52)								
RECORDS SERIES TITLE	VOL/PG	FILE NO.	DATE	SHEET SIZE	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Plat of Porcion No. 14, in Webb Co., Texas, Showing Subdivision of N½ of Same	1/1		5/7/1920	24x36	Paper	Lots of tape & mechanical damage. 1/2 on back.	PRV/IM/MM	\$603.45
Map Showing Subdivision of the West Par of Porcion 9 in Webb Co Texas	1/2		April 1926	24x36	Paper	Lots of tape & mechanical damage. 1/1 on front.	PRV/IM/MM	\$603.45
Webb County Sketch of The Antonio Salinas Estate	2/1			24x36	Paper	Lots of tape, tears, voids, losses, and creasing/cockling. 2/2 on back	PRV/IM/MM	\$603.45
NOT LEGIBLE	2/2			24x36	Paper Blueprint	Lots of tape, tears, voids, losses, and creasing/cockling. 2/1 on front	PRV/IM/MM	\$603.45
City of Laredo Sketch of East Half of ED Block 641	2/3			24x36	Paper	Lots of tape, tears, voids, losses, mechanical damage, creasing/cockling, & ink burns/splatches. 2/4 on back.	PRV/IM/MM	\$603.45
Map Showing E.R. Marts Subdivision	2/4		1928	24x36	Paper Blueprint	Lots of tape, tears, voids, losses, mechanical damage, & ink burns. 2/3 on front.	PRV/IM/MM	\$603.45
Webb County Sketch Parts of Porciones 41-42-43	2/5		11/5/1928	24x36	Paper	Lots of tape. 2/6 on back	PRV/IM/MM	\$603.45
Map of W.J. Beuren's Subdivision of Survey 1567	2/6		1/9/1929	24x36	Paper	Lots of tape, creasing/cockling. 2/5 on front.	PRV/IM/MM	\$603.45

**PLAT CABINET 2: FROM SEPT. 23, 1936 THRU SEPT. 6, 1974  
(VOL. 2, PGS. 53-235)**

RECORDS SERIES TITLE	VOL/ PG	FILE NO.	DATE	SHEET SIZE	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Map of the Division Line Between Webb and Duval Counties	2/87			14x 110	Paper Blueprint	Partially pasted to mounting sheet. Creasing/cockling.	PRV/IM/MM	\$1,121.22
Map of the Division Line Between Webb and Dimmit Counties	2/88		1943	14x 110	Paper Blueprint	Folded in plastic sheath. Paper clips, creasing/cockling.	PRV/IM/MM	\$1,121.22
Map of the Division Line Between Webb & La Salle Counties	2/89 (1)		1943	11x45	Paper Blueprint	Partially pasted to mounting sheet w/89(2). Lots of tearing & tape attaching half of plat.	PRV/IM/MM	\$603.45
Map of the Division Line Between Webb & La Salle Counties, Texas As Surveyed	2/89 (2)		1943	13x41	Paper Blueprint	Partially pasted to mounting sheet w/89(1). Unpasted portion creasing/cockling & tearing.	PRV/IM/MM	\$603.45
Copy of Page 89 (1&2)	2/89 (copy)		1943	25x39	Paper Reverse Image	Reduced size copy of 89(1) & (2). Reverse image.	PRV/IM/MM	\$603.45
Retama Park Subdivision Laredo, Texas	2/171 (1)	110644	Oct. 13, 1959	24x36	Paper	Pasted/taped to mounting sheet w/ 171(2). 1 plat & 2 pgs. annotations.	PRV/IM/MM	\$603.45
NOT LEGIBLE	2/171 (2)	111305		24x36	Paper	Pasted/taped to mounting sheet w/ 171(1).	PRV/IM/MM	\$603.45
La Moca Ranch Subdivision Webb County, Texas Made for the Veterans' Land Board	2/172		1959	24x36	Paper Blue Line	Lots of tape, tears, voids, losses. Significant portions missing. Loose fragments taped to edges. Irregularly sized.	PRV/IM/MM	\$603.45
A.C. Markley Tract Sketch in Webb County & Laredo	2/177 (1)	15731		24x36	Paper Reverse Image	Pasted/taped to mounting sheet w/ 177(2). Annotated. 178 on back.	PRV/IM/MM	\$603.45
Sketch for Replat of Block No. 1012, W.D.	2/177 (2)	116264	Sept. 1960	24x36	Paper	Pasted/taped to mounting sheet w/ 177(1). Comprised of plat and annotations. Top right corner stained w/unknown substance. 178 on back.	PRV/IM/MM	\$603.45
Amended Plat of Del Mar Hills Section 1 Area 'A'	2/178 (1)		Aug. 25, 1960	24x36	Paper	Pasted/taped to mounting sheet w/ 178(2-4). 177 on front.	PRV/IM/MM	\$603.45
Amended Plat of Del Mar Hills Section 1 Area 'B'	2/178 (2)		Aug. 25, 1960	24x36	Paper	Pasted/taped to mounting sheet w/ 178(1,3,4). 177 on front.	PRV/IM/MM	\$603.45
Amended Plat of Del Mar Hills Section 1 Area 'C'	2/178 (3)		Aug. 25, 1960	24x36	Paper	Pasted/taped to mounting sheet w/ 178(1,2,4). 177 on front.	PRV/IM/MM	\$603.45
Annotations to Amended Plats of Del Mar Hills Section 1, Areas 'A', 'B', & 'C'	2/178 (4)		Aug. 25, 1960	24x36	Paper	Pasted/taped to mounting sheet w/ 178(1-3). Stained w/ unknown substance. 177 on front.	PRV/IM/MM	\$603.45

**PLAT CABINET 3: FROM JAN. 9, 1975 THRU JAN. 21, 1985  
(VOL. 3, PGS. 1-100 & VOL. 4, PGS 1-6)**

La Moca Ranch Subdivision Webb County, Texas Made for the Veterans' Land Board	3/2a (1)		Jun. 12, 1974	24x36	Paper	Pasted/taped to mounting sheet w/ 3/2a(2). Annotated. Lots of tears/tape. 3/2 on back.	PRV/IM/MM	\$603.45
Map of the Rio Grande Corporation Subdivision of La Moca Ranch Webb County, Texas	3/2a (2)			24x36	Paper	Pasted/taped to mounting sheet w/ 3/2a(1). Annotated. Lots of tears/tape. 3/2 on back.	PRV/IM/MM	\$603.45

**PLAT CABINET 3: FROM JAN. 9, 1975 THRU JAN. 21, 1985**  
**(VOL. 3, PGS. 1-100 & VOL. 4, PGS 1-6), cont'd.**

RECORDS SERIES TITLE	VOL/PG	FILE NO.	DATE	SHEET SIZE	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Plat of Century City Subdivision Sheet 1 of 2	3/2(1)			24x36	Paper	Pasted/taped to mounting sheet w/ 3/2(2-4). Annotated. Lots of tears/tape. 3/2a on front.	PRV/IM/MM	\$603.45
Plat of Century City Subdivision Sheet 2 of 2	3/2(2)			24x36	Paper	Pasted/taped to mounting sheet w/ 3/2(1,,3, 4). Annotated. Lots of tears/tape. 3/2a on front.	PRV/IM/MM	\$603.45
Plat of a 259.59 portion of the south part of Survey 2142.	3/2(3)	206283	Jan. 10, 1975	24x36	Paper	Pasted/taped to mounting sheet w/ 3/2(1,,2, 4). Annotated. Lots of tears/tape. 3/2a on front.	PRV/IM/MM	\$603.45
South Laredo Industrial Park Ltd.	3/2(4)	207988	1975	24x36	Paper	Pasted/taped to mounting sheet w/ 3/2(1-3). Annotated. Lots of tears/tape. Overlaps 3/2(1-2) 3/2a on front.	PRV/IM/MM	\$603.45
Plat of Unit 1 Pecan Acres Subdivision	3/3(1)	208112	1975	23x30	Paper	Pasted/taped to mounting sheet w/ 3/3(2-3). Tears/chipping at edges. 3/3a on back.	PRV/IM/MM	\$603.45
Hillside Terrace Subdivision Unit 2	3/3(2)	209138	May 20, 1975	23x30	Paper Reverse Image	Pasted/taped to mounting sheet w/ 3/3(1&3). Tears/chipping at edges. 3/3a on back.	PRV/IM/MM	\$603.45
NOT LEGIBLE	3/3(3)	210547	Jun. 28, 1975	23x30	Paper	Pasted/taped to mounting sheet w/ 3/3(1-2). Tears/chipping at edges. Comprised of 1 pg. annotations & 1 pg. map. 3/3a on back.	PRV/IM/MM	\$603.45
Amended Plat of Hillside Terrace Subdivision Unit 1	3/3a(1)	210727		11x17	Paper	Pasted/taped to mounting sheet w/ 3/3a(2). Ink smudging. 3/3 on front.	PRV/IM/MM	\$240.71
Plat Showing Partition of a 300.17 Acre Tract in Webb Co, Texas	3/3a(2)	212496	Sept. 9, 1975	11x17	Paper	Pasted/taped to mounting sheet w/ 3/3a(2). Tape repair through middle. 3/3 on front.	PRV/IM/MM	\$240.71
Amended Plat of Hillside Terrace Subdivision Unit 1	3/4(1)	212878 212879 230727	Sept. 19, 1975	12x19	Paper	Pasted/taped to mounting sheet w/ 3/4(2). 3/4a on back.	PRV/IM/MM	\$240.71
One River Place	3/4(2)		Sept. 17, 1976	12x19	Paper	Pasted/taped to mounting sheet w/ 3/4(1). 3/4a on back.	PRV/IM/MM	\$240.71
Hillside Terrace Subdivision Unit 2	3/4a(1)		Oct. 2, 1975	12x19	Paper Reverse Image	Pasted/taped to mounting sheet w/ 3/4a(2). 3/4 on front.	PRV/IM/MM	\$240.71
Plat Showing Partition of Tract No Containing 9422 Acres in Survey 724, Webb Co., Texas	3/4a(2)	213447	Oct. 14, 1975	12x19	Paper Blue/line	Pasted/taped to mounting sheet w/ 3/4a(1). 3/4 on front.	PRV/IM/MM	\$240.71
Plat of Regency Park	3/8(1)	231629		12x17	Paper	Pasted/taped to mounting sheet w/ 3/8(2-3).	PRV/IM/MM	\$240.71
Plat of Villa Del Sol. Unit II	3/8(2)	230696		12x17	Paper	Pasted/taped to mounting sheet w/ 3/8(1&3).	PRV/IM/MM	\$240.71
Amended Plat Chaparral Village Subdivision Unit II Areas A & B	3/8(3)			12x17	Paper Reverse Image	Pasted/taped to mounting sheet w/ 3/8(1-2).	PRV/IM/MM	\$240.71
Westgate Place Residential Subdivision	3/8a(1)	233006	Jun. 13, 1977	12x17	Paper	Pasted/taped to mounting sheet w/ 3/8a(2-3).	PRV/IM/MM	\$240.71
Pinecrest Subdivision	3/8a(2)			12x17	Paper Reverse Image	Pasted/taped to mounting sheet w/ 3/8a(1 & 3).	PRV/IM/MM	\$240.71
Lucky "13" Ranchettes out of 142.82 Acre Tract in La Moca Ranch	3/8a(3)			12x17	Paper Reverse Image	Pasted/taped to mounting sheet w/ 3/8a(1-2). Adhesive staining	PRV/IM/MM	\$240.71

**PLAT CABINET 3: FROM JAN. 9, 1975 THRU JAN. 21, 1985  
(VOL. 3, PGS. 1-100 & VOL. 4, PGS 1-6), cont'd.**

RECORDS SERIES TITLE	VOL/PG	FILE NO.	DATE	SHEET SIZE	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Country Club Estates	3/13(1)	250655	Jan. 12, 1979	14x18	Paper	Pasted/taped to mounting sheet w/ 3/13(2). Annotations.	PRV/IM/MM	\$240.71
Country Club Estates	3/13(2)			14x18	Mylar	Pasted/taped to mounting sheet w/ 3/13(1). Staining from unknown substance. Smudged/faded ink.	PRV/IM/MM	\$240.71
NOT LEGIBLE	3/13a (1)	254127	May 7, 1979	13x18	Paper	Pasted/taped to mounting sheet w/ 3/13a(2-3).	PRV/IM/MM	\$240.71
Plat of Section 44 Area 'C' Del Mar Hills	3/13a (2)	253350		13x18	Paper	Pasted/taped to mounting sheet w/ 3/13a(1&3).	PRV/IM/MM	\$240.71
Ranchitos "Las Lomas"	3/13a (3)	253672	Jun. 5, 1978	13x18	Paper	Pasted/taped to mounting sheet w/ 3/13a(1-2).	PRV/IM/MM	\$240.71

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

Sincerely,

*Scott Fausto*

Scott Fausto  
Account Manager

cec



# PROCEDURES TO REPORT SALES 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

## STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:

Sign in

Sign into the system

Window on State Government

Green Nagar Texas Comptroller of Public Accounts

TxSmartBuy

Commodity Code Supplier Part # NIGP or Keyword

Search

Sign in

Contracts Reports Help

Top Item Categories

371 - Automobiles, Buses And Vans Including Diesel, Gasoline, Electric, Hybrid, And All Other Fuel Types

Agency/CO-OP/Contractor Sign In

Sign in below to checkout with an existing account. This sign in is for purchasers and contractors only. Public users can search the webstore without signing in.

Email Address (required)

your@email.com

Password (required)

Sign in

Forgot password?

NEW: Contract/Contractor Search

Now you can conduct a search to narrow down a list of contracts or contractors and then view the related items in the main item search.

This new search is helpful if you only know a dealer name, an NIGP class number, the Federal CSA

Search Contracts & Contractors

Browse Contracts

NEED MORE HELP?  
For additional help logging in or entering orders, email [txsmartbuy@cpa.state.tx.us](mailto:txsmartbuy@cpa.state.tx.us) or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

## STEP THREE

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

Window on State Government

Green Nagar Texas Comptroller of Public Accounts

TxSmartBuy

Commodity Code Supplier Part # NIGP or Keyword

Search

Contracts Reports Help

## STEP FOUR

@SEARCH RESULTS

Click the blue button: Add to cart

HOME / SEARCH RESULTS

Filter Your Search

Clear all Filters

Contract Type

TXMAS

Contract Number

TXMAS-2015-0001

Contractor

Kofile Preservation, Inc

Save

1 Result Found for "kofile"

Sort By: Relevance Items: 1000 50 results per page

Advanced View

TXMAS Data Processing Quote Item- Kofile Preservation, Inc.

Commodity Code

TXMAS Data Processing Quote Item- Kofile Preservation, Inc.

Item

CONTRACT 1502-5-10-0010 CONTRACTOR Kofile Preservation, Inc

Price \$1.00

ADD

Add to cart

KOFILE TECHNOLOGIES

## STEP FIVE

### @ADD ITEM TO CART

Add Item to Cart CLOSE ✕

**Item Information**

Quantity: 1305.89  
 Dealer: Austin Business F

**Commodity Code:**  
 Unit Price: \$1.00 per  
 Description: TXMAS Office Furniture Quote Kofile Preservation, Inc.

**Shipping Details**

Delivery date: 6/25/2014

Ship to saved address: 987 Major Lane, Abilene  
 Ad-hoc address

**Additional Charges**

TXMAS Incidentals \$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-incidentals fees as the quantity of the \$1 item.~~  
 (Kofile does not quote any non-incidentals fees).
- Add other charges using the 'Charges tab,' if necessary.
- Choose Delivery date.
- 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

**Type in the box 'Add Note to Item':** See attached Quote #...

**Proceed to checkout.**

My Cart   Checkout   Confirmation

HOME > SHOPPING CART

**My Cart**

1,475.89

Item	Shipping Address	Price	QTY	UOM	Subtotal	
TXMAS Office Furniture Quote Item-Kofile Preservation, Inc.	987 Major Lane Abilene, TX 79601 Delivery - Abilene, TX	\$1.00	1305.89		\$1,305.89	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Incidental		\$130.00	Qty: 1		Subtotal \$130.00	

Dealer: AUSTIN BUSINESS FURNITURE (5000) (512) 271-1822   987 Major Lane, Abilene, TX  
 Item: TXMAS Office Furniture Quote Item-Kofile Preservation, Inc.  
 Contract: TXMAS-14-11520  
 Contract: Office Furniture

Add Note to Item    Attach File to Item  
 Choose File: No file chosen

**Order Total: \$1,563.99**