

KOFILE TECHNOLOGIES

January 15, 2018

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

RE: Preservation of the Records Archive Phase II: Probate Case Files

Dear Hon. Margie Ramirez Ibarra,

This proposal addresses the preservation and digitization of a portion of the Webb County Clerk's tri-folded Probate Case Files No. 131-2400 housed in shuck drawers. Recommended preservation services include conservation, deacidification, mending, encapsulation, rebinding, rehousing in archival shelving units, and archival image capture and processing.

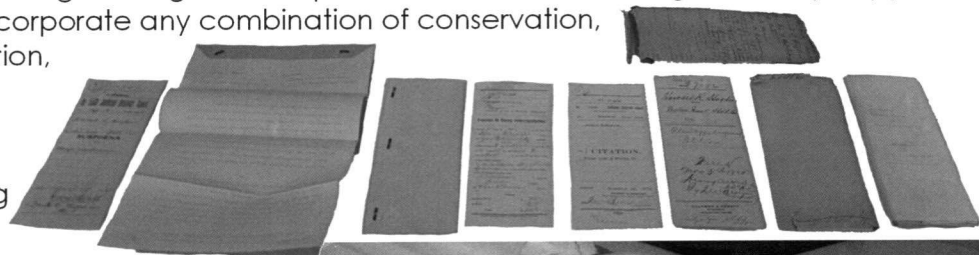
- ▶ Probate Case Files 131-2400 contain an estimated 136,200 pages. Due to project budget, this proposal addresses only an estimated 55,822 pages.
- ▶ Based on the estimated page counts of 325 pages/binder, the 55,822 pages will address Case Nos. 132-1062. This is an estimate.

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.

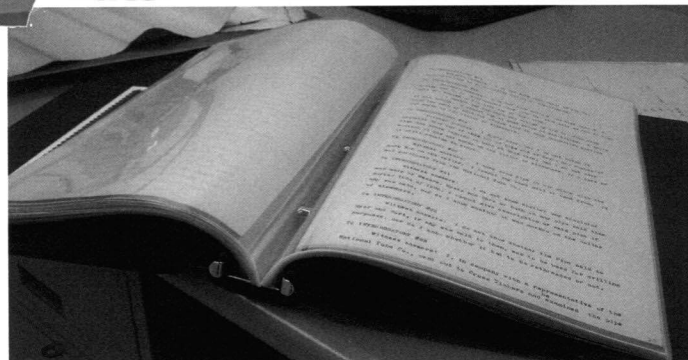
PROJECT UNDERSTANDING

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.

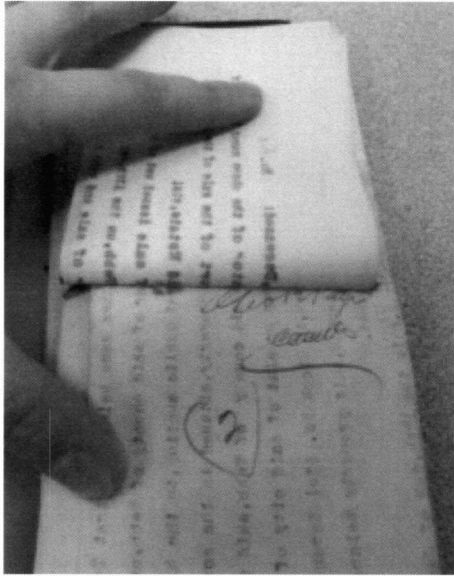
Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, digitization, or any maintenance or repair of the existing resource.



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.



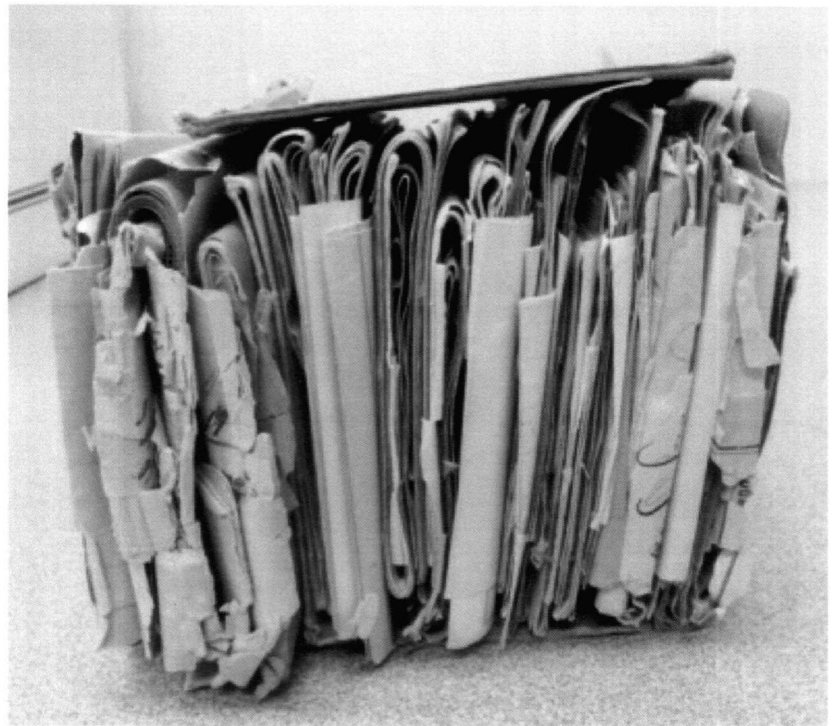
6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/ 351.4800 F: 214/ 442.6669 WWW.KOFILE.US



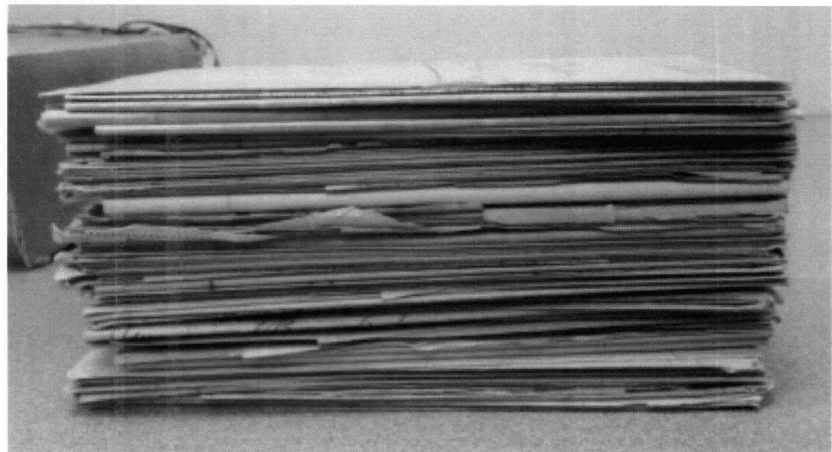
NEEDS ASSESSMENT

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

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.

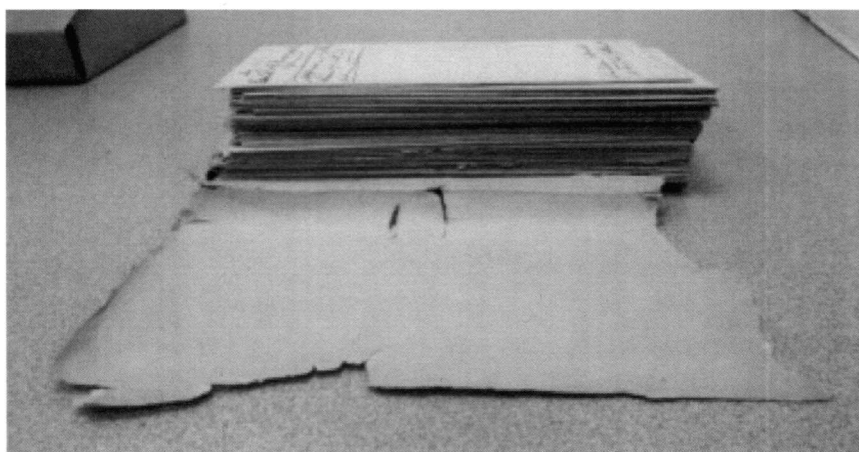


These court files suffer from years of tri-folded storage. With careful testing and observation, archivists have concluded that many formerly acceptable practices cause more damage than realized. Anyone stepping into a courthouse can see the



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.



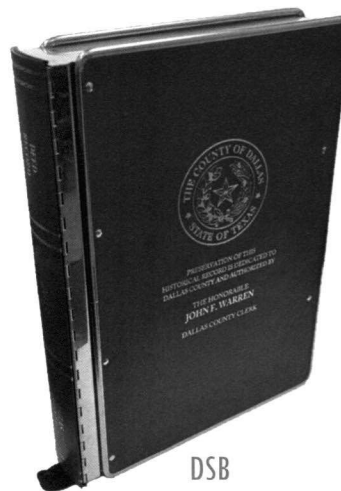
SCOPE OF SERVICES

Records receive the following services as identified.

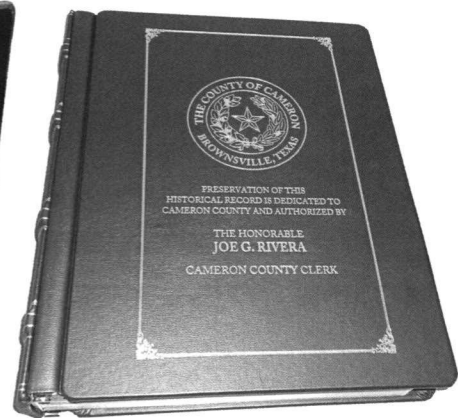
Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. Services are performed in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation (AIC).

PRV—Preservation (Conserve, Treat, Deacidify, Encapsulate, Rebind, & Archival Storage Solution)

- A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log sheet.
- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or 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.*
- Humidify and flatten sheets. Monitoring eliminates ink bleeds and mold or fungus growth. Flattening occurs with the strictest archival environmental controls.
- Mend tears with archival, acid free, and reversible materials—either Japanese tissue and methyl cellulose adhesive or Filmoplast® (acrylic-based, heat-set tissue).
- Deacidify sheets after careful testing with *Bookkeepers®* 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. Pocket dimensions match the “book block” dimensions, with a 1¼” binding margin.
- Rebind in a custom-fitted and stamped *Disaster Safe County Binder™* (DSB) or *Heritage Recorder Binder*. Each is manufactured on a per-book basis and are sized to 1¼” incremental capacities. Case files will return with approximately 325 pages per binder (with a 2.5” capacity) due to the additional weight of the encapsulation. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.
- **Rehouse in three (3) 4Post™ Shelving Units** (101¾”H x 20”D x 36”W with six shelves each).



DSB



HERITAGE RECORDER

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.
- If requested, annotations are electronically added on the digital image.
- Images are indexed by Book, Volume, and Page and grouped (stapled) together to form documents. Case images may be indexed by case number and grouped together by case.
- If requested, when multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. **Each image is certified and sight checked** to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER on media most suitable to project size (e.g. ftp, hard drive, jump drive, DVD).
- *Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.*

PROJECT OVERVIEW

This project is priced according to Kofile Technologies, Inc.'s (Kofile) GSA Schedule 70 Contract Number: GS-35F-275AA. Please note this contract number on any resulting PO.

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 page and image counts for treatment and capture. Billing will occur on actual counts based upon agreed upon unit pricing, not to exceed a total project cost of \$500,000.00.

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 in a case file 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	CASE	PAGES	FORMAT	STORAGE SOLUTION	APPROX. BINDERS ¹	LEVEL OF SERVICE	PRICE QUOTE
Probate Case File	131-1062	55,822 ²	Tri-Fold	Three (3) 4Post™ Shelving Units (each 101¾"H x 20"D x 36"W with six shelves)	172 binders return	PRV	\$457,488.13
						IM	\$42,504.05
PROJECT TOTAL							\$499,992.18

Pricing Assumptions

- ¹ The quantity of binders to return is based on a maximum of 325 pages per binder (with a 2.5" capacity). Altering the pages per binder or the binder capacity affects the number of binders to return, and the shelving required.
- ² Probate Case Files 131-2400 contain an estimated 136,200 pages. Due to project budget, this proposal addresses only an estimated 55,822 pages.

<p>COUNTY ACCEPTANCE</p> <p style="text-align: center;"><i>Passed and approved by the Webb County Commissioners Court On January 22, 2018; Item no. 7e.</i></p> <p><i>[Signature]</i> _____ The Honorable Tano E. Tijerina, County Judge, Webb County</p> <p><i>[Signature]</i> _____ Alexandra Colesides-Solis, Civil Legal Division, Webb County</p> <p><i>[Signature]</i> _____ The Honorable Margie Ramirez Ibarra, County Clerk, Webb County</p> <p>KOFILE TECHNOLOGIES, INC.</p> <p><i>[Signature]</i> _____ John D. Wood, CFO, Kofile Technologies, Inc.</p>	<p><u>1/26/18</u> Date</p> <p><u>1/24/18</u> Date</p> <p><u>1-29-2018</u> Date</p> <p><u>1-23-2018</u> Date</p>
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KOFILE TECHNOLOGIES

GSA SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

Kofile has a federal cooperative purchasing (CO-OP) contract that 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. **Please note this contract number on any resulting purchase orders.**

Our 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 and the billing line items identified in the following**. 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.

The total price on Page 6 is billed as GSA line items. GSA line items are billed per hourly charges and include the following:

PART NO.	ITEM	UNIT	UNIT PRICE	QUANTITY	TOTAL PRICE
TCS005	Graphic Artist I	Hour	\$65.00	1,729.7259	\$112,432.18
TCS006	Graphic Artist II	Hour	\$75.00	1,728	\$129,600.00
TCS007	Information Assurance Engineer I	Hour	\$65.00	1,728	\$112,320.00
TCS008	Information Assurance Engineer II	Hour	\$75.00	1,728	\$129,600.00
TCS010	Project Manager	Hour	\$180.00	80	\$14,400.00
TCS011	Software Programmer	Hour	\$205.00	8	\$1,640.00

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
scott.fausto@kofile.us

cec/sg