

8-12-19 Item # 10
Backup.



March 13, 2019—revised June 18 & August 7, 2019

Honorable Esther Degollado
Webb County District Clerk
1110 Victoria Street, Suite 203
Laredo, TX 78040

RE: Preservation of Historical Case Files, Criminal Case Files, & Docket Books

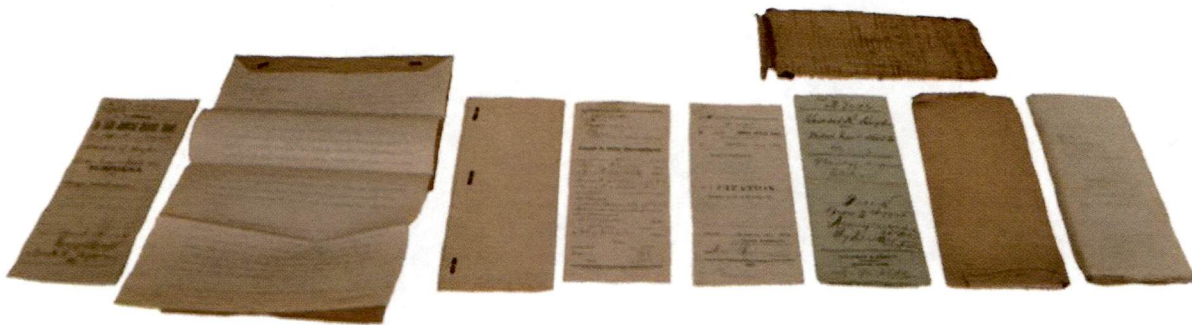
Dear Hon. Esther Degollado,

This proposal addresses the continuation of the preservation of the Historical Case Files and Criminal Case Files, and the mold remediation of Docket Books for the Webb County District Clerk's Office. This quote is presented by Kofile Technologies, Inc. (Kofile). Please note that prices are good for 90 days from the date of this proposal.

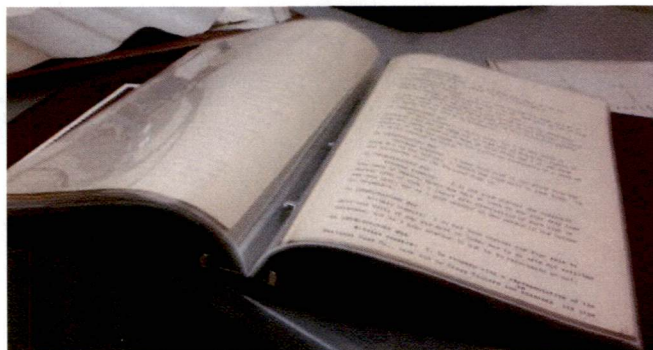
PROJECT UNDERSTANDING

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.



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

NEEDS ASSESSMENT

Due to their historical nature, these records maintain a PERMANENT retention period according to *Local Schedule DC*, 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.

Tri-folded Case Files

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.



Water Damage

Humidity and water are the most destructive threats. After exposure to water, pages adhere to one another when compressed. Separation without loss of text and water soluble inks (such as ink signatures) is vital. Water damaged records are extremely fragile. Water damage can also lead to mold and binding failure. The necessary conservation treatments are time consuming and require a highly skilled conservator.

High moisture also compromises a binder's integrity and leads to rust (the result of oxidizing metal off-gassing). Rust, corrosion, and off-gasses spur chemical breakdowns and irrevocably damage bindings, papers, and recorded information.

The introduction of water can result in unmitigated damage. First, red inks smear, then blue inks, and lastly, black inks. Thus, often original signatures are lost first.

Mold & Mildew

In an archives, mold and mildew often emerge following flood, fire, the presence of micro-organics, or proximity to toxic substances (asbestos or bacteria). Mold will have a visible presence on the binder or page's surface. It is often visible emerging from the spine's binding and creeping down a page's margin. Mold is considered active if the growth is damp and smears. Inactive mold is dry and powdery.

Mold Remediation

Items are tested for active microorganisms and humidity levels. Items with active toxins require ozone treatment in an isolation booth. Without isolation, the mold spores could enter the HVAC and infect a facility. This treatment kills the mold spores—meaning they will not grow or re-germinate. Inactive mold is still an allergen and requires removal.

Treatment varies depending the paper's strength and stability. Kofile's treatment protocol follows a strict adherence to maintaining segregated work areas to prevent re-contamination. All tools and other reusable materials are cleaned after each use. All staff utilize protective personal equipment (PPE) to ensure safety and to prevent cross-contamination.

Remediation commences with dry surface cleaning. Surface cleaning incorporates accepted methods, including HEPA vacuum, latex sponges, soft bristled brushes, and isopropyl alcohol solutions. Soft brushes dislodge accumulated particles prior to and during vacuuming. Latex sponges lightly lift particles from surfaces. The HEPA vacuum allows for the suction, or aspiration, of mold spores, and a fine mesh-screen overlay protects delicate or degraded surfaces. Chemical treatments are only used when spores are embedded into the paper's fiber—and only in extreme cases. Materials are tested for stability and suitability before solutions are applied.





PROJECT OVERVIEW

Without a signed Contract, prices are good for 90 days from the date of this proposal. Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual counts per agreed upon pricing.

To purchase via Kofile's GSA contract, then please reference GSA Contract No. GS-35F-275AA on the County's Purchase Order.

WEBB COUNTY DISTRICT CLERK PROJECT OVERVIEW					
RECORDS SERIES TITLE	QTY.	APPROX. PAGES	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Historical Case File	72 boxes	218,572	Tri-Fold	PRV/IM	\$2,114,028.51
Criminal Case Files	24 boxes (~5,382 cases)	73,896	Tri-Fold	PRV/IM	\$714,722.11
Docket Books	46 vols.	Page counts unavailable until mold addressed		Mold Remediation	\$16,220.98
TOTAL					\$2,844,971.60
<i>(96 boxes, 46 volumes, 292,468 pages)</i>					

COUNTY ACCEPTANCE AND TERMS & CONDITIONS

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.

ANNOTATIONS

Add annotations to images. (Format to be determined in production.)

PAYMENT PLAN:

PAYMENTS	AVG. PAYMENT
5	\$568,994.32

Honorable Tano E. Tijerina, Judge of the County of Webb

Date

Marco A. Montemayor, Webb County Attorney

Date

Honorable Esther Degollado, Webb County District Clerk

Date

A permanent log is created to record condition, pagination, and treatments. Kofile will hold a security copy of all images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records. The records will receive the services detailed on the following page.

(PRV) Preservation—Conservation Treatments & Rebinding

- Surface clean sheets to remove materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or 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® R.
- 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 deviation of no more than $\pm .5$.
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar.
- Bind each volume in a custom-fitted and stamped *Disaster Safe County Binder™* (DSB). A dedication/treatment report is included in the binder.

(IM) Imaging

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and illegibility.
- Digitized 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.
- Minute Book Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Case images are grouped together and named by case number
- If requested, annotations are included on the digital image (either custom or Book/Volume/Page).
- Format digital images for the County to import to its Tyler Technologies, Inc. records management system. Please note that Tyler may charge the County a fee for the import.
- All images are certified. Each image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- Webb County receives a MASTER COPY in a format suitable to project size (e.g., ftp, hard drive, thumbdrive, CD, DVD).

Mold Remediation

- Contamination resulting from toxic micro-organics requires treatment in an isolation booth. Fragile materials are vacuumed through a fine, mesh-screen overlay. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. While treatments kill mold or bacteria, elimination of stains is often impossible. Chemical treatments are only used when mold is embedded into the fiber—and only in extreme cases. Dead mold spores can be removed with an ozone treatment. This is accomplished with a dry wash by a specially treated chemical sponge.
- Evaluation of moldy books after initial mold remediation treatment will determine further treatment options.



GSA LINE ITEMS

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				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	10,162.3323	\$660,551.60
TCS006	Graphic Artist II <i>(Physical/Digital Restoration)</i>	\$75.00/Hour	10,140	\$760,500.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	10,140	\$659,100.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	10,140	\$760,500.00
TCS010	Project Manager	\$180.00/Hour	24	\$4,320.00
TOTAL				\$2,844,971.60

PROJECT INVENTORY & ITEMIZED PRICING

The following details the project inventory and itemized pricing. Billing will occur on actuals per agreed upon pricing.

KEY	(Sheet) Format & Notes			
	TF	Trifold	LL	Loose Leaf
	SS	Single Sided	OS	Oversized
	Condition			
	P	Poor	G	Good

PROJECT INVENTORY & ITEMIZED PRICING									
HISTORICAL CASE FILES									
RECORDS SERIES TITLE	VOLUME/CASE	QTY.	APPROX. PAGES	SHEET SIZE	FORMAT	CONDITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
<i>7 boxes</i>			21,553	Legal	TF	P		PRV/IM	\$208,460.62
Box 25	11662-11736	63 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 26	11738-11840	75 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 27	11841-11915	64 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 28	11916-12020	72 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 29	12021-12131	90 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 30	12132-12202	62 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 31	12203-12271	46 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 31 A	12212-12234	23 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09

PROJECT INVENTORY & ITEMIZED PRICING

HISTORICAL CASE FILES

RECORDS SERIES TITLE	VOLUME/CASE	QTY.	APPROX. PAGES	SHEET SIZE	FORMAT	CONDITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Box 31 B	12268-12721	10 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 32	12272-12359	86 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 33	12361-12395	35 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 34	12396-12469	76 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 35	12470-12557	85 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 36	12558-12636	79 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 37	12637-12685	49 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 38	12686-12711	26 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 39	12713-12751	39 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 40	12752-12817	65 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 41	12818-12873	54 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 42	12874-12939	67 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 43	12940-13020	81 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 44	13021-13123	101 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 45	13124-13205	83 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 46	13206-13304	97 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 47	13305-13405	97 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 47 A	13319-14393	13 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 48	13406-13510	102 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 49	13512-13596	85 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 50	13597-13713	117 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 51	13714-13827	112 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 52	13828-13943	116 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 53	13944-14070	126 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 54	14071-14185	121 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 55	14186-14328	112 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 56	14330-14454	94 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09

PROJECT INVENTORY & ITEMIZED PRICING

HISTORICAL CASE FILES

RECORDS SERIES TITLE	VOLUME/CASE	QTY.	APPROX. PAGES	SHEET SIZE	FOR MAT	CONDI TION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Box 57	14455-14608	116 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 58	14609-14744	101 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 59	14745-1485	84 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 60	14856-14975	88 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 61	14976-15110	94 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 62	15111-15256	110 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 63	15257-15348	92 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 64	15349-15431	79 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 65	15432-15544	110 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 66	15545-15617	77 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 67	15618-15697	84 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 68	15698-15809	110 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 69	15810-15915	107 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 70	15916-16009	93 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 71	16010-16100	88 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 72	16101-16190	92 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 73	16191-16299	108 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 74	16300-16392	93 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 75	16393-16482	84 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 76	16483-16577	94 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 77	16579-16667	89 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 78	16668-16748	79 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 79	16749-16839	89 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 80	16840-16944	101 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 81	16945-17048	100 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 82	17049-17069	21 cases	3,079	Legal	TF	P		PRV/IM	\$29,780.09
Box 83	10310-10712	2 cases	600	Legal	TF	P	Flattened in file folders	PRV/IM	\$5,803.20

PROJECT INVENTORY & ITEMIZED PRICING

HISTORICAL CASE FILES

RECORDS SERIES TITLE	VOLUME/ CASE	QTY.	APPROX. PAGES	SHEET SIZE	FORMA T	COND ITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Box 84	12712	7 cases	3,500	Legal	TF	P		PRV/IM	\$33,852.00
Box 85	12360	4 cases	1,500	Legal	TF	P		PRV/IM	\$14,508.00
Box 86	12758- 13319	16 cases	3,600	Legal	TF	P	Flattened in file folders	PRV/IM	\$34,819.20

CRIMINAL CASE FILES

Criminal Case Files	5378- 10759	5,382 cases	73,896	Legal	TF	P	24 boxes	PRV/IM	\$714,722.11
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DOCKET BOOKS

Civil Docket	1912- 1916	550-1200	OS	LL	<i>Books are extremely moldy & require immediate treatment. Page counts unavailable until treated</i>	Mold Remediation	\$352.63
Civil Docket	1914- 1919	550-1200	OS	LL			\$352.63
Civil Docket 49th District Court	1946- 1948	550-1200	OS	LL			\$352.63
Civil Docket 111th District Court	1907- 1930	550-1200	OS	LL			\$352.63
Appearance Civil Docket	1871- 1885	550-1200	OS	LL			\$352.63
Civil Docket 111th District Court	1911- 1937	550-1200		LL			\$352.63
Civil Docket 111th District Court	1917- 1933	550-1200		LL			\$352.63
Civil Docket 49th District Court	1943- 1946	550-1200		LL			\$352.63
Civil Docket 49th District Court	1948- 1951	550-1200		LL			\$352.63
Civil Docket 111th District Court	1927- 1940	550-1200		LL			\$352.63

PROJECT INVENTORY & ITEMIZED PRICING							
DOCKET BOOKS							
RECORDS SERIES TITLE	VOLUME/CASE	APPROX. PAGES	SHEET SIZE	FOR MAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Civil Docket	1925-1931	550-1200		LL	<i>Books are extremely moldy & require immediate treatment. Page counts unavailable until treated</i>	Mold Remediation	\$352.63
Civil Docket 111th District Court	1926-1951	550-1200	OS	LL			\$352.63
Civil Docket 111th District Court	1924-1937	550-1200	OS	LL			\$352.63
Civil Docket 49th District Court	1924-1940	550-1200	OS	LL			\$352.63
Civil Docket	1911-1929	550-1200	OS	LL			\$352.63

Please let me know if you have any questions. We look forward to serving Webb County.

Sincerely,

Scott Fausto
 Scott Fausto
 Account Manager

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