



December 21, 2021

Honorable Schelana Hock
Polk County Clerk
P.O. Drawer 2119
Livingston, TX 77351

Dear Hon. Schelana Hock,

The proposal addresses the archival digitization (including image capture and processing) of 1,396 volumes of Historical Records for the Polk County Clerk's Office. Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets at its Conservation & Digitization Lab in Dallas, TX.

PROJECT PRICE QUOTE

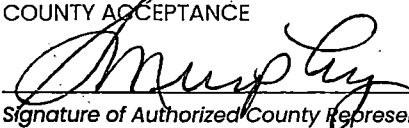
Without a signed Agreement, prices herein are good for 90 days. To purchase via GSA, please reference Kofile's GSA Contract No. **GS-35F-275AA** on the County's P.O.

All pricing is based on a Good Faith Estimate of page counts, data formats, sheet sizes, and condition levels. Pricing is finalized upon review at the Kofile lab. Items are considered oversized if the shortest sheet edge measures >12". Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Billing for is split into four scheduled invoices, with 25% due upon execution of agreement, and two 25% payments due at equal periods through the estimated production completion data. The final invoice is adjusted (up or down) to reflect the balance upon project completion and the final number of pages.

Please see herein for itemized inventory and pricing, defined services, and GSA billing.

POLK COUNTY CLERK					
ARCHIVAL IMAGING OF RECORD BOOKS					
RECORDS SERIES TITLE	QUANTITY		NOTES	LEVEL OF SERVICE	PRICE QUOTE
	VOLS.	PAGES			
See Inventory Herein	1,396	858,659	Assumes all books are loose leaf, manuscript, and not oversized.	Archival Imaging	\$558,128.35
PROJECT TOTAL					\$558,128.35

COUNTY ACCEPTANCE		
	County Judge	January 11, 2022
Signature of Authorized County Representative	Title	Date

Pricing includes the following services:

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 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.
- Annotations (Book, Volume, and Page) are electronically added on the digital image upon request. Custom annotations are offered upon request.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually.
- 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).
- County receives one MASTER in a suitable medium (e.g., thumb drive, hard drive, DVD, CD).
- Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

PURCHASING VIA GSA

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

- The Group 70 contract is available for Cooperative Purchasing (CO-OP) with state and local governments at any time, for any reason, using any funds available.
- Use of the GSA as a cooperative purchasing vehicle 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, only need follow the County's applicable purchasing requirements. When issued, reference GS-35F-275AA on the PO. 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. Any ancillary items (e.g. shelving) is billed as Order Level Materials (with a cap of 33.33% per order).

GSA BILLING LINE ITEMS	SPECIAL ITEM NO. (SIN)	PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
	SIN 132 51	TCS006	Graphic Artist II	\$75.00/Hour	3,720.858	\$279,064.35
	SIN 132 51	TCS008	Information Assurance Engineer II	\$75.00/Hour	3,720.333	\$279,064.00
PROJECT TOTAL						\$558,128.35



PROJECT INVENTORY & ITEMIZED PRICING

The following tables represent the inventory and itemized pricing for each record series.

PROJECT INVENTORY & ITEMIZED PRICING

RECORDS SERIES TITLE	VOLUMES	VOLS.	QUANTITY		LEVEL OF SERVICE	PRICE QUOTE
			TOTAL	PAGES		
Index to Oil & Gas Record	1-4	4	2,000		Archival Imaging	\$1,300.00
Oil & Gas Record	1-149	149	74,500		Archival Imaging	\$48,425.00
Deed of Trust/Mortgage Record	A	1	400		Archival Imaging	\$260.00
A	1	1	400		Archival Imaging	\$260.00
B-2	25	25	16,000		Archival Imaging	\$10,400.00
1-60	50	50	32,000		Archival Imaging	\$20,800.00
182-221	40	40	25,600		Archival Imaging	\$16,640.00
Commissioners Court Minute Index	1-2	2	1,000		Archival Imaging	\$650.00
Commissioners Court Minutes	1	1	350		Archival Imaging	\$227.50
16-36	21	21	13,440		Archival Imaging	\$8,736.00
37A	1	1	640		Archival Imaging	\$416.00
37-42	6	6	3,840		Archival Imaging	\$2,496.00
43A & 43	2	2	1,280		Archival Imaging	\$832.00
44 & 44A	2	2	1,280		Archival Imaging	\$832.00
45 & 45A	2	2	1,280		Archival Imaging	\$832.00
46 & 46A	2	2	1,280		Archival Imaging	\$832.00
47 & 47A	2	2	1,280		Archival Imaging	\$832.00
48 & 48A	2	2	1,280		Archival Imaging	\$832.00
49 & 49A	2	2	1,280		Archival Imaging	\$832.00
50 & 50A	2	2	1,280		Archival Imaging	\$832.00
51 & 51 A	2	2	1,280		Archival Imaging	\$832.00
Bond Record	8-9	2	800		Archival Imaging	\$520.00
Deed Record *	21- 249	229	146,560		Archival Imaging	\$95,264.00
250-251	2	2	1,280		Archival Imaging	\$832.00
253-275	23	23	14,720		Archival Imaging	\$9,568.00
276 & 276A	2	2	1,280		Archival Imaging	\$832.00
277-283	7	7	4,480		Archival Imaging	\$2,912.00

*Two (2) copies of each binder. Verify if duplicate.

**POLK COUNTY CLERK
ARCHIVAL DIGITIZATION OF RECORD BOOKS**

December 21, 2021

PROJECT INVENTORY & ITEMIZED PRICING					
RECORDS SERIES TITLE	VOLUMES	QUANTITY		LEVEL OF SERVICE	PRICE QUOTE
		VOLS.	TOTAL PAGES		
Deed Record*	284 & 284A	2	1,280	Archival Imaging	\$832.00
	285-1008	724	463,360	Archival Imaging	\$301,184.00
Mechanic's Liens	1	1	640	Archival Imaging	\$416.00
	1 & 2	1	640	Archival Imaging	\$416.00
	2	1	640	Archival Imaging	\$416.00
	3-43	41	26,240	Archival Imaging	\$17,056.00
State Tax Liens	1-5	5	2,500	Archival Imaging	\$1,625.00
Lis Pendens	1-4	4	2,000	Archival Imaging	\$1,300.00
Federal Tax Liens	1	1	400	Archival Imaging	\$260.00
Federal Tax Liens	1923-1970 [No Vol. #]	1	400	Archival Imaging	\$260.00
Federal Tax Liens	2-6	5	2,000	Archival Imaging	\$1,300.00
Bill of Sale	C, D, E	3	1,200	Archival Imaging	\$780.00
Survey Record	A-B	2	500	Archival Imaging	\$325.00
	1-6 (1 book)	1	249	Archival Imaging	\$161.85
	D-E (1 book)	1	250	Archival Imaging	\$162.50
	7	1	250	Archival Imaging	\$162.50
Applications for Surveys	B, C, D	3	750	Archival Imaging	\$487.50
Surveyor's Claims	1-2 (1 book)	1	250	Archival Imaging	\$162.50
Field Notes	1	1	200	Archival Imaging	\$130.00
Corrected Field Notes	C	1	200	Archival Imaging	\$130.00
Abstract of Judgment	C, D, E, K, M	5	2,500	Archival Imaging	\$1,625.00
Federal Farm Loan	1-4	4	800	Archival Imaging	\$520.00
Guardianship Fee Dockets	1-2	2	400	Archival Imaging	\$260.00
Hospital Lien Docket Index	1	1	200	Archival Imaging	\$130.00

*Two (2) copies of each binder. Verify if duplicate.



ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Polk County 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 will meet or exceed the County's requirements.

OWNERSHIP OF RECORDS

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

Please do not hesitate to contact me with any questions.

Sincerely,

Billy Gerwick

Billy Gerwick

Account Executive

billy.gerwick@kofile.com

832.373.9124

sgf