



January 21, 2022

Honorable Bobbye Richards  
Polk County District Clerk  
101 W. Church St. Ste. 205  
Livingston, Texas 77351

Dear Hon. Bobbye Richards,

This proposal addresses the preservation, imaging, and indexing of 37 cases (with a Good Faith Estimate of 16,980 pages) for the Polk County District Clerk's Office. This quote is presented by Kofile Technologies, Inc. (Kofile). The location of work for this project is Kofile's Conservation Laboratory in Dallas, TX.

This project may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and pandemics for title researchers/attorneys by providing online access to digitized assets.

#### SCOPE OF SERVICES

Recommended preservation services include, as appropriate, conservation treatments, deacidification, mending, encapsulation, rebinding. *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.*

##### Preservation (Conserve, Treat, Deacidify, Encapsulate, & Rebind)

- 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.*
- 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® R (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.
- Bind 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 ¼" incremental capacities. Volumes may return split or combined depending on page counts and the additional weight of the Mylar encapsulation. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.

##### (IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. [multi-page]

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- IMAGE PERFECT is 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.
- Image cropping, as applicable.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Page Validation (automated PG. numbering for validation).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping.
- Multi-level Quality Control (QC) for data and images. 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 (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

(ID) Archival Indexing

- Key and blind re-key documents. Indexing fields as identified herein can include:
  - Plaintiff, Defendant, Case Number, Date

Other Included Services:

- Pricing includes importing all image and index data into QUICKLINK® LITE.
- Kofile will hold a security copy of all digital images and metadata for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to Town records.

**PROJECT PRICE QUOTE**

Please reference Kofile's **GSA Contract No. GS-35F-275AA** on the County's PO. Final billing is correlated to the GSA line items for hourly charges—see outlined herein. Without a signed agreement, all pricing for the inventory herein is good for 90 days. Pricing is based on a Good Faith Estimate of pages and documents provided by Stephens County and includes Stapling/Splitting where applicable. Billing occurs on actual counts per mutually agreed upon pricing; not to exceed the P.O. without authorization from the County.

| Polk District Clerk<br>Project Overview   |                       |           |            |             |                |                     |
|---|-----------------------|-----------|------------|-------------|----------------|---------------------|
| Record Series                             | Case range            | No. Cases | Page Count | Image Count | Service Level  | Estimated Total     |
| Civil Case Files (At Kofile Office - Old) | 14-24                 | 11        | 80         | 880         | PRV, IM, INDEX | TBD                 |
| Criminal and Civil Minutes                | C,D,D2, E, F          | 5         | 3,250      |             | PRV            | TBD                 |
| Civil Minutes                             | F,G,H,I,K,L,M,N,O     | 9         | 5,850      |             | PRV            | TBD                 |
| Criminal Minutes                          | F,G,H,I,J,K,L,M,N,O,P | 11        | 7,150      |             | PRV, IM        | TBD                 |
| I H Volume Tax Judgement                  | H                     | 1         | 650        |             | PRV, IM        | TBD                 |
| <b>PROJECT TOTAL NTE:</b>                 |                       |           |            |             |                | <b>\$135,000.00</b> |

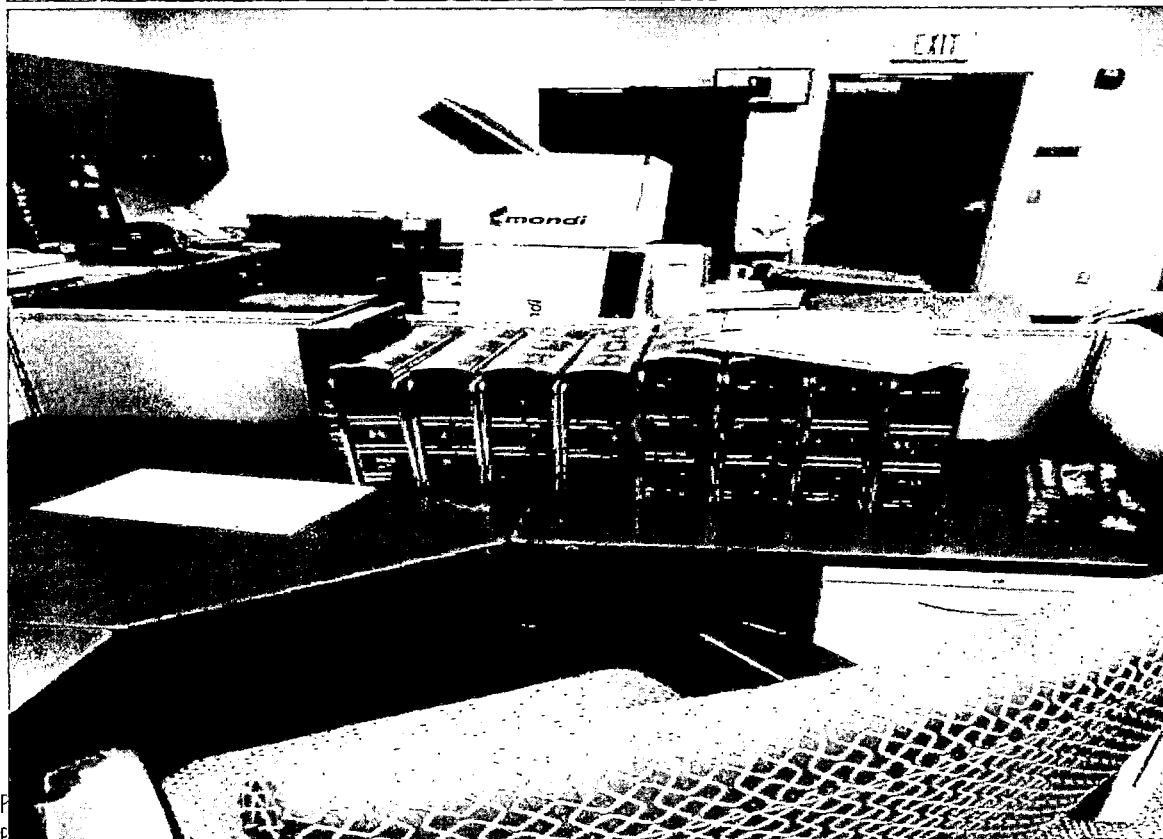
**COUNTY ACCEPTANCE**

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.

\_\_\_\_\_  
Signature/Title of County Representative

\_\_\_\_\_  
Date

## POLK COUNTY DISTRICT CLERK: PHOTOGRAPHIC EVIDENCE



January 21, 2022



**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 & records management services. Other helpful information pulled from GSA literature includes:

- Available for CO-OP 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 the CO-OP. Vendors are prepared to the primary point of contact. Customers are free to enter into a CO-OP agreement with any Schedule vendor without involving GSA.

To purchase, follow the County's applicable requirements. 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 line items are billed per hourly charges for the work—see below:

| GSA LINE ITEMS         |          |                                   |                |
|------------------------|----------|-----------------------------------|----------------|
| SPECIAL ITEM NO. (SIN) | PART NO. | ITEM                              | UNIT PRICE     |
| SIN 132 51             | TCS005   | Graphic Artist I                  | \$65.00 /Hour  |
| SIN 132 51             | TCS006   | Graphic Artist II                 | \$75.00 /Hour  |
| SIN 132 51             | TCS007   | Information Assurance Engineer I  | \$65.00 /Hour  |
| SIN 132 51             | TCS008   | Information Assurance Engineer II | \$75.00 /Hour  |
| SIN 132 51             | TCS010   | Project Manager                   | \$180.00 /Hour |

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

Sincerely,

*Billy Gerwick*

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