

KOFILE TECHNOLOGIES

August 20, 2018

Honorable Jennifer Lindenzweig
 Hunt County Clerk
 2507 Lee Street, 2nd Floor
 Greenville, Texas 75401

#15,247
 FILED FOR RECORD
 at 4:30 o'clock P M

AUG 28 2018

JENNIFER LINDENZWEIG
 County Clerk, Hunt County, TX
 By *J. Lindenzweig*

RE: Phase I: Preservation of Manuscript Records & Archival Digitization of Plat Records

Dear Hon. Jennifer Lindenzweig,

This proposal amends Hunt County Clerk's quote for the Preservation of Real Property Records & Archival Digitization of Plat Records dated December 15, 2016, revising a Phase 1 to include up manuscript records and plats up to \$700,000.00. This proposal is presented by Kofile Technologies, Inc. (Kofile).

This project is presented via TXMAS Contract No. **TXMAS-18-3602** per Hunt County's cooperative purchasing membership. **Please reference this contract number on the resulting purchase order.** Itemized pricing is detailed per volume in the following pages.

PROJECT OVERVIEW								
PHASE I: PRESERVATION OF MANUSCRIPT RECORDS & PLAT DIGITIZATION								
RECORD SERIES	VOLUME	QUANTITY		LEVEL OF SERVICE	TXMAS-18-3602 CONTRACT BILLING			
		COUNT	PAGES		DESCRIPTION	QTY.	UNIT PRICE	LINE TOTAL
Deed Record	A-Z, A1-Z1, 53-230	230 vols.	147,200	PRV	PART NO. PRV716; NIGP 96272 Special Conservation Treatments Per Hour	4,693.8 6191	\$144.28/ Hour	\$677,230.40
Plat Cabinet	A-H	8 cabinets	2,845	IM	PART NO. IMG708; NIGP 92030 Large Format Archival Imaging	2,845	\$7.82/ Page	\$22,247.90
TOTAL PHASE I								\$699,478.30

Kofile will prepare a 'Shopping Cart' in TxSmartBuy <www.txsmartbuy.com/> and 'share' it with the County to complete it's purchase.

Hunt County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA)	
CO-OP #	C1160
Contact	Cheryl Lowry, clowry@huntcounty.net
Expiration	15-APR-2019

COUNTY ACCEPTANCE—PHASE ONE

- ▶ Without a signed Agreement, prices are good for 90 days.
- ▶ Pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual counts based upon agreed upon unit pricing; not to exceed the P.O. without authorization.
- ▶ If the County does not purchase the preservation services for the inventory in its entirety, the pricing is amended to provide adequate shelving for the specific inventory range.

J. Lindenzweig
 Signature/Title of County Representative

8-20-18
 Date

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

Records receive the following services as identified. 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.

Volumes Only

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

- 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® (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). 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.

Plats Only

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.
- Images are indexed (named) by Book, Volume, and Page.
- 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 one MASTER COPY (DVD or CD), and one COPY.
- *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 INVENTORY & ITEMIZED PRICING

Following is itemized pricing for each record. Please note that volumes in which the shortest sheet edge is >12" are considered oversized and incur additional charges.

SHEET FORMAT KEY

M Manuscript (handwritten)

T Typescript (typed)

PHASE I: Project Inventory & Itemized Pricing					
DEED RECORDS					
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	A	640	Manuscript	PRV	\$2,944.48
Deed Record	B	640	Manuscript	PRV	\$2,944.48
Deed Record	C	640	Manuscript	PRV	\$2,944.48
Deed Record	D	640	Manuscript	PRV	\$2,944.48
Deed Record	E	640	Manuscript	PRV	\$2,944.48
Deed Record	F	640	Manuscript	PRV	\$2,944.48
Deed Record	G	640	Manuscript	PRV	\$2,944.48
Deed Record	H	640	Manuscript	PRV	\$2,944.48
Deed Record	I	640	Manuscript	PRV	\$2,944.48
Deed Record	J	640	Manuscript	PRV	\$2,944.48
Deed Record	K	640	Manuscript	PRV	\$2,944.48
Deed Record	L	640	Manuscript	PRV	\$2,944.48
Deed Record	M	640	Manuscript	PRV	\$2,944.48
Deed Record	N	640	Manuscript	PRV	\$2,944.48
Deed Record	O	640	Manuscript	PRV	\$2,944.48
Deed Record	P	640	Manuscript	PRV	\$2,944.48
Deed Record	Q	640	Manuscript	PRV	\$2,944.48
Deed Record	R	640	Manuscript	PRV	\$2,944.48
Deed Record	S	640	Manuscript	PRV	\$2,944.48
Deed Record	T	640	Manuscript	PRV	\$2,944.48
Deed Record	U	640	Manuscript	PRV	\$2,944.48
Deed Record	V	640	Manuscript	PRV	\$2,944.48
Deed Record	W	640	Manuscript	PRV	\$2,944.48
Deed Record	X	640	Manuscript	PRV	\$2,944.48
Deed Record	Y	640	Manuscript	PRV	\$2,944.48
Deed Record	Z	640	Manuscript	PRV	\$2,944.48
Deed Record	A1	640	Manuscript	PRV	\$2,944.48
Deed Record	B1	640	Manuscript	PRV	\$2,944.48
Deed Record	C1	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	D1	640	Manuscript	PRV	\$2,944.48
Deed Record	E1	640	Manuscript	PRV	\$2,944.48
Deed Record	F1	640	Manuscript	PRV	\$2,944.48
Deed Record	G1	640	Manuscript	PRV	\$2,944.48
Deed Record	H1	640	Manuscript	PRV	\$2,944.48
Deed Record	I1	640	Manuscript	PRV	\$2,944.48
Deed Record	J1	640	Manuscript	PRV	\$2,944.48
Deed Record	K1	640	Manuscript	PRV	\$2,944.48
Deed Record	L1	640	Manuscript	PRV	\$2,944.48
Deed Record	M1	640	Manuscript	PRV	\$2,944.48
Deed Record	N1	640	Manuscript	PRV	\$2,944.48
Deed Record	O1	640	Manuscript	PRV	\$2,944.48
Deed Record	P1	640	Manuscript	PRV	\$2,944.48
Deed Record	Q1	640	Manuscript	PRV	\$2,944.48
Deed Record	R1	640	Manuscript	PRV	\$2,944.48
Deed Record	S1	640	Manuscript	PRV	\$2,944.48
Deed Record	T1	640	Manuscript	PRV	\$2,944.48
Deed Record	U1	640	Manuscript	PRV	\$2,944.48
Deed Record	V1	640	Manuscript	PRV	\$2,944.48
Deed Record	W1	640	Manuscript	PRV	\$2,944.48
Deed Record	X1	640	Manuscript	PRV	\$2,944.48
Deed Record	Y1	640	Manuscript	PRV	\$2,944.48
Deed Record	Z1	640	Manuscript	PRV	\$2,944.48
Deed Record	53	640	Manuscript	PRV	\$2,944.48
Deed Record	54	640	Manuscript	PRV	\$2,944.48
Deed Record	55	640	Manuscript	PRV	\$2,944.48
Deed Record	56	640	Manuscript	PRV	\$2,944.48
Deed Record	57	640	Manuscript	PRV	\$2,944.48
Deed Record	58	640	Manuscript	PRV	\$2,944.48
Deed Record	59	640	Manuscript	PRV	\$2,944.48
Deed Record	60	640	Manuscript	PRV	\$2,944.48
Deed Record	61	640	Manuscript	PRV	\$2,944.48
Deed Record	62	640	Manuscript	PRV	\$2,944.48
Deed Record	63	640	Manuscript	PRV	\$2,944.48
Deed Record	64	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	65	640	Manuscript	PRV	\$2,944.48
Deed Record	66	640	Manuscript	PRV	\$2,944.48
Deed Record	67	640	Manuscript	PRV	\$2,944.48
Deed Record	68	640	Manuscript	PRV	\$2,944.48
Deed Record	69	640	Manuscript	PRV	\$2,944.48
Deed Record	70	640	Manuscript	PRV	\$2,944.48
Deed Record	71	640	Manuscript	PRV	\$2,944.48
Deed Record	72	640	Manuscript	PRV	\$2,944.48
Deed Record	73	640	Manuscript	PRV	\$2,944.48
Deed Record	74	640	Manuscript	PRV	\$2,944.48
Deed Record	75	640	Manuscript	PRV	\$2,944.48
Deed Record	76	640	Manuscript	PRV	\$2,944.48
Deed Record	77	640	Manuscript	PRV	\$2,944.48
Deed Record	78	640	Manuscript	PRV	\$2,944.48
Deed Record	79	640	Manuscript	PRV	\$2,944.48
Deed Record	80	640	Manuscript	PRV	\$2,944.48
Deed Record	81	640	Manuscript	PRV	\$2,944.48
Deed Record	82	640	Manuscript	PRV	\$2,944.48
Deed Record	83	640	Manuscript	PRV	\$2,944.48
Deed Record	84	640	Manuscript	PRV	\$2,944.48
Deed Record	85	640	Manuscript	PRV	\$2,944.48
Deed Record	86	640	Manuscript	PRV	\$2,944.48
Deed Record	87	640	Manuscript	PRV	\$2,944.48
Deed Record	88	640	Manuscript	PRV	\$2,944.48
Deed Record	89	640	Manuscript	PRV	\$2,944.48
Deed Record	90	640	Manuscript	PRV	\$2,944.48
Deed Record	91	640	Manuscript	PRV	\$2,944.48
Deed Record	92	640	Manuscript	PRV	\$2,944.48
Deed Record	93	640	Manuscript	PRV	\$2,944.48
Deed Record	94	640	Manuscript	PRV	\$2,944.48
Deed Record	95	640	Manuscript	PRV	\$2,944.48
Deed Record	96	640	Manuscript	PRV	\$2,944.48
Deed Record	97	640	Manuscript	PRV	\$2,944.48
Deed Record	98	640	Manuscript	PRV	\$2,944.48
Deed Record	99	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	100	640	Manuscript	PRV	\$2,944.48
Deed Record	101	640	Manuscript	PRV	\$2,944.48
Deed Record	102	640	Manuscript	PRV	\$2,944.48
Deed Record	103	640	Manuscript	PRV	\$2,944.48
Deed Record	104	640	Manuscript	PRV	\$2,944.48
Deed Record	105	640	Manuscript	PRV	\$2,944.48
Deed Record	106	640	Manuscript	PRV	\$2,944.48
Deed Record	107	640	Manuscript	PRV	\$2,944.48
Deed Record	108	640	Manuscript	PRV	\$2,944.48
Deed Record	109	640	Manuscript	PRV	\$2,944.48
Deed Record	110	640	Manuscript	PRV	\$2,944.48
Deed Record	111	640	Manuscript	PRV	\$2,944.48
Deed Record	112	640	Manuscript	PRV	\$2,944.48
Deed Record	113	640	Manuscript	PRV	\$2,944.48
Deed Record	114	640	Manuscript	PRV	\$2,944.48
Deed Record	115	640	Manuscript	PRV	\$2,944.48
Deed Record	116	640	Manuscript	PRV	\$2,944.48
Deed Record	117	640	Manuscript	PRV	\$2,944.48
Deed Record	118	640	Manuscript	PRV	\$2,944.48
Deed Record	119	640	Manuscript	PRV	\$2,944.48
Deed Record	120	640	Manuscript	PRV	\$2,944.48
Deed Record	121	640	Manuscript	PRV	\$2,944.48
Deed Record	122	640	Manuscript	PRV	\$2,944.48
Deed Record	123	640	Manuscript	PRV	\$2,944.48
Deed Record	124	640	Manuscript	PRV	\$2,944.48
Deed Record	125	640	Manuscript	PRV	\$2,944.48
Deed Record	126	640	Manuscript	PRV	\$2,944.48
Deed Record	127	640	Manuscript	PRV	\$2,944.48
Deed Record	128	640	Manuscript	PRV	\$2,944.48
Deed Record	129	640	Manuscript	PRV	\$2,944.48
Deed Record	130	640	Manuscript	PRV	\$2,944.48
Deed Record	131	640	Manuscript	PRV	\$2,944.48
Deed Record	132	640	Manuscript	PRV	\$2,944.48
Deed Record	133	640	Manuscript	PRV	\$2,944.48
Deed Record	134	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	135	640	Manuscript	PRV	\$2,944.48
Deed Record	136	640	Manuscript	PRV	\$2,944.48
Deed Record	137	640	Manuscript	PRV	\$2,944.48
Deed Record	138	640	Manuscript	PRV	\$2,944.48
Deed Record	139	640	Manuscript	PRV	\$2,944.48
Deed Record	140	640	Manuscript	PRV	\$2,944.48
Deed Record	141	640	Manuscript	PRV	\$2,944.48
Deed Record	142	640	Manuscript	PRV	\$2,944.48
Deed Record	143	640	Manuscript	PRV	\$2,944.48
Deed Record	144	640	Manuscript	PRV	\$2,944.48
Deed Record	145	640	Manuscript	PRV	\$2,944.48
Deed Record	146	640	Manuscript	PRV	\$2,944.48
Deed Record	147	640	Manuscript	PRV	\$2,944.48
Deed Record	148	640	Manuscript	PRV	\$2,944.48
Deed Record	149	640	Manuscript	PRV	\$2,944.48
Deed Record	150	640	Manuscript	PRV	\$2,944.48
Deed Record	151	640	Manuscript	PRV	\$2,944.48
Deed Record	152	640	Manuscript	PRV	\$2,944.48
Deed Record	153	640	Manuscript	PRV	\$2,944.48
Deed Record	154	640	Manuscript	PRV	\$2,944.48
Deed Record	155	640	Manuscript	PRV	\$2,944.48
Deed Record	156	640	Manuscript	PRV	\$2,944.48
Deed Record	157	640	Manuscript	PRV	\$2,944.48
Deed Record	158	640	Manuscript	PRV	\$2,944.48
Deed Record	159	640	Manuscript	PRV	\$2,944.48
Deed Record	160	640	Manuscript	PRV	\$2,944.48
Deed Record	161	640	Manuscript	PRV	\$2,944.48
Deed Record	162	640	Manuscript	PRV	\$2,944.48
Deed Record	163	640	Manuscript	PRV	\$2,944.48
Deed Record	164	640	Manuscript	PRV	\$2,944.48
Deed Record	165	640	Manuscript	PRV	\$2,944.48
Deed Record	166	640	Manuscript	PRV	\$2,944.48
Deed Record	167	640	Manuscript	PRV	\$2,944.48
Deed Record	168	640	Manuscript	PRV	\$2,944.48
Deed Record	169	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	170	640	Manuscript	PRV	\$2,944.48
Deed Record	171	640	Manuscript	PRV	\$2,944.48
Deed Record	172	640	Manuscript	PRV	\$2,944.48
Deed Record	173	640	Manuscript	PRV	\$2,944.48
Deed Record	174	640	Manuscript	PRV	\$2,944.48
Deed Record	175	640	Manuscript	PRV	\$2,944.48
Deed Record	176	640	Manuscript	PRV	\$2,944.48
Deed Record	177	640	Manuscript	PRV	\$2,944.48
Deed Record	178	640	Manuscript	PRV	\$2,944.48
Deed Record	179	640	Manuscript	PRV	\$2,944.48
Deed Record	180	640	Manuscript	PRV	\$2,944.48
Deed Record	181	640	Manuscript	PRV	\$2,944.48
Deed Record	182	640	Manuscript	PRV	\$2,944.48
Deed Record	183	640	Manuscript	PRV	\$2,944.48
Deed Record	184	640	Manuscript	PRV	\$2,944.48
Deed Record	185	640	Manuscript	PRV	\$2,944.48
Deed Record	186	640	Manuscript	PRV	\$2,944.48
Deed Record	187	640	Manuscript	PRV	\$2,944.48
Deed Record	188	640	Manuscript	PRV	\$2,944.48
Deed Record	189	640	Manuscript	PRV	\$2,944.48
Deed Record	190	640	Manuscript	PRV	\$2,944.48
Deed Record	191	640	Manuscript	PRV	\$2,944.48
Deed Record	192	640	Manuscript	PRV	\$2,944.48
Deed Record	193	640	Manuscript	PRV	\$2,944.48
Deed Record	194	640	Manuscript	PRV	\$2,944.48
Deed Record	195	640	Manuscript	PRV	\$2,944.48
Deed Record	196	640	Manuscript	PRV	\$2,944.48
Deed Record	197	640	Manuscript	PRV	\$2,944.48
Deed Record	198	640	Manuscript	PRV	\$2,944.48
Deed Record	199	640	Manuscript	PRV	\$2,944.48
Deed Record	200	640	Manuscript	PRV	\$2,944.48
Deed Record	201	640	Manuscript	PRV	\$2,944.48
Deed Record	202	640	Manuscript	PRV	\$2,944.48
Deed Record	203	640	Manuscript	PRV	\$2,944.48
Deed Record	204	640	Manuscript	PRV	\$2,944.48

PHASE I: Project Inventory & Itemized Pricing

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	205	640	Manuscript	PRV	\$2,944.48
Deed Record	206	640	Manuscript	PRV	\$2,944.48
Deed Record	207	640	Manuscript	PRV	\$2,944.48
Deed Record	208	640	Manuscript	PRV	\$2,944.48
Deed Record	209	640	Manuscript	PRV	\$2,944.48
Deed Record	210	640	Manuscript	PRV	\$2,944.48
Deed Record	211	640	Manuscript	PRV	\$2,944.48
Deed Record	212	640	Manuscript	PRV	\$2,944.48
Deed Record	213	640	Manuscript	PRV	\$2,944.48
Deed Record	214	640	Manuscript	PRV	\$2,944.48
Deed Record	215	640	Manuscript	PRV	\$2,944.48
Deed Record	216	640	Manuscript	PRV	\$2,944.48
Deed Record	217	640	Manuscript	PRV	\$2,944.48
Deed Record	218	640	Manuscript	PRV	\$2,944.48
Deed Record	219	640	Manuscript	PRV	\$2,944.48
Deed Record	220	640	Manuscript	PRV	\$2,944.48
Deed Record	221	640	Manuscript	PRV	\$2,944.48
Deed Record	222	640	Manuscript	PRV	\$2,944.48
Deed Record	223	640	Manuscript	PRV	\$2,944.48
Deed Record	224	640	Manuscript	PRV	\$2,944.48
Deed Record	225	640	Manuscript	PRV	\$2,944.48
Deed Record	226	640	Manuscript	PRV	\$2,944.48
Deed Record	227	640	Manuscript	PRV	\$2,944.48
Deed Record	228	640	Manuscript	PRV	\$2,944.48
Deed Record	229	640	Manuscript	PRV	\$2,944.48
Deed Record	230	640	Manuscript	PRV	\$2,944.48

PHASE I: *Project Inventory & Itemized Pricing*

PLAT CABINETS

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Plat Cabinet	A	400		IM	\$3,128.00
Plat Cabinet	B	400		IM	\$3,128.00
Plat Cabinet	C	400		IM	\$3,128.00
Plat Cabinet	D	400		IM	\$3,128.00
Plat Cabinet	E	400		IM	\$3,128.00
Plat Cabinet	F	400		IM	\$3,128.00
Plat Cabinet	G	400		IM	\$3,128.00
Plat Cabinet	H	45		IM	\$351.90

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

Sincerely,

Bob Summers

Bob Summers
Account Manager
bob.summers@kofile.us

Chris Marotti

Chris Marotti
Conservator
chris.marotti@kofile.us

cec/sgr