



September 5, 2019

#15,788

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

FILED FOR RECORD
at 1:10 o'clock P M

SEP 24 2019

JENNIFER LINDENZWEIG
County Clerk, Hunt County, TX
By [Signature]

Dear Hon. Jennifer Lindenzweig,

This proposal addresses the preservation of 200 volumes of permanent retention records (including Real Property and Military Discharge) noted for priority services for the Hunt County Clerk's Office.

This collection contains a Good Faith Estimate of 117,375 pages. Preservation services include conservation, deacidification, mending, encapsulation, and rebinding. Also, included herein are 11 units of archival shelving to house the returning volumes.

Kofile Technologies, Inc. (Kofile) is will complete all requires services at its Dallas, TX, Conservation Laboratory.

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration 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 conservation, treatment, stabilization, preventative care, or digitization—or maintenance or repair.

SCOPE OF SERVICES

Records receive the following services as appropriate.

(PRV) Preservation (Conservation Treatments, Deacidify, Encapsulate, & Bind)

- A permanent log is created for each volume to record condition, page order, and services/treatments. A final check references this log. Sheets are inspected and control numbered as necessary.
- Dismantle volumes.
- Surface clean sheets to remove deposits.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast R® (an acrylic based and heat set tissue).
- Deacidify sheets after careful testing with Bookkeepers®, a custom solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™*. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped *Disaster Safe County Binders™* (DSB). A volume may return split, depending on page count. A dedication/treatment report is included in the binder. Index tabs are repaired or replaced, as necessary.

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




PROJECT PRICE QUOTE

This project is presented via TXMAS Contract No. TXMAS-13-36010. Please reference this contract number on the P.O. Without a signed Agreement, prices are good for 90 days. All pricing is based on a Good Faith Estimate of image and index counts. Billing occurs on actual counts per the unit pricing herein; not to exceed the P.O. without permission.

HUNT COUNTY CLERK'S OFFICE PRESERVATION OF ITEMS NOTED FOR PRIORITY SERVICE						
TYPE	RECORDS SERIES TITLE	VOLUME	SERVICE	QTY.	PAGES	PRICE QUOTE
REAL PROPERTY	Federal Lien Record	1-4	(PRV) Preservation	4	1,457	\$6,907.76
	Attachment Lien	1-3	(PRV) Preservation	3	1,010	\$4,786.82
	State Tax Lien	1	(PRV) Preservation	1	350	\$1,610.26
	Employees Lien	1-4	(PRV) Preservation	4	1,217	\$5,599.10
	Bond to Pay Liens or Claims	1	(PRV) Preservation	1	242	\$1,113.38
	Lis Pendens	1-2	(PRV) Preservation	2	544	\$2,502.80
	Judgment Record	1-14	(PRV) Preservation	14	7,156	\$32,922.96
	Mechanics Liens	1-51	(PRV) Preservation	51	32,940	\$151,548.63
	Mortgage & Misc. Record	A-Z, 27-50	(PRV) Preservation	50	32,000	\$147,224.00
	Marks and Brands	1-3	(PRV) Preservation	3	748	\$3,728.65
	Assumed Name	1-2	(PRV) Preservation	2	300	\$2,607.08
	Probate Minutes	A-Z, 1-8	(PRV) Preservation	34	21,596	\$145,798.69
	Survey Record	A-E, Z	(PRV) Preservation	6	2,671	\$14,432.02
	Record of Preemption Record	B	(PRV) Preservation	1	640	\$2,944.48
	Final Probate Record	A-U	(PRV) Preservation	21	13,440	\$116,797.59
DISCHARGE	Discharge Record	1-2	(PRV) Preservation	2	824	\$3,791.02
	Index to Discharge Record	1	(PRV) Preservation	1	240	\$1,104.18
PRESERVATION SUBTOTAL				200	117,375	\$645,419.42

ARCHIVAL 4POST™ SHELVING (11 Units Installed; #852036; 85.25"H x 20"D x 36"W; Five Shelves Ea.)	\$15,191.00
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PROJECT TOTAL	\$660,610.42
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<p>COUNTY ACCEPTANCE</p>  <p>Signature of Authorized County Representative</p>	<p>Hunt County Judge <u>September 24, 2019</u></p> <p>Title Date</p>
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**TXMAS REPORTING &
BILLING LINE ITEMS**

Upon purchase of this TXMAS project, Hunt County reports the order online on the TxSmartBuy System at <www.txsmartbuy.com/>.

STATE OF TEXAS CO-OP MEMBER LISTING FOR HUNT COUNTY	
LINK	https://comptroller.texas.gov/auto-data/purchasing/co-op/c1160.php
CO-OP #	C1160
CONTACT	Cheryl Lowry, clowry@huntcounty.net , 903408-4148
EXPIRATION	15-April-2020

Kofile can prepare a 'Shopping Cart' in TxSmartBuy and 'share' it with the County to complete its purchase—see link:

https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?n=2&sc=1&cartid=6444099&sender=preserve@kofile.us&datetime=2019_5_23_14_47

The following TXMAS billing line items are applicable to the project:

TXMAS BILLING LINE ITEMS					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL
PRV716	96272	Conservation Treatments Per Hour	\$152.28/Hour	4,238.37286	\$645,419.42
POST703	42500	4Post™ Shelving Unit 852036 (85.25"H x 20"D x 36"W; Five Shelves)	\$1,381.00/Each	11 Units	\$15,191.00



PROJECT INVENTORY & ITEMIZED PRICING

The following pages include a breakdown of the project inventory and itemized pricing for each volume.

Volumes in which the shortest sheet edge is >12" are considered oversized and incur additional charges.

ITEMIZED PRICING & PROJECT INVENTORY							
RECORDS/SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Federal Lien Record	1		100			PRV	\$664.55
Federal Lien Record	2		431			PRV	\$1,982.92
Federal Lien Record	3		620			PRV	\$2,852.46
Federal Lien Record	4		306			PRV	\$1,407.83
Attachment Lien	1		480			PRV	\$2,208.36
Attachment Lien	2		416			PRV	\$1,913.91
Attachment Lien	3		114			PRV	\$664.55
State Tax Lien	1		350			PRV	\$1,610.26
Employees Lien	1		110			PRV	\$506.08
Employees Lien	2		463			PRV	\$2,130.14
Employees Lien	3		612			PRV	\$2,815.66
Employees Lien	4		32		Combine w/ Vol. 3.	PRV	\$147.22
Bond to Pay Liens or Claims	1		242			PRV	\$1,113.38
Lis Pendens	1		328			PRV	\$1,509.04
Lis Pendens	2		216			PRV	\$993.76
Judgment Record	1		360			PRV	\$1,656.27
Judgment Record	2		386			PRV	\$1,775.89
Judgment Record	3		460			PRV	\$2,116.34
Judgment Record	4		480			PRV	\$2,208.36
Judgment Record	5		480			PRV	\$2,208.36
Judgment Record	6		480			PRV	\$2,208.36
Judgment Record	7		480			PRV	\$2,208.36
Judgment Record	8		480			PRV	\$2,208.36
Judgment Record	9		480			PRV	\$2,208.36
Judgment Record	10		510			PRV	\$2,346.38
Judgment Record	11		640			PRV	\$2,944.48

ITEMIZED PRICING & PROJECT INVENTORY							
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Judgment Record	12		640			PRV	\$2,944.48
Judgment Record	13		640			PRV	\$2,944.48
Judgment Record	14		640			PRV	\$2,944.48
Mechanic Lien	1		640			PRV	\$2,944.48
Mechanic Lien	2		640			PRV	\$2,944.48
Mechanic Lien	3		640			PRV	\$2,944.48
Mechanic Lien	4		640			PRV	\$2,944.48
Mechanic Lien	5		640			PRV	\$2,944.48
Mechanic Lien	6		640			PRV	\$2,944.48
Mechanic Lien	7		640			PRV	\$2,944.48
Mechanic Lien	8		640			PRV	\$2,944.48
Mechanic Lien	9		640			PRV	\$2,944.48
Mechanic Lien	10		640			PRV	\$2,944.48
Mechanic Lien	11		640			PRV	\$2,944.48
Mechanic Lien	12		640			PRV	\$2,944.48
Mechanic Lien	13		640			PRV	\$2,944.48
Mechanic Lien	14		640			PRV	\$2,944.48
Mechanic Lien	15		640			PRV	\$2,944.48
Mechanic Lien	16		640			PRV	\$2,944.48
Mechanic Lien	17		640			PRV	\$2,944.48
Mechanic Lien	18		640			PRV	\$2,944.48
Mechanic Lien	19		640			PRV	\$2,944.48
Mechanic Lien	20		640			PRV	\$2,944.48
Mechanic Lien	21		640			PRV	\$2,944.48
Mechanic Lien	22		640			PRV	\$2,944.48
Mechanic Lien	23		640			PRV	\$2,944.48
Mechanic Lien	24		640			PRV	\$2,944.48
Mechanic Lien	25		640			PRV	\$2,944.48
Mechanic Lien	26		640			PRV	\$2,944.48
Mechanic Lien	27		640			PRV	\$2,944.48
Mechanic Lien	28		640			PRV	\$2,944.48

ITEMIZED PRICING & PROJECT INVENTORY

RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Mechanic Lien	29		640			PRV	\$2,944.48
Mechanic Lien	30		640			PRV	\$2,944.48
Mechanic Lien	31		640			PRV	\$2,944.48
Mechanic Lien	32		640			PRV	\$2,944.48
Mechanic Lien	33		640			PRV	\$2,944.48
Mechanic Lien	34		640			PRV	\$2,944.48
Mechanic Lien	35		640			PRV	\$2,944.48
Mechanic Lien	36		640			PRV	\$2,944.48
Mechanic Lien	37		660	Photostat		PRV	\$3,036.49
Mechanic Lien	38		660	Photostat		PRV	\$3,036.49
Mechanic Lien	39		660	Photostat		PRV	\$3,036.49
Mechanic Lien	40		660	Photostat		PRV	\$3,036.49
Mechanic Lien	41		660	Photostat		PRV	\$3,036.49
Mechanic Lien	42		660	Photostat		PRV	\$3,036.49
Mechanic Lien	43		660	Photostat		PRV	\$3,036.49
Mechanic Lien	44		660	Photostat		PRV	\$3,036.49
Mechanic Lien	45		660	Photostat		PRV	\$3,036.49
Mechanic Lien	46		660	Photostat		PRV	\$3,036.49
Mechanic Lien	47		660	Photostat		PRV	\$3,036.49
Mechanic Lien	48		660	Photostat		PRV	\$3,036.49
Mechanic Lien	49		660	Photostat		PRV	\$3,036.49
Mechanic Lien	50		660	Photostat		PRV	\$3,036.49
Mechanic Lien	51		660	Photostat		PRV	\$3,036.49
Mortgage & Misc. Record	A		640			PRV	\$2,944.48
Mortgage & Misc. Record	B		640			PRV	\$2,944.48
Mortgage & Misc. Record	C		640			PRV	\$2,944.48
Mortgage & Misc. Record	D		640			PRV	\$2,944.48
Mortgage & Misc. Record	E		640			PRV	\$2,944.48
Mortgage & Misc. Record	F		640			PRV	\$2,944.48
Mortgage & Misc. Record	G		640			PRV	\$2,944.48
Mortgage & Misc. Record	H		640			PRV	\$2,944.48

ITEMIZED PRICING & PROJECT INVENTORY

RECORDS/SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Mortgage & Misc. Record	I		640			PRV	\$2,944.48
Mortgage & Misc. Record	J		640			PRV	\$2,944.48
Mortgage & Misc. Record	K		640			PRV	\$2,944.48
Mortgage & Misc. Record	L		640			PRV	\$2,944.48
Mortgage & Misc. Record	M		640			PRV	\$2,944.48
Mortgage & Misc. Record	N		640			PRV	\$2,944.48
Mortgage & Misc. Record	O		640			PRV	\$2,944.48
Mortgage & Misc. Record	P		640			PRV	\$2,944.48
Mortgage & Misc. Record	Q		640			PRV	\$2,944.48
Mortgage & Misc. Record	R		640			PRV	\$2,944.48
Mortgage & Misc. Record	S		640			PRV	\$2,944.48
Mortgage & Misc. Record	T		640			PRV	\$2,944.48
Mortgage & Misc. Record	U		640			PRV	\$2,944.48
Mortgage & Misc. Record	V		640			PRV	\$2,944.48
Mortgage & Misc. Record	W		640			PRV	\$2,944.48
Mortgage & Misc. Record	X		640			PRV	\$2,944.48
Mortgage & Misc. Record	Y		640			PRV	\$2,944.48
Mortgage & Misc. Record	Z		640			PRV	\$2,944.48
Mortgage & Misc. Record	27		640			PRV	\$2,944.48
Mortgage & Misc. Record	28		640			PRV	\$2,944.48
Mortgage & Misc. Record	29		640			PRV	\$2,944.48
Mortgage & Misc. Record	30		640			PRV	\$2,944.48
Mortgage & Misc. Record	31		640			PRV	\$2,944.48
Mortgage & Misc. Record	32		640			PRV	\$2,944.48
Mortgage & Misc. Record	33		640			PRV	\$2,944.48
Mortgage & Misc. Record	34		640			PRV	\$2,944.48
Mortgage & Misc. Record	35		640			PRV	\$2,944.48
Mortgage & Misc. Record	36		640			PRV	\$2,944.48
Mortgage & Misc. Record	37		640			PRV	\$2,944.48
Mortgage & Misc. Record	38		640			PRV	\$2,944.48
Mortgage & Misc. Record	39		640			PRV	\$2,944.48

ITEMIZED PRICING & PROJECT INVENTORY							
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Mortgage & Misc. Record	40		640			PRV	\$2,944.48
Mortgage & Misc. Record	41		640			PRV	\$2,944.48
Mortgage & Misc. Record	42		640			PRV	\$2,944.48
Mortgage & Misc. Record	43		640			PRV	\$2,944.48
Mortgage & Misc. Record	44		640			PRV	\$2,944.48
Mortgage & Misc. Record	45		640			PRV	\$2,944.48
Mortgage & Misc. Record	46		640			PRV	\$2,944.48
Mortgage & Misc. Record	47		640			PRV	\$2,944.48
Mortgage & Misc. Record	48		640			PRV	\$2,944.48
Mortgage & Misc. Record	49		640			PRV	\$2,944.48
Mortgage & Misc. Record	50		640			PRV	\$2,944.48
Marks & Brands	1		456			PRV	\$2,097.94
Marks & Brands	2		210			PRV	\$966.16
Marks & Brands	3		82			PRV	\$664.55
Assumed Name	1		150		<i>Tape strips.</i>	PRV	\$1,303.54
Assumed Name	2		150		<i>Tape strips.</i>	PRV	\$1,303.54
Probate Minutes	A		476		<i>Tape strips.</i>	PRV	\$4,136.58
Probate Minutes	B		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	C		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	D		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	E		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	F		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	G		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	H		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	I		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	J		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	K		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	L		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	M		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	N		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	O		640		<i>Tape strips.</i>	PRV	\$5,561.79

ITEMIZED PRICING & PROJECT INVENTORY

RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Probate Minutes	P		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	Q		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	R		640		<i>Tape strips.</i>	PRV	\$5,561.79
Probate Minutes	S		640			PRV	\$2,944.48
Probate Minutes	T		640			PRV	\$2,944.48
Probate Minutes	U		640			PRV	\$2,944.48
Probate Minutes	V		640			PRV	\$2,944.48
Probate Minutes	W		640			PRV	\$2,944.48
Probate Minutes	X		640			PRV	\$2,944.48
Probate Minutes	Y		640			PRV	\$2,944.48
Probate Minutes	Z		640			PRV	\$2,944.48
Probate Minutes	1		640			PRV	\$2,944.48
Probate Minutes	2		640			PRV	\$2,944.48
Probate Minutes	3		640			PRV	\$2,944.48
Probate Minutes	4		640			PRV	\$2,944.48
Probate Minutes	5		640			PRV	\$2,944.48
Probate Minutes	6		640			PRV	\$2,944.48
Probate Minutes	7		640			PRV	\$2,944.48
Probate Minutes	B		640			PRV	\$2,944.48
Surveyors Record	A		576			PRV	\$2,650.03
Surveyors Record	B		592			PRV	\$2,723.64
Surveyors Record	C		448			PRV	\$2,061.13
Surveyors Record	D		152		<i>Fragile, Poor Condition.</i>	PRV	\$1,243.22
Surveyors Record	E		447		<i>Fragile, Poor Condition.</i>	PRV	\$3,656.06
Surveyors Record	Z		456			PRV	\$2,097.94
Record of Preemption Surveys	B		640			PRV	\$2,944.48
Final Probate Record	A		640		<i>Tape strips.</i>	PRV	\$5,561.79
Final Probate Record	B		640		<i>Tape strips.</i>	PRV	\$5,561.79
Final Probate Record	C		640		<i>Tape strips.</i>	PRV	\$5,561.79
Final Probate Record	D		640		<i>Tape strips.</i>	PRV	\$5,561.79



ITEMIZED PRICING & PROJECT INVENTORY							
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE
				FORMAT	NOTES		
Final Probate Record	E		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	F		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	G		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	H		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	I		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	J		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	K		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	L		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	M		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	N		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	O		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	P		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	Q		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	R		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	S		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	T		640		Tape strips.	PRV	\$5,561.79
Final Probate Record	U		640		Tape strips.	PRV	\$5,561.79
Discharge Record	1		640			PRV	\$2,944.48
Discharge Record	2		184			PRV	\$846.54
Index to Discharge Record	1		240			PRV	\$1,104.18

We look forward to serving Hunt County, and working together for the preservation and access of its public and historical assets.

Please let me know if you have any questions.

Sincerely,

Bob Summers

Bob Summers
 Account Manager
 bob.summers@kofile.us

sgf