

KOFILE PRESERVATION

August 31, 2015

Mr. Ralph McBroom
Johnson County Purchasing Agent
Purchasing Department
1102 E. Kilpatrick
Cleburne, Texas 76031

RE: Non-Competitive Procurement (Sole Source Justification) for the Preservation of Historical Johnson County Clerk Records

Dear Mr. Ralph McBroom ,

Detailed following, please find Kofile Preservation, Inc.'s (hereby Kofile) justification for Johnson County's non-competitive procurement of preservation services for historical record books. Kofile is committed to implementing a solution that offers the highest rate of return on the County's investment. Our professional preservation standards, high-quality products, and commitment to fulfilling Johnson County Clerk's key specifications make Kofile the best option for Johnson County. ***Kofile proposes a unique solution that no other vendor can offer.***

The Johnson County Clerk is the steward of irreplaceable public records. These records are at high risk of mechanical and chemical deterioration as a result of everyday use, natural aging, acidic properties, lack of environmental controls, and exposure to ultraviolet light. Due to their historical nature, these records maintain a PERMANENT retention period according to *Local Schedule CC, Texas State Library & Archives Commission, 2011*. These records demand immediate attention.

Kofile can solve Johnson County Clerk's records management dilemmas. No other vendor can offer our combination of products and services, including the patent-pending *Disaster Safe County Binder™*, the patented *Lay-Flat Archival Polyester Pocket™*, and treatment by experienced conservators.

Why unique? Our services and products are developed to assist records custodians and archivists with superior solutions to common issues. We have revolutionized the preservation industry with archival products *designed specifically for county governments*. Each of our products is the result of decades of research and product development *exclusively* focused on providing county governments with the tools they need to safeguard their collections.

Why exclusive? No other vendor provides our technology. Kofile is the developer, manufacturer, and distributor of the *Lay-Flat Archival Polyester Pocket™* and the *Disaster Safe County Binder™*. We own the patent on the *Lay-Flat Archival Polyester Pocket™* and possess patent-pending status on the *Disaster Safe County Binder™* (DSB). Kofile is the only

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

manufacturer of the DSB. Kofile owns all marketing photographs and promotional literature.

These exclusive products and services justify Kofile to serve as sole source during Johnson County Clerk's preservation project. The benefits of these products are detailed following.

Lay-Flat Archival Polyester Pocket™

US Patent Number 7,943,220 B1, issued on May 17, 2011.

Encapsulation is an archival method for housing brittle and fragile documents. In archival encapsulation, the document floats freely. It is not adhered or heat set.

There are a variety of protective plastic film enclosures on the market. The only appropriate film for archival use should be manufactured from chemically stable materials. The film should also pass the Photographic Activity Test (PAT). "Archival Safe" and "Acid Free" are only words, and there are no standards regulating their use.



Kofile uses SKC SH725 PET polyester to manufacture pockets. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.

Each sheet is encapsulated in a 3 mil patented polyester pocket: *Lay Flat Archival Polyester Pocket™*, US Patent #7,943,220 B1, 5/17/2011. This pocket welded closed on three sides, and the binding process statically seals the fourth side. With this feature, the Pocket would not need to be cut to access the original sheet. A Reemay® strip or spunbond polyester is welded at the binding edge to offset the document's thickness and seal out atmospheric pollutants while allowing off-gassing.

Pockets are customized for each order, guaranteeing the most efficient use of storage space for Johnson County Clerk's records. Polyester pockets are available in several thicknesses (or *mil*), and the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

These developments allow for a flat book block. The inherent static cling of polyester provides physical support and protection during use. The binding is reinforced for added strength and usability. Also, the Pocket will not need to be cut to access the original sheet.

Disaster Safe County Binder™

Patent Pending (Patent File Number 58-9257, November 15, 2005,
Metal Goods in Class 6.)

For Johnson County Clerk's preservation project, we propose that original volumes are bound in our proprietary *Disaster Safe County Binders™* (DSB). It offers unparalleled protection against water and fire damage.

Proprietary Features

The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. The DSB is the result of a hard lesson about environmental dangers. It addresses what went wrong in that disaster.

It also enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical plat cabinet system. This feature allows collections to return in a smaller storage footprint with *4Post™* Shelving.

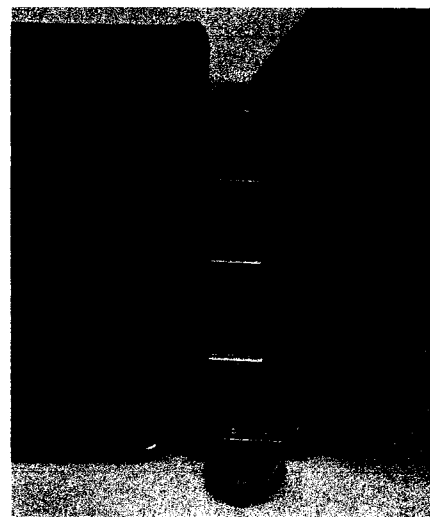
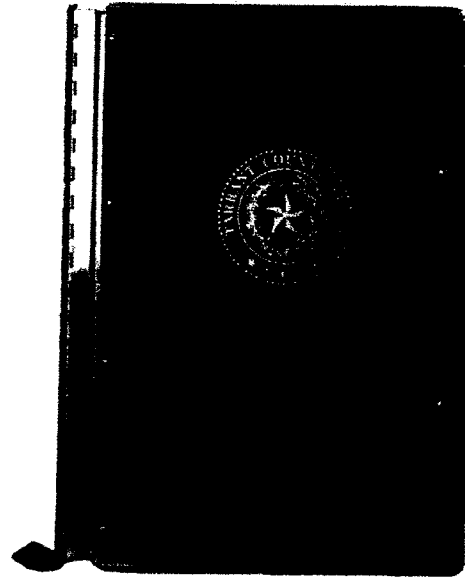
The DSB features a lifetime warranty against rust. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to Johnson County. This is our commitment of value and service to our customers.

The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value and offers the highest level of protection for disaster recovery.

Other DSB Features Include:

Stainless Steel—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

Support to the Book Block—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

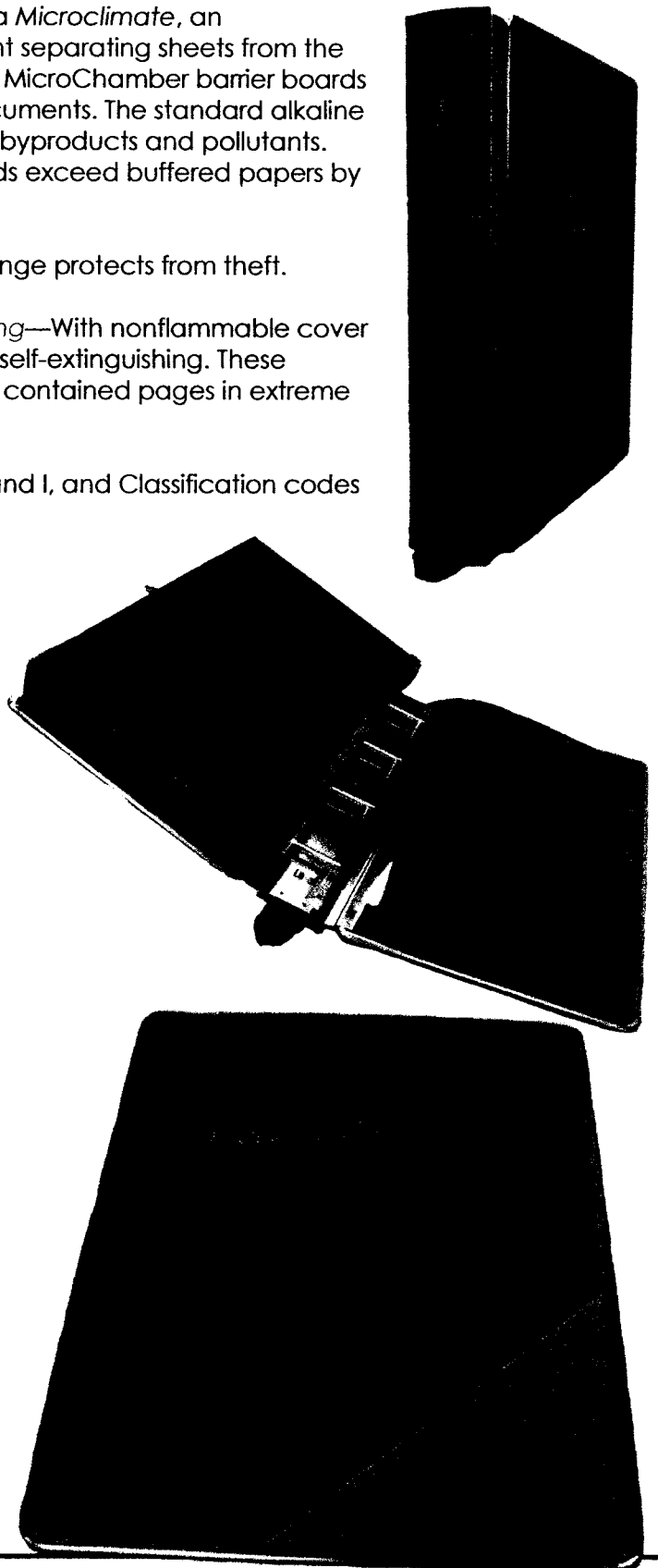


Microclimate—The DSB creates a *Microclimate*, an independent, stable environment separating sheets from the external atmosphere. Protective MicroChamber barrier boards in the front and rear protect documents. The standard alkaline -buffered product only removes byproducts and pollutants. The MicroChamber barrier boards exceed buffered papers by 100 times.

Security Lock—A security lock hinge protects from theft.

Nonflammable & Self-Extinguishing—With nonflammable cover boards and materials, the DSB is self-extinguishing. These proprietary features, protect the contained pages in extreme temperatures.

The DSB exceeds NFPA Fire Codes 1 and I, and Classification codes FMVSS 302, UL94 FLAME, and UL 746A IGNITION. NFPA 232, ~6.12.2, states "All records shall be stored in fully enclosed non-combustible containers" (Standard for the Protection of Records, 2007 Edition J).



A cut-away of the DSB cover components. The layers include:

- 1. Imitation Leather*
- 2. Fire Resistant Material*
- 3. Self Extinguishing Board*

Let these product specifications serve to justify the exceptional benefits of Kofile's unique archival products. Their exclusive U.S. Patent statuses are the direct results of Kofile's years of research, testing, development, and expertise. Kofile is the only vendor in the Dallas/Fort Worth Metroplex capable of providing this quality of service.

Thank you for allowing us the opportunity to develop the right solution for the Johnson County Clerk's Office.

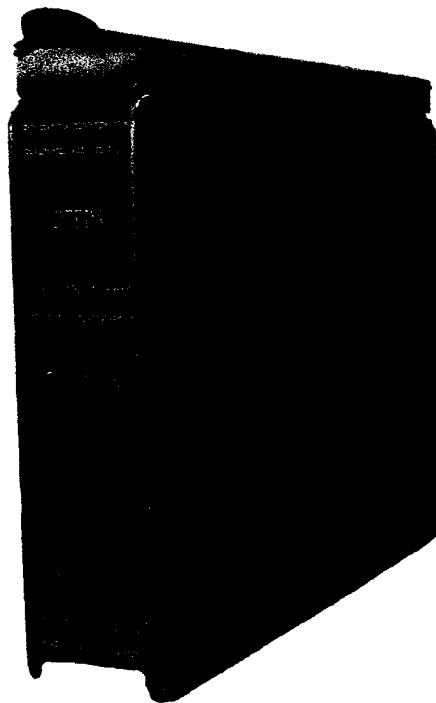
The patented services, technology, and materials provided the constituents of Johnson County a true cost-savings option. We do not take our mandate—the preservation of our nation's history—lightly.

Please let me know if you have any questions regarding the justification for sole source and the information provided. We look forward to working with the Johnson County Clerk.

Sincerely,
Miriam Gray

Miriam Gray
Account Manager

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KOFILE PRESERVATION

May 28, 2015

Honorable Becky Ivey
Johnson County Clerk
Guinn Justice Center
204 S. Buffalo Avenue
Cleburne, Texas 76033

Dear Hon. Becky Ivey,

Please find our quote for the preservation of the 21 volumes of Johnson County Clerk's Record Books and 30 boxes of Probate Records detailed following. This quote is updated from July 2013 and April 2015.

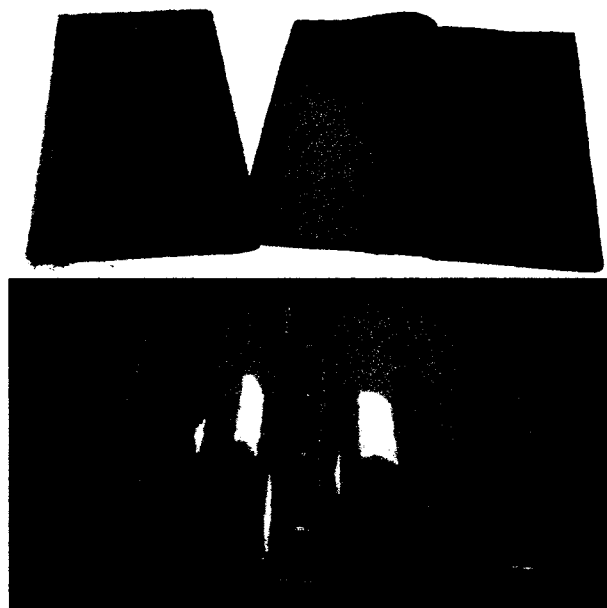
Preservation services include conservation treatments and digitization for the volumes and digitization, deacidification, and rehousing for the Probate Records. Please note that prices are good for 90 days from the date of this quote.

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 records custodians with the information and 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, or digitization—or any maintenance or repair of the existing resource.

To ensure the longevity of these crucial volumes, Kofile performs all services in accordance with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works (AIC). Kofile is also an Awardee of a Library of Congress FEDLINK *Preservation Services for Library and Archival Collections* contract.



A historical volume from Titus County, Texas, before and after service.

DOCUMENT PRESERVATION SPECIALISTS
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SCOPE OF SERVICES

Kofile regularly addresses historical and permanent retention documents, including manuscript, typescript, Photostat, micrographic, tri-folds, blueprints, re-creations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. *Each of the volumes will receive all of the following services:*

Preservation (PRV)—Conservation Treatments & Rebinding

- **Log.** Create permanent log (note condition, pagination, characteristics, and treatments).
- **Clean.** Surface clean sheets to remove deposits. This includes dust, soot, particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- **Conserve.** Remove non-archival repairs and fasteners, such as residual glues. Reduce adhesives and laminates *to the furthest extent possible without causing damage to paper and inks.*
- **Mend.** Mend tears with Japanese tissue. All materials are acid free and reversible. Sheets are also mended with either Japanese tissue and methyl cellulose adhesive, or archival acrylic based acid free and reversible heat set tissue such as Filmoplast®.
- **Stabilize.** Deacidify sheets after careful testing. Magnesium oxide deacidifies (or neutralizes) acid inks and paper by providing an alkalize reserve. This chemical is inert and safe, and does not degrade the sheet. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- **Protect.** Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar. With a patented lay flat design, this envelope is welded to prevent invasion of atmospheric pollutants.
- **Bind.** The volumes are rebound in custom *Disaster Safe County Binders™*. These binders are manufactured on a per-book basis and are sized to 1/4" incremental capacities. They are available in imitation leather—with options for customized imprinting and a County seal. Index tabs are repaired/replaced as necessary.
- **Document.** A dedication and treatment report is included in the binders.
- **Quality Control.** Final quality check with reference to original log.

Imaging (IM)

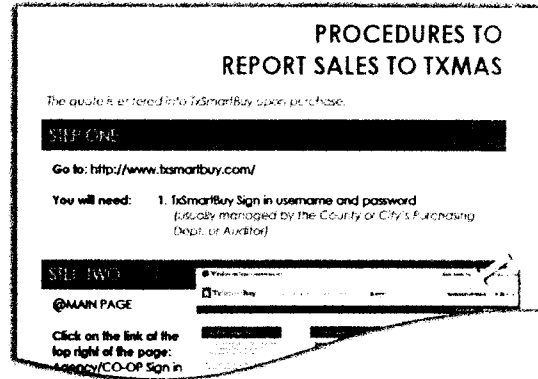
- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and difficult-to-read information. Gray-scale scanning techniques ensure optimum resolution for each page.
- Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.
- Kofile's *IMAGE PERFECT* application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the re-created image.
- All images are certified. Each image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
- Johnson County receives one MASTER COPY (DVD or CD) and a COPY upon completion. Kofile can also hold a security copy at our facilities for safe keeping. *We do not re-sell, distribute, or grant unauthorized access to County records/documents. They are strictly the County's property.*

Microfilm (MM)

- Create 16 mm archival microfilm.

TXMAS REPORTING REQUIREMENTS

Per the Texas Comptroller of Public Accounts (CPA), to purchase this project, Johnson County must enter the order online on the TxSmartBuy System at <www.txsmartbuy.com/>. Please review the attached instructions outlining the new process (excerpted right). Johnson County's CO-OP Listing, per the CPA's website:




CO-OP #	C1260
Contact	Ralph McBroom, pur@johnsoncountytexas.org
Expiration	05-JUN-2015

PROJECT PRICE QUOTE

Please reference **TXMAS Contract No. TXMAS-13-36010** on the County's Purchase Order. Prices are good for 90 days. Please note that page counts are all based on estimates as provided by the County Clerk's Office. Billing will occur on actual page counts.

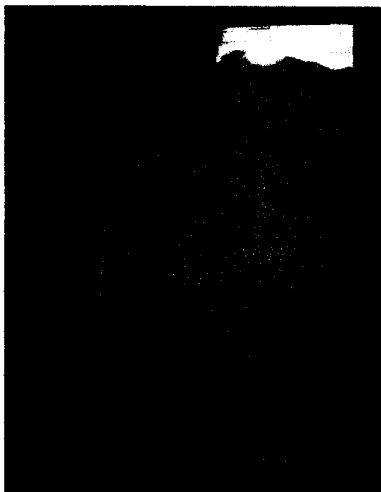
JOHNSON COUNTY CLERK TXMAS LINE ITEMS						
PART NO.	NIGP CODE	DESCRIPTION	UNIT PRICE	UNIT	QTY.	TOTAL PRICE
RECORD BOOKS						
PRV001	96272	Preserve Historical Record Book (Conserve, Archival Image, Rebind)	\$2,457.7425*	Book	24	\$58,985.82
PROBATE CASE FILES						
PRV201	96272	Preserve Historical Tri-Folded Case Files (Conserve, Archival Image, Rebind)	\$4,765.90	Book	122.4	\$528,121.13
RECORD BOOK SUBTOTAL						\$58,985.82
PROBATE CASE FILE SUBTOTAL						\$528,121.13
GRAND TOTAL						\$587,106.95

*This is an average book cost which is calculated by subtracting the book count by the project total. Please see the following page for itemized book pricing.

COUNTY ACCEPTANCE	
By: 	DATE: 9/14/15
(Signature of Authorized Official/Title)	

JOHNSON COUNTY CLERK
 ITEMIZED PROJECT INVENTORY & PRICING
 RECORD BOOKS, *cont'd.*

RECORDS SERIES TITLE	VOL.	DATE	PAGE COUNT	CONDITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Probate Minutes	B		345	Poor		PRV	\$1,488.58
Probate Minutes	C		390	Poor		PRV	\$1,682.74
Probate Minutes	D		630	Poor		PRV	\$2,718.27
Probate Minutes	E		724	Poor		PRV	\$3,123.86
Probate Minutes	F		638	Poor		PRV	\$2,752.79
Probate Minutes	G		634	Poor		PRV	\$2,735.53
PROBATE CASE FILES							
Probate Records	1— 2514	1856-1916	Approx. 72,000	30 Boxes (~2,400 Pages/ Box). Case No. 1 & 2 were not located at the time of assessment.		PRV/IM/MM	\$528,121.13**



**A box's capacity and paper weight determine the number of binders to return. Due to the tri-folds, Probate Records require more attention during conservation and imaging. The number of inserts, presence of tape and adhesives, and condition are all factors when determining costs.

For instruments smaller than the standard sheet size, Kofile charges per archival envelope. As pictured, Kofile would not charge for each check, instead all four checks would be charged together as one page.

During billing, Kofile will charge a per page cost (or per Mylar envelope). **As such, page counts in this quote are estimates, and final billing is dependent on the actual sheet count.**

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

Sincerely,

Miriam Gray

Miriam Gray
 Account Manager
 miriam.gray@kofile.us

cec/sgr

KOFILE PRESERVATION

May 28, 2015

Honorable Becky Ivey
Johnson County Clerk
Guinn Justice Center
204 S. Buffalo Avenue
Cleburne, Texas 76033

RE: Preservation of Four Volumes of Vitals Records

Dear Hon. Becky Ivey,

Please find our quote for the preservation of the four volumes of Johnson County Clerk's Vital Records. Preservation services include conservation treatments and digitization. Please note that prices are good for 90 days from the date of this quote.

PROJECT UNDERSTANDING

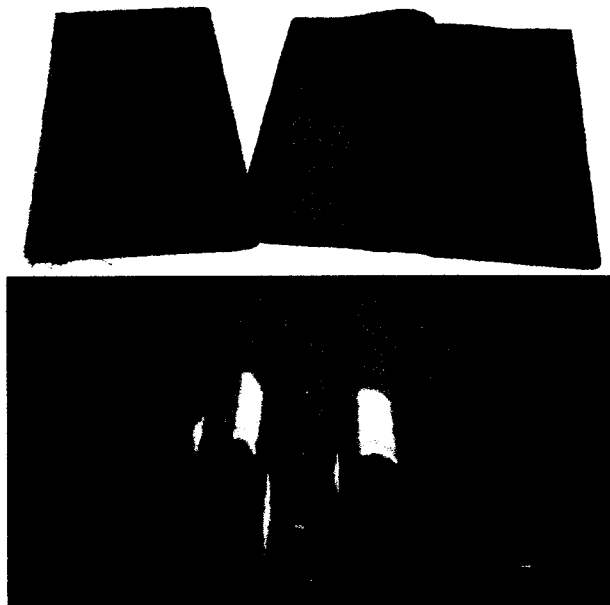
At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve collections.

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, or digitization—or any maintenance or repair of the existing resource.

To ensure the longevity of these crucial volumes, Kofile performs all services in accordance with the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic and Artistic Works (AIC). Kofile is also an Awardee of a Library of Congress FEDLINK *Preservation Services for Library and Archival Collections* contract.

SCOPE OF SERVICES

Kofile regularly addresses historical and permanent retention documents, including manuscript, typescript, Photostat, micrographic, tri-folds,



A historical volume from Titus County, Texas, before and after service.

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blueprints, re-creations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. *Each of the volumes will receive all of the following services:*

Preservation (PRV)—Conservation Treatments & Rebinding

- **Log.** Create permanent log (note condition, pagination, characteristics, and treatments).
- **Clean.** Surface clean sheets to remove deposits. This includes dust, soot, particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- **Conserve.** Remove non-archival repairs and fasteners, such as residual glues. Reduce adhesives and laminates *to the furthest extent possible without causing damage to paper and inks.*
- **Mend.** Mend tears with Japanese tissue. All materials are acid free and reversible. Sheets are also mended with either Japanese tissue and methyl cellulose adhesive, or archival acrylic based acid free and reversible heat set tissue such as Filmoplast®.
- **Stabilize.** Deacidify sheets after careful testing. Magnesium oxide deacidifies (or neutralizes) acid inks and paper by providing an alkalize reserve. This chemical is inert and safe, and does not degrade the sheet. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- **Protect.** Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar. With a patented lay flat design, this envelope is welded to prevent invasion of atmospheric pollutants.
- **Bind.** The volumes are rebound in custom *Disaster Safe County Binders™*. These binders are manufactured on a per-book basis and are sized to 1/4" incremental capacities. They are available in imitation leather—with options for customized imprinting and a County seal. Index tabs are repaired/replaced as necessary.
- **Document.** A dedication and treatment report is included in the binders.
- **Quality Control.** Final quality check with reference to original log.

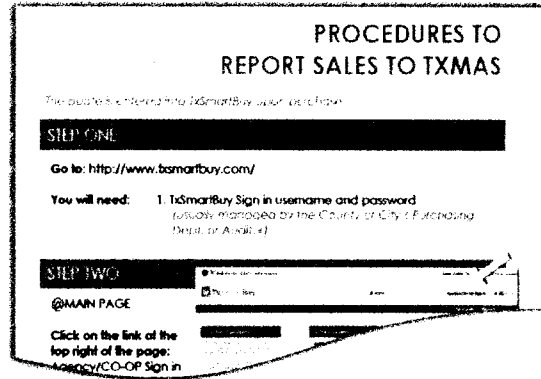
Imaging (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and difficult-to-read information. Gray-scale scanning techniques ensure optimum resolution for each page.
- Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.
- Kofile's *IMAGE PERFECT* application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are electronically added on the re-created image.
- All images are certified. Each image is checked during Quality Control. We verify effectiveness and minimum legibility through rigorous and systematic quality control.
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Microfilm (MM)

- Create 16 mm archival microfilm.

TXMAS REPORTING REQUIREMENTS
 Per the Texas Comptroller of Public Accounts (CPA), to purchase this project, Johnson County must enter the order online on the TxSmartBuy System at <www.txsmartbuy.com/>. Please review the attached instructions outlining the new process (excerpted right). Johnson County's CO-OP Listing, per the CPA's website:



CO-OP #	C1260
Contact	Ralph McBroom, pur@johnsoncountytexas.org
Expiration	05-JUN-2015

PROJECT PRICE QUOTE

Please reference TXMAS Contract No. TXMAS-13-36010 on the County's Purchase Order.
 Prices are good for 90 days. Please note that page counts are all based on estimates as provided by the County Clerk's Office. Billing will occur on actual page counts.

JOHNSON COUNTY CLERK TXMAS LINE ITEMS						
PART NO.	NIGP CODE	DESCRIPTION	UNIT PRICE	UNIT	QTY.	TOTAL PRICE
PRV001	96272	Preserve Historical Record Book (Conserve, Archival Image, Rebind)	\$1,282.9066*	Book	3	\$3,848.72
					TOTAL	\$3,848.72

*This is an average book cost which is calculated by subtracting the book count by the project total. Please see the following page for itemized book pricing.

COUNTY ACCEPTANCE	
BY: <u>R. [Signature]</u>	DATE: <u>9/14/15</u>
(Signature of Authorized Official/Title)	

PROJECT INVENTORY
 & ITEMIZED PRICING

KEY: PRV Preservation XP Very Poor
 IM Imaging XXP Extremely Poor
 MM Microfilm

JOHNSON COUNTY CLERK ITEMIZED PROJECT INVENTORY & PRICING					
RECORDS SERIES TITLE	DATE	PAGE COUNT	CONDITION	LEVEL OF SERVICE	PRICE QUOTE
Births/Deaths	1910	76	Poor	PRV/IM/MM—Priced to combine. Binding separately will incur additional charges.	\$949.23
Register of Deaths	1885-1917	104	XP		
Register of Births	1888	182	XXP	PRV/IM/MM	\$1,256.45
Register of Births	1917-1928	238	XXP	PRV/IM/MM	\$1,643.04

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

Sincerely,

Miriam Gray

Miriam Gray
 Account Manager
 miriam.gray@kofile.us

sgf