

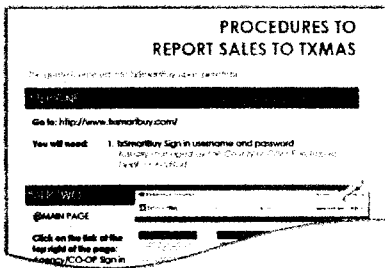
PROJECT OVERVIEW

This project is presented via TXMAS Contract No. TXMAS-13-36010 per Johnson County's cooperative purchasing membership. Please reference this contract number on the resulting purchase order. Prices are good for 90 days from the date of this quote. Pricing is based on a Good Faith Estimate of image counts. Billing will reflect actuals.

JOHNSON COUNTY CLERK PROJECT OVERVIEW						
RECORDS SERIES TITLE	BOXES ¹	CASE NO.	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE ²
Probate Case File	31-75	2518-6520	132,750	Tri-Fold	PRV	\$943,400.62
TOTAL						\$943,400.62

Pricing Assumptions

- ¹ The project inventory includes 45 boxes of shucks. There is an estimated average of 2,950 images per box.
- ² Kofile will adjust the final invoice—either up or down—for the actual number of pages treated.



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

CO-OP #	C1260
Contact	Ralph McBroom; pur@johnsoncountytexas.org
Expiration Date	05-JUN-2017

Please note that TXMAS line items are calculated on average costs and are not indicative of the cost of any one item. TXMAS billing line items include:

UNIT PRICING PER BINDER					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	PRICE
PRV004	96272	Paper Conservation	\$144.28/Hour	6,538.6791	\$943,400.62

COUNTY ACCEPTANCE

BY: *[Signature]* DATE: 11/28/16
 (Signature of Authorized Official/Title)

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PROJECT INVENTORY & ITEMIZED PRICING
 Prices are good for 90 days from the date of this proposal.

JOHNSON COUNTY CLERK
 PRESERVATION OF PROBATE CASE FILES

BOX NO.	RECORD SERIES TITLE	CASE RANGE	DATE	PAGE COUNT	LEVEL OF SERVICE	TOTAL PRICE
31	Probate Case File	2518-2583	1918	2,950	PRV	\$20,964.46
32	Probate Case File	2584-2650		2,950	PRV	\$20,964.46
33	Probate Case File	2651-2714		2,950	PRV	\$20,964.46
34	Probate Case File	2715-2806		2,950	PRV	\$20,964.46
35	Probate Case File	2807-2877		2,950	PRV	\$20,964.46
36	Probate Case File	2878-2944		2,950	PRV	\$20,964.46
37	Probate Case File	2945-3033		2,950	PRV	\$20,964.46
38	Probate Case File	3034-3108		2,950	PRV	\$20,964.46
39	Probate Case File	3109-3196		2,950	PRV	\$20,964.46
40	Probate Case File	3197-3288		2,950	PRV	\$20,964.46
41	Probate Case File	3289-3355		2,950	PRV	\$20,964.46
42	Probate Case File	3356-3430		2,950	PRV	\$20,964.46
43	Probate Case File	3431-3484		2,950	PRV	\$20,964.46
44	Probate Case File	3486-3585		2,950	PRV	\$20,964.46
45	Probate Case File	3586-3659		2,950	PRV	\$20,964.46
46	Probate Case File	3660-3717		2,950	PRV	\$20,964.46
47	Probate Case File	3718-3815		2,950	PRV	\$20,964.46
48	Probate Case File	3816-3852		2,950	PRV	\$20,964.46
49	Probate Case File	3853-3929		2,950	PRV	\$20,964.46
50	Probate Case File	3930-3979		2,950	PRV	\$20,964.46
51	Probate Case File	3980-4034		2,950	PRV	\$20,964.46
52	Probate Case File	4035-4120		2,950	PRV	\$20,964.46
53	Probate Case File	4121-4213		2,950	PRV	\$20,964.46
54	Probate Case File	4214-4292		2,950	PRV	\$20,964.46
55	Probate Case File	4293-4384		2,950	PRV	\$20,964.46
56	Probate Case File	4385-4444		2,950	PRV	\$20,964.46
57	Probate Case File	4445-4515		2,950	PRV	\$20,964.46
58	Probate Case File	4516-4584		2,950	PRV	\$20,964.46
59	Probate Case File	4585-4688		2,950	PRV	\$20,964.46
60	Probate Case File	4689-5016		2,950	PRV	\$20,964.46
61	Probate Case File	5017-5569		2,950	PRV	\$20,964.46

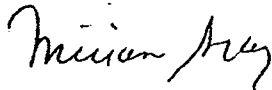
KOFILE TECHNOLOGIES

JOHNSON COUNTY CLERK
PRESERVATION OF PROBATE CASE FILES

BOX NO.	RECORD SERIES TITLE	CASE RANGE	DATE	PAGE COUNT	LEVEL OF SERVICE	TOTAL PRICE
62	Probate Case File	5570-5640		2,950	PRV	\$20,964.46
63	Probate Case File	5641-5734		2,950	PRV	\$20,964.46
64	Probate Case File	5735-5805		2,950	PRV	\$20,964.46
65	Probate Case File	5806-5884		2,950	PRV	\$20,964.46
66	Probate Case File	5885-5915		2,950	PRV	\$20,964.46
67	Probate Case File	5916-5972		2,950	PRV	\$20,964.46
68	Probate Case File	5973-6081		2,950	PRV	\$20,964.46
69	Probate Case File	6082-6150		2,950	PRV	\$20,964.46
70	Probate Case File	6151-6214		2,950	PRV	\$20,964.46
71	Probate Case File	6215-6268		2,950	PRV	\$20,964.46
72	Probate Case File	6269-6316		2,950	PRV	\$20,964.46
73	Probate Case File	6317-6388		2,950	PRV	\$20,964.46
74	Probate Case File	6389-6461		2,950	PRV	\$20,964.46
75	Probate Case File	6462-6520	1950	2,950	PRV	\$20,964.46

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

Sincerely,



Miriam Gray
Account Manager
miriam.gray@kofile.us

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PROCEDURES TO REPORT SALES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

Go to: <http://www.txsmartbuy.com/>

- You will need:**
1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)
 2. Kofile's Quote and the County's P.O. (referencing Kofile's TXMAS Contract No. TXMAS-13-36010).

STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:

Sign in

Sign into the system

STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile

STEP FOUR

@SEARCH RESULTS

Click the blue button: Add to cart

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STEP FIVE

@ADD ITEM TO CART

Complete the following prompts, *if applicable*:

- Enter total quote \$ amount as the **QUANTITY**:
If quote amount is \$1,305.89, then enter \$1,305.89 as the **item quantity**.
- If dealers are available, choose dealer from the pull down.
- Enter the amount for non-Incidental fees as the quantity of the \$1 item.
(Kofile does not quote any non-Incidental fees).
- Add other charges using the 'Charges tab,' if necessary.
- Choose Delivery date. (Not applicable to Kofile, but required by the system).
- Choose Shipping Address.

Internal Tracking No.: Use the County-issued Purchase Order No.

Add to Cart.

STEP SIX

@MY CART

Attach Kofile quote:
Attach File to Item >
Choose File

Type in the box 'Add Note to Item': See attached Quote #...

Proceed to checkout.

KOFILE TECHNOLOGIES

October 4, 2016

Honorable Becky Ivey
Johnson County Clerk
Guinn Justice Center
204 S. Buffalo Ave. #407/P.O. Box 662
Cleburne, TX 76033

RE: Preservation of Probate Case Files

Dear Hon. Becky Ivey,

This proposal addresses the preservation of part of Johnson County Clerk's Probate Case Files. Recommended preservation services include conservation, deacidification, mending, encapsulation, and rebinding. Please note that all pricing is good for 90 days from the date of this quote. Pricing is based on Good Faith Estimate image counts. Billing will reflect actuals.

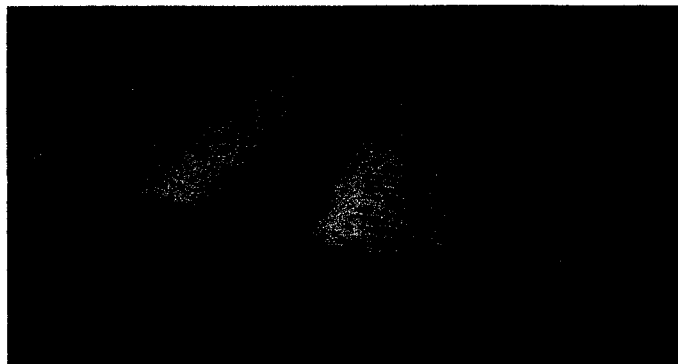
The inventory for this proposal includes Probate Case Files Boxes #31-75 (Case No. 2518-6520). Page counts are based on estimates of 2,950 pages per box and totals approximately 132,750 pages of tri-folded case files.

PROJECT UNDERSTANDING

At Kofile Technologies, Inc. (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



The Harris County District Clerk, Houston, TX, is the repository for Case File No. 37096, captures a glimpse of the early history of an iconic American financial empire. It documents the case of Howard R. Hughes [Sr.] vs. Peden Iron & Steele Co. from late 1905 to 1906. This Case File (above) was preserved for posterity and returned to the County.



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

can incorporate conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair.

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

RETENTION SCHEDULE

Due to the nature of these records, they maintain a PERMANENT retention schedule according to *Local Schedule CC*, Texas State Library & Archives Commission, Aug. 2011. Johnson County is commended on its efforts to protect and preserve the original records.

SCOPE OF SERVICES

Records receive the following services as appropriate. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log. Kofile does not sell, distribute, or grant unauthorized access to County records.

(PRV) Preservation

- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- 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.*
- Humidify and flatten sheets. Monitoring eliminates ink bleeds and mold or fungus growth. Flattening occurs with the strictest archival environmental controls.
- Mend tears with acid free and reversible materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive, or archival acrylic-based, acid-free, and reversible heat set tissue such as Filmoplast®.
- Deacidify sheets after careful testing. Magnesium oxide deacidifies (or neutralizes) 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.
- Rebind in custom-fitted and stamped *Disaster Safe County Binders™* (DSBs). Each is manufactured on a per-book basis and are sized to 1/4" incremental capacities. Index tabs are repaired/replaced as necessary.
- A dedication and treatment report is included in the binders.