

APR 8 2019

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY:** Ralph McBroom

**TODAY'S DATE:** March 26, 2019

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** April 8, 2019

**SPECIFIC AGENDA WORDING:** Consideration and approval of Preservation of Historical Deeds and Indexes to Deeds from Kofile Preservation for the County Clerk. The purchase will be made under the State of Texas Comptroller of Public Accounts Texas Multiple Award Schedule (TXMAS) Contract No. TXMAS-18-3602 and will be for a total of \$343,837.43. Funds will be pulled out of the Archive fund.

**PERSON(S) TO PRESENT ITEM:** Ralph McBroom C.P.M.

**SUPPORT MATERIAL:** (See attached)

**TIME:** 5 min

(Anticipated number of minutes needed to discuss item)

**ACTION ITEM:** X

**WORKSHOP**

**CONSENT:**

**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:** X

**AUDITOR:**

**PERSONNEL:**

**BUDGET COORDINATOR:**

**IT DEPARTMENT:**

**PURCHASING DEPARTMENT:**

**PUBLIC WORKS:**

**OTHER:** County Clerk

\*\*\*\*\*This Section to be completed by County Judge's Office\*\*\*\*\*

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

# KOFILE TECHNOLOGIES

May 2, 2018—revised June 26, 2018, January 15, January 28, March 1, & March 14, 2019

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

RE: Preservation of Historical Deeds and Indexes to Deeds

Dear Hon. Becky Ivey,

This proposal addresses the preservation of 99 volumes of Deed Records and Indexes to Deed Records previously quoted in the September 2015 Condition Assessment by Kofile Technologies, Inc. (Kofile) for the Johnson County Clerk's Office. This inventory also includes Record of Marks & Brands, Vol. 1, which was not included in previous quotes. This project contains a Good Faith Estimate of 60,684 pages. Preservation services include conservation, deacidification, mending, encapsulation, and rebinding. This quote also includes an option for the addition of archival imaging services.


## PROJECT OVERVIEW

To purchase via Kofile's TXMAS contract, then please reference TXMAS Contract No. TXMAS -18-3602 on the County's Purchase Order.

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

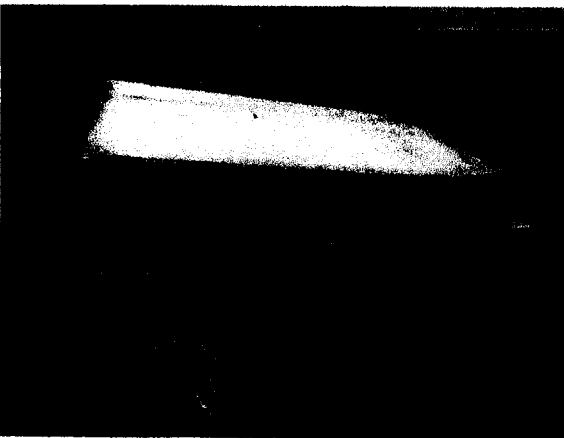
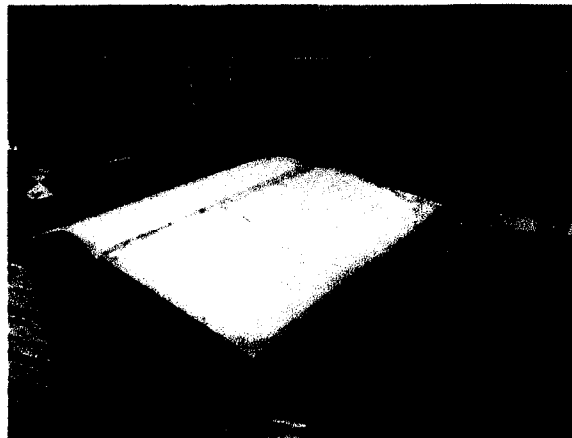
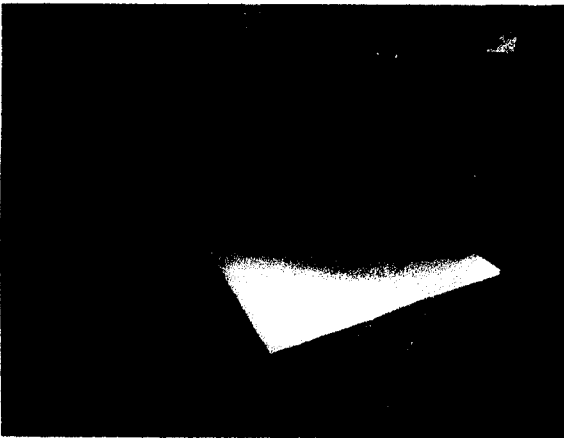
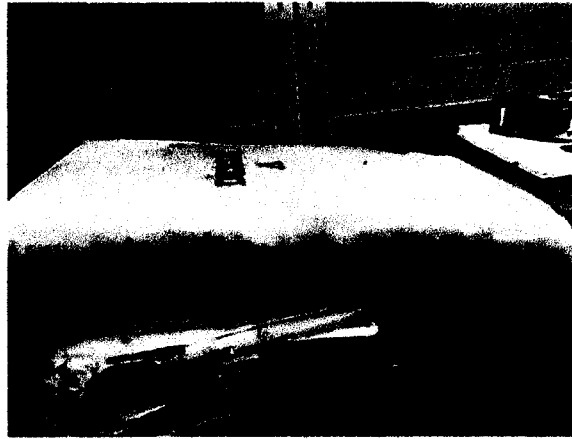
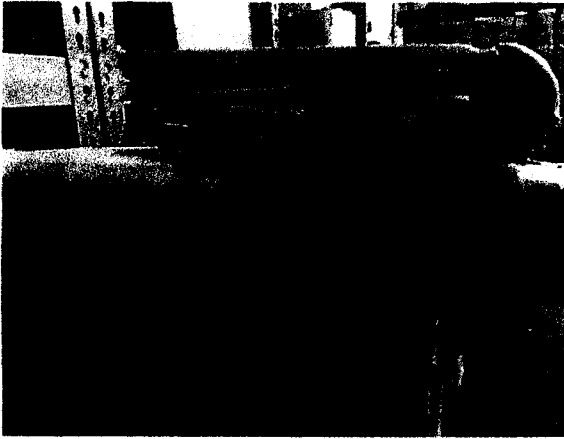
JOHNSON COUNTY CLERK PROJECT OVERVIEW						
RECORDS SERIES TITLE	VOLUME	DATE	QTY.	CONDITION	PRICE QUOTE	
					OPTION A: PRV ONLY	OPTION B: PRV/IM
Deed Record	A-I, K-W, 23-90	1854-1907	91 vols. (56,668 pp.) 2 vols. missing	<i>Manuscript (handwritten). Loose Leaf &amp; Bound. Fair to Extremely poor condition.</i>	\$269,732.27	\$318,466.75
Index To Deeds	Direct 1, 3-4, Reverse 1-4	1854-1903	8 vols. (3,486 pp.)		\$21,185.91	\$21,934.62
Record of Marks & Brands	1	1854-1943	1 vol. (530 pp.)		\$2,980.26	\$3,436.06
<b>PROJECT TOTAL</b>					<b>\$291,649.19</b>	<b>\$343,837.43</b>

Please see the following pages for the itemized project inventory and pricing per volume.

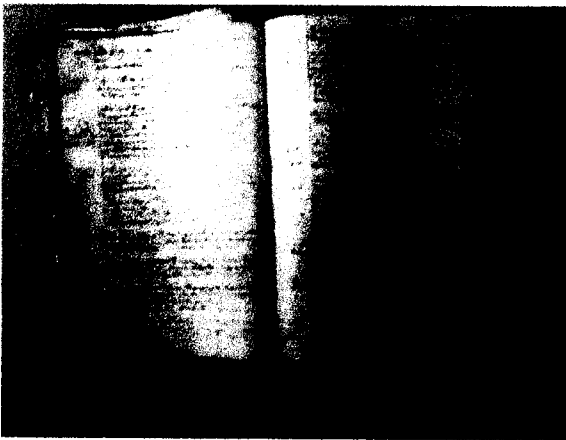
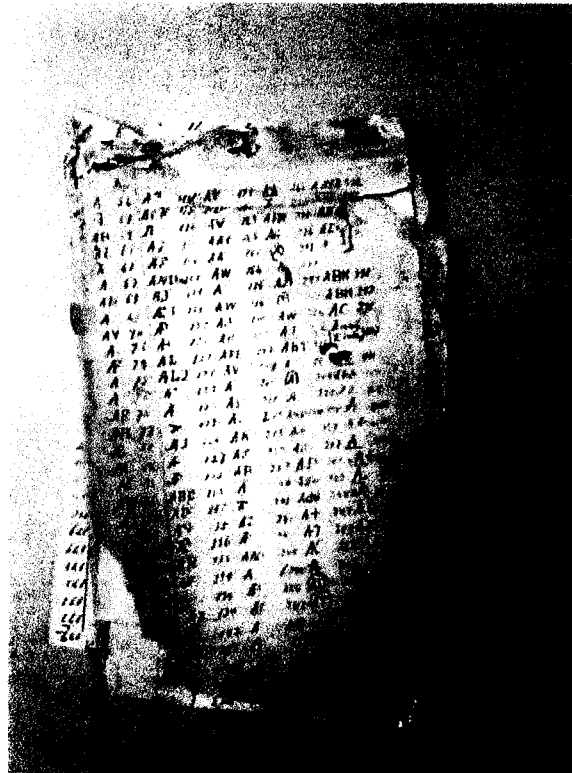
COUNTY ACCEPTANCE	
 Signature of Authorized County Official/Title      County Judge	Date      04/08/19

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

PHOTOGRAPHIC DOCUMENTATION



PHOTOGRAPHIC DOCUMENTATION



## SCOPE OF SERVICES

General treatments and services are outlined in the following pages. Services are tailored to the needs of the specific item.

### (PRV) Preserve—Conservation Treatments, Deacidification, Encapsulation, Rebinding, & Archival Shelving

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary in our Conservation Laboratory.
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks*.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than  $\pm .5$ .
- Encapsulate sheets in *Lay Flat Archival Polyester Pockets™*. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the "book block", with a 1¼" margin.
- Rebind in custom binder to match previous work—manufactured on a per-book basis and sized to ¼" incremental capacities.

### (IM) Archival Imaging—Image Capture & Processing

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for documents with poor contrast and illegibility.
- Digitized 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.
- Annotations can be electronically added on the image upon request.
- 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 a MASTER COPY in a format suitable to project size (e.g., ftp, hard drive, thumbdrive, CD, DVD).

**TXMAS BILLING LINE ITEMS**

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System

<[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>.

Johnson County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:

STATE OF TEXAS CO-OP MEMBER LISTING FOR JOHNSON COUNTY	
Link	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c1260.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c1260.php</a>
CO-OP #	C1260
Contact	Ralph McBroom; <a href="mailto:ramcbroom@johnsoncountytexas.org">ramcbroom@johnsoncountytexas.org</a>
Expiration	26-JUN-2019

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)> and 'share' it with the County to complete its purchase.

Preservation projects are billed on average costs per page. Itemized pricing is included on the following pages. For this project, the County is billed using the following TXMAS line items as applicable:

TXMAS-18-3602 BILLING LINE ITEMS							
	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	SERIES TOTAL
OPT A & B	PRV701	96272	Record Book Preservation by Page	\$4.11 Page	60,660	\$249,312.60	\$291,649.19
	PRV707	96272	Record Book Preservation by Volume	\$664.55/Book	1	\$664.55	
	PRV716	96272	Special Conservation Treatments Per Hour	\$158.28/Hour	273.65406	\$41,672.04	
OPT. B ONLY	IMG702	92030	Archival Imaging of Unbound Positive Manuscript	\$0.86/Page	60,684	\$52,188.24	\$343,837.43

**PROJECT INVENTORY & ITEMIZED PRICING**

Please see the following for the itemized project inventory and pricing per volume not including shelving.

**KEY**      **FORMAT**  
 BD Bound Volume (Sewn, etc.)      M Manuscript (Handwritten) Data  
 LL Loose Leaf Volume (Post, etc.)      T Typescript Data

PROJECT INVENTORY & ITEMIZED PRICING									
RECORDS SERIES TITLE	VOLUME	DATE	PAGES	FOR- MAT	BIND ING	SHEET SIZE	NOTES	PRICE QUOTE	
								OPT A: PRV	OPT B: PRV/IM
Deed Record (original)	A	1854-1860	482	M	BD	16.5 x 10.5		\$1,971.16	\$2,385.68
Deed Record (transcribed)	A	1854-1860	484	M	LL	17.75 x 11.5	Heavy Tape	\$2,721.60	\$3,137.84
Deed Record	B	1855-1856	430	M	LL	12.5 x 7.5	Heavy Tape	\$2,417.95	\$2,787.75
Deed Record	C	1856-1859	642	M	LL	14.75 x 9.75	Heavy Tape	\$3,610.05	\$4,162.17

**PROJECT INVENTORY & ITEMIZED PRICING**

RECORDS SERIES TITLE	VOLUME	DATE	PAGES	FOR- MAT	BIND ING	SHEET SIZE	NOTES	PRICE QUOTE	
								OPT A: PRV	OPT B: PRV/IM
Deed Record	D	1860-1866	806	M	LL	16.75 x 10.75	Heavy Tape	\$4,532.24	\$4,149.20
Deed Record	E	1866-1868	640	M	LL	17.5 x 11.5	Heavy Tape	\$3,598.80	\$2,959.83
Deed Record (transcribed)	F	1868-1870	598	M	LL	17.5 x 11.5	Minor Tape	\$2,445.55	\$4,149.20
Deed Record (original)	F	1868-1870	640	M	BD	16.75 x 10.75	Water Damage	\$3,598.80	\$3,721.32
Deed Record	G	1869-1871	574	M	LL	15 x 9.5	Minor Tape	\$3,227.68	\$2,821.24
Deed Record	H	1870-1871	570	M	BD	16.75 x 11		\$2,331.04	\$3,157.81
Deed Record	I	1870-1872	638	M	LL	18 x 11.5		\$2,609.13	\$3,164.19
Deed Record	J	NO VOLUME							
Deed Record	K	1872-1873	596	M	LL	17.75 x 11.5	Heavy Tape	\$3,351.39	\$3,863.95
Deed Record	L	1873-1874	562	M	LL	15.75 x 10.5	Heavy Tape	\$3,160.20	\$3,643.52
Deed Record	M	1874-1875	480	M	LL	17.75 x 11.5	Minor Tape	\$1,962.98	\$2,375.78
Deed Record	N	1874-1879	640	M	BD	17.75 x 11.5		\$2,617.31	\$3,167.71
Deed Record	O	1875-1876	640	M	LL	17.75 x 11.5		\$2,617.31	\$3,167.71
Deed Record	P	1876-1877	480	M	LL	17.75 x 11.5	Heavy Tape	\$2,699.10	\$3,111.90
Deed Record	Q	1877-1878	596	M	LL	17.5 x 11	Heavy Tape	\$3,351.39	\$3,863.95
Deed Record	R	1878-1879	642	M	LL	17.25 x 11.5	Minor Tape	\$2,625.49	\$3,177.61
Deed Record	S	1878-1880	638	M	BD	17.5 x 11.5		\$2,609.13	\$3,157.81
Deed Record	T	1879-1881	694	M	LL	17.5 x 11	Minor Tape	\$2,838.15	\$3,434.99
Deed Record	U	1855-1880	548	M	LL	17.5 x 11.5		\$2,241.07	\$2,712.35
Deed Record	V	1880-1881	688	M	BD	17.5 x 11.5		\$2,813.61	\$3,405.29
Deed Record	W	1881	640	M	LL	17.5 x 11.5	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	23	1881-1882	640	M	LL	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	24	1881-1882	642	M	LL	17.5 x 11.5	Minor Tape	\$2,625.49	\$3,177.61
Deed Record	25	1882-1883	644	M	LL	17.5 x 11.5		\$2,633.67	\$3,187.51
Deed Record	26	1882-1883	642	M	LL	17.75 x 11.5	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	27	1883-1884	640	M	BD	17.5 x 11.5		\$2,617.31	\$3,167.71
Deed Record	28	1883-1884	640	M	LL	17.75 x 11.5		\$2,617.31	\$3,167.71
Deed Record	29	1884-1885	642	M	LL	17.5 x 11.5	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	30	1884-1885	640	M	LL	17.75 x 11.5	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	31	1884-1886	638	M	BD	18 x 11.5		\$2,609.13	\$3,157.81
Deed Record	32	1885-1886	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	33	1885-1887	638	M	LL	17.5 x 11.5		\$2,609.13	\$3,157.81

**KOFILE** TECHNOLOGIES

**PROJECT INVENTORY & ITEMIZED PRICING**

RECORDS SERIES TITLE	VOLUME	DATE	PAGES	FOR MAT	BIND ING	SHEET SIZE	NOTES	PRICE QUOTE	
								OPT A: PRV	OPT B: PRV/IM
Deed Record	34	1886-1887	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	35	1886-1887	644	M	LL	17.25 x 11.5	Minor Tape	\$2,633.67	\$3,187.51
Deed Record	36	1887-1888	640	M	LL	17.25 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	37	1887-1888	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	38	1888-1889	638	M	LL	17.25 x 11.5	Heavy Tape	\$3,587.56	\$4,136.24
Deed Record	39	1887-1888	640	M	LL	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	40	1889-1890	642	M	LL	17.75 x 11.5	Minor Tape	\$2,625.49	\$3,177.61
Deed Record	41	1888-1889	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	42	1890-1891	640	M	BD	17.75 x 11.5		\$2,617.31	\$3,167.71
Deed Record	43	1889	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	44	1889-1890	642	M	LL	17.25 x 11.5		\$2,625.49	\$3,177.61
Deed Record	45	1890	634	M	BD	17.75 x 11.5		\$2,592.77	\$3,138.01
Deed Record	46	1890-1891	642	M	LL	17.25 x 11.5	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	47	1891-1892	640	M	LL	17.5 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	48	1891	640	M	BD	17.25 x 11.5	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	49	1891-1892	642	M	BD	17.25 x 11.5	Minor Tape	\$2,625.49	\$3,177.61
Deed Record	50	1892-1893	646	M	BD	17.5 x 11.5	Minor Tape	\$2,641.85	\$3,197.41
Deed Record	51	1892	640	M	BD	17.25 x 11.5		\$2,617.31	\$3,167.71
Deed Record	52	1892-1893	642	M	LL	17.25 x 11	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	53	1893-1894	640	M	LL	17.5 x 11.5	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	54	1893	640	M	LL	17.25 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	55	1893-1894	642	M	LL	17.25 x 11.5	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	56	1893-1894	638	M	LL	17.25 x 11.5	Heavy Tape	\$3,587.56	\$4,136.24
Deed Record	57	1894-1895	642	M	LL	17.25 x 11.5	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	58	1894-1895	640	M	LL	17.25 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	59	1895	646	M	LL	17.25 x 11.5	Heavy Tape	\$3,632.54	\$4,188.10
Deed Record	60	1894-1895	640	M	LL	17.75 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	61	1895	640	M	BD	17.75 x 11.5		\$2,617.31	\$3,167.71
Deed Record	62	1895	646	M	LL	17.25 x 11	Heavy Tape	\$3,632.54	\$4,188.10
Deed Record	63	1895-1896	640	M	BD	17.25 x 11	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	64	1896	648	M	BD	17.25 x 11	Minor Tape	\$2,650.03	\$3,207.31
Deed Record	65	1896-1897	640	M	LL	17.25 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Printed Deed Record	66	1895-1896	640	M	LL	17.25 x 11	Heavy Tape	\$3,598.80	\$4,149.20

**KOFILE** TECHNOLOGIES



**PROJECT INVENTORY & ITEMIZED PRICING**

RECORDS SERIES TITLE	VOL- UME	DATE	PAGES	FOR- MAT	BIND ING	SHEET SIZE	NOTES	PRICE QUOTE	
								OPT A: PRV	OPT B: PRV/IM
Deed Record	67	1896-1897	640	M	LL	17.25 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	68	1897-1898	638	M	LL	17.5 x 11	Heavy Tape	\$3,587.56	\$4,136.24
Deed Record	69	1896-1897	642	M	BD	17.25 x 11	Minor Tape	\$2,625.49	\$3,177.61
Deed Record	70	1897	642	M	LL	17.25 x 11	Heavy Tape	\$3,610.05	\$4,162.17
Tax Deeds Deed Record	71	1899-1907	24	M	BD	17.5 x 11		\$664.55	\$685.19
Deed Record	72	1897-1898	640	M	LL	17.25 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Printed Deed Record	73	1898-1899	640	M	BD	17.75 x 11.5	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	74	1899	636	M	BD	17.75 x 11.5	Minor Tape	\$2,600.95	\$3,147.91
Deed Record	75	1897-1898	640	M	LL	17.75 x 11.5	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	76	1898	638	M	LL	17.75 x 11.5		\$2,609.13	\$3,157.81
Deed Record	77	1898-1899	642	M	LL	17.5 x 11	Heavy Tape	\$3,610.05	\$4,162.17
Deed Record	78	1898-1899	640	M	LL	17.5 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	79	1898-1899	644	M	LL	17.5 x 11	Heavy Tape	\$3,621.30	\$4,175.14
Deed Record	80	1899	640	M	LL	17.5 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	81	1899	644	M	LL	17.5 x 11	Heavy Tape	\$3,621.30	\$4,175.14
Deed Record	82	1899-1900	640	M	LL	17.5 x 11	Heavy Tape	\$3,598.80	\$4,149.20
Deed Record	83	Missing from warehouse							
Printed Deed Record	84	1899-1900	640	M	BD	17.75 x 11	Minor Tape	\$2,617.31	\$3,167.71
Deed Record	85	1900-1901	642	M	BD	17.5 x 11		\$2,625.49	\$3,177.61
Deed Record	86	1901-1902	640	M	BD	17.75 x 11		\$2,617.31	\$3,167.71
Deed Record	87	1899-1900	644	M	BD	17.75 x 11		\$2,633.67	\$3,187.51
Deed Record	88	1899-1900	640	M	BD	17.5 x 11		\$2,617.31	\$3,167.71
Deed Record	89	1900	644	M	BD	17.75 x 11		\$2,633.67	\$3,187.51
Deed Record	90	1900	640	M	BD	17.75 x 11	Minor Tape	\$2,617.31	\$3,167.71
Reverse Index to Deeds (original)	1	1854-1883	434	M	LL	18.5 x 11.75	Heavy Tape	\$2,440.44	\$2,813.68
Reverse Index to Deeds (transcribed)	1	1854-1883	434	M	BD	17.5 x 11		\$1,774.86	\$2,148.10
Reverse Index to Deeds	2	1883-1890	364	M	LL	17.75 x 11.5	Heavy Tape	\$2,046.82	\$2,359.86
Reverse Index to Deeds	3	1890-1897	396	M	LL	17.5 x 11	Heavy Tape	\$2,226.76	\$2,567.32
Reverse Index to Deeds	4	1897-1903	484	M	LL	17.75 x 11.25	Heavy Tape	\$2,721.60	\$3,137.84
Direct Index to Deeds	1	1854-1883	470	M	LL	17.25 x 11	Heavy Tape	\$2,642.87	\$3,047.07
Direct Index to Deeds	3	1890-1897	414	M	LL	17.5 x 11	Heavy Tape	\$2,327.98	\$2,684.02

**KOFILE** TECHNOLOGIES

PROJECT INVENTORY & ITEMIZED PRICING									
RECORDS SERIES TITLE	VOL- UME	DATE	PAGES	FOR- MAT	BIND ING	SHEET SIZE	NOTES	PRICE QUOTE	
								OPT A: PRV	OPT B: PRV/IM
Direct Index to Deeds	4	1897-1903	490	M	LL	17.75 x 11.25	Heavy Tape	\$2,755.33	\$3,176.73
Record of Marks & Brands	1	8/1854-8/1943	530	M	BD		Heavy Tape	\$2,980.26	\$3,436.06

Please let me know if you have any questions. We look forward to serving Johnson County.

Sincerely,

*Miriam Gray*  
 Miriam Gray  
 Account Manager

cec