

DEC 28 2020

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

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

SUBMITTED BY: Becky Ivey TODAY'S DATE: 12/2/2020

**DEPARTMENT:** X County Clerk  
**SIGNATURE OF DEPARTMENT HEAD:** X Becky Ivey  
**REQUESTED AGENDA DATE:** X 12/28/2020

**SPECIFIC AGENDA WORDING:**

Consideration of the Preservation of Index to Births from Kofile Preservation for the County Clerk, with purchase to be made under the State of Texas Comptroller of Public Accounts Texas Multiple Award Schedule (TXMAS), Contract No. TXMAS-18-3602, for a total of \$6,335.36 to be paid for with budgeted funds from the Vital Statistics Preservation Fund.

**PERSON(S) TO PRESENT ITEM:** Becky Ivey - County Clerk

**SUPPORT MATERIAL:** (Must enclose supporting documentation)

**TIME:** 10 min. **ACTION ITEM:** XX  
**WORKSHOP:** \_\_\_\_\_  
 (Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_  
**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** XX **IT DEPARTMENT:** \_\_\_\_\_  
**AUDITOR:** XX **PURCHASING DEPARTMENT:** XX  
**PERSONNEL:** \_\_\_\_\_ **PUBLIC WORKS:** \_\_\_\_\_  
**BUDGET COORDINATOR:** XX **OTHER:** \_\_\_\_\_

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

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

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

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

June 24, 2020—revised July 16 & November 12, 2020

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

Dear Hon. Becky Ivey,

The proposal addresses the preservation of Index to Births, 1886-1941 for the Johnson County Clerk's Office (with a Good Faith Estimate of 1,042 pages). Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets.

Recommended preservation services include conservation treatments, deacidification, mending, encapsulation, rebinding, and archival imaging (including image capture and processing). The location of work for this project is Kofile's Conservation and Digitization Laboratory in Dallas, TX. Also included is pricing for archival shelving units to house the returning volumes.

***Kofile proposes a unique solution that no other vendor can offer.*** This project addresses the preservation, long-term management, and digital access of this collection. Preservation insures the survival of **source originals** for the application of future technologies.

***Photographic documentation is included on the following page.***

## PROJECT UNDERSTANDING

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.

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).

## PRESERVATION PROJECT TIMELINE

Kofile's Facility in Dallas, TX, is highly capable to successfully and timely complete this project. Kofile does not seek work that it cannot professionally complete within a reasonable and agreed-upon time schedule. This statement can be verified by our references (provided upon request). Kofile works with our client's and any budget or timing constraints to ensure that the project is completed to satisfaction.

Projects may be broken into batches of work to shorten turnaround. A batch will run along 14 to 18 weeks. Kofile will meet whatever reasonable timeline the County requires and will start the project upon award and execution of contract. Pickup and delivery is pre-arranged with the client prior to the project start.



Preservation projects are unique in that the work determines the schedule, response times, and completion date. Each job is individual and unique. The condition of the record determines how quickly it moves through the preservation process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches and the age of the records decreases, production rate increases.

## ACCESSIBILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Johnson County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between Johnson County and Kofile.

- ▶ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County. Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

## 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 quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered as necessary.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.
- Remove any non-archival repairs or fasteners, such as residual glues. All tape and previous mends to reduced to the extent possible without causing damage to paper and inks.
- 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). Koze paper, in both natural and white finish, is used due to its strength and transparency after application.
- Deacidify each side of each sheet with Bookkeepers® after careful testing. This commercial solution of 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. Once the buffer is applied, the paper's pH is slowly altered. 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™. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants. Dimensions match the "book block" with a 1¼" binding margin.

- Re-bind in custom-fitted and stamped *Disaster Safe County Binders*<sup>™</sup> (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.

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. [multi-page]
- IMAGE PERFECT is Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Image cropping, as applicable.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Page Validation (automated PG. numbering for validation).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping.
- Multi-level Quality Control (QC) for data and images. 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 a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Other Included Services:


- Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.



**PROJECT PRICE QUOTE**

**This project is presented via TXMAS Contract No. TXMAS-18-3602.** 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 page and images counts. Billing occurs on actual counts per the unit pricing herein; not to exceed the P.O. without permission.

JOHNSON COUNTY CLERK PROJECT PRICE QUOTE							
RECORDS SERIES TITLE	DATE	PAGES	SHEET SIZE	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Index to Births	1886-1941	1,042	14x11	Loose Leaf	A-Z tabs	PRV/IM	\$6,335.36
<b>TOTAL</b>							<b>\$6,335.36</b>

<b>COUNTY ACCEPTANCE</b>	
 <i>Signature/Title of County Representative</i>	<u>12-28-2020</u> <i>Date</i>

**TXMAS REPORTING & BILLING LINE ITEMS**

Upon purchase of this TXMAS project, Johnson County reports the order online on the TxSmartBuy System at <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>.

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:pur@johnsoncountytexas.org">pur@johnsoncountytexas.org</a> , 817-556-6839
EXPIRATION	26-JUNE-2021

Kofile can prepare a 'Shopping Cart' in TxSmartBuy and 'share' it with the County to complete its purchase—[https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=8636695&sender=preserve@kofile.us&datetime=2020\\_11\\_12\\_10\\_9](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=8636695&sender=preserve@kofile.us&datetime=2020_11_12_10_9).

TXMAS BILLING LINE ITEMS					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
PRV705	96272	Oversized Record or Index Book Preservation & Archival Imaging by Page	\$6.08/Page	1,042	\$6,335.36

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](mailto:miriam.gray@kofile.us)

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