

APR 11 2022

Approved

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Becky Ivey TODAY'S DATE: 4/5/2022

DEPARTMENT: X County Clerk
SIGNATURE OF DEPARTMENT HEAD: X Becky Ivey
REQUESTED AGENDA DATE: X 4/11/2022

SPECIFIC AGENDA WORDING:

Consideration of the Preservation of Discharge Record Books, Discharge Record Index, and Deed Records Books 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 \$281,340.08 to be paid for with budgeted funds from the Record Archives 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 _____

April 5, 2022

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 131 volumes of permanent retention record books for the Johnson County Clerk's Office (with a Good Faith Estimate of 84,216 pages). The items in this inventory were previously quoted as part of the Records Archive Plan from 2019. Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets.

Recommended preservation services include conservation treatments, deacidification, mending, and encapsulation. The location of work for this project is Kofile's Conservation and Digitization Laboratory in Dallas, TX.

PROJECT UNDERSTANDING

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. This can often include 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.

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). Kozo 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 1 1/4" 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.

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 Overview					
RECORD Series	Volume	Binding	Pages	Level of Service	Estimated Total
Discharge Record	1-13	LL / Sewn	10,606	PRV	\$76,622.92
Discharge Record Index	1	LL	186	PRV	\$1,173.12
Deed Record	324-377	LL	35,040	PRV	\$203,544.04
Project Total					\$281,340.08

<p>COUNTY ACCEPTANCE</p>  <p>_____ Signature/Title of County Representative</p>	<p style="text-align: right;">4-11-22</p> <p style="text-align: right;">_____ Date</p>
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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/>.

STATE OF TEXAS CO-OP MEMBER LISTING FOR JOHNSON COUNTY	
LINK	https://comptroller.texas.gov/auto-data/purchasing/co-op/c1260.php
CO-OP #	C1260
CONTACT	pur@johnsoncountytexas.org, 817-556-6839
EXPIRATION	7-July-2022

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?](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=12401339&sender=preserve@kofile.us&datetime=2021_10_14_14_56)

[&n=2&sc=1&cartid=12401339&sender=preserve@kofile.us&datetime=2021_10_14_14_56](https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=12401339&sender=preserve@kofile.us&datetime=2021_10_14_14_56)

TXMAS BILLING LINE ITEMS					
Part No.	NIGP	DESCRIPTION	UNIT	QUANTITY	LINE TOTAL
PRV702	96272	Oversized Record or Index Book Preservation by Page	Page	37,574	\$211,293.68
PRV703	96272	Case File Preservation by Page	Page	7,202	\$58,768.32
PRV706	96272	Case File Preservation, Archival Imaging, Microfilm by Page	Page	1,056	\$11,278.08
				TOTAL	\$281,340.08

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 Executive
miriam.gray@kofile.us

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