

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Becky Ivey TODAY'S DATE: 9/23/2022

DEPARTMENT: County Clerk

SIGNATURE OF DEPARTMENT HEAD: *Becky Ivey*

REQUESTED AGENDA DATE: October 11, 2022

SPECIFIC AGENDA WORDING:

Consideration of the preservation of a Discharge Record Index Book (The same being, Register of Discharges Filed For Record Vol. 1, as stated on the approved Records Archive Plan) from Kofile Preservation for the County Clerk's Office, with the 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 \$963.00, which will be paid for with budgeted funds from the Records Archive Fund (0450-4030-54000-GG).

PERSON(S) TO PRESENT ITEM:

Becky Ivey

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 10 Mins.
(Anticipated number of minutes needed to discuss item)

ACTION ITEM: ✓
WORKSHOP:
CONSENT:
EXECUTIVE:

COMMISSIONERS COURT

OCT 11 2022

Approved

STAFF NOTICE:

COUNTY ATTORNEY: ✓

AUDITOR: ✓

PERSONNEL:

BUDGET COORDINATOR: ✓

IT DEPARTMENT:

PURCHASING DEPARTMENT: ✓

PUBLIC WORKS:

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: _____

September 15, 2022

**Honorable Becky Ivey
Johnson County Clerk**

Preservation of Discharge Record Index Book

SUBMITTED BY:

Miriam Gray
Account Executive
miriam.gray@kofile.com
(214) 763-7490

Kofile 

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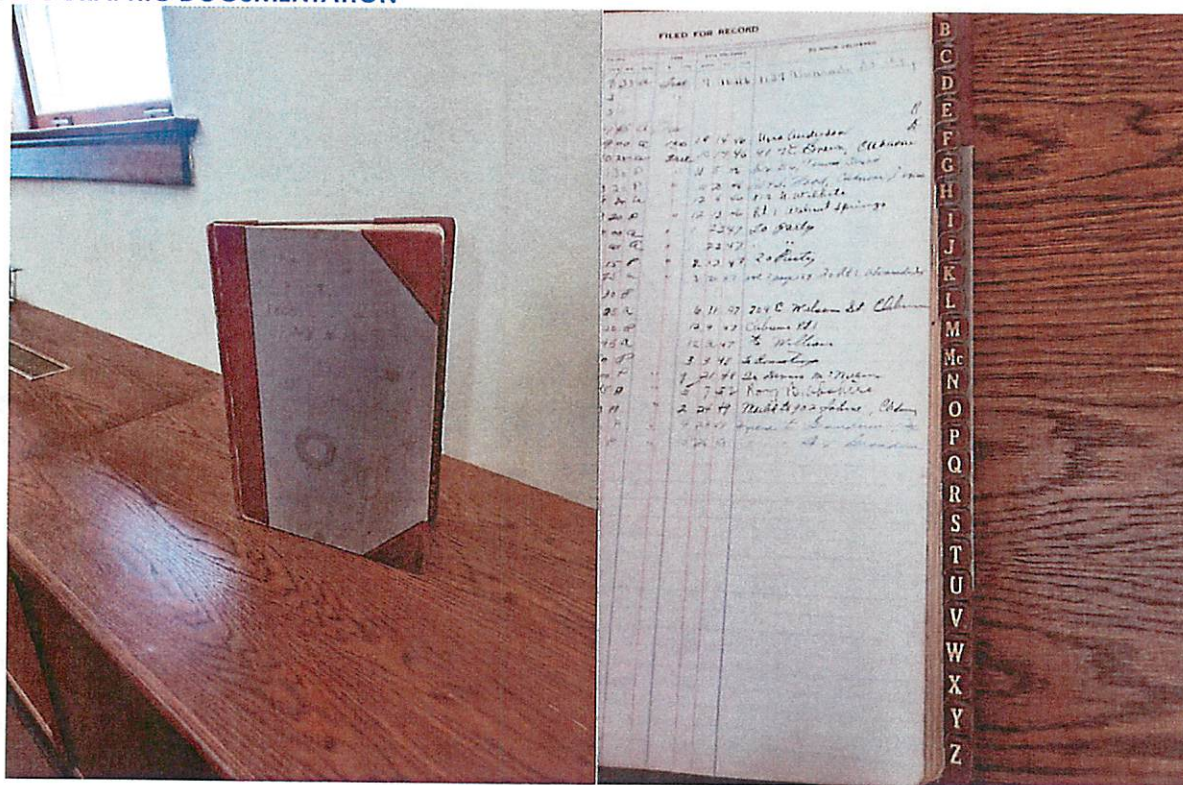
Dear Honorable Becky Ivey,

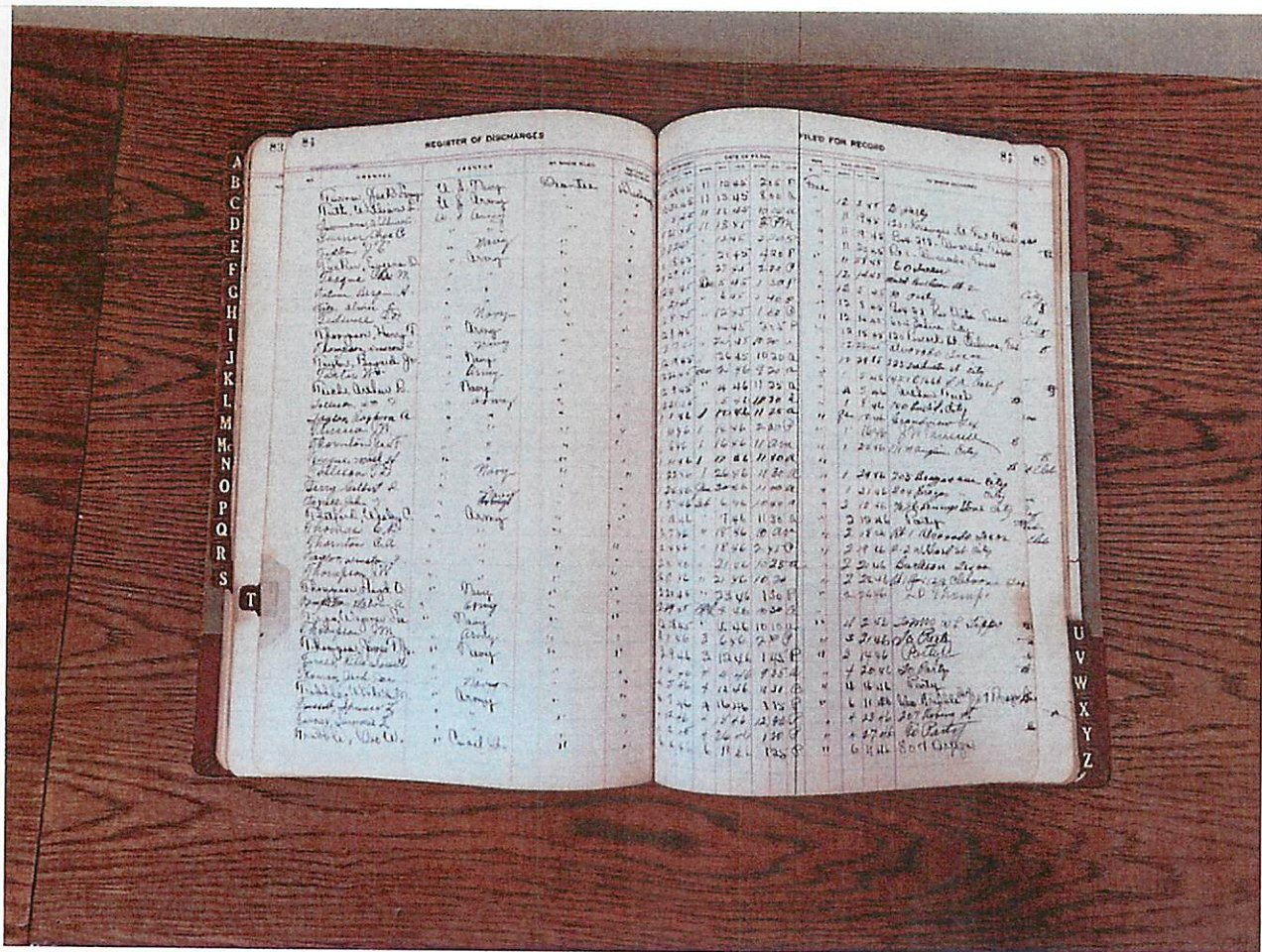
This proposal addresses Johnson County Clerk's Discharge Record Index Book and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments and rehousing. Archival rehousing includes encapsulation and loose-leaf binding into an Archival Recorder Binder. Note that the price herein is good for 90 days from the date of this quote.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Johnson County Clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

PHOTOGRAPHIC DOCUMENTATION





SCOPE OF SERVICES

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

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- 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. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- 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—e.g., 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.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by

providing an alkaline reserve (after pH and compatibility testing). 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 Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-18-3602**. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

Johnson County Clerk			
Project Overview			
Record Series	Page Count	Level of Service	Estimated Total
Discharge Record Index Book	111	PRV	\$963.00

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

CUSTOMER ACCEPTANCE



Signature of Authorized Official

Roger Harmon

Print Name of Authorized Official

County Judge

Title of Authorized Official

10-11-22

Date

KOFILE ACCEPTANCE



Signature of Authorized Official

Michael Hill

Print Name of Authorized Official

Chief Revenue Officer

Title of Authorized Official

9.28.22

Date

PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-18-3602** directly on the P.O. Kofile has prepared a 'Shopping Cart' in TxSmartBuy so Johnson County Clerk can complete this purchase – See Link:

STATE OF TEXAS CO-OP MEMBER LISTING FOR Johnson County Clerk	
LINK	https://comptroller.texas.gov/auto-data/purchasing/co-op/cl260.php
CO-OP #	C1260
Contact	RALPH MCBROOM; pur@johnsoncountytexas.org
Expiration	02-Jul-2023

https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=16496484&sender=preserve@kofile.com&datetime=2022_9_9_8_36

Johnson County Clerk is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
PRV707	96272	Record Book Preservation by Volume [Minimum Charge]	Book	\$963.00	1	\$963.00
					TOTAL	\$963.00

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Johnson County Clerk 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 requirements.

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

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Johnson County Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

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

Sincerely,

Miriam Gray

Miriam Gray

c: (214) 763-7490

e: miriam.gray@kofile.com

rac