

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 5.16.2025

Meeting Date: 5.27.2025

Submitted By: Kristi Shaw

Department: Purchasing Department

Signature of Elected Official/Department Head:

Kristi Shaw

Court Decision: <small>This section to be completed by County Judge's Office</small>	
	<p style="color: red; font-weight: bold;">5-27-25</p>

Description:

Consider and approve with authorization for County Judge to sign Kofile, Inc.
Quote: Q-00958 in the amount of \$99,999.76 for Custom Imaging Service for
Domestic Case Files and Tri-fold Imaging with the purchase made under State of
Texas Comptroller of Public Accounts Texas Multiple Award Schedule
(TXMAS), Contract No. TXMAS-23-92001.

(May attach additional sheets if necessary)

Person to Present: David Lloyd

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) ☒ PUBLIC ☐ CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: (check one)

☐ Action Item ☒ Consent ☐ Workshop ☐ Executive ☐ Other _____

Check All Departments That Have Been Notified:

☐ County Attorney ☐ IT ☐ Purchasing ☐ Auditor
☐ Personnel ☐ Public Works ☐ Facilities Management

Other Department/Official (list) District Clerk

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

Approved in CC on 9/11/2023



6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 5/01/2025
EXPIRATION DATE: 7/30/2025

QUOTE: Q-00958
PO #:
SALES ORDER #: 11919463
OPPORTUNITY #: P321622

Kofile Proposal

Customer Information

Customer: Johnson District Clerk | TX

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

Billing Address: P.O. Box 495 Cleburne, Texas 76033

Shipping Address: P.O. Box 495 Cleburne, Texas 76033

Primary Contact	
Name	David Lloyd
Title	District Clerk
Telephone	
Email	

Kofile Sales Rep	
Name	Billy Gerwick
Address	6300 Cedar Springs Road, Dallas , TX, 75235
Telephone	(832) 373-9124
Email	billy.gerwick@kofile.com

Dear David Lloyd,

This proposal addresses Johnson District Clerk | TX's critical records and is presented by Kofile Technologies, Inc. {Kofile}. Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

Indexing 4 fields-Plaintiff, Defendant, Case number, Date
Boxes will be RETURNED after completion

SCOPE OF SERVICES

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

Record Series	Service	Part No.	NIGP	Scope of Work
Domestic Case Files	Custom Imaging Service			<ul style="list-style-type: none">• Standard Document Prep of removing pages from folder Acco clips, staples and paperclips.• Off-site Scanning at 300DPI and delivered images are bi-tonal black and white.• All pages will be digitized utilizing high-speed ADF scanners. Pages within the file folders will not exceed 11" X17". The physical file folder will not be imaged.• Reading documents and/or reorganizing pages within their respective locations are not included in this scope of work.• Blank back page removal will be an automated best effort. If there are any black images over 5kb, they will be part of the delivery.• Blind double-key verification indexing will be performed via key from the first image file within each case file to capture Plaintiff, Defendant, Case Number and Date.• Pricing based on an average of 165 pages per case file. There is an average of 16 case files per box.• Standard production processing will be utilized for this initiative, including Quality Assurance processes.• Zonal image enhancements services are not included in this scope of work.• Electronically transmit multi-page PDF or TIFF to client's SFTP location.• After digitization records will be destroyed.

Record Series	Service	Part No.	NIGP	Scope of Work
	Trifold Imaging			<ul style="list-style-type: none"> • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Capture images at 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page. • Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.) • Capture verification. • IMAGE PERFECT, 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. • Crop excess blank space around image. This may involve manual cropping to ensure best quality image. • Documents for one case file are group, and the images are named (tagged for the directory file structure) by case file number. • Client receives a master in a medium suitable to the project size (e.g., SFTP, USB). • Kofile can hold a security copy of all images for safekeeping, if requested.

PROJECT PRICING

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Domestic Case Files	102	1	Per Image	265,000	Custom Imaging Service	\$53,000.00
		1	Per Image	66,337	Trifold Imaging	\$46,999.76
TOTAL:						\$99,999.76

Net Total: \$99,999.76


Terms and Conditions: TXMAS - This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference Contract No. TXMAS-23-92001 directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Johnson District Clerk | TX can complete this purchase. This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

<p>Customer Acceptance</p> <p></p> <p>Signature of Authorized Official</p> <p>David Lloyd</p> <p>Print Name of Authorized Official</p> <p>District Clerk</p> <p>Title of Authorized Official</p> <p>5/12/25</p> <p>Date</p>	<p>Kofile Acceptance</p> <p></p> <p>Signature of Authorized Official</p> <p>Billy Gerwick</p> <p>Print Name of Authorized Official</p> <p>Account Executive</p> <p>Title of Authorized Official</p> <p>5-1-25</p> <p>Date</p>
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APPROVED AS TO FORM AND CONTENT:

JOHNSON COUNTY:


Christopher Boedeker
As Johnson County Judge

5-27-25
Date

Attest: 
County Clerk, Johnson County



5-27-25
Date

COMPANY:

Kofile Technologies, Inc.

Michael Strachan
Authorized Representative of Company

May 16, 2025
Date

Printed Name: Michael Strachan

Title: Secretary and GC