

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 purchase of preservation of Historical Death Records 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 \$21,078.55. Funds will be pulled out of the Vital Statistics Preservation 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 Death Records

Dear Hon. Becky Ivey,


This proposal addresses the preservation of nine volumes of Death Records for the Johnson County Clerk's Office by Kofile Technologies, Inc. (Kofile). These items were previously quoted in the September 2015 Condition Assessment and have a Good Faith Estimate of 4,912 pages. Preservation services include conservation, deacidification, mending, encapsulation, and rebinding.

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	LEVEL OF SERVICE	LINE ITEM TOTAL
Death Records	A3, A5, A6, 1-6	1903-1956	9 vols. (4,912 pp.)	Manuscript (handwritten). Loose leaf & bound. Good to Extremely poor condition.	PRV	\$21,078.55
PROJECT TOTAL						\$21,078.55

COUNTY ACCEPTANCE	PURCHASING VEHICLE:
	<input checked="" type="checkbox"/> TXMAS Contract No. TXMAS-18-3602 <input type="checkbox"/> Other: _____
 _____ Signature of Authorized County Official/Title County Judge	
_____ Date 04/08/19	

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

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

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 ± .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. Rehouse in shelving quoted in proposal for Deed Records and Deed Indexes.

TXMAS BILLING LINE ITEMS

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

<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	https://comptroller.texas.gov/auto-data/purchasing/co-op/c1260.php
CO-OP #	C1260
Contact	Ralph McBroom; ramcbroom@johnsoncountytexas.org
Expiration	26-JUN-2019

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <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-	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	SERIES TOTAL
18-3602 BILLING LINE ITEMS	PRV701	96272	Record Book Preservation by Page	\$4.11/Page	4,912	\$20,188.32	\$21,078.55
	PRV716	96272	Special Conservation Treatments Per Hour	\$152.28/Hour	5.846	\$890.23	

PROJECT INVENTORY & ITEMIZED PRICING

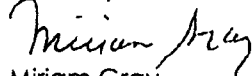
Please see the following for the itemized project inventory and pricing per volume.

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	VOL- UME	DATE	PAGES	FOR- MAT	BINDING	SHEET SIZE	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Death Record	A3	1903-1909	142	M	BD	15.75 x 10.5	Heavy Tape	PRV	\$798.48
Death Record	A5	1917-1929	322	M	BD	16.75 x 14	Heavy Tape	PRV	\$1,810.65
Death Record	A6	1917-1929	182	M	BD	16.75 x 14	Minor Tape	PRV	\$1,023.41
Death Record	1	1/1928-3/1935	818	M	LL	14 x 8.5		PRV	\$3,345.25
Death Record	2	3/1933-3/1937	750	M	LL	15.75 x 10.5		PRV	\$3,067.16
Death Record	3	4/1937-3/1941	732	M	LL	15.75 x 10.5		PRV	\$2,993.55
Death Record	4	1/1941-3/1947	642	M	LL	15.75 x 10.5	Minor Tape	PRV	\$2,625.49
Death Record	5	2/1947-8/1952	688	M	LL	15.75 x 10.5	Minor Tape	PRV	\$2,813.61
Death Record	6	8/1952-7/1956	636	M	LL	15.75 x 10.5		PRV	\$2,600.95

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

Sincerely,



Miriam Gray
Account Manager

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KOFI FILE TECHNOLOGIES

TXMAS REPORTING REQUIREMENTS

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

<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	https://comptroller.texas.gov/auto-data/purchasing/co-op/cl260.php
CO-OP #	C1260
Contact	Ralph McBroom; ramcbroom@johnsoncountytexas.org
Expiration	26-JUN-2019

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

Please do not hesitate to contact us with any questions.

Sincerely,

Miriam Gray

Miriam Gray

Account Manager

miriam.gray@kofile.us

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