

DEC 23 2019

**Approved**

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Ralph McBroom  
**TODAY'S DATE:** December 12, 2019

**DEPARTMENT:** Purchasing

**DEPARTMENT HEAD:** Ralph McBroom

**REQUESTED AGENDA DATE:** December 23, 2019

**SPECIFIC AGENDA WORDING:** Consideration and approval of Preservation of Vital Records including Marriage, Birth and Death Records and Books 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 \$106,291.82. 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 \_\_\_\_\_



August 19, 2019—revised December 4, 2019

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 36 volumes of permanent retention Vital Records for the Johnson County Clerk's Office (with a Good Faith Estimate of 20,450 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. Only the Deeds of Trust and County Court Minutes will receive archival imaging (including capture, processing, and enhancements), and security backups on archival microfilm. 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.

#### PROJECT UNDERSTANDING

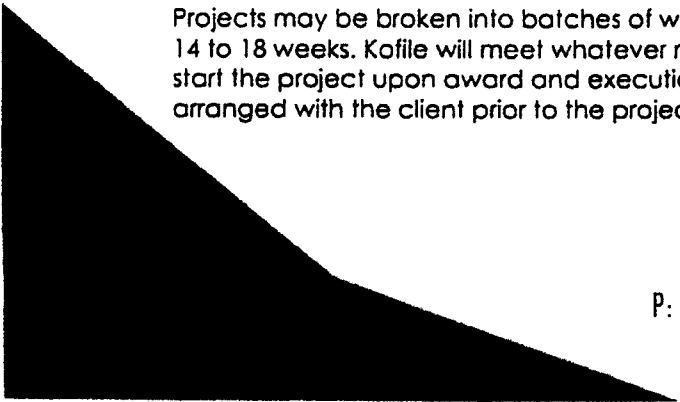
At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration to prolong the existence and useful life of the original format. Oftentimes, this includes preserving and removing the original from public access, and creating a security copy. 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.

A large, solid black shape in the bottom-left corner of the page, resembling a stylized triangle or a wedge pointing towards the bottom-left.

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

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. Kings County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a 'Hot Shot' (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 Hot Shot 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 be 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 SH725® 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						
RECORDS SERIES TITLE	VOLUME CASE	QUANTITY		LEVEL OF SERVICE	PRICE QUOTE	
		VOL.	PAGES		(PRV) PRESERVATION	(IM) ARCHIVAL IMAGING
Marriage Record	1, 3-30	29	18,560	PRV	\$94,099.20	\$94,099.20
Birth & Death Records	A1-A6, 7	7	1,890	PRV	\$12,192.62	\$12,192.62
<b>PROJECT TOTAL</b>						<b>\$106,291.82</b>

<p><b>COUNTY ACCEPTANCE</b></p>  <p><i>Signature: Title of County Representative</i></p>	<p style="font-size: 2em; text-align: center;">12/23/19</p> <p style="text-align: center;"><i>Date</i></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/](http://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 Ralph McBroom, [ramcbroom@johnsoncountytexas.org](mailto:ramcbroom@johnsoncountytexas.org), 817-556-6839  
 EXPIRATION 26-JUNE-2020

The following TXMAS billing line items are applicable to the project (please note that prices are averaged based on the total book count and the itemized pricing herein):

TXMAS BILLING LINE ITEMS					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
PRV701	96272	Record Book Preservation by Page	\$5.07 Page	20,336	\$103,103.52
PRV707	96272	Record Book Preservation by Volume (Minimum Charge)	\$761.42 Book	1	\$761.42
PRV712	96272	Conservation Treatments: Mending Repair [XP]	\$1.58 Page	1,536	\$2,426.88

Kofile can prepare a 'Shopping Cart' in TxSmartBuy and 'share' it with the County to complete its purchase.



**PROJECT INVENTORY & ITEMIZED PRICING**

The following pages include a breakdown of the project inventory and itemized pricing for each volume. Volumes in which the shortest sheet edge is >12" are considered oversized and incur additional charges.

**FORMAT KEY**

M Manuscript (handwritten)      LL Loose Leaf (Post) Binding      XP Very Poor Condition  
 T Typescript (typed)              BD Sewn Binding                      XXP Extremely Poor Condition  
 PH Negative Photostat              OS Oversized

PROJECT INVENTORY & ITEMIZED PRICING									
RECORDS SERIES TITLE	VOLUME	DATE	PAGES	FOR-MAT	BIND-ING	COND-ITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Marriage Record	1	1860	640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	3		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	4		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	5		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	6		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	7		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	8		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	9		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	10		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	11		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	12		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	13		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	14		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	15		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	16		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	17		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	18		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	19		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	20		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	21		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	22		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	23		640	M T	BD	Fair		PRV	\$3,244.80



PROJECT INVENTORY & ITEMIZED PRICING

RECORDS SERIES TITLE	VOLUME	DATE	PAGES	FOR-MAT	BIND-ING	COND-ITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Marriage Record	24		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	25		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	26		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	27		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	28		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	29		640	M T	BD	Fair		PRV	\$3,244.80
Marriage Record	30	1955	640	M T	BD	Fair		PRV	\$3,244.80
Birth & Death Record	A-4	1910-1917	318		BD		<i>Heavy Tape</i>	PRV	\$2,114.70
Death Record	7	8 1956-1 1958	240		LL	Good		PRV	\$1,216.80
Birth Record	A1	1903-1906	294	M	BD	Poor	<i>Heavy Tape</i>	PRV	\$1,955.10
Birth Record	A2	1906-1909	296	M	BD	Fair Poor	<i>Heavy Tape</i>	PRV	\$1,968.40
Record of Births	A3	1909	114	M	BD	Good	<i>Minor Tape</i>	PRV	\$761.42
Birth Record	A5	1917-1921	362	M	BD	Poor	<i>Heavy Tape</i>	PRV	\$2,407.30
Birth Record	A6	1921-1928	266	M	BD	Poor	<i>Heavy Tape</i>	PRV	\$1,768.90

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

sgr/cec