AGENDA ITEM
CA37

AGENDA PLACEMENT FORM

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

Date: 2/10/2025

Meeting Date: February 24, 2025

Submitted By: April Long

Department: County Clerk

Signature of Elected Official/Department Head: April Long

Court Decision:
This section to be completed by County Judge's Office

Johnson County ★ APPROVED ★ Commissioners Court

2-24-25

Description:

Consideration and approval of expenditures from 0450: Records Archive County Clerk in the amount of $79,468.00 for the preservation, and imaging of thirteen (13) Bond, Deputation and Surveyor books by Kofile, Inc., with the purchase to be made under the 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: April Long

(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) _____

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

6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 2/10/2025
EXPIRATION DATE: 5/11/2025

QUOTE: Q-00233
PO #:
SALES ORDER #: 16019351
OPPORTUNITY #: P321510

Kofile Proposal

Customer Information

Customer: Johnson County 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 662
204 S. Buffalo Avenue, Room 407
Cleburne, TX 76033 Cleburne, Texas 76033

Shipping Address: P. O. Box 662
204 S. Buffalo Avenue, Room 407
Cleburne, TX 76033 Cleburne, Texas 76033

Primary Contact	
Name	April Long
Title	
Telephone	(817) 556-6323
Email	along@johnsoncountytx.org

Kofile Sales Rep	
Name	Jack Morris
Address	6300 Cedar Springs Road, Dallas , TX, 75235
Telephone	(214) 729-6885
Email	jack.morris@kofile.com

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Dear Honorable April Long,

This proposal addresses Johnson County 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).

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
Bond Register volume 2	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Bond Register volume 3	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

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Bond register volume 4	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
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Deputation Record Volume 4	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

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Record Series	Service	Part No.	NIGP	Scope of Work
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Official Bond Record volume 5	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Official Bond Record volume 6	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

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Record Series	Service	Part No.	NIGP	Scope of Work
Official bond record and warehouse bond volume 1	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Official Bond volume 3	Book Preservation	PRV701, PRV715	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
Record of official bond vol 2	Book Preservation	PRV701, PRV715	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

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Record Series	Service	Part No.	NIGP	Scope of Work
bond register 2,3,4,6 Deputation 4,6 Official bon 5,6warehouseman bond 1,Official record 3, Record of official bond 2 survey books	Archival Imaging	IMGP702	92030	• 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. • Images are named (tagged for the directory file structure) by book, volume, and page. • Images are grouped (stapled) together to form documents. • If applicable, images are optimized and scaled for system output. • When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate. • Stiching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. • 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..
Deputation 4,6 Official Bond 5,6official record 3, record of official bond vol 2	Standard Indexing	IND704	92021	• Key and blind re-key verify documents. • Formatting of metadata (indexes) per the requirements of the client's record keeping vendor. • If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata. • Indexing fields, as applicable, and identified here: • Doc Type • Instrument No. • Doc Reference No. • Vol/Pg Reference • Book/Vol/Pg • Grantor - First (see Instrument) • Grantor - All • Grantee - First (see Instrument) • Grantee - All • File Date • Doc Date • Cross References • Parcel ID • Address • Legal Description - First (see Instrument) • Legal Description - All • Lot/Block • Section/Township/Range • Subdivisions • Addition

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Record Series	Service	Part No.	NIGP	Scope of Work
survey record of field notes	Book Preservation	PRV701	96272	• Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).. • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination 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 with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.
record of survey	Standard Indexing	IND704	92021	• Key and blind re-key verify documents. • Formatting of metadata (indexes) per the requirements of the client's record keeping vendor. • If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata. • Indexing fields, as applicable, and identified here: • Doc Type • Instrument No. • Doc Reference No. • Vol/Pg Reference • Book/ Vol/Pg • Grantor - First (see Instrument) • Grantor - All • Grantee - First (see Instrument) • Grantee - All • File Date • Doc Date • Cross References • Parcel ID • Address • Legal Description - First (see Instrument) • Legal Description - All • Lot/Block • Section/Township/Range • Subdivisions • Addition

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
Bond Register volume 2	1		Per Page	450	Book Preservation	$2,889.00
Bond Register volume 3	1		Per Page	300	Book Preservation	$1,926.00
Bond register volume 4	1		Per Page	350	Book Preservation	$2,247.00
Bond Register volume 6	1		Per Page	350	Book Preservation	$2,247.00

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Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Deputation Record Volume 4	1		Per Page	450	Book Preservation	$2,889.00
Deputation Record Volume 6	1		Per Page	350	Book Preservation	$2,247.00
Official Bond Record volume 5	1		Per Page	650	Book Preservation	$4,173.00
Official Bond Record volume 6	1		Per Page	300	Book Preservation	$1,926.00
Official bond record and warehouse bond volume 1	1		Per Page	700	Book Preservation	$4,494.00
Official Bond volume 3	1		Per Page	650	Book Preservation	$6,051.50
Record of official bond vol 2	1		Per Page	650	Book Preservation	$6,051.50
bond register 2,3,4,6 Deputation 4,6 Official bon 5,6warehouseman bond 1,Official record 3, Record of official bond 2 survey books	11		Per Image	5,500	Archival Imaging	$5,995.00
Deputation 4,6 Official Bond 5,6official record 3, record of official bond vol 2	6		Per Doc	5,000	Standard Indexing	$33,700.00
survey record of field notes	2		Per Page	200	Book Preservation	$1,284.00

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Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
record of survey	2		Per Doc	200	Standard Indexing	$1,348.00
					TOTAL:	**$79,468.00**

Net Total: $79,468.00

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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 County 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.

Customer Acceptance	Kofile Acceptance
Signature of Authorized Official	Signature of Authorized Official
Christopher Boedeker	Zach Horn
Print Name of Authorized Official	Print Name of Authorized Official
County Judge	Vice President - Central
Title of Authorized Official	Title of Authorized Official
2-24-2025	Feb. 10, 2025
Date	Date

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