

KOFILE TECHNOLOGIES

February 17, 2016

Honorable Sasha Kelton
Clay County Clerk
Clay County Courthouse Annex
214 N. Main Street/P.O. Box 548
Henrietta, TX 76365

RE: Digitization of Vitals, Deeds, & Marriages

Dear Hon. Sasha Kelton,

Please find the quote for the imaging and microfilming of 315,237 pages of Clay County Clerk's vitals and deed records detailed following. This quote is presented by Kofile Technologies, Inc. (Kofile). Please note that prices are good for 90 days from the date of this proposal.

NEEDS ASSESSMENT

Due to the nature of these records, they maintain a PERMANENT retention schedule according to *Local Schedule CC*, Texas State Library & Archives Commission, Aug. 2011. Clay County is commended on its efforts to protect and preserve the original records.

This project is composed of three phases of records series listed in priority as follows: Vitals, Deed Records, and Marriage Records. The tri-folds in this collection are composed of certificates of various colors, including white, blue, and pink/red. The Deed Records are legal-size volumes with loose-leaf sheets, and the Marriage Records are bound volumes. All of the records in this collection are in fair to poor condition.

SCOPE OF SERVICES

Kofile can hold a security copy of all images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

(IM) Archival Imaging

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality and optimum resolution for poor contrast and illegibility.
- Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Single-page images are stored in .001-.Onn (Page Nos.) extensions.
- *IMAGE PERFECT*, a proprietary software, ensures quality and uniformity with custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are supported to allow the addition of electronic Name, Book Type, Volume, and Page on each image.
- **Each image is sight checked and certified** to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).

- Images and metadata are optimized and scaled according to the specifications for loading to the County's Records Management System
- Clay County receives one MASTER COPY (DVD or CD) and one COPY.

(MM) Microfilm

- Create archival-quality 16 mm microfilm Disaster Recovery Back-ups.

PROJECT OVERVIEW

CLAY COUNTY CLERK IMAGING & MICROFILMING OF VITALS & DEED RECORDS						
PHASE	RECORDS SERIES TITLE	VOLUME/DATE	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Phase 1	Birth Records	1928-2010	14,400	TF/Shuck	IM/MM	\$12,960.00
	Delayed Births	A-Bi to Wr-Z	19,800		IM/MM	\$17,820.00
	Death Certificates	1928-present	8,400		IM/MM	\$7,560.00
Phase 2	Deed Records	A-Z; 27-360	262,800	LL	IM/MM	\$131,400.00
Phase 3	Marriage Records	1-17	9,837	BD	IM/Split/MM	\$11,902.77
TOTAL (315,237 pages)						\$181,642.77

BS

two
billing
budgets
OK
at completion
2960.00
at 1/26/2016

COUNTY ACCEPTANCE
 BY: X. Kenneth Liggett Clay County Judge DATE: X-3-15-2016
 (Signature/Title of Authorized Official)

PROJECT INVENTORY & ITEMIZED PRICING

Please note that all pricing is good for 90 days from the date of this quote.

CLAY COUNTY CLERK IMAGING & MICROFILMING OF VITALS & DEED RECORDS PHASE ONE: VITALS							
RECORDS SERIES TITLE	VOLUME/CASE NO.	DATE	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE	
Birth Records	1-1020	1928-1933	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	1021-1686	1933-1935	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	1687-2539	1935-1938	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	2531-2627 & 1-410	1938-1940	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	411-650 & #N554-N730	1940-1942	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	#N731-N1355	1942-1949	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	#N1356-N2000	1949-1956	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	#N2001-N2620	1956-1963	1200	TF/Shuck	IM/MM	\$1,080.00	
Birth Records	#N2621-N3250	1963-1972	1200	TF/Shuck	IM/MM	\$1,080.00	

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PHASE ONE: VITALS, cont.

RECORDS SERIES TITLE	VOLUME/CASE NO.	DATE	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Birth Records	#N3251-N3860	1972-1979	1200	TF/Shuck	IM/MM	\$1,080.00
Birth Records	#N3861-N4290	1979-1985	1200	TF/Shuck	IM/MM	\$1,080.00
Birth Records	#N4291-4380, 87-01-89-02, 01-01-97 thru 01-01-10	1986-2010	1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	A-Bi		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Bi-By		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Ca-Co		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Co-Dy		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Ea-Ga		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Ge-Ha		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Ha-Ho		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Hu-Ju		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	K-Li		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Li-Mo		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Mu-O		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	P-Re		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Rh-Sh		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Si-St		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Su-Wa		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Wa-Wi		1200	TF/Shuck	IM/MM	\$1,080.00
Delayed Births	Wr-Z		600	TF/Shuck	IM/MM	\$540.00
Death Certificates	1-1091 & 1-180	1928-1941	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	181-1220	1941-1958	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	1221-2170	1958-1971	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	2171-3170	1971-1983	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	3171-3465, 87-01-01.60.92	1983-1992	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	01.62.92-01.53.01	1992-2002	1200	TF/Shuck	IM/MM	\$1,080.00
Death Certificates	01.01.02-Present	2002-Present	1200	TF/Shuck	IM/MM	\$1,080.00

PHASE TWO: DEEDS							
RECORDS SERIES TITLE	VOLUME/CASE NO.	VOL. COUNT	PAGES/VOL.	PAGE COUNT	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Deed Record	A-Z, 27-270	270	640	172,800	LL	IM/MM	\$86,400.00
Deed Record	271-360	90	1,000	90,000	LL	IM/MM	\$45,000.00

PHASE THREE: MARRIAGES							
RECORDS SERIES TITLE	VOLUME/CASE NO.	PAGE COUNT	FOR MAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE	
Marriage Record	1	404	BD	2 images/page. Must be split.	IM/Split/MM	\$488.84	
Marriage Record	2	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	3	528	BD	2 images/page. Must be split.	IM/Split/MM	\$638.88	
Marriage Record	4	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	5	638	BD	2 images/page. Must be split.	IM/Split/MM	\$771.98	
Marriage Record	6	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	7	638	BD	2 images/page. Must be split.	IM/Split/MM	\$771.98	
Marriage Record	8	638	BD	2 images/page. Must be split.	IM/Split/MM	\$771.98	
Marriage Record	9	545	BD	2 images/page. Must be split.	IM/Split/MM	\$659.45	
Marriage Record	10	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	11	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	12	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	13	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	14	640	BD	2 images/page. Must be split.	IM/Split/MM	\$774.40	
Marriage Record	15	128	BD	2 images/page. Must be split.	IM/Split/MM	\$154.88	
Marriage Record	16	598	BD	2 images/page. Must be split.	IM/Split/MM	\$723.58	
Marriage Record	17	600	BD	2 images/page. Must be split.	IM/Split/MM	\$726.00	

Please do not hesitate to contact me with any questions.

Sincerely,

Bob Summers

Bob Summers
Account Manager

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FIELD ASSESSMENT FORM

KOFILE

6300 Cedar Springs Road, Dallas, Texas 75235
P: 214.351.4800 F: 214.442.6669 www.kofile.us

Date: **March 14 16**
Salesperson: **Bob S**

CLIENT INFORMATION	
County:	Clay County
Department:	CC
Address:	214 N Main Street
City/State:	Hennetta TX Zip Code: 76365
Phone:	940 538 4631 Fax: 264 4160
Contact:	

PRODUCTION INFORMATION	
Ship via:	Kofile PO:
Date Required:	Client PO:

PROJECT TYPE	
<input type="checkbox"/> Condition Assessment	<input type="checkbox"/> Statement of Work
	<input type="checkbox"/> Quote

LEVEL OF SERVICE

HOUSING	CONSERVATION	DIGITIZATION
<input type="checkbox"/> New Book Binding <input type="checkbox"/> Book Recreation <input type="checkbox"/> Recorder Binder	<input type="checkbox"/> Sew/Bound <input type="checkbox"/> Vinyl Jacket <input checked="" type="checkbox"/> Folder/Archival Box	<input type="checkbox"/> Disbind <input type="checkbox"/> Surface Clean <input type="checkbox"/> Flatten
	<input type="checkbox"/> Deacidify <input type="checkbox"/> Photostat Fixer <input type="checkbox"/> Encapsulate	<input checked="" type="checkbox"/> Image, CD, DVDs, Harddrive <input checked="" type="checkbox"/> Index <input checked="" type="checkbox"/> Microfilm, 16MM or 35MM
COUNTY RECORDER BINDER OPTIONS		OTHER
<input type="checkbox"/> Plat Cabinets <input type="checkbox"/> 4Post Shelving		

Photograph the entire collection and environment, then photograph each Records Series (i.e. Probate Book, Index Book, Case File, Marriage Certificate, etc.). Include a ruler in the photo. Only use a high quality camera. PHOTO 1) Book Spine; 2) Book Cover/Board; 3) Book Endsheets/Hinge; 4+) Book Interior Problems.

RECORDS COLLECTION INFORMATION

RECORDS SERIES TITLE	QTY.	DESIGNATION	DATES	SHEET SIZE (Nearest 1/8")	PAGE COUNT	IND-EX	FORMAT	CONDITION	FIELD NOTES (Fold Endurances, Ink Burn, Broken Binding, Tape, Sheet Extenders, Mold, Blanks, Attachments, Shuck Files, etc.)
Birth Records			1928 - 2010 /				will send 4 Quill tubes and		
			return the docs				in acid free folders in Quill tubes		
			Attach to Tyler Vital Index						

NOTES Pick up ASAP / Chris priced this.

Submit by E-mail