

KOFILE TECHNOLOGIES

December 2, 2016—revised January 19, 2017

Honorable Marianne Bowles
Clay County District Clerk
100 North Bridge/P.O. Box 568
Henrietta, Texas 76365

RE: Preservation of Miscellaneous Record Books

Dear Hon. Marianne Bowles,

This quote addresses the preservation of Clay County District Clerk's miscellaneous historical and permanent retention record books. This project includes approximately 9 volumes and a Good Faith Estimate of 512 pages. Recommended preservation services include conservation, deacidification, mending, encapsulation, rebinding, archival image capture and processing, and creation of archival microfilm as security backups. Eight Index Books will receive imaging and microfilm services only. All services will be completed by Kofile Technologies, Inc. (Kofile). All pricing is good for 90 days from the date of this quote.

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 any 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).

SCOPE OF SERVICES

Records receive the following services as identified. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log sheet.

Naturalization, Declaration of Intentions, Physicians Register & Medical Register Books Only

PRV—Preservation (Conserve, Treat, Deacidify, Encapsulate, & Rebind)

- Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants.
- Remove non-archival repairs or fasteners, such as residual glues, to the furthest extent possible without causing damage to paper and inks.
- Humidify and flatten sheets. Monitoring eliminates ink bleeds and mold or fungus growth. Flattening occurs with the strictest archival environmental controls.
- Mend tears with archival, acid free, and reversible materials—either Japanese tissue and methyl cellulose adhesive or Filmoplast® (acrylic-based, heat-set tissue).
- Deacidify sheets after careful testing with Bookkeepers® magnesium oxide to neutralize acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

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

- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar. Pocket dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Rebind in a custom-fitted and stamped *Disaster Safe County Binder™* or *Heritage Recorder* binder. Each is manufactured on a per-book basis and are sized to ¼" incremental capacities. Volumes may return split or combined depending on page counts and the additional weight of the Mylar encapsulation. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.

IM—Archival Imaging (Image Capture, Clean Up, & Zonal Enhancements)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability. Gray-scale ensures optimum resolution.
- Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Index books will be multi-page TIFF based on alpha letter or PDF eBook style.
- Kofile's *IMAGE PERFECT* application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Images are indexed (named) by Book, Volume, and Page and are grouped (stapled) together to form documents.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. **Each image is certified and sight checked** to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives one MASTER COPY (DVD or CD), and one COPY.
- *Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.*

MM—Microfilm

- Create archival 16 mm microfilm as a security backup.

PROJECT INVENTORY, TERMS, & COST

Without a signed Contract or Agreement, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the contract term. Please note that pricing is based on a Good Faith Estimate of page and image counts. Billing will occur on actual counts based upon agreed upon unit pricing.

 = Volume priced for combination. Additional charges apply for binding separately.

CLAY COUNTY DISTRICT CLERK PROJECT INVENTORY & PRICING						
RECORDS SERIES TITLE	VOLUME	PAGE COUNT	CONDITION	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Naturalization Record	1	10	Poor		PRV/IM/MM	\$58.00
Naturalization Record	2	8	Poor		PRV/IM/MM	\$46.40
Naturalization Record	3	130	Poor		PRV/IM/MM	\$754.00
Misc. Naturalization Record		42	Poor		PRV/IM/MM	\$243.60
Declaration of Intentions	1907-1917	66	Poor		PRV/IM/MM	\$382.80

**CLAY COUNTY DISTRICT CLERK
PROJECT INVENTORY & PRICING**

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	CONDITION	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Physicians Register	1	52	Poor		PRV/IM/MM	\$301.60
Physicians Register	2	52	Poor		PRV/IM/MM	\$301.60
Medical Register	3	106	Poor		PRV/IM/MM	\$614.80
Medical Register	4	46	Poor		PRV/IM/MM	\$266.80
					PROJECT TOTAL	\$2,969.60

COUNTY ACCEPTANCE

Hernech Lijett County Judge
 Signature of Authorized County Official/Title

1-23-2017
 Date

Please let me know if you have any questions. We look forward to serving Clay County and working together for the preservation of its public and historical assets.

Sincerely,

Bob Summers

Bob Summers
 Account Manager
 bob.summers@kofile.us

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