



6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 8/04/2025
EXPIRATION DATE: 11/02/2025

QUOTE: Q-01363
PO #:
SALES ORDER #: 20920576
OPPORTUNITY #: P322735

Kofile Proposal

Customer Information

Customer: Atascosa 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: 1 Courthouse Circle Drive Jourdanton, TX 78026

Shipping Address: 1 Courthouse Circle Drive Jourdanton, TX 78026

Primary Contact	
<u>Name</u>	Theresa Carrasco
<u>Title</u>	County Clerk
<u>Telephone</u>	8307672511
<u>Email</u>	theresa.carrasco@atascosacounty.texas.gov

Kofile Sales Rep	
<u>Name</u>	John Rickerby
<u>Address</u>	6300 Cedar Springs Road, Dallas , TX, 75235
<u>Telephone</u>	
<u>Email</u>	john.rickerby@kofile.com

Dear Honorable Theresa Carrasco,

This proposal addresses Atascosa 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
Brand Records	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • 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.
General Index to Deeds	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • 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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General Index to Deeds - 1876-1883- Transcribed	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • 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.
Index to Deeds - Direct	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • 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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Index to Deeds CFS 95000 - Reverse	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • 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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Index to Deeds CFS Direct 9500 - Reverse	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • 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.
Index to Oil & Gas & Mineral Leases - Direct	Book Preservation	PRV702	96272	<ul style="list-style-type: none"> • 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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Probate Minutes	Book Preservation	PRV701	96272	<ul style="list-style-type: none"> • 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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Probate Minutes & Criminal Docket	Book Preservation	PRV701, PRV715	96272	<ul style="list-style-type: none"> • 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.
Brands Records	Archival Imaging	IMG702	92030	<ul style="list-style-type: none"> • 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. • Stitching: 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).

Record Series	Service	Part No.	NIGP	Scope of Work
General Index & Index to Deeds	Archival Imaging	IMGP702	92030	<ul style="list-style-type: none"> • 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. • Stitching: 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).

Record Series	Service	Part No.	NIGP	Scope of Work
General Index to Deeds	Archival Imaging	IMGP711	92030	<ul style="list-style-type: none"> • 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. • Sticking: 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.

Record Series	Service	Part No.	NIGP	Scope of Work
Index to Deeds	Archival Imaging	IMGP711	92030	<ul style="list-style-type: none"> • 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. • Sticking: 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.

Record Series	Service	Part No.	NIGP	Scope of Work
Probate Minutes	Archival Imaging	IMGP702	92030	<ul style="list-style-type: none"> • 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. • Stitching: 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).

Record Series	Service	Part No.	NIGP	Scope of Work
Probate Minutes	Archival Imaging	IMG701	92030	<ul style="list-style-type: none"> • 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. • Stitching: 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).

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
Brand Records	1876-1892	1	Per Page	402	Book Preservation	\$3,742.62
General Index to Deeds	1-A	1	Per Page	500	Book Preservation	\$4,655.00
General Index to Deeds - 1876-1883-Transcribed	1	1	Per Page	500	Book Preservation	\$3,850.00

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Index to Deeds - Direct	1	1	Per Page	650	Book Preservation	\$6,051.50
Index to Deeds - Direct	2, 3	2	Per Page	1,300	Book Preservation	\$8,346.00
Index to Deeds - Direct	A-K	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-Z	2	Per Page	1,200	Book Preservation	\$9,240.00
Index to Deeds - Reverse	A-Z	2	Per Page	1,200	Book Preservation	\$9,240.00
Index to Deeds - Reverse	A-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	L-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Direct	A-K	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Direct	L-Z	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Reverse	1	1	Per Page	650	Book Preservation	\$6,051.50
Index to Deeds - Reverse	2, 3	2	Per Page	1,300	Book Preservation	\$8,346.00
Index to Deeds - Reverse	A-K	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Reverse	L-Z	1	Per Page	600	Book Preservation	\$4,620.00
Index to Deeds - Reverse	A-K	5	Per Page	3,000	Book Preservation	\$23,100.00
Index to Deeds - Reverse	L-Z	5	Per Page	3,000	Book Preservation	\$23,100.00

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Index to Deeds CFS 95000 - Reverse	Subdivision	1	Per Page	640	Book Preservation	\$4,108.80
Index to Deeds CFS Direct 9500 - Reverse	Subdivision	1	Per Page	156	Book Preservation	\$1,001.52
Index to Oil & Gas & Mineral Leases - Direct	A-Z	2	Per Page	1,050	Book Preservation	\$8,085.00
Index to Oil & Gas & Mineral Leases - Direct	A-K	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Direct	L-Z	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Reverse	A-Z	2	Per Page	1,050	Book Preservation	\$8,085.00
Index to Oil & Gas & Mineral Leases - Reverse	A-K	1	Per Page	400	Book Preservation	\$3,080.00
Index to Oil & Gas & Mineral Leases - Reverse	L-Z	1	Per Page	400	Book Preservation	\$3,080.00
Probate Minutes	B & C	2	Per Page	1,360	Book Preservation	\$12,661.60
Probate Minutes	E,G,H,I,J,K	6	Per Page	3,648	Book Preservation	\$23,420.16
Probate Minutes & Criminal Docket	1-A	1	Per Page	390	Book Preservation	\$3,630.90
Brands Records	1876-1892	1	Per Image	402	Archival Imaging	\$438.18

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
General Index & Index to Deeds	1,1-3 Direct,1-3 Reverse,	7	Per Image	4,400	Archival Imaging	\$4,796.00
General Index to Deeds	1 Transcribed	1	Per Image	500	Archival Imaging	\$960.00
Index to Deeds	A-Z,A-K,L-Z	40	Per Image	22,496	Archival Imaging	\$43,192.32
Probate Minutes	1A,B,C,E	4	Per Image	2,178	Archival Imaging	\$2,374.02
Probate Minutes	G,H,I,J,K	5	Per Image	3,220	Archival Imaging	\$2,350.60
TOTAL:						\$307,066.72

Net Total: \$307,066.72

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 Atascosa 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.

<p>Customer Acceptance</p> <hr/> <p>Signature of Authorized Official</p> <hr/> <p>Print Name of Authorized Official</p> <hr/> <p>Title of Authorized Official</p> <hr/> <p>Date</p>	<p>Kofile Acceptance</p> <hr/> <p>Signature of Authorized Official</p> <hr/> <p>Print Name of Authorized Official</p> <hr/> <p>Title of Authorized Official</p> <hr/> <p>Date</p>
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