



January 5, 2021

Honorable Janet Parker  
Burnet County Clerk  
220 South Pierce Street  
Burnet, Texas 78611

RE: Preservation of Courthouse Mechanic Plans

Dear Hon. Janet Parker,

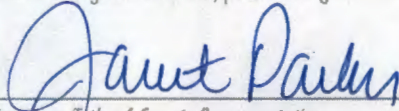
This proposal addresses the preservation, archival imaging, and framing of three plats for the Burnet County Clerk's Office. Please note that prices are good for 90 days from the date of this quote. This proposal is presented by Kofile Technologies, Inc. (Kofile).

#### PROJECT OVERVIEW

| BURNET COUNTY CLERK<br>PROJECT PRICING                         |      |         |              |                                                                             |                       |             |
|----------------------------------------------------------------|------|---------|--------------|-----------------------------------------------------------------------------|-----------------------|-------------|
| RECORDS SERIES                                                 | DATE | QTY.    | SHEET SIZE   | DESCRIPTION                                                                 | LEVEL OF SERVICE      | PRICE QUOTE |
| Highway Bridge<br>Across the Colorado<br>River at Marble Falls | 1911 | 2 plats | 38" x 36.5"  | Blueprints.<br>Oversized. Rips,<br>tears, and non-<br>archival tape repairs | Preservation          | \$450.00    |
|                                                                |      |         |              |                                                                             | Archival Digitization | \$34.00     |
|                                                                |      |         |              |                                                                             | Frame Pricing         | \$2,900.00  |
| Proposed Colorado<br>River Bridge                              |      | 1 plat  | 16.75" x 36" | Oversized. Rips,<br>tears, and non-<br>archival tape repairs                | Preservation          | \$175.00    |
|                                                                |      |         |              |                                                                             | Archival Digitization | \$17.00     |
|                                                                |      |         |              |                                                                             | Frame Pricing         | \$1,000.00  |
| PROJECT TOTAL                                                  |      |         |              |                                                                             |                       | \$4,576.00  |

#### COUNTY ACCEPTANCE

Without a signed contract, prices are good for 90 days.

  
Signature, Title of County Representative

1-20-2021  
Date

Photographic documentation is included on the following pages.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
P: 214/ 442.6668 F: 214/ 442.6669 WWW.KOFILE.COM

## Janet Parker

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**From:** Catherine Drolet <Catherine.Drolet@kofile.us>  
**Sent:** Thursday, January 7, 2021 1:52 PM  
**To:** Janet Parker  
**Subject:** Kofile - Map Quote  
**Attachments:** TX\_BurnetCC\_Quote\_PLATPRVIMRC\_2021\_01.pdf

Dear Janet,

Attached is the quote for the three maps for your review. The services include restoration, preservation, imaging and framing for a total \$4,576.00.

Please let me know if you require anything else.

Thank you and be safe!

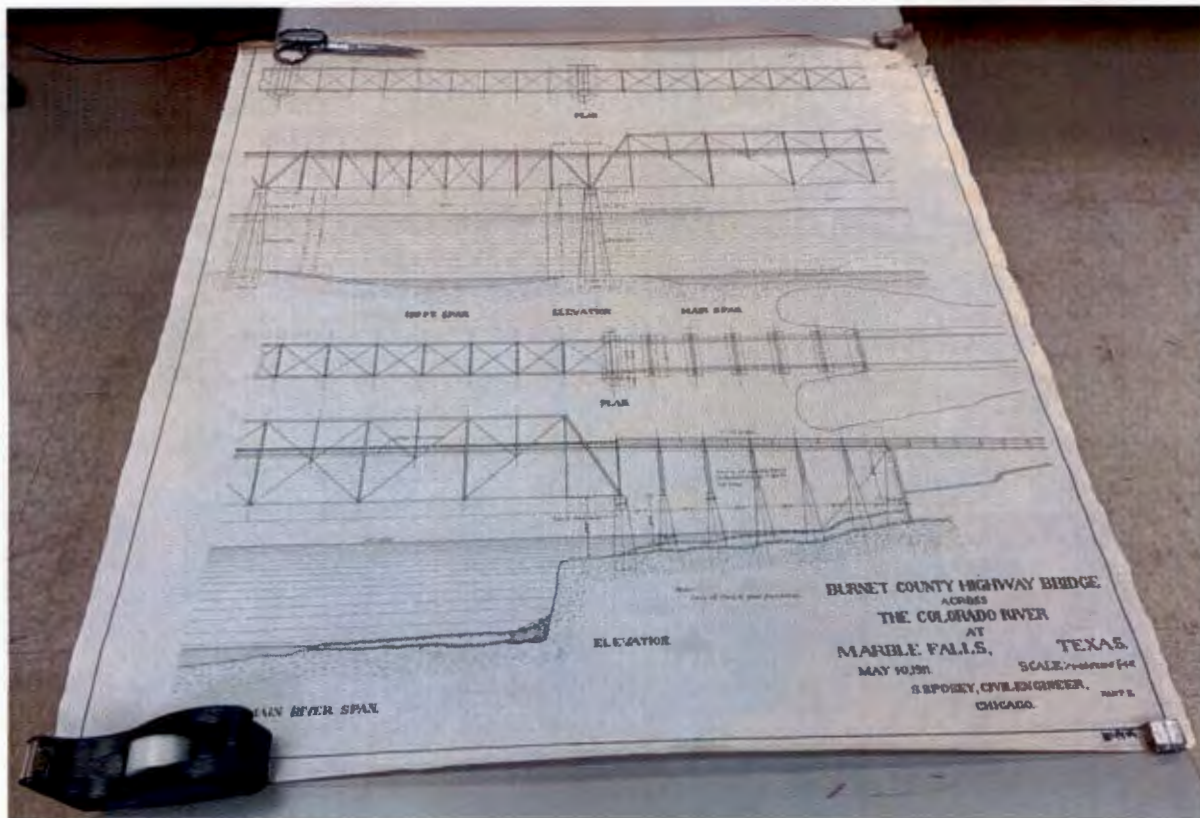
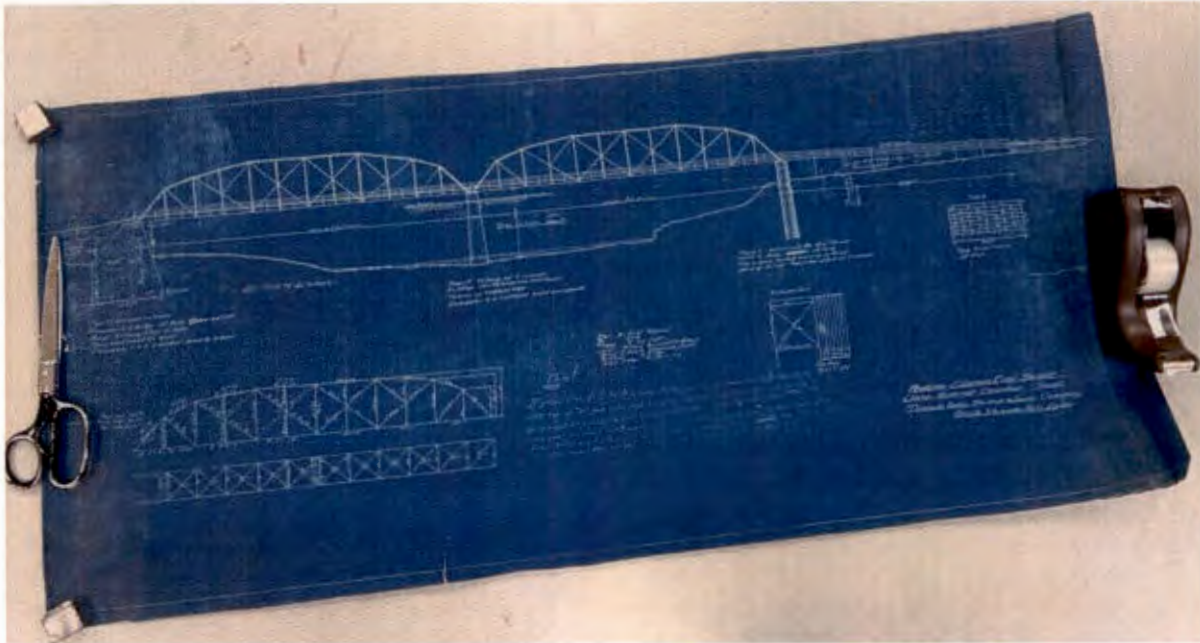
**Catherine "Cathy" Drolet**  
**210-860-6906 – Mobile**



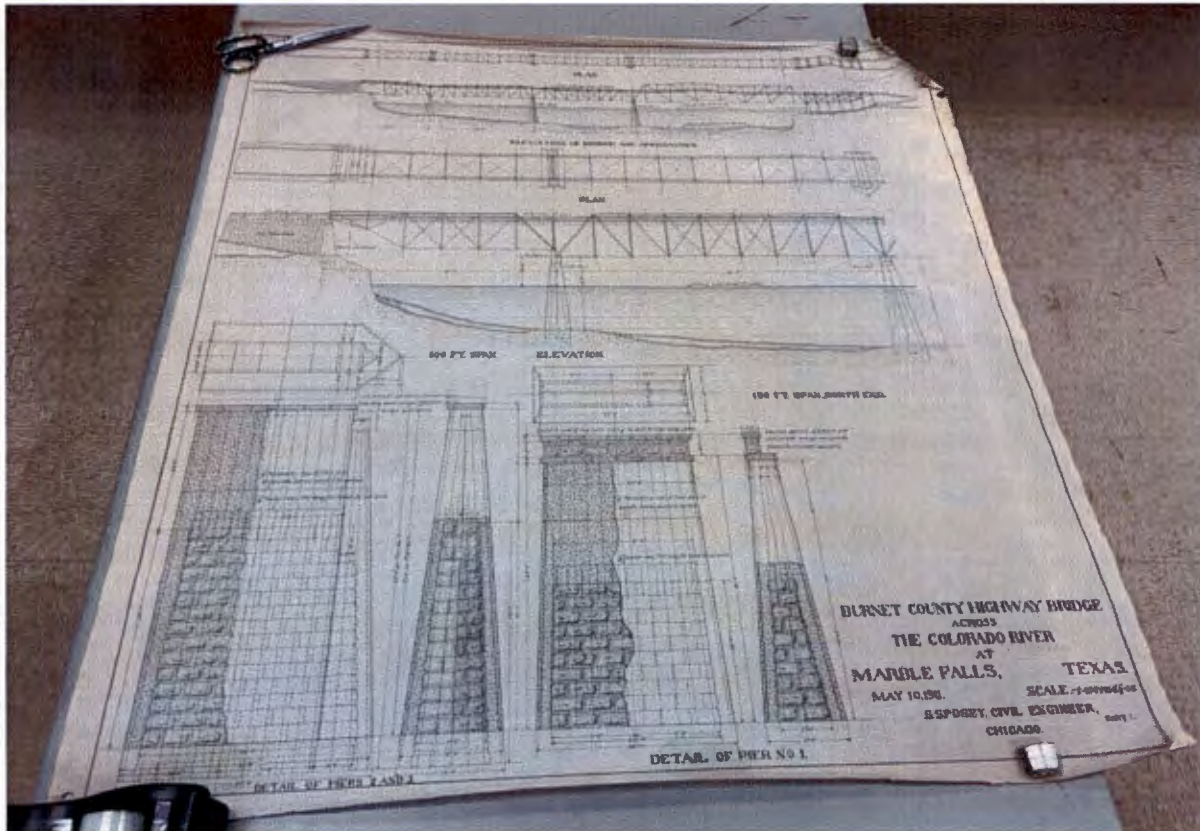
*"The bitterness of poor quality remains long after the sweetness of a low price is forgotten." – Benjamin Franklin*

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## PHOTOGRAPHIC DOCUMENTATION







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

#### (PLAT PRV) Plat Preservation Conservation Treatments, Deacidify, Encapsulate

- Sheets are surface cleaned and flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- If mounted, the map is dismounted from its secondary supports if the process will not cause further degradation.
- Pressure sensitive tape and adhesive residue are removed as much as possible without further degradation to the plat. Tape stains are reduced as possible.
- Sheets are deacidified as appropriate with Bookkeepers®, a commercially prepared magnesium oxide. Some materials are not appropriate for deacidification, such as maps that are on architectural linen or comprised from acid-based imaging, such as blueprint and blue line.
- Mend with archival, reversible, and acid-free materials—either Japanese tissue and methylcellulose adhesive, LC tissue, or Filmoplast® R (an acrylic-based, heat set tissue).
- Back onto acid free paper, if necessary, with acid free/reversible archival adhesives. Architectural linen maps are repaired or backed with acid-free linen support.



**Specialized Equipment: WideTEK Scanner**  
These wide format duplex scanners digitize documents up to 36" in width. At a resolution of 300 dpi, the scanner needs only 2.5 seconds to scan the front and back sides of a page in a single pass.

This scanner ensures the best possible gentle document transport and digitizes historical and fragile documents without damage to the source document.

## **(IM) Archival Digitization—Image Capture, Processing, & Enhancements**

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format.
- Kofile's IMAGE PERFECT software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Each image is certified and sight-checked during QC to verify effectiveness and minimum legibility.
- Burnet County receives one MASTER COPY and a COPY in a format to be determined at time of delivery (e.g. DVD/CD/external hard drive/FTP).

## **Other Included Services:**

- Kofile will store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.
- Kofile will frame maps in archival glass with sturdy wooden framework.

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

Sincerely,

*Catherine Drolet*

Catherine 'Cathy' Drolet  
Account Executive  
catherine.drolet@kofile.com

rmh