

Requisition

Req # 00280325

PO #

Date: 07/09/15

Bill To: x
x

Vendor : 404578
KOFIE PRESERVATION, INC.
6300 CEDAR SPRINGS ROAD
DALLAS TX 75235
FAX (214)442-6669

Ship To: COUNTY CLERK
100 N. CLOSNER, 1ST FL
EDINBURG TX 78539

Contact: PTORRES
956-318-2100

Contract No: TXMAS 13-36010

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
168.00	EACH	TXMAS 13-36010 DO NOT DUPLICATE ORDER CO PRESERVATION OF HISTORICAL RECORD BOOKS - PART NO. PRV003	2,750.63	462,105.84
708.47	HRS	DEED RECORD BOOKS FROM VOL. 939 TO VOL. 1105 TOTAL OF 448 BOOKS, 114,610 PAGES. CO ADDITIONAL PAPER CONSERVATION - PART NO. PRV004	144.28	102,218.05
		<u>Account No</u> 5-1100-415-40-180-002-0-350	<u>Encumbrance</u> 564,323.89	
			Freight	.00
			Total	564,323.89
		ROUNDED UP THE FEES ON REQUISITION, (BECAUSE OF DECIMAL PLACEMENT ON QUOTE), TO COVER QUOTE FROM KOFIE. ONLY WHAT IS BEING QUOTED/CHARGED IS WHAT WILL BE PAID.		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

280325

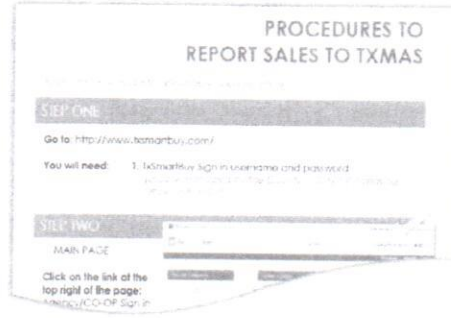
KOFILE

PROJECT PRICE QUOTE

The Texas Comptroller of Public Accounts (CPA) has new regulations. To purchase this TXMAS project, Hidalgo County must enter the order online on the TxSmartBuy System at <www.txsmartbuy.com/>.

Please review the attached instructions outlining the new process (excerpted right).

Hidalgo County's CO-OP Listing, per the CPA's website:



CO-OP #	C1080
Contact	Martha L. Salazar
Phone/Fax #	956-318-2626 / 956-318-2629
Expiration Date	23-MAR-2015

Please reference **TXMAS Contract No. TXMAS-13-36010** on the County's Purchase Order. Prices are good for 90 days. Please note that page counts are all based on estimates as provided by the County Clerk's Office. Billing will occur on actual page counts.

74272

NIGP CODE	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL PRICE
96272	PART NO. PRV003 Preservation of Historical Record Books	\$2,750.63/Book	168	\$462,105.84
96272	PART NO. PRV004 Additional Paper Conservation	\$144.28/Hour	708.46461	\$102,217.27
TOTAL				\$564,323.11

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions.

Sincerely,
Lynn Moore
Lynn Moore
Account Manager

cec/sgf

Note: Per Mr. Guajardo - 6/5/15 mtg. use acct# 5-1100-415-40-180-002-0-350 g

KOFILE

Perd & ... (ms) 2/19

280325

June 22, 2015 (Revised from February 27, 2015)

Honorable Arturo Guajardo, Jr.
Hidalgo County Clerk
P.O. Box 58
Edinburg, TX 78540

RE: Preservation of Deed Records Phase IC

Dear Hon. Arturo Guajardo, Jr.,

Per your request, please find our non-binding quote for Phase IC of the preservation of Deed Records Volumes 798—1105 (total of 448 books). Phase IC will address Volumes 939—1105 of negative Photostats (total of 168 books and 114,610 pages). Please note that all pricing is good for 90 days from the date of this quote.

Time deteriorates Photostat emulsion (*sulphiding*). One reason is exhausted or dirty 'fixing baths' during the silver print processing. This deterioration is evidenced by image fading or sheet browning. Text becomes illegible.

The Kofile Archival Polyester Stabilizer preserves Photostats for long-term use and storage. It will not yellow sheets or oxidize. It contains absorbers that block 99% of ultraviolet (UV) light and hindered amine light stabilizers (HALS). It also contains waterproof properties. With application, Photostats bear greater resistance against abrasion and humidity. These resistant properties are vital to protect archival Photostat records during public use.

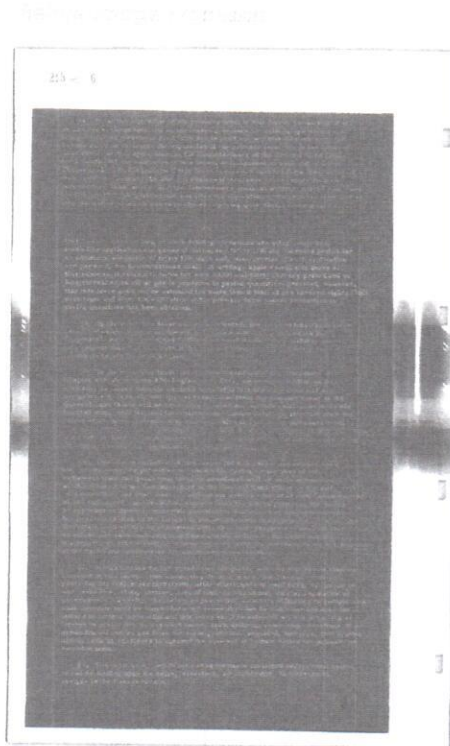
SCOPE OF SERVICES

The following services are proposed for all of the quoted books:

- Create permanent log (noting condition, page order, characteristics, and treatments).
- Dismantle. Surface clean sheets to remove deposits.
- Remove non-archival repairs or fasteners, such as residual glues. *All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.*
- Mend tears with Japanese tissue. All materials are acid free and reversible.
- Stabilize sheets to guard against flaking or deteriorating emulsions.
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™*. With a patented design, this envelope is welded to prevent invasion of atmospheric pollutants. A volume may be split, depending on page count. Index tabs are repaired/replaced as necessary.
- Rebind in an custom-fitted and stamped Heritage Recorder Binder. A dedication and treatment report is included. Final quality check with reference to original log.

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

Example of Original Scanned Image and Final Processed Image



215 - 6
215 - 8
18. If, at the expiration of the primary term of this lease, production of oil or gas has not been obtained on the leased premises and drilling operations are being conducted thereon in good faith and to good and workable success, the Lessee may, on or before the expiration of the primary term (5) in the Oil and Gas Lease Office written application to the Commissioner of the General Land Office for a thirty (30) day extension of this lease, accompanied by payment of Three Thousand (\$3,000.00) Dollars if the lease covers the mineral forty (40) acres or less, and Six Thousand (\$6,000.00) Dollars if the lease covers more than the mineral forty (40) acres, and the Commissioner shall, in writing, extend this lease for a thirty (30) day period from and after the expiration of the primary term and no more hereafter on oil or gas to be produced in paying quantities, provided further, that Lessee may, as long as such drilling operations are being conducted, make like application and payment during any thirty (30) day extended period for an additional extension of thirty (30) days each, upon receipt of such application and payment, the Commissioner shall, in writing, again extend this lease so that same shall remain in force for each additional thirty (30) day period and so long thereafter as oil or gas is produced in paying quantities provided, however, that this lease shall not be extended for more than a total of one hundred eighty (180) days from and after the expiration of the primary term unless production in paying quantities has been obtained.
19. In the event this lease covers a riverbed, lessee is hereby specifically granted the right of water dominion and maintenance as provided for in Chapter 49, Acts of the Second Called Session of the 43rd Legislature, and amendments therein, as a part of the consideration moving to Lessee for the leased area herein by Lessee.
20. In the event this lease covers land leased under the provisions of Chapter 49A, Acts of the 43rd Legislature, 1941, no surface location on this area may be closer than the hundred sixty (60) feet from the center of any navigable ship channel, and special permission from the Commissioner of the General Land Office will be necessary to locate any surface location between the center of any such navigable ship channel. Also in any event this lease shall be subject to any laws or regulations in force by the Commissioner of the General Land Office, parts 1 to Article 136, . . . S. and unless otherwise provided, governing drilling and production operations in coastal waters.
21. Upon the termination of this lease, for any cause, the Lessee shall not, in any event, be permitted to remove the casing or any part of the equipment from any production, dry, or abandoned well or well without the written consent of the Commissioner of the General Land Office or the authorized representative of said Lessee, except the written consent of said Commissioner or his authorized representative, remove from the leased premises the casing or any other equipment, material, machinery, appliances or property owned by the Lessee and used by the Lessee in the development and production of oil or gas or other gas hereon with all or any abandoned well hereon plugged and well all other machinery or devices shall have been removed from the premises to the satisfaction of the said Commissioner or his authorized representative.
22. Should Lessee be prevented from complying with any express or implied covenant of this lease, from conducting drilling operations thereon, or from producing oil and/or gas therefrom, after effort made in good faith, by reason of war, rebellion, strike, strike, act of God, or any other cause, the expiration of governmental authority, then under no circumstances, Lessee's obligation to comply with such covenant shall be suspended and Lessee shall not be liable for damages for failure to comply therewith and this lease shall be extended until and so long as Lessee is prevented, by any such cause, from drilling, reworking operations or producing oil and/or gas from the leased premises, provided, however, that nothing herein shall be construed to suspend the payment of rentals during the primary or extended term.
23. The covenants, conditions and agreements contained herein shall extend to and be binding upon the heirs, successors, administrators, executors or assigns of the Lessee herein.

"Additional Paper Conservation" is applied when a project demands work outside that required for a standard book or document in good condition. This often applies to source items with embrittled sheets, in poor to extremely poor condition, or with high sheet counts. For 640 pages with significant tape (not tri-folded), a conservator will require an average of 36 hours to remove the tape and adhesives.

This service may include extensive reduction of tape, extensions, or lamination. It also addresses reduction of foxing and staining, and excessive mold, tears, mending, hydrolysis, and oversized pages. It addresses items with storage, heat, fire, or water damage. Items occasionally require additional work to reverse old rebinding and restoration attempts. In addition, it addresses source items with poor fold endurance that require abnormal humidification and flattening.

This rate also covers overhead costs—including greater labor cost (time and/or senior knowledge), disposable and fixed conservation supplies, conservation chemicals for adhesive reduction, Spray, Mylar, and book binding supplies and materials.

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ITEMIZED PROJECT INVENTORY: DEED RECORDS 939-1105

RECORDS SERIES TITLE	VOLUME	PAGE COUNT	RECORDS SERIES TITLE	VOLUME	PAGE COUNT
DEED RECORD	939	618	DEED RECORD	967	700
DEED RECORD	940	620	DEED RECORD	968	700
DEED RECORD	941	632	DEED RECORD	969	708
DEED RECORD	942	614	DEED RECORD	970	702
DEED RECORD	943	616	DEED RECORD	971	710
DEED RECORD	944	616	DEED RECORD	972	720
DEED RECORD	945	610	DEED RECORD	973	64
DEED RECORD	946	604	DEED RECORD	973	782
DEED RECORD	947	606	DEED RECORD	974	716
DEED RECORD	948	616	DEED RECORD	975	708
DEED RECORD	949	608	DEED RECORD	976	702
DEED RECORD	950	608	DEED RECORD	977	710
DEED RECORD	951	610	DEED RECORD	978	702
DEED RECORD	952	622	DEED RECORD	979	716
DEED RECORD	953	612	DEED RECORD	980	732
DEED RECORD	954	612	DEED RECORD	981	706
DEED RECORD	955	606	DEED RECORD	982	712
DEED RECORD	956	612	DEED RECORD	983	700
DEED RECORD	957	600	DEED RECORD	984	702
DEED RECORD	958	594	DEED RECORD	985	700
DEED RECORD	959	616	DEED RECORD	986	704
DEED RECORD	960	604	DEED RECORD	987	720
DEED RECORD	961	608	DEED RECORD	988	708
DEED RECORD	962	604	DEED RECORD	989	702
DEED RECORD	963	654	DEED RECORD	990	700
DEED RECORD	964	656	DEED RECORD	991	680
DEED RECORD	965	652	DEED RECORD	992	700
DEED RECORD	966	640	DEED RECORD	993	710

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RECORDS SERIES TITLE	VOLUME	PAGE COUNT	RECORDS SERIES TITLE	VOLUME	PAGE COUNT
DEED RECORD	994	680	DEED RECORD	1024	676
DEED RECORD	995	694	DEED RECORD	1025	652
DEED RECORD	996	692	DEED RECORD	1026	682
DEED RECORD	997	684	DEED RECORD	1027	676
DEED RECORD	998	708	DEED RECORD	1028	682
DEED RECORD	999	688	DEED RECORD	1029	684
DEED RECORD	1000	690	DEED RECORD	1030	700
DEED RECORD	1001	704	DEED RECORD	1031	702
DEED RECORD	1002	710	DEED RECORD	1032	704
DEED RECORD	1003	700	DEED RECORD	1033	722
DEED RECORD	1004	694	DEED RECORD	1034	714
DEED RECORD	1005	720	DEED RECORD	1035	696
DEED RECORD	1006	680	DEED RECORD	1036	696
DEED RECORD	1007	660	DEED RECORD	1037	698
DEED RECORD	1008	654	DEED RECORD	1038	706
DEED RECORD	1009	656	DEED RECORD	1039	700
DEED RECORD	1010	694	DEED RECORD	1040	728
DEED RECORD	1011	664	DEED RECORD	1041	692
DEED RECORD	1012	658	DEED RECORD	1042	702
DEED RECORD	1013	662	DEED RECORD	1043	702
DEED RECORD	1014	668	DEED RECORD	1044	706
DEED RECORD	1015	634	DEED RECORD	1045	700
DEED RECORD	1016	662	DEED RECORD	1046	710
DEED RECORD	1017	656	DEED RECORD	1047	702
DEED RECORD	1018	662	DEED RECORD	1048	710
DEED RECORD	1019	652	DEED RECORD	1049	724
DEED RECORD	1020	650	DEED RECORD	1050	710
DEED RECORD	1021	650	DEED RECORD	1051	706
DEED RECORD	1022	648	DEED RECORD	1052	710
DEED RECORD	1023	660	DEED RECORD	1053	708

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RECORDS SERIES TITLE	VOLUME	PAGE COUNT	RECORDS SERIES TITLE	VOLUME	PAGE COUNT
DEED RECORD	1054	700	DEED RECORD	1080	682
DEED RECORD	1055	704	DEED RECORD	1081	696
DEED RECORD	1056	696	DEED RECORD	1082	704
DEED RECORD	1057	700	DEED RECORD	1083	700
DEED RECORD	1058	696	DEED RECORD	1084	702
DEED RECORD	1059	690	DEED RECORD	1085	692
DEED RECORD	1060	708	DEED RECORD	1086	702
DEED RECORD	1061	696	DEED RECORD	1087	710
DEED RECORD	1062	702	DEED RECORD	1088	698
DEED RECORD	1063	688	DEED RECORD	1089	690
DEED RECORD	1064	708	DEED RECORD	1090	702
DEED RECORD	1065	694	DEED RECORD	1091	682
DEED RECORD	1066	682	DEED RECORD	1092	714
DEED RECORD	1067	710	DEED RECORD	1093	708
DEED RECORD	1068	700	DEED RECORD	1094	688
DEED RECORD	1069	706	DEED RECORD	1095	700
DEED RECORD	1070	704	DEED RECORD	1096	700
DEED RECORD	1071	702	DEED RECORD	1097	714
DEED RECORD	1072	700	DEED RECORD	1098	700
DEED RECORD	1073	700	DEED RECORD	1099	704
DEED RECORD	1074	702	DEED RECORD	1100	700
DEED RECORD	1075	700	DEED RECORD	1101	816
DEED RECORD	1076	696	DEED RECORD	1102	800
DEED RECORD	1077	708	DEED RECORD	1103	800
DEED RECORD	1078	702	DEED RECORD	1104	800
DEED RECORD	1079	692	DEED RECORD	1105	800

PART NO.	NIGP*	DESCRIPTION	UNIT	PRICE
STORAGE				
VAULT001	425 74	Class 350 Vault Storage Services	C. Ft./ Month	\$0.50
IT DATA CONVERSION SERVICES—HISTORICAL RECORD BOOK PRESERVATION				
PRV001	962 72	Preservation of Historical Record Books (Conservation, Archival Imaging, & Rebinding)—Limited	Book	\$2,597.04
PRV002	962 72	Preservation of Historical Record Books (Conservation, Archival Imaging, & Rebinding)—Moderate	Book	\$2,676.16
PRV003	962 72	Preservation of Historical Record Books (Conservation, Archival Imaging, & Rebinding)—Complete	Book	\$2,750.63 ✓
PRV201	962 72	Preservation of Historical Tri-Folded Historical and Vital Case Files (Conservation, Archival Imaging, & Rebinding)	Book	\$4,765.90
PRV004	962 72	Additional Paper Conservation—Adhesive Removal	Hour	\$144.28 ✓
PRV005	962 72	Additional Conservation of Attachments and Inserts	Hour	\$88.43
IT DATA CONVERSION SERVICES—HISTORICAL RECORD BOOK STABILIZATION				
RSP001	962 72	Stabilization of Historical or Vital Records—Limited	Book	\$2,001.30
RSP002	962 72	Stabilization of Historical or Vital Records—Moderate	Book	\$2,410.35
RSP003	962 72	Stabilization of Historical or Vital Records—Complete	Book	\$3,001.96
RSP004	962 72	Stabilization of Tri-Folded Historical & Vital Case Files—Complete	Book	\$2,047.85
RSP005	962 72	Additional Paper Stabilization—Adhesive Removal	Hour	\$144.28
RSP006	962 72	Additional Stabilization of Attachments and Inserts	Hour	\$88.43
IT DATA CONVERSION SERVICES—PLAT PRESERVATION				
PLAT101	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Limited	Plat	\$69.82
PLAT001	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Limited	Plat	\$92.15
PLAT102	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Moderate	Plat	\$87.50
PLAT002	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Moderate	Plat	\$122.87
PLAT103	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 18" or Less—Complete	Plat	\$144.28
PLAT003	962 72	Preservation of Historical Plats and Maps (Conservation and Archival Imaging)/Sized 24" x 36" or Less—Complete	Plat	\$181.51
PLAT004	962 72	Additional Plat Conservation—Adhesive Removal	Hour	\$144.28
PLAT005	962 72	Additional Conservation of Attachments and Inserts	Hour	\$93.09

*Commodity Code

PLEASE NOTE: TXMAS pricing is subject to a TexasOnline 1.5228% charge on every line item on a P.O.



Glenn Hegar Texas Comptroller of Public Accounts

Search TXMAS Contracts

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 ($\$50,000 * .75\% = \375) will be paid to the State of Texas by the TXMAS contractor.



KOFILE PRESERVATION, INC.
Contract TXMAS-13-36010

On-Line Catalog/Order Processing

RECORD PRESERVATION

Corporate Office:
 KOFILE
 PRESERVATION, INC.
 6300 CEDAR SPRINGS
 ROAD
 DALLAS TX 75235
 USA

Send PO to:
 KOFILE
 PRESERVATION, INC.
 6300 CEDAR SPRINGS
 ROAD
 DALLAS TX 75235-5809

USA
 Vendor ID: 12640343286

Invoice From:
 KOFILE
 PRESERVATION, INC.
 6300 CEDAR SPRINGS
 ROAD
 DALLAS TX 75235-5809

USA

Delivery: AS SPECIFIED ON INDIVIDUAL
 DELIVERY/TASK ORDER OR 30 DAYS
 EXPEDITED: AS SPECIFIED ON
 INDIVIDUAL DELIVERY/TASK ORDER OR
 30 DAYS

FOB Point: DESTINATION

Terms: NET 30 DAYS

Remit To: KOFILE PRESERVATION, INC.
 6300 CEDAR SPRINGS ROAD
 DALLAS TX 75235-5809
 USA

Vendor ID:

Vendor ID: 12640343286

Business
 Type: Small

DUNS #: 078296441

Effective: 11/29/2012

Expires: 9/19/2017