



July 13, 2017

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

RE: Map & Plat Preservation Project (Reconciliation of Actuals)

Dear Hon. Arturo Guajardo, Jr.,

This quote addresses the preservation of 4,129 sheets containing 6,661 original Maps and Plats for the Hidalgo County Clerk's Office by Kofile Technologies, Inc. (Kofile) . Services include conservation, archival digitization (image capture, processing, and enhancements), and indexing. Plats return for housing in eight (8) new single-tier Enduro® plat cabinets.

To maximize the accuracy of the County's database, Kofile recommends the full set of original plats are re-imaged and re-indexed. **Due to the occurrence of multiple plats per sheet, this proposal is revised to account for actual plats counts. Additional services include splitting images (resulting in a total of 6,661 plats) and the indexing of each plat.**

HIDALGO COUNTY CLERK MAP AND PLAT PRESERVATION PROJECT							
RECORDS SERIES TITLE	NO.	PROPOSED HOUSING	PLATS	SHEETS	FORMAT	LEVEL OF SERVICE	PRICE QUOTE
Map and Plat	0—33	8 Enduro® Single-Tier Plat Cabinets	6,661 <i>plats</i>	790	Linen	PRV/IM/ID	\$246,639.90
				3,339	Mylar		
PROJECT TOTAL							\$246,639.90

COUNTY ACCEPTANCE	
_____	_____
<i>Signature of Authorized County Official/Title</i>	<i>Date</i>

This project is presented via Kofile's **TXMAS Contract No. TXMAS-13-36010**. Please reference **this contract number directly on the County's P.O.** Without a signed Agreement, prices are good for 90 days. Upon approval, pricing remains firm for the term of the contract. All pricing is based on a Good Faith Estimate of map and plat counts. Billing occurs on actual counts per the unit pricing herein; not to exceed the P.O. without written permission.

INFORMATION REQUESTS

"Hot Shots," or County information requests, are available via fax or email. The turnaround time for Hot Shots will meet or exceed the County Clerk's requirements. Requests for oversized plats/maps are handled accordingly. If the County has a plat printer, then Kofile



This 1894 map is titled, "Plan of Lands Belonging to the Sailors' Snug Harbor" and is from Quincy, MA. Rolled for years, Kofile performed restoration treatment, pieced back together its fragments, and backed with archival tissue.

can email a working copy image for immediate printing. If not, and a reasonable number of hard copies are required, then Kofile will print and ship the plat directly to the County.

SCOPE OF SERVICES

Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. A permanent log is created to note condition upon receipt, pagination, characteristics, and treatments received for each volume. Plats are inspected and control numbered as necessary. A final quality check occurs with reference to this original log.

(PRV) Preservation (Conservation Treatments, Deacidification, Encapsulation, & Re-housing)

- Surface clean sheets to remove dust, soot, airborne particulate, sedimentation, insect detritus, or biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs, fasteners, residual glues, tape, and previous mends to the extent possible without causing damage to paper and inks.
- Tools to 'flatten' documents include tacking irons, heat presses, and an Ultrasonic Humidification Chamber. 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. Plats are also mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast®. (an acrylic-based, heat set tissue). Architectural linen maps are repaired or backed with acid-free linen support, if applicable.
- Deacidify sheets with Bookkeepers® spray after careful testing. This commercial solution of magnesium oxide neutralizes acidic inks and paper by providing an alkaline reserve. This chemical is inert and safe, and does not degrade the sheet. Random testing ensures a 8.5 pH with a deviation of $<\pm .5$. *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.*
- Any mounted plats are dismantled from secondary supports if the process will not cause further degradation. Likewise, fragile plats are backed onto acid-free paper with acid-free, reversible archival quality adhesives, if necessary.

- Encapsulate each sheet in a 4 mil custom envelope composed of SKC Films, Skyroll SH72S® Mylar and fit for vertical storage.
- **Plats are housed in eight (8) new single-tier Enduro® plat cabinets.**
- A simple cross-reference index is returned to include a brief description of the plat, book and page, and the cabinet and pocket— this is a card type index or a computer spreadsheet. Duplicate plats are re-labeled to match to the new location among the originals. Careful attention will be paid to ensuring the correct plats are in order and re-housed consecutively. *The County already has a digital index referencing plat images and abstract. The cross-reference index will not be integrated into the County's digital index.*



(IM) Image—Archival Image Capture, Processing, & Enhancement

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and readability.
- Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Single-page images are stored in .001-.Onn (Page Numbers) extensions.
- *IMAGE PERFECT*, a proprietary software, enables custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Annotations are supported to allow Name, Book Type, Volume, and Page on each image.
- If multiple plats/maps are on one image, then the image is split to create individual images of each plat/map.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. **Each image is sight checked** to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original), and certified.
- The County receives one MASTER on media suitable for project size and one COPY.
- Kofile can hold a security copy of all images and metadata for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to records in its possession.

(ID) Index

- Thoroughly examine Hidalgo County Clerk's indexing specifications, ensuring accurate and consistent indexes.
- Proprietary software and keying procedures provides proven 99.25% accuracy.
- Key and re-key verifying each field.
- Match indexes to location in plat cabinets by volume/page or cabinet/slide and corresponding images.

SYSTEM SECURITY

Kofile works in a secured, directory-based environment. Kofile employees are subject to background checks and extensive interviews upon employment. Before working with confidential records, technicians must graduate a series of work-effort tiers. Our operator terminals are configured to ensure that no data can leave the facility. Any employee who works on a project is issued a username and password to access images. Rights are assigned to individual images as “read only.” Only approved employees have the passwords to change image permissions. All activity of this nature is logged.

Kofile uses its Production Tracking System (PTS) capability to produce unique IDs for each control unit. Kofile employees can track the individual status of each document traveling through our system. PTS is also used for audit tracking purposes for each employee.

Kofile's server architectures allow redundancy of data operations in multiple locations. Data is regularly backed up to allow services to resume without interruption. Scanned information is captured on local workstations and processed in batches. After capture, batches are stored on centralized servers. Index servers are also backed up. After indexing, data is batch processed on central servers. These are backed up nightly, and the entire group of information is stored on archive servers. These data sets are moved to tape with multiple copies maintained offsite and within the vault noted previously. A backup implementation and rotation schedule is provided upon request.

TXMAS BILLING & REPORTING REQUIREMENTS

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <www.txsmartbuy.com/>. *Hidalgo County's CO-OP Listing:*

CO-OP #	C1080
Contact	Martha L. Salazar, Martha.salazar@co.hidalgo.tx.us
Expiration	31-MAR-2018



Kofile has prepared instructions to assist Counties in the reporting process. Please review these instructions as attached (*excerpt as seen to the right*).

The following TXMAS line items below are used to bill the project as applicable:

PART NO.	NIGP	FORMAT	DESCRIPTION	QTY.	UNIT PRICE	LINE ITEM TOTAL
PLAT001	96272	Linen	Preserve Historical Plat/Map (Conserve, Archival Image, & Rehouse)	790	\$69.74/Plat	\$55,094.60
PLAT001	96272	Mylar		3,339	\$40.59/Plat	\$135,530.01
PLAT004	96272	Plat Conservation		268.2055	\$144.28/Hour	\$38,696.69
IND202	92021	Archival Indexing of Plat/Map		6,661	\$2.4467/Document (Plat)	\$16,297.47
IMG201	92030	[Additional Cost for Image Splitting] Large Format Image Processing/Plats & Maps		6,661	\$0.1533/Page (Plat)	\$1,021.13
PROJECT TOTAL						\$246,639.90

Please do not hesitate to contact us with any questions.

Sincerely,

Chris Marotti

Chris Marotti
Account Manager

cec/sgr

Scott Fausto

Scott Fausto
Account Manager

PROCEDURES FOR COUNTIES TO REPORT PURCHASES TO TXMAS

The quote is entered into TxSmartBuy upon purchase.

STEP ONE

Go to: <http://www.txsmartbuy.com/>

- You will need:**
1. TxSmartBuy Sign in email address and password
(usually managed by Purchasing Dept. or Auditor—if you do not have yours, contact TxSmartBuy)
 2. Kofile's Quote and the County's P.O. (referencing Kofile's TXMAS Contract No. TXMAS-13-36010).


STEP TWO

@MAIN PAGE

Click on the link at the top right of the page:

Sign in

Sign into the system



Window on State Government | Glenn Hogar, Texas Comptroller of Public Accounts

TxSmartBuy | Commodity Code, Supplier Part #, NIGSP or Keyword | Search | Sign in | Items

Contracts | Reports | Help

Top Item Categories

- 0/1 Automobiles, Buses, And Vans (Including Diesel, Gasoline, 1 Includ. Motor - And All Other Fuel Types)

Agency/CO-OP/Contractor Sign In

Sign in below to checkout with an existing account. This sign in is for purchasers and contractors only. Public users can search the website without signing in.

Email Address (required)

Password (required)

Sign in | I forgot password?

NEW: Contract/Contractor Search

Now you can conduct a search to narrow down a list of contracts or contractors and then view the related items in the main item search.

This new search is helpful if you only know a details number, an NIGSP check number, the 1 federal GSVA

Contracts - Search Contracts & Contractors | Browse Contracts

NEED MORE HELP?
For additional help logging in or entering orders, email txsmartbuy@cpa.state.tx.us or call TxSmartBuy toll free 888-479-7602 or 512-936-2764 (in Austin).

STEP THREE

Use the Search Bar at the top left of the page to enter: Kofile



Window on State Government | Susan Combs, Texas Comptroller of Public Accounts

TxSmartBuy | Commodity Code, Supplier Part #, NIGSP or Keyword | Search | Sign in | Items

Contracts | Reports | Help

STEP FOUR

@SEARCH RESULTS

Click the blue button:
Add to cart



HOME | SEARCH RESULTS

Filter Your Search

- Contract Types
- TXMAS
- Contract Numbers
- TXMAS-13-36010
- Contractor
- Kofile Preservation, Inc.
- Zone
- 1
- 0

1 Result Found for "kofile"

Sort By: ascending | Items | 1 results per page

Narrowed By:

TXMAS Data Processing Quote Item- Kofile Preservation, Inc.
Commodity Code
130912 Data Processing Quote Item- Kofile Preservation, Inc.

Price: \$1.00 UOM

Add to cart

STEP FIVE

@ADD ITEM TO CART

Add Item to Cart CLOSE ✕

Item Information

Quantity: Commodity Code:
Unit Price: \$1.00 PER BUNCH
Description: TXMAS Data Processing Quote Item, Kofile Production, Inc.

Additional Charges

Price	Description
\$ <input type="text"/>	<input type="text" value="This is only used for open market incidental items NOT THE TOTAL QUOTE"/>

Shipping Details

Delivery date:

Ship to saved address:

Ad-hoc address:

Total: \$1,305.89

Complete the following prompts, if applicable:

- Enter total quote \$ amount as the **QUANTITY**:
If quote amount is \$1,305.89, then enter \$1,305.89 as the item quantity.
- If dealers are available, choose dealer from the pull down.
- ~~Enter the amount for non-incidentals fees as the quantity of the \$1 item.~~
(Kofile does not quote any non-incidentals fees).
- Add other charges using the 'Charges tab,' if necessary.
- Choose Delivery date. *(Not applicable to Kofile, but required by the system).*
- Choose Shipping Address.

Internal Tracking No.: Use the County-issued Purchase Order No.

Add to Cart.

STEP SIX

@MY CART

Attach Kofile quote:
Attach File to Item
> Choose File

**NEW REQUIREMENT
FOR 2017!**

**Type in the box
'Add Note to Item':**

See attached Quote #...

Type in a detailed statement confirming how the prices were validated against the base contract. **Type one of the three lines below** (see following explanation).

Pick one method to ensure that (1.) Kofile has not proposed any items not on its contract, and (2.) the TXMAS billing line items are equal or less to the contract. *Directly copy and paste the applicable line from this PDF.*

TXMAS now requires that the clients verify that the vendor is quoting items awarded on its contract and that the vendor has not overcharged any unit prices. Verify pricing by one of methods below.

- Pricing validated per GSA Advantage (https://www.gsaadvantage.gov/advantage/contractor/contractor_detail.do?mapName=/catalog/product_detail&oid=1018742300&contractNumber=GS-03F-0169Y&itemNumber=MSP001).

On GSA Advantage, click this icon to view Kofile's GSA Price List (please note that TXMAS pricing includes a 1.015228% fee built on this pricing.



View this Contractor's GSA Catalog to learn more about products & services offered, pricing, terms & conditions, etc.

- Pricing validated per base contract webpage (<http://preservation.kofile.us/txmas/>).

On this site, click the link to download a PDF of Kofile's TXMAS Price List.



- Pricing validated per base contract price list document, page(s).
Attach Kofile TXMAS Price List with scanned proposal.

Proceed to checkout.