



November 1, 2018

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

Dear Hon. Arturo Guajardo, Jr.,

This proposal provides pricing for Phase I of the Hidalgo County Clerk's *Preservation of the Records Archive Project*.

This proposal is presented by Kofile Technologies, Inc. (Kofile) via its TXMAS Contract No. **TXMAS-18-3602**. Please reference this contract number on the resulting Purchase Order (P.O.). Without a signed agreement, all prices are good for 90 days. A County PO will suffice as confirmation of an order approved by the County.

The inventory below reflects a Good Faith Estimate of page counts. For this particular phase and inventory, pricing is presented at a per book cost. Where applicable in the overall project, billing occurs on actual page counts per mutually agreed upon unit pricing; not to exceed the County's P.O. without authorization.

HIDALGO COUNTY CLERK PRESERVATION OF PERMANENT RECORDS PHASE I.C							
PHASE	RECORDS SERIES	VOLUME	LEVEL OF SERVICE	UNIT PRICE	QUANTITY		PRICE QUOTE
					ESTIMATED PAGES	VOLUMES	
PHASE I.C	Deed Record	1551-1765	PRV*	\$2,520.00/Book	1,000 Pages/Book	215 vols.	\$541,800.00
TOTAL					~215,000	215 vols.	\$541,800.00

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <www.txsmartbuy.com/> and 'share' it with the County to complete its purchase.

TEXAS CO-OP MEMBER LISTING FOR HIDALGO COUNTY	
CO-OP #: C1080	Expiration: 13-MAR-2019

TXMAS-18-3602 BILLING LINE ITEMS	PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QUANTITY	LINE TOTAL	PHASE TOTAL
	PRV701	96272	Record Book Preservation by Page	\$2.52/Page	215,000	\$541,800.00	\$541,800.00

Records receive the following services as identified in the corresponding pricing table.

(PRV*) Limited Preservation—Conserve, Treat, Deacidify, & Rebind; No Mylar Encapsulation

- 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.
- Mend tears with archival, acid free, and reversible materials—either Japanese tissue and methyl cellulose

adhesive or Filmoplast® R (acrylic-based, heat-set tissue).

- Deacidify sheets after careful testing with *Bookkeepers*® magnesium oxide to neutralize acidic inks and paper with an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Rebind in a custom-fitted and stamped *Heritage Recorder* binder to match previous work. Each binder is manufactured on a per-book basis and are sized to $\frac{1}{4}$ " incremental capacities. Index tabs are repaired or replaced, as necessary. A dedication and treatment report is included in the binders.

Please do not hesitate to contact us with any questions.

Sincerely,

Scott Fausto

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