

# Requisition

**Req # 00397960**

**PO #**

**Date:**

**Bill To:**

**Vendor :** 404578  
 KOFILE TECHNOLOGIES, 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:**

**Special Instructions:**

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
170000.00	EACH	TXMAS-18-3602 - PHASE 1.E. OF BOOK PRESERVATION  DO NOT DUPLICATE ORDER  OFFICIAL RECORDS BOOK PRESERVATION, VOLUMES 1997 - 2166 PRV* - LEVEL OF SERVICE:CONSERVE, TREAT, DEACIDIFY, & REBIND ESTIMATED PAGES: 1,000 PER BOOK VOLUMES: 170  UNIT PRICE: \$2.52 PER PAGE QUANTITY: 170,000 PHASE 1.E. TOTAL: \$428,400.00  <hr style="width: 50%; margin-left: 0;"/> Account No  9-1100-415-40-180-002-0-350  REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	2.52	428,400.00
			<u>Encumbrance</u>	
			428,400.00	
			Freight	.00
			Total	428,400.00

**Authorized By:** \_\_\_\_\_

397960



July 10, 2019

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 PO. Without a signed agreement, all prices are good for 90 days.

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.E							
PHASE	RECORDS SERIES	VOLUME	LEVEL OF SERVICE	UNIT PRICE	QUANTITY		PRICE QUOTE
					ESTIMATED PAGES	VOLUMES	
PHASE I.E	Official Record	1997-2166	PRV*	\$2,520.00/Book	1,000 Pages/Book	170 vols.	\$428,400.00
TOTAL					~170,000	170 vols.	\$428,400.00

**Kofile can prepare a 'Cart' in TxSmartBuy**  
<[www.txsmartbuy.com/](http://www.txsmartbuy.com/)> and 'share' it with the  
**County to complete its purchase—see link:**

TEXAS CO-OP MEMBER LISTING FOR HIDALGO COUNTY	
CO-OP #: C1080	Expiration: 31-MARCH-2020

[https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?n=2&sc=1&cartid=6682874&sender=preserve@kofile.us&datetime=2019 7 10 15 10](https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?n=2&sc=1&cartid=6682874&sender=preserve@kofile.us&datetime=2019%207%2015%2010)

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	170,000	\$428,400.00	\$428,400.00

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.

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

- 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 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*

Scott Fausto  
scott.fausto@kofile.us  
210.286.1647

*Chris Marotti*

Chris Marotti  
chris.marrotti@kofile.us  
469.243.9084

sgf



(http://www.comptroller.texas.gov/)

Texas Comptroller of Public  
Accounts  
**Glenn Hegar**



(http://www.txsmartbuy.com)

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1 item

## Contract Details: # TXMAS-18-3602

Search for items in this contract (/ex\_search/false/contract\_number/TXMAS~18~3602)

<b>Number</b>	TXMAS-18-3602
<b>Description</b>	Records Management and Preservation Services
<b>Category</b>	TxSmartBuy
<b>Type</b>	TXMAS
<b>Start Date</b>	7/25/2018
<b>End Date</b>	5/29/2020
<b>Fed</b>	Navarro County Commissioners Court #DC201805
<b>Purchase Category Code(Agencies Only)</b>	PCC X
<b>Optional Renewal Terms</b>	No renewals remaining

<p><b>Purchase Orders</b></p>	<p>Only purchase orders issued through Texas SmartBuy (TSB) are eligible for contract pricing. The Contractor cannot ship any products or provide services until receipt of a Purchase Order generated by the TSB system.</p> <p><b>All purchase orders that include a quote order line (excluding linked item quotes) will be placed on hold pending Statewide Procurement Division (SPD) review.</b></p> <p><b>Quote order requirements:</b></p> <ol style="list-style-type: none"> <li>1. Items that are available in TSB must be placed through the TSB shopping cart. The TSB shopping cart allows up to 45 line items. Once 45 line items are added to the TSB shopping cart, the additional order items must be totaled and entered using the quote order line.</li> <li>2. State agencies must enter no less than 20 items into the TSB shopping cart before utilizing the quote line option. Texas SmartBuy Members are encouraged to add items to the TSB cart before utilizing the quote line option.</li> <li>3. All purchase orders that include a quote order line require the attachment of a completed contractor quote containing the following: <ul style="list-style-type: none"> <li>• Detailed, unit pricing of all contracted items and services.</li> <li>• The contractor's TXMAS contract number clearly identified.</li> <li>• Open market, or incidental, items clearly identified.</li> </ul> </li> <li>4. Validation of contract pricing and item availability is the responsibility of the purchaser in determining best value. When the attachment is confirmed, SPD will release the purchase order to the TXMAS contractor for fulfillment.</li> <li>5. If approval is requested prior to the order being inputted in TSB, or SPD assistance is requested to validate pricing or item availability, the information may be submitted to <a href="mailto:txmasquote@cpa.texas.gov">txmasquote@cpa.texas.gov</a> (<a href="mailto:txmasquote@cpa.texas.gov">mailto:txmasquote@cpa.texas.gov</a>).</li> </ol> <p><b>Customers may only purchase TXMAS goods or services from a TXMAS Contractor online through Texas SmartBuy. CPA does not authorize any offline sales of this TXMAS contract's goods or services.</b></p>
<p><b>Order Limitation</b></p>	<p><b>IMPORTANT: The services provided by this contract may be a service subject to the provisions of Texas Government Code Chapter 2254, Subchapter B. A state agency, as defined by Texas Government Code Chapter 2254, may only acquire the services subject to Texas Government Code Chapter 2254, Subchapter B according to the procedures identified in that subchapter. Failure to comply with the provisions of Texas Government Code Chapter 2254, Subchapter B could result in a void contract.</b></p>
<p><b>State Contracts</b></p>	<p>Prior to purchasing from a TXMAS contract, public procurement personnel must follow applicable procurement procedures as stated in the Procurement and Contract Management Guide. Agencies must first purchase products or services offered by WorkQuest (formerly TIBH), Texas Correctional Industries (TCI), and the Statewide Procurement Division (SPD) Term Contracts.</p>
<p><b>CPA Contract Management</b></p>	<p>Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>SPD TXMAS Program  Texas Comptroller of Public Accounts (CPA)  Phone: (512) 463-3034 option 3  Email: <a href="mailto:txmas@cpa.texas.gov">txmas@cpa.texas.gov</a> (<a href="mailto:txmas@cpa.texas.gov">mailto:txmas@cpa.texas.gov</a>)</p>
<p><b>Approved Products/Services</b></p>	<p>Only products or services listed in the underlying contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items.</p> <p><b>Incidental items may not exceed \$5,000.00 OR 50% of the purchase order total, whichever is less.</b></p> <p>If the pending order includes incidental items that exceed the stated limits, a request may be submitted by the Customer to the Statewide Procurement Division for review and consideration of an exception. <b>Exception requests shall be submitted to</b> <a href="mailto:txmasquote@cpa.texas.gov">txmasquote@cpa.texas.gov</a> (<a href="mailto:txmasquote@cpa.texas.gov">mailto:txmasquote@cpa.texas.gov</a>). The request must include a copy of the complete contractor quote listing all core items and a detailed incidental charge breakdown</p>
<p><b>Contract Specifics/Notes</b></p>	<p><b>Installation, transportation and freight are part of the base and TXMAS contract, therefore should be entered as a line item in Texas SmartBuy.</b></p> <p>TXMAS prices may be validated against the base contract's price list. TXMAS contractors are authorized to charge up to 1.5228% more than their base contract price.</p> <p>Base Contract Price Sheet (<a href="http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/TXMAS-18-3602 Base Contract Price Sheet_05-2018.pdf">http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/TXMAS-18-3602 Base Contract Price Sheet_05-2018.pdf</a>) (<a href="http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/TXMAS-18-3602 Price Sheet_05-2018.pdf">http://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/TXMAS-18-3602 Price Sheet_05-2018.pdf</a>)</p>

<b>FOB Point</b>	FOB Destination.
<b>Warranty Details</b>	Shelving units come with a lifetime warranty.
<b>Compliant Products by Contractor</b>	Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.
<b>Rebate Reporting Requirement for Federal</b>	<p>Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made in whole or in part with federal funds must be reported by the purchasing agency to the appropriate federal funding agency. Each quarter of the State's fiscal year (September 1 through August 31), TXMAS contractors rebate 0.73875% 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 attributed to federal funds to the federal fund-provider using the above percent based on the total dollar value of the TXMAS purchase order.</p> <p>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 \$369.37 (<math>\\$50,000 * 0.73875\% = \\$369.37</math>) will be paid to the State of Texas by the TXMAS contractor.</p>
<b>Contractor Performance</b>	<p>The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.</p> <p>Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM. (<a href="https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/">https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/</a>) The purpose of the Vendor Performance Tracking System is to:</p> <ul style="list-style-type: none"> <li>• Identify vendors that have exceptional performance</li> <li>• Aid purchasers in making a best value determination based on vendor past performance</li> <li>• Protect the state from vendors with unethical business practices</li> <li>• Provide performance scores in four measurable categories for the CMBL vendors</li> <li>• Track vendor performance for delegated and exempt purchases</li> </ul>

## Contractor Information

**VID:** 12640343286

**Contractor:** Kofile Technologies, Inc.

**Contact Name:** Susanna G. Records

**Email:** [preserve@kofile.us](mailto:preserve@kofile.us)

**Phone:** (214) 351-4800

**Address:** 6300 Cedar Springs Road Dallas TX 75235



Texas Comptroller of Public Accounts  
**Glenn Hegar**

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- Contact Us (<http://comptroller.texas.gov/about/contact/>)

### POLICIES

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- Accessibility Policy (<https://comptroller.texas.gov/about/policies/accessibility.php>)
- Link Policy (<https://comptroller.texas.gov/about/policies/links.php>)
- Texas.gov (<http://texas.gov>)
- Search from the Texas State Library (<https://www.tsl.texas.gov/trail/index.html>)
- Texas Homeland Security (<http://www.dhs.gov/geography/texas>)
- Texas Veterans Portal (<https://veterans.portal.texas.gov/>)
- Public Information Act (<https://comptroller.texas.gov/about/policies/public-information-act.php>)
- Texas Secretary of State (<http://www.sos.state.tx.us/>)
- HB855 Browser Statement

### OTHER STATE SITES

- [texas.gov \(https://www.texas.gov/\)](https://www.texas.gov/)
- [Texas Records and Information Locator \(TRAIL\) \(http://www.tsl.state.tx.us/trail/\)](http://www.tsl.state.tx.us/trail/)
- [State Link Policy  
\(http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf\)](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf)
- [Texas Veterans Portal \(http://veterans.portal.texas.gov\)](http://veterans.portal.texas.gov)

## BID PRICE LIST

*Note: An oversized sheet is one in which the shortest sheet edge measures greater than 12".*

PART NO.	DESCRIPTION	EXCLUSIONS	UNIT	UNIT PRICE
<b>RECORD BOOK PRESERVATION BY PAGE</b>				
PRV701	Conserve, Mylar Encapsulate, and Bind Record Book	<i>Oversized Sheets/Special Treatments Additional Charge</i>	Page	\$5.00
PRV702	Conserve, Mylar Encapsulate, and Bind Record Book	<i>Special Treatments Additional Charge</i>	Page	\$6.00
PRV703	Conserve, Mylar Encapsulate, and Bind Case File	<i>Oversized Sheets/Special Treatments Additional Charge</i>	Page	\$8.75
PRV704	Preserve Record Book Page—Conservation [Laboratory Assessment, Testing, and Treatments), Archival Imaging (Capture, Processing, and Enhancements), and Microfilm]	<i>Oversized Sheets/Special Treatments Additional Charge</i>	Page	\$6.00
PRV705	Preserve Index or Oversized Record Book Page—Conservation [Laboratory Assessment, Testing, and Treatments), Archival Imaging (Capture, Processing, and Enhancements), and Microfilm]	<i>Special Treatments Additional Charge</i>	Page	\$7.00
PRV706	Preserve Case File Page—Conservation [Laboratory Assessment, Testing, and Treatments), Archival Imaging (Capture, Processing, and Enhancements), and Microfilm]	<i>Oversized Sheets/Special Treatments Additional Charge</i>	Page	\$10.00
<b>RECORD BOOK PRESERVATION BY VOLUME</b>				
PRV707	Minimum Charge for Preservation Services (Conservation Treatments and Binding)		Book	\$750.00
PRV708	Preserve Record Book (Conserve, Archival Imaging, Microfilm, and Rebind)	<i>Oversized Sheets/Special Treatments Require Additional Charges</i>	Book	\$3,460.00
PRV709	Preserve Index or Oversized Record Book (Conserve, Archival Imaging, Microfilm, and Rebind)	<i>Special Treatments Require Additional Charges</i>	Book	\$4,360.00
PRV710	Preserve Case File (Conserve, Archival Imaging, Microfilm, and Rebind)	<i>Oversized Sheets/Special Treatments Require Additional Charges</i>	Book	\$5,700.00
<b>ADDITIONAL OR SPECIAL PRESERVATION SERVICES</b>				
PRV711	Special Conservation Treatments—Minimum Charge for Adhesive, Old Repairs, and Scotch Tape Removal		Page	\$2.25
PRV712	Special Conservation Treatments—Minimum Charge for Extensive Mending and Repair		Page	\$2.25
PRV713	Special Conservation Treatments—Minimum Charge for Removal of Sheet Extenders Adhered to Only One Side of the Sheet		Page	\$2.25
PRV714	Special Conservation Treatments—Minimum Charge for Removal of Sheet Extenders Adhered to Both Sides of the Sheet		Page	\$4.50
PRV715	Special Conservation Treatments—May Include Surface Clean, Remove Old Repairs or Plastic Laminates, Adhesive Reduction, Flatten, Humidify, Repair, Mend, or Deacidify		Page	\$2.25
PRV716	Special Conservation Treatments—May Include Surface Clean, Remove Old Repairs or Plastic Laminates, Adhesive Reduction, Flatten, Humidify, Repair, Mend, or Deacidify		Hour	\$150.00
PRV717	Stabilization Services (Disaster Recovery/Water Damage/Remediation)		Hour	\$200.00

NAVARRO COUNTY, TEXAS

REQUEST FOR PROPOSALS (RFP): PRICE LIST

*Due: Tuesday, May 22, 2018, 4:00 p.m. CDT*

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

Certificate Number:  
 2019-524544

Date Filed:  
 08/01/2019

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Kofile Technologies, Inc.  
 Dallas, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Hidalgo County

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

Requisition #397960  
 Preservation of Permanent Records Phase I.E for the Hidalgo County Clerk

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Oates, William D.	Dallas, TX United States	X	

5 Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is John D. Woolf, and my date of birth is 11/21/1944.

My address is 6300 Cedar Springs Road, Dallas, TX, 75235, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Dallas County, State of Texas, on the 2nd day of August, 20 19.  
(month) (year)

  
 \_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

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 08/01/2019

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Hidalgo County

**Date Acknowledged:**  
 08/05/2019

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 Requisition #397960  
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			Controlling	Intermediary
	Oates, William D.	Dallas, TX United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

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**ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 08/17/2019, from 8:00 AM to 3:00 PM (EDT).

**ALERT:** Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the [CAGE Help Desk](#) with urgent questions about a registration pending CAGE review.

## Entity Dashboard

Kofile Technologies, Inc. 6300 Cedar Springs Rd  
DUNS: 078296441 CAGE Code: 6PGU1 Dallas, TX, 75235-5809 ,  
Status: Active UNITED STATES  
Expiration Date: 12/20/2019  
Purpose of Registration: All Awards

▶ [Entity Overview](#)

▶ [Entity Registration](#)

▶ [Core Data](#)

▶ [Assertions](#)

▶ [Reps & Certs](#)

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▶ [Exclusions](#)

▶ [Active Exclusions](#)

▶ [Inactive Exclusions](#)

▶ [Excluded Family Members](#)

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### Entity Overview

#### Entity Registration Summary

**Name:** Kofile Technologies, Inc.  
**Business Type:** Business or Organization  
**Last Updated By:** Susanna Records  
**Registration Status:** Active  
**Activation Date:** 12/20/2018  
**Expiration Date:** 12/20/2019

#### Exclusion Summary

**Active Exclusion Records?** No



IBM-P-20190627-1414  
WWW1

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