



April 1, 2020

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.G							
PHASE	RECORDS SERIES	VOLUME	LEVEL OF SERVICE	UNIT PRICE	QUANTITY		PRICE QUOTE
					ESTIMATED PAGES	VOLUMES	
PHASE I.G	Official Record	2481-2679	PRV*	\$2,520.00/Book	1,000 Pages/Book	199 vols.	\$501,480.00
TOTAL					~199,000	199 vols.	\$501,480.00

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

https://checkout.na1.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=7354739&sender=preserve@kofile.us&datetime=2020_4_23_13_58.

TEXAS CO-OP MEMBER LISTING FOR HIDALGO COUNTY	
CO-OP #: C1080	Expiration: 31-MARCH-2021

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	199,000	\$501,480.00	\$501,480.00

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

Scott Fausto
scott.fausto@kofile.us
210.286.1647

Chris Marotti

Chris Marotti
chris.marotti@kofile.us
469.243.9084

sgf

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
RECORD BOOK PRESERVATION BY PAGE				
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
RECORD BOOK PRESERVATION BY VOLUME				
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
ADDITIONAL OR SPECIAL PRESERVATION SERVICES				
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:
2020-611174

Date Filed:
04/23/2020

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 No. 413936
Phase 1.G-County Clerk's Book Preservation

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Auburn, Hubert	Dallas, TX United States	X	
	Crosno, Michael	Dallas, TX United States	X	
	Mohn, Jonathan	Dallas, TX United States	X	
	Lafeber, Kevin	Dallas, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Hubert P. 'Bert' Auburn, and my date of birth is 6/22/1971.

My address is 6300 Cedar Springs Rd., 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 23rd day of April, 2020.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)

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FORM 1295

1 of 1

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

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Kofile Technologies, Inc.
Dallas, TX United States

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Hidalgo County

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	Crosno, Michael	Dallas, TX United States	X	
	Mohn, Jonathan	Dallas, TX United States	X	
	Lafeber, Kevin	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)