

FILED  
 AT 10:50 O'CLOCK A M  
 JUN 08 2018  
 ARTURO GUAJARDO, JR. COUNTY CLERK  
 HIDALGO COUNTY, TEXAS  
 BY \_\_\_\_\_ DEPUTY

# IV. PROPOSAL PRICING

## PROJECT OVERVIEW

HIDALGO COUNTY DISTRICT CLERK PROJECT OVERVIEW							
RECORD SERIES	QTY.	INCHES	PAGES/INCH	APPROX. IMAGES	ORIGINAL FORMAT	LEVEL OF SERVICE	LINE ITEM TOTAL
Civil Dockets	113,115 cases	825"	152.35 pgs./in.	125,689	Flat	IM/ID	\$227,929.23
Criminal Dockets	1,481 cases	27"	274.23 pgs./in.	7,404	Flat	IM/ID	\$5,594.95
PROJECT SUBTOTAL							\$233,524.18

**COUNTY ACCEPTANCE**

- Without a signed contract, prices are good for 90 days. Upon approval, pricing is firm for the contract term.
- Pricing is based on a Good Faith Estimate of page and case counts. Page and case counts have been increased by ten percent. Billing will occur on actuals based upon agreed upon pricing; not to exceed the P.O. with written authorization from the County.

*Ramon Garcia*  
 Signature/Title of County Representative \_\_\_\_\_ Date \_\_\_\_\_

*Pricing Includes:*

- (IM) Archival Imaging—Image Capture, Processing, & Enhancements:
  - Document Prep (Staple Removal, etc.) & Return in Plastic File Bins (without re-bradding).
  - Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a multi-page TIFF or PDF.
  - Images will be grouped into cases if docket sheets are more than one page.
  - Kofile performs custom clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
  - Tag/index each image by case number.
  - Each image is certified and sight-verified.
  - Reverse sides of docket sheets are deleted unless they contain typed or written information.
  - The County receives one MASTER COPY in a format appropriate to project size. Kofile will hold a security copy of the images for safe keeping.
- (ID) Archival Indexing
  - Manual keying of Civil or Criminal, Plaintiff, Defendant, Case No., and File Date each docket.
- Other Included Services:
  - This project will return in letter/legal-size boxes, as appropriate.
  - Disaster Recovery Electronic Off-site Backup. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

APPROVED BY  
 COMMISSIONERS' COURT  
 ON: *6/5/18 jms*

KOFILE TECHNOLOGIES

## GSA SCHEDULE 70 CONTRACT COOPERATIVE PURCHASING

Kofile has a federal cooperative purchasing (CO-OP) contract that extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Hidalgo County is eligible for to purchase from this contract.

Our Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ *The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.*
- ▶ *It is entirely voluntary.*
- ▶ *The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.*

To purchase from GSA, you only need follow Hidalgo County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

The total prices on Page 11 are billed as GSA line items. GSA line items are billed per hourly charges and include the following:

PART NO.	ITEM	UNIT PRICE	QUANTITY	TOTAL PRICE
TCS003	Certified Digital Imaging Architect	\$174.00 /Hour	1,342.093	\$233,524.18

Lease and/ or Service Agreement

Company's Name: Kofile Preservation, Inc.

Department: District Clerk

AI- 65025 Approval through CC on: 06/05/18

ATTEST:

By: Arturo Guajardo Jr.

Arturo Guajardo Jr., County Clerk



Date: \_\_\_\_\_

APPROVED AS TO FORM:

Hidalgo County Office of the Criminal District Attorney,

Ricardo Rodriguez, Jr.

By: [Signature]

ROBERT VINA III, Assistant District Attorney

Civil Litigation Division

AI-65025  
CC - REGULAR

Purchasing Department 16. E. 1.  
District Clerk

✓BAS 6/1

Meeting Date: 06/05/2018  
Submitted For: Marty Salazar, PURCHASING DEPT.  
Submitted By: Hector Garcia, PURCHASING DEPT.  
Department: PURCHASING DEPT.

---

**Information**

**CAPTION**

Requesting approval to enter into a contract for data conversion and record management services with Kofile Preservation, Inc. through GSA Schedule 70 Contract No.(GS-35F-275AA) not to exceed the amount of \$233,524.18 including authority for County Judge to sign all required documentation.

**BACKGROUND**

Requisition# 00370592 -District Clerks Office  
For the preservation of historical record book volumes and document conservation.

---

**Fiscal Impact**

CALENDAR YEAR: 2018 ACCT. #: 8-1100-412-00-090-019-0-350  
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:  
BUDGETARY IMPACT:  
Funds available through Req# 370592

---

**Attachments**

Requisition#370592  
Proposal  
GSA Contract (GS-35F-275AA) Info & Pricing  
1295 & Acknowledged 1295  
Legal Approval  
Sam.Gov

---

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Purchasing - Internal	Marty Salazar	05/30/2018 03:44 PM
Budget & Management	Veronica Ortiz	05/30/2018 03:47 PM
Final Approval	Monica Salinas	06/01/2018 05:13 PM
Form Started By: Hector Garcia		Started On: 05/23/2018 08:22 AM
Final Approval Date: 06/01/2018		

**1. AI-65083** A. Requesting authority to advertise and approval of the Draft Procurement Packet [i.e., legal notice requirements, scope of services, evaluation criteria] for Hidalgo County Construction Manager at Risk (CMAR) for Hidalgo County Precinct No. 1 Tax Office including the re-advertising of project if necessary and/or required;

B. Selection/designation/assignment of evaluation committee to score, grade and evaluate RFQ/P responses as submitted by participants to the Hidalgo County-Construction Manager at Risk (CMAR) for Hidalgo County Precinct No.1 Tax Office.

*Mayor Suarez / pr. mgr. Carlos / Pepe Cabeza de Vaca*

**C. Pct. 2**

**1. AI-65173** Requesting approval of a professional appraisal services agreement [subject to legal review] with LEONEL GARZA, JR. & ASSOCIATES, LLC for the purposes of appraisal services for "ON CALL and AS NEEDED BASIS" Precinct No. 2 Projects : The Fair Market Value Appraisals in connection with the Acquisition of Land-Sale and/or Exchange, Rights of Way, Easements, Condemnations and Disposition of County owned Property located within Hidalgo County Precinct No. 2 [selected for negotiations by CC from the "POOL" of Appraisers by CC on 4/17/18].

**D. Pct. 3**

**1. AI-65053** Acceptance and award of proposals received from Rush Truck Center of Texas, LP, awarded vendor through Hidalgo County's participation/membership with TASB BuyBoard Contract #521-16, expires 11/30/19, for the purchase of One (1) New Peterbilt 337 Water Truck for \$ 97,225.51, to include but not limited to, BuyBoard fees & delivery for use on proposed road improvements within Pct 3 through project# 2018-152-SGS.

**2. AI-65002** Acceptance and award of proposals received from Doggett Machinery Services-Houston, TX awarded vendor through Hidalgo County's participation/membership with TASB BuyBoard Contract #515-16, expires 11/30/19, for the purchase of Two (2) New John Deere 310L Backhoe Loaders for \$ 79,737.24 ea., with a total of \$159,474.48 & One (1) New 2018 Dynapac CC 3200 Asphalt Roller for \$124,605.00, to include but not limited to, BuyBoard fees & delivery for use on proposed road improvements within Pct 3 through project# 2018-152-SGS.

**E. District Clerk**

**1. AI-65025** Requesting approval to enter into a contract for data conversion and record management services with Kofile Preservation, Inc. through GSA Schedule 70 Contract No.(GS-35F-275AA) not to exceed the amount of \$233,524.18 including authority for County Judge to sign all required documentation.

**APPROVED**

**F. Sheriff's Office**

**1. AI-65094** Acceptance and approval of the final negotiated contract with Keefe Commissary Network, LLC for "Jail Lobby/Intake Kiosks & Deposit/Release Services" for the Hidalgo County Sheriff's Office - Adult Detention Facility including the "Best and Final Offer".

17.

**Open Forum**

*① Jerry McClaughey Re: 13A HeadStart COLA*