

June 14, 2023

Daniela E. Garza

E-signed 2023-07-31 08:21AM CDT
daniela.garza@co.hidalgo.tx.us



**Honorable Arturo Guajardo
Hidalgo County Clerk**

Preservation of Deed Books

SUBMITTED BY:

Scott Fausto
Account Executive
scott.fausto@kofile.com
(210) 286-1647

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.Kofile.com

Dear Honorable Arturo Guajardo,

This proposal addresses Hidalgo County Clerk's Deed Books and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing, encapsulation, and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Hidalgo County Clerk's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-18-3602**. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. Pricing is based on estimated page counts and condition levels. Pricing is finalized upon review at the Kofile lab. Billing occurs on actuals per mutually agreed upon pricing, not to exceed the P.O. without authorization.

HIDALGO COUNTY CLERK - MISCELLANEOUS RECORD SERIES					
Project Overview					
Record Series	Volume	Est. Page Count	Format	Level of Service	Estimated Total
Deed of Trust	17	640	Photostat	Preservation	\$4,108.80
Deed	822	584	Copyflow	Re-Bind, Sleeve	\$1,477.52
PROJECT TOTAL					\$5,586.32

PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-18-3602** directly on the P.O. Kofile has prepared a 'Shopping Cart' in TxSmartBuy so Hidalgo County Clerk can complete this purchase – See Link:

https://852252.secure.netsuite.com/c.852252/checkout/login.ssp?&n=2&sc=1&cartid=20122121&sender=preserve@kofile.com&datetime=2023_6_14_9_56

Hidalgo County Clerk is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
PRV701	96272	Record Book Preservation by Page	Page	\$6.42	640	\$4,108.80
PRVX04	96272	Mylar Encapsulation by Page	Page	\$2.53	584	\$1,477.52
					TOTAL	\$5,586.32

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

Payment Terms: Net 30 Days upon project completion.

CUSTOMER ACCEPTANCE

Richard F Cortez
 Signature of Authorized Official
Richard F Cortez
 Print Name of Authorized Official
Hidalgo County Judge
 Title of Authorized Official
Jul 27, 2023
 Date

KOFILE ACCEPTANCE

Scott G. Fausto
Scott G. Fausto (Jul 26, 2023 22:32 CDT)
 Signature of Authorized Official
Scott G. Fausto
 Print Name of Authorized Official
Account Rep.
 Title of Authorized Official
Jul 26, 2023
 Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Hidalgo County Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Hidalgo County Clerk. This policy applies to any agreement, verbal or written, between Hidalgo County Clerk and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Hidalgo County Clerk. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Hidalgo County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

Scott Fausto

Scott Fausto

c: (210) 286-1647

e: scott.fausto@kofile.com

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EXECUTED as of the day and year first written above.

APPROVED BY COMMISSIONERS' COURT ON JULY 25, 2023.

Agenda Item No. 91642

Executive Office: MS

VENDOR:
KOFI TECHNOLOGIES, INF

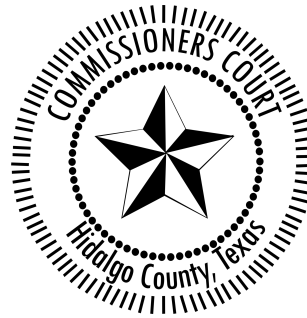
COUNTY:
COUNTY OF HIDALGO

Scott G. Fausto
Scott G. Fausto (Jul 26, 2023 22:32 CDT)
Scott G. Fausto, Account Executive

Richard F. Cortez
Hon. Richard F. Cortez, County Judge

APPROVED AS TO FORM
Office of the Criminal District Attorney,
Toribio "Terry" Palacios

ATTEST:



Michelle Lopez
Michelle Lopez (Jul 27, 2023 10:24 CDT)
Michelle Lopez, Assistant District Attorney

Arturo Guajardo, Jr.
Arturo Guajardo, Jr., County Clerk

ATTACHMENTS:
(If Applicable)

SUPPLEMENTAL SIGNATURES:
(If Applicable)



Victor Webber <victor.webber@co.hidalgo.tx.us>

23-0290 Preservation of Deed Books for County Clerks

Michelle Lopez <michelle.lopez@da.co.hidalgo.tx.us>

Mon, Jul 10, 2023 at 10:59 AM

To: Victor Webber <victor.webber@co.hidalgo.tx.us>

Cc: Robert Vina <robert.vina@da.co.hidalgo.tx.us>, Josephine Ramirez <josephine.ramirez@da.co.hidalgo.tx.us>, "Victor M. Garza" <victor.garza@da.co.hidalgo.tx.us>, Dina Trevino <dina.trevino@co.hidalgo.tx.us>, Olga Garza <olga.garza@co.hidalgo.tx.us>

Good Morning Mr. Webber,

This office has reviewed quote T23-0290 Preservation of Deed Books under the XMAS-18-3602 coop agreement and at this time approves as to form.

Thank you,

Michelle Lopez
Assistant District Attorney
Civil Litigation Division

[Quoted text hidden]

APPROVED

12.H
p24
connection

Co. Clerk

Deeds

- 1. AI-91642 Requesting approval to purchase records management and preservation services with Kofile, Inc. for The Preservation and Imaging of ~~Commissioners' Court Index Books~~ through Hidalgo County's membership with Texas Smart Buy Cooperative (TXMAS-18-3602), in the amount of \$5,586.32; with authority for County Judge to sign all required documentation.

I. County Judge's Office:

- 1. AI-91704 Requesting approval of one (1) 48 month Ricoh Copier Lease (Model IMC4510) with Ricoh USA, INC through HC's Membership with DIR Cooperative Contract (DIR-CPO-4435, exp 09/25/2023) in the amount of \$280.00 per month.

J. Facilities Management:

- 1. AI-91663 A. Requesting authorization and approval to apply for water services with the City of Edinburg for the new District Attorney's Office located at 101 N 10th Ave. Edinburg, TX 78541 and if applicable, with authority for the Facilities Management Director to sign any required documents.
B. Requesting authorization and approval to apply for electrical services with Gexa Energy through County contract C-20-628-12-08 for the new District Attorney's Office located at 101 N 10th Ave. Edinburg, TX 78541 and if applicable, with authority for the Facilities Management Director to sign any required documents.

- 2. AI-91624 Requesting approval to pay the following invoice as submitted by project engineer Raba Kistner for project located in Precinct 4.

Invoice Date	P.O. Number	Vendor / Project	Invoice Number	Invoice Amount
3/23/2023	838621	Raba Kistner / New Justice Center	R032104	\$883.03

K. Health & Human Services:

- 1. AI-91571 Requesting approval to process the following invoice from B2Z Engineering Professional Construction Management Services in connection with the Bio-Safety Laboratory:

Work Authorization #	PO #	Invoice #	Invoice Date	Amount
Work Authorization # 3	848232	40210	07/05/2023	\$16,879.52

- 2. AI-91682 Requesting approval to pay invoice #10099857 for professional engineering services as submitted by HALFF Associates, Inc in connection with the Hidalgo County El Paraiso Health Clinic Project in the amount of \$1,441.25 dated 07-14-2023, for WA#1, PO# 853723.

- 3. AI-91559 Requesting approval to process the following invoice from B2Z Engineering in connection with the Bio Safety Laboratory:

Work Authorization #	PO #	Invoice #	Invoice Date	Amount
Work Authorization # 2	847843	20384	07/05/2023	\$3,885.78

L. HIDTA - Task Force:

- 1. AI-91612 Requesting approval to enter into a one (1) year Telephone and Fax Service Agreement with Luksa Enterprises LLC dba Landstar Telecom at \$162.00 total monthly fee with authority for County Judge











23-0290 Preservation_of_Deed_Books,_Vol._17 &_822

Final Audit Report



2023-07-31

Created:	2023-07-26
By:	Victor Webber (victor.webber@co.hidalgo.tx.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGdhPi1L7wWTK_JhklgoOF1kxHK8uesR

"23-0290 Preservation_of_Deed_Books,_Vol._17_&_822" History

-  Document created by Victor Webber (victor.webber@co.hidalgo.tx.us)
2023-07-26 - 3:09:40 PM GMT
-  Document emailed to scott.fausto@kofile.com for signature
2023-07-26 - 3:13:56 PM GMT
-  Email viewed by scott.fausto@kofile.com
2023-07-26 - 9:10:05 PM GMT
-  Signer scott.fausto@kofile.com entered name at signing as Scott G. Fausto
2023-07-27 - 3:32:31 AM GMT
-  Document e-signed by Scott G. Fausto (scott.fausto@kofile.com)
Signature Date: 2023-07-27 - 3:32:33 AM GMT - Time Source: server
-  Document emailed to Monica Salinas (monica.salinas@co.hidalgo.tx.us) for approval
2023-07-27 - 3:32:35 AM GMT
-  Email viewed by Monica Salinas (monica.salinas@co.hidalgo.tx.us)
2023-07-27 - 3:20:33 PM GMT
-  Document approved by Monica Salinas (monica.salinas@co.hidalgo.tx.us)
Approval Date: 2023-07-27 - 3:21:18 PM GMT - Time Source: server
-  Document emailed to michelle.lopez@da.co.hidalgo.tx.us for signature
2023-07-27 - 3:21:20 PM GMT
-  Email viewed by michelle.lopez@da.co.hidalgo.tx.us
2023-07-27 - 3:23:29 PM GMT




-  Signer michelle.lopez@da.co.hidalgo.tx.us entered name at signing as Michelle Lopez
2023-07-27 - 3:24:53 PM GMT
-  Document e-signed by Michelle Lopez (michelle.lopez@da.co.hidalgo.tx.us)
Signature Date: 2023-07-27 - 3:24:55 PM GMT - Time Source: server
-  Document emailed to countyjudge@co.hidalgo.tx.us for signature
2023-07-27 - 3:24:56 PM GMT
-  Email viewed by countyjudge@co.hidalgo.tx.us
2023-07-27 - 3:25:05 PM GMT
-  Signer countyjudge@co.hidalgo.tx.us entered name at signing as Richard F Cortez
2023-07-27 - 9:57:35 PM GMT
-  Document e-signed by Richard F Cortez (countyjudge@co.hidalgo.tx.us)
Signature Date: 2023-07-27 - 9:57:37 PM GMT - Time Source: server
-  Document emailed to daniela.garza@co.hidalgo.tx.us for approval
2023-07-27 - 9:57:39 PM GMT
-  Email viewed by daniela.garza@co.hidalgo.tx.us
2023-07-28 - 2:44:36 PM GMT
-  Email viewed by daniela.garza@co.hidalgo.tx.us
2023-07-31 - 1:10:13 PM GMT
-  Signer daniela.garza@co.hidalgo.tx.us entered name at signing as Daniela E. Garza
2023-07-31 - 1:21:56 PM GMT
-  Document approved by Daniela E. Garza (daniela.garza@co.hidalgo.tx.us)
Approval Date: 2023-07-31 - 1:21:58 PM GMT - Time Source: server
-  Document emailed to arturo.guajardo@co.hidalgo.tx.us for signature
2023-07-31 - 1:22:00 PM GMT
-  Email viewed by arturo.guajardo@co.hidalgo.tx.us
2023-07-31 - 1:30:03 PM GMT
-  Signer arturo.guajardo@co.hidalgo.tx.us entered name at signing as Arturo Guajardo Jr.
2023-07-31 - 1:31:56 PM GMT
-  Document e-signed by Arturo Guajardo Jr. (arturo.guajardo@co.hidalgo.tx.us)
Signature Date: 2023-07-31 - 1:31:58 PM GMT - Time Source: server
-  Document emailed to Daniela E. Garza (daniela.garza@co.hidalgo.tx.us) for approval
2023-07-31 - 1:32:00 PM GMT




 Email viewed by Daniela E. Garza (daniela.garza@co.hidalgo.tx.us)

2023-07-31 - 1:32:24 PM GMT

 Document approved by Daniela E. Garza (daniela.garza@co.hidalgo.tx.us)

Approval Date: 2023-07-31 - 3:05:33 PM GMT - Time Source: server

 Agreement completed.

2023-07-31 - 3:05:33 PM GMT

