

APRIL 1, 2022 BID PRICE LIST

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

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
RECORD BOOK PRESERVATION BY PAGE				
PRV701	Record Book Preservation by Page	Preserve, Conserve (Lab Assessment & Treatment), Mylar Encapsulate, and Bind Record Book. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$6.325
PRV702	Index Book or Oversized Record Preservation by Page	Preserve, Conserve (Lab Assessment & Treatment), Mylar Encapsulate, and Bind an Index Book or Oversized Record (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$7.590
PRV703	Case File Preservation by Page	Preserve, Conserve (Lab Assessment & Treatment), Mylar Encapsulate, and Bind Case File. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$11.075
PRV704	Record Book Preservation, Archival Imaging, and Microfilm by Page	Preserve, Conserve (Lab Assessment & Treatments), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$7.560
PRV705	Index Book or Oversized Record Preservation, Archival Imaging, and Microfilm by Page	Preserve, Conserve (Lab Assessment & Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$9.670
PRV706	Case File Preservation, Archival Imaging, and Microfilm by Page	Preserve, Conserve (Lab Assessment & Treatments), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$12.310
PRV706-A	Record Book Preservation and Archival Imaging by Page	Preserve, Conserve (Lab Assessment & Treatments), Mylar Encapsulate, Archival Imaging, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$7.460
PRV706-B	Index Book or Oversized Record Preservation and Archival Imaging by Page	Preserve, Conserve (Lab Assessment & Treatment), Mylar Encapsulate, Archival Imaging, and Bind. Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$9.600
PRV706-C	Case File Preservation and Archival Imaging by Page	Preserve, Conserve (Lab Assessment & Treatments), Mylar Encapsulate, Archival Imaging, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.	Each (Page)	\$12.250
PRV706-D	Record Book Preservation, Archival Imaging, Microfilm, and Shelving by Page	Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 25 volumes (approx. 18,000 Pages) to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).	Each (Page)	\$7.640
PRV706-E	Index Book or Oversized Record Preservation, Archival Imaging, Microfilm, and Shelving by Page	Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 25 volumes (approx. 18,000 Pages) to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).	Each (Page)	\$9.780

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
PRV706-F	Case File Preservation, Archival Imaging, Microfilm, and Shelving by Page	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 25 volumes (approx. 18,000 Pages) to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).</i>	Each (Page)	\$12.420
RECORD BOOK PRESERVATION BY VOLUME				
PRV707	Record Book Preservation by Volume [Minimum Charge]	<i>Minimum Charge for Preservation, Conservation Treatments, Mylar Encapsulate, and Bind. A minimum book charge does apply.</i>	Book (1)	\$948.750
PRV707-A	Record Book Preservation by Volume	<i>Preservation, Conservation Treatments, Mylar Encapsulate, and Bind. A minimum book charge does apply per book.</i>	Book (1)	\$4,081.000
PRV708	Record Book Preservation, Archival Imaging, Microfilm by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$4,818.000
PRV708-A	Record Book Preservation and Archival Imaging by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$4,779.000
PRV708-B	Record Book Preservation, Archival Imaging, Microfilm, and Shelving by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 30 volumes to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).</i>	Book (1)	\$4,887.000
PRV709	Oversized Record or Index Book Preservation by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, and Bind. Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$6,183.000
PRV709-A	Oversized Record or Index Book Preservation and Archival Imaging by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, and Bind. Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$6,143.000
PRV709-B	Oversized Record or Index Book Preservation, Archival Imaging, Microfilm by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$6,188.000
PRV709-C	Oversized Record or Index Book Preservation, Archival Imaging, Microfilm, and Shelving by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 30 volumes to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).</i>	Book (1)	\$6,257.000
PRV710	Case File Preservation by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind. Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$7,143.000
PRV710-S	Case File Preservation, Archival Imaging, Microfilm by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$7,882.000

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
PRV710-B	Case File Preservation and Archival Imaging by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply.</i>	Book (1)	\$7,843.000
PRV710-C	Case File Preservation, Archival Imaging, Microfilm, and Shelving by Volume	<i>Preserve, Conserve (Lab Assessment and Treatment), Mylar Encapsulate, Archival Imaging, Archival Microfilm, and Bind). Excludes Oversized Sheets (defined as the shortest sheet edge is greater than 12"). Special Treatments Additional Charge. A minimum book charge does apply. Minimum Order of 30 volumes to account for shelving unit costs (each unit holds approximately 50 binders depending on sheet capacity).</i>	Book (1)	\$7,951.000
ADDITIONAL OR SPECIAL PRESERVATION SERVICES				
PRV711	Conservation Treatments: Adhesive, Old Repairs, and Scotch Tape Removal/Reduction	<i>Additional Minimum Charge for Adhesive, Old Repairs, and Scotch Tape Removal.</i>	Each (Page)	\$2.852
PRV712	Conservation Treatments: Mending/Repair	<i>Additional Minimum Charge for Extensive Mending and Repair.</i>	Each (Page)	\$2.852
PRV713	Conservation Treatments: Removal of Sheet Extenders, One Sided	<i>Additional Minimum Charge for Removal of Sheet Extenders Adhered to Only One Side of the Sheet.</i>	Each (Page)	\$2.852
PRV714	Conservation Treatments: Removal of Sheet Extenders, Double Sided	<i>Additional Minimum Charge for Removal of Sheet Extenders Adhered to Both Sides of the Sheet.</i>	Each (Page)	\$5.693
PRV715	Special Conservation Treatments Per Page	<i>Additional Minimal Charge. May Include Surface Clean, Remove Old Repairs, Adhesive Reduction, Flatten, Humidify, Repair, Mend, or Deacidify.</i>	Each (Page)	\$2.852
PRV716	Additional/Special Conservation Treatments Per Hour	<i>Additional Minimal Charge. May Include Surface Clean, Remove Old Repairs, Adhesive Reduction, Flatten, Humidify, Repair, Mend, or Deacidify.</i>	Hour (1)	\$189.750
PRV717	Stabilization Services for Disaster Recovery/ Water Damage/ Mold Remediation	<i>Disaster Recovery/Water Damage/Remediation.</i>	Hour (1)	\$253.000
PRVX01	Conservation Treatments Per Hour	<i>May Include Surface Clean, Remove Old Repairs, Adhesive Reduction, Flatten, Humidify, Repair, Mend, or Deacidify.</i>	Hour (1)	\$181.500
PRVX02	Conservation Treatments: Reduction of Laminates	<i>Additional Minimum Charge for Reduction of Laminates on Paper.</i>	Hour (1)	\$250.000
PRVX03	Conservation Treatments: Reduction of Laminates Per Page	<i>Additional Minimum Charge for Reduction of Laminates on Paper.</i>	Each (Page)	\$15.000
PRVX04	Mylar Encapsulation by Page		Each (Page)	\$2.500
PRVX05	Deacidification by Page		Each (Page)	\$2.500
PRVX06	Tab Set for Individualized Pricing	<i>Additional charge for poly or paper tabs (per set). Generally applies for Index Books.</i>	Book (1)	\$151.250
RE-HOUSING SOLUTIONS				
PRV718	Re-bind in Recorder Binder	<i>A post binder, but can be sewn. Available in various colors in genuine leather, imitation leather, or canvas. Cover printing is foil on the leathers and hot stamp printing on the canvas.</i>	Book (1)	\$900.000

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
PRV719	Re-file in Coroplast™ Box	<i>Coroplast™ is acid free and comprised of a chemically inert co-polymer. It is a high density box, and offers unparalleled strength. It is also water resistant. Box is created to customized dimensions. Create custom labels to identify contents.</i>	Box (1)	\$31.625
PRV720	Re-file in Acid Free File Folder	<i>Re-filing of serviced records in acid free folders for return to the client.</i>	Each (Folder)	\$0.633
PRV721	Creation of a Commemorative Shadowbox Display		Each (1)	\$2,750.000
PRV722	Binder Spine Replacement		Each (1)	\$350.000
PLAT/MAP PRESERVATION				
PLAT701	Conservation & Archival Imaging/ ≤ 24" x 18"	<i>Any Special Treatments require additional charges.</i>	Each (Plat)	\$189.750
PLAT702	Conservation & Archival Imaging/ ≤ 24" x 36"	<i>Any Special Treatments require additional charges.</i>	Each (Plat)	\$253.000
PLAT703	Preserve Plat/Map: ≥ 24" x 36"	<i>Any Special Treatments require additional charges.</i>	Hour (1)	\$196.075
PLAT704	Special Plat/Map Conservation Services	<i>Specialized Services included, but are not limited to, Surface Clean, Remove Repair or Laminate, Flatten, Humidify, Repair, Restore, Mend, Mount, Back, Deacidify, or Other Conservation Treatments.</i>	Hour (1)	\$196.075
PLAT706	Document Prep of Map/Plat for Archival Imaging	<i>Preparation of a Map/Plat for Image Capture.</i>	Hour (1)	\$126.500
PLAT706-A	Crating and Shipping of Large Format Framed Map		Each (1)	\$3,000.000
PLAT/MAP RE-HOUSING				
PLAT705	Archival Housing and Framing	<i>Specialized archival housing or framing for plats/maps. Conservation Level framing includes conservation-grade glass or an UV filtered polycarb. The mat and backing are all acid free.</i>	Hour (1)	\$126.500
PLAT707	Plat Binder	<i>A four-post binder specifically designed to house plats. Includes a metal rim for support. Binder is polymer or imitation leather.</i>	Each (1)	\$569.250
PLAT707-A	Reformat and Rehouse Plat or Map: New Envelope and Hanger	<i>This charge includes labor and materials to take Plats from a cabinet system, replace sleeves and hangers with new archival quality products, arrange in capsules (multiple plats each and per hanger), and rehouse in the existing cabinets.</i>	Each (1)	\$30.000
PLAT707-B	Reformat Plat	<i>This charge includes labor to take Plats from a cabinet system, reuse existing sleeves and hangers, and rehouse into existing or new plat cabinet (cost not included). Preparation of a simple index.</i>	Each (1)	\$5.250
PLAT/MAP CABINET SOLUTIONS				
PLAT708	Plat Cabinet Solution, One (1) or Multi-Tier Cabinet, and Sleeves, and Hangers	<i>Custom Plat Cabinet with options for one (1) or Multi-Tier units. This solution includes wishbone hangers and sleeves for plats for the capacity of the purchased unit.</i>	Unit (1)	\$9,240.000
PLAT709	Small Mylar Map Pocket/Sleeve, 18" x 24"	<i>Mylar map pocket for use with wishbone hangers for storage in Enduro Plat Cabinets.</i>	Each (Page)	\$10.120
PLAT710	Large Mylar Map Pocket/Sleeve, 24" x 36"	<i>Mylar map pocket for use with wishbone hangers for storage in Enduro Plat Cabinets.</i>	Each (Page)	\$16.445
PLAT711	Wishbone Hanger		Each (1)	\$16.000
PLAT712	Barrier Sheet	<i>24x18</i>		\$1.000

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
PLAT713	Barrier Sheet	24x36	Each (1)	\$1.200
PLAT714	Custom Archival Storage Solution		Hour (1)	\$1,000.000
PLAT715	One (1) Oversize Flat File	Welded steel, with double-thick wraparound corners and a sturdy inner frame support for stacking strength. Lock secures the unit. Includes label holders and chrome drawer pulls. Heavy-duty suspension drawers glide on ball bearings (courtesy stops the drawers from rolling when open and positive closures prevent accidental opening). Drawer capacity is 100 lbs. Features a powder-coated finish that will not off-gas for safe long-term storage. Unit color is per the County's choice from a selection of 12 colors).	Unit (1)	\$15,000.000
ARCHIVAL STORAGE SOLUTION				
4POST™ SHELVING				
POST701	4Post™ Shelving Unit 682036 68.75"H x 20"D x 36"W; Four Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$1,848.000
POST702	4Post™ Shelving Unit 682042 68.75"H x 20"D x 42"W; Four Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$1,914.000
POST703	4Post™ Shelving Unit 852036 85.25"H x 20"D x 36"W; Five Shelves	The most commonly purchased unit. Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$1,980.000
POST704	4Post™ Shelving Unit 852042 85.25"H x 20"D x 42"W; Five Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$2,046.000
POST705	4Post™ Shelving Unit 1012030 101.75"H x 20"D x 30"W; Six Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$2,112.000
POST706	4Post™ Shelving Unit 1012036 101.75"H x 20"D x 36"W; Six Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$2,178.000
POST707	4Post™ Shelving Unit 1012042 101.75"H x 20"D x 42"W; Six Shelves	Archive-approved, high-density, and available in textured powder-coated finish in a variety of colors (Tan Metallic, Warm Brown, Bone White, Black, Dark Gray Metallic, Light Gray Metallic, or Other). Specially designed to house DSBs in library-style storage. Also, recommended to store boxes of pre-preserved case files.	Unit (1)	\$2,244.000
SHELVING INSTALLATION				
POST708	Archival Storage Solution Installation Charge: 4Post™ Shelving Unit	Labor charge for the installation of shelving orders. Includes cleanup and the re-shelving of any records or volumes.	Hour (1)	\$143.000
SHELVING UPGRADES				

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
POST709	4Post™ Shelving Unit: Upgrade 4Post™ Unit with Addition of Doors and Electronic Lock	<i>Additional charge for security features.</i>	Each (Each)	\$990.000
BOOK RE-CREATION				
BRC701	Book Re-Creation of Unbound Positive Record (Digitization Cost Additional)	<i>Unbound refers to records that are Loose Leaf, Disbound, or punched for post binders. Positive applies to manuscript or typescript records, but excludes pages that contain negative images in which the polarity is reversed (the white appears dark and vice versa). The standard binder for re-creations is an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Each (Page)	\$1.898
BRC702	Book Re-Creation of Bound/Manuscript Record (Digitization Cost Additional)	<i>Bound refers to records that are sewn or bound in a method that hinders loose leaf. Manuscript refers to handwritten data (in either pen, colored pen, pencil, etc.). The standard binder for re-creations is an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Each (Page)	\$2.220
BRC703	Book Re-Creation of Negative Photostat Record (Digitization Cost Additional)	<i>A negative Photostat is a record created by an emulsion process. A negative image has a reversed polarity (the white appears dark and vice versa). The standard binder for re-creations is an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Each (Page)	\$2.530
BRC704	Book Re-Creation of Colored Vital Record (Digitization Cost Additional)	<i>A Vital record printed on colored paper (often form paper) or any other record on colored paper. The standard binder for re-creations is an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Each (Page)	\$1.898
BRC705	Book Re-Creation: Upgrade to Heritage Recorder Binder and Encapsulation	<i>Additional charge for book re-creation if bound in an Heritage Recorder and not an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Book (1)	\$1,043.625
BRC705-A	Book Re-Creation: Upgrade to Disaster Safe County Binder™	<i>Additional charge for book re-creation if bound in an Disaster Safe County Binder™ and not an Indestructo Binder. Standard paper is 24 Bond acid-free, pre-punched paper prints. Prints are black and white (bi-tonal).</i>	Book (1)	\$625.000
BRC706	Book Re-Creation: Upgrade to Color Images	<i>Additional charge for book re-creation is prints are requested in full color (or greyscale) and not bi-tonal.</i>	Each (Image)	\$0.633
BRC707	Book Re-Creation: Upgrade to Tab Set for Individualized Pricing	<i>Additional charge for book re-creation if poly or paper tabs are required. Generally applies for Index Books.</i>	Book (1)	\$158.125
BRC708	Re-creation of Map or Plat	<i>Standard printing of a digitized plat or map onto card stock of photo-quality paper.</i>	Hour (1)	\$189.750
BRC710	16mm Film to Book Re-creation (Binder Cost Additional)	<i>Conversion of 16mm microfilm to digital images, and printing of images. Additional cost of binder applies.</i>	Each (Page)	\$0.800
BRC711	35mm Film to Book Re-creation (Binder Cost Additional)	<i>Conversion of 35mm microfilm to digital images, and printing of images. Additional cost of binder applies.</i>	Each (Page)	\$1.000
BRC712	Indestructo Binder		Each (1)	\$250.000
IMAGE PROCESSING				
ARCHIVAL DIGITIZATION				

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
IMGP701	Archival Imaging of Unbound Positive / Typescript	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF. Unbound refers to records that are Loose Leaf, Disbound, or punched for post binders. Positive excludes pages that contain negative images in which the polarity is reversed (the white appears dark and vice versa). Typescript is typed data. Excludes oversized sheets.	Each (Page)	\$0.725
IMGP702	Archival Imaging of Unbound Positive / Manuscript	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF. Bound refers to records that are sewn or bound in a method that hinders loose leaf. Manuscript refers to handwritten data (in either pen, colored pen, pencil, etc.). Positive excludes pages that contain negative images in which the polarity is reversed (the white appears dark and vice versa). Excludes oversized sheets.	Each (Page)	\$1.081
IMGP703	Archival Imaging of Bound Positive / Typescript or Manuscript	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to PDF or TIFF. Bound refers to records that are sewn or bound in a method that hinders loose leaf. Typescript is typed data. Manuscript refers to handwritten data (e.g., pen, colored pen, pencil). Positive excludes negative images in which the polarity is reversed (the white appears dark & vice versa). Excludes oversized sheets.	Each (Page)	\$1.714
IMGP704	Archival Imaging of Case File / Typescript and Flat	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to PDF or TIFF. Typescript is typed data. Excludes oversized sheets.	Each (Page)	\$0.518
IMGP705	Archival Imaging of Case File / Manuscript or Tri-Fold	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF. Manuscript refers to handwritten data (in either pen, colored pen, pencil, etc.). Excludes oversized sheets.	Each (Page)	\$1.081
IMGP706	Archival Imaging of Colored Image (No Plats or Maps)	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi full color, with output to either PDF or TIFF. Excludes oversized sheets.	Each (Page)	\$1.898
IMGP707	Archival Imaging of Unbound Negative Photostat	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to PDF or TIFF. Image polarity is reversed. Excludes oversized sheets.	Each (Page)	\$1.208
IMGP711	Imaging of Oversized Sheets/ >12" On The Shortest Side Of The Sheet	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF.	Each (Page)	\$1.898
IMGP711-A	Imaging of Oversized Bound Sheets/ >12" On The Shortest Side Of The Sheet	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF.	Each (Page)	\$3.000
FLAT FILE DIGITIZATION				
FLAT-IM01	Imaging of Case File / Typescript and Flat Files	Digitization includes scanning, capture, and processing. Capture is 300 dpi greyscale or bi-tonal, with output to PDF or TIFF. Typescript is typed data. Excludes oversized sheets.	Each (Page)	\$0.450
FLAT-IM02	Imaging of Mixed-Media Case File / Flat Files	High Volume Digitization of Flat Files: includes scanning, capture, and processing. Primary capture is 300 dpi greyscale or bi-tonal, with minor instances of media requiring full color capture (such as photographs, fingerprints, etc.). Output to PDF or TIFF. Typescript is typed data. Excludes oversized sheets.	Each (Page)	\$0.650
PLAT AND LARGE FORMAT DIGITIZATION SERVICES				
IMGP708	Large Format Archival Imaging, 17"x21" to 36"x48" (Greyscale)	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF.	Each (Page)	\$21.505

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
IMGP708-A	Large Format Archival Imaging, 17"x21" to 36"x48" (Full Color)	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 600 dpi full color, with output to either PDF or TIFF.	Each (Page)	\$25.000
IMGP709	Large Format Archival Imaging, Greater Than 36"x48" (Greyscale)	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF.	Hour (1)	\$126.500
IMGP709-A	Large Format Archival Imaging, Greater Than 36"x48" (Full Color)	Archival digitization includes scanning, capture, and zonal enhancements. Capture is 300 dpi greyscale, with output to either PDF or TIFF.	Hour (1)	\$150.000
IMGP710	Archival Imaging of Plat or Map in Full Color	Archival digitization includes scanning, capture, and zonal enhancements. Capture is full color, with output to either PDF or TIFF.	Each (Image)	\$25.300
PLAT-IM01	Imaging of Plat or Map in 300 dpi Greyscale	Digitization includes scanning and capture at 300 dpi greyscale. Output to either PDF or TIFF.	Each (Image)	\$15.000
PLAT-IM02	Imaging of Plat or Map in 600 dpi Greyscale	Digitization includes scanning and capture at 600 dpi greyscale. Output to either PDF or TIFF.	Each (Image)	\$20.000
PLAT-IM03	Fine Art Quality Litho Imaging of Plat or Map	Images are scanned with color scale by a lithographer-quality techniques and planetary equipment. The image is color matched to the original.	Each (1)	\$1,000.000
PLAT-IM04	Plat Digital Image Advanced Image Cleanup and Zonal Enhancements		Each (Image)	\$1.000
PLAT-IM05	Plat/Map Re-creation: Standard Service		Each (1)	\$200.000
PLAT-IM06	Plat/Map Re-creation: Fine Art Quality Litho Service	Print newly-captured image onto thick stock, archival quality paper. Due to the size of this item, service is outsourced. Print is color matched to the original, and captured with a color scale. The print is produced with advanced techniques used by color lithographers to ensure that plat is the highest quality resolution with no image loss. The ink is pressed into the sheet and will not flake or adhere to any framed glass.	Each (1)	\$1,000.000
ADDITIONAL DIGITIZATION SERVICES				
IMGP712	Image Stitching	When a record/document spans the length of more than one page, the images are stitched to create one digital image of the record. Primarily refers to Index Book entries.	Each (Image)	\$0.322
IMPG713	Image Splitting	When a page contains more than one document, the image is split to separate the documents into separate digital images.	Each (Image)	\$0.196
IMGP714	Conversion/Reversal/Clean Up of Existing Images	Archival image processing of images captured by a different vendor.	Each (Image)	\$0.410
IMGP714-A	Formatting of Existing Images	Services for existing digital images imaged and scanned by a third party. Kofile will re-format the images, normalize, split, perform file naming by Volume and Page (or other), staple into Documents, organize, and audit all performed services.	Each (Image)	\$0.510
IMGP714-B	Attach Image to Index		Each (Image)	\$0.060
IMGP715	Transcription	Conversion of manuscript (handwritten) data to typescript (typed).	Hour (1)	\$189.750
IMGP716	OCR	Optical Character Recognition for Positive, Typescript Records.	Each (Image)	\$0.069
IMGP717	OCR with Sight Verification	Optical Character Recognition with sight verification of capture.	Each (Field)	\$0.127
IMGP718	Redaction	Redaction of Social Security Nos. (SSN) from digital images.	Each (Field)	\$0.160
IMGP719	Redaction of Custom Fields	Redaction of sensitive data from digital images.	Hour (1)	\$100.000

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
IMGP720	Advanced Image Cleanup and Zonal Enhancements		Hour (1)	\$100.000
LOAD001	Format and Load Digital Images and/or Data to a Third Party System Flat Fee	<i>Charges are dependent on the third party system.</i>	Each (Each)	\$12,650.000
LOAD002	Format and Load Digital Images and/or Data to a Third Party System by Image	<i>Charges are dependent on the third party system.</i>	Each (Image)	\$0.550
LOAD003	Attach Digital Images to Existing Index of Third Party System		Each (Each)	\$750.000

DOCUMENT PREPARATION

PREP701	Document Prep and Reassembly of Historical Files	<i>Examples of services: unfolding, removal of fasteners (brads), orientation of sheets, numbering. Service for historical records or case files (examples to include shucked or poor condition files) with poor fold endurance.</i>	Each (Page)	\$0.460
PREP701-A	Document Prep and Reassembly of Contemporary Files	<i>Examples of services include unfolding, removal of fasteners (staples and paper clips), orientation of sheets, numbering. Service for records with good fold endurance.</i>	Each (Page)	\$0.095
PREP702	Pre-Preservation Stabilization, Archival Imaging, and Rehousing in Acid Free Folders and Boxes	<i>Services designed for Case Files (primarily those that were shucked or tri-folded).</i>	Each (Page)	\$2.413
PREP703	In Progress Digitization Project Needs Assessment	<i>In conjunctino with digitization project. Services may include identification of documents and files that require future conservation, or identification of duplicate documents and files.</i>	Each (Page)	\$0.300

ARCHIVAL INDEXING

BACKFILE INDEXING

IND701	Backfile Archival Indexing of Vitals / Typescript	<i>Typescript is typed data.</i>	Each (Doc.)	\$3.485
IND702	Backfile Archival Indexing of Vitals / Manuscript	<i>Manuscript is handwritten data.</i>	Each (Doc.)	\$5.003
IND703	Backfile Archival Indexing of Land Record / Typescript	<i>Typescript is typed data.</i>	Each (Doc.)	\$3.715
IND704	Backfile Archival Indexing of Land Record / Manuscript	<i>Manuscript is handwritten data.</i>	Each (Doc.)	\$6.647
IND705	Backfile Archival Indexing of Case Files	<i>Applies to either typescript or manuscript.</i>	Each (Doc.)	\$3.324
IND706	Backfile Archival Indexing of Probates	<i>Applies to either typescript or manuscript.</i>	Each (Doc.)	\$3.324
IND707	Backfile Archival Indexing of Plats and Maps	<i>Applies to either typescript or manuscript.</i>	Each (Doc.)	\$3.324
IND707-A	Backfile Archival Indexing of Military Discharge / Typescript	<i>Typescript is typed data.</i>	Each (Doc.)	\$3.485
IND707-B	Backfile Archival Indexing of Military Discharge / Manuscript	<i>Manuscript is handwritten data.</i>	Each (Doc.)	\$5.003
IND707-C	Backfile Archival Indexing of Commissioners Court Minutes / Typescript	<i>Typescript is typed data.</i>	Each (Doc.)	\$3.485

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
IND707-D	Backfile Archival Indexing of Commissioners Court Minutes / Manuscript	<i>Manuscript is handwritten data.</i>	Each (Doc.)	\$5.003
IND707-E	Backfile Archival Indexing of School Record / Manuscript	<i>Manuscript is handwritten data.</i>	Each (Doc.)	\$5.003
CUSTOMIZED INDEXING SERVICES				
IND708	Indexing of Book/Volume/Page	<i>Capture of three indexing fields. Primarily applies to Land Records (Real Property) or Vitals.</i>	Each (Field)	\$0.207
IND709	Index Document ID/Document No., Case No., SSN	<i>Capture of three indexing fields. Primarily applies to Case Files or Probates.</i>	Each (Field)	\$0.322
IND710	Indexing of Document Types	<i>Addition of a per field charge for indexing of fields beyond the standard fields.</i>	Each (Doc.)	\$0.322
DAILY INDEXING SERVICES				
IND711	Daily Index Capture of Metadata for Public Filings	<i>Applies to daily indexing needs of a County Clerk or District Clerk's Office.</i>	Each (Doc.)	\$4.888
IND712	Daily Indexing of Vitals	<i>Applies to daily indexing needs of a County Clerk or District Clerk's Office.</i>	Each (Doc.)	\$3.163
IND713	Daily Indexing of Real Property Records	<i>Applies to daily indexing needs of a County Clerk or District Clerk's Office.</i>	Each (Doc.)	\$5.463
IND714	Daily Indexing of Probate Record	<i>Applies to daily indexing needs of a County Clerk or District Clerk's Office.</i>	Case (1)	\$3.163
QUICKLINK® INDEXING SERVICES				
IND716	QuickLink® Archival Full Indexing	<i>Alternative to full indexing. The digitized index and entry are linked.</i>	Each (Link)	\$0.792
IND717	QuickLink® Archival Lite Indexing	<i>Alternative to full indexing. The index is digitized for digital searches.</i>	Each (Link)	\$0.650
IND717-A	QuickLink® Archival Lite Indexing & Imaging	<i>Alternative to full indexing. The Index Book is digitized for digital searches.</i>	Each (Page)	\$2.548
IND718	QuickLink® Set Up	<i>Set up of a QuickLink® System in an Office.</i>	Each (Each)	\$8,855.000
IND719	QuickLink® Lite Support and Maintenance Per Month	<i>Per month charge for support and maintenance.</i>	Mo. (Month)	\$325.000
IND719-A	QuickLink® Lite Support and Maintenance Per Year	<i>Annual charge for support and maintenance.</i>	Each (Year)	\$3,900.000
IND720	QuickLink® Full Support and Maintenance Per Month	<i>Per month charge for support and maintenance.</i>	Mo. (Month)	\$325.000
IND720-A	QuickLink® Full Support and Maintenance Per Year	<i>Annual charge for support and maintenance.</i>	Each (Year)	\$3,900.000
IND721	QuickLink® Customization	<i>Permits the customization of the system.</i>	Hour (Hour)	\$221.375
ARCHIVAL MICROFILMING (ARCHIVE WRITER)				
DIGITAL TO FILM				
MMC701	Digital Images to 16 MM Archival Microfilm Creation by Image	<i>A minimum per roll charge applies (minimum of 2,400 images; maximum of 8,000 images per roll).</i>	Each (Image)	\$0.069

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
MMC702	Digital Images to 35 MM Archival Microfilm Creation by Image	<i>A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Each (Image)	\$0.828
MMC703	Digital Images to 35 MM Life Expectancy (LE) 500 Microfilm	<i>A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Each (Image)	\$0.955
MMC704	Digital Images to 16 MM Archival Microfilm Creation by Roll	<i>A minimum per roll charge applies (minimum of 2,400 images; maximum of 8,000 images per roll).</i>	Roll (1)	\$552.000
MMC705	Digital Images to 35 MM Archival Microfilm Creation by Roll	<i>A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Roll (1)	\$745.200
ARCHIVE MICROFILM SERVICES & PRODUCTS				
FILM DUPLICATION				
MSP703	Silver Duplication, 16 MM x 100' Roll	<i>Duplication of existing microfilm to silver microfilm.</i>	Roll (1)	\$60.720
MSP704	Silver Duplication, 35 MM x 100' Roll	<i>Duplication of existing microfilm to silver microfilm.</i>	Roll (1)	\$94.875
MSP705	Diazo Duplication, 16 MM x 100' Roll	<i>Duplication of existing microfilm to diazo microfilm.</i>	Roll (1)	\$44.275
MSP706	Diazo Duplication, 35 MM x 100' Roll	<i>Duplication of existing microfilm to diazo microfilm.</i>	Roll (1)	\$60.720
FILM BROWNTONING				
MSP707	Brown Toning Microfilm, 16 MM x 100' Roll	<i>Archival service for existing microfilm.</i>	Roll (1)	\$46.495
MSP708	Brown Toning Microfilm, 35 MM x 100' Roll	<i>Archival service for existing microfilm.</i>	Roll (1)	\$59.777
CUSTOMIZED FILM SERVICES				
MSP709	Miscellaneous Microfilm Service Request	<i>Permits the customization of micrographics need of an Office.</i>	Hour (1)	\$94.875
FILM CONVERSION				
MSP710	Microfilm Conversion Services by Image (16mm)	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 2,400 images; maximum of 8,000 images per roll).</i>	Each (Image)	\$0.472
MSP710-A	Microfilm Conversion Services by Image (35mm) - Official Records	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Each (Image)	\$0.530
MSP710-B	Microfilm Conversion Services by Image (35mm) - Map/Plat	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Each (Image)	\$0.860
MSP710-C	16mm Microfilm Conversion Services by Roll	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 2,400 images; maximum of 8,000 images per roll).</i>	Roll (1)	\$3,772.000
MSP710-D	35mm Microfilm Conversion Services by Roll - Official Records	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Roll (1)	\$477.000
MSP710-E	35mm Microfilm Conversion Services by Roll - Plat/Map	<i>Conversion of microfilm to digital image. A minimum per roll charge applies (minimum of 600 images; maximum of 900 images per roll).</i>	Roll (1)	\$774.000
MSP711	Microfiche Conversion Services	<i>Conversion of microfiche to digital image.</i>	Each (Image)	\$0.598
FILM STORAGE				
MSP712	Microfilm Transport, Inventory, & Analysis	<i>Services for the purposes of either micrographic services or vault storage.</i>	Each (1)	\$632.500

PART NO.	PRODUCT	DESCRIPTION	UNIT	UNIT PRICE
MSP713	Microfilm Vault Service: Pull Microfilm from Storage for Delivery to Client	<i>Applicable to media stored in Kofile's Archival Media Vault. Request of this service ends any storage agreements.</i>	Roll (1)	\$31.625
MSP714	Microfilm Vault Service: Scan Document on Microfilm for Digital Transfer or Hard Copy	<i>Per the request of the Client.</i>	Each (Request)	\$31.625
DIGITAL ARCHIVE HOSTING				
HOST701	Kofile Set Up Fee	<i>Set up of a Records Management System or Solution. Service may include install, implementation, training, and data conversion.</i>	Each (1)	\$2,656.500
HOST702	Kofile Digital Archive Repository	<i>A per image charge.</i>	Each (Image)	\$0.035
HOST703	Kofile Digital Archive Subscription & Support Services	<i>Includes the ongoing software support and upgrades.</i>	Mo. (1)	\$796.950
HOST704	Kofile Digital Archive Repository License	<i>The charge for this solution is per month per workstation in the client Office. This service applies to Kofile's records management systems.</i>	Each (WS/Mo.)	\$1,328.250
ARCHIVAL STORAGE				
VAULT001	Class 350 Vault Storage Services	<i>Storage of records at Kofile's Archival Storage Vault.</i>	Each (Ft.3/Mo.)	\$1.265
VAULT002	Media Vault Storage of Microfilm	<i>Storage of microfilm at Kofile's Archival Media Vault.</i>	Each (Roll/Year)	\$3.795