



April 17, 2018—revised April 2, 2019

Honorable Nancy E. Rister  
Williamson County Clerk  
405 Martin Luther King St/PO Box 647  
Georgetown, TX 78626-4901/Jarrell, TX 76537-0647

Dear Hon. Nancy E. Rister,

This proposal addresses the preservation of Williamson County Clerk's Probate Minutes Vols.69-140 (72 volumes). This quote is presented by Kofile Technologies, Inc. (Kofile). Recommended preservation services for each volume includes conservation treatments, an emulsion stabilizer, mending, encapsulation, rebinding.

### PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip counties with the resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, digitization, or any maintenance or repair of the existing resource.

### SCOPE OF SERVICES

*Records receive the following services as appropriate.* The location of work for this project is Kofile's Conservation and Digitization Laboratory in Dallas, TX.

#### **(PRV) Preservation—Conservation Treatments, Deacidify, Encapsulate, and Bind**

- A permanent log is created for each volume to record condition, page order, and services/treatments. A final quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered as necessary.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.
- Humidify and flatten as necessary to eliminate the possibility of unnecessary fractures or breaks. Tools to 'flatten' include tacking irons, heat presses, and an Ultrasonic Humidification Chamber.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast R® (an acrylic based and heat set tissue).
- Application of an emulsion stabilizer.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in a custom-fitted and stamped *Heritage Recorder Binder*™. A volume may return split, depending on page count due to the weight of the encapsulation. A dedication/treatment report is included in the binder.

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

**PROJECT PRICE QUOTE**

Pricing is good for 90 days without a signed agreement. Pricing is a Good Faith Estimate. Final pricing is determined upon review at the Kofile lab. Billing occurs on actual page counts per the applicable pricing; not to exceed the P.O. without authorization.

WILLIAMSON COUNTY CLERK, TX PRESERVATION PRICE QUOTE									
RECORDS SERIES TITLE	VOLUME	CONDITION	LEVEL OF SERVICE	PRICE QUOTE	RECORDS SERIES TITLE	VOLUME	CONDITION	LEVEL OF SERVICE	PRICE QUOTE
Probate Minutes	69	Poor	PRV	\$3,847.92	Probate Minutes	98	Poor	PRV	\$3,847.92
Probate Minutes	70	Poor	PRV	\$3,847.92	Probate Minutes	99	Poor	PRV	\$3,847.92
Probate Minutes	71	Poor	PRV	\$3,847.92	Probate Minutes	100	Poor	PRV	\$3,847.92
Probate Minutes	72	Poor	PRV	\$3,847.92	Probate Minutes	101	Poor	PRV	\$3,847.92
Probate Minutes	73	Poor	PRV	\$3,847.92	Probate Minutes	102	Poor	PRV	\$3,847.92
Probate Minutes	74	Poor	PRV	\$3,847.92	Probate Minutes	103	Poor	PRV	\$3,847.92
Probate Minutes	75	Poor	PRV	\$3,847.92	Probate Minutes	104	Poor	PRV	\$3,847.92
Probate Minutes	76	Poor	PRV	\$3,847.92	Probate Minutes	105	Poor	PRV	\$3,847.92
Probate Minutes	77	Poor	PRV	\$3,847.92	Probate Minutes	106	Poor	PRV	\$3,847.92
Probate Minutes	78	Poor	PRV	\$3,847.92	Probate Minutes	107	Poor	PRV	\$3,847.92
Probate Minutes	79	Poor	PRV	\$3,847.92	Probate Minutes	108	Poor	PRV	\$3,847.92
Probate Minutes	80	Poor	PRV	\$3,847.92	Probate Minutes	109	Poor	PRV	\$3,847.92
Probate Minutes	81	Poor	PRV	\$3,847.92	Probate Minutes	110	Poor	PRV	\$3,847.92
Probate Minutes	82	Poor	PRV	\$3,847.92	Probate Minutes	111	Poor	PRV	\$3,847.92
Probate Minutes	83	Poor	PRV	\$3,847.92	Probate Minutes	112	Poor	PRV	\$3,847.92
Probate Minutes	84	Poor	PRV	\$3,847.92	Probate Minutes	113	Poor	PRV	\$3,847.92
Probate Minutes	85	Poor	PRV	\$3,847.92	Probate Minutes	114	Poor	PRV	\$3,847.92
Probate Minutes	86	Poor	PRV	\$3,847.92	Probate Minutes	115	Poor	PRV	\$3,847.92
Probate Minutes	87	Poor	PRV	\$3,847.92	Probate Minutes	116	Poor	PRV	\$3,847.92
Probate Minutes	88	Poor	PRV	\$3,847.92	Probate Minutes	117	Poor	PRV	\$3,847.91
Probate Minutes	89	Poor	PRV	\$3,847.92	Probate Minutes	118	Poor	PRV	\$3,847.91
Probate Minutes	90	Poor	PRV	\$3,847.92	Probate Minutes	119	Poor	PRV	\$3,847.91
Probate Minutes	91	Poor	PRV	\$3,847.92	Probate Minutes	120	Poor	PRV	\$3,847.91
Probate Minutes	92	Poor	PRV	\$3,847.92	Probate Minutes	121	Poor	PRV	\$3,847.91
Probate Minutes	93	Poor	PRV	\$3,847.92	Probate Minutes	122	Poor	PRV	\$3,847.91
Probate Minutes	94	Poor	PRV	\$3,847.92	Probate Minutes	123	Poor	PRV	\$3,847.91
Probate Minutes	95	Poor	PRV	\$3,847.92	Probate Minutes	124	Poor	PRV	\$3,847.91
Probate Minutes	96	Poor	PRV	\$3,847.92	Probate Minutes	125	Poor	PRV	\$3,847.91
Probate Minutes	97	Poor	PRV	\$3,847.92	Probate Minutes	126	Poor	PRV	\$3,847.91

**WILLIAMSON COUNTY CLERK, TX  
PRESERVATION PRICE QUOTE**

RECORDS SERIES TITLE	VOLUME	CONDITION	LEVEL OF SERVICE	PRICE QUOTE	RECORDS SERIES TITLE	VOLUME	CONDITION	LEVEL OF SERVICE	PRICE QUOTE
Probate Minutes	127	Poor	PRV	\$3,847.91	Probate Minutes	134	Poor	PRV	\$3,847.91
Probate Minutes	128	Poor	PRV	\$3,847.91	Probate Minutes	135	Poor	PRV	\$3,847.91
Probate Minutes	129	Poor	PRV	\$3,847.91	Probate Minutes	136	Poor	PRV	\$3,847.91
Probate Minutes	130	Poor	PRV	\$3,847.91	Probate Minutes	137	Poor	PRV	\$3,847.91
Probate Minutes	131	Poor	PRV	\$3,847.91	Probate Minutes	138	Poor	PRV	\$3,847.91
Probate Minutes	132	Poor	PRV	\$3,847.91	Probate Minutes	139	Poor	PRV	\$3,847.91
Probate Minutes	133	Poor	PRV	\$3,847.91	Probate Minutes	140	Poor	PRV	\$3,847.91

PROJECT TOTAL: \$277,050.00

**COUNTY  
ACCEPTANCE**

\_\_\_\_\_  
*Signature/Title of Authorized County Representative*

\_\_\_\_\_  
*Date*

Please do not hesitate to contact us with any questions.

Sincerely,

*Dennis Curran*

Dennis Curran  
dennis.curran@kofile.us

sgf