



April 15, 2019

Honorable Lisa David  
Williamson County District Clerk  
P.O. Box 24  
Georgetown, TX 78627

RE: Preservation of 16 Boxes of Miscellaneous Case Files

Dear Hon. Lisa David,

This proposal addresses the pre-preservation of 16 boxes of miscellaneous case files for the Williamson County District Clerk's Office. This proposal is presented by Kofile Technologies, Inc. (Kofile).

**PROJECT OVERVIEW**

**To purchase via Kofile's TXMAS contract, then please reference TXMAS Contract No. TXMAS-18-3602 on the County's Purchase Order.**

Without a signed Agreement, prices are good for 90 days. Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actuals based upon the unit pricing presented herein. Case files are calculated at an average of 4,000 pages per box.

WILLIAMSON COUNTY DISTRICT CLERK PROJECT PRICE QUOTE						
RECORD SERIES	QTY.	PAGE COUNT	FORMAT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Miscellaneous Case Files	16 boxes	64,000	Tri-Fold	Out of order/disorganized case files	PRE-PRV/IM	\$139,596.48
PROJECT TOTAL						\$139,596.48

**COUNTY ACCEPTANCE**

  
Signature/Title of County Representative

5-22-19  
Date

Kofile can store electronic copies off-site as disaster recovery backups. 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.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235  
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

## PHOTOGRAPHIC DOCUMENTATION



WILLIAMSON COUNTY DISTRICT CLERK  
PRESERVATION OF 16 BOXES OF MISCELLANEOUS CASE FILES  
*April 15, 2019*

Records receive the following services as identified.

**(PREPRV) Pre-Preservation—Preparation for Image Capture & Archival Re-housing**

- Sort and collate case files. Remove fasteners, such as clips & brads. Surface clean to remove deposits.
- Flatten & humidify sheets, as needed.
- Files are re-housed in acid-free file folders and corrugated archival boxes. Boxes will be clearly labeled with Case File Type, Case File Range, and Date Range.

**(IM) Archival Digitization—Image Capture, Processing, & Enhancements**

- Capture images at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest quality for poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- Kofile's IMAGE PERFECT software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- If requested, annotations (either custom or Book, Volume, and Page) are electronically added on the image.
- Images are named (for the directory file structure) by Book, Volume, and Page.
- Case File images are grouped and indexed to form documents by Case Number.
- Each image is certified and sight-checked during Quality Control to verify effectiveness and minimum legibility.
- The County receives one MASTER in a format suitable to project size (e.g., ftp, thumb drive, hard drive, DVD, CD).

**Other Included Services:**

- Key and blind re-key images by case type, cause number, date, and first plaintiff/defendant.
- Format for import into the County's existing Tyler records management system.

**TXMAS BILLING LINE ITEMS**

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Williamson County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:

STATE OF TEXAS CO-OP MEMBER LISTING FOR WILLIAMSON COUNTY	
LINK	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c2460.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c2460.php</a>
CO-OP #	C2460
Contact	Randy Barker; <a href="mailto:randy.barker@wilco.org">randy.barker@wilco.org</a>
Expiration	31-MAY-2019

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)> and 'share' it with the County to complete its purchase.

TXMAS-18-3602 BILLING LINE ITEMS						
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	PROJECT TOTAL
PRV716	96272	Additional Conservation Treatments Per Hour	\$150.00/Hour	218.10987	\$32,716.48	\$139,596.48
PREP702	96272	Pre-Preservation Stabilization, Archival Imaging, and Rehousing in Acid Free Folders and Boxes	\$1.67/Page	64,000	\$106,880.00	

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions. We look forward to serving Williamson County.

Sincerely,

*Miriam Gray*

Miriam Gray  
Account Manager  
cec