



April 1, 2020—revised October 13, 2020

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 Criminal Case Files. This quote is presented by Kofile Technologies, Inc. (Kofile). Recommended preservation services for each volume includes conservation treatments, deacidification, mending and repair, adhesive removal/reduction, re-housing in acid free folders and acid free boxes in case file order.

#### 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.

#### PROJECT PRICE QUOTE

This project is priced according to Kofile's **GSA Schedule 70 Contract No. GS-35F-275AA**.

**Please note this contract on the P.O.** 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 sheet counts and conditions per the applicable pricing, not to exceed the P.O. without authorization.

WILLIAMSON COUNTY CLERK, TX CRIMINAL CASE FILE PRESERVATION PROJECT					
RECORDS SERIES TITLE	SHEET COUNTS	SHEET SIZE	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Criminal Case Files	22,418	11 x 8.5"; 14 x 8.5"; 9.5 x 4"; 7 x 8.5"	Shuck/Letter/Legal/Sub letter	PRV	\$313,852.00
	253	3 x 5"; 2 x 7.5"	Post card/Scrap paper	PRV	\$2,024.00
PROJECT TOTAL (22,671 sheets)					\$315,876.00

#### COUNTY ACCEPTANCE

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

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

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

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

**(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).
- Deacidify sheets after careful testing with Bookkeepers®, a custom solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH  $\pm$  .5.
- Re-house sheets in acid-free folders in case order inside acid free boxes. Exterior of boxes are labeled with contents.

**GSA LINE ITEMS**

To purchase from GSA, you only need follow Williamson County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract No. GS-35F-275AA and the billing line items identified in the following**. 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 price is billed as GSA line items. GSA line items are billed per hourly charges and include the following:

GSA LINE ITEMS					
SPECIAL ITEM NO.	PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
SIN 132 51	TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	2,251.2462	\$146,331.00
SIN 132 51	TCS008	Information Assurance Engineer II	\$75.00/Hour	2,251	\$168,825.00
SIN 132 51	TCS010	Project Manager	\$180.00/Hour	4	\$720.00
TOTAL					\$315,876.00

Please do not hesitate to contact us with any questions.

Sincerely,

*Dennis Curran*

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Account Executive  
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*Billy Gerwick*

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