



April 23, 2021

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 and archival digitization of volumes for the Williamson County Clerk's Office. This collection contains thirteen volumes and a Good Faith Estimate of 4,322 pages. All services are completed by Kofile Technologies, Inc. (Kofile). Without a signed agreement, all pricing is good for 90 days from the date of this quote.

Quoted preservation services include conservation treatments, deacidification, encapsulation, rebinding, rehousing, and archival images (capture, processing, and enhancements). The location of work for this project is Kofile's Conservation Laboratory in Dallas, TX.

Kofile proposes a unique solution that no other vendor can offer. This project addresses the preservation, long-term management, and digital access of this collection. Preservation insures the survival of **source originals** for the application of future technologies.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration 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 conservation, treatment, stabilization, preventative care, or digitization—or maintenance or repair.

NEEDS ASSESSMENT

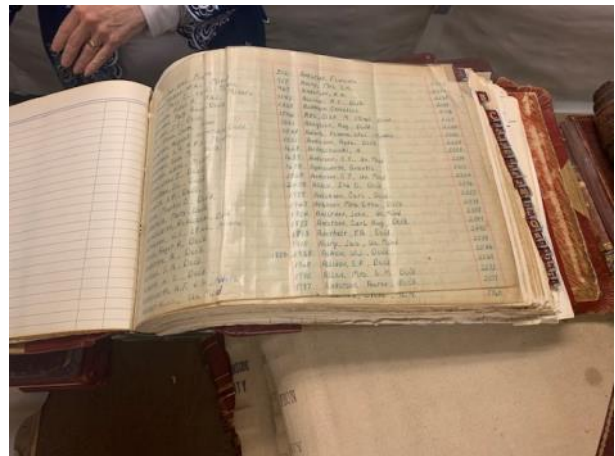
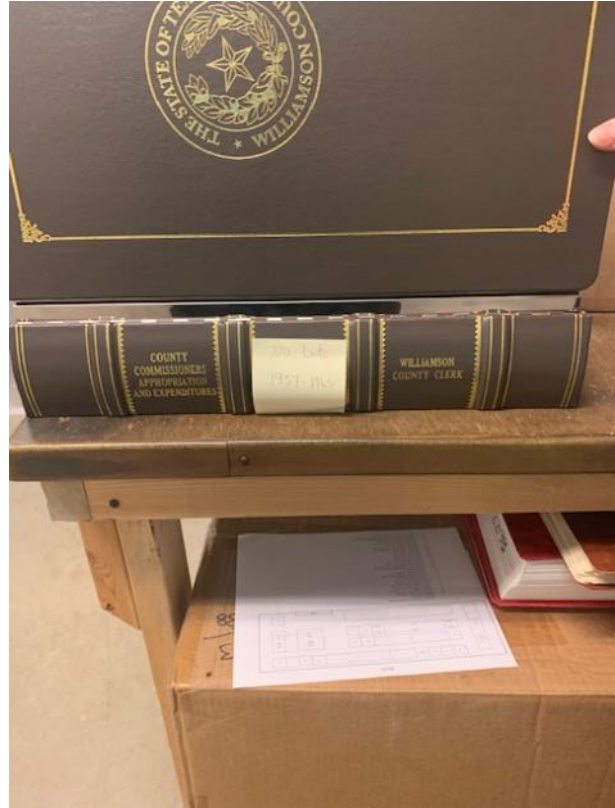
These volumes are in unknown condition. One volume has plastic laminated pages. A full records assessment will be performed at the Kofile lab, at which time pricing will be finalized.

Due to the historical nature of these records, they maintain a PERMANENT retention schedule according to *Local Schedule CC*, Texas State Library & Archives Commission, Aug. 2011.

Please see the following page for photographic documentation of these volumes.

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

PHOTOGRAPHIC DOCUMENTATION



CONSERVATION SPECIFICATIONS

Kofile regularly addresses historical and permanent records, including manuscript, typescript, Photostat, micrographic, tri-folds, blueprints, re-creations, and plats. Kofile never utilizes any treatment, repair, or maintenance that is not 100% reversible. Kofile performs all services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation of Historic & Artistic Works (AIC).

The following is an overview of preservation treatments and services available at the Kofile lab. Services are tailored to the specific page and/or volume and utilized as appropriate.

Dismantle

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove.

Volumes for re-binding are carefully dismantled. Original binding threads and adhesive residues are carefully removed by hand. Any trimming is accomplished with handheld or Jacques Board shears. Only one document is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of material deposits. This includes dust, soot, airborne particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. Superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other metal mechanisms. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Removal of Old Repairs

Pressure-sensitive tape and adhesive residue are reduced as much as possible without further degrading the original. When possible, tape is removed with mechanical Heat Removal or Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary. The next alternative is chemical. Previous repairs that cannot be removed safely will remain. Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most stains are likely permanent.

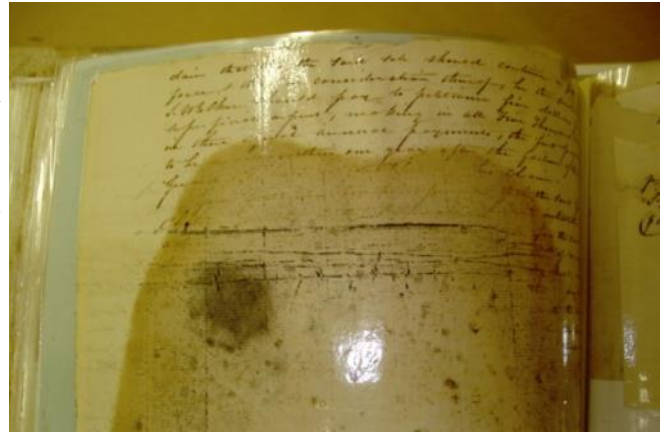


Kofile carefully coaxes adhesives and tape by the application of heat and pressure with specialized conservation tools.

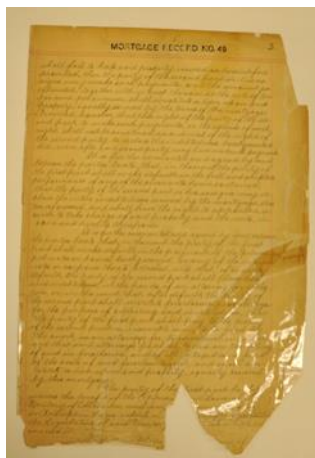
Removal of Laminates

Lamination leads to serious conservation issues. A professional conservator will never use any method of repair or maintenance that is not 100% reversible. In the original lamination process, film is applied by pressing an adhesive into the paper's fibers with heat and pressure. The acid used in the adhesive migrates into the paper's fibers, causing stains. The chemical breakdown of the reinforcements causes the paper to fatigue and, ultimately, deteriorate. Particular care must be taken to prevent tearing or ripping the paper during removal. Only trained conservators should attempt to remove lamination.

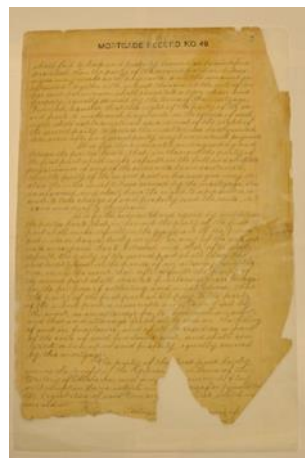
Careful testing at our lab determines the possibility removing the laminated binding reinforcements. In a small percentage of cases, the adhesive resists removal by the proprietary solvent solution, and it cannot be removed without damaging the paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the client directly, and the quoted lamination removal charges are not applied or are refunded.



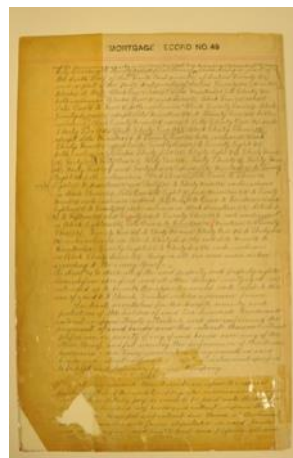
This damage is not the result of submersion in water. Instead, following a hurricane, a humid environment caused moisture to penetrate the lamination and encouraged mold growth. The aggressive mold ate away the script, destroying this region's history.



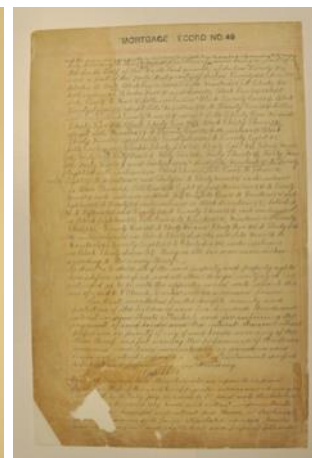
BEFORE I



AFTER I



BEFORE II



AFTER II

These laminated sheets are from Oklahoma County, OK. Kofile removed the lamination and non-archival tape, then supported the sheets with Japanese tissue. As pictured, the stains remain, but the negative effects of the adhesive are stopped. They were encapsulated and rebound for return to the County.

Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. 'Flattening' is accomplished by tacking irons or Ultrasonic Humidification. Tacking irons have adjustable temperature controls. Another method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeds and mold/fungus.



Ultrasonic Humidification Treatment.

Items are humidified after testing the solubility of the image. The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile's foresight and commitment to offering the best available technology.



Repair and Restore Paper

Mending paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears $>1/2$ ".

Mending materials are acid free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is used because of its strength and transparent nature. While visible to the trained eye, it does not distract from the document. Mending strips are water cut so the edge of the Japanese paper visually integrates with the Document.



An 1848 Probate Record pre- (L) and post- (R) treatment. Above, a Kofile conservator pieces the document together after the tape was removed.

Filmoplast® R may also be used for reinforcement, it is a low-temperature, acrylic adhesive that bonds to Japanese paper. Kofile constructs its own version of this material with tissue paper and Rhoplex liquid acrylic adhesive. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.

Deacidification

Deacidification is performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system. A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment. The solution is non-flammable and non-toxic. The active ingredient, *magnesium oxide*, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet. Random testing ensures a pH of 8 with a deviation of no more than 2-4%.



A historical plat is deacidified.

Encapsulation

In archival encapsulation, the document floats freely. It is not adhered or heat set. Each sheet is encapsulated in a *Lay Flat Archival Polyester Pocket™*, US Patent #7,943,220 B1, 5/17/2011. Reemay® or spunbond polyester in the pocket at the binding edge offsets the document's thickness and seals out atmospheric pollutants. This allows for a flat book block and reinforces the binding edge for added strength and years of service. Also, the Pocket would not need to be cut and replaced to access the page. Pocket dimensions match the 'book block' with a 1½" or 1¼" margin.

Kofile uses SKC SH725® PET polyester for pocket construction. Pockets are welded on three sides, and binding statically seals the fourth. The inherent static cling of polyester provides physical support and protection from daily public use. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It will not distort or melt in case of fire.



Re-binding

Pockets are punched and volumes are hand-cased in books of 250 sheets or less. This may result in *splitting books with large capacities into two volumes due to the additional weight of the Mylar*. Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile punches sheets to any hole specifications and repair/replace index tabs as necessary.

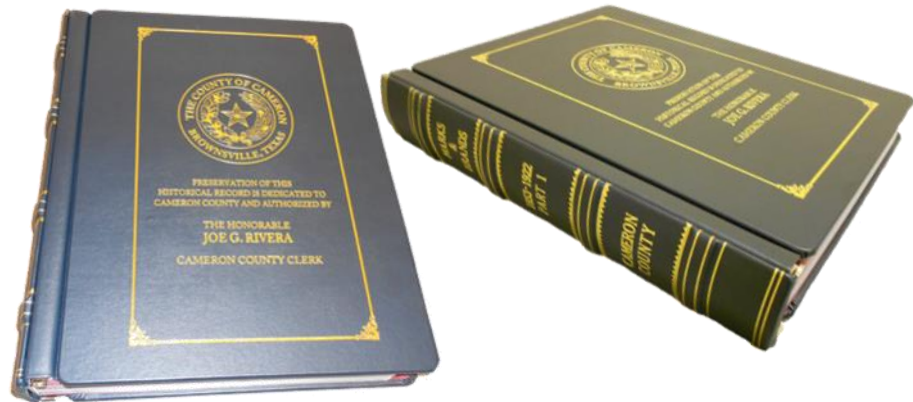
Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free.

Title Stamping

Title stamping is reviewed and approved in advance. It will follow the same format/style of the originals. Tooling is 23-karat gold foil. If errors are identified, The County Clerk is notified to determine the correction. Any changes are approved by the County Clerk.

Heritage Recorder Binder

The *Heritage Recorder Binder* is a post binder, but the binding can also be sewn. This binder is available in various colors in genuine or imitation leather, or canvas. See examples pictured right.



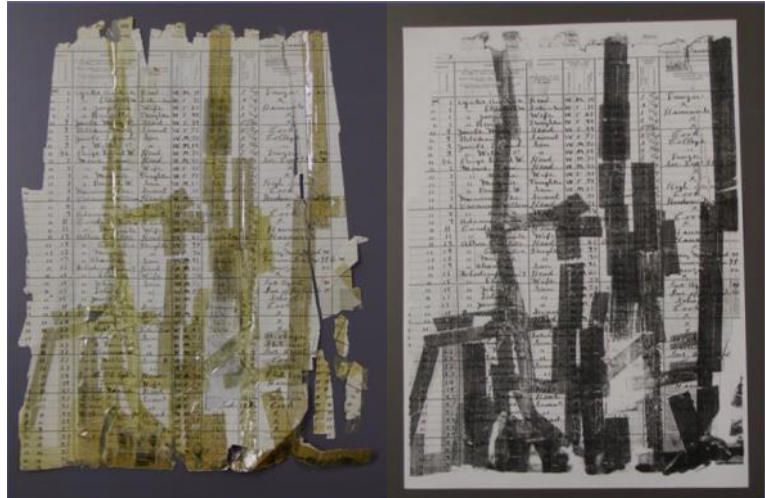
ARCHIVAL DIGITIZATION

Imaging a document creates an electronic representation of the original. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile does not subscribe to the "scan it and forget it" philosophy. Our services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds.

Technicians are trained to handle

fragile and historical documents. Kofile invests in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information.



What would this image look like if imaged "AS IS?"

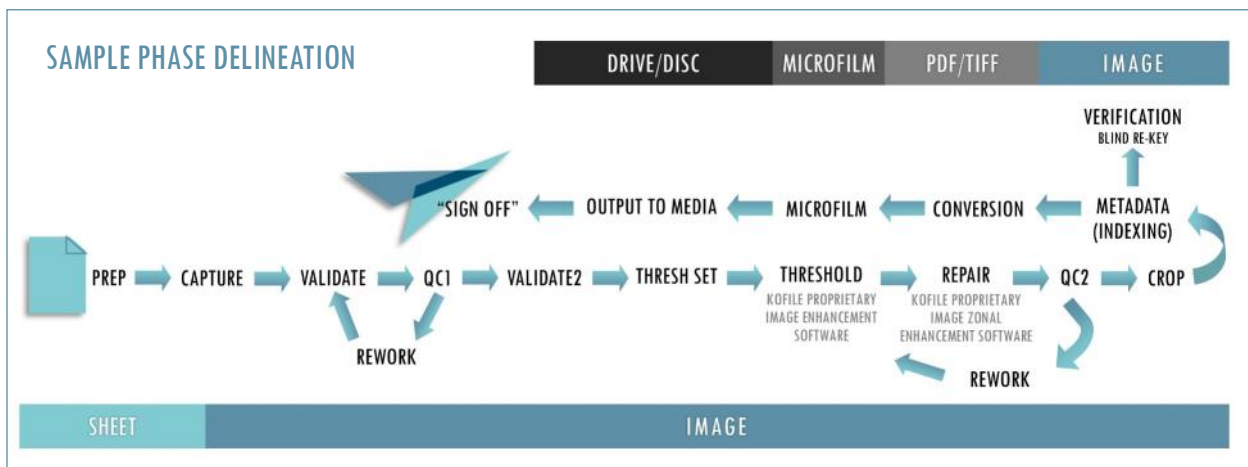
The tape compromises image legibility.

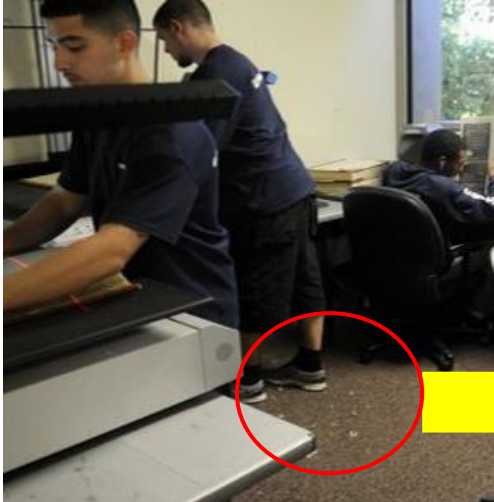
Our experience with the data conversion of archival documents is inferior to none. We can address any concerns regarding the conservation treatment and handling of fragile items, superior image capture and microfilming, and quality of work— *all at one facility.*

Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. Images are optimized and scaled for system output.

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. Kofile verifies effectiveness and minimum legibility of the scanning process through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.





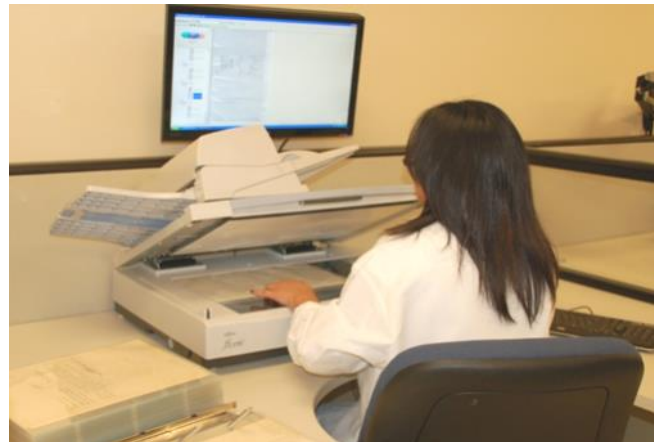
The article implies that partial document destruction during scanning projects is normal. This statement is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Evansville Courier & Press, August 21, 2013.

Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

Image Capture

Domain specific knowledge is a necessity for this project. A vendor that does not understand permanent asset collections may address the Williamson County files as disposable documents.



Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is treated with a "Best Possible Image Indicator" or further enhancements.

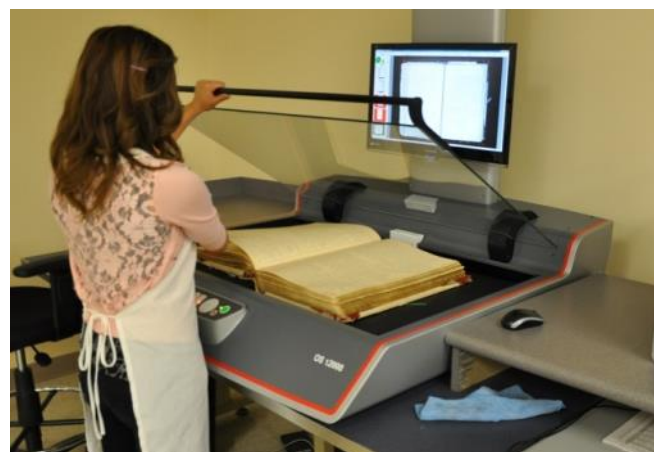


Image Processing & Enhancement

IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve high image quality. The

utilization of algorithms is critical for capturing different densities and quality levels in a collection.

This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors correct problems in a quick and efficient manner.

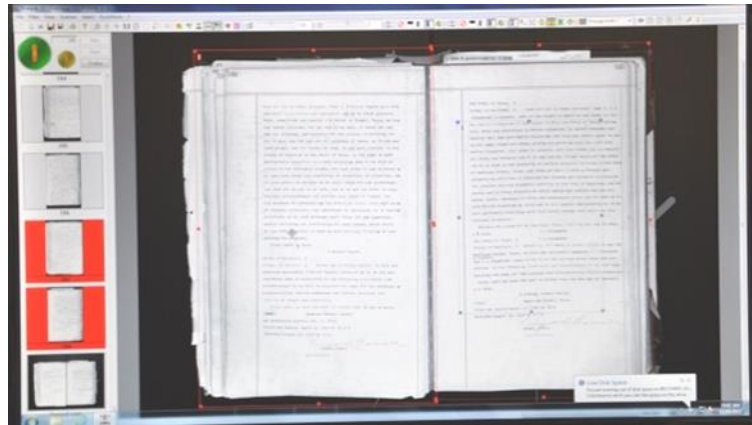
This software automatically detects and compensates for a scanner's variances or for variances from multiple scanners or those of different types. The Assured Image delivers consistent, high-quality output.

IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. Kofile maintains 100% document integrity and image control with exclusive Image Locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

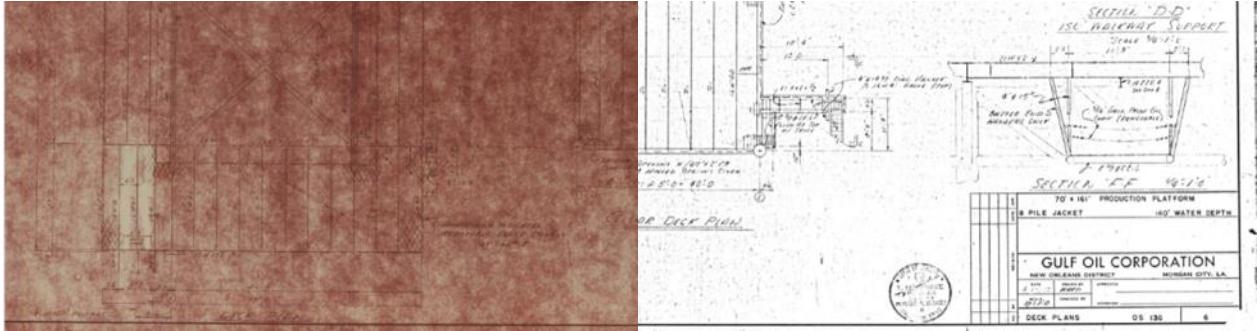
During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning. This eliminates the need to rescan additional images that could compromise image integrity. Images are zonal enhanced to improve readability.

Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes:

- Target dpi
- Target Tone scale and correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data



Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are “normalized” as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The *Quality Targets* establish the baseline digital capture quality of the scanner at the time of scanning.



Examples of imaging before (L) and after (R) image cleanup and enhancements.

If requested, annotations are supported to allow the electronic addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. Each and every image is sight checked during QC. Each page is checked to ensure there are no missing pages, double feeds, and or "A" pages, which may have been added to the original book. Every image is inspected before delivery to the customer. The County Clerk can receive an image log noting the steps employed.

Kofile's quality assurance processes involve three major thresholds for 100% review inspection: during preparation, during scanning, and during a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

PROJECT OVERVIEW

This project is presented via Kofile's **TXMAS Contract No. TXMAS-18-3602**. Please reference Kofile's contract number on the County's purchase order.

Without a signed agreement, prices are good for 360 days. All pricing is based on estimated page counts and conditions. Pricing will be finalized upon full assessment and review at the Kofile lab. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

WILLIAMSON COUNTY CLERK PROJECT OVERVIEW					
RECORDS SERIES	VOLUME	PAGE COUNT	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Probate Docket County Court		400	Volume contains 10 laminated pages.	PRV/IM	\$2,460.35
Notary Public Bonds	1	364		PRV/IM	\$2,173.79
Notary Bond Record	2	322		PRV/IM	\$1,954.96
Bond Record Notary	3	346		PRV/IM	\$2,066.29
Official Bond Notary Public	4	388		PRV/IM	\$2,317.11
Official Bond Notary Public	5	594		PRV/IM	\$3,547.33
Execution Docket County Court		346		PRV/IM	\$2,066.29
Execution Record	2	322		PRV/IM	\$1,922.96
Execution Docket	3	318		PRV/IM	\$1,899.08
Execution Record	4	340		PRV/IM	\$2,030.46
Execution Record County Court	5	542		PRV/IM	\$3,236.79
Record of Declaration	1	40		PRV/IM	\$801.19
PROJECT TOTAL					\$26,476.60

COUNTY ACCEPTANCE

Signature/Title of Authorized County Representative

Date

These records will receive the following services, as identified and appropriate.

(PRV) Preservation—Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, Bind, & Re-house

- 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 in our Conservation Laboratory.
- Dismantle binding of the volumes by hand.
- 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—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Sheets are flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.

- Remove any non-archival repairs, adhesives, residual glues, or fasteners *to the extent possible without causing damage to paper and inks.*
- *Special Services: Removal of Lamination*—Particular care must be taken to prevent tearing remove lamination. Careful testing at our lab determines the possibility removing the laminated binding reinforcements. In a small percentage of cases, the adhesive resists removal by the proprietary solvent solution, and it cannot be removed without damaging the paper or ink. If conservators cannot remove the laminate safely, Kofile will contact the client directly, and the lamination will remain.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast® R (an acrylic-based, heat set tissue). Japanese paper used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than $\pm .5$.
- Encapsulate sheets in *Lay Flat Archival Polyester Pockets™*. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the “book block”, with a 1¼” margin.
- Re-bind in custom-fitted and stamped *Heritage Recorder* binders. A volume may return split, depending on page count. A dedication/treatment report is included in the binder. Index tabs are repaired or replaced, as necessary.
- Imprint binder to match previous work per the direction of the County Clerk (to include County seal).

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

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. [multi-page]
- IMAGE PERFECT is Kofile’s proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Image cropping, as applicable.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Page Validation (automated PG. numbering for validation).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping.
- Multi-level Quality Control (QC) for data and images. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Other Included Services:

- 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.

TXMAS REPORTING & BILLING LINE ITEMS

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



Kofile can prepare a 'Shopping Cart' in TxSmartBuy and 'share' it with the County to complete its purchase. Additional line items may be added upon review at the Kofile lab.

STATE OF TEXAS CO-OP MEMBER LISTING FOR WILLIAMSON COUNTY	
Link	https://comptroller.texas.gov/auto-data/purchasing/co-op/c2552.php
CO-OP #	C2460
Contact	Joy.simonton@wilco.org
Expiration	5/31/21

PROJECT INVENTORY & ITEMIZED PRICING

The following details the project inventory and itemized pricing per volume and level of service. Pricing will be finalized upon review of inventory at the Kofile lab.

TXMAS-18-3602 BILLING LINE ITEMS					
PART NO.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL
PRV704	92672	Record Book Preservation, Archival Imaging, and Microfilm by Page	\$5.90	4,282	\$25,263.80
PRV708	92672	Record Book Preservation, Archival Imaging, Microfilm by Volume	\$801.19	1	\$801.19
PRV716	92672	Additional/Special Conservation Treatments Per Hour	\$152.28	2.70298	\$411.61

PRESERVATION PROJECT TIMELINE

Kofile's Facility in Dallas, TX, is highly capable to successfully and timely complete this project. Kofile does not seek work that it cannot professionally complete within a reasonable and agreed-upon time schedule. This statement can be verified by references (provided upon request). Kofile works with the client's and any budget or timing constraints to ensure that the project is completed to satisfaction. Projects run 14 to 18 weeks. Pickup and delivery is pre-arranged with the client prior to the project start.

Preservation projects are unique in that the work determines the schedule, response times, and completion date. Each job is individual and unique. The condition of the record determines how quickly it moves through preservation. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches and the age of the records decreases, production rate increases.

ACCESSABILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. Williamson County 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 the County's requirements.

Please let us know if you have any questions.

Sincerely,

Billy Gerwick

Billy Gerwick
Account Executive

rmh