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Texas Comptroller of
Public Accounts
Glenn Hegar



(<https://www.txsmartbuy.com>)

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0 items

Contract Details: # TXMAS-18-3602

Search for items in this contract (/contract_number/TXMAS~18~3602/ex_search/false)

| | |
|--|--|
| Number | TXMAS-18-3602 |
| Description | Records Management and Preservation Services |
| Category | TxSmartBuy |
| Type | TXMAS |
| Start Date | 7/25/2018 |
| End Date | 5/29/2023 |
| Fed | Navarro County Commissioners Court #DC201805 |
| Purchase Category Code(Agencies Only) | PCC X |
| Optional Renewal Terms | No renewals remaining |

Purchase Orders

Only purchase orders issued through Texas SmartBuy (TSB) are eligible for contract pricing. The Contractor cannot ship any products or provide services until receipt of a Purchase Order generated by the TSB system.

All purchase orders that include a quote order line (excluding linked item quotes) will be placed on hold pending Statewide Procurement Division (SPD) review.

Quote order requirements:

1. Items that are available in TSB must be placed through the TSB shopping cart. The TSB shopping cart allows up to 45 line items. Once 45 line items are added to the TSB shopping cart, the additional order items must be totaled and entered using the quote order line.
2. State agencies must enter no less than 20 items into the TSB shopping cart before utilizing the quote line option. Texas SmartBuy Members are encouraged to add items to the TSB cart before utilizing the quote line option.
3. All purchase orders that include a quote order line require the attachment of a completed contractor quote containing the following:
 - Detailed, unit pricing of all contracted items and services.
 - The contractor's TXMAS contract number clearly identified.
 - Open market, or incidental, items clearly identified.
4. Validation of contract pricing and item availability is the responsibility of the purchaser in determining best value. When the attachment is confirmed, SPD will release the purchase order to the TXMAS contractor for fulfillment.
5. If approval is requested prior to the order being inputted in TSB, or SPD assistance is requested to validate pricing or item availability, the information may be submitted to txmasquote@cpa.texas.gov (mailto:txmasquote@cpa.texas.gov).

Customers may only purchase TXMAS goods or services from a TXMAS Contractor online through Texas SmartBuy. CPA does not authorize any offline sales of this TXMAS contract's goods or services.

IMPORTANT: The services provided by this contract may be a service subject to the provisions of Texas Government Code Chapter 2254. A state agency, as defined by Texas Government Code Chapter 2254, may only acquire the services subject to Texas Government Code Chapter 2254 according to the procedures identified in that chapter. Failure to comply with the provisions of Texas Government Code Chapter 2254 could result in a void contract.

State Contracts

Prior to purchasing from a TXMAS contract, public procurement personnel must follow applicable procurement procedures as stated in the Procurement and Contract Management Guide. Agencies must first purchase products or services offered by WorkQuest, Texas Correctional Industries (TCI), and the Statewide Procurement Division (SPD) Term Contracts.

CPA Contract Management

Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:

SPD TXMAS Program
Texas Comptroller of Public Accounts (CPA)
Phone: (512) 463-3034 option 3
Email: txmas@cpa.texas.gov (mailto:txmas@cpa.texas.gov)

Approved Products/Services

Only products or services listed in the underlying contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items.

Incidental items may not exceed \$5,000.00 OR 50% of the purchase order total, whichever is less.

If the pending order includes incidental items that exceed the stated limits, a request may be submitted by the Customer to the Statewide Procurement Division for review and consideration of an exception. **Exception requests shall be submitted to txmasquote@cpa.texas.gov (mailto:txmasquote@cpa.texas.gov).** The request must include a copy of the complete contractor quote listing all core items and a detailed incidental charge breakdown

Contract Specifics/Notes

Installation, transportation and freight are part of the base and TXMAS contract, therefore should be entered under the Charges tab in Texas SmartBuy.

TXMAS prices may be validated against the base contract's price list. TXMAS contractors are authorized to charge up to 1.5228% more than their base contract price.

Base Contract Price Sheet (<https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/TXMAS-18-3602 Base Contract Price List 2022.pdf>)

FOB Point

FOB Destination.

Warranty Details

Shelving units come with a lifetime warranty.

Compliant Products by Contractor

Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.

Rebate Reporting Requirement for Federal

Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made in whole or in part with federal funds must be reported by the purchasing agency to the appropriate federal funding agency. Each quarter of the State's fiscal year (September 1 through August 31), TXMAS contractors rebate 0.73875% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate attributed to federal funds to the federal fund-provider using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$369.37 ($\$50,000 * 0.73875\% = \369.37) will be paid to the State of Texas by the TXMAS contractor.

Contractor Performance

The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM. (<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>)

The purpose of the Vendor Performance Tracking System is to:

- Identify vendors that have exceptional performance
- Aid purchasers in making a best value determination based on vendor past performance
- Protect the state from vendors with unethical business practices
- Provide performance scores in four measurable categories for the CMBL vendors
- Track vendor performance for delegated and exempt purchases

Contractor Information

VID: 12640343286

Contractor: Kofile Technologies, Inc.

Contact Name: Susanna G. Records

Email: preserve@kofile.com

Phone: (214) 351-4800

Alternate Email: ar@kofile.com

Address: 6300 Cedar Springs Road Dallas TX 75235



Texas Comptroller of Public Accounts
Glenn Hegar

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POLICIES

- Privacy and Security Policy (<https://comptroller.texas.gov/about/policies/privacy.php>)
- Accessibility Policy (<https://comptroller.texas.gov/about/policies/accessibility.php>)
- Link Policy (<https://comptroller.texas.gov/about/policies/links.php>)
- Texas.gov (<https://texas.gov>)
- Search from the Texas State Library (<https://www.tsl.texas.gov/trail/index.html>)
- Texas Homeland Security (<https://www.dhs.gov/geography/texas>)
- Texas Veterans Portal (<https://veterans.portal.texas.gov/>)
- Public Information Act (<https://comptroller.texas.gov/about/policies/public-information-act.php>)
- Texas Secretary of State (<https://www.sos.state.tx.us/>)
- HB855 Browser Statement

OTHER STATE SITES

- [texas.gov](https://www.texas.gov/) (<https://www.texas.gov/>)
- Texas Records and Information Locator (TRAIL) (<https://www.tsl.state.tx.us/trail/>)
- State Link Policy
(<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking%20and%20Privacy%20Policy.pdf>)
- Texas Veterans Portal (<https://veterans.portal.texas.gov>)

December 9, 2022

**Honorable Renee Crews
Tyler County District Clerk**

Book Preservation & Imaging
Civil, Divorce, Tax and Criminal

SUBMITTED BY:

John Rickerby
Account Executive
John.rickerby@kofile.com
972-839-7415

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.Kofile.com

Renee Crews
Tyler County District Clerk
100 W. Bluff, Room 203
Woodville, TX 75979

Dear Honorable Renee Crews,

This proposal addresses the Tyler County District Clerks historical book records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

This project may be eligible for reimbursement under the American Rescue Plan Act of 2021 (ARPA) in support of Social Distancing for COVID-19 and pandemics for title researchers/attorneys by providing online access to digitized assets.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete your modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- 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. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- 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—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an

alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Grayscale ensures optimum resolution for each page.
- Maps will be captured at a minimum of 600 dpi. Full color, gray scale and black and white will be determined with each document type/book.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format.
- IMAGE PERFECT, 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.
- Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page (or other requested fields).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents 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.
- STITCHING: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
- The District Clerk will receive a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

PROJECT PRICING

This project is presented via TXMAS Contract No. **TXMAS-18-3602**. Please reference this number on the P.O.

Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.



Tyler County District Clerk

Book Presevation & Imaging

| Doc Type | Typed or Script | Vol # | Binding | # of Books or Cases | Pages per Book or Case | Total Pages | Condition | Size | Preserve Cost per Page | Image Cost per Page | Index Cost per Page | Total Co |
|----------------------------------|-----------------|--------------|----------|---------------------|------------------------|-------------|-----------|---------|------------------------|---------------------|---------------------|----------|
| Books | | | | | | | | | | | | |
| Delinquent Tax Judgement Record | Script | 1 | Stitched | 1 | 460 | 460 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | | \$ 3,00 |
| Trust Fund Record District Court | Script | 1 | Stitched | 1 | 325 | 325 | Poor | 17 x 15 | \$ 5.58 | \$ 0.95 | | \$ 2,12 |
| Tax Judgement Minutes | Script | J | Stitched | 1 | 30 | 30 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | | \$ 86 |
| Minutes District Court | Script | A | Stitched | 1 | 250 | 250 | Poor | 12 x 8 | \$ 5.58 | \$ 0.95 | | \$ 1,63 |
| Minutes District Court | Script | B | Stitched | 1 | 450 | 450 | Poor | 12 x 8 | \$ 5.58 | \$ 0.95 | | \$ 2,93 |
| District Court Record | Script | A | Stitched | 1 | 545 | 545 | Poor | 12 x 8 | \$ 5.58 | \$ 0.95 | | \$ 3,55 |
| District Court Record | Script | C | Stitched | 1 | 440 | 440 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | | \$ 2,87 |
| District Court Record | Script | 1853 to 1861 | Stitched | 1 | 550 | 550 | Poor | 17 x 12 | \$ 5.58 | \$ 0.95 | | \$ 3,59 |
| District Court Record | Script | 1858 to 1867 | Stitched | 1 | 705 | 705 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | | \$ 4,60 |

| | | | | | | | | | | | | |
|------------------------------------|--------|--------------|------------|---|-----|-----|------|---------|---------|---------|----|------|
| Transcribed District Court Minutes | Script | D | Stitched | 1 | 800 | 800 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 5,22 |
| Index District Court Minutes | Script | C | Stitched | 1 | 501 | 501 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 3,27 |
| Index District Court Minutes | Script | 1 - G,H,I,J, | Stitched | 1 | 490 | 490 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | \$ | 3,19 |
| Index District Court Minutes | Script | 2 - K,L,M,N | Stitched | 1 | 650 | 650 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | \$ | 4,24 |
| Index District Court Minutes | Script | 3 | Stitched | 1 | 400 | 400 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | \$ | 2,61 |
| Index District Court Minutes | Typed | 4 | Mechanical | 1 | 500 | 500 | Poor | 16 x 11 | \$ 5.58 | \$ 0.63 | \$ | 3,10 |
| Index District Court Minutes | Typed | 5 | Mechanical | 1 | 600 | 600 | Poor | 16 x 11 | \$ 5.58 | \$ 0.63 | \$ | 3,72 |
| Index District Court Minutes | Typed | 6 | Mechanical | 1 | 800 | 800 | Poor | 16 x 11 | \$ 5.58 | \$ 0.63 | \$ | 4,96 |
| Index District Court Minutes | Typed | 7 | Mechanical | 1 | 300 | 300 | Poor | 16 x 11 | \$ 5.58 | \$ 0.63 | \$ | 1,86 |
| County District Record | Script | 1860 to 1872 | Stitched | 1 | 371 | 371 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 2,42 |
| Minutes District Court - Probate | Script | D | Stitched | 1 | 795 | 795 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 5,19 |
| Minutes District Court - Probate | Script | E | Stitched | 1 | 556 | 556 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | \$ | 3,63 |
| Minutes District Court | Script | E | Stitched | 1 | 565 | 565 | Poor | 16 x 11 | \$ 5.58 | \$ 0.95 | \$ | 3,68 |
| Minutes District Court | Script | F | Stitched | 1 | 635 | 635 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 4,14 |
| Minutes District Court | Script | G | Stitched | 1 | 482 | 482 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ | 3,14 |

| | | | | | | | | | | | |
|-----------------------------------|--------|-----------|------------|----|-------|--------|------|---------|---------|---------|----------|
| Minutes District Court | Script | H | Stitched | 1 | 642 | 642 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ 4,19 |
| Minutes District Court | Script | I | Stitched | 1 | 640 | 640 | Poor | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ 4,17 |
| Minutes District Court | Script | J | Stitched | 1 | 540 | 540 | Fair | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ 3,52 |
| Minutes District Court | Script | K | Stitched | 1 | 640 | 640 | Fair | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ 4,17 |
| Minutes District Court | Script | L | Stitched | 1 | 558 | 558 | Fair | 18 x 12 | \$ 5.58 | \$ 0.95 | \$ 3,64 |
| Minutes District Court | Typed | M | Mechanical | 1 | 635 | 635 | Fair | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 3,94 |
| Minutes District Court | Typed | N | Mechanical | 1 | 640 | 640 | Fair | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 3,97 |
| Civil Minutes District Court | Typed | O | Mechanical | 1 | 642 | 642 | Good | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 3,98 |
| Civil Minutes District Court | Typed | P | Mechanical | 1 | 108 | 108 | Good | 18 x 12 | | \$ 0.63 | \$ 6 |
| Civil Minutes 88th District Court | Typed | 1 | Mechanical | 1 | 645 | 645 | Good | 18 x 12 | | \$ 0.63 | \$ 40 |
| Civil Minutes 88th District Court | Typed | 2 | Mechanical | 1 | 642 | 642 | Good | 18 x 12 | | \$ 0.63 | \$ 40 |
| Civil Minutes 88th District Court | Typed | 3 | Mechanical | 1 | 642 | 642 | Good | 18 x 12 | | \$ 0.63 | \$ 40 |
| Civil Minutes 88th District Court | Typed | 4 | Mechanical | 1 | 566 | 566 | Good | 18 x 12 | | \$ 0.63 | \$ 35 |
| Civil Minutes 88th District Court | Typed | 5 to 25 | Mechanical | 21 | 1,000 | 21,000 | Good | 14 x 9 | | \$ 0.63 | \$ 13,23 |
| Civil Minutes 88th District Court | Typed | 26 to 50 | Mechanical | 25 | 1,000 | 25,000 | Good | 14 x 9 | | \$ 0.63 | \$ 15,75 |
| Civil Minutes 88th District Court | Typed | 51 to 75 | Mechanical | 25 | 1,000 | 25,000 | Good | 14 x 9 | | \$ 0.63 | \$ 15,75 |
| Civil Minutes 88th District Court | Typed | 76 to 106 | Mechanical | 28 | 1,000 | 28,000 | Good | 14 x 9 | | \$ 0.63 | \$ 17,64 |

| | | | | | | | | | | | |
|---------------------------------------|--------|-----------------|------------|----|-------|--------|------|---------|---------|---------|----------|
| Transcribed Minutes District Court | Script | A | Stitched | 1 | 258 | 258 | Poor | 14 x 9 | \$ 5.58 | \$ 0.95 | \$ 1,68 |
| Supplement to Criminal Minutes | Script | 1 | Stitched | 1 | 250 | 250 | Poor | 18 x 11 | \$ 5.58 | \$ 0.95 | \$ 1,63 |
| Supplement to Criminal Minutes | Script | 1 | Stitched | 1 | 250 | 250 | Poor | 18 x 11 | \$ 5.58 | \$ 0.95 | \$ 1,63 |
| Criminal Minutes - Nolle Prosequi | Script | 1 | Stitched | 1 | 80 | 80 | Poor | 18 x 11 | \$ 5.58 | \$ 0.95 | \$ 91 |
| Divorce | | | | | | | | | | | |
| Divorce Minutes - 88th District Court | Typed | A | Mechanical | 1 | 731 | 731 | Good | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 4,53 |
| Divorce Minutes - 88th District Court | Typed | B | Mechanical | 1 | 696 | 696 | Good | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 4,32 |
| Divorce Minutes - 88th District Court | Typed | C | Mechanical | 1 | 656 | 656 | Good | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 4,07 |
| Divorce Minutes | Typed | 1 | Stitched | 1 | 456 | 456 | Poor | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 2,83 |
| Divorce Minutes | Typed | 2 | Stitched | 1 | 736 | 736 | Poor | 18 x 12 | \$ 5.58 | \$ 0.63 | \$ 4,57 |
| Divorce Minutes | Typed | 3 | Mechanical | 1 | 356 | 356 | Fair | 18 x 12 | | \$ 0.63 | \$ 22 |
| Divorce Minutes | Typed | D to Z AA to | Mechanical | 23 | 1,000 | 23,000 | Good | 14 x 9 | | \$ 0.63 | \$ 14,49 |
| Divorce Minutes | Typed | ZZ | Mechanical | 26 | 1,000 | 26,000 | Good | 14 x 9 | | \$ 0.63 | \$ 16,38 |
| Divorce Minutes | Typed | 5 to 25 | Mechanical | 21 | 1,000 | 21,000 | Good | 14 x 9 | | \$ 0.63 | \$ 13,23 |

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 25% upon pickup of books and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

Signature of Authorized Official

Signature of Authorized Official

Print Name of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Title of Authorized Official

Date

Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. The Tyler County District Clerk 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 requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of the Tyler County District Clerk. This policy applies to any agreement, verbal or written, between Tyler County and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Tyler County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving the Tyler County District Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,

John Rickerby

John Rickerby

c: 972-839-7415

e: john.rickerby@kofile.com