

October 25, 2023

**Honorable Donece Gregory
Tyler County Clerk**

Probate Case Files

**Preserve to 1950 then Pre-Preserve,
Image & Index**

SUBMITTED BY:

John Rickerby
Account Executive
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Donece Gregory
Tyler County Clerk
116 S. Charton
Woodville, Texas, 75979

Dear Honorable Donece Gregory,

This proposal addresses the Tyler County Clerk's historical Probate case files and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include a conservation treatment, rehousing, imaging, and indexing solution. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders through 1950. Pre-preservation and housing in Coroplast boxes 1951 forward. 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.

Pre-Preservation—Preparation for Image Capture & Archival Re-housing (PRE-PRV)

- Cases from 1951 forward.
- Remove fasteners, such as clips and brads. Surface clean to remove deposits.
- Flatten and humidify sheets, as needed.
- Files return in acid-free file folders & and corrugated archival boxes.

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

- Cases through 1950
- 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.

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- 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.
- 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.
- The County 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.

Archival Indexing (ID)

- Key and blind re-key verify documents.
- Formatting of metadata (indexes) per the requirements of the County's system vendor, Net Data.
- If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata.
- Indexing fields, as applicable, and identified here:
 - Document type
 - Case Type
 - Case number
 - Name of deceased (first, middle, last, suffix) or estate
 - Recorded/File Date

Special Project Instructions)

- Case # 3032, 3039, and 4096 should be prepreserved but not imaged or indexed. These three cases have already been imaged and indexed in Net Data.
- Funding is subject to annual budget appropriation and approval by Commissioners Court.
- There is no expectation that Kofile will work ahead of the pace of the payment schedule described on page 7, but we may work ahead as long as the payment schedule remains the same.

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 Clerk

Probate Case Filles
 Preservation, Image & Index

Inventory Date: 5-4-2023

Book Type	Typed or Script	Case #	Binding	Cases Per Box	Pages per Case	Total Pages	Size	Preserve & Pre-Preserve Price per Page	Image Price per Page	Index Price per Case	Total Price	Notes
												Shucks in banker box 13 x 16. Case # & x-1111 index jacket number up to a point. Full preservation in blue binder. Dividers with case #. Placeholder for missing cases.
Probate Cases	Script	x-1 to x-92	Shucks	92	29	2,668	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,206	Starts 18xx
Probate Cases	Script	x-94 to x-220	Shucks	127	21	2,667	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,312	
Probate Cases	Typed	x-221 to x-379	Shucks	159	17	2,703	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,864	
Probate Cases	Typed	x-380 to x-515	Shucks	136	20	2,720	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,996	
Probate Cases	Typed	x-520 to x-634	Shucks	115	23	2,645	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,000	
Probate Cases	Typed	x-635 to x-775	Shucks	141	19	2,679	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,507	
Probate Cases	Typed	x-777 to x-911	Shucks	135	20	2,700	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,746	
Probate Cases	Typed	x-912 to x-1020	Shucks	108	25	2,700	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,655	

Probate Cases	Typed	x-1023 to x-1130	Shucks	107	25	2,675	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,343	
Probate Cases	Typed	x-1132 to x-1226	Shucks	94	28	2,632	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 32,769	
Probate Cases	Typed	x-1227 to x-1316	Shucks	90	30	2,700	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,594	
Probate Cases	Typed	x-1317 to x-1362 & 900 to 928	Shucks	75	35	2,625	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 32,619	x-1162 April 1940
Probate Cases	Typed	929 to 999	Shucks	71	37	2,627	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 32,630	
Probate Cases	Typed	1000 to 1079	Shucks	80	33	2,640	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 32,821	
Probate Cases	Typed	1080 to 2037	Shucks	58	46	2,668	14 x 8.5	\$ 11.24	\$ 1.09	\$ 3.37	\$ 33,092	1080 to 1099 then 2000, 2004 is October 1950 and last case of year
Probate Cases	Typed	2037A to 2099	Shucks	63	42	2,646	14 x 8.5	\$ 2.44	Included	\$ 3.37	\$ 6,669	Prepreservation starts here. Case files humidified, flattened & placed in case number folders & folders within case & date range labeled Coroplast box .
Probate Cases	Typed	3000 to 3040	Shucks	41	65	2,665	14 x 8.5	\$ 2.44	Included	\$ 3.37	\$ 6,641	Case 3032 and 3039 - Prepreserve but do not image or index. Already in Net Data
Probate Cases	Typed	3041 to 4009	Shucks	69	39	2,691	14 x 8.5	\$ 2.44	Included	\$ 3.37	\$ 6,799	
Probate Cases	Typed	4010 to 4059	Shucks	50	53	2,650	14 x 8.5	\$ 2.44	Included	\$ 3.37	\$ 6,635	
Probate Cases	Typed	4060 to 4096	Shucks	37	71	2,627	14 x 8.5	\$ 2.44	Included	\$ 3.37	\$ 6,535	Case 4096 June 1964 - Prepreserve pages but do not image or index. Already in Net Data.
				1,848		53,328					\$ 532,433	

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

Payment Terms: Pay 25% upon records pick up, second payment of 25% in October 2024, third payment in October 2025, and final payment for the balance due upon completion but no sooner than October 2026 and not for more than the total estimate without written authorization.

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Milton Powers

Print Name of Authorized Official

County Judge

Title of Authorized Official

December 14 , 2023

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

ACCESSIBILITY OF RECORDS

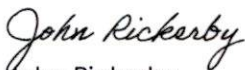
Records held at Kofile are maintained as private and confidential material. The Tyler County Clerk is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, 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 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 Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,



John Rickerby

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