

**Supplier Response Form
SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER. *

WE DO NOT TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE TAKE EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

N/A

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located: *

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

*

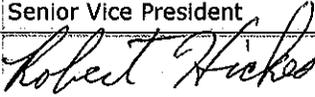
List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

*

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	American Cadastre LLC dba AmCad	*
Street Address of Principal Place of Business	220 Spring St. Ste 150	*
City, State, Zip	Herndon, VA 20170	*
Phone of Principal Place of Business	703-787-7775	*
Fax of Principal Place of Business	703-787-7710	*
E-mail Address of Representative	rschoenfeld@amcad.com	*
Federal Identification Number	54-2020897	*
Date	5/7/2009	*
Acknowledgement of Addenda	#1 <input checked="" type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/>	
Authorized Representative Name	Robert Hickes	*
Authorized Representative Title	Senior Vice President	*
Signature (Required for paper bid submission)		*

Please enter your password below and click Save to update your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **cdelawder**

Password

 *

* Required fields

Supplier Response Form

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	American Cadastre, LLC	*
Title of Officer	Senior Vice President	*
Name of Officer	Robert Hickes <i>Robert Hickes</i>	*
Date:	4/5/2011	*

Please enter your password below and click Save to update your response.

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Password *

* Required fields

Supplier Response Form

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ For vendor or other person doing business with local governmental entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received
<p>1 Name of person doing business with local governmental entity.</p> <p style="border: 1px solid black; padding: 2px;">N/A *</p>	
<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <p style="border: 1px solid black; padding: 2px;">N/A *</p>	
<p>4 Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <p style="border: 1px solid black; padding: 2px;">N/A *</p>	

Adopted 11/02/2005

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

Page 2
For vendor or other person doing business with local governmental entity

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

N/A

6

N/A

Signature of person doing business with the governmental entity

N/A

Date

Adopted 11/02/2005

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Username **cdelawder**

Password *

* Required fields

Supplier Response Form

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

- | | | | | |
|----------------------------------|-------------------------------------|-----|-------------------------------------|----|
| McKinney Courier-Gazette? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Plan Room? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Collin County Web-Site? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Facsimile or email from BidSync? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

Other

HOW DID YOU RECEIVE THE BID DOCUMENTS?

- | | | | | |
|--------------------------------------|-------------------------------------|-----|-------------------------------------|----|
| Downloaded from Home Computer? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Downloaded from Company Computer? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Requested a Copy from Collin County? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

Other

Thank You,

Collin County Purchasing Department

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See Electronic Signatures in Global and National Commerce Act for more information.)

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Username **cdelawder**

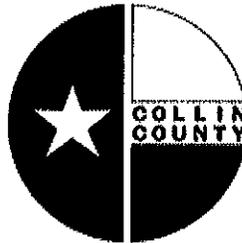
Password *

-

* Required fields

Solicitation 02117-11

Services: Historical Records Restoration and Preservation



Collin County

Bid 02117-11

Services: Historical Records Restoration and Preservation

Bid Number **02117-11**
Bid Title **Services: Historical Records Restoration and Preservation**

Bid Start Date **Mar 15, 2011 9:54:19 AM CDT**
Bid End Date **Apr 7, 2011 2:00:00 PM CDT**
Question & Answer
End Date **Mar 31, 2011 4:00:00 PM CDT**

Bid Contact **Jennifer Turner**
Contract Administrator
Purchasing
972-548-4124
jturner@co.collin.tx.us

Contract Duration **One Time Purchase**
Contract Renewal **Not Applicable**
Prices Good for **30 days**
Pre-Bid Conference **Mar 24, 2011 10:00:00 AM CDT**
Attendance is optional
Location: A Pre-Proposal conference is scheduled for 10:00 a.m. March 24, 2011 at 2100 Bloomdale, McKinney, Texas 75050, District Clerk's conference room. After the pre-prosal meeting we will provide a walk-through in order for vendors to get a clear understanding of the requirments.

Standard Disclaimer *****Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).*****

Prices bid/proposed shall only be considered if they are provided in the appropriate space(s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.

All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

OPTION A (Please refer to
RFP Response for
description of options)

Item Response Form

Item **02117-11-1-01 - District Court Minutes**
Quantity **1 each**
Unit Price **\$1,125.00**

OPTION A

Delivery Location

Collin County

District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

District Court Minutes - Year 1846-1858, 16 3/4" x 10 1/2", Volume A; Average Sheets 238

Item

02117-11-1-02 - Civil District Court Minutes

Quantity

1 each

Unit Price

\$1,250.00

Delivery Location

Collin County

District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1858-1865, 17 1/4" x 11", Volume B; Average Sheets 336

Item

02117-11-1-03 - Civil District Court Minutes

Quantity

1 each

Unit Price

\$1,250.00

Delivery Location

Collin County

District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1865-1871, 17 3/4" x 9 3/4"; Volume C; Average Sheets 405

Item

02117-11-1-04 - Civil District Court Minutes

Quantity

1 each

Unit Price

\$1,250.00

Delivery Location

Collin County

District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1871-1874, 16 1/2" x 11"; Volume D; Average Sheets 376

Item

02117-11-1-05 - Civil District Court Minutes

Quantity

1 each

OPTION A

Unit Price **\$1,250.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1874-1878, 17 1/2" x 11 1/4"; Volume E; Average Sheets 320

Item **02117-11-1-06 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1878-1880, 17 3/4" x 11 1/4"; Volume F; Average Sheets 352

Item **02117-11-1-07 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1880-1881, 17 1/2" x 11 1/4"; Volume G; Average Sheets 319

Item **02117-11-1-08 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1883-1885, 17 11/16" x 11 6/16"; Volume H; Average Sheets 319

Item **02117-11-1-09 - Civil District Court Minutes**

OPTION A

Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1885-1887, 17 11/16" x 11 1/4"; Volume I; Average Sheets 319

Item **02117-11-1-10 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1887-1889, 17 10/16" x 11 1/4"; Volume J; Average Sheets 320

Item **02117-11-1-11 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1889-1892, 17 3/4" x 11 1/4"; Volume K; Average Sheets 320

Item **02117-11-1-12 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1892-1894, 17 1/4" x 11"; Volume L; Average Sheets 320

OPTION A

Item **02117-11-1-13 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1894-1897, 17 1/4" x 11"; Volume M; Average Sheets 320

Item **02117-11-1-14 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1897-1899, 17 6/16" x 11"; Volume N; Average Sheets 320

Item **02117-11-1-15 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1899-1902, 17 3/4" x 11 6/16"; Volume O; Average Sheets 320

Item **02117-11-1-16 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1902-1905, 17 1/4" x 11"; Volume P; Average Sheets 317

OPTION A

Item **02117-11-1-17 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,250.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1905-1907, 17 6/16" x 11"; Volume Q; Average Sheets 320

Item **02117-11-1-18 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,250.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1909-1911, 17 3/4" x 11 1/4"; Volume R; Average Sheets 320

Item **02117-11-1-19 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,250.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1909-1911, 17 10/16" x 11 1/4"; Volume S; Average Sheets 320

Item **02117-11-1-20 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,250.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1911-1913, 17 11/16" x 11 1/2"; Volume T; Average Sheets 321

OPTION A

Item **02117-11-1-21 - Order Book**
 Quantity **1 each**
 Unit Price **\$1,250.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Year 1856-1861, 17 1/4" x 11 1/4"; Average Sheets 310

Item **02117-11-1-22 - Probate Docket District Court**
 Quantity **1 each**
 Unit Price **\$687.50**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Probate Docket District Court - Year 1859-1885, 15 1/2" x 10 1/2"; Average Sheets 108

Item **02117-11-1-23 - Naturalization Record**
 Quantity **1 each**
 Unit Price **\$1,125.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Naturalization Record - Year 1893-1905, 15 3/4" x 10 1/4"; Volume 1 Average Sheets 259

Item **02117-11-1-24 - Index to Judgement Records**
 Quantity **1 each**
 Unit Price **\$500.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Index to Judgement Records - Year 1800's, 17 1/2" x 11 1/4"; Volume 1; Average Sheets 24

OPTION A

Item **02117-11-1-25 - Index to Judgement Records**
Quantity **1 each**
Unit Price **\$500.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Index to Judgement Records - Year 1800's, 15 1/2" x 10 1/4"; Volume 2; Average Sheets 26

Item **02117-11-1-26 - Civil Index**
Quantity **1 each**
Unit Price **\$775.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil Index - Year 1800's, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 155

Item **02117-11-1-27 - Index to Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,187.50**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Index to Civil District Court Minutes -Year 1874-1919, 17 3/4" x 11 1/2"; Volume 2; Average Sheets 288

Item **02117-11-1-28 - Final Record**
Quantity **1 each**
Unit Price **\$1,312.50**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

OPTION A

Final Record - Year 1866-1873, 15" x 9 3/4"; Average Sheets 404

Item **02117-11-1-29 - Civil Index Direct Reverse**
 Quantity **1 each**
 Unit Price **\$1,200.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil Index Direct Reverse - Year 1846-1894, 17 1/2" x 11 1/2"; Average Sheets 294

Item **02117-11-1-30 - Index to Criminal Cases**
 Quantity **1 each**
 Unit Price **\$1,006.25**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Index to Criminal Cases - Year 1846-1894, 17 3/4" x 11 1/4"; Volume 1; Average Sheets 185

Item **02117-11-1-31 - Index to Criminal Cases**
 Quantity **1 each**
 Unit Price **\$987.50**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Index to Criminal Cases - Year 1860-1900, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 160

Item **02117-11-1-32 - Index to Criminal Minutes**
 Quantity **1 each**
 Unit Price **\$987.50**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

OPTION A

Description

Index to Criminal Minutes - Year 1889-1906, 17 10/16" x 11 6/16"; Volume 2; Average Sheets 160

Bid 02117-11

Services: Historical Records Restoration and Preservation

Bid Number 02117-11
Bid Title Services: Historical Records Restoration and Preservation

Bid Start Date Mar 15, 2011 9:54:19 AM CDT
Bid End Date Apr 7, 2011 2:00:00 PM CDT
Question & Answer End Date Mar 31, 2011 4:00:00 PM CDT

Bid Contact Jennifer Turner
 Contract Administrator
 Purchasing
 972-548-4124
 jturner@co.collin.tx.us

Contract Duration One Time Purchase
Contract Renewal Not Applicable
Prices Good for 30 days
Pre-Bid Conference Mar 24, 2011 10:00:00 AM CDT
Attendance is optional
Location: A Pre-Proposal conference is scheduled for 10:00 a.m. March 24, 2011 at 2100 Bloomdale, McKinney, Texas 75050, District Clerk's conference room. After the pre-prosal meeting we will provide a walk-through in order for vendors to get a clear understanding of the requirments.

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All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

OPTION B (Please refer to
RFP Response for
description of options)

Item Response Form

Item 02117-11-1-01 - District Court Minutes
Quantity 1 each
Unit Price

OPTION B

Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

District Court Minutes - Year 1846-1858, 16 3/4" x 10 1/2", Volume A; Average Sheets 238

Item **02117-11-1-02 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1858-1865, 17 1/4" x 11", Volume B; Average Sheets 336

Item **02117-11-1-03 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1865-1871, 17 3/4" x 9 3/4"; Volume C; Average Sheets 405

Item **02117-11-1-04 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1871-1874, 16 1/2" x 11"; Volume D; Average Sheets 376

Item **02117-11-1-05 - Civil District Court Minutes**
 Quantity **1 each**

OPTION BUnit Price **\$1,625.00**

Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1874-1878, 17 1/2" x 11 1/4"; Volume E; Average Sheets 320

Item **02117-11-1-06 - Civil District Court Minutes**Quantity **1 each**Unit Price **\$1,625.00**

Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1878-1880, 17 3/4" x 11 1/4"; Volume F; Average Sheets 352

Item **02117-11-1-07 - Civil District Court Minutes**Quantity **1 each**Unit Price **\$1,625.00**

Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1880-1881, 17 1/2" x 11 1/4"; Volume G; Average Sheets 319

Item **02117-11-1-08 - Civil District Court Minutes**Quantity **1 each**Unit Price **\$1,625.00**

Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1883-1885, 17 11/16" x 11 6/16"; Volume H; Average Sheets 319

Item **02117-11-1-09 - Civil District Court Minutes**

OPTION B

Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1885-1887, 17 11/16" x 11 1/4"; Volume I; Average Sheets 319

Item **02117-11-1-10 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1887-1889, 17 10/16" x 11 1/4"; Volume J; Average Sheets 320

Item **02117-11-1-11 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1889-1892, 17 3/4" x 11 1/4"; Volume K; Average Sheets 320

Item **02117-11-1-12 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1892-1894, 17 1/4" x 11"; Volume L; Average Sheets 320

OPTION B

Item **02117-11-1-13 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1894-1897, 17 1/4" x 11"; Volume M; Average Sheets 320

Item **02117-11-1-14 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1897-1899, 17 6/16" x 11"; Volume N; Average Sheets 320

Item **02117-11-1-15 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1899-1902, 17 3/4" x 11 6/16"; Volume O; Average Sheets 320

Item **02117-11-1-16 - Civil District Court Minutes**
 Quantity **1 each**
 Unit Price **\$1,625.00**
 Delivery Location **Collin County**
District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1902-1905, 17 1/4" x 11"; Volume P; Average Sheets 317

OPTION B

Item **02117-11-1-17 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,625.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1905-1907, 17 6/16" x 11"; Volume Q; Average Sheets 320

Item **02117-11-1-18 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,625.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1909-1911, 17 3/4" x 11 1/4"; Volume R; Average Sheets 320

Item **02117-11-1-19 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,625.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1909-1911, 17 10/16" x 11 1/4"; Volume S; Average Sheets 320

Item **02117-11-1-20 - Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,625.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil District Court Minutes - Year 1911-1913, 17 11/16" x 11 1/2"; Volume T; Average Sheets 321

OPTION B

Item **02117-11-1-21 - Order Book**
Quantity **1 each**
Unit Price **\$1,625.00**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Year 1856-1861, 17 1/4" x 11 1/4"; Average Sheets 310

Item **02117-11-1-22 - Probate Docket District Court**
Quantity **1 each**
Unit Price **\$1,062.00**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Probate Docket District Court - Year 1859-1885, 15 1/2" x 10 1/2"; Average Sheets 108

Item **02117-11-1-23 - Naturalization Record**
Quantity **1 each**
Unit Price **\$1,500.00**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Naturalization Record - Year 1893-1905, 15 3/4" x 10 1/4"; Volume 1 Average Sheets 259

Item **02117-11-1-24 - Index to Judgement Records**
Quantity **1 each**
Unit Price **\$875.00**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Index to Judgement Records - Year 1800's, 17 1/2" x 11 1/4"; Volume 1; Average Sheets 24

OPTION B

Item **02117-11-1-25 - Index to Judgement Records**
Quantity **1 each**
Unit Price **\$875.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Index to Judgement Records - Year 1800's, 15 1/2" x 10 1/4"; Volume 2; Average Sheets 26

Item **02117-11-1-26 - Civil Index**
Quantity **1 each**
Unit Price **\$1,150.00**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Civil Index - Year 1800's, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 155

Item **02117-11-1-27 - Index to Civil District Court Minutes**
Quantity **1 each**
Unit Price **\$1,562.50**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

Index to Civil District Court Minutes -Year 1874-1919, 17 3/4" x 11 1/2"; Volume 2; Average Sheets 288

Item **02117-11-1-28 - Final Record**
Quantity **1 each**
Unit Price **\$1,687.50**
Delivery Location **Collin County**
District Clerk
2100 Bloomdale
Suite 10353
McKinney TX 75071
Qty 1

Description

OPTION B

Final Record - Year 1866-1873, 15" x 9 3/4"; Average Sheets 404

Item **02117-11-1-29 - Civil Index Direct Reverse**
Quantity **1 each**
Unit Price **\$1,575.00**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Civil Index Direct Reverse - Year 1846-1894, 17 1/2" x 11 1/2"; Average Sheets 294

Item **02117-11-1-30 - Index to Criminal Cases**
Quantity **1 each**
Unit Price **\$1,506.25**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

Index to Criminal Cases - Year 1846-1894, 17 3/4" x 11 1/4"; Volume 1; Average Sheets 185

Item **02117-11-1-31 - Index to Criminal Cases**
Quantity **1 each**
Unit Price **\$1,362.50**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

Description

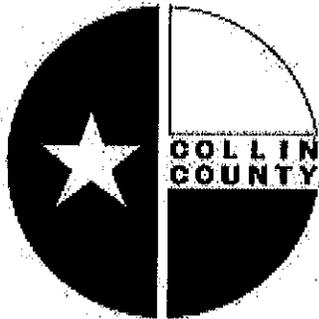
Index to Criminal Cases - Year 1860-1900, 13 3/4" x 8 1/4"; Volume 1; Average Sheets 160

Item **02117-11-1-32 - Index to Criminal Minutes**
Quantity **1 each**
Unit Price **\$1,362.50**
Delivery Location **Collin County**
 District Clerk
 2100 Bloomdale
 Suite 10353
 McKinney TX 75071
 Qty 1

OPTION B

Description

Index to Criminal Minutes - Year 1889-1906, 17 10/16" x 11 6/16"; Volume 2; Average Sheets 160



PROPOSAL

Solicitation 02117-11

Collin County, TX

Original

Prepared By:



AMCAD/LBS
220 Spring St. Suite 150
Herndon, VA 22815
Tel.: 703-787-7775
Fax: 703-787-7710
bmay@AMCAD.com
www.AMCAD.com

Historical Records Restoration and Preservation

For The

**Collin County, TX
District Clerk**

April 7, 2011



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Section 1 Executive Summary Letter



April 5, 2011

Ms. Jennifer Turner
Office of the Collin County Purchasing Agent
Collin County Administration Building
2300 Bloomdale Road, Suite 3160
McKinney, TX 75071

Dear Ms. Turner:

Thank you for allowing us the opportunity to submit our proposal and develop the right solution for the Collin County District Clerk. **AMCAD®/LBS** is committed to implementing a solution that offers professional preservation standards, conforms to key technical specifications, and in terms of product quality and longevity, offers the highest rate of return on Collin County's investment. AMCAD /LBS is committed to providing the services required by the Collin County District Clerk. Extending the useful life of your critical historical documents and preserving their intellectual content is our privilege. We look forward to continuing our partnership with Collin County.

The AMCAD /LBS team also offers the ability to complete this project as fast as the County desires. We can commit to completing more than 1,500 books in 2011.

The AMCAD /LBS team has successfully completed and is currently involved in dozens of preservation projects similar to the Collin County District Clerk's proposed project. Our partnership with our customers illustrates AMCAD /LBS's extensive professional and personal interest in the success of each and every preservation project we undertake.

The AMCAD /LBS team has a successful track record serving and implementing solutions on time and on budget for Collin County. We have a clear vision for new and evolving technologies within our industry. We welcome Collin County to call our references and visit their collections.

Sincerely,

Ryan Schoenfeld
Senior Vice President



Section 2 Firm Overview

COMPANY HISTORY

About AMCAD

AMCAD is a full service technology service and solutions provider for local and state government agencies. AMCAD was formed to partner with government in the development and implementation of "automating" technologies – specifically in the automation and preservation of public records. AMCAD's continued success has enabled the steady, controlled expansion of our customer base and our solution suite – while continuing to provide state-of-the-art, award-winning solutions. AMCAD provides best-of-class integrated solutions for land records management; vital records management; court records management; and preservation and imaging solutions for government. Incorporated in 1986 and restructured in 2001 to a Limited Liability Corporation (LLC), AMCAD has been in business for more than 20 years.

AMCAD is extremely familiar with the complexities of working with local government agencies including Texas. Our customer-base in Texas providing our full breath of solutions from preservation and scanning to software systems and business continuity continues to expand with successful partnerships including Collin County, Dallas County, Bexar County, Harris County, Guadalupe County, Comal County, the City of Houston and many more to come. AMCAD/LBS has worked with Dallas County in their preservation project, as well as the Collin County Clerk. We understand your business – government is our business – and we practice what we preach in providing true preservation solutions providing the best long term investment for the County and protecting the public record for perpetuity.

AMCAD is one of the only companies in the public records industry offering a full breadth of services for public records offices. The AMCAD Technology Center is a 50,000 square foot facility providing a full suite of services including a Certified Kodak Processing Lab to ANSI standard long term storage and fire lock vaults. Some of AMCAD's full suite of services includes the following:

- Media Conversion (Film, Fiche, Paper, Maps/Plats, Aperture Cards)
- Certified Kodak Micrographics Laboratory
- Vault and Long Term Storage
- Indexing and Keying Services
- Redaction Services
- Disaster Backup and Recovery Services
- eCommerce Services

The entire service offering above is provided onshore in our secure facility. The AMCAD Technology Center is part of an active military base – the Rock Island Arsenal. This unique location provides added security for our customers' precious records and



data. AMCAD understands the concerns of our public records officials – we built this facility from the ground up to provide a secure location to successfully provide services back to our customers.

About LBS

Founded in September of 1987, by brothers Scott G. Williams and Patrick R. “Pat” Williams, LBS has since continued to set unsurpassed standards in the preservation of public records. It was at the family business they were first introduced to preservation. At that time there were no businesses specializing in records preservation. Local government officials turned to the Williams family for assistance with their mounting collections of deteriorating papers. The scope of the problems facing these local agencies was tremendous. Then, and even now, government agencies were not equipped to maintain the condition of their historic records. Many resort to limited public access. These local government agencies needed someone with the experience and practical education to reverse the effects of time and use.

The Williams family began to educate themselves on the special preservation procedures these fragile documents required. They listened to the concerns of records custodians and their constituents, and spoke with leading conservators at universities across the country. Scott afforded time to get a formal education addressing the specific needs of county archives custodians. This careful consideration of a growing problem, lead Scott and Pat to establish LBS—a company to specialize in immediate and long-range records preservation.

LBS was based in the New Orleans, Louisiana, area for almost 18 years. When Hurricane Katrina struck the gulf coast in 2005, LBS was forced to relocate to DeRidder in Southwest Louisiana. With the move, LBS gained a 42,000 square foot facility equipped with security systems and environmental controls.

With relocation, Scott and Pat lead LBS into the role of the largest preservation enterprise in the United States. With expansion on the horizon, the company now supports a team of over 135 trained employees. LBS celebrated its 20th anniversary in September 2007.

Under the direction of Scott and Pat, LBS plans and coordinates preservation education programs designed for county records management staff, as well as patrons. We provide reference and information services as well as emergency response and disaster recovery assistance to our customers—whether state or local government agency, institution, or individual—on all matters involving records preservation.

From the knowledge and experience passed through the Williams family, the LBS team gains a unique understanding of the mechanics behind housing county and parish courthouse documents. This gives us the ability to produce preservation solutions allowing documents to survive hundreds of years in the same environmental setting with no future services required. Capabilities like these are rare in the document



preservation industry. We remain the industry's forerunner in producing quality solutions for records of enduring value.

BUSINESS LOCATIONS

AMCAD

Corporate Headquarters
220 Spring St.
Suite 150
Herndon, VA 20170

AMCAD Digital Conversion Technology Center
1710 Whittemore St.
Rock Island, IL 61201

Louisiana Binding Services, Inc.

LBS Principal Location
300 Ampacet Drive
DeRidder, LA 70634

PRIMARY LINE OF BUSINESS

AMCAD/LBS's core capabilities consist of the following:

- Preservation (Conservation and Imaging Services), Historical Records
- Manufacturer, Archival Products for the Long-term Storage of Records
- Disaster Recovery, Archival Collections
- Archival Micrographics
- Secure Long Term Storage
- Business Continuity
- Conversion/Imaging, Redaction and Indexing Services
- Software Solutions for Government

LENGTH OF TIME IN BUSINESS

AMCAD has provided services and software solutions to state and local government since 1986.

LBS has been providing preservation services since 1987. Pat Williams and Scott Williams have been working in the industry since 1978.

CURRENT SERVICE LOCATIONS

AMCAD/LBS products and services are in use in hundreds of government jurisdictions throughout the Country. We have provided a sampling below of some of our most recent projects that relate directly to Collin County.



Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

- Maricopa County, Arizona, Register of Deeds
- Oklahoma County, Oklahoma, County Clerk
- Dallas County, Texas, County Clerk
- Collin County, Texas, County Clerk
- St. Joseph County, Indiana, Recorder of Deeds
- Durham County, North Carolina, Register of Deeds



Section 3 Proposed Project Team, Staff Qualifications, Experience

KEY PROJECT PERSONNEL

Ryan Schoenfeld, Project Director

Mr. Schoenfeld has more than 15 years working specifically with local government public records agencies. He has worked closely with the LBS Team for more than five years including implementing preservation and restoration projects for some of the largest jurisdictions in the United States. Mr. Schoenfeld has successfully managed the preservation of collections including Dallas County, Texas; Maricopa County, Arizona and Oklahoma County, Oklahoma. Mr. Schoenfeld stays intimately involved with all aspects of the project from inventory and pickup through final delivery of the preserved volumes.

Scott Gerard Williams, Project Conservator

Scott Williams is co-owner of LBS, and brings over 29 years of experience to his company's preservation projects. His extensive training in conservation techniques includes preservation methods for 18th, 19th, and 20th Century documents, as well as the physical mechanics of hand binding and mechanical binding for documents ranging from the 18th Century to the present. Mr. Williams was also a key team member on the AMCAD/LBS successful preservation project for the Collin County Clerk.

Brian Case, Project Manger

Mr. Case serves as Project Manager (PM) on the majority of LBS accounts (a selection is included below). In this capacity, he is responsible for the transport of records, including the pick-up, packing, and delivery. He is the face-to-face representative facilitating customers' questions. Mr. Case first started at LBS in the 2008. Today, his diligence and years of management experience enable to him to address any aspect of LBS's services.

Vincent Anthony Prejean, Chief Operating Officer

Vincent Prejean is LBS' Chief Operating Officer. He is responsible for overseeing the day to day tasks of preservation projects and manages our production departments. He has served with LBS for 20 years (moving with the company from New Orleans). Prejean began his early career apprenticing under the Williams family. During his interim at LBS, he has been an integral part on preservation projects (we have detailed a select few below). His attention to detail allows him to lead LBS production and continually improve efficiency and quality.



Wayne Joseph Daigle, Jr., Information Technology Director

Wayne Daigle offers over 19 years of degreed experience in software design and development; nine years in brokerage, seven years in education, two years in imaging, and seven years of management experience. Daigle has been a COBOL programmer since 1990. At LBS, he has proven to be a critical thinker, problem solver, team player, and team leader. His responsibility is to lead the imaging portion of projects from concept to production.



Section 4 Past Projects

AMCAD is a nation-wide company conducting business in more than 25 states. The AMCAD/LBS partnership is also nationwide and our joint customer list is in the hundreds. For your convenience, we have highlighted some of our most recent projects below. The joint capabilities of the AMCAD /LBS Team and facilities provide more capacity and trained staff than the whole industry combined. Our references speak for themselves.

NOTABLE PROJECTS AND REFERENCES

The following customer list includes an array of the various AMCAD /LBS projects. We are happy to provide additional references at your request.. Our largest customer base is the county level government offices. We currently provide preservation services for three of the top five counties in the Country as designated by population. However, we also work with private and government archives agencies as well..

Harris County Clerk, Mr. Daniel Sumrall

This project is the result of a five year study which identified conservation methods and materials to usefully extend the life of all holdings in the Harris County Clerk's archival repository (at the lowest cost, of course). Budgeted at \$8 million, this project is currently in its third year of preservation, with project completion projected in five years. This collection includes 14,464 historic books (which totals 5.7 million documents, 11.5 million images, and 1.1 million original records of enduring value). This totals an incredible 13.7 million archived images that LBS will conserve and digitize into an archival database. This project includes: disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

Harris County District Clerk, Honorable Loren Jackson

In addition, LBS has completed its 5th year of a preservation project for the Harris County, District Clerk. This "Historical Records" Preservation Project includes 40,000 case files, 1,700 Civil Fee Docket Books, and 105 Index Books. Budgeted at \$1.3 million, project completion is projected in 2009. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.

Fort Bend County Clerk, Honorable Dianne Wilson

Currently, LBS completed its 3rd fiscal year of the "Historical Deed Records" preservation project for the Fort Bend County Clerk, Texas. Four hundred manuscript Deed Books are undergoing preservation. This project is budgeted at approximately \$105,000.00 per year, with completion projected in 2009. This project incorporated:



disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

Natchitoches Parish Clerk of Court, Honorable Louis Bernard

LBS has completed its sixteenth year of a preservation project for the Natchitoches Parish Clerk of Court. One of the oldest surviving permanent settlements west of the Mississippi River, this parish is home to the Cane River National Heritage Area. This collection contains documents significant to the various cultural groups who called the Cane River region their home over the centuries (including Native American Indians, Spanish and French colonists, African, American settlers, and Creole plantation owners). The preservation of the 177-volume manuscript collection included the following components: disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

Collin County, County Clerk, Honorable Stacey Kemp

AmCad/LBS completed a preservation project for the Collin County, County Clerk. This project included full preservation and imaging of approximately 1,674 volumes of county records in good to poor condition. The records were manuscript and typescript. Images were indexed and delivered to the Clerk through close coordination and according to the Clerk's timeframe. The County Clerk selected option B, DSBs with the custom shelving in order to utilize the maximum amount of available storage space in their facility.



Section 5 Special Conditions and Scope Of Services

5.8 Record Management: Record management is an important aspect of this project and specific requirements are:

5.8.1 Vendor shall pick up and return documents, books and/ or records from the Collin County District Clerk's Archives locations on a Collin County approved schedule until project completion. Below describes the type of transportation being used for the pick-up and delivery of the books.

Due to the preciseness of the preservation process, we require the collection is moved off site to our secure facility. The AMCAD/LBS team provides trained personnel, who will handle documents with the utmost care. We pride ourselves on being a prompt and efficient company. Our team is ready and waiting to give your collection the professional attention it deserves. Pick-up and delivery occurs during normal working hours on a pre-arranged and approved schedule.

Due to the preciseness of the preservation process, we require the collection is moved off site to our secure facility. The AMCAD/LBS team provides trained personnel, who will handle documents with the utmost care. We pride ourselves on being a prompt and efficient company. Our team is ready and waiting to give your collection the professional attention it deserves. Pick-up and delivery occurs during normal working hours on a pre-arranged and approved schedule.

Collin County District Clerk's records will be transported in our secure climate controlled truck. This 18-foot vehicle boasts a 4000 lb. lift gate (which can move books palletized between 2500 and 3000 lbs.—which equals 700 fully assembled binders), air-ride suspension, and air brakes. This truck is also equipped with several extra security features, which include back-up cameras, GPS tracking, and an anti-lock braking system. With this security system, AMCAD/LBS can monitor cargo in transit. We know exactly when and where our transport personnel stop for gas and how long it takes to fill up. Executives also monitor warning signals, and environmental conditions during transport.

Depending on the condition of the record, it is packed, stretched wrapped, and secured onto a pallet, or the records are packed into plastic tubs and then secured onto pallets. Whatever the method, records are secured and packed by AMCAD/LBS personnel. We bring all of the materials needed for transport with us. The tubs are also placed and wrapped onto AMCAD/LBS pallets--which are then stretch wrapped for transport.





Once they arrive at the AMCAD/LBS preservation facility, the volumes and documents are always loaded directly into the facility through our docking room. A collection is never left in a loaded truck unattended overnight.

Our representatives will take the books off the Collin County District Clerk's shelves and return them exactly as originally placed. We do not require the assistance of the county staff or resources.

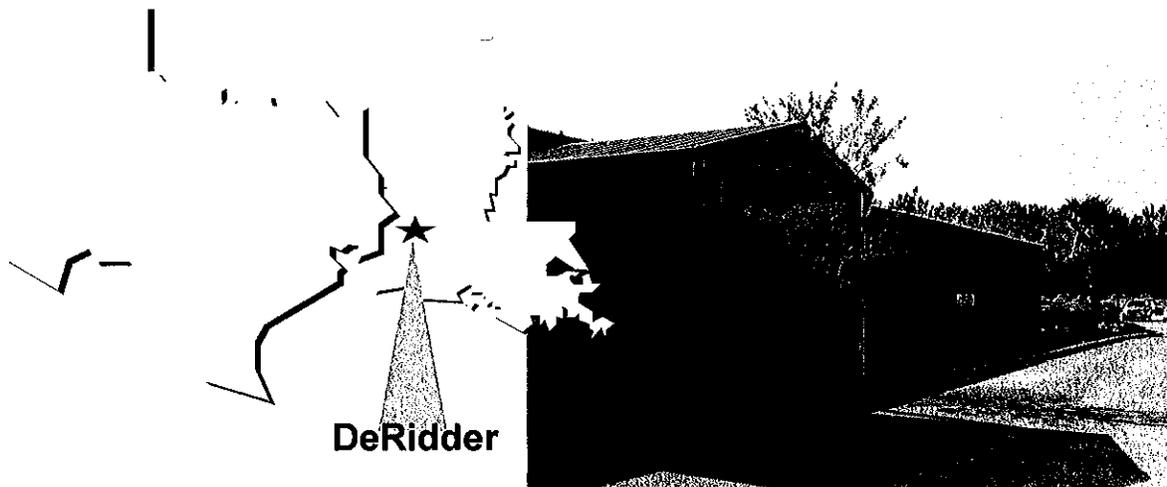
5.8.2 All documents/books (records) shall remain exclusively in the care, custody, and control of the vendor until returned to the designated archive location.

The AMCAD/LBS team does not utilize or condone the use of subcontractors or third party transportation services when transporting records of historical value. Collin County District Clerk's original records and resulting images will remain exclusively in AMCAD/LBS custody at all times. During transport, AMCAD/LBS bears the risk of loss.

We also provide a written and signed receipt documenting any and all books or documents placed in our custody. To inquire about a document, the Collin County District Clerk staff can call AMCAD/LBS via our toll-free number (supplied upon contract award).

5.8.3 Records must be stored in a secure, climate controlled environment with restricted access while in the possession of vendor. Describe the environmental controls used to accommodate the items listed in 5.11. Include an address of the location at which the items will be stored with a minimum of (5) five pictures that show the interior and exterior of the building.

Louisiana Binding Service, Inc. is located at 300 Ampacet Drive, DeRidder, Louisiana. DeRidder is a small city that hosts a small industrial park located in the north end of the city, directly off Highway 171. LBS is located in this industrial park. The industrial park receives regular police patrol.

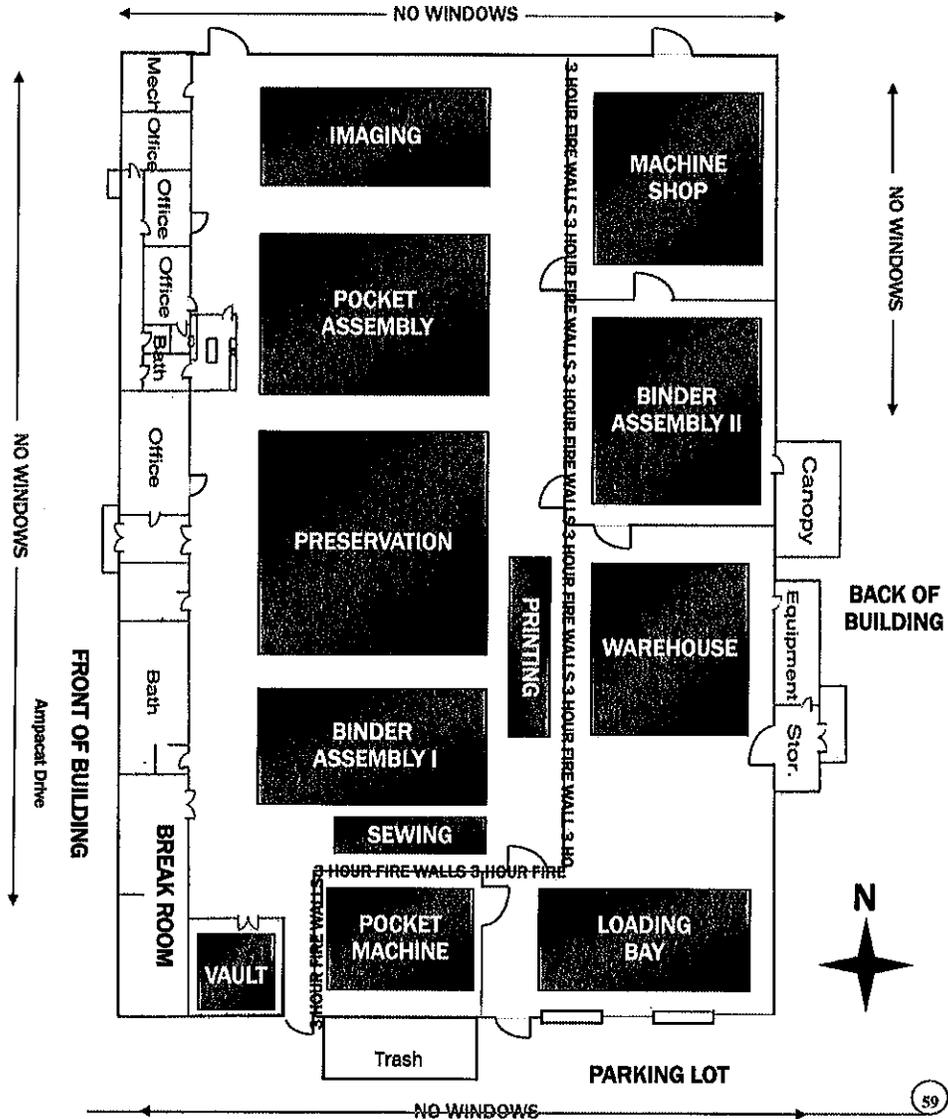




Our facility has over 54,000 square feet that includes 42,000 square feet of workspace area and 12,000 square feet of raw material staging and warehouse area.

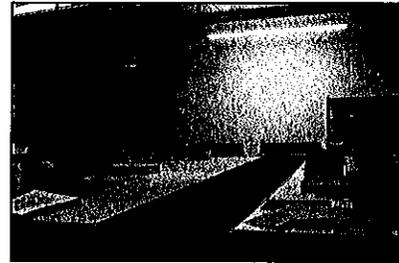
LBS Facility Floor Plan

Louisiana Binding Service, Inc. (LBS)
300 Ampacet Drive, DeRidder, LA 70634



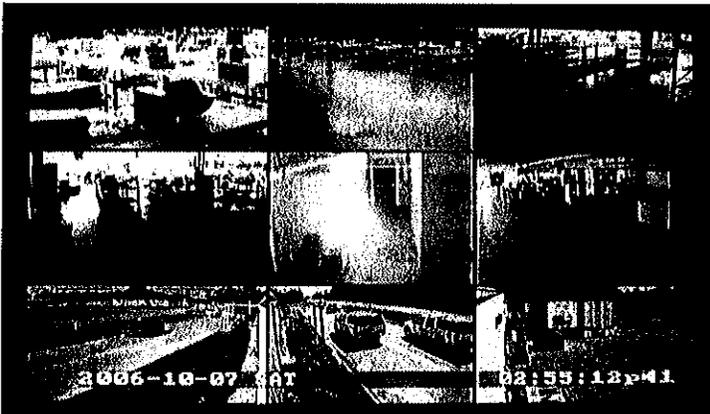
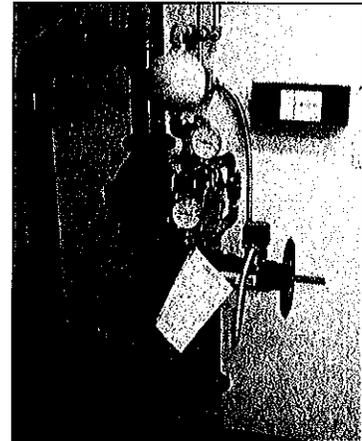


Our facility includes a conservation vault used for special problem preservation issues such as wet, molded, and fragile documents. This vault has freezer units, dehumidifiers, a separate A/C unit, exhaust vents, wash basins, and special work areas designed to deal with fragile and sensitive conservation projects.



Our facility has central air and heat, no windows, and hosts a number of security features that include a fire and burglar-alarm system. Our location is less than a half mile from the fire station and less than 2 miles from the police station.

Fire Suppression: Fire safety is a priority at LBS because we understand the vulnerability of the records and media in our trust. Our facility contains an automatic fire suppression system that runs throughout the entire building and meets OSHA (Occupation Safety and Health Administration) and NFPA (National Fire Protection Association) standards. Our team members are educated and trained to respond to disaster situations.



Security: LBS has a twenty-four hour audio and video surveillance system with web access for live viewing. It has a police alert intrusion alarm, and heat and smoke detector alarms. This system has 21 high definition color indoor and outdoor surveillance cameras recording 24 hours a day. The system digitally records and stores three months of

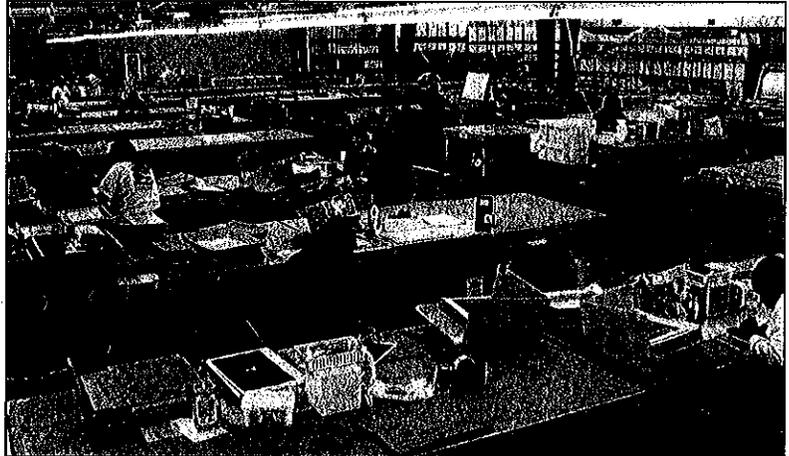
continuous surveillance for instant review. Every interior and exterior door is monitored along with all workspaces, allowing our managers to view and monitor who enters and exits the facility at any time.

All workspace areas have restricted access. These doors are kept secure and require a code entry to unlock the door and enter the work areas. Each of these doors is linked to an alarm system that rings the office area in order to alert management that a door has been opened to the restricted areas.





Although LBS has several departments, the workspace is opened, allowing a clear view across the production floor. Each project records collection is tracked by our "Smart Book" bar code tracking system from the time of pickup, through the preservation process, and until it is returned to the client. This allows LBS to track the location of the records at any time while it is in our custody.



Environmental Controls are kept in check twenty-four hours, seven days a week. Our central A/C units run continuously to maintain a temperature of around 75 degrees with a Relative Humidity around 50%. We strive to maintain a stable environment throughout the entire workspace area in order to prevent any negative impact on the records we house before, during, and after our preservation services and while they are in our custody.

5.8.4 Record access should be given only to those persons employed by the vendor and assigned to this restoration project.

Records access is only granted to AMCAD/LBS project personnel. The AMCAD/LBS preservation facility is a secure facility with monitored access points.

5.8.5 All records are used daily by the public and the ability to access these records by the public must be maintained during the restoration project. Vendor shall make records available to the County Clerk upon request within 24 hours of notice at vendor's expense during the restoration project.

During the preservation project, the client is guaranteed instant access to records via toll-free fax. At the client's request, an AMCAD/LBS team member can immediately e-mail or fax a copy of any requested documents in its care that same business day to the authorized personnel. Also, when requested, AMCAD/LBS will ship (always the same business day) a notarized certified copy of the original document via overnight delivery.

5.9 Workmanship: All materials and workmanship shall be guaranteed in accordance with industry standards, and shall be satisfactory to the County Clerk. The County Clerk reserves the right to inspect vendor's materials and workmanship (before and during contract period) to insure vendor is in compliance with above requirements.



Failure to comply with requirements will constitute default and may result in cancellation of the contract.

At AMCAD/LBS, our objective is to insure the public, through our customers, long-term access to archival and public records, either in original or reformatted form. We understand the significance of this historical property and support the public trust which mandates government maintain and provide access to public documents. At AMCAD/LBS, we believe any job worth doing is worth doing right. Our philosophy is to work hard, keep overhead low, and surpass customer expectations. This attention to detail and drive for accuracy sets AMCAD/LBS apart as an industry leader.

At AMCAD/LBS, documents and media are priceless documents and treated as such. AMCAD/LBS provides continuous security, fire suppression, and environmental controls (including temperature, Relative Humidity (RH), UV light, and water control precautions) to insure their protection. All preservation services and treatments are in accordance with the American Institute for the Conservation of Historic and Artistic Works (AIC) Code of Ethics.

We are committed to working independently, as we provide 100% of essential components. AMCAD/LBS employees complete every aspect of our preservation projects in-house. Our archival quality products are, "Hand Made in the U.S.A." All materials used in the construction of AMCAD/LBS products, including the book's cover boards, are acid free, lab tested, and guaranteed as safe for preservation efforts. Moreover, all adhesives are acid free and easily reversible. In no way shall an original volume, or document within said volume, ever be cut. Documents are dismantled by safely reversing the current housing. There is never a loss of text at AMCAD/LBS. Collin County representatives are welcome to visit and inspect the AMCAD/LBS preservation facility at any point.

5.10 Billing: The vendor will invoice Collin County on a monthly basis. Invoices will be submitted to the Auditor's Office. The submittal address for all invoices is Collin County Auditor's Office, 2300 Bloomdale, Suite 3100, McKinney, Texas, 75071.

AMCAD/LBS will invoice Collin County accordingly. However, we find that providing the client an invoice upon book lot delivery is the best method. At this time, we can provide an itemized packing list and a detailed invoice.

5.11 Books to be Restored: All volumes, books, records or documents shall be managed by bonded and insured staff members who have documented experience and training in restoration and preservation of historical documents. Each set of documents, books, or records shall be restored and preserved by employing the following:

Upon our assessment, our conservator has divided the Collin County District Clerk records into two categories: manuscript and typescript.



The bound manuscript documents were originally hand sewn in signatures encased in canvas covers. These signatures utilize linen thread to stitch through the fold to form the book block. The bindings vary in condition. However, the majority suffer from extensive use and deterioration resulting from the acidic animal base adhesive utilized in the original binding process. All of the protective canvas jackets are worn and deteriorated from natural aging, daily use, and exposure to UV light. These historical manuscripts utilized iron gall ink. This ink has faded and is burning into the sheets.

Many bindings in poor condition suffer from extensive use. This deterioration also results from the acidic animal base adhesive utilized in the original binding process. The protective canvas jackets are worn and deteriorated from natural aging, daily use, and exposure to UV light.

Manuscript documents are bound in county recorder binders. The text is fading in most volumes. Paper condition relies on level of abuse, level of ink deterioration, and the paper strength of the 100% cotton ledger. Mainly, the binders are failing due to off gassing and rusting of the metal mechanism.

Availability and quality of security microfilm should be verified.

Retention Period = Permanent

RECOMMENDATIONS													
SERVICE OPTIONS	Disbind	Flatten	Surface Clean	Remove Old Repairs	Mend and Page Repair	Deacidify	Photostat Fixer	Encapsulate	Imaging	Rebind (Archival Quality County Binder™)	Rebind (Disaster Safe County Binder™)	Custom Shelving	"Smart Book" Tracking System
Option A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Option B	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓



COLLIN COUNTY DISTRICT CLERK				
RECORDS SERIES TITLE	DESCRIPTION	QTY.	SECTION NO.	ITEM NO.
District Court Minutes	Vol. A <i>Date of collection: 1846-1858</i> <i>Average sheet size: 16 3/4" x 10 1/2"</i> <i>Average sheets per book: 238</i> Manuscript Condition: Poor	1 vol.	5.11.1	02117-11-01
Civil District Court Minutes	Vol. B <i>Date of collection: 1858-1865</i> <i>Average sheet size: 17 1/4" x 11"</i> <i>Average sheets per book: 336</i> Manuscript Condition: Poor	1 vol.	5.11.2	02117-11-1-02
	Vol. C <i>Date of collection: 1865-1871</i> <i>Average sheet size: 17 3/4" x 9 3/4"</i> <i>Average sheets per book: 405</i> Manuscript Condition: Poor	1 vol.	5.11.3	02117-11-1-03
	Vol. D <i>Date of collection: 1871-1874</i> <i>Average sheet size: 16 1/2" x 11"</i> <i>Average sheets per book: 376</i> Manuscript Condition: Fair	1 vol.	5.11.4	02117-11-1-04
	Vol. E <i>Date of collection: 1874-1878</i> <i>Average sheet size: 17 1/2" x 11 1/4"</i> <i>Average sheets per book: 323</i> Manuscript Condition: Fair	1 vol.	5.11.5	02117-11-1-05
	Vol. F <i>Date of collection: 1878-1880</i> <i>Average sheet size: 17 1/2" x 11 1/4"</i> <i>Average sheets per book: 352</i> Manuscript Condition: Fair	1 vol.	5.11.6	02117-11-1-06
	Vol. G <i>Date of collection: 1880-1881</i> <i>Average sheet size: 17 1/2" x 11 1/4"</i> <i>Average sheets per book: 319</i> Manuscript Condition: Fair	1 vol.	5.11.7	02117-11-1-07
	Vol. H <i>Date of collection: 1883 -1885</i> <i>Average sheet size: 17-11/16" x 11 3/8"</i> <i>Average sheets per book: 319</i>	1 vol.	5.11.8	02117-11-1-08





Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

COLLIN COUNTY DISTRICT CLERK				
RECORDS SERIES TITLE	DESCRIPTION	QTY.	SECTION NO.	ITEM NO.
	Manuscript Condition: Fair			
Civil District Court Minutes	Vol. I <i>Date of collection: 1885 - 1887</i> <i>Average sheet size: 17-11/16" x 11 1/4"</i> <i>Average sheets per book: 319</i> Manuscript Condition: Fair	1 vol.	5.11.9	02117-11-1-09
	Vols. J <i>Date of collection: 1887 - 1889</i> <i>Average sheet size: 17-5/8" x 11 1/4"</i> <i>Average sheets per book: 320</i> Manuscript Condition: Poor	1 vol.	5.11.10	02117-11-1-10
	Vol. K <i>Date of collection: 1889 - 1892</i> <i>Average sheet size: 17-3/4" x 11 1/4"</i> <i>Average sheets per book: 320</i> Manuscript Condition: Poor	1 vol.	5.11.11	02117-11-1-11
	Vol. L <i>Date of collection: 1892 - 1894</i> <i>Average sheet size: 17 1/4" x 11"</i> <i>Average sheets per book: 320</i> Manuscript Condition: Poor	1 vol.	5.11.12	02117-11-1-12
	Vol. M <i>Date of collection: 1894 - 1897</i> <i>Average sheet size: 17 1/4" x 11"</i> <i>Average sheets per book: 320</i> Manuscript Condition: Poor	1 vol.	5.11.13	02117-11-1-13
	Vol. N <i>Date of collection: 1897 - 1902.</i> <i>Average sheet size: 17 1/4" x 11"</i> <i>Average sheets per book: 320</i> Manuscript Condition: Poor	1 vol.	5.11.14	02117-11-1-14





Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

	<p>Vol. O Date of collection: 1899 – 1902 Average sheet size: 17-3/4" x 11-3/8" Average sheets per book: 320 Manuscript Condition: Poor</p>	1 vol.	5.11.15	02117-11-1-15
COLLIN COUNTY DISTRICT CLERK				
RECORDS SERIES TITLE	DESCRIPTION	QTY.	SECTION NO.	ITEM NO.
Civil District Court Minutes	<p>Vol. P Date of collection: 1902 - 1905. Average sheet size: 17 1/4" x 11" Average sheets per book: 317 Manuscript Condition: Poor</p>	1 vol.	5.11.16	02117-11-1-16
	<p>Vol. Q Date of collection: 1905 - 1907 Average sheet size: 17 3/8" x 11" Average sheets per book: 320 Manuscript Condition: Poor</p>	1 vol.	5.11.17	02117-11-1-17
	<p>Vol. R Date of collection: 1909 - 1911 Average sheet size: 17 3/4" x 11 1/4" Average sheets per book: 320 Manuscript Condition: Poor</p>	1 vol.	5.11.18	02117-11-1-18
	<p>Vol. S Date of collection: 1909 -1911 Average sheet size: 17 5/8" x 11 1/4" Average sheets per book: 320 Manuscript Condition: Poor</p>	1 vol.	5.11.19	02117-11-1-19
	<p>Vol. T Date of collection: 1911 - 1913 Average sheet size: 17-11/16" x 11 1/2" Average sheets per book: 321 Manuscript Condition: Poor</p>	1 vol.	5.11.20	02117-11-1-20
Order Book	<p>Date of collection: 1856 - 1861 Average sheet size: 15 1/2" x 10 1/2" Average sheets per book: 108 Manuscript Condition: Poor</p>	1 vols.	5.11.21	02117-11-1-21
Probate Docket	<p>Date of collection: 1859 - 1885</p>	1 vol.	5.11.22	02117-11-





Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

District Court	<i>Average sheet size: 15 1/2" x 10 1/2"</i> <i>Average sheets per book: 108</i> Manuscript Condition: Poor			1-22
Naturalization Record	Vol. 1 <i>Date of collection: 1893 – 1905</i> <i>Average sheet size: 15 3/4" x 10 1/4"</i> <i>Average sheets per book: 259</i> Manuscript Condition: Fair	1 vol.	5.11.23	02117-11-1-23
COLLIN COUNTY DISTRICT CLERK				
RECORDS SERIES TITLE	DESCRIPTION	QTY.	SECTION NO.	ITEM NO.
Index to Judgment Records	Vol. 1 <i>Date of collection: 1800s</i> <i>Average sheet size: 17 1/2" x 11 1/4"</i> <i>Average sheets per book: 24</i> Manuscript Condition: Poor	1 vol.	5.11.24	02117-11-1-24
	Vol. 2 <i>Date of collection: 1800s</i> <i>Average sheet size: 15 1/2" x 10 1/4"</i> <i>Average sheet per book: 26</i> Manuscript Condition: Poor	1 vol.	5.11.25	02117-11-1-25
Civil Index	Vol. 1 <i>Date of collection: 1800s</i> <i>Average sheet size: 13 3/4" x 8 1/4"</i> <i>Average sheet per book: 155</i> Manuscript Condition: Poor	1 vol.	5.11.26	02117-11-1-26
Index to Civil District Court Minutes	Vol. 2 <i>Date of collection: 1874 - 1919</i> <i>Average sheet size: 17 3/4" x 11 1/2"</i> <i>Average sheets per book: 288</i> Manuscript Condition: Poor	1 vol.	5.11.27	02117-11-1-27



Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

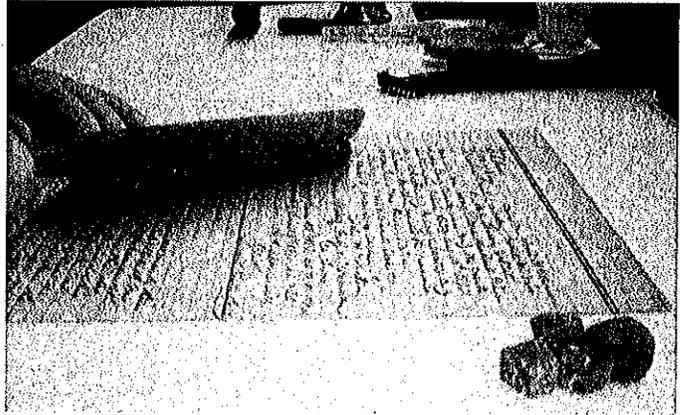
Final Record	<i>Date of collection: 1866 - 1873</i> <i>Average sheet size: 15" x 9 3/4"</i> <i>Average sheets per book: 404</i> Manuscript Condition: Poor	1 vol.	5.11.28	02117-11-1-28
Civil Index Direct Reverse	<i>Date of collection: 1846 - 1894.</i> <i>Average sheet size: 17 1/2" x 11 1/2"</i> <i>Average sheets per book: 294</i> Manuscript Condition: Poor	1 vol.	5.11.29	02117-11-1-29
COLLIN COUNTY DISTRICT CLERK				
RECORDS SERIES TITLE	DESCRIPTION	QTY.	SECTION NO.	ITEM NO.
Index to Criminal Cases	Vol. 1 <i>Date of collection: 1846 - 1894</i> <i>Average sheet size: 17 3/4" x 11 1/4"</i> <i>Average sheets per book: 185</i> Manuscript Condition: Poor	1 vol.	5.11.30	02117-11-1-30
	Vol. 1 <i>Date of collection: 1860 - 1900.</i> <i>Average sheet size: 13 3/4" x 8 1/4"</i> <i>Average sheets per book: 160</i> Manuscript Condition: Fair	1 vol.	5.11.31	02117-11-1-31
Index to Criminal Minutes	Vol. 2 <i>Date of collection: 1889 - 1906</i> <i>Average sheet size: 17 5/8" x 11-3/8"</i> <i>Average sheets per book: 160</i> Manuscript Condition: Poor	1 vol.	5.11.32	02117-11-1-32





5.12 Scope of Services: All volumes, books, records, or documents shall be managed by bonded and insured staff members who have documented experience and training in restoration and preservation of historical documents. Each set of documents, books, or records shall be restored and preserved by employing the following:

AMCAD/LBS holds insurance and a Dishonesty Bond on all of our services. Our staff members are drug-free and pass a background check upon employment. All work is conducted by trained preservation technicians who are carefully monitored by a team leader, the Project Manager, a Production Supervisor, the Chief Operating Officer, the Chief Executive Officer, and our lead Conservator. Each team leader and the Production



Supervisor holds three to four years of experience at AMCAD/LBS. The Chief Operating Officer and Project Manger has 17 years of experience in preservation and binding. Our CEO and part-founder has a lifetime of personal experience in preservation and binding. The Conservator and part-founder has a lifetime of personal experience in preservation and binding. Our upper management all regularly attend continuing education conferences and hold professional memberships with such organizations as the AIC.

5.12.1.1 Completely unbind volumes by safely reversing the current binding, and remove all old adhesive and all old threads. Vendor shall not cut the original documents in any way.

During the disbinding process, current bindings are removed. At AMCAD/LBS, we carefully reverse the volume's bindings without cutting apart the pages. All old threads and adhesives are removed by a trained technician in the bindery department. A book's pages are never cut at AMCAD/LBS and there is never a chance of lost text.

We guarantee there is never a chance of lost text while a record is at AMCAD/LBS. We never attempt any procedure that potentially results in a loss of text or weakens the integrity of the fragile document. For these purposes, we do not endorse or utilize guillotining. A sheet's binding margin should never be compromised.

5.12.2 Surface clean all documents as needed. Superficial grime, dirt, and soot are to be removed from paper. Pressure sensitive tapes, adhesives, and old repairs are to be removed. Accretions, including insect deposits and mold growth are to be removed.



Staples and paper clips shall be removed and discarded. Sheets shall be mended with acid-free products as recommended by the Library of Congress.

To improve the appearance of the document, superficial grime, dirt, and soot are removed with a soft brush. At times, a latex sponge, powdered vinyl eraser, or soft block eraser are also utilized.

During this phase, rust deposits, insect accretions, and mold growth are addressed. All are serious effects of long-term storage. While preservation treatments can kill mold and other bacteria, it is often impossible to eliminate mold stains.

When possible, peelers and tape are physically removed. A technician uses a microspatula (sometimes heated) to coax threads and old adhesives from the paper. Remaining adhesive is treated first with a Magic Rub Eraser, and secondly with solvents. Solvents are only used by a conservator as a last resort, and only after testing.

Tape's adhesives accelerate the aging process. To guarantee that aging is impeded, technicians apply a deacidification solution onto the reverse side of the document. If the tape is on both sides of the sheet, then the technician will switch from Bookkeeper® Deacidification Spray solution to the more aggressive Wei T'o® solution. Wei T'o solution has the ability to penetrate the area between the tape portions.

5.12.3 Sheets shall be humidified first, and then air-dried under acid free blotter to straighten folds and bends without damaging paper fibers in the process. Paper shall have no memory of the previous folded position. Humidification must be carefully monitored so not to cause inks to bleed or result in mold or fungus growth.

Improperly stored, historic papers become inflexible over time. They retain a memory of the storage position (the field of physics deems this property as "Hysteresis"). This stiffness renders volumes hard to open or pull apart. If a document's pages must be forcibly pulled apart, then the paper's fibers are irreversibly damaged.

Flattening is the term used to describe the process that corrects this problem. Folds and bends are corrected by gentle Humidification. Moderate pressure is then applied, and the documents are dried between acid-free blotters. With this practice, the possibility of unnecessary fractures or breaks is eliminated.

This process occurs in the AMCAD/LBS conservation lab—where the strictest archival environmental control standards are practiced. Careful monitoring eliminates instances of bleeding ink and mold or fungus growth.

Sheets are mended with acid-free products as recommended by the Library of Congress (LOC). To mend each tear, a sliver of preservation or document repair tape is applied with tweezers or pliers. This clear polyethylene tape is backed with a unique

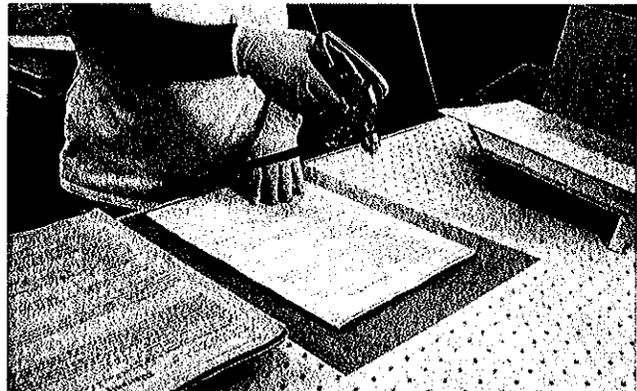


archivally safe rubber adhesive. Mending tears will prevent further document damage from lengthening tears or lost fragments.

It is also at this phase that damaging fasteners, page markers, and other metal mechanisms are removed. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, post-it notes, etc. can cause damage in short periods of time. This includes physical damage (decreased paper strength due to punctures and/or distortion), and chemical damage (rust). As metal disintegrates, the resulting rust eats the surrounding paper fibers.

5.12.4 All sheets shall be deacidified. Vendor must use non-aqueous method of deacidification as recommended by the Library of Congress. After deacidification, vendor shall randomly test documents to insure a pH of 8.5 with a deviation of no more than $\pm .5$ The deacidification process shall be continuously monitored by NARS.

AMCAD/LBS utilizes a non-aqueous method of deacidification as recommended by the LOC—Bookkeeper® Deacidification Spray. Please note that deacidification is only performed after careful pH and compatibility testing.



Maps require the aggressive Wei T'o deacidification method, which is also a LOC approved process. AMCAD/LBS's method of applying commercially prepared processes insures the safety of any map's images. When vegetable dye inks are present, special precautions are necessary to deacidify blue prints. Often a conservator will deacidify these inks and have a post-deacidification change to the ink's color. LBS gained extensive knowledge of deacidifying plats and maps by working with the Harry Ransom Humanities Research Center at the University of Texas at Austin.

After deacidification, documents are randomly tested to ensure an 8.5 pH, with a deviation of no more than $\pm .5$. The National Archives and Records Service (NARS) is an institution that has produced studies on the deacidification process in the past. NARS does not have a role in this project.

5.12.5 All sheets shall be individually encapsulated in an archival polyester pocket.

Vendor must use archival quality polyester as approved by the Library of Congress.

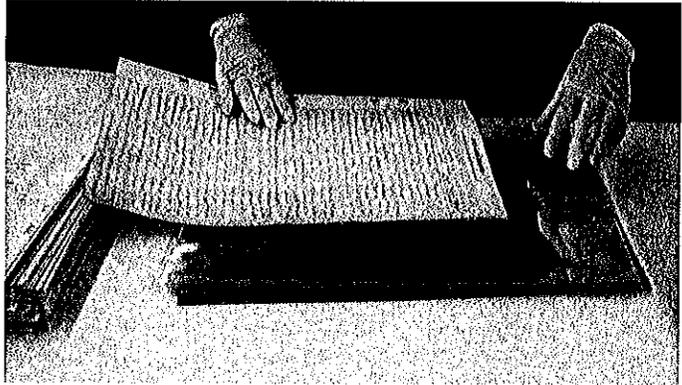
Polyester shall be 1.5 mills thick with lay flat design. Polyester shall be welded closed on all sides to prevent invasion of atmospheric pollutants. Pocket dimensions shall match the "book block" dimensions, with a 1-1/4" binding margin add on.



Each sheet is encapsulated in a *Lay Flat Archival Polyester Pocket™*, which is a custom sized Melinex® 516 archival polyester pocket (also known as “sleeve”).

The inherent static cling of Melinex® 516 polyester provides physical support, and protection from atmospheric pollutants and daily public use. The pocket’s design adds a welded in, spunbond polyester strip at the binding edge. This allows for a flat book block, and reinforces the binding edge for added strength and years of service.

Unlike its competitors, AMCAD/LBS provides an option of polyester thickness and spunbond polyester. Each pocket is manufactured to order, and in Collin County District Clerk’s case will be the requested 1.5 mil. This option can save customers hundreds of filing inches.

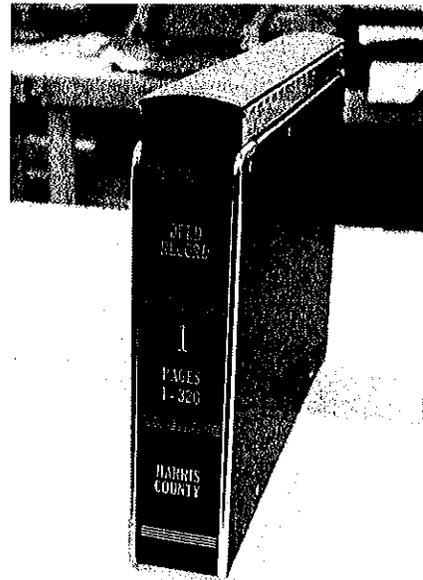


A four-sided sealed pocket is a standard at AMCAD/LBS. Pockets are initially sealed on three sides, and the binding process seals the fourth side. If one side of the pocket is left open, then air is able to transfer into the pocket, contaminating the carefully cleaned and deacidified document. Additionally, growth of mold and mildew is possible. Sealing all four sides of the pocket protects the document from these hazards.



5.12.6 Volumes shall be rebound in Archival Quality County binders include stainless steel mechanism, LIFETIME WARRANTY AGAINST RUST, FIVE-YEAR WARRANTY AGAINST MANUFACTURER'S DEFECT, (all warranties shall be in writing), genuine leather spine, and imitation leather cover boards. Due to the added archival polyester pockets, each volume shall be divided into two (or more – in no case shall a volume exceed a dimension that is not compatible with the County's shelving) volumes and imprint shall include pages within. Each Spine shall have four single hubs and shall be stamped in gold permanent foil and guaranteed not to fade or wear-off.

AMCAD/LBS seeks to provide solutions for the safe permanent storage of documents. We are the only manufacturer of county recorder binders which solely utilize lab-tested and approved archival materials—the *Archival Quality County Binder™* (AQCB) and the *Disaster Safe County Binder™* (DSB). Rusting metal is found to be a major cause of damage to records. Our binders use marine grade stainless steel that will not rust. For the purposes of this proposal, we are providing two options for the Collin County District Clerk, which are detailed following.



After preservation, encapsulated sheets are readied for the bindery. Loose sheets are hand-bound in cased books of 225 to 250 sheets, punched (on the pocket's edge) and bound. This may include *splitting books with large capacities into two volumes*. Advanced technology enables AMCAD/LBS to punch sheets to any hole specifications.

OPTION A: INDUSTRY STANDARD

***Archival Quality County Binder™* (AQCB)**

5.12.7 Cover boards to be 1/4" thick acid free-buffered Avery binder boards, as specified in Federal Specifications #PPP-B-411.

AMCAD/LBS manufactures binder components in-house, on a per book basis, to size on 1/4" incrementing capacities. Each binder features durable imitation leather cover boards with a genuine leather spine to support the pages' weight. At AMCAD/LBS, materials are carefully evaluated. All materials, including the cover boards and adhesives, are acid free.



Cover materials (leathers and imitation leathers) are treated to exceed National Fire Protection Agency (NFPA) 701 and NFPA 260. Also, cover boards are nonflammable, self-extinguishing, and manufactured to exceed NFPA Fire Code Class 1.

OPTION B: AMCAD/LBS PROPRIETARY SOLUTION

We propose Collin County District Clerk's records are bound in *Disaster Safe County Binders™* (DSB). We recommend the DSB because it offers the highest level of protection for disaster recovery. With this option, the fourth side of the polyester pocket is sealed in the binding process. In addition, with this pricing option, AMCAD/LBS have included shelving.

The DSB recognizes the need for functionality and access ease, while providing a progressive level of protection from exposures such as fire, water, relative humidity, atmospheric pollutants, UV light, impact, and accidental drops. Additionally, a security lock protects from theft. The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block allowing indefinite safe library style storage.

The DSB features a lifetime warranty against rust—the number one failure of competitor. The metal mechanism and book block apron are constructed of stable corrosion proof 316 stainless steel, which does not emanate harmful gaseous pollutants like cold roll steel. The DSB meets or exceeds the NFPA Operating Practices ~6.12.2, "All records shall be stored in fully enclosed noncombustible containers" (NFPA 232, Standard for the Protection of Records, 2007 Edition J).

With the creation of the DSB, AMCAD/LBS addresses the *creation of a Microclimate*. Microclimate is the environment immediately surrounding and interacting with the enclosed document. The DSB's seal separates papers from the external atmosphere. This function creates an independent, stable, and controlled Microclimate. Research repeatedly confirms the importance of a stable environment with specific values of temperature and humidity. Environmental control provides the single most effective tool in preventive conservation.

Storage temperature and relative humidity (RH) directly affect paper's life expectancy. One source states, "the lower and more stable the values of temperature and humidity, the longer the life expectancy" (S. King and C. Pearson. *La Conservation Preventive*, Paris: ARAAFU, 1992, 63-74.) Environmental control is achieved through the careful design and use of materials as recommended by the professional archival community.

AMCAD/LBS binders are constructed with protective MicroChamber barrier boards installed in the front and rear covers. These MicroChamber barrier boards protect and preserve documents, while standard alkaline-buffered products only remove by-products of deterioration and pollutants. Additionally, MicroChamber barrier boards exceed 100 times over the acid-removal ability of buffered papers. Binders are constructed with Silica Gel packets that can be serviced if needed. Silica Gel regulates relative humidity within the Microclimate.



5.12.8 All adhesives shall be acid free non-animal residue and reversible. Adhesives must be based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomer, with a vinyl acetate monomer content of no more than 1 percent, and a minimum pH of 6.0.

All adhesives are acid free non-animal residue and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomer, with a vinyl acetate monomer content of no more than 1 percent, and a minimum pH of 6.0.

5.12.9 All imprints shall be stamped in permanent ink and/or foil and guaranteed not to fade or wear-off.

We offer a choice of cover materials and imitation leathers in 10 standard colors with gold imprint. AMCAD/LBS can match existing books exactly by manufacturing custom sizes, shapes, spines, colors, and lettering. We guarantee our gold permanent foil will not fade or wear-off.

5.12.10 Finished book shall be wrapped in custom sized clear protective jacket. Jacket is to slide over cover at ends and shall not be permanently attached to book in any way.

As requested, the finished book of Option A or the Industry Solution will be wrapped in a custom sized clear protective jacket. This jacket will slide over cover at ends and permanently attach to the book in any way. Option B or Team Solution recommends the Disaster Safe County Binder™. This binder has a metal rim which does not allow (or require) a vinyl jacket.

5.12.11 all sheets shall be digitally scanned at 300 DPI or greater or greater, grayscale (256 gray-levels) and saved as single page group 4 TIFF files on Kodak Preservation DVD Model 51125. Vendor shall save files in a directory which is the volumes name and file name shall be the page number. Vendor shall provide scanning services within guidelines set forth by the Library of Congress, "Preservation Quality Images".

Unbound documents are sent to the Imaging department *in their archival polyester pockets*. The polyester is undetectable and provides physical support while in the scanner. Imaging technicians are trained to handle fragile documents.

After documents are assembled for flatbed scanning, documents are *imaged by hand, not mechanically*, and captured via Kodak Digital Science Scanners and Kodak High-Volume Capture Software. The capture software affords automatic image processing and delivers excellent quality images from documents with various ranges of background densities, such as the aging original documents specified in this proposal. Images can be captured in a range of dpi, and AMCAD/LBS will conform to client's preference.



Second, all images are post image-capture quality; processed for content verification, skew correction, border removal, and cropped to ensure optimal image quality. Advanced image enhancements are performed at the same time to deliver the absolute best digital images possible that are a true representation of the original record. The pixel images are released from capture software and formatted in a multi-page or single page Group 4 TIFF file. Naming convention conforms to the client's specifications. All images are saved in duplicate to Kodak Preservation Gold DVD-Rs.

5.13 Background Checks: *After a contract award vendor shall provide County Clerk a list of employees who will be working on this project and provide documentation that those employees have passed a background check.*

AMCAD/LBS will provide the list as requested by Collin County District Clerk.

5.14. Optional Items:

5.14.1 *In addition to proposing services stated above, the County is open to options/alternative items that might be in the County's best interest.*

As stated throughout this RFP, AMCAD/LBS has provided an optional solution for our Disaster Safe Binder. In addition to the services detailed in this proposal and at no additional cost AMCAD/LBS provides the following service:

Upon receipt of the records, AMCAD/LBS photographs each volume to document condition prior to services performed. Next, a complete evaluation catalogs each book. This process includes noting missing documents, numbering the individual pages (if not already so), and pinpointing possible abuse or storage problems.

All services are recorded in detail in the AMCAD/LBS tracking database. A written record is retained on the *Customer Receipt and Preservation Work Order*. These recorded details are permanently included as a disclaimer/title page within each new volume. This written record includes the following details: condition prior to treatment, services performed, and material(s) used in said services. Photographs of all services at various stages of preservation are maintained on site and copied for the client.

With the AMCAD/LBS tracking system, pertinent project information is easily accessed. Each volume is assigned a bar code. This "*Smart Book*" code allows one to access all the preservation information related to the specific volume—i.e., photographs, pick-up and delivery dates, condition prior to treatment, services performed, manufacturer's materials, etc.

Collin County District Clerk will receive a copy of this database upon project completion, see sample entry pictured above. Since the bar codes are incorporated on each volume's disclaimer title page, Collin County District Clerk can access the reference information at any time.



5.14.1.1 Option of re-using existing binders

AMCAD/LBS do not recommend this option for Collin County District Clerk. With the advancement of technology and science, the records management field now offers superior quality products with archival properties and space saving features. The existing Collin County District Clerk binders are composed of a non-archival stainless steel. As this metal deteriorates over time, it off gasses acidic products which damage the enclosed documents. With the new binders, Collin County retards this aging process. By investing in new binders, Collin County saves storage footage and can rely on little to no maintenance for decades.

5.14.1.2 Other optional items vendor to propose

Microfilming

AMCAD/LBS has a certified Kodak Laboratory and as an option can offer archival microfilm creation from the digital images. Pricing can be provided upon request. The AMCAD/LBS Team proposes the images are formatted and written to 16mm microfilm in duplicate (Kodak Preservation Microfilm, Silver, LE500, Model #1098169). LBS is an authorized Kodak Document Conversion Center. The process of writing to microfilm via Kodak's Digital Science Document Archive Writer conforms to the American National Standards Institute (ANSI) and International Organization for Standardization (ISO) guidelines.

After processing, the 16mm microfilm is quality control checked for accuracy against the original documents (now rebound), as well as the TIFF files. This is the second sheet-by-sheet inspection to assure 100% image capture. An Index of instrument number, page number, roll, and frame of the original records is created (in a file format to be agreed upon before the project begins). Each roll is stored in an acid free box. These boxes are labeled as to the film's content and includes the Collin County District Clerk's contact information.

Shelving System- included with Option B

We are also including for the benefit of Collin County District Clerk, the option to included a shelving system in this bid. We propose the superior 4Post Shelving™ for the Collin County District Clerk. This custom shelving is compatible with the *Disaster Safe County Binder*™ (DSB) and the resulting library style storage will save Collin County District Clerk numerous dollars and square footage wasted by outdated storage methods. Additionally, this system requires no bookends because the DSB sits upright independently. Thus, roller style shelving is no longer required, boosting ease of retrieval for staff. This shelving boasts a textured powder coated finish to a color of your choice. It provides a superior, attractive, uniform finish that is more durable, scratch and corrosion resistant, and more environmentally friendly than liquid paint.



Section 6 Security and Accessibility of Records

At the AMCAD /LBS preservation facility, security is a top priority. AMCAD /LBS provides every customer with a copy of our dishonesty bond and statement of insurance. AMCAD/LBS employees are insured and bonded. In addition, employees must pass a background check and a drug test before employment. Employees are also randomly selected for drug testing. During the entire period documents are in our custody, we insure their security and confidentiality. Collin County officials are welcome to inspect the AMCAD /LBS facility at any time.

Environmental Controls

At the AMCAD /LBS preservation facility, we offer the latest industry innovations in terms of environmental controls and archival safety precautions for a variety of media. Since the various mediums found in government archives require specific environmental controls, AMCAD /LBS has prepared its facilities to receive whatever the media (whether paper, photographic film, or magnetic media) and provide for their security. The AMCAD /LBS preservation facility is equipped with:

- Fire suppression system throughout the building (and a fire protection room).
- Twenty-four hour temperature and Relative Humidity (RH) controls throughout the building. This includes a secure locking and fire-proof conservation lab, which contains separate temperature and RH controls.
- Windowless three-hour firewalls bordering the work area in order to protect documents from UV Light and water damage hazards.

Fire Suppression

Fire safety is a priority at the AMCAD /LBS preservation facility, as we are aware of the vulnerability of the records and media in our trust. The AMCAD /LBS facility contains an automatic fire suppression system that runs throughout the entire building and meets Occupation Safety and Health Administration and National Fire Protection Association standards¹.

Disaster and Flood Precautions

The facility sits at an elevation of 205 feet above sea level. According to FEMA Flood Hazard Map Community Panel #2200260040-B, dated May 3, 1990, the site is not located in a flood hazard zone. However, AMCAD /LBS boasts a levy and drainage system around the facility to prevent water entering the building in the unlikely event of flooding due to rain. In 2007, hurricane roofing and doors were installed at the facility. In cases of natural disaster, such as hurricanes, AMCAD /LBS's disaster plan calls for evacuation of all records to be returned to the county if the situation warrants.

¹ NFPA 13; NFPA 25; NFPA 101; 29CFR1910.37 (a) (4); 29CFR1910.159





Security Measures and Surveillance

Sixteen high-definition color audio and video surveillance cameras record 24-hours a day, both indoor and outdoor. This system boasts a web access option for live viewing. The facility is also equipped with a police-alerting intrusion alarm, heat, and smoke detectors/alarms. This security system can digitally record and store three months of continuous surveillance for instant review. Each door, whether inside or outside, is monitored along with all workspaces. Management can view exactly who enters and exits the facility at any time. A hand punch insures that the building is secure from intruders.

Emergency Response Time

The AMCAD /LBS facility is centrally located within the City of DeRidder. Response times for all emergency responders is less than five minutes.

Accessibility of Records

During the preservation project, the client is guaranteed instant access to records via fax, email or phone. At the client's request, an AMCAD /LBS team member can immediately e-mail or fax a copy of any requested documents in its care that same business day to the authorized personnel. Also, when requested, AMCAD /LBS will ship (always the same business day) a notarized certified copy of the original document via overnight delivery.



Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

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Newton, MA 02466
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LBS

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First National Bank
131 North Washington Avenue
DeRidder, LA 70634
Ph: (337) 463-6231





Section 8 Time Schedule

TIME AND ACTION PLAN			
Weekly Timeline	Major Task	Major Activity	Comments
One	Project Kick-Off and Pickup	A pre-arranged site visit with the Collin County District Clerk officials in McKinney,, to discuss project details and answer questions. The first lot is inventoried, packed, loaded, and transported.	AMCAD /LBS team members inventory, pack, and load the records into our climate controlled vehicle. The Customer Receipt and Treatment/Service Log <i>always</i> accompanies documents. We pick up and deliver books at any schedule required.
One	Define Imaging Specifications	IT Director contacts the Collin County District Clerk for imaging standards/specifications.	AMCAD /LBS will adhere to the Collin County District Clerk's preferences.
One	Transportation	Once the records are loaded, the AMCAD /LBS driver travels nonstop to the AMCAD /LBS preservation facility. Records are immediately unloaded.	AMCAD /LBS provides all services, materials, and transportation with no third-party involvement. AMCAD /LBS is insured and bonded. Employees have passed a background check and drug test.
One	Arrival at AMCAD /LBS	Books are unpacked, photographed, and inventoried.	Each stage of the preservation process is documented.
Two	Prep	The books are individually disbound. Each sheet is assessed for preservation level.	During their stay at AMCAD /LBS, books are never cut. There is never a loss of text at AMCAD /LBS.
Two	Surface Cleaning	Folio is surface cleaned. Adhesives and repairs are removed.	All solvents and adhesives are acid-free, lab-tested, and easily reversible.
Three	Deacidification	AMCAD /LBS utilizes a non-aqueous method of deacidification as	After deacidification, documents are randomly tested to ensure an 8.5 pH,





Historical Records Restoration and Preservation
Collin County, TX Bid No. 02117-11

		recommended by the LOC— <i>Bookkeeper</i> ®.	with a deviation of no more than $\pm .5$.
Three	Binder Assembly	The volume is checked for content and made ready for the bindery. Documents are bound.	Binders are made in-house. All materials, including the binder cover boards are acid free, buffered.
Four	Encapsulation	Sheets are encapsulated in a Lay Flat Archival Polyester Pocket™, which is a custom sized Melinex® 516 archival polyester pocket.	Unlike competitors, AMCAD /LBS provides an option of polyester thickness and spunbond polyester. Pockets are manufactured to order. This option saves hundreds of filing inches.
Four	Imaging	Documents are <i>imaged by hand, not mechanically</i> .	Unbound documents are imaged <i>in their pockets</i> . The polyester is undetectable and provides physical support while in the scanner.
Five	Stuffing the Binders	Encapsulated sheets are “stuffed” in a new county recorder binder.	Sheets are sent to Binder Assembly and placed in their respective replacement binders.
Five	Quality Control	Final inspection to insure that all binders meet our standards and the prescribed bid requirements.	After completion of the in-house project, AMCAD /LBS executives arrange to return the collection. An appointment is made for delivery.
Six	Delivery to the County	Restored Books are delivered to the Collin County District Clerk.	Records are packed for return. Vehicle travels directly to McKinney, delivering completed work. The binders are shelved by AMCAD /LBS.



Section 9 Supporting Materials

AMCAD/LBS has included product brochures in this section to provide additional information regarding our services.

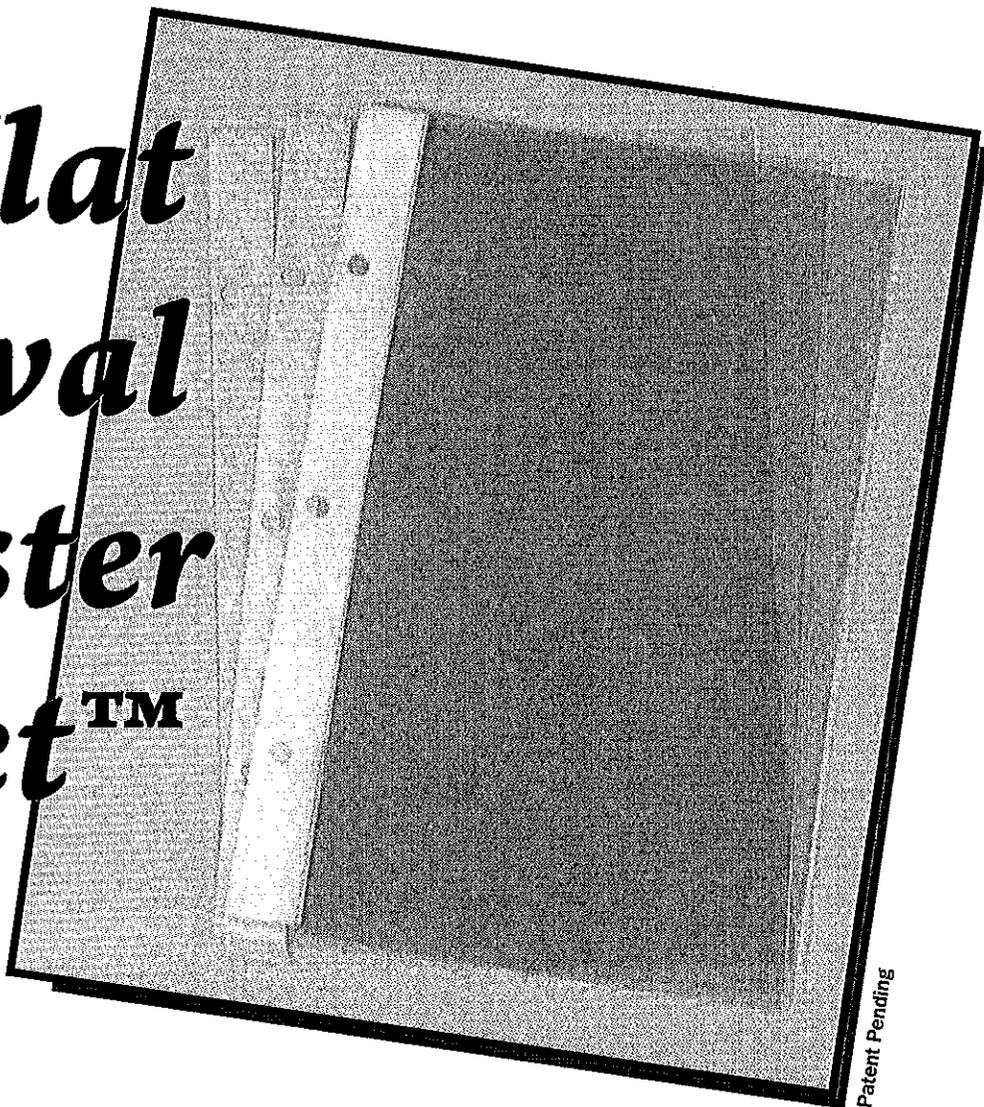


LBS

*Document
Preservation
Specialists*

Lay Flat Archival Polyester Pocket™

*Recommended for
Permanent Housing
of Records with
Enduring Value*



Patent Pending

Industry's Best

This high quality pocket is achieved by the utilization of High Optical Clarity Archival Polyester (PET, Dupont Melinex 516), which is designed and manufactured for long-term archival storage. This inert and stable polyester will not yellow, will not react with inks, and will not brittle.

Lay Flat Design

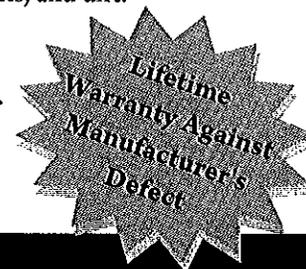
A non-woven spunbonded polyester strip is incorporated at the pocket's binding edge. This patented design adds the necessary support to offset document thickness. This forms a flat book block for structurally sound binding.

Physical Support and Protection

This Archival Polyester's inherent high "static cling" property provides physical support for fragile historic documents without attracting dust. Once a document is deacidified and encapsulated, it is forever protected from atmospheric pollutants, oily fingerprints, and dirt.

Custom Sizes and Weights

Each Pocket is manufactured to order.
Any size! Any seal configuration!
Any hole punching! Any weight!

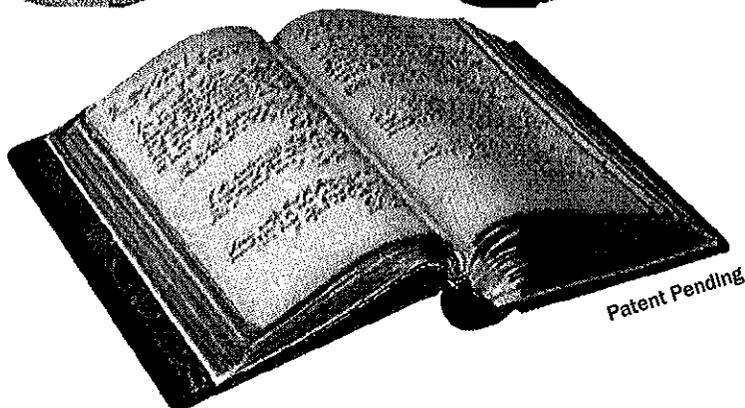
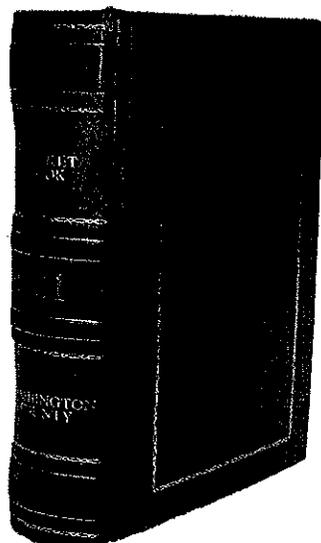
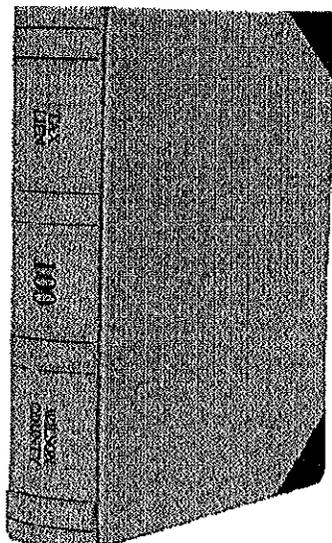


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LBS

Document Preservation Specialists



Archival Quality County Binder™

*Recommended for Permanent
Housing of Records with
Enduring Value*

**5 Year
Warranty Against
Manufacturer's
Defect**

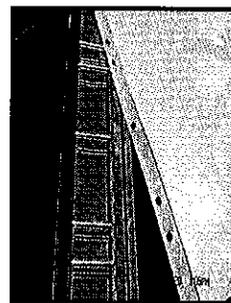
**Lifetime
Warranty
Against Rust**

Industry's Premier Metal:

316 Stainless Steel—This stainless steel will not rust, off-gas harmful acids, or stain documents.

Space Saving Frame—Provides for increased interior capacity, while not affecting the binder's overall dimensions.

Archival Quality—All materials (including cover boards) and adhesives utilized in this county binder's construction are acid-free.



Five Post Binding—Enables maximum sheet capacity. With this support, the life of the pocket and sheet are lengthened. For added security, it easily opens or locks.

Stable Cover Materials—Your choice of genuine leather, 100% Cotton Duck Canvas, or acid free Acrylic Book Cloth.

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LBS

DOCUMENT
PRESERVATION
SPECIALISTS

Disaster Safe County Binder™

Fire Resistant—Non-flammable and self-extinguishing cover board. A 316 Stainless Steel apron completely wraps the book block.

Industry's Premier Metal: 316

Stainless Steel—This stainless steel will not rust, off-gas harmful acids, or stain documents.

Regulating Microclimate—Binder's interior environment protects from HVAC failure and power outages, and inhibits mold growth during and after disasters.

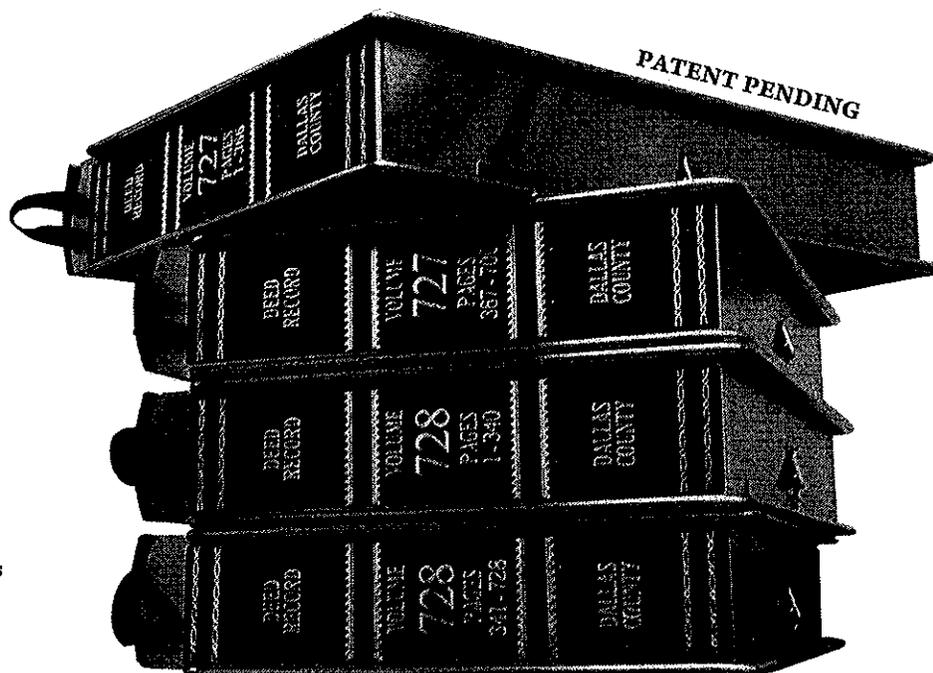
Water Resistant—A gasket protects from water damage such as leaking pipes, wind damaged roofing, and fire fighting efforts.

Impact Resistant—Stainless steel latch secures cover boards, even during fire fighting practices. Latch supports polyester foam, which avoids damage if dropped.

Polyester Foam Insert—Gives book block support when covers are closed and allows for library-style shelving. Allows for simple grasp of book block from apron.

New Inert, Anti-Microbial Cover Board

The DSB's newest feature includes the anti-microbial inert polymer cover board that comes in various color combinations. This cover board material is constructed with a protective anti-microbial polymer that gives protection against mold, mildew, and fungi. The inert polymer board is EPA-registered and listed with the FDA as a safe, non-toxic, and non-hazardous product. The polymer cover board binder has all the same warranties and meets all the same safety guidelines as the original DSB.



*Recommended for Permanent Housing
of Records with Enduring Value*



Lifetime
Warranty
Against Rust

5 Year Warranty
Against
Manufacturer's
Defect

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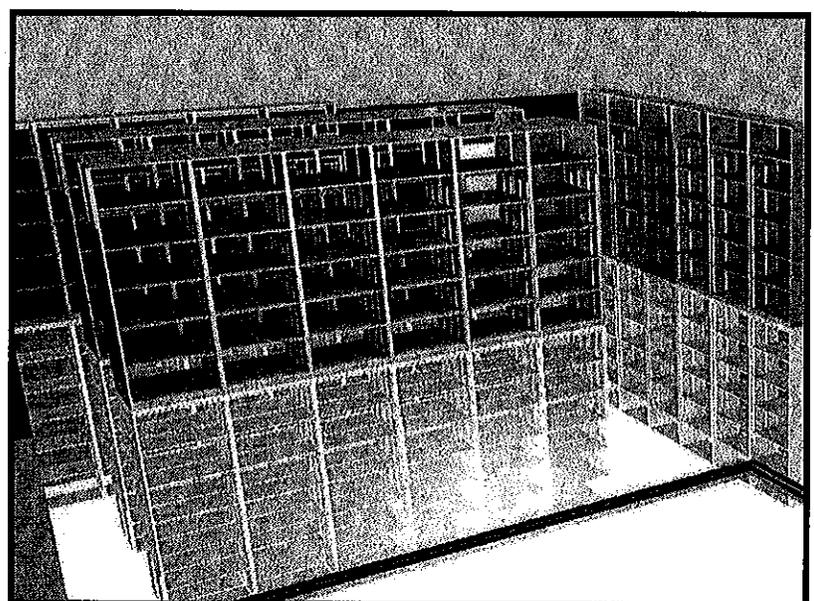


LBS

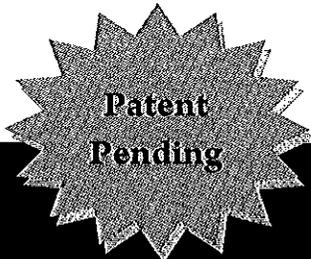
*Document
Preservation
Specialists*

Custom High Density Shelving

- 4-post shelving
- Textured powder-coated finish
- Scratch and corrosion resistant
- Library Upright Style Storage
- Kick Plates panels available
- Medium Duty Shelving Support
- Shelf Reinforcements
- Sectional Steel Back Panels available
- Specifically designed for storing the
Disaster Safe County Binder™



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Section 10 Financial Statements

AMCAD® has included a copy of our most recent audited financial statements in a separate sealed envelope. This information is confidential and proprietary, not for public release, and is provided for the sole use of Collin County in evaluating this proposal.



Section 11 Other Projects

6.1.11.1 Offer or is requested to provide a list of other projects that you are currently involved with or will be involved with.

AMCAD conducts business throughout the United States. The AMCAD/LBS Team has literally hundreds of government clients. We are happy to provide more detailed information at the request of the County. We have highlighted a sampling of ten of our most recent active projects below. They will demonstrate not only our presence in Texas, but our nationwide customer base in some of the largest jurisdictions in the Country.

- Dallas County, Texas – Preservation, Storage and Software
- Bexar County, Texas – Software
- Harris County, Texas – Preservation and Software
- Guadalupe County, Texas – Software and Micrographics
- Maricopa County, Arizona – Preservation and Micrographics
- State of Oklahoma – Software
- Durham County, North Carolina – Preservation, Micrographics and Indexing
- Oklahoma County, Oklahoma – Preservation, Scanning and Software
- Virgin Islands – Software and Disaster Recovery
- Hudson County, New Jersey – Software and Redaction