



**COLLIN COUNTY PURCHASING**  
2300 BLOOMDALE ROAD, SUITE 3160  
MCKINNEY, TEXAS 75071

**BID #04216-12**  
**SERVICES: HISTORICAL RECORDS**  
**RESTORATION AND PRESERVATION**

**PROPOSAL**

PROPOSALS DUE:  
THURSDAY, AUGUST 2, 2012, 2:00 PM



# TABLE OF CONTENTS

EXECUTIVE SUMMARY LETTER.....1

FIRM OVERVIEW .....2

PROPOSED PROJECT TEAM, STAFF QUALIFICATIONS, EXPERIENCE .....3

    List of Notable Projects .....4

*Staff Resume: Scott Williams, Conservator*.....6

*Staff Resume: Chris Marotti, Preservation Director of Operations* .....9

*Staff Resume: Randy Barnes, Chief Operations Officer, Imaging*.....10

*Staff Resume: Stacy Cortesano, Imaging Project Manager*.....11

PAST PROJECTS.....12

IMPLEMENTATION PLAN .....16

SECURITY AND ACCESSIBILITY OF RECORDS .....17

    Location of Work.....17

    Vaults.....18

    Accessibility of Records.....19

REFERENCES .....20

TIME SCHEDULE.....22

SUPPORTING MATERIALS .....23

    Project Methodology .....23

    Conservation Specifications.....24

    Encapsulation.....31

    County Recorder Binders .....32

    Shelving System .....34

    Image Processing .....35

*Sample of 300 DPI Scanned Image in Grayscale* .....38

*Sample of 300 DPI Scanned Image in Color*.....39

    Post-Preservation.....40

FINANCIAL STATEMENTS .....41

OTHER PROJECTS INVOLVED WITH.....48



## EXECUTIVE SUMMARY LETTER

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
COLLIN COUNTY DISTRICT CLERK  
DUE: THURSDAY, AUGUST 2, 2012

August 1, 2012

Frank Ybarbo  
Director of Purchasing  
Collin County Purchasing  
2300 Bloomdale Road, Suite 3160  
McKinney, TX 75071

RE: Bid #04216-12—Services: Historical Records Restoration and Preservation

Dear Mr. Frank Ybarbo,

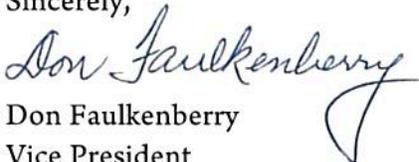
Records document and verify—their survival is essential to protecting life, liberty, and property. Even if the records are in a fragile state, extremely brittle, and lacking digitized security copies, public access is a necessity.

Thank you for allowing KOFILE Preservation the opportunity to develop the right solution for the Collin County District Clerk. All of the services quoted in this proposal are in full accord with the specifications of the RFP.

KOFILE Preservation is the most qualified Offeror to restore and preserve the Collin County records. We have the manpower, experience, and resources to provide all of the project specifications. We are located less than 50 miles from McKinney, and these records will never leave the State of Texas. We are experts and lead the field in the restoration and preservation of manuscript and typescript historical records. The Collin County records will not be subject to a third party transportation company—we transport historical documents in our own secure climate-controlled vehicle.

We pride ourselves on excellent quality and timely results. The credentials, including references and staff qualifications, document KOFILE Preservation's expertise in preserving critical archival material. This project will be one that both Collin County and KOFILE Preservation will be proud to reference.

Sincerely,

  
Don Faulkenberry  
Vice President



## FIRM OVERVIEW

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
COLLIN COUNTY DISTRICT CLERK  
DUE: THURSDAY, AUGUST 2, 2012

With the merger of the leading conservation firms in 2011, Brown's River Marotti Company and Louisiana Binding Service, Inc., KOFILE Preservation, Inc. (hereby KOFILE Preservation) became the oldest and most experienced private conservators specializing in historical public records. Brown's River Bindery dates to 1964. Joseph J. Marotti Co. Inc. dates to 1972. Louisiana Binding Service, Inc. dates to 1987. Moving forward with a new name, familiar faces remain.

For five decades, the leaders of KOFILE Preservation have worked with states, counties, municipalities, and private archives across the United States. We are very excited about the merger of our two companies. This merger greatly expands our archival imaging, indexing, and micrographic services. It allows two industry leaders to provide state of the art products and services, and apply best practices from both organizations.

We possess extensive experience treating a wide range of media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Today, KOFILE Preservation employs over 50 conservation technicians in three conservation laboratories—Essex, Vt.; Dallas, Tex.; and Carson City, Nev. Staff hold 10—30 years of experience with archival documents.

As our references document, KOFILE Preservation establishes enduring professional relationships with customers. We remain loyal to each project. We pride ourselves on excellent customer service and continued devotion to serving the public good.

Projects range from one volume, to thousands of volumes. Each customer's problem is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the resources needed to preserve their collections. We design our services to assist Records Managers and Archivists with superior solutions to common and complex conservation issues.



## PROPOSED PROJECT TEAM, STAFF, QUALIFICATIONS, EXPERIENCE

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
COLLIN COUNTY DISTRICT CLERK  
DUE: THURSDAY, AUGUST 2, 2012

KOFILE Preservation employs over 50 conservation technicians. Many hold 10—30 years of experience. We possess extensive experience treating a wide range of media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc.

Due to our commitment and highly trained/experienced staff, KOFILE Preservation is equipped to handle multifaceted and time relevant projects. Our highly trained staff will execute this project efficiently and to the highest professional standards. There is even a full-time art conservator on staff. In the Art Department, technicians possess the ability to treat any type of paper document. In addition to conserving works of art on paper and other paper-related ephemera, KOFILE Preservation specializes in Vault Planning and Custom Storage Solutions.

KOFILE Preservation is the proven source for a range of preservation options, from document imaging and microfilming to custom-built storage equipment. KOFILE Preservation's imaging employees have a deep and rich history in imaging and indexing public records throughout the United States. Competitors' imaging services cannot compare. Historical documents are unique in their history, fragility, and state of deterioration. At KOFILE Preservation, technicians are trained to handle documents with archival standards. With our service, images are processed free of dirt, tape, and folds to ensure the best possible image capture.

KOFILE Preservation holds insurance and a Dishonesty Bond on all services. Our staff are drug-free and pass a background check upon employment. Our upper management regularly attend continuing education conferences and hold professional memberships with such organizations as the American Institute for the Conservation of Historic and Artistic Works (AIC).

The project manager is responsible for project supervision. Each project is assigned a job number. All instructions and related recordkeeping reference this number. Assigned personnel document each individual item and enter job numbers into our tracking database. The project manager provides instructions to the staff for each item. All project phases are dependent on contract guidelines and authorized requests from the County.

Quality, service, and performance are continuously monitored. Throughout the entire process, the project manager and facility manager coordinate and monitor progress by direct observation, supervision, and continuous review of the documentation. Periodic meetings of the staff and management also provide a forum for information exchange. This also allows for problem solving to assure that projects are completed to the highest standards. As previously stated, KOFILE Preservation's goal is to extend the useful life of materials and data for centuries. We accomplish this goal by careful and meticulous preservation.

*Notable projects and key project personnel are identified on the following pages.*

## LIST OF NOTABLE PROJECTS

Accomack County, VA, <i>documents from The Daughters of the American Revolution</i>	Long Island Rail Road (LIRR), NY, <i>Preservation of 19 historical volumes containing the earliest maps of the LIRR System</i>
Barnstable, MA, <i>Civil War Rebellion Record</i>	Massachusetts Supreme Judicial Court, Salem <i>Witchcraft Trials Transcripts, 1600s</i>
The Bruce Lee Foundation, <i>Commentaries on the Martial Way</i> (Bruce Lee's Original Handwritten/hand drawn memoirs)	Middlebury College, VT , <i>The Nuremberg Chronicles, 1493, and Henry Thoreau's Personal Copy of Walden</i>
Bureau of Conveyances, Department of Land and Natural Resources, Honolulu, HI, <i>Original Pearl Harbor Map and Deeds of Conveyances, U.S. Government</i>	Middletown, RI, <i>The Boston Post</i>
Clinton, NY, <i>King George letter</i>	Montgomery County, VA, <i>Register of Free Negroes, 1823—1847</i>
Cochise County Superior Court, AZ , <i>Wyatt Earp Manuscripts</i>	Morningside Gallery, Latham, NY, <i>JFK Congressional letter, dated September 11, 1952</i>
Dare County, NC, <i>Birth Certificates of The Mighty Midgets of Chicamacomico</i>	Morris, CT, <i>James Morris Museum Parchment Documents</i>
Dutchess County, NY, <i>Indentures</i>	Nantucket, MA, <i>Wharf Rats Club Documents (Weather Records, 1700s)</i>
Ellington, CT, <i>Jewish Cemetery Records</i>	New Hampshire Archives, NH, <i>Australian Ballots, 1892 and 1894</i>
The Episcopal Diocese of Vermont, Burlington, VT, <i>Early Church Records</i>	New London, CT, <i>Articles of Confederation, 1777</i>
Hague, NY, <i>American Graphite Company, 1889</i>	Order of the Alaska Moose, AK, <i>Order of the Alaska Moose</i>
Hunterdon County, NJ, <i>Naturalization Records, 1804—1966</i>	
Little Compton, RI, <i>Copy of the Declaration of Independence</i>	

Pawtuxet, RI, *Pawtuxet Valley Gleaners*

Pima County, AZ, *San Pedro Cattle Company Records*

Plymouth, MA, *General Laws 1658—1691, Colony Records*

Private Collection, NY, *Top Secret Declassified U.S. Government Records and Telegraph Transmissions/ Nazi Records*

Private Collection, VA, *Civil War scrapbook*

Private Collection, VA, *Stonewall Jackson's Final Medical Records from Dr. Hunter McGuire*

San Francisco County and City of San Francisco, CA, *McInerney Judgments*

Shasta County, CA, *Original Shasta County map restoration and housing*

Sussex County, VA, *118 Early Wills*

Swan Lake, NY, *Restoration of "Sugaring Off" by Grandma Moses, a limited edition print*

Thomaston, CT, *House Joint Resolution No. 155 and the Petition of Seth Thomas*

Trenton, NY, *Trenton Falls Hotel Register, 1862—1875*

Washington County, NY, *The John Williams Papers*

**Scott G. Williams**  
*Conservator*  
**KOFILE Preservation, Inc.**

Scott was the co-owner of Louisiana Binding Service, Inc. In his capacity at KOFILE Preservation, he brings over twenty-eight years of experience to our preservation projects. His extensive training in conservation techniques includes preservation methods for 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup> Century documents, as well as the physical mechanics of hand binding and mechanical binding for documents ranging from the 18<sup>th</sup> Century to the present. Scott is a Professional Associate with the American Institute of Conservation (AIC).

### **Employment History**

2011—Present	<i>Conservator, KOFILE Preservation, Inc.</i>
1987—2011	<i>Vice President and Conservator, Louisiana Binding Service, Inc.</i>
1976—1987	<i>Vice President, Bel-Wil Bookbinders, Inc.</i>

### **Education**

1990	A.S., Nicholls State University, Thibodeaux, Louisiana
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### **Training and Certifications**

2006	<i>West Feliciana Parish, St. Francisville, La.</i> Presentation on the history of binding. Develop a preservation program with James G. Stroud, HRHRC, UT- Austin, and Sally Reeves, President of the SSA.
2004—2003	<i>Harry Ransom Humanities Research Center, University of Texas at Austin</i> Training by James G. Stroud for disbinding, polyester encapsulation, and deacidification of 1700s Orleans Parish Pre-Law French/Spanish Documents.
2003	<i>Preservation Technologies, Inc.</i> Site visit and trained on <i>Bookkeeper</i> <sup>®</sup> deacidification by Robert Strauss.

- 2001 *National Endowment for the Humanities, La.*  
 Guest Speaker, Clerk of Courts Meeting, “*Proper Preservation, Handling and Care of Public Records.*” January.
- 2000 *Society of Southwest Archivists (SSA) Conference, Fayetteville, La.*  
 Guest Speaker. “*Vendors Point of View on Preservation Microfilming.*” May.
- 1999 *Preservation Technologies, Inc., Robert Strauss, LOC approved preservation outreach program, technical training on deacidification.* Sept. 27.
- 1994 *Wei T'o and Associates, Inc., Dr. Richard Smith*  
 Trained on non-aqueous deacidification.
- 1990—1991 *University of Texas at Austin, Mr. James Grant Stroud*  
 Stabilization, conservation and housing/preservation of watercolor drawings training.
- 1986 *New York University, Dr. Timothy L. Ely*  
 Training including:
  - Preventive Conservation: Collection Stabilization, Environment, Light, & Disaster Planning
  - Physical Mechanics of Paper, Hand Binding 18<sup>th</sup> & 19<sup>th</sup> Century, Mechanical Binding 19<sup>th</sup> Century & Current, & Hand Binding Current
  - Alkalization (Deacidification), Aqueous & Nonaqueous
  - Consolidation and Fixing, Surface Cleaning
  - Filing Areas of Paper Loss
  - In-Painting (Retouching), Matting & Framing
  - Removal of Old Repairs, Mending
  - Mold and Insect Treatment
  - Polyester Film Encapsulation
  - Removal and Replacement of Backings
  - Stain Reduction, Washing, Flattening
- 1985 *Mississippi State Archives, Linda L. Overman*  
 Restoration and preservation training.
- 1984 *Norris Bindery, Inc., Mr. Reese*  
 Binding training.
- 1983 *Rome Bindery, Inc., Calvin Rome*  
 Binding training.

**Professional Memberships**

Member, Society of Southwest Archivists – 1999

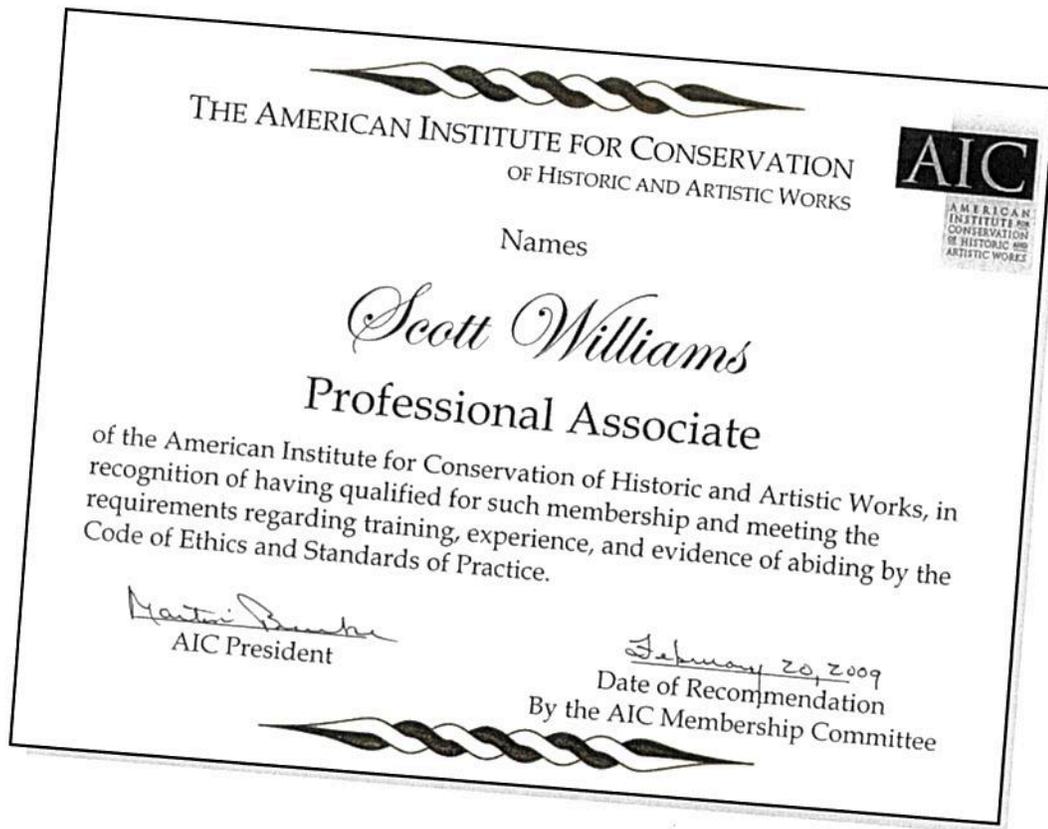
Member, Greater New Orleans Chapter of the Association of Records Managers and Administrators – 1989

Member, Arkansas Historical Society – 1999

Professional Associate (PA), The American Institute for Conservation of Historic and Artistic Works (AIC)– Member since 1991, PA since 2009

Member, Heritage Preservation: The National Institute of Conservation

Member, Louisiana Archives and Manuscript Association



**Chris Marotti**  
*Preservation Director of Operations*  
 KOFILE Preservation, Inc.

Chris has served as *Director of Operations* for nearly a decade. He is responsible for day to day operations, including coordinating purchasing and production to meet contract deadlines and goals. He directly manages the Dallas-based Conservation laboratory. He works directly with the CEO and Director of Western Operations.

Chris also has experience researching and writing marketing, financial, and feasibility reports concerning new business acquisitions and acquisition prospects. He filled a key role in preparing and carrying out, satellite operations in Carson City, Nevada, and Dallas, Texas. He has also worked as a consultant for large municipalities concerning vault equipment and preservation/conservation approaches and practices.

Chris is responsible for visiting customers, assessing records collections, and discussing collection challenges with records custodians. He will work with the current face-to-face representative to facilitate customer questions and offering solutions to the records custodians. He has an exceptional knowledge of municipal markets, business practices, and conservation/preservation practices.

### **Employment History**

2009—Present	<i>Director of Operations, KOFILE Preservation, Inc.</i>
2004—2009	<i>Director of Operations, Marketing and Sales, Joseph J. Marotti Co., Inc.</i>

### **Education**

2005—2006	Business Management Studies, Community College of Vermont
2000—2004	Recreation Management and Business-Economic Studies, University of Vermont

**Randy Barnes**  
*Chief Operations Officer*  
Imaging and Indexing  
KOFILE Preservation

Randy designs, implements, and manages the various processes employed by the image processing and indexing production groups at the KOFILE Preservation production facility located in Dallas, Texas. He has over 15 years experience in imaging technology including imaging hardware, software, and leading edge imaging technologies. Randy was the project manager for successful sovereignty image and indexing projects in some of largest local and national Counties. He has deep experience in Land Record, Criminal, Civil and Appraisal system implementations and system training. Randy's technical background and in county experience give him a unique view into how government records are used by KOFILE Preservation clients and their customers.

### **Employment History**

2009 - Present *Chief Operations Officer, KOFILE Preservation, Inc.*

2000—2009 *Chief Operations Officer, Affiliated Computer Services (ACS)*

1998—2000 *Y2K Project Director, Network Administrator, Texas Forest Service*

### **Education**

1999 Bachelor of Arts in Philosophy, Texas A&M

### **Training and Certifications**

2006 Project Manager and Professional (PMP)<sup>®</sup> Certification, Project Management Institute

2003 Microsoft Certified Systems Engineer (MCSE), Microsoft

- Gained skill in designing, implementing, and administering infrastructures for business solutions based on Windows Server 2003 and Microsoft Windows 2000 Server. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

**Stacy Cortesano**  
*Imaging Project Manager*  
 Imaging and Indexing Department  
 KOFILE Preservation

Stacy will coordinate project work specifications. She will chair the KOFILE Preservation team for kickoff meetings and finalize schedules. She will also provide project status updates. She will evaluate project cost, schedule, and productivity benchmarks. Stacy has worked with and around county government her entire life. She was instrumental in the two year implementation of the 20/20 Perfect Vision Application of the cashiering and indexing systems in Cook County, Illinois. Stacy has the experience to enable the imaging and indexing department to consistently provide punctual contract deliverables.

### **Employment History**

2009 - Present *Project Manager, KOFILE Preservation, Inc.*

- Create productive internal and external client relationships.
- Consistently lead programs and projects to successful completion.
- Direct liaison between client and company.

2005—2009 *Senior Accounts Manager, Outback Custom Homes*

- Directed North Texas sales team.
- Conducted sales meetings for sales representatives company wide.
- Responsible for research and development of leadership facilitator guides
- Tracked and maintained employee sales projections

2002—2005 *System Installation Project Manager, Affiliated Computer Services (ACS)*

- Tracked contract execution dates
- Chaired kickoff meetings and communicated timelines/milestones to clients
- Ensured on-time delivery of new and upgraded computer systems and data conversions
- Supplied live technical support on hardware/software applications
- Configured hardware for upcoming installations including Windows Professional, 20/20 Perfect Vision Application
- Completed technical/software documentation for 20/20 Perfect Vision Application

### **Education**

2000 Bachelor of Science in Animal Science, Texas Tech University



## PAST PROJECTS

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
 COLLIN COUNTY DISTRICT CLERK  
 DUE: THURSDAY, AUGUST 2, 2012

For five decades, the leaders of KOFILE Preservation have worked with states, counties, municipalities, and private archives across the United States. As our references, as submitted via BidSync and in the “References” Section, document, KOFILE Preservation establishes enduring professional relationships with customers. We remain loyal to each project. We pride ourselves on excellent customer service and continued devotion to serving the public good. The following pages highlight the size and scope of key projects.

### **DALLAS COUNTY CLERK**

**Honorable John F. Warren**

509 Main Street, 2nd Floor  
 Dallas, Texas 75202

P: 214.653.7096

F: 214.653.7176

Contact: Hon. John F. Warren

E-mail:

johnwarren@dallascounty.org

Completion of multiple imaging and conservation projects. From 11/2/09—12/31/11, KOFILE Preservation worked on the image capture and processing of 6,000 volumes of negative Photostats.

### **FORT BEND COUNTY CLERK**

**Honorable Dianne Wilson**

301 Jackson Street  
 Richmond, Texas 77469

P: 281.342.3411

F: 281.341.8691

Contact: Hon. Dianne Wilson

E-mail: cclerk@co.fort-bend.tx.us

“*Historical Deed Records*” project which saw 400 manuscript Deed Books preserved. This project was budgeted at approximately \$105,000.00 per year, with completion in 2009. This project incorporates disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

**HARRISON COUNTY  
 COUNTY CLERK**

**Honorable Patsy Cox**

P.O. Box 1365

Marshall, Texas 75671

P: 903.935.8403

F: 903.935.4877

Contact: Hon. Patsy Cox

E-mail: patsyc@co.harrison.tx.us

Multiple land records imaging/indexing projects. Processed and archived all of the land records index books. Provided DFW scanning a copy per request (the Clerk's office could not image process these older records on-site). Completion of land image processing. Currently, wrapping indexing of an associated land project with all images imported into the management system. Daily indexing service with importation within 24 hours. Project Deliverables:

- All records accessible via the Internet from County computers for public use.
- Internet accessibility for remote public access.
- Security archive film creation for disaster recovery.

**HARRIS COUNTY  
 COUNTY CLERK**

**Honorable Stan Stanart**

P.O. Box 1525

Houston, Texas 77251-1525

P: 713.755.6411

F: 713.755.4977

Contact: Mr. Daniel Sumrall,  
 Administrator

Email: DSumrall@cco.hctx.net

This project is the result of a five year study which identified conservation methods/materials to extend the life of Harris County Clerk's archival repository holdings (at the lowest cost). Budgeted at \$8 million, this collection includes 14,464 books (5.7 million documents, 11.5 million images, and 1.1 million original records). This totals an incredible 13.7 million archived images for conservation and digitization 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  
 COUNTY DISTRICT CLERK**

**Honorable Chris Daniel**

1301 Franklin, 1st Floor

Houston, Texas 77002

P: 713.755.7830

F: 713.755.8974

Contact: Ms. Pat Pilkenton, RM

E-mail: Help.Desk@hcdistrictclerk.com

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. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.

**HIDALGO COUNTY  
 COUNTY CLERK**

**Honorable Arturo Guajardo, Jr.**

100 North Closner

Edinburg, Texas 78539

P: 956.318.2100

F: 956.318.2105

Contact: Hon. Arturo Guajardo, Jr.

E-mail:

aguarjardo@hidalgocountyclerk.us

This project is the result of an awarded bid through a proposal process. This bid provided for the Restoration and Prevention Services for 450 Historical Record Books. Hidalgo County required the vendor to store the Record Books in a secure, fireproof, environmentally controlled area. The facility was required to be located in a zone area not subject to flooding. Services included the removal and treatment of existing documents, removal of debris and tape, deacidification, encapsulation, fabrication of binding and design to County specifications, and the assembly of new binders.

**HUNT COUNTY  
 COUNTY CLERK**

**Honorable Jennifer Lindenzweig**

2500 Lee Street

Greenville, Texas 75401

P: 903.408.4130

F: 903.408.4287

Contact: Hon. Jennifer

Lindenzweig

E-mail:

jlindenzweig@huntcounty.net

Completion of multiple land records image processing/indexing projects. Imaged and indexed sovereignty land records—all uploaded. Land indexing has reached 90% completion (to 1915). We are conducting training for and implementing our Quicklink software package. This package scans all of the handwritten index books from sovereignty to 1915, and links the indexes to the associated images. We have reprocessed and re-created Photostat books previously recreated from another vendor. Daily indexing service with importation within 24 hours. Project Deliverables:

- All records accessible via the Internet from County computers for public use.
- All records accessible on the Internet for remote public access.

**ORLEANS PARISH  
 CIVIL DISTRICT COURT**

**Honorable Dale N. Atkins**

421 Loyola Avenue, Room 402  
 New Orleans, Louisiana 70112

P: 504.592.9100

F: 504.592.9128

Contact: Hon. Dale N. Atkins

E-mail: daleatk@orleanscdc.com

The National Park Service and the National Endowment of the Humanities' Save America's Treasures Grant funded this project, "*Preservation of the Spanish and French Records.*" Documenting New Orleans and Louisiana's rich past, many of these resources date to before the US legal system. James Grant Stroud, Harry Ransom Humanities Research Center, University of Texas at Austin, supervised this project. Mr. Stroud is a nationally recognized Book and Paper conservator. Project preparation included a site examination and staff training. Robert Strauss, Preservation Technologies, Inc., also conducted training, along with *Bookkeeper*® Spray System installation. This project included 72 volumes of original manuscript documents—dating from the early 18<sup>th</sup> or 19<sup>th</sup> centuries. Preservation included disbinding, mending, mold removal, removal of old repairs, flattening, surface cleaning, imaging, deacidification, encapsulation, housing in custom folders or custom document cases.

**TARRANT COUNTY  
 COUNTY CLERK**

**Honorable Mary Louise Garcia**

Tarrant County Courthouse  
 100 West Weatherford Street  
 Fort Worth, Texas 76196

P: 817.884.3439

F: 817.884.3339

Contact: Mr. Allen Williams, Records  
 Management Retention Coordinator

E-mail:

allenwilliams@tarrantcounty.com

This project is the result of a bid award through an open request for proposal bidding process. Work commenced in April 2008, with a contract renewal in February 2009. Budgeted at \$6.5 million, the project completion is projected in 2013, with four one-year renewal options. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.



## IMPLEMENTATION PLAN

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
 COLLIN COUNTY DISTRICT CLERK  
 DUE: THURSDAY, AUGUST 2, 2012

At KOFILE Preservation trained personnel handle documents with the utmost care. We pride ourselves on being a prompt and efficient company. We DO NOT require third party transportation OR a third party conservation laboratory. Upon the pick-up of records, the historical collection is immediately transported and delivered to our Dallas, Tex., location. The distance is less than 50 miles. All work is completed at this one location. Upon conclusion of preservation services, the records are immediately returned to the Collin County District Clerk's Archives facility. The records are never in the custody of any other party save KOFILE Preservation. The records do not even travel out of the state for preservation services.

The Collin County District Clerk's records will be transported in our secure 18-foot truck. The cargo is held in a climate-controlled environment. This vehicle boasts a 4000 lb. lift gate (moves books palletized between 2500 and 3000 lbs. —which equals 700 fully assembled binders), air suspension, and air brakes. This truck is also equipped with several extra security features, which include back-up cameras and an anti-lock braking system. With this security system, we can monitor cargo in transit. Executives monitor location, 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 KOFILE Preservation personnel. We bring all of the materials needed for transport with us. The tubs are also placed and wrapped onto KOFILE Preservation pallets, which are then stretch wrapped for transport.

Once they arrive in Dallas, Texas, at the KOFILE Preservation headquarters (6300 Cedar Springs Road, Dallas, Texas, 75235), the volumes and documents are loaded directly into the facility through our docking room. A collection is never left in a loaded truck unattended overnight.





# SECURITY AND ACCESSIBILITY OF RECORDS

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
COLLIN COUNTY DISTRICT CLERK  
DUE: THURSDAY, AUGUST 2, 2012



## LOCATION OF WORK

KOFILE Preservation maintains the highest level of security for documents when compared to any other commercial preservation facility. Our national headquarters is located at 6300 Cedar Springs Road in Dallas, Tex., see pictured. Our entire national laboratory is contained within a fire resistant brick and concrete building—which contains structural steel support members, fire rated walls, ceiling, and flooring. Each of our three vault areas are protected by secure and fire resistant vault doors.

We are the only preservation company with a 24/7 manned on-site security person in combination with electronic surveillance. A state of the art security system protects the entire building.



Additional security benefits include:

- The 6300 Cedar Springs Road facility is F5 Disaster Resistant according to an architectural assessment performed by Tanner Consulting, January 2010.
- The location of work is not located in a Hurricane-Susceptible Zone according to FEMA 320. KOFILE Preservation is located in-land, and is not located within a hurricane-susceptible region.
- According to FEMA issued Flood Map 48113C0330J:DALLAS CO UNINC & INC AREAS, KOFILE Preservation is not located in a 100 Year Flood Zone Area.
- According to the National HM Route Registry, KOFILE Preservation more than one mile away from any Hazard Waste Route.
- KOFILE Preservation is not located within a high traffic area.
- KOFILE Preservation is not located within a high crime area.

## VAULTS

Each vault is equipped with specialized storage devices for the housing of various media. Daily protocol requires that records removed from the vault for work are in the custody of a technician at all times.

When records are not undergoing treatment, they are immediately returned to the vault area. This includes nights, weekends, holidays, etc. Likewise, if pressing or other mechanical process is required beyond normal working hours, the process is continued in the vault area. All of our facilities are located above flood plains, and are sited in areas that are unlikely to suffer hurricane, tornado, or other cataclysmic natural disaster.



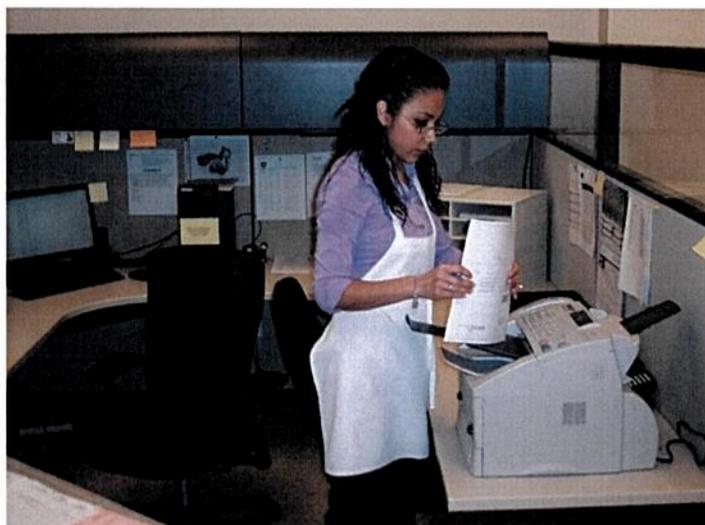
*Records are secured a Level 5 Secure vault door.*



**ACCESSIBILITY OF RECORDS**

Records held at KOFILE Preservation are viewed as private and confidential, and treated as such. Employees are experienced with working with public records and trained accordingly.

With KOFILE Preservation the client is guaranteed instant access to records via toll-free fax or email. At the client's request, KOFILE Preservation will email or fax a copy of any requested documents in its care to the authorized personnel within 24 hours of the request. If necessary, notarized copies are also mailed.





## REFERENCES

*Company Name:* Brazoria County Clerk  
*Address:* 111 E. Locust Suite 200  
 Angleton, TX 77515-4678  
*Contact Name:* Honorable Joyce Hudman  
*Telephone Number:* 979.864.1355

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*Company Name:* Dallas County Clerk  
*Address:* 509 Main Street, 2nd Floor  
 Dallas, Texas 75202  
*Contact Name:* Honorable John F. Warren  
*Telephone Number:* 214.653.7096

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*Company Name:* Fort Bend County Clerk  
*Address:* 301 Jackson Street  
 Richmond, Texas 77469  
*Contact Name:* Honorable Dianne Wilson  
*Telephone Number:* 281.342.3411

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*Company Name:* Harris County Clerk  
*Address:* P.O. Box 1525  
 Houston, Texas 77251-1525  
*Contact Name:* Mr. Daniel Sumrall, Administrator  
*Telephone Number:* 713.755.6411

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*Company Name:* Harris County District Clerk  
*Address:* 1301 Franklin, 1st Floor  
 Houston, Texas 77002  
*Contact Name:* Ms. Pat Pilkenton, Records Manager  
*Telephone Number:* 713.755.7830

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*Company Name:* Harrison County Clerk  
*Address:* P.O. Box 1365  
 Marshall, Texas 75671  
*Contact Name:* Honorable Patsy Cox  
*Telephone Number:* 903.935.8403

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**Company Name:** Hidalgo County Clerk  
**Address:** 100 North Closner  
Edinburg, Texas 78539  
**Contact Name:** Honorable Arturo Guajardo, Jr.  
**Telephone Number:** 956.318.2100

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**Company Name:** Montgomery County District Clerk  
**Address:** P.O. Box 2985  
Conroe, TX 77305  
**Contact Name:** Honorable Barbara Adamick  
**Telephone Number:** 936.539.7855

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**Company Name:** Tarrant County Clerk  
**Address:** 100 West Weatherford Street  
Fort Worth, Texas 76196  
**Contact Name:** Mr. Allen Williams, Records Management Retention Coordinator  
**Telephone Number:** 817.884.3439

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**FINANCIAL INSTITUTION REFERENCE:**

*Please note that the Grand Bank will not give out any information regarding KOFILE Preservation unless it is to an authorized user. Please notify KOFILE Preservation with the name of the specific County personnel, and KOFILE Preservation will, in turn, authorize the release of information.*

**Company Name:** Grand Bank of Texas  
**Address:** 16660 Dallas Parkway, Suite 1700  
Dallas, TX 75248  
**Contact Name:** Wanda Hays  
**Telephone Number:** 972.735.1000



## TIME SCHEDULE

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
 COLLIN COUNTY DISTRICT CLERK  
 DUE: THURSDAY, AUGUST 2, 2012

Typical batch turnaround is 60—90 days, or 10—12 weeks. This accelerated turnaround still maintains the high quality of workmanship associated with our services. However, KOFIL Preservation will complete the project in accordance with the County's deadlines.

DETAILED SCHEDULE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & PICK-UP	Project Manager meets with the Collin County District Clerk at a pre-determined time. Books are picked up and transported to the KOFIL Preservation facility in Dallas, Tex.
2	ARRIVAL	Books are unpacked and inventoried. Before any conservation treatments are undertaken, each book is evaluated. An Information log is generated for each volume. Book titles are verified, books identified with job numbers, and a stamping sheet is produced. The stamping sheet is faxed for verification by the Collin County District Clerk, if required.
2	PREP	Job instructions are distributed. Each stage of the conservation process is carefully documented according to accepted conservation practices. The treatment log always accompanies each volume. Volumes are dismantled. Page order is checked against the log.
3—4	CLEANING & DEACIDIFICATION	Folio surface cleaning. Adhesives and repairs are removed. All treatments are lab-tested and industry approved. All solvents and adhesives are acid-free and easily reversible. Individual sheets are deacidification (or washed, as appropriate).
3—4	REPAIR & RESTORE	Sheets are mended with appropriate methods, such as the application of Japanese tissues. Sheets are encapsulated.
3—4	IMAGING	Sheets are handled carefully to guard against further deterioration. Imaging specifications are pre-arranged with the Collin County District Clerk.
5—7	BINDER ASSEMBLY	This includes rounding, backing, cover assembly, gold stamping and tooling, cutting of boards and leather, lining, and casing-in and pressing.
8—11	STUFFING THE BINDERS & QUALITY CONTROL	Encapsulated sheets are cased for binding. Books are drilled and finished. Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
12	RETURN	The batch is delivered to Collin County. As required, images are also delivered. The schedule for the installation of shelving is arranged directly with the Collin County District Clerk.



## SUPPORTING MATERIALS

HISTORICAL RECORDS RESTORATION AND PRESERVATION BID #04216-12  
 COLLIN COUNTY DISTRICT CLERK  
 DUE: THURSDAY, AUGUST 2, 2012

### PROJECT METHODOLOGY

KOFILE Preservation will minimize the chemical and physical deterioration of the page, and prevent the loss of text. Our goal is to prolong the existence and useful life of the original page. Oftentimes, this includes preserving and removing the original from public access, and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the existing resource to protect or stabilize it from further deterioration.

*KOFILE Preservation understands that the loss of even a portion of the historical record has serious consequences. Conservation treatments are based on professional standards, specifically the Library of Congress and the American Institute of Conservation (AIC) Code of Ethics and Guidelines.*

### Documentation of Treatment

Upon receipt, items are assessed to document condition prior to service. Each sheet is inspected by a preservation technician to ensure that it receives the appropriate level of treatment. A written record of pre-condition is retained and included in the final Treatment Report (Information Log). Information recorded includes:

- Date(s) of treatment
- Condition of document upon receipt
- Presence of acidic glues
- Presence of previous repairs
- Special characteristics
- Page count, pagination, and blank pages
- Loose pages or attachments
- Presence of pressure sensitive material
- Presence of staples, paper clips, brads, etc.
- Identity of certificates/records (manuscript, Photostat, typed, etc.)
- Notation of original lettering on spine and covers
- Any other information pertinent to the identification of the volume
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the preservation technicians who worked on the item



The work order and individual documentation logs accompany the item throughout the entire preservation process. Each project's information is entered on a color-coded production and control board. Storage areas are likewise color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record quickly located.

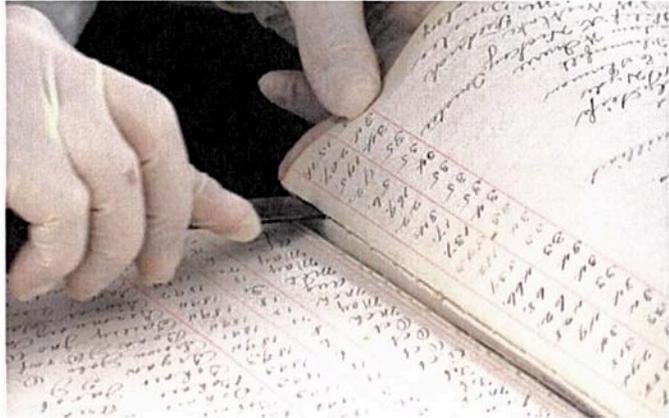
## CONSERVATION SPECIFICATIONS

### **Dismantle Bindings**

*KOFILE Preservation never attempts any procedure that potentially results in a loss of text or weakens the paper's integrity.* During the disbinding process, bindings are carefully reversed.

Disbinding is carefully done by hand. The cover is carefully removed to expose the binding adhesive on the spine's verso. This adhesive is usually starch-based. With time, it becomes brittle and loose.

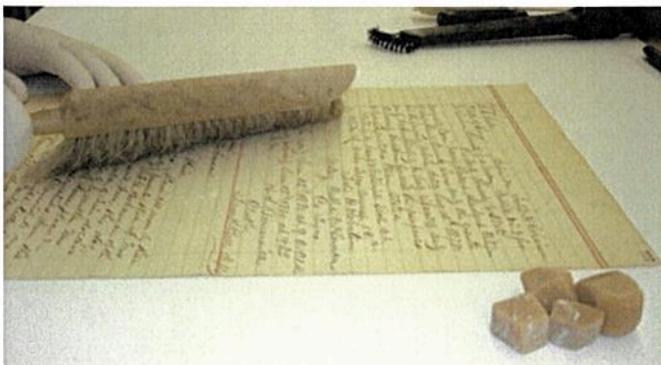
Placing the text block on a flat surface or in a job backer, adhesive residue is removed with special tools. Threads are carefully slit on the inside of each signature. As a result, the folio sheets are individually removable. A scalpel removes any adhesive remaining on the back of the fold.



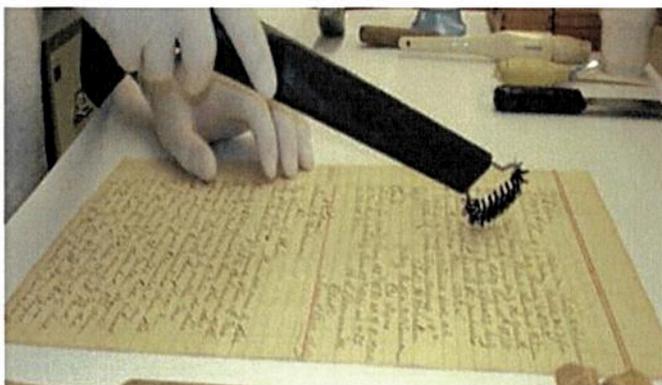
Occasionally, on very old manuscripts, the binding adhesive is protein based. Examples are fish glues, bone glues, or rabbit skin glues. These adhesives are much more difficult to remove. They usually require the application of steam with specialized equipment. This softens the materials for removal. Note that folio sheets are never trimmed or cut through the fold (except in the case of encapsulation), since this destroys the means of resewing the book. Likewise, books that have been previously oversewn or whip stitched (a means of ancient repair), can no longer be sewn since the folio configuration has been altered. Embrittled or extremely fragmented volumes should also be encapsulated rather than sewn, since the folding and tearing strength of such book papers is poor due to the deterioration.

### **Trimming Documents**

Guillotine cutters are never employed in the disbinding or trimming stage. Note that folio sheets are never trimmed or cut through the fold (except in the case of encapsulation), since this destroys the means of resewing the book. If trimming is necessary, it is usually done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Board shears are not guillotine cutters. They closely resemble a large pair of scissors. These allow KOFILE Preservation to carefully and accurately trim paper with greater precision than with a pair of scissors. Only one document is cut at a time to ensure no text is lost.



*A soft dusting brush aids in surface cleaning.*



*Museum Vacuum*

## MOLD AND INSECT TREATMENT

Mold and insect deposits are best removed with a small vacuum aspirator. It is not always possible to remove all traces of mold because the mycelia may be deeply rooted in the paper. Fumigation, once a standard treatment for mold and insects, is now seldom done. This is because chemical fumigants can have adverse effects both on works of art and on people. Moreover, fumigation is ineffective in the long run if the objects are returned to storage conditions that promoted mold growth in the first place.

Adapted from *Effects of Eraser Treatment on Paper*, JAIC1982, Vol. 22, No. 1, Article 1 (pp. 01-12). American Institute for Conservation of Historic and Artistic Works.

## Surface Cleaning

To improve the document's appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits from the sheet. At times, a latex sponge, powdered vinyl eraser, or soft block eraser is used.

Surface cleaning is a generic term for the removal of materials deposited on book pages/documents. This includes dust, soot, airborne particulate, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage.

Cleaning methods vary and range in degree of simplicity. More elaborate systems require isolation, filtration, and personal protection. Removing mold growth requires the use of a museum vacuum aspirator. Fragile materials may require vacuuming through a fine mesh screen overlay to prevent further damage.

Contamination can result from flood, fire, or micro-organic growth, or proximity to toxic substances (such as asbestos or bacteria). The former requires treatment in an isolation booth. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. However, while treatments can kill mold or bacteria, it is often impossible to eliminate stains from either. Chemical treatments are only used when mold is embedded into the paper fiber—and only in extreme cases.



*A Hot Tools tape remover softens adhesive to allow for removal. Dial-Temp controls the transfer of heat and guards against scorching.*

### Removal of Old Repairs

Adhesive reduction begins with the most benign process. Chemical removal is the last resort.

When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle and does not need to be heated for successful removal.

A microspatula (sometimes heated) coaxes threads, pressure sensitive tape, and glue from the paper. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical tape removal is unsuccessful, the next alternative is chemical removal. This is either a local or spot treatment or an emersion bath treatment. Emersion and local treatments follow all OSHA regulations and pertinent safety procedures for staff.

KOFILE Preservation ensures that our laboratories are equipped to correctly and safely process chemical treatments. All solvents and necessary chemicals are handled in modern chemical fume hoods and HVAC systems. These systems offer the maximum level of personal protection, and safely exhaust potentially harmful fumes and gases. These systems to meet or exceed OSHA and other applicable regulations. Our top priorities are not only the treatment and safe guarding of

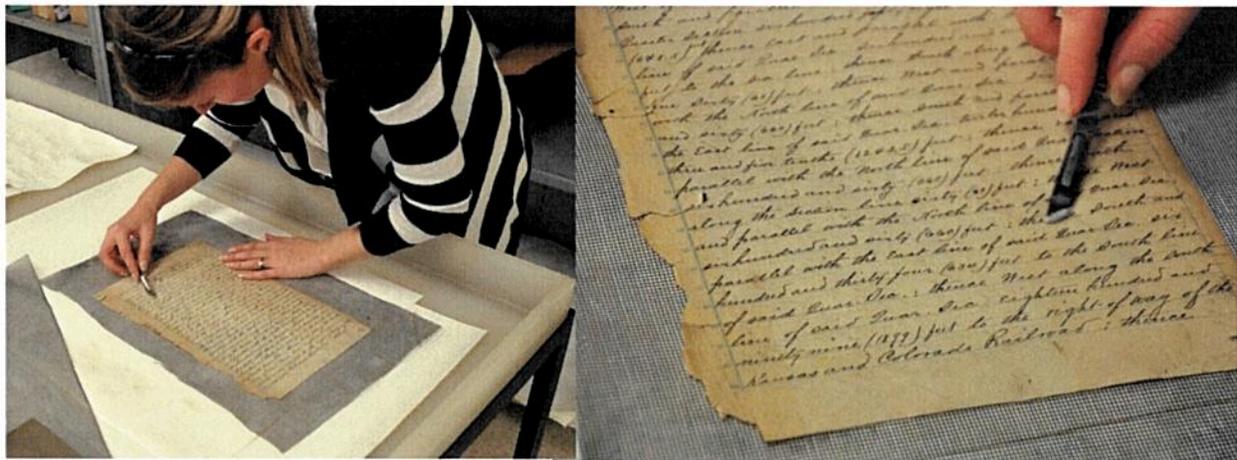


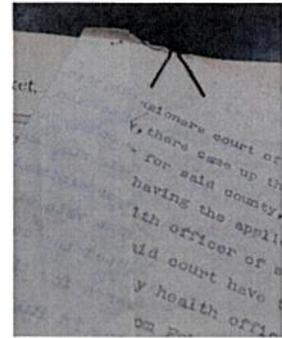
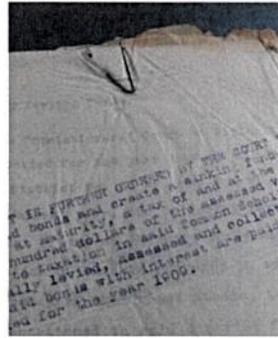
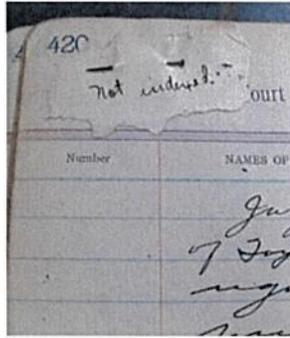
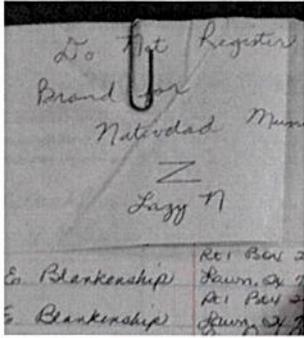
your records, but the safety of our employees. Chemical resistant gloves, apron and an explosive proof face shield are parts of the delicate process.

*The yellowed and brittle acidic tape is removed, and quickly piles up as the technician works through the volume.*

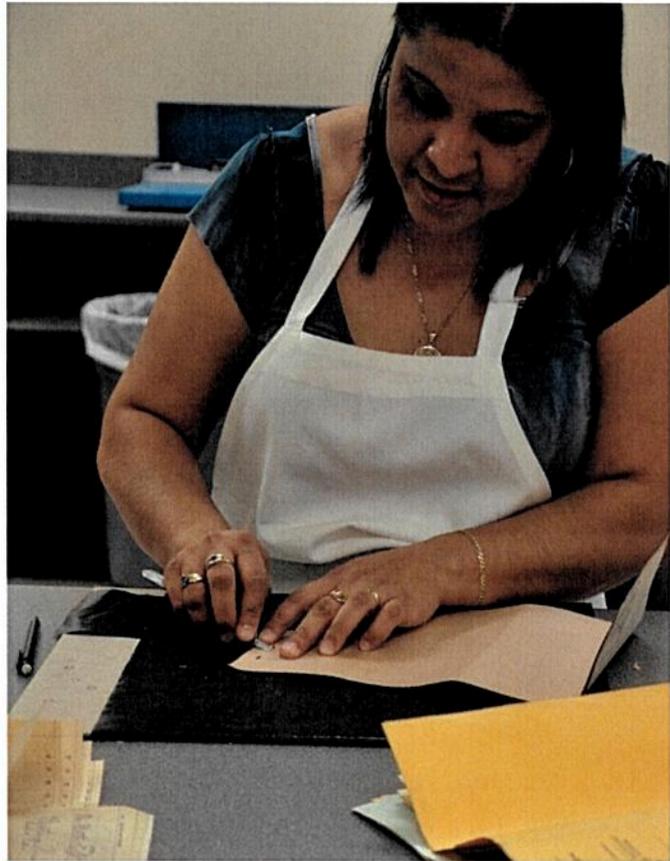
In the case of maps, the removal method of pressure sensitive tape is dependent upon the type of tape, condition of the map, and presence of potentially soluble media. The primary method is immersion in a solvent bath. An alternative is the local application of solvent or the mechanical removal (which is followed by erasing of adhesive residue or application of heat).

If possible, the removal of water-soluble repairs are accomplished by water or steam. Previous repairs that cannot be removed safely will remain.





Also at this stage, fasteners, page markers, and other metal mechanisms are removed. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion), and chemical damage (rust). As metal disintegrates, the resulting rust “eats” the surrounding paper fibers.



### Flattening and Humidification

Improperly stored, papers become inflexible over time. They retain a memory of the storage position (known as “Hysteresis”). Maps are humidified after testing the solubility of the image. Ultrasonic Humidification Treatment corrects folds and bends, see above. Then, documents dry between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth.



### Repair and Restore Paper

The mending of torn paper is an art form. It is accomplished with a variety of materials—depending on color, tone, condition, and weight of the paper. The length of the tear(s) and the degree of embrittlement or fragmentation are major concerns. KOFILE Preservation generally mends tears greater than 1/2".



All of the materials utilized are acid free and reversible. Japanese paper and ethyl cellulose paste, or Crompton tissue are used the most often. Kozo paper, in both natural and white finish, is usually employed because of its strength and transparent nature after application.

Mending strips are water cut, allowing the edge of the Japanese paper to blend with the sheet without a visible seam. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. Other types of Japanese paper used include Zangetsu, Gampi, Tosa Tengujo, Seikushu, and Thin Uda. Filmoplast® may also be used for reinforcement. This material is a low temperature acrylic adhesive, which bonds to Japanese Kozo paper. We also construct our own version of this material with acid free tissue paper and Rhoplex liquid acrylic adhesive.

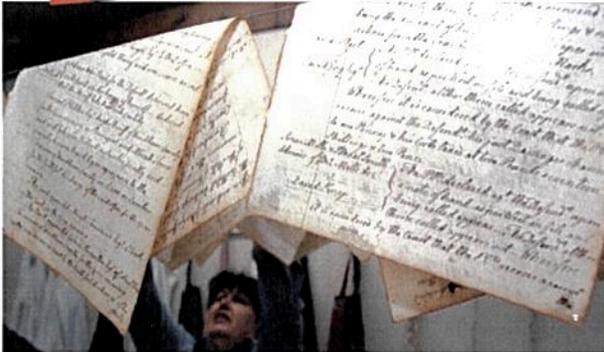


### Deacidification

The application of magnesium oxide deacidifies (neutralizes acid inks and paper) each side of each sheet. Deacidification is only performed after careful pH and compatibility testing.

Aqueous Treatment (immersion) is used when inks are highly stable, see left. Generally, this method is reserved for 17th and 18th Century manuscripts.

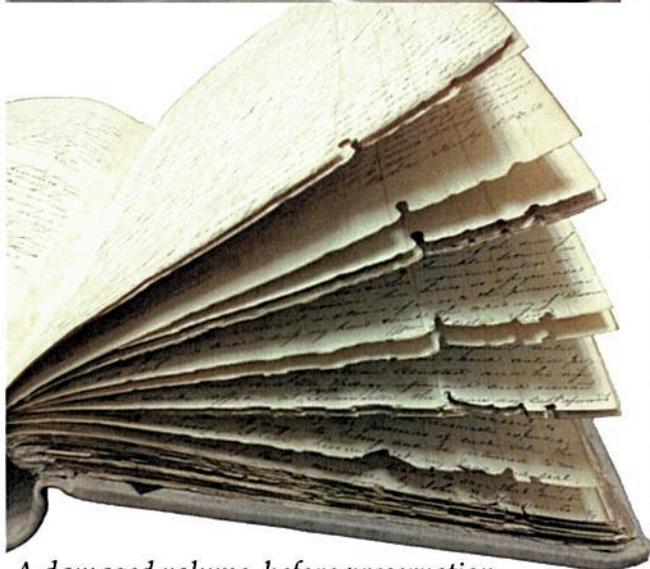
The commercially prepared solution is applied with compressed air sprayer equipment, see pictured below. It is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert and safe, and does not degrade the sheet. Once the buffer is applied, the paper's pH is slowly altered.



KOFILE Preservation is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.

After deacidification, random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .





*A damaged volume, before preservation.*



*The same volume, after preservation treatment.*

## ENCAPSULATION

Whether enclosure, sleeve, envelope, or pocket, the protective housing will determine the “life or death” of vital records. Its composition *will* have a chemical reaction with paper fibers and ink. The reaction either save money or cause unmitigated expense.

There are a variety of protective plastic film enclosures on the market. The only appropriate film for archival use is manufactured from chemically stable materials and passes the Photographic Activity Test (PAT). “Archival Safe” and “Acid Free” are only words, and there are no standards regulating their use.

Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. It is crystal clear, smooth, and has no odor. While it is the most expensive, PET’s non-damaging properties deem it the superior choice for long-term storage by Archivists. It will not distort or melt in case of fire. The inherent static cling of SKC SH725 polyester provides physical support and protection from daily public use.

KOFILE Preservation utilizes SKC Films, Skyroll SH72S® for all of its encapsulation projects. Each sheet is encapsulated in a 2 mil *Archival Quality Polyester Pocket™* with a custom and patented 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.

## COUNTY RECORDER BINDERS

KOFILE Preservation is the only manufacturer of binders solely utilizing lab-tested archival materials—the *Archival Quality County Binder™* (recommended for Option 1) and the *Disaster Safe County Binder™* (recommended for Option 2).

Binder components are manufactured on a per-book basis, and sized to  $\frac{1}{4}$ " incremental capacities. KOFILE Preservation can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid-free.

Each spine will have four single hubs, as requested. Our imprint department is fully capable of imprinting the Collin County Logo and any other custom font or wording on either of these volumes (including pages enclosed). Printing is accomplished with gold permanent foil and guaranteed not to fade or wear-off.

After preservation, encapsulated sheets are readied for bindery. Sheets are hand-bound in cased books of 250 sheets or less, punched (on the pocket's edge), and bound. We will punch sheets to any hole specifications and will repair/replace index tabs as necessary.

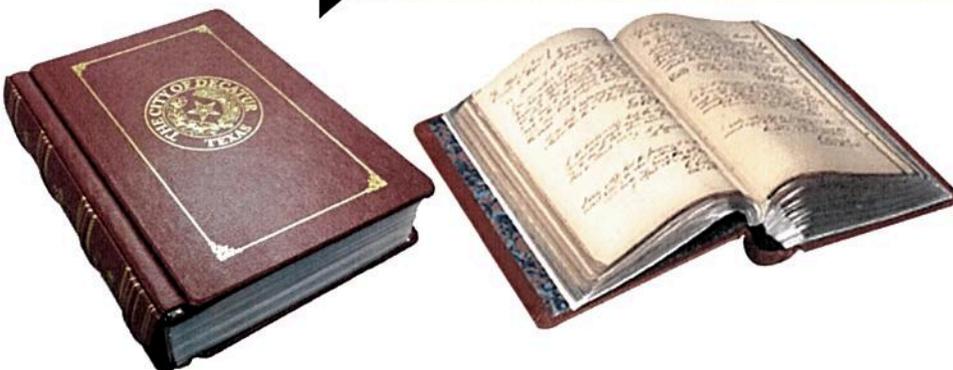
## Technical Specifications

Adhesives used in the construction of KOFILE Preservation binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

The metal mechanism and book block apron are constructed of stable corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

### OPTION 1: ARCHIVAL QUALITY BINDER

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



The AQCB is secured by a post binding, but the binding can also be sewn bound to meet client specifications. This binder cover is available in various colors in genuine leather or imitation leather. As mentioned above, the 316 stainless steel guarantees against rust.

**OPTION 2:  
 ARCHIVAL QUALITY DISASTER  
 SAFE PROOF BINDER**

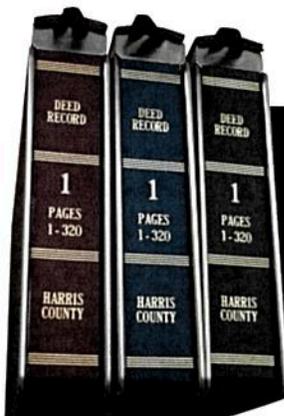
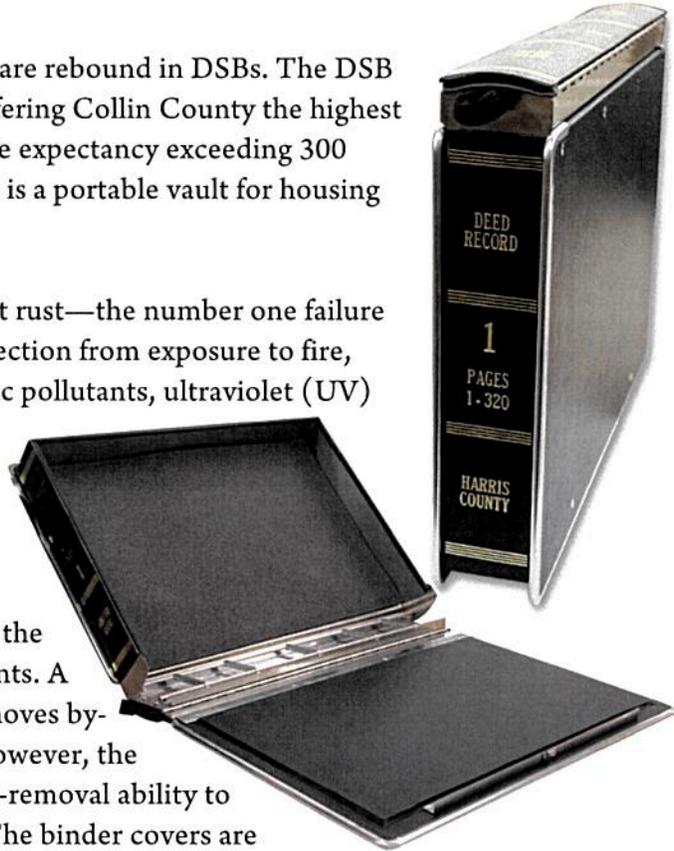
*Disaster Safe County Binder™ (DSB)*

We propose that the Collin County records are rebound in DSBs. The DSB offers functionality and access ease while offering Collin County the highest rate of return on their investment. With a life expectancy exceeding 300 years, it is the superior permanent binder. It is a portable vault for housing records of enduring value.

The DSB features a lifetime warranty against rust—the number one failure of competitors. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. A security lock hinge protects from theft. A Polyester Foam Insert ensures physical support to the book block and allows library style storage.

Protective MicroChamber barrier boards in the front and rear protect and preserve documents. A standard alkaline-buffered product only removes by-products of deterioration and pollutants. However, the MicroChamber barrier boards have the acid-removal ability to exceed buffered papers by 100 times over. The binder covers are also constructed with Silica Gel packets which reduces the Microclimate's RH.

The DSB creates a *Microclimate*, an independent, stable environment separating sheets from the external atmosphere. Research repeatedly confirms the importance of a stable environment. Storage temperature and 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."<sup>1</sup> The professional archival community recommends the careful design and use of materials to achieve environmental control.



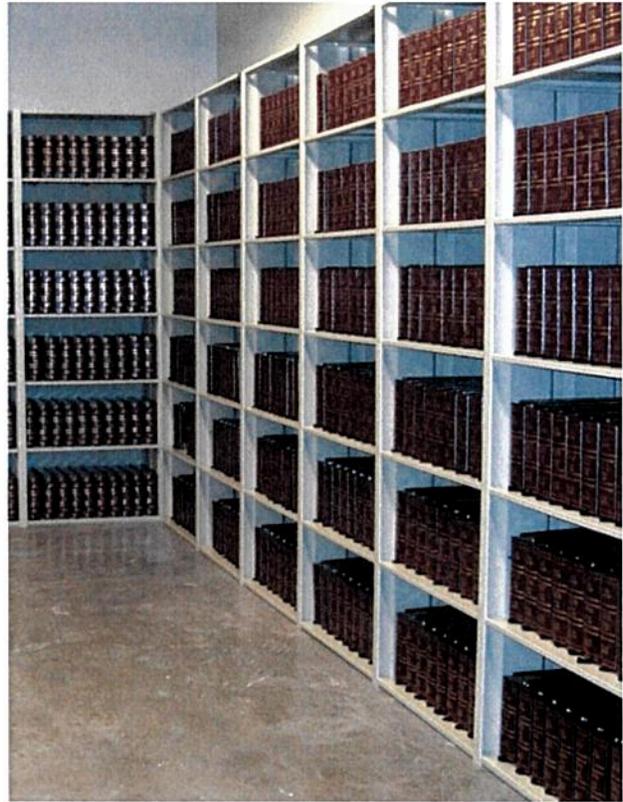
<sup>1</sup> S. King and C. Pearson. *La Conservation Preventive, Paris: ARAAFU. 1992, 63-74.*

The DSB meets the National Fire Protection Association (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). The DSB's cover materials and boards are nonflammable, self-extinguishing, and manufactured to exceed NFPA Fire Code Class 1.

## SHELVING SYSTEM

KOFILE Preservation offers 4Post Shelving™ to house the new binders. This archive-approved shelving boasts a textured powder-coated finish with a color of the Collin County District Clerk's choice. It provides a superior, attractive, uniform finish that is more durable, more scratch and corrosion resistant, and more environmentally friendly than liquid paint.

The DSB allows for library-style storage. This method saves numerous dollars and square footage wasted by outdated storage methods. Additionally, no book ends are needed because the DSB sits upright independently. Thus, roller-style shelving is no longer required, boosting retrieval ease for the Collin County District Clerk's Office.



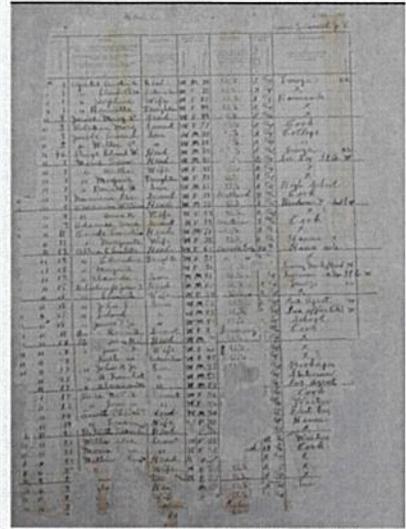
## *why* CONSERVATION AND IMAGING?



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



Imaging WITHOUT Conservation



Conservation BEFORE Imaging

### IMAGE PROCESSING

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. The Library of Congress calls the new image "a faithful copy of the original source document."<sup>2</sup> This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.



We do not subscribe to the "scan it and forget it" philosophy. Unbound documents are imaged by hand, not mechanically, 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. KOFILE Preservation always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

<sup>2</sup> The Library of Congress. "Guidelines for Electronic Preservation of Visual Materials." Accessed online at [www.loc.gov/preserv/](http://www.loc.gov/preserv/).

**Image Capture**

IMAGE PERFECT software ensures optimum image quality. Documents often vary in size and density, so custom programming ensures image uniformity. KOFILE Preservation's IMAGE PERFECT software provides proprietary algorithms which achieve the highest image quality possible. Utilizing different algorithms is critical for capturing different densities and quality levels. Photostat polarity is reversed so that all characters are black on a positive background.

Our image processing software and procedures maintain 100% document

integrity and control of the images, with exclusive Image Locking capabilities. The image processing procedures will not allow for information from rescanned pages to accidentally be cut and pasted into the incorrect page. KOFILE Preservation's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. The document certification strip (file strip) is inverted to match the polarity of the finished image. Annotations are supported to allow County Name, Book Type, Volume, and Page to be electronically added on the re-created image.

**Quality Control**

Quality control is a key element in all imaging and archiving projects. Our quality control process ensures that all images are certified. We do not use random sampling in our QC methodology. Each and every image is checked during QC. KOFILE Preservation will provide an image log which notes the steps employed for each re-created book. Image quality is checked during scanning to ensure that information is not lost during capture. Each page is checked to ensure there are no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book).

During the image repair process, custom IMAGE PERFECT software allows repair of the currently displayed image without rescanning. This eliminates the need for rescanning additional images that could compromise image integrity. Our procedures and software insures the highest possible quality at each step during the image capture/processing process.

**Standards and Formatting**

KOFILE Preservation makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify effectiveness and minimum legibility of the



*Simply scanning a negative Photostat produces a Production Master or negative image.*



*With KOFILE Preservation, the resulting image for indexing is a Working Copy or positive image.*

scanning process through rigorous and systematic use of ANSI Standard # TL 4969, levels 1-8.

Images will be captured at 300 dpi at 256 gray levels (or color, per the County's request—at no additional cost), thus ensuring the highest image quality for documents with poor contrast and difficult-to-read information. As a standard process, all images digitized by KOFILE Preservation for inclusion in the target system will be accumulated as Group IV bi-tonal images in a standard TIFF format. Single-page images will be stored in .001-Onn (Page Numbers) extensions. For output to imaging systems, the images are optimized and scaled according to the specifications of the target system.

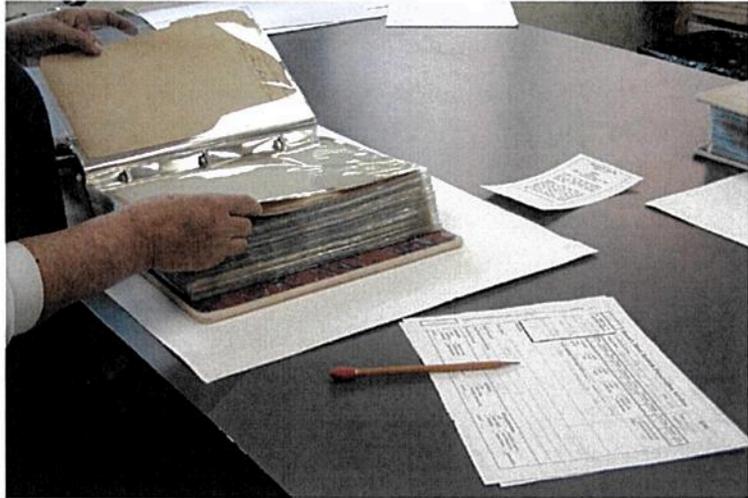
Upon request, KOFILE Preservation stores an electronic security back up of all images.

*As requested, samples of 300 DPI scanned images—in grayscale and color—are included on the following pages.*



## POST-PRESERVATION

Encapsulated sheets are punched and inserted into county recorder binders. Following binding, each volume is checked by a preservation technician before it is designated for return. Using the work order log (which accompanies the volume throughout the conservation process), this final quality check verifies page order. Also, at this point, the technician verifies the gold stamping on the edges of the book. This check also ensures that all repairs are complete, the edges of the Mylar envelopes are sealed, and the Treatment Report is accurate.





## OTHER PROJECTS INVOLVED WITH

*Our Texas facility is currently involved with projects with the following county departments:*

Chambers County Clerk, Anahuac, TX

Chambers County District Clerk, Anahuac, TX

Denton County Clerk, Denton, TX

Fort Bend County Clerk, Richmond, TX

Guadalupe County Clerk, Seguin, TX

Oklahoma County Clerk, Oklahoma City, OK

Supplier: **KOFILE Preservation, Inc.**

**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. **60-90**

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

**We do not take exception to the bid specifications. Please see the Proposal attached to the first Item for more information regarding our proposed methodology.**

**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:      **TX**

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 **2143514800** Yes  NoList Legal Names in  
Company:

**KOFILE, Inc. dba Business Resources Corporation**  
**Enduro Binders, Inc**  
**Tenacity Manufacturing Company**  
**6489 Enduro Drive, LLC**  
**Brown's River Marotti Co**  
**Cedar Springs Investments, LLC**  
**Nashoba, Inc.**  
**Verticus, Inc.**  
**Safeguard Solutions, Inc.**  
**BRC Conversion Services Corporation**  
**Eastman Park Micrographics, Inc.**  
**KOFILE Solutions Inc. (dba Safeguard Solutions Inc.)**  
**KOFILE Conversion Services Inc. (dba BRC Conversion Services Corp)**  
**KOFILE Preservation Inc. (dba Browns River Marotti Co.)**  
**KOFILE Preservation Inc. (dba Louisiana Binding Service)**

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.

**Company Name: Brazoria County Clerk**  
**Address: 111 E. Locust Suite 200**  
**Angleton, TX 77515-4678**  
**Contact Name: Honorable Joyce Hudman**  
**Telephone Number: 979.864.1355**

**Company Name: Dallas County Clerk**  
**Address: 509 Main Street, 2nd Floor**  
**Dallas, Texas 75202**  
**Contact Name: Honorable John F. Warren**  
**Telephone Number: 214.653.7096**

**Company Name: Fort Bend County Clerk**  
**Address: 301 Jackson Street**  
**Richmond, Texas 77469**  
**Contact Name: Honorable Dianne Wilson**  
**Telephone Number: 281.342.3411**

**Company Name: Harris County Clerk**  
**Address: P.O. Box 1525**  
**Houston, Texas 77251-1525**  
**Contact Name: Mr. Daniel Sumrall, Administrator**  
**Telephone Number: 713.755.6411**

**Company Name: Harris County District Clerk**  
**Address: 1301 Franklin, 1st Floor**

**Houston, Texas 77002**  
**Contact Name: Ms. Pat Pilkenton, Records Manager**  
**Telephone Number: 713.755.7830**

**Company Name: Harrison County Clerk**  
**Address: P.O. Box 1365**  
**Marshall, Texas 75671**  
**Contact Name: Honorable Patsy Cox**  
**Telephone Number: 903.935.8403**

**Company Name: Hidalgo County Clerk**  
**Address: 100 North Closner**  
**Edinburg, Texas 78539**  
**Contact Name: Honorable Arturo Guajardo, Jr.**  
**Telephone Number: 956.318.2100**

**Company Name: Montgomery County District Clerk**  
**Address: P.O. Box 2985**  
**Conroe, TX 77305**  
**Contact Name: Honorable Barbara Adamick**  
**Telephone Number: 936.539.7855**

**Company Name: Tarrant County Clerk**  
**Address: 100 West Weatherford Street**  
**Fort Worth, Texas 76196**  
**Contact Name: Mr. Allen Williams, Records Management Retention Coordinator**  
**Telephone Number: 817.884.3439**

**Company Name: Grand Bank of Texas**  
**Address: 16660 Dallas Parkway, Suite 1700**  
**Dallas, TX 75248**  
**Contact Name: Wanda Hays**  
**Telephone Number: 972.735.1000**

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	<b>KOFILE Preservation, Inc.</b>
Street Address of Principal Place of Business	<b>6300 Cedar Springs Road</b>
City, State, Zip	<b>Dallas, TX, 75235</b>
Phone of Principal Place of Business	<b>214-351-4800</b>
Fax of Principal Place of Business	<b>214-442-6669</b>
E-mail Address of Representative	<b>don.faulkenberry@kofile.us</b>
Federal Identification Number	<b>26-4034328</b>
Date	<b>August 1, 2012</b>
Acknowledgement of Addenda	<b>#1 <input checked="" type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/></b>
Authorized Representative Name	<b>Don Faulkenberry</b>
Authorized Representative Title	<b>Vice President</b>
Signature (Required for paper bid submission)	<b>Don Faulkenberry</b>

Supplier: **KOFILE Preservation, Inc.**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>FORM CIQ</b> <b>For vendor or other person doing business with local governmental entity</b>	
<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>	<b>OFFICE USE ONLY</b>   Date Received
1	<p><b>Name of person doing business with local governmental entity.</b></p> <p>KOFILE Preservation, Inc.</p>
2	<p><input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b></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>
3	<p><b>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.</b></p> <p>Not Applicable</p>
4	<p><b>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.</b></p> <p>Not applicable</p>



Supplier: **KOFILE Preservation, Inc.**

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      **KOFILE Preservation, Inc.**

Title of Officer      **President**

Name of Officer      **William D. Oates**

Date:                      **August 1, 2012**

Supplier: **KOFILE Preservation, Inc.**

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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 type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Facsimile or email from BidSync?	<input checked="" 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