

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

These case files are prepped, flat in file folders, and arranged by date (not case number). Sheets measure 14" x 8½", and the collection is in fair condition. All records pertain to the 199th District Court.

These files will receive the following services as appropriate. A permanent log is created for each volume to record condition, page order, and services/treatments performed. A final quality check references this log.

(PRV) Preservation

- **Clean.** Surface clean sheets to remove deposits—including dust, soot, airborne particulate, sedimentation, insect detritus, or biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- **Conserve.** Remove and reduce non-archival repairs, adhesives, and fasteners to the furthest extent possible without causing damage to paper and inks.
- **Mend.** Mend with acid-free and reversible materials, such as Japanese tissue and methyl cellulose adhesive, or Filmoplast® R (acrylic-based, heat set tissue).
- **Stabilize.** Deacidify sheets after careful testing with Bookkeepers® to neutralize ink and paper by providing an alkalize reserve. This chemical is inert and safe, and does not degrade sheets. Random testing ensures an 8.5 pH with a $\pm .5$ deviation.
- **Protect.** Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™* composed of SKC Films, Skyroll SH72S® Mylar. The pockets are punched on the binding edge for the post binder.
- **Bind.** Bind in custom, imitation leather *Disaster Safe County Binders™ (DSB)*—each manufactured on a per-book basis and sized to ¼" incremental capacities. DSBs include customized imprinting and a County seal. Approximately 320 pages are cased in each volume. Poly tabs are placed between Cases. *Original shuck envelopes are preserved for return. Each is photocopied to save space in the returning files.*
- **Document.** A dedication and treatment report is included in the binders.
- **Quality Control.** Final quality check with reference to original log.
- **Archival Shelving.** Rehouse in custom *4Post™* Shelving units (85¼" x 20" x 36"). Each unit holds approximately 50 DSBs.

PURCHASING VIA GSA

Kofile's federal cooperative purchasing (CO-OP) contract extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Collin County is eligible for to purchase from this contract. This Schedule 70 CO-OP Contract presents professional information technology labor categories for data conversion & records management services. Other information pulled from GSA literature that may be helpful includes:

- ▶ *The Group 70 contract is available for Cooperative Purchasing with state and local governments at any time, for any reason, using any funds available.*
- ▶ *It is entirely voluntary.*
- ▶ *The eligible vendors are knowledgeable about Cooperative Purchasing. Vendors are prepared to be a GSA customer's primary point of contact. Furthermore, customers are free to enter into a Cooperative Purchasing agreement with any Schedule vendor without involving GSA.*

To purchase from GSA, you only need follow Collin County's applicable purchasing requirements. When a Purchase Order is issued, it must reference Kofile's **GSA Contract Number GS-35F-275AA**. Kofile is responsible for reporting the sale to GSA and there is a 0.75% fee built in the client's quote for the order.

GSA line items are billed per hourly charges for the work performed:

GSA LINE ITEMS				
PART NO.	DESCRIPTION	UNIT PRICE	QTY.	LINE ITEM TOTAL
TCS005	Graphic Artist I <i>(Physical/Digital Restoration)</i>	\$65.00/Hour	527.6334	\$34,296.17
TCS006	Graphic Artist II <i>(Physical/Digital Restoration)</i>	\$75.00/Hour	521	\$39,075.00
TCS007	Information Assurance Engineer I	\$65.00/Hour	521	\$33,865.00
TCS008	Information Assurance Engineer II	\$75.00/Hour	521	\$39,075.00
TCS010	Project Manager	\$180.00/Hour	40	\$7,200.00
TCS011	Software Programmer	\$205.00/Hour	4	\$816.00
TOTAL				\$153,511.17

All work is held to the highest possible standard of workmanship and quality. Please do not hesitate to contact me with any questions. We look forward to serving Collin County.

Sincerely,
Miriam Gray
 Miriam Gray
 Account Manager

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