



January 25, 2023

Honorable Michael Gould  
Collin County District Clerk  
2100 Bloomdale Road, Suite 12132  
McKinney, TX 75071

RE: Preservation of Criminal, Civil, and Family Case Files, Phase H (Boxes 68-76)

Dear Hon. Michael Gould,

This proposal addresses the continuation of the Collin County District Clerks' Criminal, Civil, and Family Case Files preservation project. The current project addresses 9 boxes dating 1896-1899. Preservation services include conservation treatments, poly tabs, and rehousing in *Disaster Safe County Binders™* (DSB). Units of *4Post™* Shelving will be added to each new phase as it is completed. This proposal is presented by Kofile Technologies, Inc. (Kofile).

**PROJECT OVERVIEW**

**To purchase via Kofile's TXMAS contract, then please reference TXMAS Contract No. TXMAS-18-3602 on the County's Purchase Order.**

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.

COLLIN COUNTY DISTRICT CLERK PRESERVATION OF CRIMINAL, CIVIL, & FAMILY CASE FILES						
RECORD SERIES TITLE	BOX. NO.	DATE	APPROX. PAGE COUNT	LEVEL OF SERVICE	STORAGE SOLUTION	ESTIMATED PRICE QUOTE
Criminal, Civil, & Family Case Files	68-76	1896-1899	17,549	Preserve	<i>4Post™ Shelving</i>	\$120,473.88

This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>.

**CUSTOMER ACCEPTANCE**

**KOFILE ACCEPTANCE**

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Print Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

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Title of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*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 <math>\pm 0.5</math> 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 (101¾" x 20" x 36"). Each unit holds approximately 60 DSBS. This project will require an estimated one (1) shelving units.

**TXMAS BILLING LINE ITEMS**

Upon purchase of a TXMAS project, the County reports the order on the TxSmartBuy System <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)>. Collin County's CO-OP Listing per the Texas Comptroller of Public Accounts' (CPA) website:

Kofile can prepare a 'Shopping Cart' in TxSmartBuy <[www.txsmartbuy.com/](http://www.txsmartbuy.com/)> and 'share' it with the County to complete its purchase.

STATE OF TEXAS CO-OP MEMBER LISTING FOR COLLIN COUNTY	
Link	<a href="https://comptroller.texas.gov/auto-data/purchasing/co-op/c0430.php">https://comptroller.texas.gov/auto-data/purchasing/co-op/c0430.php</a>
CO-OP #	C0430
Contact	MICHELLE CHARNOSKI; <a href="mailto:mcharnoski@co.collin.tx.us">mcharnoski@co.collin.tx.us</a>

Preservation projects are billed on average costs per page. Itemized pricing is included on the following pages. For this project, the County is billed using the following TXMAS line items as applicable:

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.

TXMAS-18-3602 BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT PRICE	QTY.	LINE TOTAL	SERIES TOTAL
PRV703	96272	Case File Preservation by Page	\$6.76/Page	17,549	\$118,631.24	\$120,473.88
POST706	42500	4Post™ Shelving Unit 1012036	\$1,842.64/Unit	1	\$1,842.64	

Sincerely,  
*Miriam Gray*  
 Miriam Gray  
 Account Manager

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