

COUNTY LEGAL REVIEW FORM

KK-11-586

Contract Description: County Clerk/Kofile Preservation/ Historical Record
Preservation

COUNTY ATTORNEY ACTION**

****Requested Amendments/Clarifications:** We assume you have submitted any questions or comments you have regarding the terms of the contract, as well as any specific provisions to which you object, or which you want to have changed.

☒ Approved as to Form as Submitted
☐ Approved as to Form with Amendments/Modifications/Reservations Noted
Below*
☐ Not Approved

*1)

This document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Lee Shapleigh
Assistant County Attorney

HISTORICAL RECORDS PRESERVATION AGREEMENT

THIS HISTORICAL RECORDS PRESERVATION AGREEMENT (the "Agreement"), effective as of December 14, 2011, is between the County of El Paso (hereinafter referred to as the "Record Keeper") and Kofile Preservation, Inc. (hereinafter referred to as "Kofile").

Recitals

- A. The Record Keeper needs to remedy the deterioration of original record books, documents, and maps that it has a duty to store and maintain.
- B. The Record Keeper desires to retain Kofile to restore the originals of those record books, documents, and maps that are either referred to in Exhibit A or are otherwise mutually agreed to by the parties from time to time during the term of this Agreement (collectively, the "Materials"), whether by the processes of deacidification, mending, reinforcement of paper as necessary, repair or replacement of index tabs as necessary, resewing, rebinding, archival grade polyester encapsulation, or otherwise (the "Restoration Services").

Terms

The parties mutually agree as follows:

1. **Scope of Services.** Kofile shall, in accordance with the terms and conditions of this Agreement, use reasonable efforts to adhere to the specifications either set forth in Exhibit A or otherwise mutually agreed to by the parties from time to time during the term of this Agreement when providing the Restoration Services for the Record Keeper. Kofile shall arrange for the transportation of the Materials to and from Kofile's place of business as mutually agreed to by the parties. Upon receiving the Materials, or each batch of the Materials (as the case may be), at Kofile's place of business, Kofile shall use reasonable efforts to complete the Restoration Services upon the Materials and deliver the restored Materials, or each lot of restored Materials (as the case may be), to the Record Keeper within the time period(s) either specified in Exhibit A or otherwise agreed to by the parties from time to time during the term of this Agreement.
2. **Compensation.** The Record Keeper shall pay Kofile, as compensation for the Restoration Services provided pursuant to this Agreement, the amount(s) specified in Exhibit A. Kofile shall submit to the Record Keeper an invoice for payment upon delivery of the restored Materials, or each batch of restored Materials (as the case may be), to the Record Keeper. Each invoice will list the amounts due Brown's River Marotti for the Restoration Services covered by such invoice and will also list the Restoration Services Kofile performed on the Materials to which such invoice relates. The Record Keeper shall issue full payment of each such invoice to Kofile within thirty (30) days after the Record Keeper receives each such invoice.
3. **Term of the Agreement.** This Agreement shall commence on the date first written above and shall terminate according to the Record Keeper's purchase order. Notwithstanding the termination of this Agreement, Kofile shall be entitled to payment for all Restoration Services completed for the Record Keeper through the date of termination and shall be entitled to complete and receive payment for all Restoration Services in process for the Record Keeper on the date of termination.

K-11-586

Document Preservation Specialists

6300 Cedar Springs Road, Dallas, Texas 75235
P: 214/351.4800 F: 214/442.6669 www.kofile.us

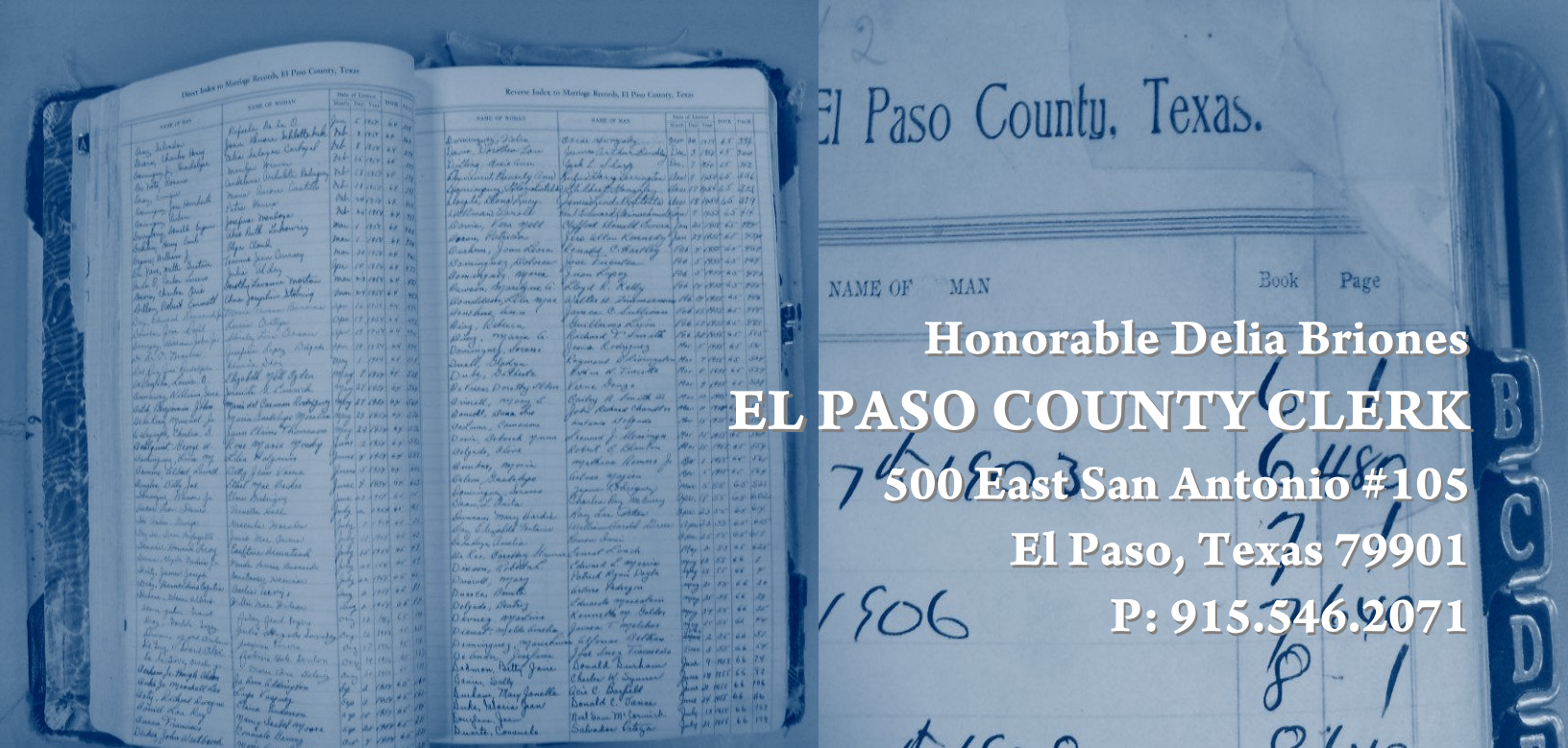
3. **Indemnification.** Kofile shall defend, indemnify, and hold harmless Record Keeper and its officers, agents, and employees, from any and all claims, demands, damages, costs, expenses, judgments or liabilities arising out of Kofile's negligent performance of any Restoration Services provided pursuant to this Agreement. Kofile's indemnification obligation contained in this Section shall only exist for the term of this Agreement, and such indemnification obligation shall not exceed the amount of compensation Kofile received pursuant to this Agreement. Nothing in this Agreement shall be construed to require Kofile to provide indemnification for claims, demands, damages, costs, expenses, judgments, or liabilities (a) arising out of or otherwise related to, in whole or in part, the negligence or willful misconduct of the Record Keeper or (b) concerning or otherwise related to the accuracy (or lack thereof), content, or omission of any information in any of the Materials.
4. **Insurance.** Kofile shall maintain in full force and effect, for the term of this Agreement, insurance covering valuable papers in Kofile's possession. Valuable papers insurance shall cover risks of direct physical loss of original Materials. The limits of such insurance shall be not less than \$1,000,000.00.
5. **Independent Contractor Relationship.** The relationship of the Record Keeper and Kofile established by this Agreement is solely that of independent contractors. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.
6. **Governing Law; Forum.** This Agreement shall be construed and enforced in accordance with the substantive law of the State of Texas, without regard to choice of law principles.
7. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings and agreements between the parties, whether written or oral, relating to the same subject matter. This Agreement and all of its provisions shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.

The parties have executed this Agreement to be effective as the date first written above.

COUNTY OF EL PASO	KOFILE PRESERVATION, INC.
By: _____ Its Duly Authorized Agent	By: _____ Its Duly Authorized Agent
Print Name: <u>Veronica Escobar</u>	Print Name: Patrick R. "Pat" Williams
Title: <u>County Judge</u>	Title: President
Address: <u>500 E. San Antonio</u> <u>El Paso, TX 79901</u>	Address: 6300 Cedar Springs Road Dallas, TX 75235
Tel: (____) _____ - _____	Tel: (214) 351-4800
Fax: (____) _____ - _____	Fax: (214) 442-6669
Email: _____	Email: pwilliams@louisianabindingservice.com

Exhibit A

1. The materials to be restored by Kofile are outlined in detail in the Statement of Services, October 2001, attached hereto and made a part hereof for all purposes.
2. The specifications for restoration services are outlined in detail in the Statement of Services, October 2001, attached hereto and made a part hereof for all purposes.
3. Kofile and Record Keeper shall mutually agree to a date for services to commence. All of the materials to be restored shall be transported by Kofile in one batch. Kofile shall complete all restoration services and return Record Keepers materials in not more than eight (8) weeks from the commencement date.
4. Record Keeper shall compensate Kofile for its transportation and restoration services as outlined in detail in the Statement of Services, October 2001, attached hereto and made a part hereof for all purposes.



EL PASO COUNTY CLERK STATEMENT OF SERVICES

OCTOBER 2011

KOFILE PRESERVATION, INC.
Document Preservation Specialists

6300 Cedar Springs Road
Dallas, Texas 75235

P: 214.351.4800 F: 214.442.6669

submitted by: Curtis Douglas

Alexander, Betty Arlene	Fred Leo Brown	Sept 21 1924 65	140
Antunovic, Chasmen P.	Floris Garcia	Aug 28 1924 65	204
Arnes, Orla	Jaime Passa	Oct 2 1924 65	218
Albire, Sandra Lea	Richard J. Marshall	Oct 2 1924 65	214
Anderson, Muriel L.	Albert Robert Nicholas	Oct 11 1924 65	237
Armstrong, Zenaida M.	Adolfo Alarcon Delgado	Oct 21 1924 65	254
Arvarey, Rosa	Alvaro Costa	Oct 8 1924 65	267
Aguirre, Paula	Jacobo Martinez	Aug 23 1924 65	133
Aradington, Jo Ann	Hugh Alden Sherman	Sept 2 1924 65	160

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SCOPE OF WORK

Current Condition

These records are in *fair* to *poor* condition. This is a direct result of everyday use, natural aging, lack of environmental controls, and exposure to UV light. Currently, these records are stored in the El Paso County Clerk's Archives. Retention level is permanent. The records considered in this project include Marriage, Birth, and Death Records and they date from 1866 to 1990.

The fold endurance for the later records are in good condition. However, the records from the 19th and early to mid 20th century are in fair to poor condition.

This project consists of 136 record volumes. There are eleven (11) Marriage Index books; three (3) Marriage License books; two (2) Death Index books; fifty-nine (59) Death Record books; one (1) Birth and Death Correction book; five (5) Birth Index Books; and fifty-five (55) Birth Record books.

All of the records in this project need new binders. The current binders no longer support the long-term care and maintenance of the records for long-term archival storage and continued use. Challenges associated with these records consists of records without margins. Sewn page extension were utilized to resolve this issues. Today, those page extensions no longer support the records because the paper fiber has become fatigued. These page extension were sewn to individual pages, as well as to signatures.

Some sheets have torn loose from the post binding, and efforts to reinforce the punched binding holes have resulted in paper stress at other locations. The poor fold endurance is evidenced by wavy, curling, and tearing sheets that are coming loose from their binding. The sheets' weakness is the most evidenced issues in association with this project's collection. Sheets are tearing from simple handling or turning of the pages. Efforts to prevent continued tears and to support the records along the page edges resulted in the use of non-archival tape at the page edges. The use of tape can also be seen at some of the binding edges of the sheets.

Other challenges that are associated with these records are inserts. Some records have glued and taped inserts. Loose sheets place these records at risks of loss by misfiling, theft, and accidental discards. One volume in this collection, Marriage Index Volume 8, has no binding or binder covers to support or protect these records in archival storage. Sheets are torn with pieces missing.

There is also evidence of mold in some of the Birth Records.

These records need immediate attention to prevent any additional records lost and the spread of mold infestation throughout the collection.

Proposed Services

PRESERVATION SERVICES SUMMARY								
LEVEL OF SERVICE	Disbind	Surface Clean	Remove Old Repairs & Fasteners	Humidity and Flatten, as needed	Repair and Restore	Deacidify or Apply Sealant (Photostats)	Encapsulate	Rebind
<i>Full Service Preservation</i>	✓	✓	✓	✓	✓	✓	✓	✓

The recommended services include dismantling the records from the current binding.

All records with evidence of mold will be quarantined in a conservation lab that has a HVAC system in a stringently controlled climate space. Records with active mold will be frozen until remediation can be preformed. Once mold is dominant, a museum vacuum aspirator will be used with a Magic Rub eraser and soft brush to lift and draw mold spore away from the paper fiber.

All other records will be humidified and flattened in order to restore the flexibility of the sheet fibers and to remove permanent folds and creases. This will improve the fold endurance of the sheets. Blank sheets will be removed from the collection. Once the sheets can be handled without further tearing, each sheet is cleaned. Technicians will remove old tape repairs when removal does not adversely effect the legibility of the text. We will clean the records using a Magic Rub eraser and soft brush to lift away accretions from insects, dirt, and tape removal. A microspatula (sometimes heated) is used to lift old repairs and accretions away from the paper fibers. This process is followed by a Magic Rub eraser and soft brush. Once sheets are cleaned, they are inspected for needed repairs. We use methylcellulose and polyester net repair to mend holes and tears on the documents.

Once the records are repaired, they are ready for deacidification. We test sheets to determine their compatibility to Bookkeeper®. We will randomly test deacidified sheets to insure that the sheets have an alkaline pH level of 8.5 (+/- 0.5). Photostat negative are deacidified using our Archival Polyester Sealant. This sealant will offer a clear protective layer on the pages.

Records that are deacidified will be inserted into custom-made polyester pockets. We will insert the deacidified records into Lay Flat Archival Polyester Pockets™. These pockets will support even the most fragile documents for long-term archival storage and for continued research use.

All of these preservation procedures are reversible and acceptable under the professional standards of the American Institute for the Conservation of Historic and Artistic Works (AIC) and the Library of Congress (LOC).

After these procedures are completed, the records are ready for their new custom-built binders. We offer several choices in archival quality binders that support records in long-term archival storage and continued use.

This project specified that these records be considered for binding in our upgraded binders. Although these binders are more expensive, these binder act as a portable document vault for extended protection.

Our Disaster Safe County Binders™ (DSB) offers full support to the records. These binders are capable of storing library style (vertical) without causing stress to the records. The DSB is a sealed stainless steel case with interior padding and serves as a microenvironment to the records by protecting the records from exterior pollutants. The book's case seals to protect the records from water damages caused by leaking/broken pipes or fire suppression devices. The DSB has been fire tested and can resist damage from fires for up to 1,200°F.

Custom shelving units are included with these binders and their price reflects the inclusion of installed custom shelving. A schematic demonstrating the shelving unit to be installed in the archival room follows. We were not asked to consider any of the records currently stored in this space.

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Index to Marriage Records	<p>Volume 1</p> <p><i>Date:</i> 1866—1901</p> <p><i>Average Sheet Size:</i> 17-3/8" x 10-7/8"</p> <p><i>Average Sheets:</i> 211</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Post binding. Fair fold endurance. Dirty, brittle, and torn page edges. Sewn page extension are present for every sheet. At least 58 sheets have some tape repairs. The last 82 sheets are blank.</p>	Full Service.	\$ 845.00
	<p>Volume 2</p> <p><i>Date:</i> 1901 –1911</p> <p><i>Average Sheet Size:</i> 17-5/8" x 11-1/16"</p> <p><i>Average Sheets :</i> 218</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Post Binding. Fair fold endurance. Dirty, brittle and torn page edges. Sheets are bound with sewn page extensions. There are at least 106 sheets have old tape repairs to include along the binding edges of sheets. Twenty-seven sheets are blank.</p>	Full Service.	\$ 1,200.00
	<p>Volume 3</p> <p><i>Date:</i> 1911—1917</p> <p><i>Average Sheet Size:</i> 17-5/8" x 11"</p> <p><i>Average Sheets:</i> 224</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Post Binding. Fair fold endurance as evidenced by dirty, brittle and torn sheet edges. Sheets are bound with sewn page extensions. At least 24 sheets have old tape repairs. Index tabs "M" to "Y" are missing.</p>	Full Service.	\$ 1,200.00
	<p>Volume 4</p> <p><i>Date:</i> 1917—1923</p> <p><i>Average Sheet Size:</i> 17-5/8" x 11"</p> <p><i>Average Sheets:</i> 270</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Post Binding. Fair fold endurance. Dirty, brittle and torn page edges. Sheets are bound with sewn page extensions. At least 54 sheets have some old tape repairs to include along the binding edge. Index tabs "G"; "I" to "U" are missing.</p>	Full Service.	\$ 1,425.00
	<p>Volume 5</p> <p><i>Date:</i> 1923—1929</p> <p><i>Average Sheet Size:</i> 17-3/8" x 11-1/4"</p> <p><i>Average Sheets:</i> 300</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Sewn binding. Fair fold endurance. Dirty, brittle, and torn pages. Binding is failing and sheets are loose. Minor tape. Missing index tabs.</p>	Full Service.	\$ 1,325.00
	<p>Volume 6</p> <p><i>Date:</i> 1929—1940</p> <p><i>Average Sheet Size:</i> 17-1/2" x 11"</p> <p><i>Average Sheets:</i> 298</p> <p><i>Manuscript</i></p> <p><i>Condition:</i> Post Binding. Fair fold endurance. Dirty, brittle and torn pages. Sheets are bound with sewn page extensions. At least 6 sheets have tape repairs to include along the binding edges of sheets. Some index tabs are missing.</p>	Full Service.	\$ 1,620.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Index to Marriage Records	<p>Volume 7 Date: 1941—1946 Average Sheet Size: 17-5/8" x 11-1/2" Average Sheets: 345 Manuscript Condition: Post Binding. Fair fold endurance as evidenced by dirty, brittle and torn sheet edges. Only index tabs "A" & "B" exist—all other index tabs are missing.</p>	Full Service.	\$ 1,380.00
	<p>Volume 8 Date: 1946—1953 Average Sheet Size: 17-15/16" x 11-5/16" Average Sheets: 315 Manuscript Condition: Poor fold endurance. Dirty, brittle and torn page edges. These sheets are not bound—all sheets are loose and clipped together with metal binder clips. A pieces of brown cardboard is being used as the front cover to support sheets . Sheets have folded and curling page ends. Index tabs need replacing. Three sheets have tape repairs.</p>	Full Service.	\$ 1,340.00
	<p>Volume 11 Date: 1941—1946 Average Sheet Size: 17-15/16" x 11-3/8" Average Sheets: 352 Manuscript & Typescript Condition: Post Binding. Fair fold endurance as evidenced by dirty, brittle and torn sheet edges. Numerous sheet throughout this book are blank.</p>	Full Service.	\$ 1,390.00
Direct Index to Marriage License Records	<p>Volume 9 Date: 1954—1959 Average Sheet Size: 17-15/16" x 11-3/8" Average Sheets: 316 Manuscript Condition: Post Binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. Index tabs that remain are worn and illegible. One sheets has tape repairs.</p>	Full Service.	\$ 1,325.00
	<p>Volume 10 Date: 1960—1963 Average Sheet Size: 17-15/16" x 11-3/8" Average Sheets: 318 Manuscript Condition: Post Binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed and torn page edges. Sheets are loose from binding and numerous sheets throughout the book are blank.</p>	Full Service.	\$ 1,325.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Marriage License Record	<p>Volume 84 <i>Date:</i> 1965 <i>Average Sheet Size:</i> 17-7/8" x 11-3/8" <i>Average Sheets:</i> 322 <i>Manuscript</i> <i>Condition:</i> Sewn binding. Fair fold endurance as evidenced by dirty and brittle page edges. Glued inserts (8-1/4" x 14") are at page 81 & 178. Sheets are coming loose from binding as a result of signature page extensions failing.</p>	Full Service.	\$ 1,360.00
Marriage License	<p>Volume Unknown <i>Date:</i> 1885-1880 <i>Average Sheet Size:</i> 15-3/8" x 10-3/8" <i>Average Sheets:</i> 241 includes index <i>Manuscript</i> <i>Condition:</i> Sewn binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Binding is failing and sheets are loose.</p>	Full Service.	\$ 1,180.00
	<p>Volume Unknown <i>Date:</i> 1886—1894 <i>Average Sheet Size:</i> 13-3/8" x 8-3/8" <i>Average Sheets:</i> 160 plus inserts <i>Manuscript</i> <i>Condition:</i> Sewn binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed and torn page edges. Sheets are loose from binding and binding is failing. At least 19 insert are glued and coming loose. Page 155 to the end are blank sheets.</p>	Full Service.	\$ 820.00
Index to Death Records	<p>Volume Unknown <i>Date:</i> 1952—1963 <i>Average Sheet Size:</i> 13-7/8" x 11-1/8" <i>Average Sheets:</i> 334 includes index tab sheets <i>Typescript</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle and torn sheet edges.</p>	Full Service.	\$ 1,380.00
	<p>Volume Unknown <i>Date:</i> January, 1964 to September, 1964 <i>Average Sheet Size:</i> 14" x 11-1/16" <i>Average Sheets:</i> 54 includes index tab sheets <i>Typescript</i> <i>Condition:</i> Post binding. Good fold endurance. Some sheets are slightly dirty.</p>	Full Service.	\$ 385.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Death Records	<p>Volume Unknown <i>Date:</i> 1952—1956 <i>Average Sheet Size:</i> 16" x 11-9/16" <i>Average Sheets:</i> 457 includes 18 inserts <i>Photostat Negatives</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. Numerous sheets are loose and some tape repairs are evidenced to support binding punch holes. At least 18 inserts no larger than 8-1/2" x 11" are stored in this book.</p>	Full Service.	\$ 1,740.00
	<p>Volume Death Certificates (Green Book) <i>Date:</i> 1959—1966 <i>Average Sheet Size:</i> 7-1/2" x 9-1/2" <i>Average Sheets:</i> 508 <i>Manuscript</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. One sheet is a Photostat Negative. One sheet has tape repairs.</p>	Full Service.	\$ 1,810.00
	<p>Volume Death Certificates (Red Book) <i>Date:</i> 1989—1990 <i>Average Sheet Size:</i> 8-1/2" x 11" <i>Average Sheets:</i> 713 <i>Manuscript</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, slightly brittle and slightly torn sheet edges.</p>	Full Service.	\$ 2,420.00
	<p>Volume Unknown <i>Date:</i> 1885—1894 <i>Average Sheet Size:</i> 13-3/16" x 7-3/4" <i>Average Sheets:</i> 204 <i>Manuscript on Form</i> <i>Condition:</i> Sewn binding. Fair to poor fold endurance as evidenced by dirty, brittle, and torn page edges.</p>	Full Service.	\$ 860.00
Birth & Death Correction Book	<p>Volume 1 <i>Date:</i> 1960—1961 <i>Average Sheet Size:</i> 14" x 10-1/2" <i>Average Sheets:</i> 86 30—<i>Photostat Negatives w/remain Typescripts</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. 4 blueprint inserts glued (8-1/2" x 11", 10 sheets have Photostat negatives glued to them. Some sheets are loose from binding. 52 sheets are index sheets.</p>	Full Service.	\$ 550.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Index to City Birth	<p>Volume A-H <i>Date:</i> 1955—1960 <i>Average Sheet Size:</i> 13-15/16" X 10-15/16" <i>Average Sheets:</i> 257 includes index sheets <i>Typescript</i> <i>Condition:</i> Post Binding. Poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Tape repairs is throughout the book on the sheets and as hole re-enforcements on the punched hole binding. Some sheets are loose from binding.</p>	Full Service.	\$ 1,190.00
	<p>Volume I—Z <i>Date:</i> 1955—1960 <i>Average Sheet Size:</i> 13-7/8" x 10-15/16" <i>Average Sheets:</i> 368 includes index sheets <i>Typescript</i> <i>Condition:</i> Post Binding. Poor fold endurance as evidenced by dirty, brittle, frayed, and torn sheet edges. Tape repairs are throughout the book on sheets and as hole re-enforcements on the punch binding holes. Some sheets are loose.</p>	Full Service.	\$ 1,730.00
General Index to County Births	<p>Volume unknown <i>Date:</i> 1903—1940 <i>Average Sheet Size:</i> 17-15/16" x 13-7/8" <i>Average Sheets:</i> 296 plus index sheets <i>Manuscript</i> <i>Condition:</i> Sewn Binding. Poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Tape repairs are throughout this book.</p>	Full Service.	\$ 1,670.00
	<p>Volume 1 <i>Date:</i> 1903 –1906 <i>Average Sheet Size:</i> 17-15/16" x 11-3/8" <i>Average Sheets:</i> 248 includes index sheets and inserts <i>Manuscript</i> <i>Condition:</i> Sewn Binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. 54 glued inserts (8-1/2" x 11").</p>	Full Service.	\$ 1,410.00
Birth Register	<p>Volume 2 <i>Date:</i> 1906—1910 <i>Average Sheet Size:</i> 17-3/4" X 11-7/16" <i>Average Sheets:</i> 372 includes inserts <i>Manuscript</i> <i>Condition:</i> Sewn Binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. At least 52 inserts are taped and glued with the largest being 8-1/2" x 11". The binding is beginning to separate. These are some light tape repairs.</p>	Full Service.	\$ 1,440.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Birth Register	Volume 3—4 <i>Date:</i> 1952—1953 <i>Average Sheet Size:</i> 18" x 11-9/16" <i>Average Sheets:</i> 263 includes index sheets and inserts <i>Manuscript—Photostat Negatives</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, and torn sheet edges. Sheets are loose and becoming sticky. At least 59 inserts are glued, taped, and stapled.	Full Service.	\$ 1,010.00
Index to Births	Volume Unknown <i>Date:</i> 1952—1953 <i>Average Sheet Size:</i> 13-3/16" x 11-5/16" <i>Average Sheets:</i> 178 includes index sheets <i>Typescript</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. The index tabs are stapled to the sheets. There is evidence of some light tape repairs.	Full Service.	\$ 620.00
City & County Births	Volume Unknown <i>Date:</i> 1952—1954 <i>Average Sheet Size:</i> 13-5/8" x 11-5/16" <i>Average Sheets:</i> 286 includes index sheets <i>Manuscript</i> <i>Condition:</i> Post binding. Poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. The index tabs are blank and most are taped to a record sheet. Tape is evidenced on most sheets to re-enforce the punch binding holes and as repairs to tears.	Full Service.	\$ 1,690.00
Delayed Births	Volume 1908 <i>Date:</i> 1903—1943 <i>Average Sheet Size:</i> 11-1/2" X 8-1/2" <i>Average Sheets:</i> 458 <i>Manuscript & Typescript</i> <i>Condition:</i> Post binding. Fair fold endurance as evidenced by dirty, brittle, and torn page edges. There is evidence of a few minor tape repairs.	Full Service.	\$ 1,580.00
Birth Book	Volume Unknown <i>Date:</i> 1900s <i>Average Sheet Size:</i> 18" x 12" <i>Average Sheets:</i> 600 <i>Number of Volumes:</i> 12 <i>Manuscript and Typescript—Photostat Negatives</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn sheet edges. Tape repairs are throughout the book. There are numerous glued and fastened attachments with some having indices. Estimated sheet count includes indices. At least one book has mold at the end of the book with sheets stuck together.	Full Service.	\$ 2,330.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Birth Book	<p>Volume Unknown <i>Date:</i> 1900s <i>Average Sheet Size:</i> 18" x 12" <i>Average Sheets:</i> 600 <i>Number of Volumes:</i> 35 <i>Manuscript & Typescript</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Some books have tape repairs throughout. There are numerous glued and fastened attachments. Some books have indices (included in count) and at least one book has mold.</p>	Full Service.	\$ 2,330.00
Birth Index Book	<p>Volume Unknown <i>Date:</i> 1900s (Green Cover) <i>Average Sheet Size:</i> 14" x 11" <i>Average Sheets:</i> 198 <i>Manuscript & Typescript</i> <i>Condition:</i> Post binding. Poor fold endurance as evidenced by dirty, brittle, frayed and torn page edges. Evidence of some minor tape repairs.</p>	Full Service.	\$ 1,010.00
Birth Books	<p>Volume Unknown <i>Date:</i> 1900 <i>Average Sheet Size:</i> 14" x 10-1/2 <i>Average Sheets:</i> 386 (includes index) <i>Manuscript & Typescript—Photostat Negatives</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Tape repairs are throughout the books. Books have numerous glued and fastened attachments.. Some evidence of mold with sheets sticking together.</p>	Full Service.	\$ 1,850.00
	<p>Volume Unknown <i>Date:</i> 1900s <i>Average Sheet Size:</i> 14" x 10-1/2 <i>Average Sheets:</i> 378 (includes index) <i>Manuscript & Typescript—Photostat Negatives</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Tape repairs are throughout the books. Books have numerous glued and fastened attachments.. Some evidence of mold with sheets sticking together.</p>	Full Service.	\$ 1,850.00
	<p>Volume Unknown <i>Date:</i> 1900s <i>Average Sheet Size:</i> 14" x 10-1/2 <i>Average Sheets:</i> 118 (includes index) <i>Manuscript & Typescript—Photostat Negatives</i> <i>Condition:</i> Post binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. Tape repairs are throughout the books. Books have numerous glued and fastened attachments..</p>	Full Service.	\$ 1,270.00

EL PASO COUNTY CLERK PROJECT PRICING			
RECORDS SERIES TITLE	DESIGNATION	PROPOSED SERVICE	PRICE/BINDER
Death Books	Volume Unknown <i>Date: 1894—1928</i> <i>Average Sheet Size: 11-1/2" x 8-1/2"</i> <i>Average Sheets: 360</i> <i>Number of Volumes: 27</i> <i>Manuscript & Typescript</i> <i>Condition: Sewn Binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed and torn page edges. Evidence of some tape repairs and loose sheets.</i>	Full Service.	\$ 1,440.00
	Volume Unknown <i>Date: 1900s</i> <i>Average Sheet Size: 18" x 12"</i> <i>Average Sheets: 650 (includes index)</i> <i>Number of Volumes: 23</i> <i>Manuscript & Typescript</i> <i>Condition: Post Binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. There is evidence of some tape repairs.</i>	Full Service.	\$ 2,020.00
	Volume Unknown <i>Date: 1900s</i> <i>Average Sheet Size: 18" x 12"</i> <i>Average Sheets: 550 (includes index)</i> <i>Number of Volumes: 5</i> <i>Manuscript & Typescript—Photostat Negatives</i> <i>Condition: Post Binding. Fair to poor fold endurance as evidenced by dirty, brittle, frayed, and torn page edges. There is evidence of a few tape repairs.</i>	Full Service.	\$ 1,980.00
TOTAL ESTIMATED PROJECT COST			\$249,950.00

Please note: All price quotes are good for 60 days.

SERVICE DELIVERY

At KOFILE Preservation trained personnel handle documents with the utmost care. We pride ourselves on being a prompt and efficient company.

Records are 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.

Ongoing Service Plan

The KOFILE Preservation representative will document the collection before removing it from the El Paso County Clerk's Office. We provide a written and signed receipt documenting any and all books or documents placed in our custody. This *Customer Receipt and Preservation Work Order* includes a receipt number, which allows clients to easily track their collection during transit. To inquire about a book or document, the County staff can call LBS via our toll-free number. The *Customer Receipt and Preservation Work Order* stays with an individual book throughout the entire preservation process until the collection is returned to El Paso County.

Our service plan is set up as a series of book or document exchanges each third or fourth week of the allotted twelve month contract term. An example of a book exchange includes:

- An early morning pre-arranged site visit with the El Paso County officials to assess the collection's condition and arrange transport details. KOFILE Preservation team

members inventory, pack, and load the records in our special boxes and in to our climate-controlled vehicle.

- ***We approximate that it will take two hours at the Records Center to package the books into the special boxes and load into the truck.***
- Travel from El Paso, Texas, to KOFIL Preservation facility in Dallas, Texas. Records are immediately unloaded directly into the facility and inventoried.
- Preservation and binding phase commences.
- Upon completion, records are packed for return and book exchange. Truck leaves Dallas and travels to the El Paso County Clerk's Office, delivering the completed work.
- Records are unloaded and placed back onto the Archive's shelves.
- The truck is loaded with the concurrent lot of records.
- Truck travels to KOFIL Preservation and records are unloaded. Preservation and binding begins.

Time and Action Plan for Treatment of Collection

Week	Milestone	Description	Comment
start One	Pick Up	The first lot of the collection is inventoried, packed for shipping, loaded, and transported to KOFIL Preservation. We will pick up and deliver books at any schedule the El Paso County Clerk requires.	The Customer Receipt and Treatment/Service Log <i>always</i> accompanies documents. Records are then loaded into our climate-controlled vehicle.
One	Transportation	Once the records are loaded, the driver travels to the KOFIL Preservation facility and the records are immediately unloaded. The climate within the truck is regulated to insure that your documents are not harmed.	KOFIL Preservation employees are insured, bonded, and have passed a background check.
One	Arrival for Preservation Services	Books are unpacked and inventoried again. Before any conservation treatments are undertaken, each book is evaluated by a trained preservation technician.	Each stage of the conservation process is carefully documented and photographed according to accepted conservation practices. A treatment log and a work order always accompanies each lot.
Two	Prep	Collection is photographed. The books are individually disbound. Each sheet is individually inspected and assessed for conservation services.	There is never a loss of text at KOFIL Preservation.
Two	Cleaning	Folio surface cleaning. Adhesives and repairs are removed. Sheets are encapsulated.	All treatments are lab-tested and industry approved. All solvents and adhesives are acid-free and easily reversible.
Two	Binder Assembly	The volume is checked for content and made ready for the bindery. Documents are bound.	All materials, including the binder cover boards are acid free, buffered.
Four	Quality Control	Final inspection to insure that all binders meet our standards and the prescribed bid requirements.	An appointment is made with County staff for delivery.
Five	Delivery to the County	Restored Books are delivered to El Paso County Clerk's Office.	The binders are unpacked and shelved.
Six finish	Book Exchange	New lot of records are inventoried, packed, loaded, and transported to KOFIL Preservation.	The project progresses toward completion with each lot.

CONTACT INFORMATION

For more information or to speak with a representative, please contact:

KOFILE PRESERVATION, INC.
Document Preservation Specialists

6300 Cedar Springs Road
Dallas, Texas 75235

P: 214.351.4800

F: 214.442.6669