



September 1, 2020

Honorable Robyn Holmes
Otero County Clerk
1104 N White Sands, Blvd. #C
Alamogordo, NM 88310

Dear Hon. Robyn Holmes,

This proposal addresses the preservation of seven volumes of records for the Otero County Clerk's Office. This quote is presented by Kofile Technologies, Inc. (Kofile). Recommended preservation services include, as appropriate, conservation treatments, deacidification, mending, encapsulation, rebinding. The location of work for this project is Kofile's Conservation and Digitization Laboratory in Dallas, TX.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip counties with the resources needed to preserve collections.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. 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, digitization, or any maintenance or repair of the existing resource.

OWNERSHIP OF DATA

All County records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile shall remain the property of Otero County. This policy is applicable to any agreement, verbal or written, between Otero County and Kofile.

- ▶ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Otero County.
- ▶ The records are not disclosed, sold, assigned, leased, or otherwise provided to third parties by Kofile.
- ▶ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

RECORDS ASSESSMENT

These items are in extremely poor to critically poor condition. They contain manuscript (handwritten) and typescript data. Most items have rips, tears, and detached fragments. One item has water damage.

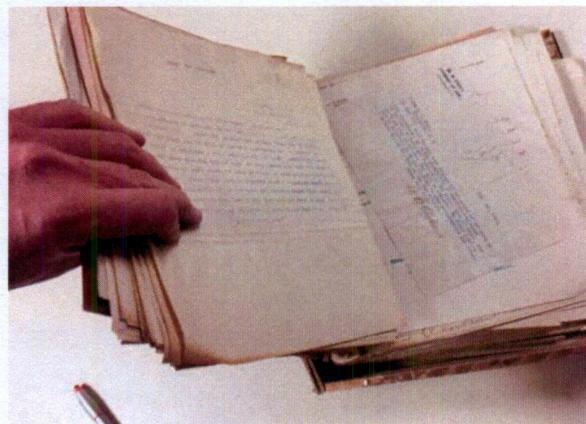
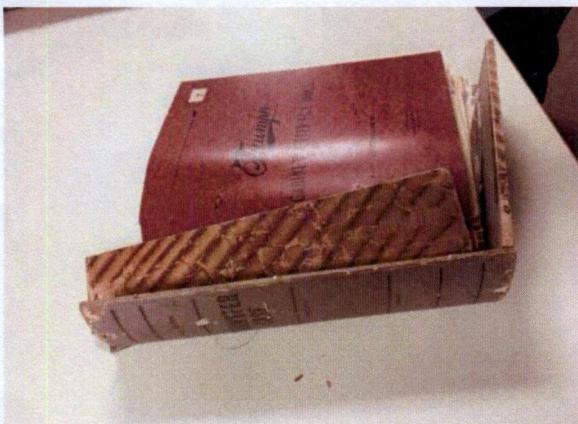
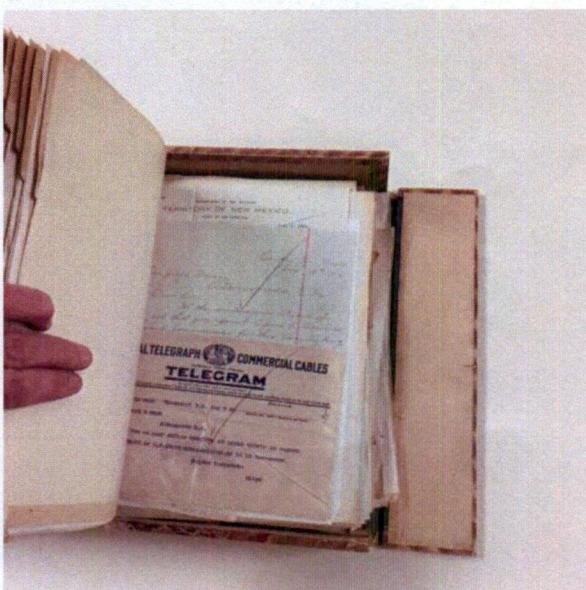
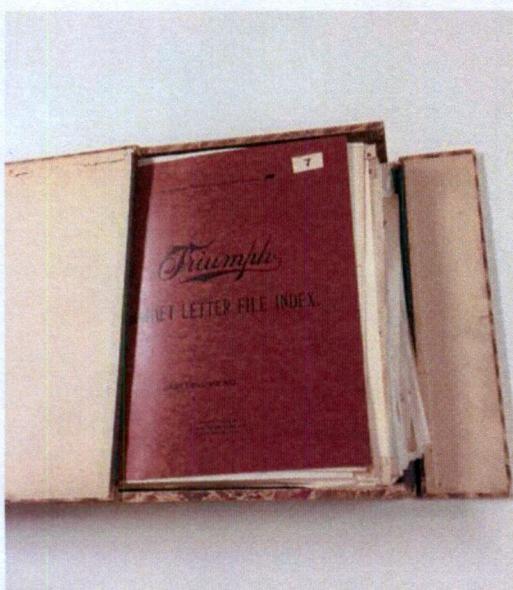
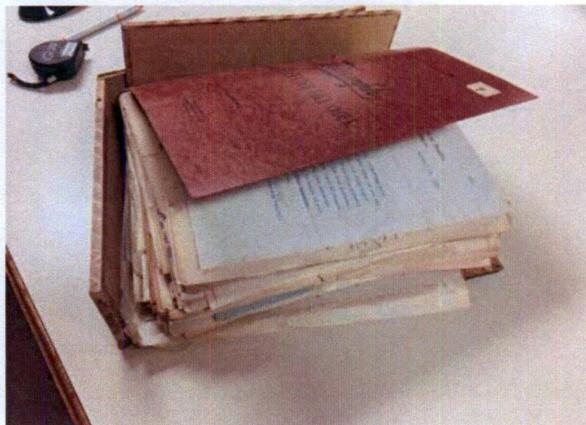
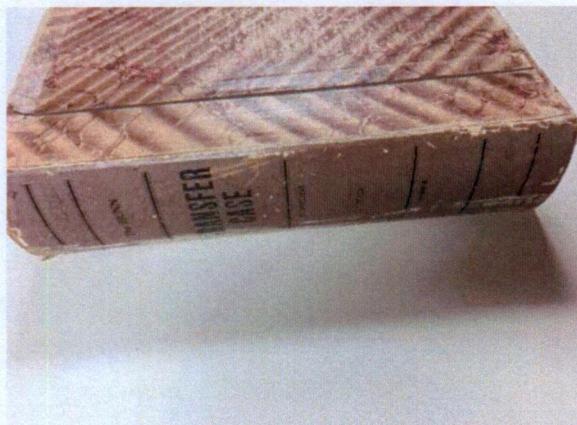
Photographic documentation of the Otero County Clerk's items are included in the following pages.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235

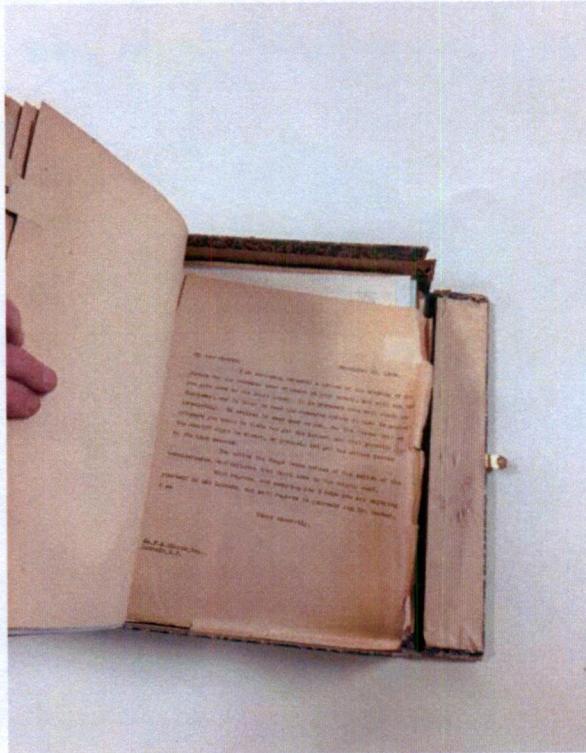
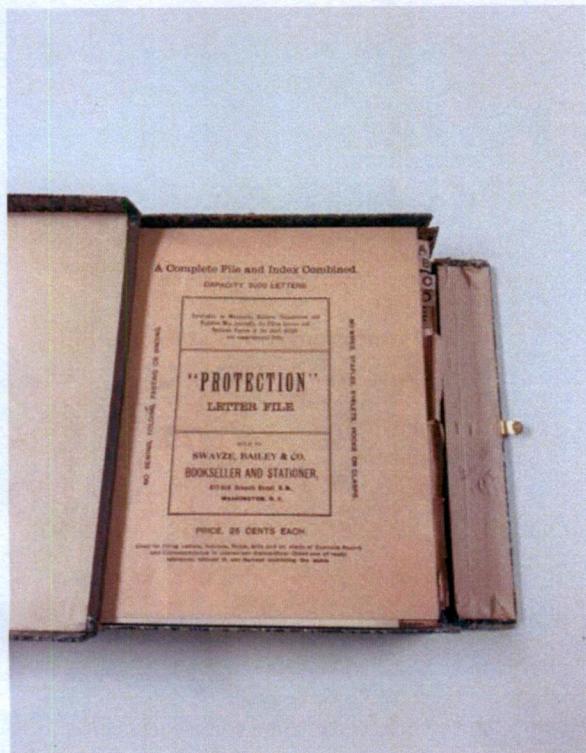
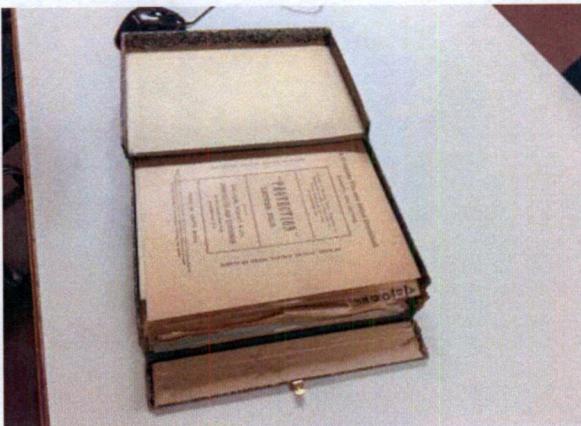
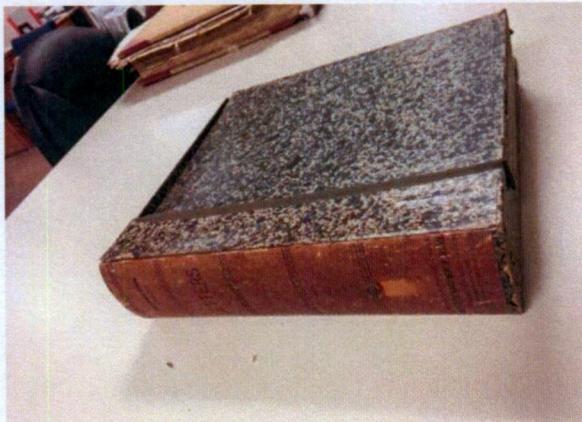
1558 FORREST WAY, CARSON CITY, NV 89706

P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

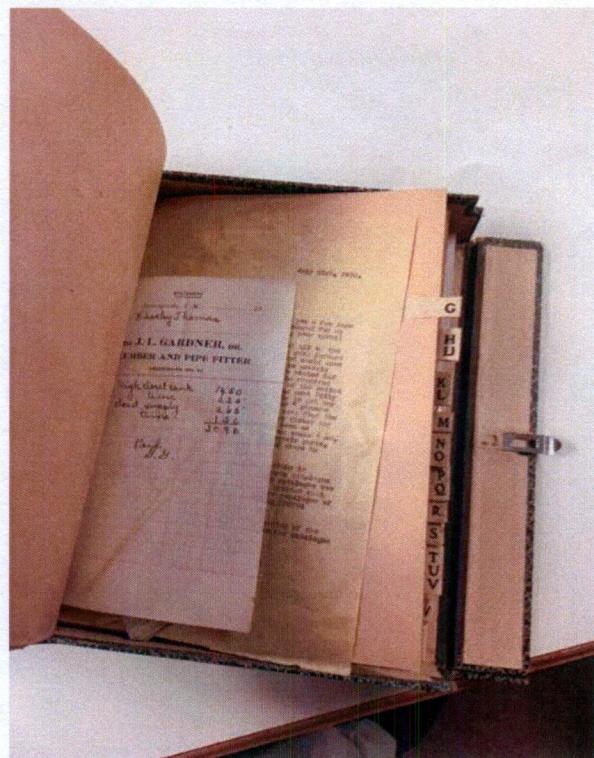
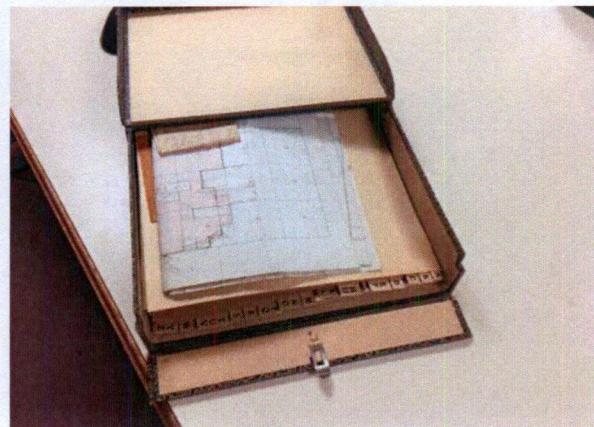
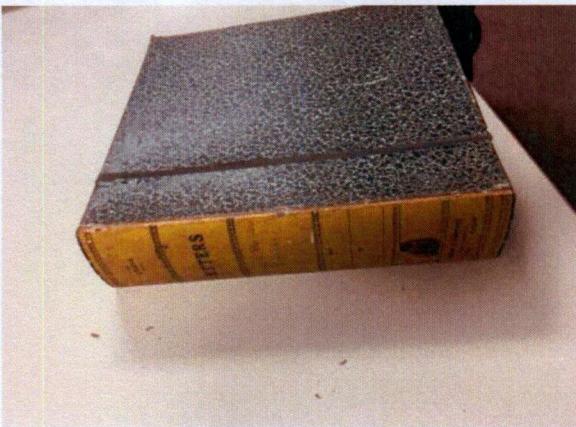
Letters, 1906



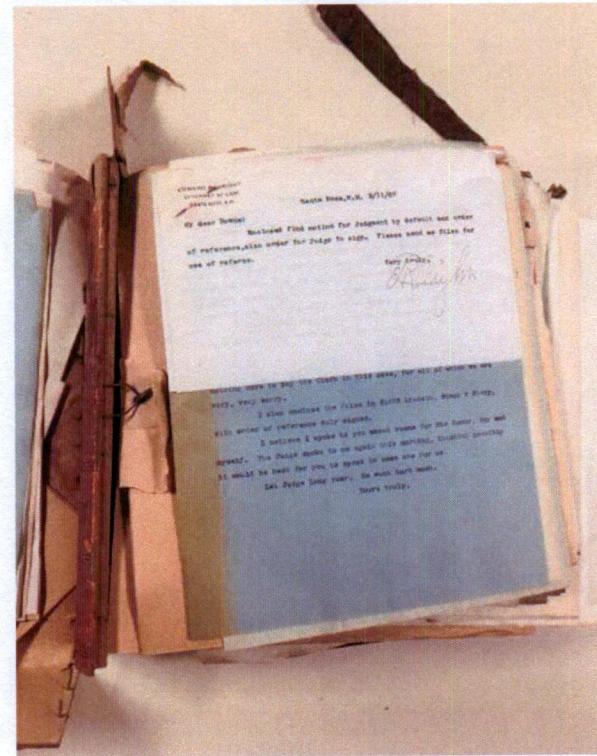
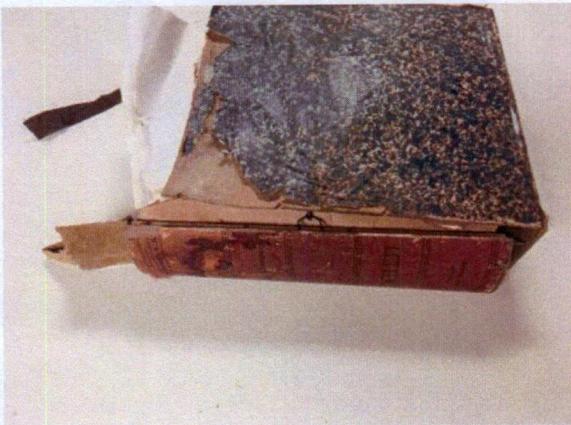
Letters, 1905



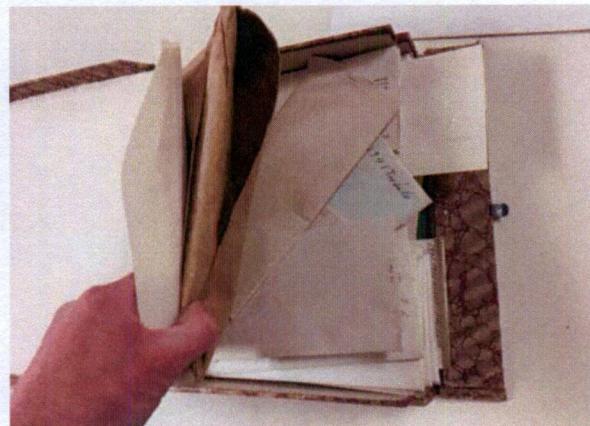
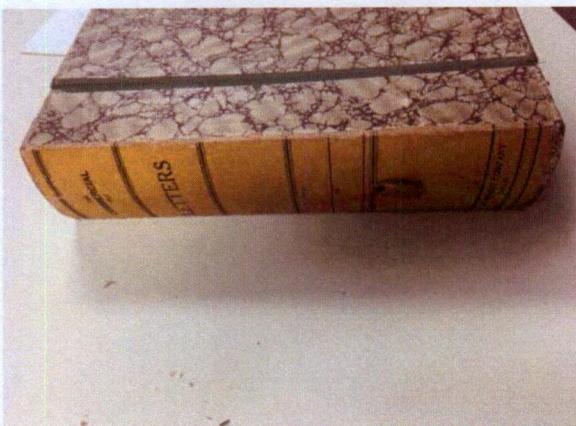
Letters, 1909



Letters, 1920



Tax Sales, 1937



Misc. Probate (1900s) & Naturalization (1908)



SCOPE OF SERVICES

Records receive the following services as appropriate.

(PRV) Preservation—Conservation Treatments, Deacidify, Encapsulate, and Bind

- A permanent log is created for each volume to record condition, page order, and services/treatments. A final quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered as necessary.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.
- Humidify and flatten as necessary to eliminate the possibility of unnecessary fractures or breaks. Tools to 'flatten' include tacking irons, heat presses, and an Ultrasonic Humidification Chamber.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast® R (an acrylic based and heat set tissue).
- Deacidify sheets after careful testing with Bookkeepers®, a custom solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH \pm .5.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in a custom-fitted and stamped, Indestructo binder. A volume may return split, depending on page count due to the weight of the encapsulation. A dedication/treatment report is included in the binder.

PROJECT PRICE QUOTE

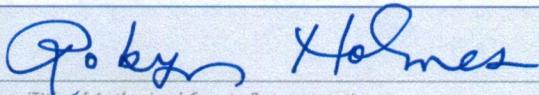
Pricing is good for 90 days without a signed agreement. Billing occurs on actual page counts per the applicable pricing; not to exceed the P.O. without authorization. **To purchase via Kofile's GSA contract, then please reference GSA Contract No. GS-35F-275AA on the County's Purchase Order.**

KEY (Sheet) Format
 LL Loose Leaf BD Bound

OTERO COUNTY CLERK'S OFFICE, NM PRESERVATION PRICE QUOTE

RECORDS SERIES TITLE	VOL UME	DATE	PAGE COUNT	SHEET SIZE	FOR MAT	COND ITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
Letters		1906	834	12x11	LL	XXP	<i>Internal index</i>	PRV	\$4,302.03
		1905	800	12x11	LL	XXP		PRV	\$4,030.00
		1909	834	12x11	LL	XXP	<i>Internal index</i>	PRV	\$4,302.03
		1920	50	12x11	LL	XXP	<i>Internal index</i>	PRV	\$856.38
Tax Sales		1937	80	12x11	LL	XXP		PRV	\$755.63
Misc Probate		Early 1900	200	12x11	LL	XXXP	<i>Internal index</i>	PRV	\$1,309.75
Naturalization		1908	556	12x11	LL	XXP	<i>Internal index</i>	PRV	\$2,901.60
TOTAL (7 volumes, 3,354 pages)									\$18,320.00
GSA FEE at 0.75%									\$137.40
GRAND TOTAL									\$18,457.42

COUNTY
ACCEPTANCE


Signature/Title of Authorized County Representative

9-3-2020
Date

Kofile has a federal cooperative purchasing (CO-OP) contract that extends to state and local government. This is GSA Schedule 70 Contract No. GS-35F-275AA. Otero County is eligible for to purchase from this contract.

Our 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.