

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

ADDENDUM TO KOFILE TECHNOLOGIES, INC.'S AGREEMENT
Pursuant to Contract No. TXMAS-23-92001

THIS ADDENDUM ("Addendum") is entered into by and between Fort Bend County, ("County"), a body corporate and politic under the laws of the State of Texas, and Kofile Technologies, Inc. ("Kofile"), a company authorized to conduct business in the State of Texas (hereinafter each referred to as a "party" or collectively as the "parties").

WHEREAS, subject to the changes herein, the parties have executed and accepted Kofile' Proposal dated, February 5, 2025 (the "Agreement"), attached hereto as Exhibit "A" and incorporated fully by reference, for preservation and imaging of historical records services (the "Services"); and

WHEREAS, County desires that Kofile provide Services as will be more specifically described in this Agreement; and

WHEREAS, Kofile represents that it is qualified and desires to perform such Services; and

WHEREAS, the parties wish to utilize Contract No. TXMAS-23-92001, a copy of which is incorporated fully by reference, for the purchase of the Services; and

WHEREAS, the following changes are incorporated as if a part of the Agreement; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the parties agree as follows:

AGREEMENT

1. **Recitals.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.
2. **Term.** The term of the Agreement is effective upon execution of this Addendum by both parties, and shall expire no later than one year from the date of execution, unless terminated sooner pursuant to the Agreement. This Agreement shall not automatically renew, but may be subsequently renewed in writing upon agreement of the parties.
3. **Scope of Services.** Subject to this Addendum, Kofile will render Services to County as described in Exhibit A; and in accordance with the requirements and specifications of TXMAS-23-92001.
4. **Payment; Non-appropriation; Taxes.** Payment shall be made by County within thirty (30) days of receipt of invoice. Kofile may submit invoice(s) electronically in a form acceptable to County via: apauditor@fortbendcountytexas.gov. If County disputes charges related to the invoice submitted by Kofile, County shall notify Kofile no later than twenty-one (21) days

after the date County receives the invoice. If County does not dispute the invoice, then County shall pay each such approved invoice within thirty (30) calendar days. It is specifically understood and agreed that in the event no funds or insufficient funds are appropriated by Fort Bend County under this Agreement, Fort Bend County shall notify all necessary parties that this Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to Fort Bend County. County is a body corporate and politic under the laws of the State of Texas and claims exemption from sales and use taxes. A copy of a tax-exempt certificate will be furnished upon request. Interest resulting from late payments by County shall be governed by Chapter 2251, TEXAS GOVERNMENT CODE.

5. **Limit of Appropriation.** Kofile clearly understands and agrees, such understanding and agreement being of the absolute essence of this Agreement, that County shall have available the total maximum sum of One Million Ninety-two Thousand, Four Hundred Seventy-Seven dollars and 05/100 (\$1,092,477.05), specifically allocated to fully discharge any and all liabilities County may incur. Kofile does further understand and agree, said understanding and agreement also being of the absolute essence of this Agreement, that the total maximum compensation that Kofile may become entitled to and the total maximum sum that County may become liable to pay to Kofile shall not under any conditions, circumstances, or interpretations thereof exceed One Million Ninety-two Thousand, Four Hundred Seventy-Seven dollars and 05/100 (\$1,092,477.05). In no event will the amount paid by the County for all Services under this Agreement exceed this Limit of Appropriation without an amendment executed by the parties.
6. **Public Information Act and Open Meetings Act.** Kofile expressly acknowledges that County is subject to the Texas Public Information Act, TEX. GOV'T CODE ANN. §§ 552.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will make any information related to the Agreement, or otherwise, available to third parties in accordance with the Texas Public Information Act. Any proprietary or confidential information marked as such provided to County by Kofile shall not be disclosed to any third party, except as directed by the Texas Attorney General in response to a request for such under the Texas Public Information Act, which provides for notice to the owner of such marked information and the opportunity for the owner of such information to notify the Attorney General of the reasons why such information should not be disclosed. The terms and conditions of the Agreement and this Addendum are not proprietary or confidential information.

Kofile expressly acknowledges that County is subject to the Texas Open Meetings Act, TEX. GOV'T CODE ANN. §§ 551.001 *et seq.*, as amended, and notwithstanding any provision in the Agreement to the contrary, County will comply with the provisions of the Texas Open Meetings Act in relation to the Agreement.

7. **Indemnity.** The parties agree that under the Constitution and laws of the State of Texas, County cannot enter into an agreement whereby County agrees to indemnify or hold

harmless another party; therefore, all references of any kind to County defending, indemnifying, holding or saving harmless Kofile for any reason are hereby deleted.

8. **Applicable Law; Arbitration; Attorney Fees.** The laws of the State of Texas govern all disputes arising out of or relating to this Agreement. The parties hereto acknowledge that venue is proper in Fort Bend County, Texas, for all legal actions or proceedings arising out of or relating to this Agreement and waive the right to sue or be sued elsewhere. Nothing in the Agreement shall be construed to waive the County's sovereign immunity. County does not agree to submit disputes arising out of the Agreement to binding arbitration. Therefore, any references to binding arbitration or the waiver of a right to litigate a dispute are hereby deleted. County does not agree to pay any and/or all attorney fees incurred by Kofile in any way associated with the Agreement.
9. **Certain State Law Requirements for Contracts.** The contents of this Section are required by Texas Law and are included by County regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Kofile hereby verifies that Kofile and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:
 - a. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.
 - b. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.
 - c. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.
 - d. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Kofile does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.

10. **Modifications and Waivers.** The parties may not amend or waive this Agreement, except by a written agreement executed by both parties. No failure or delay in exercising any right or remedy or requiring the satisfaction of any condition under this Agreement, and no course of dealing between the parties, operates as a waiver or estoppel of any right, remedy, or condition. The rights and remedies of the parties set forth in this Agreement are not exclusive of, but are cumulative to, any rights or remedies now or subsequently existing at law, in equity, or by statute.
11. **Human Trafficking.** BY ACCEPTANCE OF CONTRACT, KOFILTE ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.
12. **Use of Customer Name.** Kofile may use County's name without County's prior written consent only in any of Kofile's customer lists, any other use must be approved in advance by County.
13. **Performance Warranty.** Kofile warrants to County that Kofile has the skill and knowledge ordinarily possessed by well-informed members of its trade or profession practicing in the greater Houston metropolitan area and Kofile will apply that skill and knowledge with care and diligence to ensure that the Services provided hereunder will be performed and delivered in accordance with the highest professional standards.
- Kofile warrants to County that the Services will be free from material errors and will materially conform to all requirements and specifications contained in the attached Exhibit A, and Contract No. TXMAS-23-92001.
14. **Conflict.** In the event there is a conflict between this Addendum and the Agreement, this Addendum controls to the extent of the conflict. In the event there is a conflict between this Addendum and the terms and conditions of Contract No. TXMAS-23-92001, then the terms and conditions of Contract No. TXMAS-23-92001 controls to the extent of the conflict.
15. **Understanding, Fair Construction.** By execution of this Addendum, the parties acknowledge that they have read and understood each provision, term and obligation contained in this Addendum. This Addendum, although drawn by one party, shall be construed fairly and reasonably and not more strictly against the drafting party than the nondrafting party.
16. **Captions.** The section captions used in this Agreement are for convenience of reference only and do not affect the interpretation or construction of this Agreement.
17. **Electronic and Digital Signatures.** The parties to this Agreement agree that any electronic and/or digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as the use of manual signatures.

18. **County Data.** Nothing in this Agreement will be construed to waive the requirements of § 205.009 of the Texas Local Government Code. For the avoidance of doubt, County owns all right and title to its data under this Agreement. Upon termination of this Agreement or upon request(s) by County, the County will be able to retrieve a copy of County data from Kofile in a standard industry format, at no additional cost to County. Nothing in this Agreement will be construed to waive the requirements of any record retention laws applicable to County.
19. **Assignment and Delegation.**
- 19.1. Neither party may assign any of its rights under this Agreement, except with the prior written consent of the other party. That party shall not unreasonably withhold its consent. All assignments of rights are prohibited under this subsection, whether they are voluntarily or involuntarily, by merger, consolidation, dissolution, operation of law, or any other manner.
 - 19.2. Neither party may delegate any performance under this Agreement.
 - 19.3. Any purported assignment of rights or delegation of performance in violation of this Section is void.
 - 19.4. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County.
20. **Successors and Assigns.** County and Kofile bind themselves and their successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of the other party, in respect to all covenants of this Agreement.
21. **Compliance with Laws.** Kofile shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required by County, Kofile shall furnish County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.
22. **Confidential Information.** Kofile acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this Agreement, be exposed to or acquire information that is confidential to County. Any and all information of any form obtained by Kofile or its employees or agents from County in the performance of this Agreement shall be deemed to be confidential information of County ("Confidential Information"). Any reports or other documents or items (including software) that result from the use of the Confidential Information by Kofile shall be treated with respect to confidentiality in the same manner as the Confidential Information. Confidential

Information shall be deemed not to include information that (a) is or becomes (other than by disclosure by Kofile) publicly known or is contained in a publicly available document; (b) is rightfully in Kofile' possession without the obligation of nondisclosure prior to the time of its disclosure under this Agreement; or (c) is independently developed by employees or agents of Kofile who can be shown to have had no access to the Confidential Information.

Kofile agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Kofile uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of Services to County hereunder, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Kofile shall use its best efforts to assist County in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, Kofile shall advise County immediately in the event Kofile learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and Kofile will at its expense cooperate with County in seeking injunctive or other equitable relief in the name of County or Kofile against any such person. Kofile agrees that, except as directed by County, Kofile will not at any time during or after the term of this Agreement disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this Agreement or at County's request, Kofile will promptly turn over to County all documents, papers, and other matter in Kofile' possession which embody Confidential Information.

Kofile acknowledges that a breach of this Section, including disclosure of any Confidential Information, or disclosure of other information that, at law or in equity, ought to remain confidential, will give rise to irreparable injury to County that is inadequately compensable in damages. Accordingly, County may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies that may be available. Kofile acknowledges and agrees that the covenants contained herein are necessary for the protection of the legitimate business interest of County and are reasonable in scope and content.

Kofile in providing all Services hereunder agrees to abide by the provisions of any applicable Federal or State Data Privacy Act.

23. Termination.

23.1. Termination for Convenience. County may terminate this Agreement at any time upon thirty (30) days written notice.

23.2. Termination for Default. County may terminate the whole or any part of this Agreement for cause in the following circumstances:

- (a). If Kofile fails to timely perform Services pursuant to this Agreement or any extension thereof granted by the County in writing;
- (b). If Kofile materially breaches any of the covenants or terms and conditions set forth in this Agreement or fails to perform any of the other provisions of this Agreement or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in any of these circumstances does not cure such breach or failure to County's reasonable satisfaction within a period of ten (10) calendar days after receipt of notice from County specifying such breach or failure.

23.3. If, after termination, it is determined for any reason whatsoever that Kofile was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the County in accordance with § 23.1 above.

23.4. Upon termination of this Agreement, County shall compensate Kofile in accordance with § 4, above, for those Services which were provided under this Agreement prior to its termination and which have not been previously invoiced to County. Kofile's final invoice for said Services will be presented to and paid by County in the same manner set forth in § 4 above.

23.5. If County terminates this Agreement as provided in this Section, no fees of any type, other than fees due and payable at the Termination Date, shall thereafter be paid to Kofile.

23.6. If County terminates this Agreement prior to the termination date, County shall not be subject to any early termination fee or other penalty.

23.7. Upon termination of this Agreement for any reason, if Kofile has any property in its possession belonging to County, Kofile will account for and return property to Fort Bend County tax office at the expense of Kofile.

24. **Independent Contractor.** In the performance of work or services hereunder, Kofile shall be deemed an independent contractor, and any of its agents, employees, officers, or volunteers performing work required hereunder shall be deemed solely as employees of Kofile or, where permitted, of its subcontractors. Kofile and its agents, employees, officers, or volunteers shall not, by performing work pursuant to this Agreement, be deemed to be employees, agents, or servants of County and shall not be entitled to any of the privileges or benefits of County employment.

25. **Further Assurances.** Each party further agrees that it shall take any and all necessary steps and sign and execute any and all necessary documents or agreements required to implement

the terms of the Agreement of the parties contained in this contract, and each party agrees to refrain from taking any action, either expressly or impliedly, which would have the effect to prohibiting or hindering the performance of the other party to this Agreement.

26. **Severability.** If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions remain in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.

27. **Notices.**

27.1. Each party giving any notice or making any request, demand, or other communication (each, a "Notice") pursuant to this Agreement shall do so in writing and shall use one of the following methods of delivery, each of which, for purposes of this Agreement, is a writing: personal delivery, registered or certified mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid).

27.2. Each party giving a Notice shall address the Notice to the receiving party at the address listed below or to another address designated by a party in a Notice pursuant to this Section:

County: Fort Bend County Tax Assessor's Office
Attn: Carmen P. Turner
301 Jackson Street
Richmond, Texas 77469

With a copy to: Fort Bend County
Attn: County Judge
301 Jackson Street
Richmond, Texas 77469

Contractor: Kofile Technologies, Inc.
Attn: _____
6300 Cedar Springs Road
Dallas, Texas 75235

27.3. A Notice is effective only if the party giving or making the Notice has complied with subsections 28.1 and 28.2 and if the addressee has received the Notice. A Notice is deemed received as follows:

27.3.1. If the Notice is delivered in person, or sent by registered or certified mail or a nationally recognized overnight courier, upon receipt as indicated by the date on the signed receipt.

27.3.2. If the addressee rejects or otherwise refuses to accept the Notice, or if the Notice cannot be delivered because of a change in address for which no Notice was given, then upon the rejection, refusal, or inability to deliver.

(Execution Page Follows)

(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, this Addendum is signed, accepted, and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge that they have read and understood this Addendum and the attachments and exhibits hereto. All parties further acknowledge that they have executed this legal document voluntarily and of their own free will.

FORT BEND COUNTY

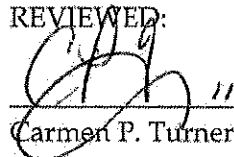
KP George, County Judge

Date

ATTEST:

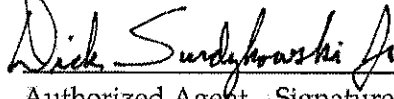
Laura Richard, County Clerk

REVIEWED:



Carmen P. Turner,
Fort Bend County Tax Assessor

KOFILE TECHNOLOGIES, INC.



Authorized Agent – Signature

Dick Surdykowski Jr

Authorized Agent- Printed Name

Chief Revenue Officer

Title

March 24, 2025

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds in the amount of \$_____ are available to pay the obligation of Fort Bend County within the foregoing Agreement.

Robert Ed Sturdivant, County Auditor

Exhibit A: Kofile Technologies, Inc.'s Proposal

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ADDENDUM TO KOFILE TECHNOLOGIES, INC.'S AGREEMENT
Contract #25-Tax-100453

Exhibit A

March 13, 2025

**Honorable Carmen P. Turner
Fort Bend County Tax Assessor**

Critical Records Management

Preservation and Imaging of Historical Records

SUBMITTED BY:

Billy Gerwick
Account Executive
billy.gerwick@kofile.com
(832) 373-9124

Kofile 

6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.Kofile.com

Dear Honorable Carmen P. Turner,

This proposal addresses Fort Bend County Tax Office's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete Fort Bend County Tax Office's modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis. Each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, creating a security copy, treatment, stabilization, preventative care, digitization - or any maintenance or repair of the existing resource.

AREAS OF CONCERN

Sound preservation ensures accessibility to these irreplaceable and permanent documents forever.

Acidic Paper

Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

Acidic Ink

Acidic inks can "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied.

Mechanical Damage (Use & Abuse)

Everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Exposed fragments become abused even with careful use.

Binding Margin

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never attempts any procedure that could result in a loss of text or weaken the integrity of the paper. A sheet's binding margin should never be compromised.

Broken Book Block

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

Failing Index Stacks

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of "pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes"—all are unstable. These tapes and adhesives "will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove."

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate "quick fix" to a prevailing problem. To save this collection, the underlying issues causing the deterioration of the sheets' margins need correcting. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.

Lamination Removal

Kofile conservators address the "Laminate" process to the fullest extent possible. Conservators reverse the process and remove the laminate using a proprietary solvent solution. The possibility of removing the "Laminate" depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. Conservators will not attempt removal if the removal process will damage either the document's paper or ink. If conservators cannot remove the laminate safely, Kofile will contact Fort Bend County Tax Office directly to discuss alternatives.

Non-Archival Quality Materials

The off gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

Temperature & Humidity Monitoring

While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Temperatures above 75° F and RH higher than 60% encourage mold and other bacteria growth within 48—72 hours.

Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in a local courthouse (especially on weekends).

Red inks smear first, then blue inks, and lastly, black inks.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water soluble inks (such as signatures) is vital. These records are extremely fragile.

The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). The image above is property of IPI.

Treatment Specifications

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, tri-folds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Guillotine cutters are never employed. If trimming is necessary, it is accomplished with handheld scissors or specialized shears designed for trimming fragile sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

Surface Cleaning

Surface cleaning sheets removes materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile removes fasteners, page markers, and any metal mechanisms. 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).

Removal of Tape, Adhesives, Varnish, or Old Repairs

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.

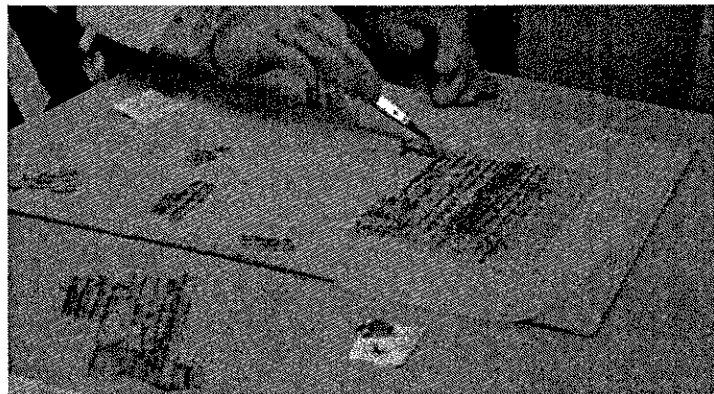
Flattening and Humidification

Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to "flatten" paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.

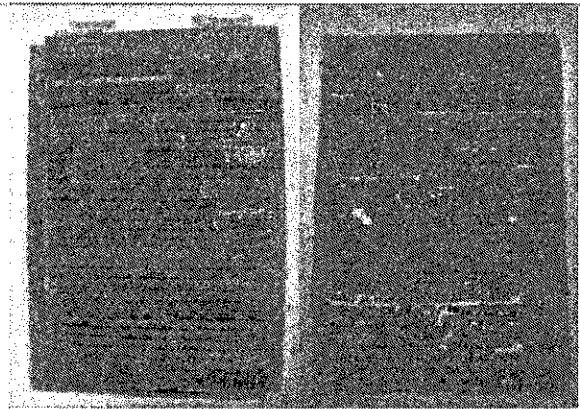
After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.

Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the document is going to be encapsulated.

A specialized paper and paste is commonly used and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document.



A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive. An 1848 Probate Record before and after treatment. The image to the right shows the page after deacidification, tape removal, and mending with archival tissue.



Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through a HVAC system for optimum performance.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment (see right picture). The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.

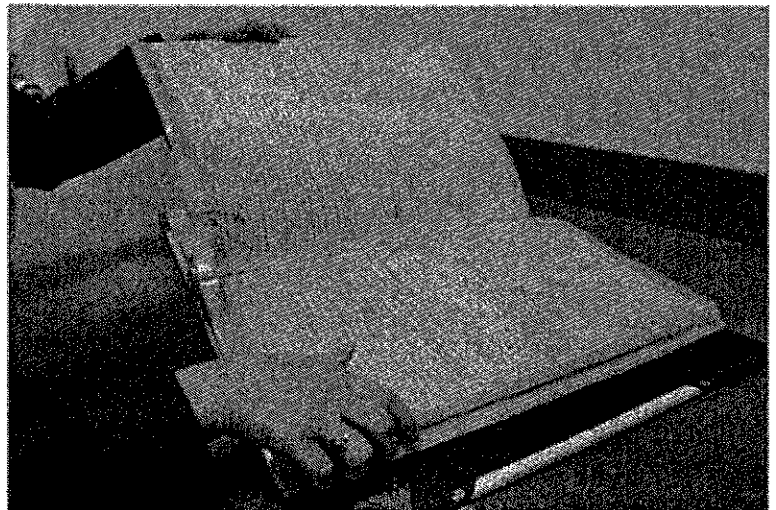
Once the buffer is applied, the paper's pH alters slowly. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.



Encapsulation

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

Each sheet is encapsulated in a 2 mil patented polyester pocket: Lay Flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbond polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth



side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).

This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.

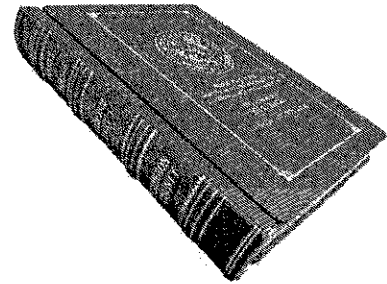
Archival Recorder Binders

Volumes are hand-cased at 250 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile punches sheets to any hole specifications and repair/replace index tabs as necessary. Kofile can manufacture custom binder 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.

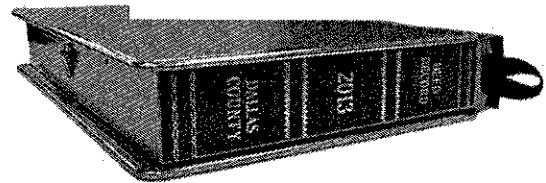
Stamping

Title stamping can follow the same format/style of the originals. A stamping sheet is sent for approval. If any titling, dates, or other information from an original volume is noted in error, Fort Bend County Tax Office is notified. Any changes are approved by Fort Bend County Tax Office. Tooling is performed with 23-karat gold foil.



Disaster Safe Binder™ (DSB)

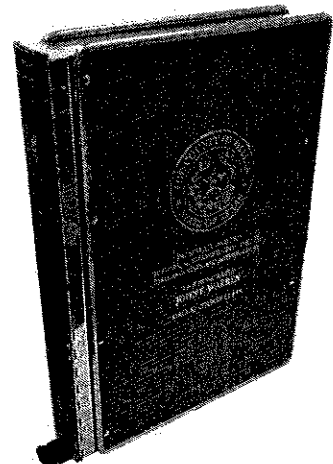
The DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption. The primary problem in 2005 was 100% relative humidity. With weeks of no power, mold was rampant. A hard lesson, the DSB addresses what went wrong in that disaster.



The DSB enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical flat cabinet. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to Fort Bend County Tax Office. This is Kofile's commitment of value and service to its customers.

The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. The DSB also features a lifetime warranty against rust.



Other DSB Features Include:

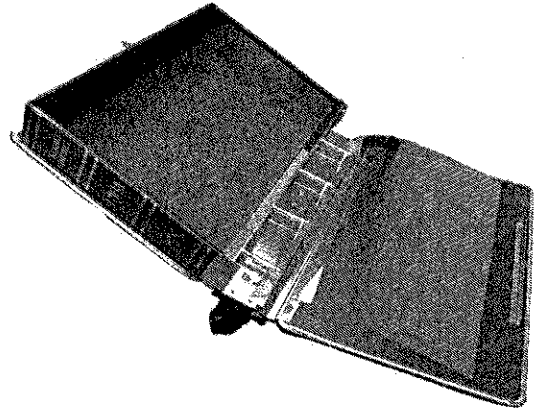
Stainless Steel—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

Support to the Book Block—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

Microclimate—The DSB creates a Microclimate, an independent, stable environment separating sheets from the external atmosphere.

Security Lock—A security lock hinge protects from theft.

Nonflammable & Self-Extinguishing—With nonflammable cover boards and materials, the DSB is self-extinguishing. These proprietary features protect the contained pages in extreme temperatures.



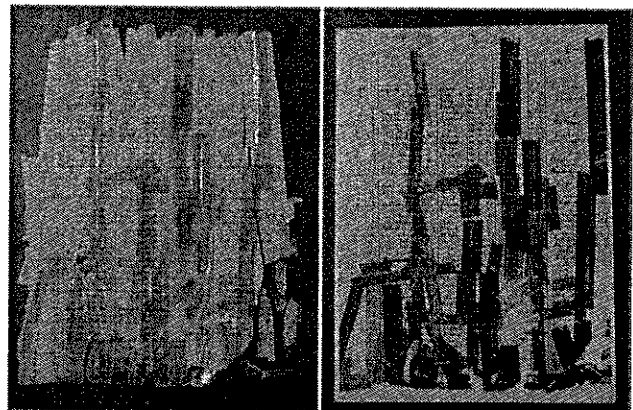
ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. 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.

Archival digitization includes capture and processing (custom image enhancement and cleanup) and optimization for access.

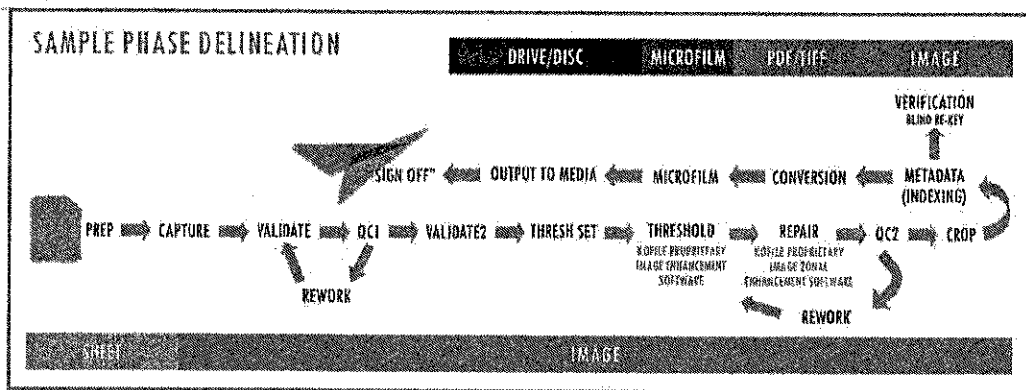
Kofile's services are unique because materials are addressed according to their conditions and fold endurences without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents and use the best hardware and software available. Many projects involve re-work for collections already imaged or indexed by low-bid vendors. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.

Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.



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

Imaging WITHOUT Conservation



IMAGING OVERVIEW

Operators observe each page during capture. For faint or illegible pages, the operator marks the page, readjusts the scanner, and employs contrast tools. If unsuccessful, the operator indicates and inserts a review form for the quality assurance team to assess. The page is marked with a "Best Possible Image Indicator" or treated with further enhancements.

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the highest image quality for documents with poor contrast and difficult-to-read information. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output.



The article implies that partial document destruction is normal. This is unacceptable and contrary to any preservation standard. Kofile has the experience and expertise to handle fragile documents and address the physical preservation of the source document.

Source: Higgins, Jessie, "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched," *Evansville Courier & Press*, August 21, 2013.

IMAGE PROCESSING AND ENHANCEMENT

IMAGEPERFECT is Kofile's proprietary digital SLR-based software which utilizes proprietary algorithms, critical for capturing different densities and quality levels in a collection, to provide optimal quality

and uniform images. Image Perfect measures each image at a minimum for the following attributes:

- White-on-white images
- Synchronizing images from different scanners
- Floating page cropping & segmentation
- Rotating & de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization

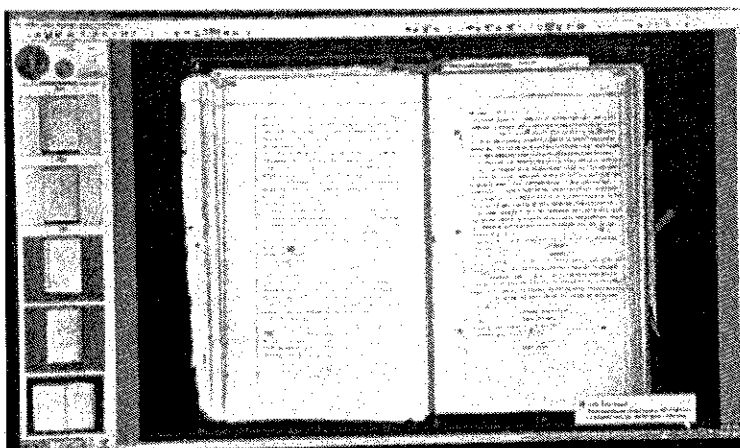
Kofile utilizes the Microsoft® SQL database as the underpinning for its production systems and IMAGEPERFECT allows operators to interactively build and edit image processing scripts, which can be saved for batch processing. Progress tracking capabilities can identify exceptions enabling supervisors to quickly and efficiently correct problems. This software automatically detects and compensates for a scanner(s) variances. The Assured Image delivers consistent, high-quality output.

IMAGEPERFECT enables repair of the currently displayed image without rescanning which could compromise image integrity, and uses custom image clean-up and enhancements such as deskew, despeckle, character repair, and zonal processing to improve legibility. Kofile maintains 100% document integrity and image control with exclusive image locking capabilities. The processing procedures will not allow for information from rescanned pages to cut and paste accidentally into the incorrect page.

Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are "normalized." Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.

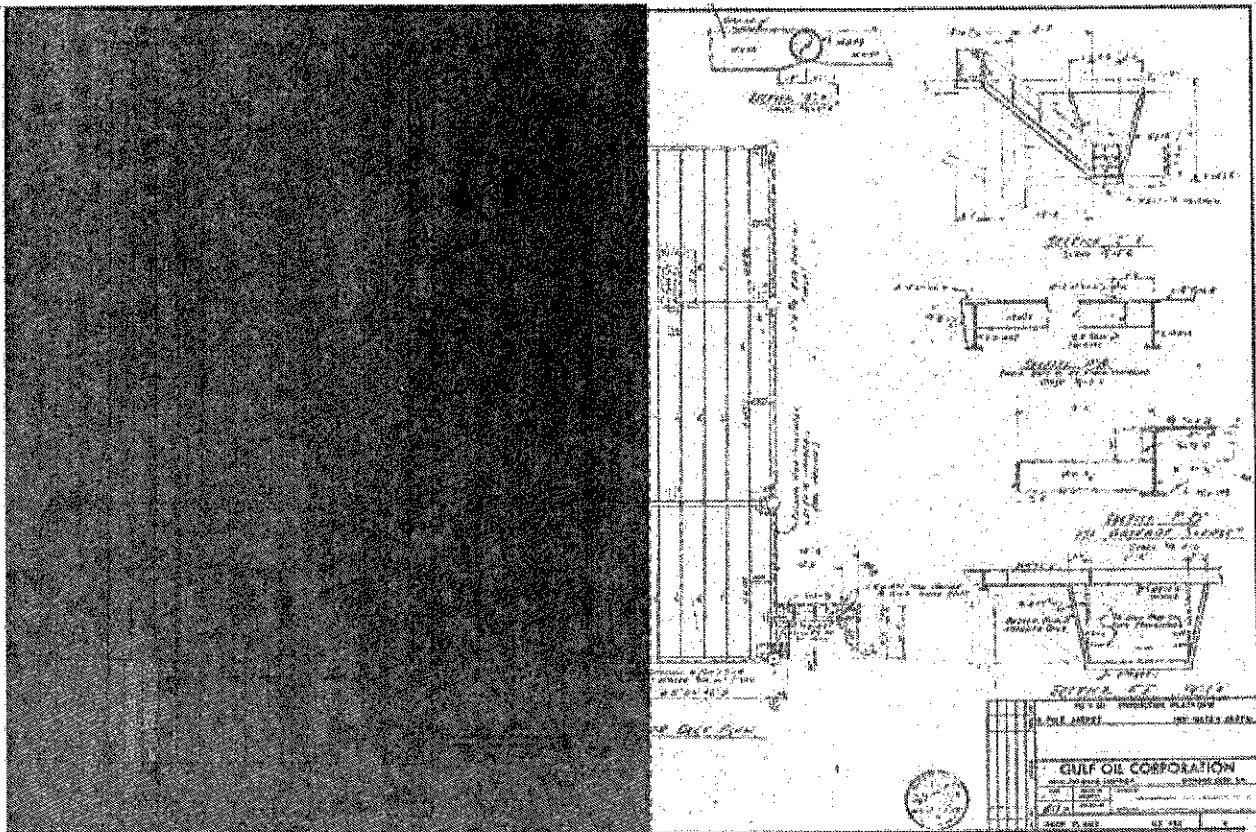
Quality Targets (pictured herein) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. IMAGEPERFECT measures each image at a minimum for:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data



If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.



Examples of imaging before (L) and after (R) advanced image cleanup and enhancements.

Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Each page is checked to ensure there are no missing pages, double feeds, or "A" pages, which may have been added. Every image is inspected and a statistical, random, batch-based review of 8% of the inventory is conducted before delivery. Fort Bend County Tax Office can receive an image log noting the steps employed.

Advanced Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All of scanners employ page detection to adjust for varying sizes of paper and, more importantly, thicknesses to reduce "pull-throughs" on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

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

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1¼" binding margin.
- Re-bind in custom-fitted and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

Image—Archival Image Capture, Image Processing, Clean Up, & Enhancements (IM)

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as bi-tonal images in a standard PDF or Group IV TIFF format.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If applicable, images are optimized and scaled for system output.
- Annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.

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- **STITCHING:** If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page. Amendments are stitched to the appropriate Certificate and indexed in place of the original Certificate.
 - Fort Bend County Tax Office receives a MASTER in a medium suitable to the project size (e.g., SFTP, USB).
 - Kofile can hold a security copy of all images for safekeeping.

PROJECT PRICING

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Fort Bend Tax Assessor							
Project Overview							
Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Tax Roll	-	Vol. 18	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 19	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 20	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 21	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 22	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 23	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 24	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 25	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 26	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 27	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 28	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 29	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 30	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 31	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 32	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 33	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 34	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 35	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 36	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 37	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 38	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 39	800	XP	\$7,624.00	\$1,352.00	\$8,976.00
Tax Roll	-	Vol. 40	800	XP	\$7,624.00	\$1,352.00	\$8,976.00
Tax Roll	-	Vol. 41	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 42	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 43	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 44	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 45	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 46	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 47	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 48	450	XP	\$4,288.50	\$760.50	\$5,049.00

Fort Bend Tax Assessor

Project Overview

Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Tax Roll	-	Vol. 49	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 50	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 51	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 52	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 53	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 54	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 55	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 56	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 57	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 58	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 59	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 60	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 61	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 62	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 63	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 64	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 65	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 66	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 67	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 68	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 69	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 70	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 71	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 72	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 73	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 74	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 75	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 76	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 77	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 78	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 79	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 80	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 81	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 82	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 83	450	XP	\$4,288.50	\$760.50	\$5,049.00

Fort Bend Tax Assessor

Project Overview

Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Tax Roll	-	Vol. 84	450	XP	\$4,288.50	\$760.50	\$5,049.00
Tax Roll	-	Vol. 85	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 86	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 87	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 88	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 89	750	XP	\$7,147.50	\$1,267.50	\$8,415.00
Tax Roll	-	Vol. 90	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 91	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 92	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 93	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 94	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 95	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Tax Roll	-	Vol. 96	750	XP	\$7,147.50	\$1,267.50	\$8,415.00
Tax Roll	-	Vol. 97	625	XP	\$5,956.25	\$1,056.25	\$7,012.50
Delinquent Tax Roll	1979	Vol. 1	226	2XP	\$2,806.92	\$381.94	\$3,188.86
Delinquent Tax Roll	1979	Vol. 2	194	2XP	\$2,409.48	\$327.86	\$2,737.34
Delinquent Tax Roll	1979	Vol. 3	193	2XP	\$2,397.06	\$326.17	\$2,723.23
Delinquent Tax Roll	1979	Vol. 4	186	2XP	\$2,310.12	\$314.34	\$2,624.46
Delinquent Tax Roll	1979	Vol. 5	186	2XP	\$2,310.12	\$314.34	\$2,624.46
Delinquent Tax Roll	1979	Vol. 6	285	2XP	\$3,539.70	\$481.65	\$4,021.35
Tax Roll	1980	Vol. 1	514	XP	\$4,898.42	\$868.66	\$5,767.08
Tax Roll	1980	Vol. 2	515	XP	\$4,907.95	\$870.35	\$5,778.30
Tax Roll	1980	Vol. 3	567	XP	\$5,403.51	\$958.23	\$6,361.74
Tax Roll	1980	Vol. 4	554	XP	\$5,279.62	\$936.26	\$6,215.88
Tax Roll	1980	Vol. 5	481	XP	\$4,583.93	\$812.89	\$5,396.82
Tax Roll	1980	Vol. 6	601	XP	\$5,727.53	\$1,015.69	\$6,743.22
Tax Roll	1980	Vol. 7	566	XP	\$5,393.98	\$956.54	\$6,350.52
Tax Roll	1980	Vol. 8	520	XP	\$4,955.60	\$878.80	\$5,834.40
Tax Roll	1980	Vol. 9	498	XP	\$4,745.94	\$841.62	\$5,587.56
Tax Roll	1980	Vol. 10	547	XP	\$5,212.91	\$924.43	\$6,137.34
Tax Roll	1981	Vol. 1	446	Poor	\$3,434.20	\$753.74	\$4,187.94
Tax Roll	1981	Vol. 2	477	Poor	\$3,672.90	\$806.13	\$4,479.03
Tax Roll	1981	Vol. 3	491	Poor	\$3,780.70	\$829.79	\$4,610.49
Tax Roll	1981	Vol. 4	354	Poor	\$2,725.80	\$598.26	\$3,324.06
Tax Roll	1981	Vol. 5	386	Poor	\$2,972.20	\$652.34	\$3,624.54

Fort Bend Tax Assessor

Project Overview

Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Tax Roll	1981	Vol. 6	447	Poor	\$3,441.90	\$755.43	\$4,197.33
Tax Roll	1981	Vol. 7	454	Poor	\$3,495.80	\$767.26	\$4,263.06
Tax Roll	1981	Vol. 8	417	Poor	\$3,210.90	\$704.73	\$3,915.63
Tax Roll	1981	Vol. 9	451	Poor	\$3,472.70	\$762.19	\$4,234.89
Tax Roll	1981	Vol. 10	380	Poor	\$2,926.00	\$642.20	\$3,568.20
Tax Roll	1981	Vol. 11	397	Poor	\$3,056.90	\$670.93	\$3,727.83
Tax Roll	1981	Vol. 12	614	Poor	\$4,727.80	\$1,037.66	\$5,765.46
Recap	1981	-	409	Poor	\$3,149.30	\$691.21	\$3,840.51
Delinquent Tax Roll	1981	Book 1	368	Poor	\$2,833.60	\$621.92	\$3,455.52
Delinquent Tax Roll	1981	Book 2	418	Poor	\$3,218.60	\$706.42	\$3,925.02
Tax Roll	1981	-	543	Poor	\$4,181.10	\$917.67	\$5,098.77
Tax Roll	1981	-	664	Poor	\$5,112.80	\$1,122.16	\$6,234.96
Tax Roll	1981	-	467	Poor	\$3,595.90	\$789.23	\$4,385.13
Tax Roll	1981	-	551	Poor	\$4,242.70	\$931.19	\$5,173.89
Tax Roll	1981	-	572	Poor	\$4,404.40	\$966.68	\$5,371.08
Tax Roll	1981	-	606	Poor	\$4,666.20	\$1,024.14	\$5,690.34
Tax Roll	1981	-	586	Poor	\$4,512.20	\$990.34	\$5,502.54
Tax Roll	1981	-	543	Poor	\$4,181.10	\$917.67	\$5,098.77
Tax Roll	1981	-	614	Poor	\$4,727.80	\$1,037.66	\$5,765.46
Tax Roll	1981	-	577	Poor	\$4,442.90	\$975.13	\$5,418.03
Delinquent Tax Roll	1977	-	180	2XP	\$2,235.60	\$304.20	\$2,539.80
Delinquent Tax Roll	1978	-	310	2XP	\$3,850.20	\$523.90	\$4,374.10
Delinquent Tax Roll	1975	-	170	2XP	\$2,111.40	\$287.30	\$2,398.70
Delinquent Tax Roll	1976	-	180	2XP	\$2,235.60	\$304.20	\$2,539.80
Sugar Grove/ Sugar Woods	1981	-	64	Poor	\$492.80	\$108.16	\$600.96
Delinquent Tax Roll	1982	-	800	Poor	\$6,160.00	\$1,352.00	\$7,512.00
Delinquent Tax Roll	1989	Book 1	716	Poor	\$5,513.20	\$1,210.04	\$6,723.24
Delinquent Tax Roll	1989	Book 2	772	Poor	\$5,944.40	\$1,304.68	\$7,249.08
Delinquent Tax Roll	1989	Book 3	716	Poor	\$5,513.20	\$1,210.04	\$6,723.24
Delinquent Tax Roll	1989	Book 4	798	Poor	\$6,144.60	\$1,348.62	\$7,493.22
Delinquent Tax Roll	1989	Book 5	697	Poor	\$5,366.90	\$1,177.93	\$6,544.83
Delinquent Tax Roll	1989	Book 6	672	Poor	\$5,174.40	\$1,135.68	\$6,310.08
Delinquent Tax Roll	1989	Book 7	850	Poor	\$6,545.00	\$1,436.50	\$7,981.50
Personal Property	1978	-	450	Poor	\$3,465.00	\$760.50	\$4,225.50
Personal Property	1971	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00

Fort Bend Tax Assessor

Project Overview

Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Tax Roll	1981	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Tax Roll	1978-1980	-	550	Poor	\$4,235.00	\$929.50	\$5,164.50
Tax Roll	1980	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Tax Roll	1980	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Delinquent Roll	1980	Book 2	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Delinquent Roll	1980	Book 1	850	Poor	\$6,545.00	\$1,436.50	\$7,981.50
Oil & Gas	1982	Book 12	550	Poor	\$4,235.00	\$929.50	\$5,164.50
Tax Roll	1981	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Assessor Abstract of Land	1940-1970's	Volume 1	436	2XP	\$5,415.12	\$736.84	\$6,151.96
Assessor Abstract of Land	1940-1970's	Volume 2	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 3	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 4	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 5	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 6	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 7	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 8	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 9	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 10	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 11	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 12	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 13	500	XP	\$4,765.00	\$845.00	\$5,610.00
Assessor Abstract of Land	1940-1970's	Volume 14	500	P	\$3,850.00	\$845.00	\$4,695.00
Assessor Abstract of Land	1940-1970's	Volume 15	500	P	\$3,850.00	\$845.00	\$4,695.00
Assessor Abstract of Land	1940-1970's	Volume 16	500	P	\$3,850.00	\$845.00	\$4,695.00
Assessor Abstract of Land	1940-1970's	Volume 17	500	P	\$3,850.00	\$845.00	\$4,695.00
Map Book 8	-	8	400	XP	\$3,080.00	\$676.00	\$3,756.00
Zingery's Map Book	-	-	400	2XP	\$4,968.00	\$676.00	\$5,644.00
Delinquent Tax roll	1927,28,29	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax roll	1925,26	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax roll	1932-33	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax roll	1930-31	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Map Book	-	10	300	Poor	\$2,310.00	\$507.00	\$2,817.00
Delinquent Tax roll	1919-1948	-	400	Poor	\$3,080.00	\$676.00	\$3,756.00
Delinquent Tax roll	1936-37	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax roll	1923-24	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00

Fort Bend Tax Assessor

Project Overview

Record Series	Date	Volume	Estimated Page Count	Format	Level of Service		Estimated Total
					PRV	IM	
Delinquent Tax roll	1921-22	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax roll	1909-1920	-	200	Poor	\$1,540.00	\$338.00	\$1,878.00
(No Title)	1954-1956	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
(No Title)	1961-62	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
(No Title)	1949-53	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Map Book	1970's	14	200	Poor	\$1,540.00	\$338.00	\$1,878.00
Delinquent Tax Roll	1954-1960	-	400	Poor	\$3,080.00	\$676.00	\$3,756.00
Delinquent Tax Roll	1957-1960	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Delinquent Tax Roll	1938-1941	-	500	Poor	\$3,850.00	\$845.00	\$4,695.00
Delinquent Tax Roll	1961-1970	-	800	Poor	\$6,160.00	\$1,352.00	\$7,512.00
Delinquent Tax Roll	1972-1973	-	600	Poor	\$4,620.00	\$1,014.00	\$5,634.00
Map Book	-	11	600	Poor	\$4,620.00	\$1,014.00	\$5,634.00
Delinquent Tax Roll	1939-1966	-	1,000	Poor	\$7,700.00	\$1,690.00	\$9,390.00
Supplementals	1981-1977 (back to 1917)	-	1,000	Poor	\$7,700.00	\$1,690.00	\$9,390.00
Tax Rolls	1950-1870's	-	1,000	Poor	\$7,700.00	\$1,690.00	\$9,390.00
Delinquent Tax Roll	1967-1971	-	1,200	3XP	\$14,904.00	\$2,028.00	\$16,932.00
Delinquent Tax Roll	Error Office	-	800	XP	\$6,160.00	\$1,352.00	\$7,512.00
Map Book 9	-	-	800	2XP	\$7,624.00	\$1,352.00	\$8,976.00
Delinquent Tax Roll Errors Office	1972-1977	-	800	2XP	\$7,624.00	\$1,352.00	\$8,976.00
Delinquent Tax Roll	1939-1966	-	700	XP	\$5,390.00	\$1,183.00	\$6,573.00
Delinquent Tax Roll	1972-1974	-	800	3XP	\$9,936.00	\$1,352.00	\$11,288.00
General Fee Book	1930's	-	300	Fair	\$2,310.00	\$507.00	\$2,817.00
Tax Collections	1983	-	800	Fair	\$6,160.00	\$1,352.00	\$7,512.00
Miscellaneous Tax Assessor	-	-	2,000	Poor	\$15,400.00	\$3,380.00	\$18,780.00
PROJECT TOTAL					\$918,743.36	\$173,733.69	\$1,092,477.05

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

Payment Terms: Pay 25% upon inventory pick-up and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

CUSTOMER ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

PURCHASING VIA TXMAS

Please reference Contract No. **TXMAS-23-92001** directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Fort Bend County Tax Office can complete this purchase.

Fort Bend County Tax Office is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	LINE TOTAL
PRV702	96272	Index Book or Oversized Record Preservation by Page	Page	\$7.70	102,801	\$791,567.70
PRV711	96272	Conservation Treatments: Adhesive, Old Repairs, and Scotch Tape Removal/Reduction	Page	\$1.83	61,684	\$112,881.72
PRV711	96272	Conservation Treatments: Adhesive, Old Repairs, and Scotch Tape Removal/Reduction	Page	\$2.89	4,946	\$14,293.94
IMGP711	92030	Imaging of Oversized Sheets/ >12" On The Shortest Side Of The Sheet	Page	\$1.69	102,801	\$173,733.69
TOTAL						\$1,092,477.05

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Fort Bend County Tax Office is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Fort Bend County Tax Office. This policy applies to any agreement, verbal or written, between Fort Bend County Tax Office and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Fort Bend County Tax Office. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Fort Bend County Tax Office and to working together for the preservation and access of its public and historical assets.

Sincerely,

Billy Gerwick

Billy Gerwick

c: (832) 373-9124

e: billy.gerwick@kofile.com

lgs/rac