

September 5, 2024

Honorable Jamie Clark
Sabine County Clerk

Probate & Criminal Case Files

Image & Group by Case Number

SUBMITTED BY:

John Rickerby
Account Executive
john.rickerby@kofile.com
972.839.7415

Kofile

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

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Jamie Clark
Sabine County Clerk
280 Main Street
Hemphill, Texas, 75948

Dear Honorable Jamie Clark,

This proposal addresses the Sabine County Clerk's historical Probate and Criminal case files and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include imaging and grouping of images by case number. 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 your 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 and 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) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

SCOPE OF SERVICES

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

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. Grayscale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or 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 ensure best quality image.
- Images are named (tagged for the directory file structure) at case level by book, volume, and page (or other requested fields).
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- Page Validation (automated PG. numbering for validation).
- If applicable, images are optimized and scaled for system output.
- If requested, annotations are supported to enable the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping.
- The County Clerk will receive a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.
- Kofile can hold a security copy of all images for safekeeping.

Special Project Instructions)

- Reload case files back on to file folder brackets
- Group images by case number.
- Images will be provided to NetData for conversion and linking by case number to existing case file indexes.

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. Final billing occurs on actuals per mutually agreed upon pricing; not to exceed the P.O. without written authorization.



Sabine County Clerk

**Probate & Criminal Case Files
Image & Group by Case**

Date: 9-5-2024

Book Type	Typed or Script	Case # Range	Binding	Cases Per Shelf	Pages per Case	Estimated Total Pages	Size	Image Price per Page	Total Price	Notes
										Image and group by case #. Image folder and shuck envelope sides containing text. Reload pages onto brackets. Images to be converted to NetData.
Probate Case Files										
Probate Cases	Typed	1473 to 1550	Flat Files	78	63	4,914	14 x 8.5	\$ 0.525	\$ 2,580	9-1-1977 to 9/13/1979 - 2/3rd shelf
Probate Cases	Typed	1551 to 1696	Flat Files	146	49	7,154	14 x 8.5	\$ 0.525	\$ 3,756	Range ends 9/8/1982
Probate Cases	Typed	1697 to 1833	Flat Files	137	52	7,124	14 x 8.5	\$ 0.525	\$ 3,740	Range ends 6/25/1985
Probate Cases	Typed	1834 to 2011	Flat Files	178	40	7,120	14 x 8.5	\$ 0.525	\$ 3,738	Range ends 4/13/1988
Probate Cases	Typed	2012 to 2175	Flat Files	164	44	7,216	14 x 8.5	\$ 0.525	\$ 3,788	Range ends 10/31/1990
Probate Cases	Typed	2177 to 2322	Flat Files	145	49	7,105	14 x 8.5	\$ 0.525	\$ 3,730	Range ends 2/17/1993
Probate Cases	Typed	2323 to 2490	Flat Files	168	43	7,224	14 x 8.5	\$ 0.525	\$ 3,793	Range ends 5/8/1995
Probate Cases	Typed	2491 to 2659	Flat Files	169	43	7,267	14 x 8.5	\$ 0.525	\$ 3,815	Ranged ends 11/10/1997
Probate Cases	Typed	2660 to 2826	Flat Files	167	43	7,181	14 x 8.5	\$ 0.525	\$ 3,770	Range ends 8/25/2000
Probate Cases	Typed	2827 to 2992	Flat Files	166	43	7,138	14 x 8.5	\$ 0.525	\$ 3,747	Range ends 10/8/2003
Probate Cases	Typed	2993 to 3183	Flat Files	191	38	7,258	14 x 8.5	\$ 0.525	\$ 3,810	Range ends 1/8/2007
Probate Cases	Typed	3184 to 3340	Flat Files	157	46	7,222	14 x 8.5	\$ 0.525	\$ 3,792	Range ends 9/29/2009
Probate Cases	Typed	3341 to 3395	Flat Files	55	63	3,465	14 x 8.5	\$ 0.525	\$ 1,819	Range ends 1/27/2011 - 1/2 shelf
									\$ 45,878.70	Probate Subtotal
Criminal Case Shuck Envelopes & Flat Files										
Criminal Cases	Typed	8454 to 8775	Shucks	322	10	3,220	14 x 8.5	\$ 1.09	\$ 3,510	January 1977 to August - 2/3rd full

Criminal Cases	Typed	8776 to 9271	Shucks	496	10	4,960	14 x 8.5	\$ 1.09	\$ 5,406	September 1977 to September 1978
Criminal Cases	Typed	9273 to 9775	Shucks	503	10	5,030	14 x 8.5	\$ 1.09	\$ 5,483	October 1978 to December 1978
Criminal Cases	Typed	97-300 & 98-190 to 98-319 & 99-000 to 99-077	Flat Files	131	40	5,240	14 x 8.5	\$ 0.525	\$ 2,751	4/5 full
Criminal Cases	Typed	99-078 to 99-255 & 01-192 & 01-193	Flat Files	180	39	7,020	14 x 8.5	\$ 0.525	\$ 3,686	
Criminal Cases	Typed	02-001 to 02-163 & 03-001 to 03-063	Flat Files	226	32	7,232	14 x 8.5	\$ 0.525	\$ 3,797	
Criminal Cases	Typed	03-064 to 03-243 & 04-001 to 04-043	Flat Files	223	32	7,136	14 x 8.5	\$ 0.525	\$ 3,746	
Criminal Cases	Typed	04-044 to 04-191 & 05-004 to 05-058	Flat Files	203	35	7,105	14 x 8.5	\$ 0.525	\$ 3,730	
Criminal Cases	Typed	05-059 to 05-245	Flat Files	187	30	5,610	14 x 8.5	\$ 0.525	\$ 2,945	4/5 full
									\$ 35,053.98	Criminal Subtotal
				4,392		139,941			\$ 80,932.68	Estimated Total

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 25% upon pickup, and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion.

CUSTOMER ACCEPTANCE



Signature of Authorized Official

Judge Daryl Melton

Print Name of Authorized Official

Judge

Title of Authorized Official

9-23-2024

Date

KOFILE ACCEPTANCE

Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

Date

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. The Sabine County Clerk 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 the Sabine County Clerk. This policy applies to any agreement, verbal or written, between Sabine 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 Sabine County. 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 the Sabine County Clerk and to working together for the preservation and access of its public and historical assets.

Sincerely,



John Rickerby

c: 972-839-7415

e: john.rickerby@kofile.com

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CUSTOMER ACCEPTANCE

Daryl Melton
Signature of Authorized Official

Judge Daryl Melton
Print Name of Authorized Official

Judge
Title of Authorized Official

9-23-2024
Date

Kofile Signed By: ACCEPTANCE

Dick Surdykowski
99E465CC07E94EF...
Signature of Authorized Official

Dick Surdykowski
Print Name of Authorized Official

Chief Revenue Officer
Title of Authorized Official

9/23/2024
Date

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Sincerely,

John Rickerby

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