



December 19, 2018

Honorable Richard A. Ford
Lake County Assessor-Recorder
255 North Forbes Street, Room 223
Lakeport, CA 95453

Dear Hon. Richard A. Ford,

The proposal addresses the preservation of 21 volumes, including General Index Grants/Grantees, designated for priority consideration by the Office of the Lake County Assessor-Recorder. Kofile Technologies, Inc. (Kofile) will address all of the necessary services for these assets.

*Kofile proposes a unique solution that no other vendor can offer. This project addresses the preservation, long-term management, and digital access of this collection. Preservation insures the survival of **source originals** for the application of future technologies.*

There are a Good Faith Estimate of 4,840 pages in this collection. Upon receipt at the Kofile Lab, if anything noted herein is in error, then Kofile will directly contact the County prior to the commencement of any services. Recommended preservation services include conservation (restoration, treatments, deacidification, encapsulation, and binding to match previous work), archival imaging (capture, processing, and enhancements), and security backups on archival microfilm. This proposal also includes pricing for one unit of archival shelving—one (1) unit of 4Post™ Shelving Unit.

PROJECT UNDERSTANDING

At Kofile, each project is unique and deserves special attention. Preservation minimizes chemical and physical deterioration to prolong the original's existence and useful life. Oftentimes, this includes preserving and removing the original from public access, and creating a security copy. Preservation can incorporate conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair.

Historical and archival government records have permanent retention schedules. The California Secretary of State's *Local Government Records Management Guidelines* define "Archival Record" as "Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data" (Archives Division Records Management, Feb. 2006). The Guidelines continue, identifying the primary principle of record management:

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records." Effective Records Management ensures that records are kept only as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case,

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
1558 FORREST WAY, CARSON CITY, NEVADA 89706
P: 855/767.8697 F: 775/883.9978 WWW.KOFILE.COM

the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation. These principles apply to all levels of government.

PROJECT INVENTORY & ITEMIZED PRICING

Without a signed Agreement, all prices are good for 90 days. Please note that all page counts are estimates. Actual counts will be known upon in-house assessment.

LAKE COUNTY ASSESSOR-RECORDER'S OFFICE, CA PROJECT OVERVIEW									
RECORDS SERIES	DATE	QUANTITY		SHEET SIZE	LEVEL OF SERVICE	PRICE QUOTE			
		VOLS.	PAGES			PRICE QUOTE	APPROX. TAX*	LINE TOTAL	SUBTOTALS
General Indexes	1964- 1975	20	4,640	18" x 15½"	(PRV) Preserve	\$25,520.00	n/a	\$25,520.00	\$32,079.80
					(IM) Archival Image	\$5,800.00	(+) \$507.50	\$6,307.50	
					(MM) Microfilm	\$232.00	(+) \$20.30	\$252.30	
Title & Abstract		1	200	8" x 12½"	(PRV) Preserve	\$2,400.00	n/a	\$2,400.00	\$2,682.76
					(IM) Archival Image	\$250.00	(+) \$21.88	\$271.88	
					(MM) Microfilm	\$10.00	(+) \$0.88	\$10.88	
One (1) 4Post™ Shelving Unit (85¼"H x 20"D x 36"W; five shelves)						\$1,350.00	(+) \$118.13	\$1,468.13	
TOTAL						\$35,562.00	(+) \$668.69	\$36,230.69	

* Any applicable sales tax are the responsibility of the County. Taxes are estimated at 8.75%; rate pulled 12/14/18.

COUNTY ACCEPTANCE Pricing is based on a Good Faith Estimate of page counts. Billing occurs on actual page counts per agreed upon pricing; not to exceed the P.O. without authorization.		PAYMENT PLAN The project is available as a multi-year Payment Plan. The final invoice is adjusted (up or down) to reflect the billing per actuals. Kofile, at its discretion, completes work ahead of payment to maintain workflow.	
Signature: <u>[Signature]</u> Title of Authorized County Representative		<u>Phase Year</u> <u>Payment</u> <u>Project Remaining</u>	
Date: <u>12/27/18</u>		Phase I 2019 \$25,000.00 \$12,230.69	
		Phase II 2020 \$12,230.69 \$0.00	

Records receive the following services as appropriate.

(PRV) Preservation—*Conservation Treatments, Deacidify, Encapsulate, & 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 materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organics, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

- Flatten and humidify sheets, as needed. Tools to 'flatten' documents include tacking irons, heat presses, and a custom Ultrasonic Humidification Chamber (also known as a paper suction table).
 - 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. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast R® (an acrylic-based, heat set tissue). Japanese paper usually utilized is Kozo paper, in both natural and white finish, because of its strength and transparent nature after application.
 - 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 binder. The following binders are identified for the inventory:
 - Disaster Safe County Binders™ (DSB)
 - Please note that Index Books may return in Heritage Recorder Binders
- If encapsulated, a volume may return split, depending on page count. A dedication/treatment report is included in each binder. Index tabs are repaired or replaced, as necessary.

(IM) Archival Imaging—*Capture, Processing, & Enhancement*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale 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 insure best quality image.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Images are grouped (stapled) together to form documents.
- When multiple documents (Deeds, etc.) exist on a single page, images are split so that each document is viewable individually.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the digital image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility is verified through rigorous and systematic quality control. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for "A" pages (added to the original).
- The County receives a MASTER in a medium suitable to the project size (e.g., CD, DVD, ftp, flash drive).
- Kofile can hold a security copy of all digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to County records.

(MM) Archival Microfilm

- Archival silver microfilm is produced in 16mm from the newly processed digital images. Microfilm serves as a security backup for disaster recovery. (Large format images are captured on 35mm, as they cannot compress to 16mm without resolution loss.)
- Microfilm is EPM's Life Expectancy (LE) 500 years ImageLink. Each box is labeled to identify its contents.

PROJECT INVENTORY & ITEMIZED PRICING

Following is a breakdown of the project inventory and itemized pricing for each volume as surveyed on-site by Kofile representatives. These prices do not include any estimated taxes.

- A volume is considered oversized if the shortest sheet edge measures greater than 12". These volumes incur additional charges to account for increased binder materials and Mylar.

KEY

(Sheet) Format

- M Manuscript (handwritten)
- T Typescript (typed)
- LL Loose Leaf (e.g., post)
- BD Bound (e.g., sewn)

Condition

- G Good
- F Fair
- P Poor
- XP Very Poor
- XXP Extremely Poor
- XXXP Critically Poor

PROJECT INVENTORY & ITEMIZED PRICING									
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	CONDITION	NOTES	LEVEL OF SERVICE	PRICE QUOTE
General Index Grantees	A-B	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	C-D	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	E-G	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	H-K	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	L-M	1964-1975	300	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$2,040.00
	N-R	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	S	1964-1975	180	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,224.00
	T-Z	1964-1975	500	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$3,400.00
General Index Grantees Corporations	A-G	1964-1975	400	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,292.00
	H-Z	1964-1975	300	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,292.00
General Index Grantors	A-B	1964-1975	190	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,088.00
	C-D	1964-1975	190	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	EFG	1964-1975	160	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	H-K	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,088.00
	L-M	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,088.00
	N-R	1964-1975	160	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	S	1964-1975	160	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$2,720.00
	T-Z	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$2,040.00
General Index Grantors Corporations	A-G	1964-1975	200	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$1,360.00
	H-Z	1964-1975	300	15½x18	M/T/LL	Poor	Tabs	PRV/IM/MM	\$2,040.00
Title & Abstract			200	8x12½		XXP		PRV/IM/MM	\$2,660.00



Please let me know if you have any questions.

Sincerely,

Patty Melton

Patty Melton
Account Manager
patty.melton@kofile.us
Cell: (248) 330-4339

sgr