



6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 3/25/2025
EXPIRATION DATE: 6/23/2025

QUOTE: Q-00648
PO #:
SALES ORDER #: 16016215
OPPORTUNITY #: P318374

Kofile Proposal

Customer Information

Customer: Lamb County Clerk | TX

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

Billing Address: Courthouse Rm. 103 Box 3 Littlefield, Texas 79339

Shipping Address: Courthouse Rm. 103 Box 3 Littlefield, Texas 79339

Primary Contact	
<u>Name</u>	Rene Trevino
<u>Title</u>	County Clerk
<u>Telephone</u>	
<u>Email</u>	rtrevino@co.lamb.tx.us

Kofile Sales Rep	
<u>Name</u>	Jack Morris
<u>Address</u>	6300 Cedar Springs Road, Dallas , TX, 75235
<u>Telephone</u>	(214) 729-6885
<u>Email</u>	jack.morris@kofile.com

Dear Honorable Rene Trevino,

This proposal addresses Lamb County Clerk | TX's critical records and is presented by Kofile Technologies, Inc. {Kofile}. Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

SCOPE OF SERVICES

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

Record Series	Service	Part No.	NIGP	Scope of Work
Deeds	Archival Imaging	IMGP701	92030	<ul style="list-style-type: none">• Capture images at 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 format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)• Capture verification.• 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) by book, volume, and page.• Images are grouped (stapled) together to form documents.• If applicable, images are optimized and scaled for system output.• 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. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate.• Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page.• Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).

Record Series	Service	Part No.	NIGP	Scope of Work
Deeds	Standard Indexing	IND703	92021	<ul style="list-style-type: none"> • Key and blind re-key verify documents. • Formatting of metadata (indexes) per the requirements of the client's record keeping vendor. • If requested, Kofile can provide a Disaster Recovery electronic offsite backup of metadata. • Indexing fields, as applicable, and identified here: <ul style="list-style-type: none"> • Doc Type • Instrument No. • Doc Reference No. • Vol/Pg Reference • Book/Vol/Pg • Grantor - First (see Instrument) • Grantor - All • Grantee - First (see Instrument) • Grantee - All • File Date • Doc Date • Cross References • Parcel ID • Address • Legal Description - First (see Instrument) • Legal Description - All • Lot/Block • Section/Township/Range • Subdivisions • Addition

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.

Record Series	Volume(s)	Total # of Inventory	UOM	Total Estimated Quantity	Service	Estimated Total
Deeds	36		Per Image	36,000	Archival Imaging	\$26,280.00
Deeds	36		Per Doc	18,000	Standard Indexing	\$67,860.00
TOTAL:						\$94,140.00

Net Total: \$94,140.00

Terms and Conditions: TXMAS - This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference Contract No. TXMAS-23-92001 directly on the P.O. Kofile can prepare a 'Shopping Cart' in TxSmartBuy so Lamb County Clerk | TX can complete this purchase. This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

<p>Customer Acceptance</p> <p></p> <p>Signature of Authorized Official</p> <p>Rene Trevino</p> <p>Print Name of Authorized Official</p> <p>County Clerk</p> <p>Title of Authorized Official</p> <p>6/5/2025</p> <p>Date</p>	<p>Kofile Acceptance</p> <p>Signature of Authorized Official</p> <p>Print Name of Authorized Official</p> <p>Title of Authorized Official</p> <p>Date</p>
--	---