

RESOLUTION NO. 2021 2830

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE PURCHASE OF SERVICES FROM KOFI TECHNOLOGIES, INC. FOR PRESERVATION, ARCHIVAL AND DIGITIZATION OF HISTORICAL TOWN DOCUMENTS; FINDING THAT THE SERVICES ARE EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(6) OF THE TOWN CODE AS A SOLE SOURCE PROVIDER; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PURCHASE ORDER FOR SUCH SERVICES AND/OR AGREEMENT AS DEEMED NECESSARY BY THE TOWN ATTORNEY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (“Town”) is in need of services for the preservation, archival and digitization of historical permanent Town documents and records to protect and preserve original documents from water, fire and physical damage for decades to come (“Services”); and

WHEREAS, pursuant to Section 3-13(6) of the Town’s Code, sole source procurements are exempt from competitive bidding; and

WHEREAS, the Town received a proposal from Kofile Technologies, Inc. for the Services, attached hereto as Exhibit “A”, and a sole source letter confirming that they are a sole source provider by offering areas of professional-level service still not available from other vendors (“Vendor”); and

WHEREAS, the Vendor has provided a proposal attached hereto as Exhibit “A” for the first phase of the Services at a cost not to exceed \$68,000 (the “Proposal”); and

WHEREAS, the Town Commission wishes to approve the first phase of the Services and authorize the Town Manager to enter into a Purchase Order with the Vendor, in substantially the form attached to the Proposal, and/or Agreement as deemed necessary or prudent by the Town

Attorney; and

WHEREAS, the Town Commission finds that the Services are in the best interests and welfare of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Services Approved; Exemption from Competitive Bidding. The Services in the amount not to exceed \$68,000 from the Vendor are hereby approved. The Town Commission finds that pursuant to Section 3-13(6) of the Town's Code, the Services are exempt from competitive bidding as a sole source provider. The Proposal, in substantially the form attached hereto as Exhibit "A," is hereby approved, and the Town Manager is authorized to execute a Purchase Order for the Services in substantially the form attached to the Proposal and/or other agreement as deemed necessary or prudent by the Town Attorney.

Section 3. Implementation. The Town Manager and Town Officials are authorized to take any and all necessary or further action to implement the Services and the purposes of this Resolution, including the execution of a Purchase Order and any necessary agreements for the Services.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 9th day of November, 2021.

Motion By: Commissioner Velasquez
Second By: Commissioner Kesl

FINAL VOTE ON ADOPTION:

Commissioner Charles Kesl Yes
Commissioner Eliana R. Salzhauer Yes
Commissioner Nelly Velasquez Yes
Vice Mayor Tina Paul Yes
Mayor Charles W. Burkett Yes




Charles W. Burkett, Mayor

ATTEST:



Sandra McCready, MMC
Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**



Weiss Serota Helfman Cole & Bierman, P.L.
Town Attorney



SOLE/SINGLE SOURCE JUSTIFICATION FORM

INSTRUCTIONS

Pursuant to Town of Surfside Code, a sole/single source purchase of goods/services may be done by the Town whenever there is only one source for the required supply, brand, service, or construction item capable of fulfilling the needs of the Town. A Sole/Single Source Justification Form shall be submitted to the Town Manager by the requesting department for consideration and approval of a sole/single source purchase prior to submitting a requisition to Finance.

The Town employee completing and signing this form shall read carefully the form before signing and submitting this form.

Goods/Services to be Sole/Single Sourced: Preservation of documents

Name of Manufacture of Goods/Services: Kofile Technologies, Inc

Name of Sole/Single Source Provider: Kofile Technologies, Inc

Town Equipment/Software (if applicable): N/A

MARK ALL APPLICABLE JUSTIFICATION(S)

- Exclusive Rights:** Item under patent or copyright held by a single vendor and item possesses functions or capabilities critical to use. *
- Exclusive Design:** Item possesses a unique function or capability critical in the research or use of the item and not available from any other source. The requester shall have done thorough market research to certify the uniqueness of the item and attach available supporting documentation.
- Enhancement of Existing Equipment:** The purchase is for accessories needed for enhancement of existing equipment where compatibility with equipment from original manufacturer is paramount to proper functionality.
- Replacement Equipment:** The purchase is for equipment associated with use of existing equipment where compatibility is essential for integrity of results. Please indicate if requester identified this potential need when the original equipment was purchased:
 YES NO
- Technical Service:** The purchase is for technical services associated with the assembly, installation or servicing of equipment of a highly technical or specialized nature. The requester shall have done thorough market research to certify the service provider is the only capable & knowledgeable provider.
- Continuation or Prior Work:** Additional item, service or work required, but **not known to have been needed when** the original order was placed with vendor.
- Preservation of Warranty:** The vendor will only honor warranty if equipment is serviced by them. This option must be accompanied by a justification by the requester as to the benefit, in cost and time, in preserving warranty of equipment. Also, a letter from the vendor verifying its position shall be attached hereto.
- No dealer or distributor:** The item is manufactured or produced by entity, or entity that holds exclusive rights to item, and entity solely transacts (sells) direct to the customer. *
- Sole authorized dealers/distributors:** The item is manufactured or produced by entity, or entity that holds exclusive rights to item, and entity solely distributes the item through only one dealer/distributor in the world, United States, region, or identified market area. *
- Other:** _____

ADDITIONAL DOCUMENTATION

* Must attach letter from manufacturer, producer or rights holder signed and dated within sixty (60) days of submission. A letter from the sole/single source vendor, unless also the manufacture, producer or rights holder, will **not** be acceptable.

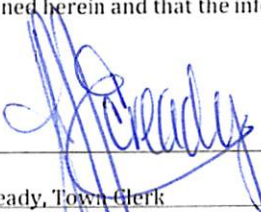
SOLE/SINGLE SOURCE JUSTIFICATION FORM

NOTES

**See attached
letter**

REQUEST

I understand all the information contained herein and that the information herein is all true and correct to the best of my knowledge as of the date this document was signed.

Signature of Department Director:  _____

Date: November 1, 2021

Printed Name & Title: Sandra N. McCready, Town Clerk

APPROVED REJECTED

Town Manager's Approval:  _____

Date: November 1, 2021

November 1, 2021

Sandra N. McCreedy, BPA, MMC
Town of Surfside, Town Clerk
9293 Harding Avenue
Surfside, FL 33154

Dear Sandra McCreedy,

The proposal addresses the preservation and archival digitization of Minute Books and Ordinances for the Town of Surfside. 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 ensures the survival of **source originals** for the application of future technologies.

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.

RETENTION SCHEDULES

Historical and archival government records have permanent retention schedules. Public records management in Florida is regulated through the General Records Schedule GS1-SL for State and Local Government Agencies, *FAC 1B-24.003(1)(a)*, Effective August 2020. The volumes in this proposal maintain a PERMANENT retention schedule according to GS1-SL Item #424 (after archival review) & #228.

RECORDS ASSESSMENT

This proposal includes 35 volumes (with a Good Faith Estimate of 27,700 pages). The pages are single-sided with typescript or negative Photostat data, and only the sides with text will be imaged. These volumes are in poor to extremely poor condition.

Photographic documentation and areas of concern that are common to historical public records volumes include the following.

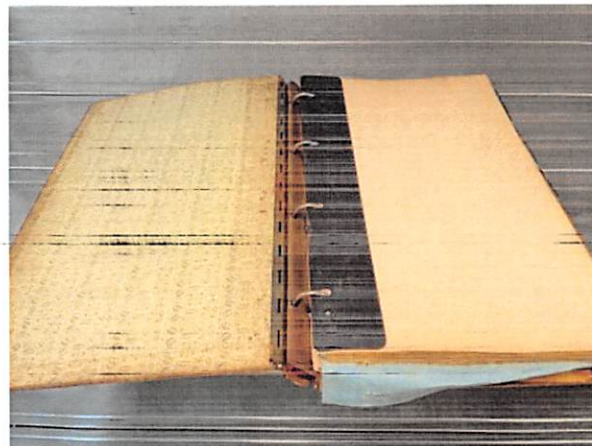
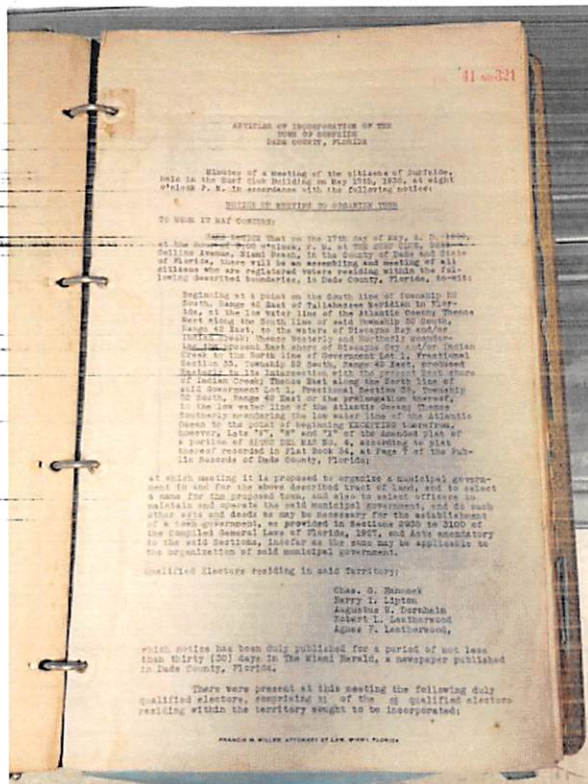
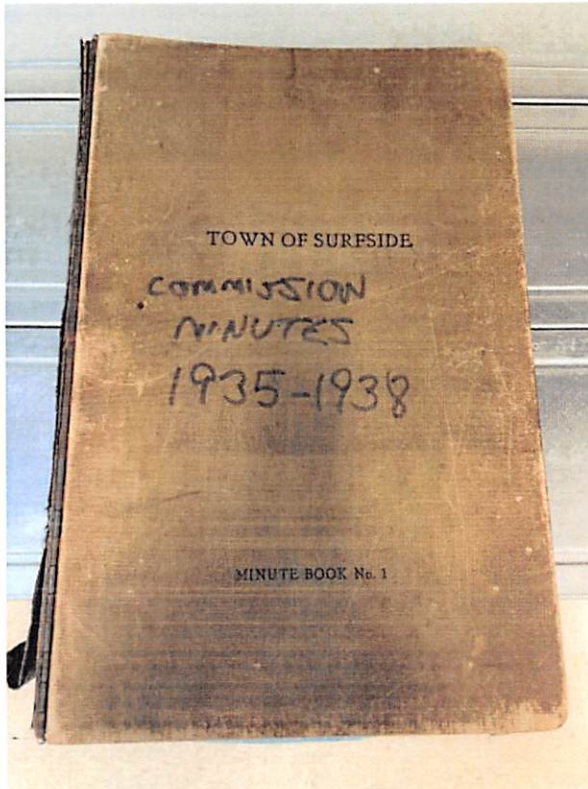
Mechanical Damage

A history of everyday use greatly affects collections. Sheets bear signs of grime and the natural oils of human hands. Exposure leaves sheets susceptible to damage and loss even with careful use. Sheets suffer from mechanical damage and become dirty, brittle, or torn.

Acidic Ink

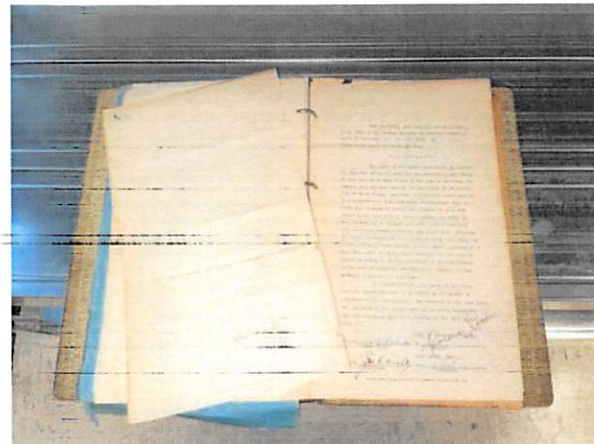
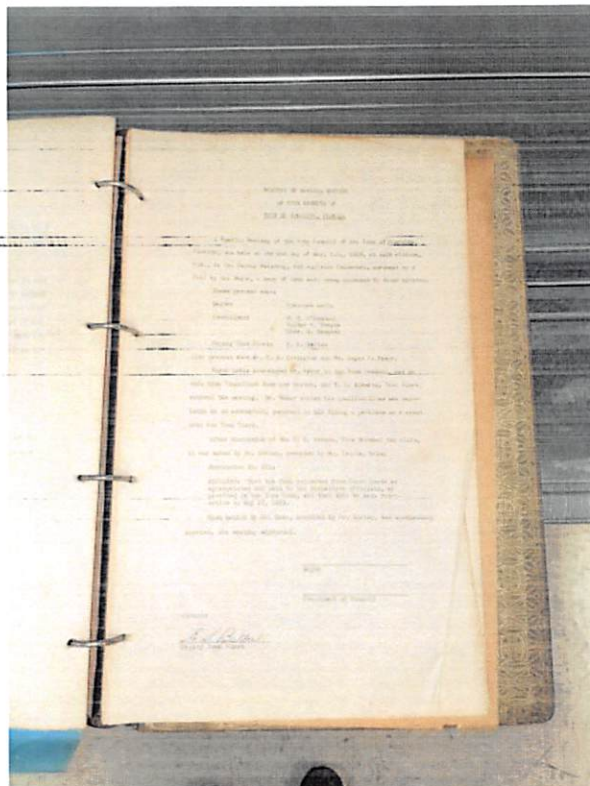
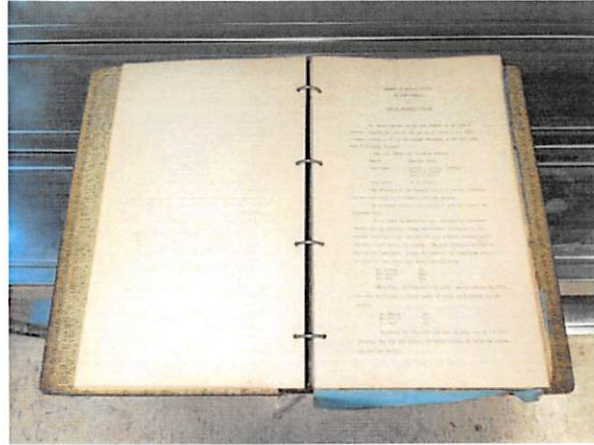
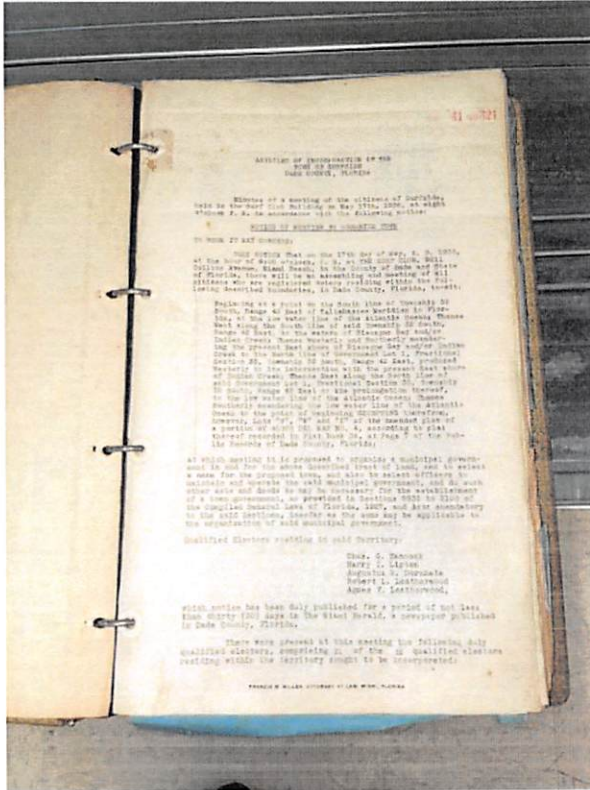
Acidic inks "eat" or "burn" through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid—which fades. With proper treatments, chemical breakdowns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

PHOTOGRAPHIC DOCUMENTATION

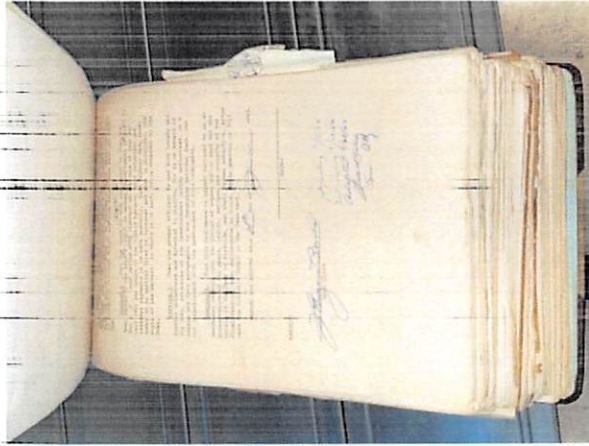
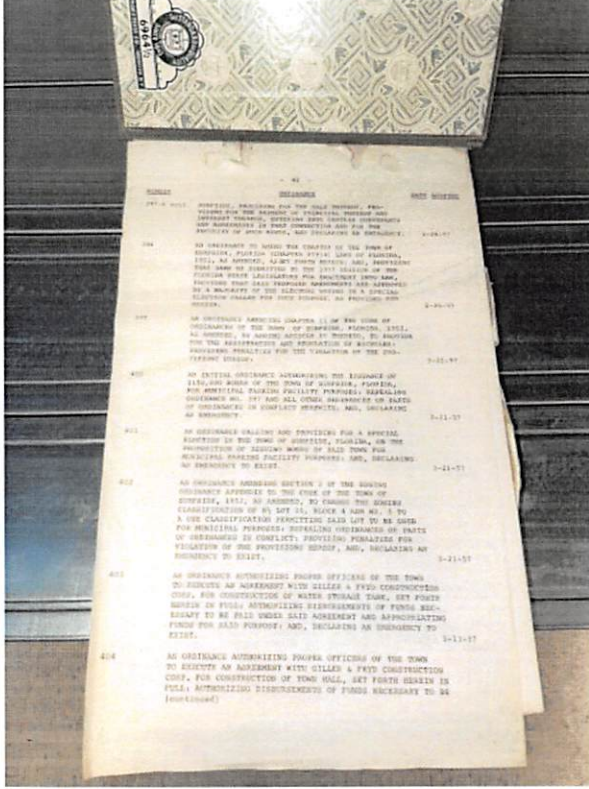
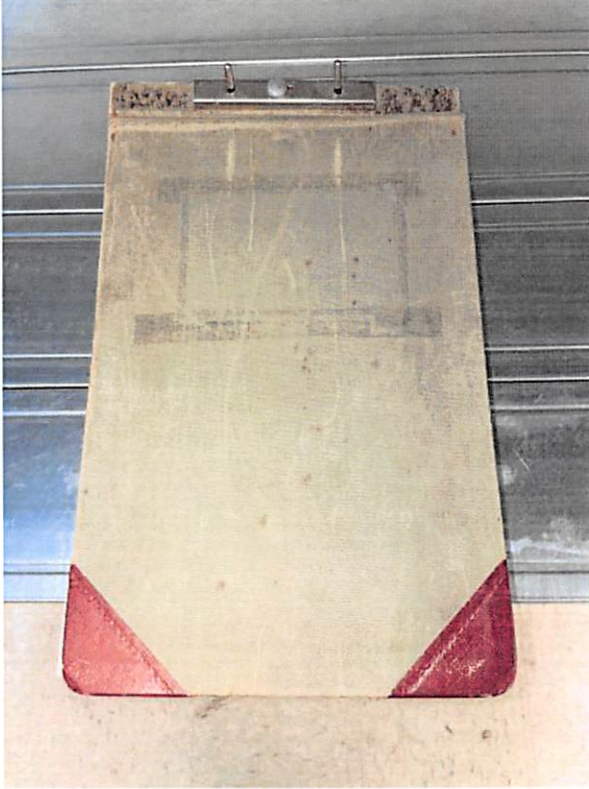


TOWN OF SURFSIDE, FL
PRESERVATION OF MINUTE BOOKS & ORDINANCES
November 1, 2021

PHOTOGRAPHIC DOCUMENTATION



PHOTOGRAPHIC DOCUMENTATION



Acidic Paper

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

Non-Archival Quality Materials

The off gasses of deteriorating metal contributes to the chemical breakdown of historic volumes and documents. 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 fox-like reddish and brown color stains or blotches on paper.



Binding Margin

Sometimes a book contains sheets in which the writing continues into the binding margin. To rebind and protect these sheets, encapsulation, not punching, is the only solution. This is also true of books that previous vendors have guillotined.

Always question vendors if they recommend power cutters to dismantle sewn books. Kofile never attempts any procedure potentially resulting in a loss of text or weakening of document integrity. For these purposes, Kofile does not endorse or practice guillotining. A sheet's binding margin should never be compromised.

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

Temperature & Humidity Monitoring

Even slight changes in temperature can double paper's natural aging rate. In reality, temperature and RH are not consistent in an office (especially on weekends). Regulate temperature to 68°F ± 5°F—even in the winter. Temperature fluctuation promotes mold. If uncomfortable, forewarn staff and patrons to wear adequate clothing.

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

- 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%. Archival product companies market small, inexpensive devices (Data Loggers) to assist in monitoring your public records archive.

Tape & Non-Archival Adhesives

The Library of Congress warns "pressure sensitive tapes, such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes" are all culprits. These tapes are unstable. All tapes and adhesives of these types 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."¹

¹ The Library of Congress. "Preservation FAQs." <www.loc.gov/preservation/>.

A conservator can remove water-based, synthetic, and pressure-sensitive adhesives.

Adhesive stains may lead to imaging issues. Many counties approve low-bid imaging or microfilm projects that result in illegible images. To enhance image quality, conservation is essential.

TREATMENT OVERVIEW

The course of treatments outlined are generalized and may not be applicable to each item. For brevity, and in consideration of those unfamiliar with the chemical components of paper conservation science, a succinct overview of each treatment is presented.

The following pages contain an overview of preservation treatments and services available at the Kofile lab. Services are tailored to the specific page and/or volume and utilized as appropriate.

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 done with handheld scissors or Jacques Board shears, which are specifically designed for trimming fragile paper. These allow Kofile to trim paper carefully and accurately with greater precision. Only one document is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. All have serious consequences during long-term storage. Methods vary in degree of simplicity. More elaborate systems require isolation, filtration, and personal protection. To improve appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile will remove fasteners, page markers, and other 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, or Old Repairs

Varnish, pressure-sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original Document. A *microspatula* (sometimes heated) coaxes tape threads, pressure-sensitive tape, and glue from the paper. A Hot Tools tape remover can



A Kofile conservator carefully coaxes tape and adhesives from a historical page.

soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

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.

Stain Reduction

Stains are reduced to the greatest extent possible after careful testing. Tape stains are reduced, but most stains are likely permanent. Many stains, such as water stains, are not treated. Other stains are treated either chemically or aqueously depending on the paper and ink. Kofile understands that many stain-reducing agents are not safe for iron gall ink. Maximum testing is necessary. When testing determines that a proposed treatment will result in harmful or irreversible consequences, Kofile will contact the client to discuss alternatives or a course of non-action.

Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons, heat presses, and an Ultrasonic Humidification Chamber—see *pictured*. These practices reduce the likelihood of unnecessary fractures or breaks. Kofile's technicians are experienced using all three methods.

Items are humidified after testing the solubility of the image. The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this significant investment represents Kofile's foresight and commitment to offering the best available technology as a functioning and efficient vendor.



Ultrasonic Humidification Treatment.

Repair and Restore Paper

Mending torn paper is an art form. Mending uses 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.

All of the materials utilized for mending are acid free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Mending strips are water cut so the edge of the Japanese paper visually integrates with the original document, without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.

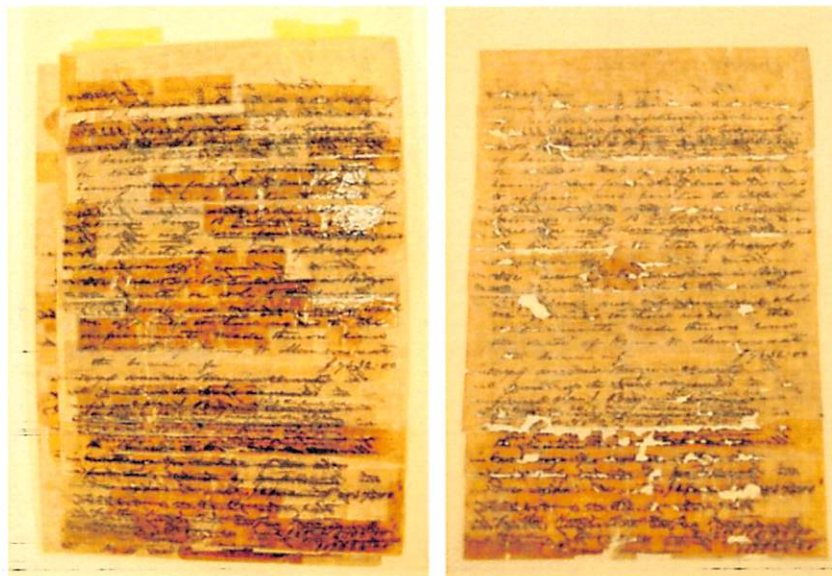
Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application. While visible to the trained eye, it does not distract from the Document. Other types of Japanese paper used frequently include Zangetsu, Gampi, Tosa Tengujo, Seikushu, and Thin Uda.



Filmoplast® R may also be used for reinforcement of damaged sheets. Filmoplast® R is a low-temperature, acrylic adhesive that bonds to Japanese Kozo paper. Kofile also constructs its own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

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 an HVAC system for optimum performance.



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. The image above shows a Kofile conservator piecing the document together after the adhesive holding it together was reduced.

Bookkeepers®, a commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment, see pictured. 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

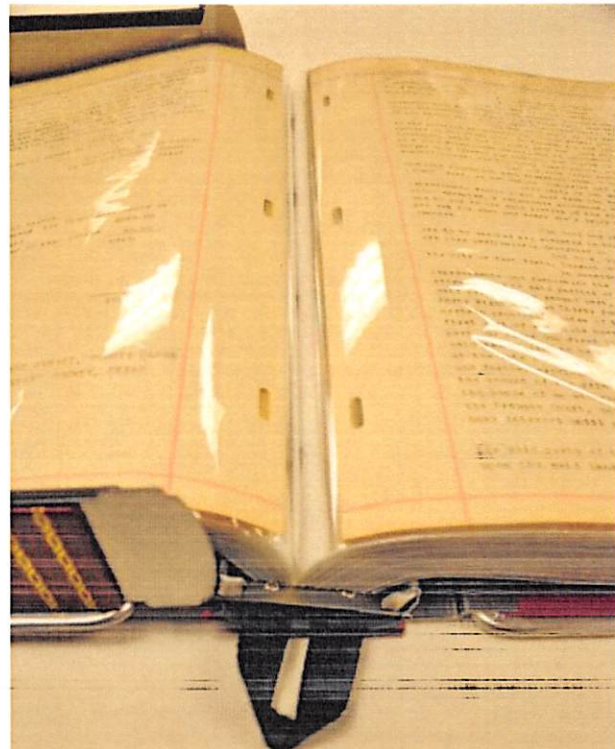
In archival encapsulation, the document floats freely. It is not adhered or heat set.

Kofile uses SKC SH725 PET polyester. Polyester or Polyethylene Terephthalate (PET) 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, and odorless. It will not distort or melt 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 the binding process statically seals the fourth side. With this feature, the Pocket would not need to be cut to access the original sheet. A Reemay® strip or spunbond polyester at the binding edge offsets the document's thickness and seals out atmospheric pollutants while allowing off-gassing.

These developments allow for a flat book block. The inherent static cling of polyester provides physical support and protection during use. The binding is reinforced for added strength and usability. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.



Re-binding

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.

New binders stabilize documents and impede deterioration. *This will save the Town of Surfside valuable storage space and require little maintenance for decades.* Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements, which damage documents.

Kofile does not recommend the use of polystyrene (PS) binders. In the presence of heat they are highly flammable and outgas toxic hydrochloric acid fumes. PS binders also have poor chemical resistance, especially to organics, and are photodegradable (susceptible to UV degradation).

Stamping

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

Disaster Safe County Binder™ (DSB)

The DSB provides unparalleled protection and storage for inactive records. 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.

In its second generation model, upgrades include simplified access to the posts, and refined mechanisms and construction.

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

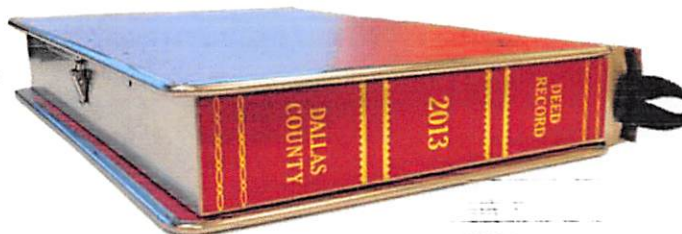
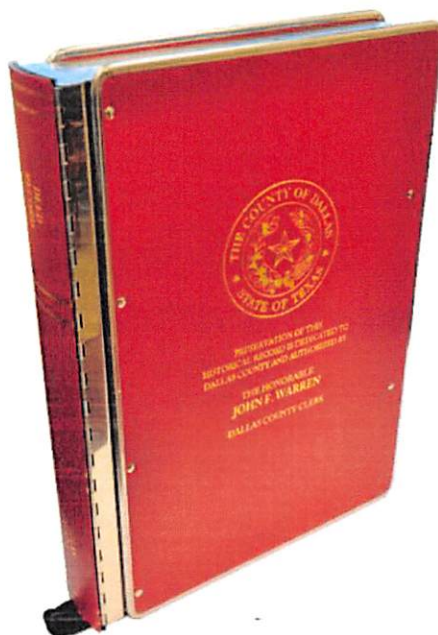
The DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value.

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.

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. The DSBs are available in the following colors in Imitation Leather (white is also available, but requires black lettering instead of gold foil). Spines are available in genuine or imitation leather. *For hubs, the spine must be genuine leather (which introduces a non-archival component).*



Kofile manufactures binder components on a per-book basis, sized to 1/4" incremental capacities. Each binder features durable cover boards and a spine to support the pages' weight. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the Town.



Materials, including cover boards, are acid-free. Adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of $\leq 1\%$, and a minimum 6 pH.

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.

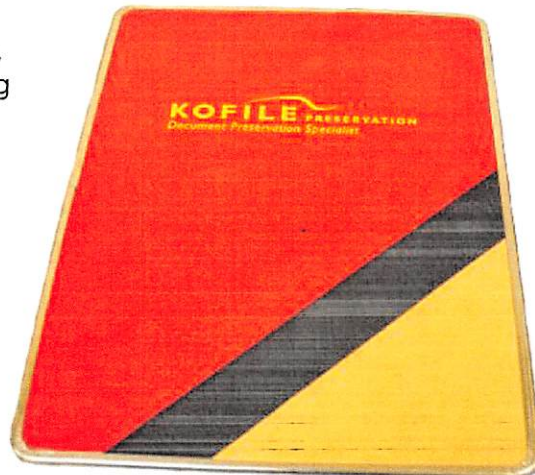
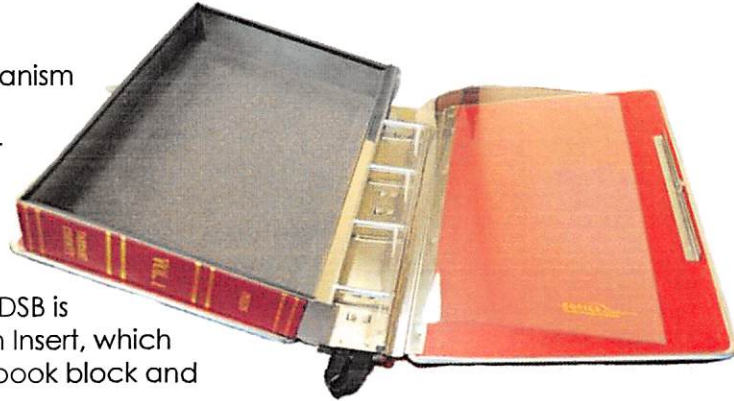
Support to the Book Block—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

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, and also ensures that the book does not open if dropped.

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

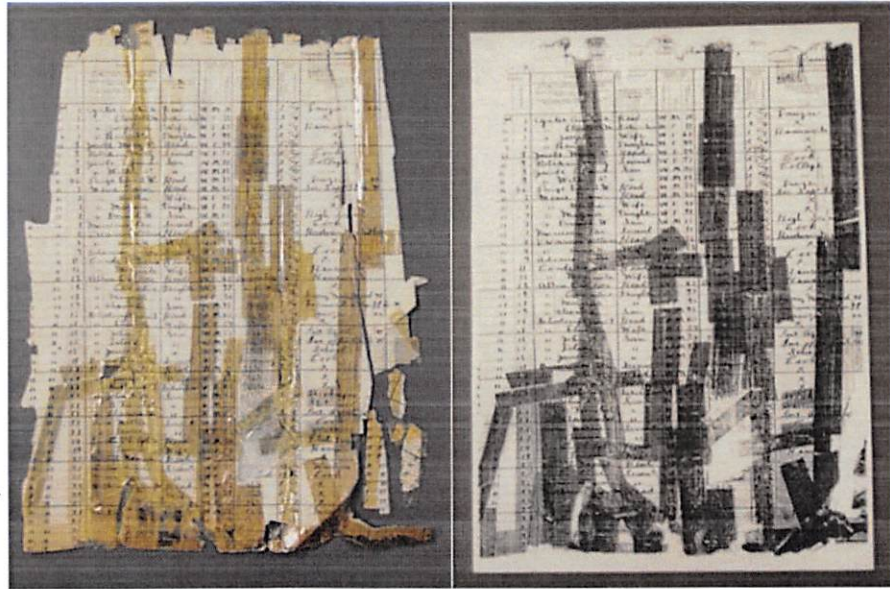
The DSB exceeds NFPA Fire Codes 1 & I, and Classification codes FMVSS 302, UL94 FLAME, and UL 746A IGNITION. NFPA® 232 Standard for the Protection of Records, ~6.12.2, states "All records shall be stored in fully enclosed noncombustible containers" (2017 Edition).



A cut-away of the DSB cover components. The layers include Imitation Leather (red with gold foil imprint), Fire Resistant Material (black), and a Self Extinguishing Board.

ARCHIVAL DIGITIZATION

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This is not meant to replace the 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.



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

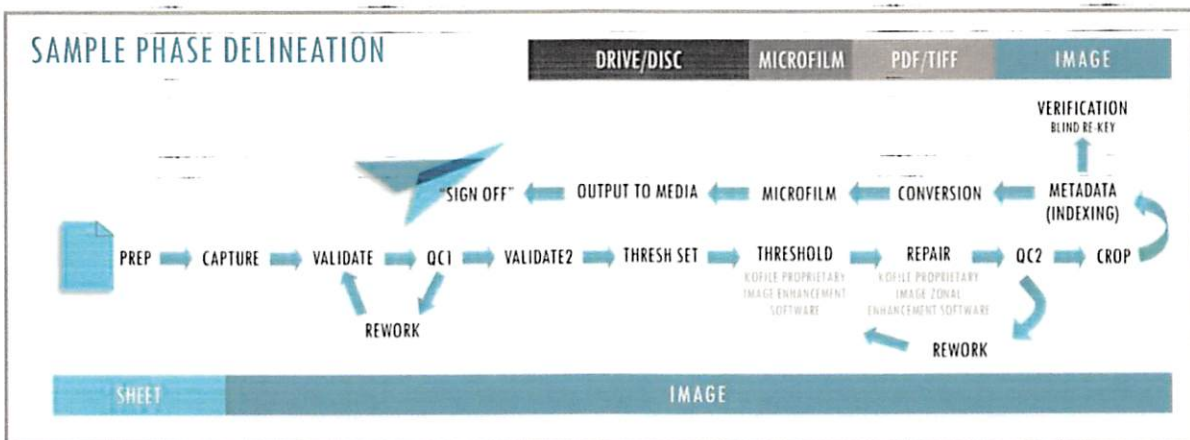
The tape compromises image legibility.

Kofile does not subscribe to the "scan it and forget it"

philosophy. Materials are addressed according to condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Many projects involve re-imaging what low-bid vendors have already imaged. Kofile invests in the best hardware and software. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture. Upon request, Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

Imaging Overview

Images are captured at a minimum of 300 dpi at 256 bi-tonal or gray levels. This ensures the optimum resolution and highest image quality for documents with poor contrast and legibility. Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Gray-scale scanning techniques ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.





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 Capture

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the Town's files as disposable. Kofile's 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, it is flagged for a quality assurance assessment. The page is treated with a "Best Possible Image Indicator" or further enhancements. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.



Image Processing and Enhancement

IMAGE PERFECT, Kofile's proprietary software, ensures optimum image quality. **IMAGE PERFECT** uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing. When documents vary in size and density, this custom programming ensures image uniformity. It provides proprietary algorithms to achieve high image quality. The utilization of algorithms is critical for capturing different densities and quality levels in a collection. Among the many common problems the software automatically addresses include at capture:

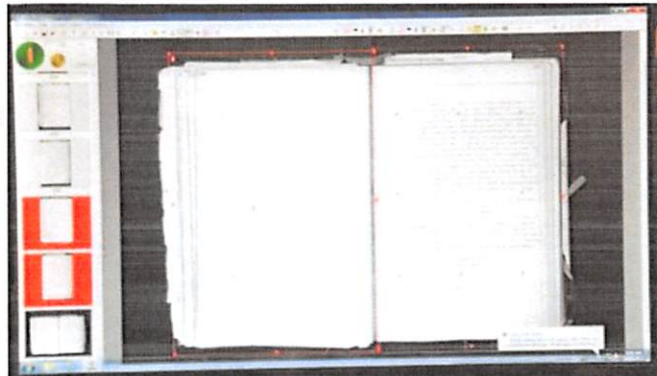
- White-on-white images
- Synchronizing images from different scanners
- Floating page cropping & segmentation
- Rotating & de-skewing images
- Tone correction
- Resolution adjustments
- Metadata Normalization

This proprietary software is a digital SLR-based system. Kofile utilizes the Microsoft® SQL database as the underpinning for the production systems. The software also allows operators to build and edit image processing scripts interactively. The image processing scripts can be saved for batch processing. It also has progress tracking capabilities and can identify exceptions. Supervisors manage and correct problems quickly and efficiently.

During image repair, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning additional images, which could compromise image integrity. Images are zonal enhanced to improve readability. 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 (see pictured) establish the baseline digital capture quality of the machine during scanning. The *Quality Target* serves as the foundation for our quality assurance analysis. *IMAGE PERFECT* measures each image at a minimum for the following attributes:

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



Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are "normalized" as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The Quality Targets establish the baseline digital capture quality of the scanner at the time of scanning.

Kofile performs 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.

Annotations are supported to allow the electronic 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.

Quality Control (QC)

Quality control (QC) is a key element. Our QC process ensures that all images are certified. Each and every image is sight checked during QC. Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. Then, the process involves a statistical, random, batch-based review of 8% of all work before delivery. Each page is checked to ensure there are



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

no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book).

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. Equipment includes technical scanning equipment by Fujitsu, Kodak, WideTEK, Zeutschel, Scan Optics, and Contex. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

ARCHIVAL MICROFILM

In March 2011, our parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, the Town of Surfside has access to the world's foremost microfilm experts, leaders, technology, and machines. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and negative Photostat) are captured on 16 mm microfilm.

PROJECT OVERVIEW

Without a signed agreement, all pricing for the inventory herein is good for 90 days. Final pricing is determined upon review at the Kofile lab. Pricing is based on a Good Faith Estimate of page counts. Billing will occur on actuals per agreed upon pricing, not to exceed the P.O. without authorization.

TOWN OF SURFSIDE, FL PROJECT OVERVIEW								
RECORDS SERIES TITLE	VOLUME	DATE	QUANTITY		NOTES	PRICE QUOTE		
			VOLS.	PAGE COUNT		PRV	IM	MM
Minute Books		1935-1969	28 vols.	16,700	<i>Single Sided. Only pages with writing will be imaged.</i>	\$83,500.00	\$4,175.00	\$417.50
Ordinances	#1-#175		7 vols.	11,000		\$59,000.00	\$2,925.00	\$275.00
PROJECT TOTAL						\$142,500.00	\$7,100.00	\$692.50

TOWN ACCEPTANCE

Signature/Title of Authorized Town Representative

Date

Records receive services as appropriate (see below).

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

- 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 in our Conservation Laboratory.
- Dismantle binding of the volumes by hand.
- 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—including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Sheets are flattened as necessary. Flattening is mechanical, steam, or by ultrasonic humidification.
- 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 used is often Kozo paper, in both natural and white finish because of its strength and transparent nature after application.
- Deacidify each side of each sheet with Bookkeepers™, a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures a pH of 8.5 with a deviation of no more than ± .5.
- Encapsulate sheets in Lay Flat Archival Polyester Pockets™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Pocket dimensions match the “book block”, with a 1¼” margin.
- Re-bind in custom-fitted and stamped Disaster Safe County Binders™. 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. 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. [multi-page]
- IMAGE PERFECT is Kofile's proprietary software. It ensures the optimum image quality. When size and density varies, this custom programming ensures image uniformity. Quality Targets establish the baseline digital capture quality of the scanner during scanning. IMAGE PERFECT uses custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Image cropping, as applicable.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Page Validation (automated PG. numbering for validation).
- Multi-level Quality Control (QC) for data and images.
- 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 Town receives 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 digital images for safekeeping. Kofile does not sell, distribute, or grant unauthorized access to Town 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.

PROJECT INVENTORY & ITEMIZED PRICING

The following tables record the inventory and itemized pricing for this project.

FORMAT KEY

- T Typescript
- PH Negative Photostat
- LL Loose Leaf
- P Poor Condition
- XXP Extremely Poor Condition

PROJECT INVENTORY & ITEMIZED PRICING										
RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FORMAT	COND- ITION	NOTES	PRICE QUOTE		
								PRV	IM	MM
Minute Book	1	1935-1938	500	Legal	T,LL	P	<i>Single Sided. Only pages with writing will be imaged.</i>	\$2,500.00	\$125.00	\$12.50
Minute Book		1938-1940	500	Legal	T,LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1941	400	Legal	T/LL	P		\$2,000.00	\$100.00	\$10.00
Minute Book		1942	400	Legal	T,LL	P		\$2,000.00	\$100.00	\$10.00
Minute Book		1943	400	Legal	T,LL	P		\$2,000.00	\$100.00	\$10.00
Minute Book		1944	400	Legal	T/LL	P		\$2,000.00	\$100.00	\$10.00
Minute Book		1945	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1946	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1947	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1948	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50

PROJECT INVENTORY & ITEMIZED PRICING

RECORDS SERIES TITLE	VOLUME	DATE	PAGE COUNT	SHEET SIZE	FOR-MAT	COND-ITION	NOTES	PRICE QUOTE		
								PRV	IM	MM
Minute Book		1949	500	Legal	T/LL	P	<i>Single Sided. Only pages with writing will be imaged.</i>	\$2,500.00	\$125.00	\$12.50
Minute Book		1950	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1952	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1953	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1954	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1955	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1956	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1958	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1959	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1960	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1961	500	Legal	T/LL	P		\$2,500.00	\$125.00	\$12.50
Minute Book		1962	600	Legal	T/LL	P		\$3,000.00	\$150.00	\$15.00
Minute Book		1963	1,000	Legal	T/LL	P		\$5,000.00	\$250.00	\$25.00
Minute Book		1964	1,000	Legal	T/LL	P		\$5,000.00	\$250.00	\$25.00
Minute Book		1965	1,000	Legal	T/LL	P		\$5,000.00	\$250.00	\$25.00
Minute Book		1966	1,000	Legal	T/LL	P		\$5,000.00	\$250.00	\$25.00
Minute Book		1967	1,000	Legal	T/LL	P	\$5,000.00	\$250.00	\$25.00	
Minute Book		1968-1969	1,000	Legal	T/LL	P	\$5,000.00	\$250.00	\$25.00	
Ordinances	#1-#200		2,000	Legal	T/LL	XXP	\$14,000.00	\$500.00	\$50.00	
Ordinances	#201-#397	1951-1963	2,000	Legal	T/LL	P	\$10,000.00	\$500.00	\$50.00	
Ordinances	#397-#660	1957-1966	2,000	Legal	T/LL	P	\$10,000.00	\$500.00	\$50.00	
Ordinances	#660-#898		2,000	Legal	T/LL	P	\$10,000.00	\$500.00	\$50.00	
Ordinances	#898-1138		2,000	Legal	T/LL	P	\$10,000.00	\$500.00	\$50.00	
Ordinances	#1-#49		500	Legal	PH/LL	P	\$2,500.00	\$212.50	\$12.50	
Ordinances	#50-#175		500	Legal	PH/LL	P	\$2,500.00	\$212.50	\$12.50	



OWNERSHIP OF DATA

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the Town. This policy is applicable to any agreement, verbal or written, between the Town of Surfside and Kofile.

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

We look forward to serving the Town of Surfside and working together for the preservation of its public and historical assets. Please let me know if you have any questions.

Sincerely,

Trae Scism

Trae Scism

Client Executive
trae.scism@kofile.com
863-289-0409

cec



November 1, 2021

Honorable Sandra N. McCreedy, BPA, MMC
Town Clerk
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154

Dear Hon. Sandra N. McCreedy,

Please rest assured that Kofile Technologies, Inc. (Kofile) continues to be a "sole source provider" by offering areas of professional-level service still not available by other vendors.

With Kofile, the Town of Surfside ensures public access and bring historical data into the 21st century, while still protecting the original source. Kofile understands local government records and the role of the Town Clerk. Kofile's solution includes custom services for each page. The Town of Surfside will not receive 'as-is' or 'scan it and forget it' services. Kofile's decades of experience, realistic solutions, and professional analysis guarantee project success. Currently, original records are at risk of deterioration as a result of everyday use, natural aging, acidic content of inks and paper, lack of environment controls, and exposure to UV light. With a permanent retention level, they demand immediate attention.

Many of Kofile's projects involve re-imaging what low-bid vendors already attempted imaging. Kofile's imaging procedures are implemented with the input of professional paper conservators. Town of Surfside mitigates liability by utilizing Kofile for these records management services.

Kofile can provide any required services at one facility and without the use of subcontractors. Services can include restoration, preservation, deacidification, mending/reinforcement, encapsulation, binding/sewing, archival image capture and processing, microfilming, and proprietary indexing solutions (with onshore indexing from Kofile's exceptional team). Kofile's ability to provide these services reduces cost, mitigates risk, and ensures the quality digital images free of distortion and information loss with capture from the original source. Kofile proposes a unique solution that no other vendor can offer to the Town of Surfside.

Why unique? Services and products are developed to assist counties by providing superior solutions to common records management issues. Kofile has revolutionized the preservation industry with effective and efficient archival products designed specifically for local government. Each exclusive product is the result of our Made-in-America ingenuity.

Kofile's unique archival products and their exclusive U.S. Patent statuses are the results of years of research, testing, development, and expertise.

Why exclusive? No other vendor provides this level of technology. Kofile is the developer, manufacturer, and distributor of the Lay-Flat Archival Polyester Pocket™ and Disaster Safe County Binder™ (DSB). Kofile owns the patents on both products, and is their sole source.

6300 CEDAR SPRINGS ROAD, DALLAS, TEXAS 75235
P: 214/442.6668 F: 214/442.6669 WWW.KOFILE.COM

It is with the support these unique and exclusive options, that Kofile is justified to serve as sole source during this project. The benefits are detailed herein.

Let these product specifications serve to justify the exceptional benefits of Kofile's unique archival products. Their exclusive U.S. Patent statuses are the direct results of Kofile's years of research, testing, development, and expertise. Kofile is the only vendor capable of providing this quality of service.

Lay-Flat Archival Polyester Pocket™
US Patent Number 7,943,220 B1, issued on May 17, 2011.

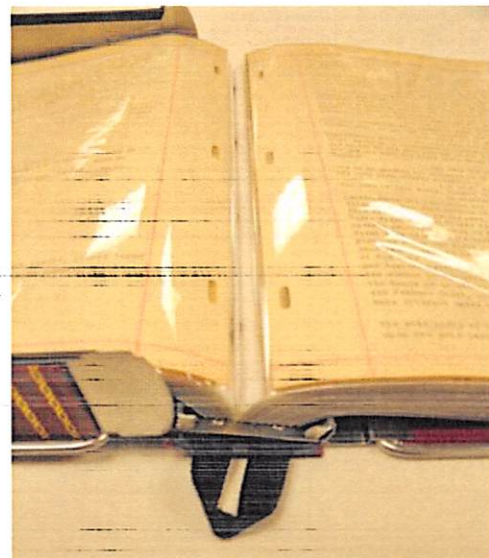
Encapsulation is an archival method for housing brittle and fragile documents. Encapsulation is not lamination. Plastic lamination is an outdated and unacceptable method for strengthening paper, due to its non-revisable nature. In archival encapsulation, the document is free floating inside the envelope. It is not adhered or heat set to anything. The clear inert archival polyester film used can be imaged through with high clarity. The Library of Congress has approved several materials suitable for encapsulation.



There are a variety of protective plastic film enclosures on the market. The only appropriate film for archival use should be manufactured from chemically stable materials. The film should also pass the Photographic Activity Test (PAT). "Archival Safe" and "Acid Free" are only words, and there are no standards regulating their use.

Kofile utilizes SKC Films, Skyroll SH72S® PET polyester for all of its encapsulation projects. Each sheet is encapsulated in a custom Lay-Flat Archival Polyester Pocket™.

Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strong plastic film. It is crystal clear, smooth, and has no odor. While it is the most expensive, PET's non-damaging properties deem it the superior choice for long-term storage by Archivists. It is available in a number of thicknesses (or gauges). Also, it will not distort or melt in case of fire. The inherent static cling of SKC SH72S polyester provides physical support and protection from daily use.



Whether enclosure, sleeve, envelope, or pocket, the protective housing will determine the record's 'life or death.' Its composition will have a chemical reaction with paper fibers and ink. The reaction can benefit or harm assets and can either save money or cause unmitigated expense.

Reemay® Spunbond Polyester is welded into the pocket to offset the document's thickness and seal out atmospheric pollutants.

Pocket sizes are made-to-order, saving hundreds of filing inches. Kofile provides an option of polyester thickness (or mil) and spunbond polyester. Upon request and at no additional cost, we supply samples of various gauges of encapsulation film.

Pockets are initially sealed on three sides, and the binding process seals the fourth side with a static seal. This seal blocks contaminations to the carefully cleaned and deacidified document, and reduces the risk of mold and mildew growth. Also, with this method, should the Town Clerk's Office need to access the original sheet, the Pocket would not need to be cut for access and replaced.

Disaster Safe County Binder™

US Patent Number 10,160,255, issued on December 25, 2018.

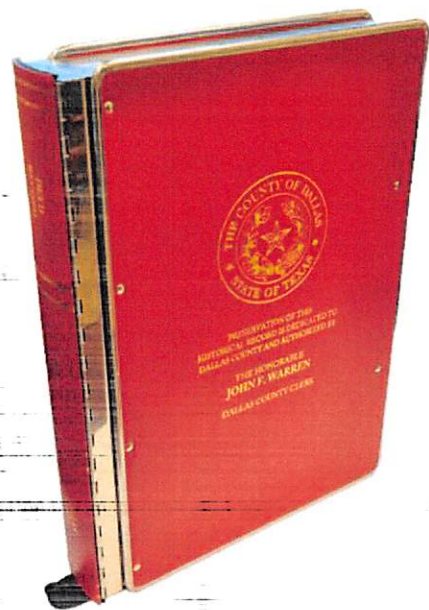
Kofile proposes that original volumes are bound in our proprietary *Disaster Safe County Binders™* (DSB). It offers unparalleled protection against water and fire damage. In its second generation model, upgrades include simplified access to the posts, and refined mechanisms and construction.

Proprietary Features

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. The DSB is the result of a hard lesson about environmental dangers. It addresses what went wrong in that disaster.

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

The DSB features a lifetime warranty against rust. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the Town Clerk. This is our



commitment of value and service to our 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 and offers the highest level of protection for disaster recovery.

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.

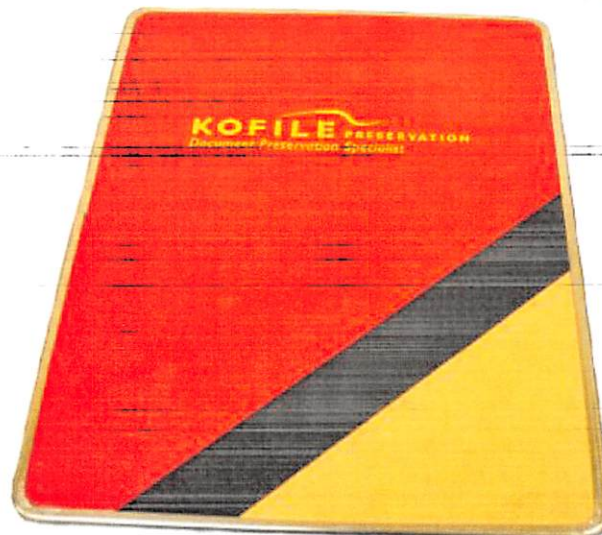
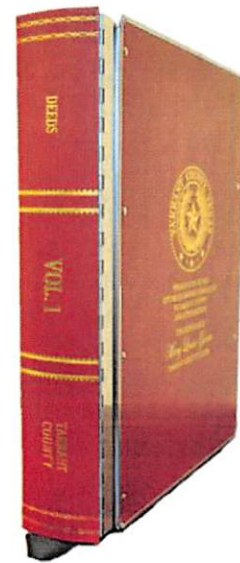
Support to the Book Block—The DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

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 and holds the binder together if dropped.

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

The DSB exceeds NFPA Fire Codes 1 & I, and Classification codes FMVSS 302, UL94 FLAME, and UL 746A IGNITION. NFPA® 232 Standard for the protection of Records, ~6.12.2, states "All records shall be stored in fully enclosed noncombustible containers" (2017 Edition).



A cut-away of the DSB cover components. The layers include Imitation Leather (red with gold foil imprint), Fire Resistant Material (black), a Self Extinguishing Board, and a metal rim.

OVERVIEW OF KEY DIFFERENTIATORS

Kofile also extends the following differentiators and proprietary products and services to the Town of Surfside:



PROVEN WORK HISTORY INT THE STATE OF FLORIDA

Kofile's (and historically, its root companies) have provided services across the State of Florida.



WORK HISTORY

- With five locations and over 400 dedicated employees, Kofile has the ability to deliver large scale projects. Award and completion of 10+ preservation multi-million dollar projects.
- In 2018, preserved over six million pages for Local Governments in the U.S.
- In 2018, digitally captured over 11 million pages for Local Governments in the U.S.—Kofile's national capacity is 20 million scans annually.
- In 2018, provided archival indexing for 2.8 million documents.
- Redaction of sensitive information for multiple clients across the US.



PERMANENT FACILITY

All of Kofile's facilities operate with high levels of security. The Flagship *Conservation & Digitization Lab* in Dallas, TX, boasts:

- Security fence surrounds the property, and security cards control access.
- Fire-resistant brick and concrete building (F5 Tornado Resistant).
- Structural steel support members, fire-rated walls, ceiling, and flooring.
- State of the art security systems protect the entire facility and vaults.



SOLE SOURCE

Only Kofile provides all of the necessary project components without any reliance on subcontractors. Kofile will provide all supplies, materials, equipment, transportation, and related items at its facility.



WARRANTIES & GUARANTEES

- There is a Lifetime Guarantee on all services and workmanship. All products feature a Lifetime Warranty against defects. Kofile will redo any and all completed preservation services, imaging, indexing, or micrographics that do not meet specifications at no additional cost to the Town.



SUBJECT MATTER EXPERTISE

Second- and third-generation conservators and public records experts lead projects, including pioneers in preservation, imaging, re-creation, and data entry. Kofile and its current staff have provided binding and preservation services for municipal, county, and state-maintained records for 56 years.






- *Senior Conservator with 40+ years of experience.*
- *Professional Associate (PA) with The American Institute for Conservation (AIC).*
- *Imaging/Re-creation Manager with 17+ years of experience.*
- *Data Entry Manager with 30+ years of experience.*



TRANSPORTATION IN KOFI-OWNED & OPERATED VEHICLES

For projects with large inventories, Kofile personnel will pick up and personally transport records. Kofile operates its own vehicles.

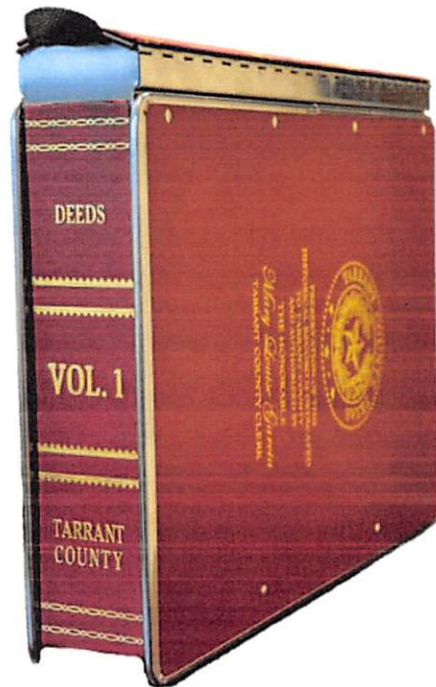
PROPRIETARY PROCESSES

-  **ULTRASONIC HUMIDIFICATION CHAMBER**
Humidification is essential for fragile documents in which manual unfolding would harm the document's structural integrity.
-  **IMAGE PROCESSING: ZONAL ENHANCEMENTS**
Proprietary software provides custom clean-up such as deskew, despeckle, character repair, and zonal enhancements for items that are stained, fragile, or have non-standard coloring.
-  **QC: QUALITY GUARANTEE**
Kofile does not miss pages, produce illegible images, or damage documents due to capture failures. Kofile will QC each image and sight verify.
-  **ACCESS TO THE WORLD LEADERS IN MICROGRAPHICS PRODUCTS AND SERVICES**
Kofile shares a facility with Eastman Park Micrographics, Inc. (EPM) —which employs the world's foremost experts in micrographic services. In 2016, our parent company purchased PFA, Inc. (n/k/a Kofile Services, Inc.), which is a leader in the micrographics industry for micrographics scanning and creating preservation microfilm from digital imagines as well as deteriorating historical micrographics collections archival), and cutting edge with its browntoning methodologies.
-  **OCR/ICR/REDACTION**
Kofile can OCR/ICR/redact, both automatically and manually, sensitive data. Kofile understands the importance of protecting citizens' private data, and includes redaction capabilities in its services. Kofile's development team developed these capabilities in-house.
-  **ARCHIVAL SOLUTION FOR NEGATIVE PHOTOSTATS**
Kofile has designed a machine to efficiently apply Archival Polyester Stabilizer to support long-term use and storage. This protective coating contains ultraviolet absorbers (UVAs) and waterproof properties.
-  **EQUIPMENT: OVERHEAD PLANETARY SCANNERS**
For off-site scanning projects, at our facility, Kofile has invested in large format planetary scanners as part of our commitment to preserving permanent documents and ensuring the best possible image capture.

DEACIDIFICATION WITHOUT ENCAPSULATION: A DISCUSSION

Deacidification Without Encapsulation

It has come to our attention that vendors are claiming that deacidification and/or conservation treatments are not necessary. These vendors claim they are "saving money" by only encapsulating and binding sheets. At Kofile, we are grieved to hear about these claims. These claims are false. They have no basis in professional conservation standards and are not supported by laboratory testing. In fact, studies by the Library of Congress (LOC) concluded that encapsulation without deacidification can accelerate aging. Please see the article, "Aging of Paper Sealed Within Polyester Film," for all quotes included herein, <http://www.loc.gov/preservation/resources/rt/age/age_5.html>).



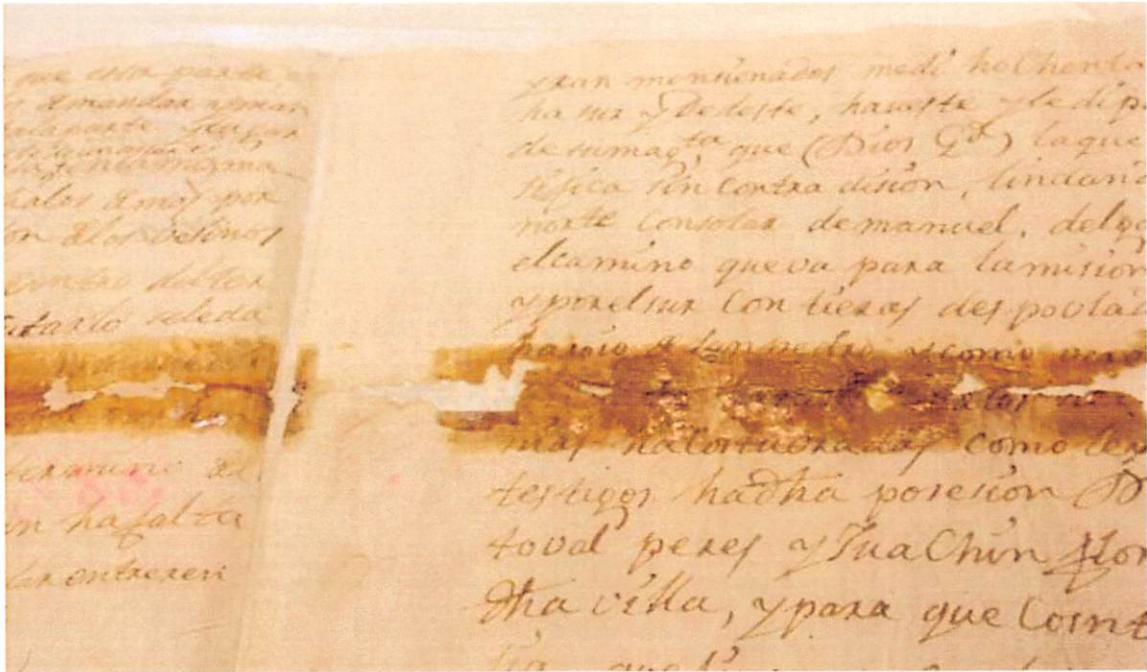
Records are composed of organic materials, such as paper, cloth, leather, paste, and glue. These components are hygroscopic (readily absorbing and retaining moisture). Sheets deteriorate as acidic inks (such as iron gall ink) "eat through" the paper. During the wood pulp paper-making process, bleaching agents were introduced to achieve brightness. Now, years later, acidic, dull yellows replace the bright white. Merely encapsulating a sheet will not address any of these chemical issues.

As the LOC states, "encapsulation treatment is frequently used in paper conservation as a protective measure to shield precious and fragile documents from physical stress, as well as from dust, etc." To encapsulate without buffering agents, entraps the historic sheet in an acidic time bomb. The LOC study even proved that "half-sealed paper aged just as rapidly as paper sealed completely." Deterioration of the sheet...

...continually gathers momentum as acidic degradation products continue to accumulate. Like a rock rolling down a slope, the decline in physical, as well as chemical properties of acidic paper within books or other isolated micro-environments, continues to accelerate until the paper becomes unstable.

Deacidification is not optional. Chemical treatment provides an alkaline reserve to neutralize acids on each side of the sheet. Deacidification is only performed after careful pH and compatibility testing.

Only a professional conservator should treat historical records. Besides deacidification, sheets still need surface cleaning and the removal of acid tape and adhesives. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, post-it notes, etc. can cause damage in short periods. This includes physical damage (decreased paper strength due to punctures and/or distortion) and chemical damage (rust). As metal oxidizes, the resulting rust "eats" the surrounding paper fibers.



Ensuring that a preservation vendor is using professional standards, testing any methods, and educated is essential. Kofile has encountered work from labs that use poor conservation practices—one example above. The tape used to 'mend' has degraded with time, with its adhesive is burning and staining the original sheet. Close examination reveals that underneath the 'repairs,' portions of the page are even folded. This stresses the importance of carefully considering who is handling the County's historical documents.

Kofile provides a combination of services and knowledge that no other vendor provides.

Superior experience with historical documents ensures that Kofile can address any concerns regarding the handling of fragile items, image capture, and quality of work. Kofile has 59 years of experience when factoring in the experience of our root companies, all of which are still active in leadership with the current company. These root companies contribute a combined over 100 years of experience across the US.

Please do not hesitate to contact us with any questions.

Sincerely,

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