

**CONTRACT****DINWIDDIE COUNTY**  
**ITEM CONSERVATION**

The Agreement is made this 2nd day of October 2020, by and between **Kofile Preservation, Inc.**, of 6300 Cedar Springs Road, Dallas, TX 75235 (party of the first part, and hereinafter known as “Contractor”), and the **County of Dinwiddie**, Virginia (party of the second part, and hereinafter known as “County”).

**WHEREAS**, pursuant to the Virginia Public Procurement Act, County solicited quotes for treatment, conservation and reformatting of old record books; and

**WHEREAS**, Contractor submitted a quote for same, consistent with the County’s needs; and

**WHEREAS**, Contractor was selected as having the best price; and

**WHEREAS**, County has selected Contractor to provide services;

**NOW THEREFORE**, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

- Incorporation by Reference.** The following are made a part hereof as if the same were fully set forth herein, and if any discrepancies arise between the documents, they will prevail in the following order: (1) this Contract including the General Terms and Conditions, and (2) Contractor’s quotes dated September 16, 2020. This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures. All terms and conditions of the Act and the Policies and Procedures are hereby adopted and incorporated by reference herein.
- Time of Performance.** Contractor agrees to begin work within ten (10) calendar days of receipt of the County’s written Notice to Proceed. Work shall be completed in two phases. Phase I includes items 1-10 and shall be completed by June 30, 2021. Phase 2 includes items 11-14 and a Notice to Proceed date is contingent upon availability of funds.
- Costs.** Contractor agrees to perform all work pursuant to this Contract for a sum no greater than **TWENTY-FOUR THOUSAND FIVE HUNDRED SIXTY-SEVEN AND 50/100 DOLLARS (\$24,567.50)** (the “Contract Price”). All work shall be paid per item based on the following fee schedule.

Item	Description	Preservation Price	Reformatting Price	Total
1	Land Book 1936	\$1,175.00	\$182.50	\$1,357.50
2	Land Book 1937	\$1,167.50	\$181.25	\$1,348.75
3	Land Book 1938	\$1,265.00	\$197.50	\$1,462.50
4	Land Book 1939	\$1,310.00	\$205.00	\$1,515.00
5	Land Book 1940	\$1,340.00	\$210.00	\$1,550.00
6	Land Book 1941	\$1,235.00	\$192.50	\$1,427.50
7	Land Book 1942	\$1,280.00	\$200.00	\$1,480.00

8	Land Book 1943	\$1,272.50	\$198.75	\$1,471.25
9	Land Book 1944	\$1,385.00	\$217.50	\$1,602.50
10	Land Book 1945	\$1,340.00	\$210.00	\$1,550.00
11	Records of Declaration of Intentions	\$730.00	\$29.00	\$759.00
12	Marriage Register 1852-1861	\$730.00	\$55.50	\$785.50
13	Death Register 1865-1896	\$2,588.00	\$190.00	\$2,778.00
14	Birth Register 1865-1896	\$5,120.00	\$360.00	\$5,480.00
	Total	\$21,938.00	\$2,629.50	\$24,567.50

Payment shall be made to Contractor within thirty (30) days after receipt of invoice and after County has inspected the work and notified Contractor of its acceptance of same.

4. **Notices.** Any notices required shall be in writing, unless otherwise permitted hereunder, and shall be deemed received five (5) days after mailing of same in the U. S. Mail with postage prepaid at the addresses set forth below or upon actual receipt:

<u>Notice to County shall be made to:</u>	<u>Notice to Contractor shall be made to:</u>
W. Kevin Massengill	Jerry Cobb, President
County Administrator	Kofile Preservation, Inc.
P. O. Drawer 70	6300 Cedar Springs Road
Dinwiddie, Virginia 23841	Dallas, Texas 75235
(804) 469-4500	(214) 351-4800
accounting@dinwiddieva.us	preserve@kofile.com

5. **General Terms and Conditions.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all County's requirements in the General Terms and Conditions.
6. **Counterparts.** This Agreement may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signed signature pages may be transmitted by facsimile or as an attachment to an email, and any such signature shall have the same legal effect as an original.
7. **Severability.** If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.
8. **Miscellaneous.** This Contract shall be governed by the laws of the Commonwealth of Virginia. Jurisdiction and venue for any litigation arising out of or involving this Agreement shall lie in the Circuit Court of the County of Dinwiddie, Virginia, and such litigation shall be brought only in such courts. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning or effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provision were not included therein.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract as of the day first written above.

County of Dinwiddie, Virginia

Kofile Preservation, Inc.

X *W. Kevin Massengill*

X *Bert Auburn*

W. Kevin Massengill  
County Administrator

Print Name/Title:  
Bert Auburn SVP - Sales

Approved as to form:

Department Approval:

X *Wm Hefty*

X *Barrett Chappell*

William Hefty  
Legal Counsel

Barrett Chappell  
Circuit Court Clerk

**GENERAL TERMS AND CONDITIONS**  
**to be included in every contract over \$10,000**

**A. Anti-Discrimination Against Faith-Based Organizations Statement by County:**

The County does not discriminate against faith-based organizations. Contractor certifies to the County that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

**B. Anti-Discrimination Statement by Contractor**

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

**C. Immigration Reform and Control Act of 1986:**

Contractor certifies that it does not and will not during the performance of this contract knowingly employ unauthorized alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

**D. Insurance:**

Contractor certifies that it will have the following insurance coverage at the time the contract is awarded. If any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. Contractor

further certifies that the Contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Subcontractors, if any, will maintain similar insurance coverage during the entire term of the contract.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The "County of Dinwiddie, Virginia, its Officers, agents, and employees" shall be named as additional insured on a primary basis and so endorsed on the policy. Such additional insured status shall be primary without participation by County's insurers.
4. Automobile Liability - \$1,000,000 per occurrence.
5. Professional Liability - \$1,000,000 per occurrence.
6. Umbrella Liability - \$1,000,000 per occurrence.

**E. Drug-Free Workplace:**

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**F. Payment:**

- (1) To Prime Contractor(s):
  - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the Accounts Payable address shown on the purchase order/contract. All invoices

shall show the County contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
  - c. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
  - d. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the County shall promptly notify the Contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the County of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).
  - e. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month (Code of Virginia, § 2.2-4354).
- (2) To Subcontractor(s):
- a. Within seven (7) days of the Contractor's receipt of payment from the County for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract a Contractor awarded a contract under this solicitation is hereby obligated:
    - 1. To pay the subcontractor(s); or
    - 2. To notify the County and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
  - b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the County, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the County.

**G. Authorization to Transact Business in the Commonwealth:**

In order to contract with Dinwiddie County, contractors organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Code of Virginia, Title 13.1 or Title 50 or as otherwise required by law. Pursuant to competitive sealed bidding or competitive negotiation, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Any bidder or offeror that fails to provide the required information shall not be awarded a contract unless a waiver of this requirement is granted by the County Administrator. Any business entity as described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at anytime during the contract. Dinwiddie County may void any contract with a business entity if that entity fails to remain in compliance with the provisions of this section.

**H. Negotiation with the Lowest Bidder**

Unless all bids are cancelled or rejected, the County reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible qualified Bidder to obtain a contract price within the funds available to the County whenever such low bid exceeds the County's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the County for this contract prior to the issuance of the written Request for Quotations. Negotiations with the low qualified Bidder may include both modifications of the bid price and the Scope of Work/ Specifications to be performed. The County shall initiate such negotiations by written notice to the lowest responsive, responsible qualified Bidder that its bid exceeds the available funds and that the County wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the County and the lowest responsive, responsible qualified Bidder.

**I. Availability of Funds**

It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement, and the agreement will be contingent upon annual appropriations by the Board of Supervisors of Dinwiddie County. Failure of the Board of Supervisors to appropriate adequate funds for the terms of this Contract shall result in the immediate cancellation of this Contract. There shall be no penalty should the Board fail to make annual appropriations for this contract.



September 16, 2020

Honorable John Barrett Chappell, Jr.  
Dinwiddie County Clerk of the Circuit Court  
14008 Boydton Plank Road, 2nd Floor/P.O. Box 63  
Dinwiddie, VA 23841-0063

Dear Hon. John Barrett Chappell, Jr.,

Please find a quote for the preservation of Dinwiddie County's record books detailed following. This project addresses ten volumes. This quote is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this quote.

Quoted preservation services include conservation treatments, rehousing, and imaging. Archival rehousing includes encapsulation and loose leaf binding into Heritage Recorder Binders. This assessment also contains photographic documentation of the volumes in their current state.

#### WHY KOFILE?

Kofile is the nation's oldest and most experienced firm specializing in the preservation of legal and historical public records in the U.S. For four decades, projects have ranged from one document to thousands of volumes. Kofile has built a legacy supporting and promoting records preservation at the state and local level.

#### PROJECT UNDERSTANDING

At Kofile, 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.

Preservation minimizes the chemical and physical deterioration of the page. Its goal is to prolong the existence and useful life of the original format. Oftentimes this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization - or any maintenance or repair of the existing resource.



*A historical volume from Titus County, Texas, before and after service.*



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

## 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.”<sup>1</sup>

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 damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. 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 the County 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.



<sup>1</sup>The Library of Congress. "Preservation FAQs." <[www.loc.gov/preservation/](http://www.loc.gov/preservation/)>.

### 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.

The screenshot displays the DPcalc.org web application interface, which is used for environmental monitoring and preservation evaluation. It is divided into two main sections: a control panel on the left and a data evaluation panel on the right.

**Control Panel (Left):** Titled "Click to Solve for:", it features three radio buttons: "Temperature" (selected), "% RH", and "Dew Point". Below these are three vertical sliders with numerical readouts: 60 (red), 40 (blue), and 36 (green). At the bottom, there is a "Temperature Scale:" section with radio buttons for "°F" (selected) and "°C".

**Preservation Evaluation Panel (Right):** Titled "Preservation Evaluation", it contains a table with the following data:

Type of Decay	Environment Rating	Preservation Metric
Natural Aging	GOOD	PI 96
Mechanical Damage	OK	% EMC 7.8
Mold Risk	GOOD	Days to Mold No Risk
Metal Corrosion	OK	% EMC 7.8

Below the table is a section titled "Record and Compare Values" with a table structure:

T	RH	DP	PI	Days to Mold	EMC

At the bottom of the evaluation panel are "Save", "Clear", and "Export" buttons.

**Text on the far right:** *Visit the Image Permanence Institute (IPI) at [www.dpcalc.org](http://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*

If a volume is going to be re-bound, it is carefully dismantled. Original binding materials, such as threads and adhesive residues, are carefully removed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Guillotine cutters are never employed. Board shears allow Kofile to trim paper with greater precision. Only one page 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 particulates, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush, microspatula, 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, Varnish, or Old Repairs*

Varnish, pressure sensitive tape, and adhesive residue are reduced as much as possible without further degrading the original document. When possible, peelers and tape are removed with two primary techniques: Mechanical Heat Removal and Mechanical Peeling. The former is used when adhesive is loose, old, or brittle; the latter, when removal by heat is unnecessary.

A *microspatula* (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can soften adhesives for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser. Solvents are only used by a conservator as a last resort, and only after testing.

If mechanical 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. An alternative is the local application of solvent. Previous repairs that cannot be removed safely will remain.



*Kofile carefully coaxes adhesives and tape with mechanical application of heat and pressure.*

### Flattening and Humidification

When stored improperly, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. With flattening, the possibility of unnecessary fractures or breaks is eliminated. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. Items are humidified after testing the solubility of the image.

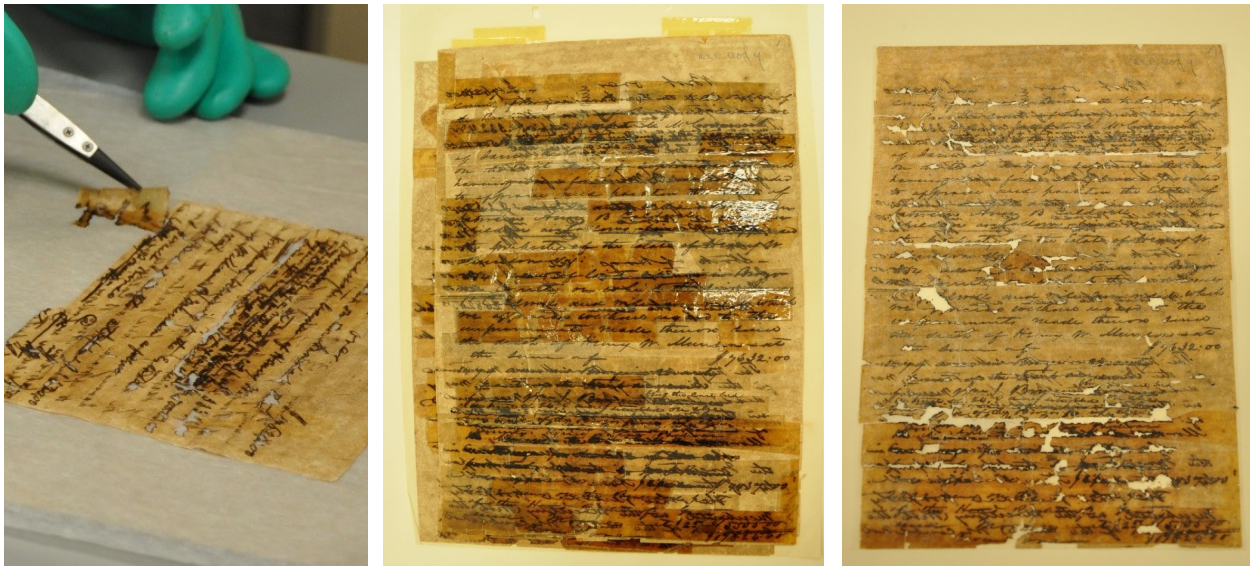
### Repair and Restore Paper

Mending torn paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tears and the degree of embrittlement or fragmentation are also concerns. Kofile generally mends tears greater than 1/2" if the page 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. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature after application.

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 our own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive.

Mending strips are water cut so the edge of the Japanese paper visually integrates with the page without clashing aesthetically or historically with the original. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



*An 1848 Probate Record before and after treatment. The image to the far right shows the page after deacidification, tape removal, and mending with archival Japanese tissue. The image above shows a Kofile conservator piecing the document together after the adhesive was reduced.*



### 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 de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

### Encapsulation

In archival encapsulation, the document is free floating. It is not adhered or heat set. The inherent static cling of polyester provides physical support and protection from use.

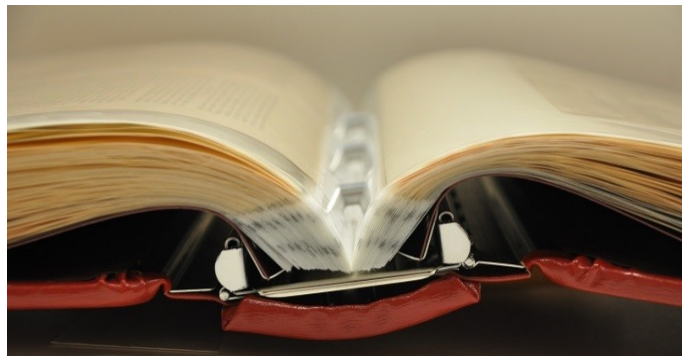
Kofile uses SKC SH725 PET polyester for its envelopes (pockets). Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. It is also known as Mylar® Type D or Melinex® 516. It is crystal clear, smooth, and odorless.

Each sheet is encapsulated in a 3 mil standard pocket or **Lay Flat Archival Polyester Pocket™** (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, dimensions match the 'book block' with a margin. This pocket is welded on three sides and binding seals the fourth with a static seal.

Reemay® (spunbond polyester) is welded at the binding edge to offset the sheet's thickness and protect against atmospheric pollutants (still allowing for off-gassing). This allows for a flat book block and reinforces the binding. To access the sheet, one need not cut the pocket.

### Hand Casing

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.



*Newly preserved and encapsulated volumes re-bound in Heritage Recorder Binders.*

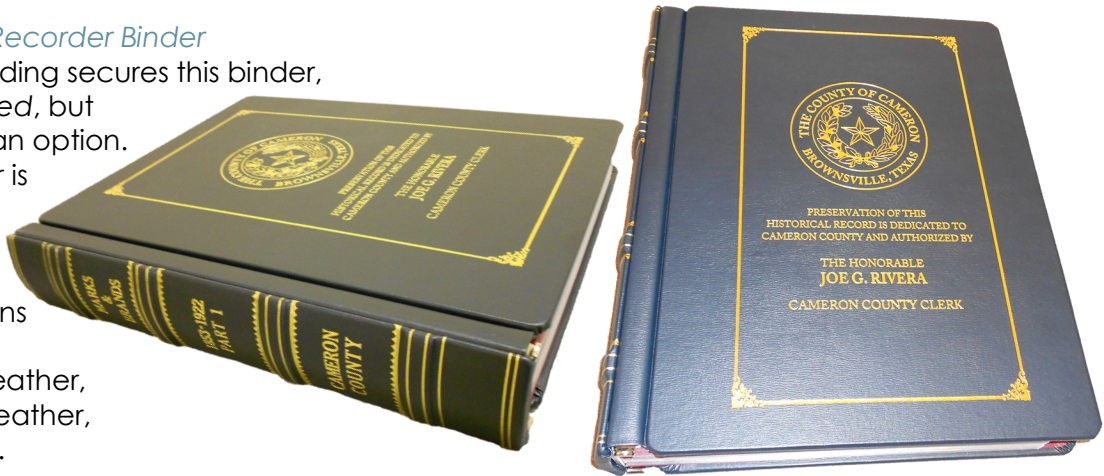
### Title Stamping

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

Kofile matches the existing collection by manufacturing custom sizes, shapes, spines, colors, and lettering. Binders are available in the colors shown 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).*

### Heritage Recorder Binder

A post binding secures this binder, see pictured, but sewing is an option. This binder is available in various colors (see options bellow) in genuine leather, imitation leather, or canvas.



### Archival Quality Construction

Kofile manufactures binder components at 1/4" incremental capacities on a per-book basis. Kofile will limit binders to a maximum of 3" thick. If the volume requires more than one book, all books are to be approximately the same thickness.



Kofile matches existing books by manufacturing custom 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, are acid-free.

All adhesives used in the construction of Kofile binders are acid-free and reversible. These 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 no more than 1%, and a minimum 6 pH.

Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the County. This is our commitment of value and service to our customers.

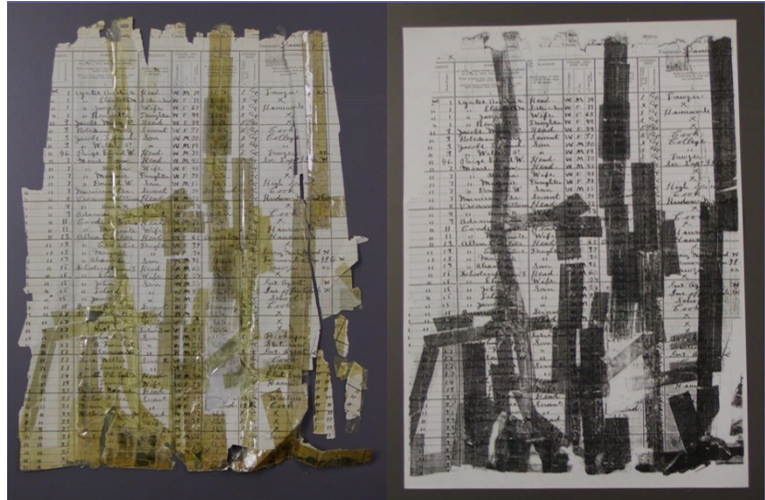
New binders stabilize documents and impede deterioration. *This will save the County valuable storage space and require little maintenance for decades.* Most existing binders are composed of non-archival materials with non-archival adhesives. These binders deteriorate and outgas acidic elements.

## 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.

Kofile does not subscribe to the “scan it and forget it” philosophy. Our services differ because materials are addressed according to condition

and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical pages. Kofile invests in the best hardware and software. Many projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality and are free of distortion and loss of information due to image capture.



*What would this image look like if imaged “AS IS?”*

*The tape may compromise legibility.*

### Imaging Overview

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. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

Images accumulate as Group IV bi-tonal images in a standard TIFF or PDF format. Images are optimized and scaled for system output. Kofile uses gray-scale scanning techniques to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process is verified through rigorous and systematic quality control.

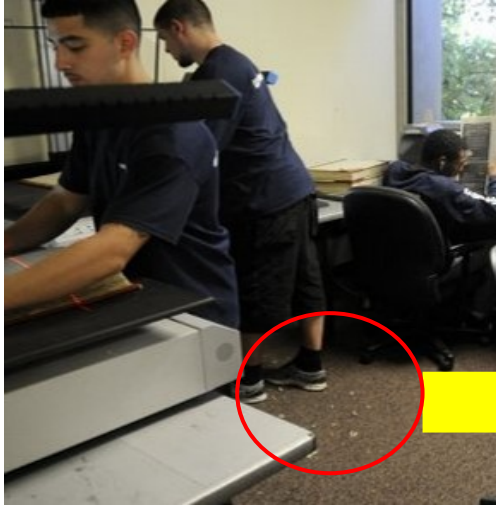
If requested, annotations are supported to allow the addition of Book, Name, Volume, and Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

### Image Capture

Domain specific knowledge is necessary. A vendor that does not understand permanent asset collections may address the County's original paper files as disposable. Kofile understands these are not disposable records, and Kofile will maintain file order and identification.

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 inserts a review form for the quality assurance team to assess. The page is treated with a “Best Possible Image Indicator” or further enhancements.





*The article implies that partial document destruction during scanning projects is normal. This statement 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.*

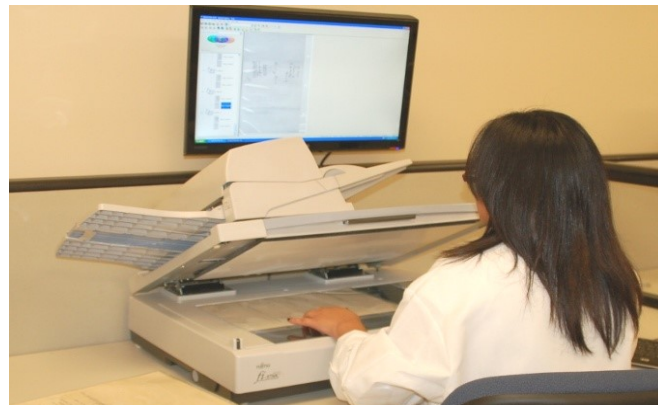
*Source: Higgins, Jessie. "Recorder's Office Preserving Oldest County Records by Digitizing Them: Some Century-Old Pages Crumble When Touched." Courier Press, August 21, 2013 <[www.courierpress.com/news/local-news/digitizing-historical-records](http://www.courierpress.com/news/local-news/digitizing-historical-records)> and <[www.courierpress.com/news/local-news/county-digitizes-century-old-records](http://www.courierpress.com/news/local-news/county-digitizes-century-old-records)>.*

### Advanced Equipment

Fragile documents are imaged by hand and not fed through an automated feeder. Document fragility and stability determine which scanner is employed. Fragile documents are identified and flagged for exception handling and placement in Mylar, as necessary.

Kofile employs a range of scanners to tailor imaging services to scan mixed-sized and large-format documents. Technical scanning equipment includes Fujitsu, Kodak, WideTEK, Scan Optics, and Contex. Each scanner employs page detection to adjust for varying sizes of paper and thicknesses to reduce "pull-throughs" on thin papers following thick bond.

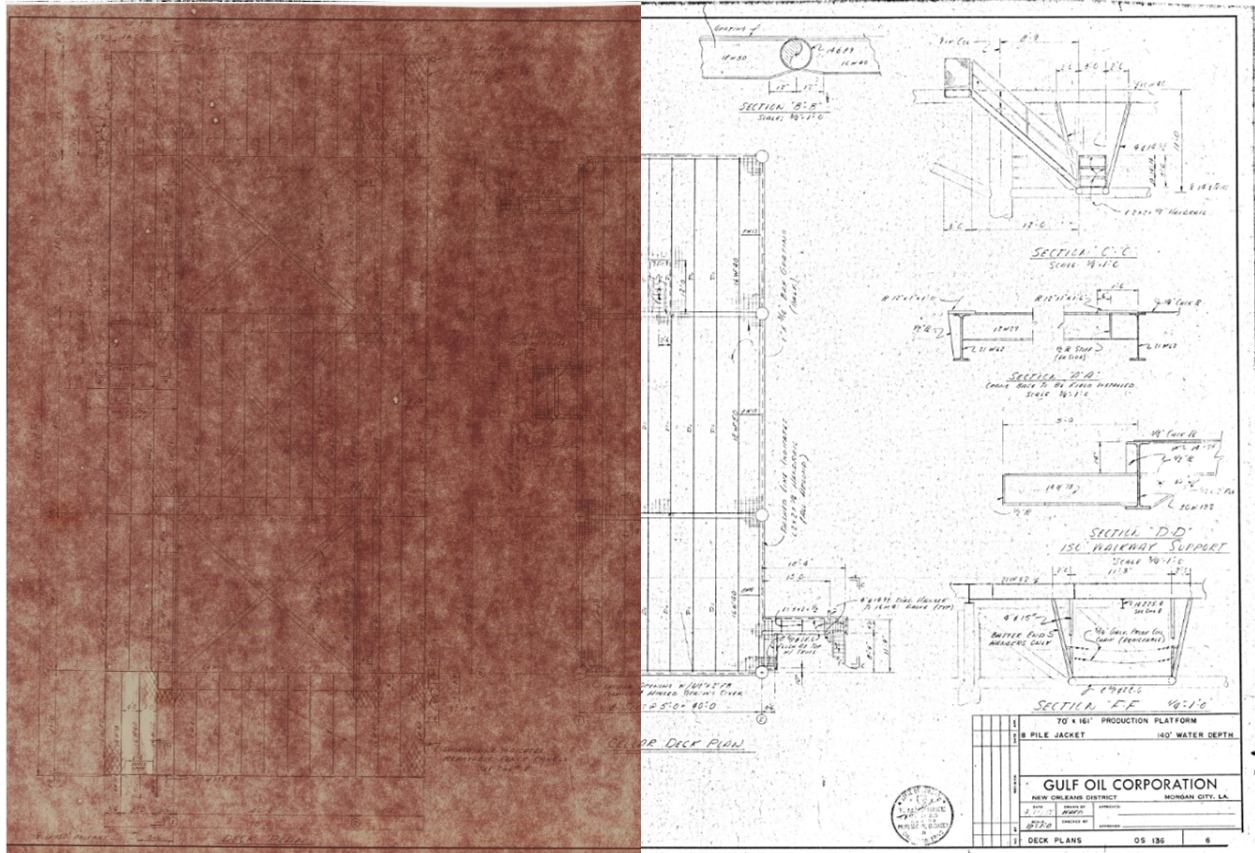
*WideTEK*—A wide-format duplex scanner for dual-sided documents up to 36" in width (see bottom right). The scanner needs only 2.5 seconds to scan both sides of a page in a single pass at a resolution of 300 dpi. This scanner ensures the best possible gentle transport and digitizes without damage to the source document.



A technician captures a historical page on a flat bed scanner.



A WideTEK scanner captures oversized document and plats.



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

### Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each and every 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 to the original book. Every image is inspected before delivery to the customer. The County can receive an image log noting the steps employed.

Kofile's quality assurance involves three major thresholds for 100% review inspection: during preparation, scanning, and a post-scanning review. Then, work undergoes a statistical, random, batch-based review of 8% of the inventory before delivery. The three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product.

### Archival Microfilm

In March 2011, Kofile's parent company acquired the Micrographics Division of Eastman KODAK (now Eastman Park Micrographics or EPM). With Kofile, the County 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 Photostat) are captured on 16 mm microfilm. Plats are captured on either 16 mm or 35 mm microfilm, depending on plat size.

## PROJECT PRICE QUOTE

Please note that all pricing is valid for the inventory herein for 90 days.

DINWIDDIE COUNTY, VA PRESERVATION AND IMAGING OF HISTORICAL VOLUMES						
RECORDS SERIES TITLE	DATE	SHEET SIZE	DESCRIPTION	(PRV) PRESERVATION	(IM) ARCHIVAL IMAGING	LINE ITEM TOTAL
Land Book	1936	17" x 24"	Volumes are oversized with brittle pages.	\$1,175.00	\$182.50	\$1,357.50
Land Book	1937	17" x 24"		\$1,167.50	\$181.25	\$1,348.75
Land Book	1938	17" x 24"		\$1,265.00	\$197.50	\$1,462.50
Land Book	1939	17" x 24"		\$1,310.00	\$205.00	\$1,515.00
Land Book	1940	17" x 24"		\$1,340.00	\$210.00	\$1,550.00
Land Book	1941	17" x 24"		\$1,235.00	\$192.50	\$1,427.50
Land Book	1942	17" x 24"		\$1,280.00	\$200.00	\$1,480.00
Land Book	1943	17" x 24"		\$1,272.50	\$198.75	\$1,471.25
Land Book	1944	17" x 24"		\$1,385.00	\$217.50	\$1,602.50
Land Book	1945	17" x 24"		\$1,340.00	\$210.00	\$1,550.00
TOTAL				\$12,770.00	\$1,995.00	\$14,765.00

### COUNTY ACCEPTANCE

Please note that pricing is based on a Good Faith Estimate of page counts. Billing will occur on actual page counts per the applicable unit pricing.

\_\_\_\_\_  
*Signature of Authorized County Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

Records receive the following services as appropriate. General treatments and services are outlined below, and services are tailored to the needs of the specific item.

#### (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. 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. 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 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 SH725® 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 (a *Heritage Recorder* 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.

#### (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.
- If applicable, IMAGE PERFECT is 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.
- If applicable, images are optimized and scaled for system output.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page (or other identifiers).
- 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.
- Images are grouped (stapled) together to form documents. Cases are grouped and indexed to form documents by case number.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping. This service is not applicable to Vitals.
- Effectiveness and minimum legibility are 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 (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

#### *Accessibility of Records*

Records held at Kofile are viewed as private and confidential and treated as such. The County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a ‘Hot Shot’ (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 Hot Shot will meet or exceed the County’s requirements.

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

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

Sincerely,

*Greg Brooks*

Greg Brooks  
Account Manager  
Greg.Brooks@kofile.us

rmh



September 16, 2020

Honorable John Barrett Chappell, Jr.  
Dinwiddie County Clerk of the Circuit Court  
14008 Boydton Plank Road, 2nd Floor/P.O. Box 63  
Dinwiddie, VA 23841-0063

Dear Hon. John Barrett Chappell, Jr.,

Please find enclosed the proposal for the conservation/treatment of four Dinwiddie County volumes.

As a Library of Congress FEDLINK *Preservation Services for Library and Archival Collections* contract holder, the preservation techniques employed at Kofile Technologies, Inc. (Kofile) are of the utmost quality and professionalism. The craftsmanship applied in all projects entrusted to Kofile, large or small, is held to the highest standards. Upper management attend continuing education conferences and hold professional memberships with the American Institute for the Conservation of Historic and Artistic Works (AIC). Kofile is an institutional member of the AIC and is enlisted in its Book and Paper Group and subscribes to the AIC Code of Ethics and Standards of Practice.

All work for the Library of Virginia (LVA) Grants will be performed at our facility in Greensboro, NC. Like all Kofile locations, Kofile employs experienced labor and trained conservators. In addition, our business relationship provides additional resources and knowledge in conservation work.

Kofile will follow all recommendations made by CCRP in the treatments of each book. If any treatment is not possible, Kofile will contact CCRP to discuss any changes in the treatment plan. Kofile estimates a project timeline of 4 – 6 months.

Kofile will handle the transportation of all books and documents without the use of third party shippers. Representatives from Kofile will pick up the books from each County, and deliver those books back to CCRP for their quality assurance review.

Please do not hesitate to contact us if you have any questions.

Sincerely,

*Greg Brooks*

Greg Brooks  
804/564.1231  
greg.brooks@kofile.us

rmh



DINWIDDIE COUNTY CIRCUIT COURT ITEM CONSERVATION PRICING OVERVIEW						
ITEM NO.	RECORD SERIES TITLE	VOLUME	DATE	PRESERVATION	OPTIONAL REFORMATTING*	LINE ITEM TOTAL
1	Record of Declaration of Intentions		1903-1915 1911-1915	\$730.00	\$29.00*	\$759.00
2	Marriage Register		1852-1861	\$730.00	\$55.50*	\$785.50
3	Death Register		1865-1896	\$2,588.00	\$190.00*	\$2,778.00
4	Birth Register		1865-1896	\$5,120.00	\$360.00*	\$5,480.00
TOTAL				\$9,168.00	\$634.50*	\$9,802.50

**\*Please note that the imaging pricing is only valid in conjunction with the conservation services. Should reformatting be required with no conservation services, then reformatting pricing is subject to change.**

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 1
RECORD SERIES TITLE	Record of Declaration of Intentions	
VOLUME	N/A	
DATE	1903-1915	
PAGE COUNT	66	
SIZE	14" x 8"	
CONDITION SUMMARY	The data is recorded on manuscript or handwritten sheets. Volume has loose sheets, pressure sensitive tape and brittle pages.	
CONSERVATION/ TREATMENT PROPOSAL	<p><i>Document</i>—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p><i>Dismantle</i>—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p><i>Surface Clean</i>—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p><i>Tape and/or Adhesive Reduction</i>—Remove all tape and previous mending materials to the furthest extent possible without causing damage to paper and inks. Reduce resident adhesives to the furthest extent possible without causing damage to paper and inks.</p> <p><i>Mend</i>—For items undergoing encapsulation, tears greater than ½" are mended with archival materials.</p> <p><i>Deacidify</i>—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.</p> <p><i>Encapsulate</i>—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.</p>	



<p>CONSERVATION/ TREATMENT PROPOSAL</p>	<p><i>Bind</i>—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Sew on tabs, if applicable. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.</p> <p><i>Quality Control</i>—Final quality check (page-by-page) with reference to original log sheet.</p> <p><i>*OPTIONAL, REFORMATTING</i></p> <p><i>Standards &amp; Formatting</i>—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.</p> <p><i>Quality Control</i>—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures.</p>
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PRICE PROPOSAL	ITEM NO. 1
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RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Record of Declaration of Intentions Vol. N/A 1903-1915 1911-1915	CONSERVATION/ TREATMENT	<i>Full Service Specifications: Minimum</i>	66	\$650.00	\$650.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	58	\$0.50	\$29.00
TOTAL PRICE					\$759.00

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 2
RECORD SERIES TITLE	Marriage Register	
VOLUME	N/A	
DATE	1852-1861	
PAGE COUNT	60	
SIZE	18" x 14"	
CONDITION SUMMARY	The data is recorded on manuscript or handwritten sheets. Volume has loose sheets with brittle pages.	
CONSERVATION/ TREATMENT PROPOSAL	<p><i>Document</i>—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p><i>Dismantle</i>—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p><i>Surface Clean</i>—Surface clean sheets to remove material deposits. This includes airborne particulate, sedimentation from water damage, mold/mildew residue, micro-organic growth, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.</p> <p><i>Mend</i>—For items undergoing encapsulation, tears greater than ½" are mended with archival materials.</p> <p><i>Deacidify</i>—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.</p> <p><i>Encapsulate</i>—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.</p> <p><i>Bind</i>—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Sew on tabs, if applicable. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.</p> <p><i>Quality Control</i>—Final quality check (page-by-page) with reference to original log sheet.</p>	

CONSERVATION/ TREATMENT PROPOSAL	<p><i>*OPTIONAL, REFORMATTING</i></p> <p><i>Standards &amp; Formatting</i>—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.</p> <p><i>Quality Control</i>—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures</p>
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## PRICE PROPOSAL

ITEM NO. 2

RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Marriage Register Vol. N/A 1852-1861	CONSERVATION/ TREATMENT	<i>Full Service Specifications: Minimum</i>	60	\$650.00	\$650.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATTING	<i>Archival Imaging</i>	26	\$0.50	\$13.00
		<i>Archival Imaging: Oversized</i>	34	\$1.25	\$42.50
TOTAL PRICE					\$785.50

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 3
RECORD SERIES TITLE	Death Register	
VOLUME	N/A	
DATE	1865-1896	
PAGE COUNT	152	
SIZE	19" x 26"	
CONDITION SUMMARY	The data is recorded on manuscript or handwritten sheets. Oversized volume has tera/voids with pages that are cellulose acetate laminated.	
CONSERVATION/ TREATMENT PROPOSAL	<p><i>Document</i>—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p><i>Dismantle</i>—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p><i>Lamination Removal</i>—Kofile conservators address the “Laminate” process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using organic solvents. Removal depends on careful testing at our conservation lab. If conservators cannot remove the laminate safely, Kofile will contact the LVA directly to discuss alternatives.</p> <p><i>Mend</i>—For items undergoing encapsulation, tears greater than ½” are mended with archival materials.</p> <p><i>Deacidify</i>—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.</p> <p><i>Encapsulate</i>—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.</p> <p><i>Bind</i>—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Sew on tabs, if applicable. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.</p>	

CONSERVATION/ TREATMENT PROPOSAL	<p><i>Quality Control</i>—Final quality check (page-by-page) with reference to original log sheet.</p> <p><i>*OPTIONAL, REFORMATTING</i></p> <p><i>Standards &amp; Formatting</i>—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.</p> <p><i>Quality Control</i>—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures</p>
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PRICE PROPOSAL	ITEM NO. 3
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RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Death Register Vol. N/A 1865-1896	CONSERVATION/ TREATMENT	<i>Full Service Specifications: Oversized</i>	152	\$7.50	\$1,140.00
		<i>Special Treatments: Lamination Removal</i>	152	\$8.00	\$1,216.00
		<i>Standard Treatments: Extra Mending</i>	152	\$1.00	\$152.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATting	<i>Archival Imaging: Oversized</i>	152	\$1.25	\$190.00
TOTAL PRICE					\$2,778.00

CONDITION REPORT & TREATMENT REPORT		ITEM NO. 4
RECORD SERIES TITLE	Birth Register	
VOLUME	N/A	
DATE	1865-1896	
PAGE COUNT	288	
SIZE	18" x 27"	
CONDITION SUMMARY	The data is recorded on manuscript or handwritten sheets. Volume has tears/voids and cellulose acetate laminated pages.	
CONSERVATION/ TREATMENT PROPOSAL	<p><i>Document</i>—Make a written and photographic record. Create permanent log including current condition page order and treatments.</p> <p><i>Dismantle</i>—Dismantle by hand without guillotining documents and remove all threads (if applicable).</p> <p><i>Lamination Removal</i>—Kofile conservators address the “Laminate” process to the fullest extent possible damage to underlying paper and inks in accordance with the AIC Code of Ethics and Guidelines Item 21. Conservators reverse the process and remove the laminate using organic solvents. Removal depends on careful testing at our conservation lab. If conservators cannot remove the laminate safely, Kofile will contact the LVA directly to discuss alternatives.</p> <p><i>Mend</i>—For items undergoing encapsulation, tears greater than ½” are mended with archival materials.</p> <p><i>Deacidify</i>—Deacidify sheets after careful testing. Bookkeeper® Deacidification Spray by Preservation Technologies, LP is applied to both sides of the sheet. This spray is a magnesium oxide that deacidifies (or neutralizes) acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than ± .5.</p> <p><i>Encapsulate</i>—Encapsulate each sheet and/or plat in a 2 mil Lay Flat Archival Polyester Pocket™ with infrared welded seams, leaving no exposed edges. Each custom envelope is composed of SKC Films, Skyroll SH72S® Mylar and includes a patented lay flat design. This envelope is welded to prevent invasion of atmospheric pollutants.</p> <p><i>Bind</i>—Rebind in a custom full canvas binder. This will be a post binder. A volume may return split—this is dependent upon page count and the added weight of the Mylar. Sew on tabs, if applicable. Index tabs are repaired or replaced, if required. A dedication and treatment report is included in the binder, as requested.</p>	

CONSERVATION/ TREATMENT PROPOSAL	<p><i>Quality Control</i>—Final quality check (page-by-page) with reference to original log sheet.</p> <p><i>*OPTIONAL, REFORMATTING</i></p> <p><i>Standards &amp; Formatting</i>—Capture images at a minimum of 300 dpi. Digitized images are accumulated as Group IV bi-tonal images in a standard TIFF format.</p> <p><i>Quality Control</i>—Each image is checked during Quality Control. We verify legibility through rigorous and systematic quality control procedures</p>
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PRICE PROPOSAL	ITEM NO. 4
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RECORD SERIES TITLE	LEVEL OF SERVICE	DESCRIPTION	UNIT	UNIT PRICE	LINE ITEM TOTAL
Birth Register Vol. N/A 1865-1896	CONSERVATION/ TREATMENT	<i>Full Service Specifications: Oversized</i>	288	\$7.50	\$2,160.00
		<i>Special Treatments: Lamination Removal</i>	288	\$8.00	\$2,304.00
		<i>Special Treatments: Extra Mending</i>	288	\$2.00	\$576.00
		<i>Transport</i>	1	\$80.00	\$80.00
	REFORMATting	<i>Archival Imaging: Oversized</i>	288	\$1.25	\$360.00
TOTAL PRICE					\$5,480.00


## Certificate Of Completion

Envelope Id: 9EFB8BF850BB4B52A07BAED3AEE0DC25	Status: Completed
Subject: Contract with Kofile	
Source Envelope:	
Document Pages: 31	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Hollie Casey
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	hc Casey@dinwiddieva.us
	IP Address: 139.60.228.178

## Record Tracking

Status: Original	Holder: Hollie Casey	Location: DocuSign
9/30/2020   12:54 PM	hc Casey@dinwiddieva.us	

## Signer Events

Signer Events	Signature	Timestamp
William Hefty bill@heftywiley.com Legal Counsel County of Dinwiddie Security Level: Email, Account Authentication (None)		Sent: 10/1/2020   10:37 AM Viewed: 10/2/2020   12:09 PM Signed: 10/2/2020   12:09 PM
	Signature Adoption: Drawn on Device Using IP Address: 71.11.61.3	


### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Barrett Chappell bchappell@vacourts.gov Security Level: Email, Account Authentication (None)		Sent: 10/2/2020   12:09 PM Viewed: 10/2/2020   12:11 PM Signed: 10/2/2020   12:11 PM
	Signature Adoption: Pre-selected Style Using IP Address: 209.10.91.165	


### Electronic Record and Signature Disclosure:

Accepted: 10/2/2020 | 12:11 PM  
ID: a249edde-18b8-44cd-93de-dbd68725b35e  
Company Name: Dinwiddie County

W. Kevin Massengill kmassengill@dinwiddieva.us County Administrator Dinwiddie County Security Level: Email, Account Authentication (None)		Sent: 10/2/2020   12:11 PM Viewed: 10/2/2020   03:18 PM Signed: 10/2/2020   03:18 PM
	Signature Adoption: Pre-selected Style Using IP Address: 139.60.228.178	

### Electronic Record and Signature Disclosure:

Accepted: 4/17/2020 | 03:04 PM  
ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4  
Company Name: Dinwiddie County

Bert Auburn bert.auburn@kofile.com Security Level: Email, Account Authentication (None)		Sent: 10/2/2020   03:18 PM Viewed: 10/2/2020   03:19 PM Signed: 10/2/2020   03:20 PM
	Signature Adoption: Pre-selected Style Using IP Address: 47.185.175.114	

### Electronic Record and Signature Disclosure:

Accepted: 10/2/2020 | 03:19 PM  
ID: 0109b90f-e074-4c21-ae2-a4109eaf7378  
Company Name: Dinwiddie County



Signer Events	Signature	Timestamp
Hollie Casey hcasey@dinwiddieva.us Procurement Technician Dinwiddie County Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 139.60.228.178	Sent: 10/2/2020   03:20 PM Viewed: 10/2/2020   03:33 PM Signed: 10/2/2020   03:33 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
Greg Brooks greg.brooks@kofile.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 10/2/2020   03:33 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/2/2020   03:33 PM
Certified Delivered	Security Checked	10/2/2020   03:33 PM
Signing Complete	Security Checked	10/2/2020   03:33 PM
Completed	Security Checked	10/2/2020   03:33 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dinwiddie County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Dinwiddie County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us)

### **To advise Dinwiddie County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Dinwiddie County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Dinwiddie County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Dinwiddie County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Dinwiddie County during the course of your relationship with Dinwiddie County.