



TRANSMITTAL LETTER

October 14, 2016

Honorable Paul F. Ferguson
Arlington County Clerk of the Circuit Court
1425 North Courthouse Road, Suite 6700
Arlington, VA 22201

Dear Hon. Paul F. Ferguson,

Thank you for the opportunity to submit a proposal for the Request for Quote ("RFQ") from the Circuit Court of Arlington County, VA. I believe that Kofile Technologies, Inc. (Kofile) is the most qualified Offeror.

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 & Paper Group* and subscribes to the AIC *Code of Ethics & Standards of Practice*. In 2013, Kofile was awarded a Library of Congress FEDLINK contract to perform *Preservation Services for Library & Archival Collections*.


All Records Preservation will be performed at our RecordSave division in Greensboro, NC. Like all Kofile locations, RecordSave employs experienced labor and trained conservators. In addition, our business relationship provides additional resources and knowledge in conservation work.

Kofile acknowledges and agrees to the General Terms and Conditions of the RFQ. Please see Pages 13-20 of this proposal for information regarding this firm's history and experience. Please see Page 23 for references documenting our services.

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 Arlington County, and deliver those books back to the Arlington County.

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

Sincerely,


Jerry G. Cobb
President

rmh

KOFILE TECHNOLOGIES



RFQ FORM

Request for Quote ("RFQ")
Circuit Court of Arlington County, VA
October 7, 2016

A. Background

The Circuit Court of Arlington County, Virginia, has historic deed books dating from the late 1800s and early 1900s which need to be preserved and digitized. Each year, in two cycles, the Library of Virginia offers grants for the preservation and digitization of approximately 4-6 volumes per cycle.

B. Objective

Arlington County "County" seeks a vendor to provide preservation and digitization for historic deed books dating from the late 1800s and early 1900s. The County would like to award this Contract to a vendor for a term not-to-exceed 5 years.

C. Contractor Requirements

Attached are Statements of Work prepared by the Library of Virginia for Fall 2016 and Spring 2017 grant cycles. The Contractor shall provide a written quote to perform the preservation set forth in the Statement of Work for each volume and a separate quote to convert the paper documents to digital images using single page TIFF format.

Further, the Contractor shall:

1. Provide unit prices for the following services to be performed as an "on call basis" for up to five (5) years:
 - a. Remove deed book bindings
 - b. Remove pages by hand without damaging or guillotining documents
 - c. Remove oversewing and threads
 - d. Remove tape and adhesive residue
 - e. Remove laminate and old repair materials
 - f. Remove glued plats and glue residue from pages
 - g. Surface clean sheets to remove material deposits
 - h. Repair pages as necessary
 - i. Deacidify pages
 - j. Encapsulate pages (oversized plats require folded encapsulations)
 - k. Provide tab sewing as necessary
 - l. Post bind in new canvas binder (must be Enduro Heritage Record type post binders or the equivalent, with heavy duty nickel plated metal posts, locking bars, and heavy canvas or leatherette covering)
 - m. Create and maintain a log for each volume including condition, page order, and treatment

- n. Convert paper documents to digital images using single page standard TIFF format to a minimum of 300 dpi, and deskew and despeckle images
- o. Perform 100% quality control of digital images to ensure full image capture and clarity of images
2. Indicate the number of years that the quote amount/unit price(s) shall remain firm.
3. Acknowledge that the award of a contract by Arlington County for this Statement of Work is contingent upon receiving funding from the Library of Virginia.
4. Acknowledge that this solicitation does not guarantee that any contract will be awarded.
5. Provide a list of unit prices for potential/optional services associated with digitization and preservation that are not captured in the list of services provided in Paragraph C 1 (a-o).

D. Conditions and Limitations

Any travel costs associated with reviewing the deed books at issue, or retrieving or returning the volumes to/from Arlington County will be at the contractor's expense. Due to the nature of the materials involved, documents selected for preservation will not be transported by mail or commercial delivery service. The selected vendor will be required to sign a non-disclosure and data security agreement. While the volumes are in the vendor's possession, electronic copies of individual images must be available to the County, upon request, within 24 hours.

E. Response Requirements

The Contractor shall submit a quote in PDF to:
Robin Baxter, Land Records Supervisor
Arlington County Circuit Court
rbaxter@arlingtonva.us

F. Schedule

Responses to this RFQ must be received by Robin Baxter, Arlington County Circuit Court, rbaxter@arlingtonva.us, no later than 4:00 p.m. on **October 14, 2016**.



PRESERVATION PROCEDURES

The work order and individual documentation logs accompany the item throughout the entire process. Each batch of records is entered on a color-coded production control board. Storage areas are color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record may be located quickly.

DOCUMENTATION OF TREATMENT

Upon receipt, items are assessed to document condition prior to service. Each sheet is inspected by a preservation technician to ensure that it receives the appropriate level of treatment. A written record of pre-condition is retained and included in the final Treatment Report (Information Log). The Work Order and individual Documentation Logs accompany the items throughout the preservation process. Information recorded includes:

- Date(s) of treatment
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the technician who worked on the item
- Condition of document upon receipt
- Special characteristics
- Presence of acidic glues
- Presence of previous repairs
- Number of pages, proper pagination, and blank pages
- Presence of pressure sensitive material
- Presence of staples, paper clips, brads, etc.
- Identity of certificates/records (manuscript, Photostat, typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Any other information pertinent to the identification of the volume



Logging



Please note that this is not a conservation treatment report disclaimer—this is provided in every finalized re-bound volume (see right).

CONSERVATION SPECIFICATIONS

Kofile regularly addresses historical and permanent documents, including manuscript, typescript, Photostat, micrographic, tri-folds, blueprints, re-creations, plats, and maps. Kofile never utilizes any treatment, repair, or maintenance 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. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. Difficult to remove, the application of steam with specialized equipment can soften the materials.

Guillotine cutters are never employed. If trimming is necessary, it is done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Board shears closely resemble a large pair of scissors. These allow Kofile to carefully and accurately trim paper with greater precision. Only one document is cut at a time to ensure no text is lost.



The binding of this volume was compromised and the sheets were free to drift from the protection of the book block. Dismantling required careful removal of original adhesives and threads by hand.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages. This includes dust, soot, airborne particulate, 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.

Surface cleaning methods vary and range 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. damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust).

Mold Remediation

Contamination results from flood, fire, or micro-organics, or proximity to toxic substances (asbestos or bacteria). The former requires treatment in an isolation booth. Fragile materials are vacuumed through a fine, mesh-screen overlay. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. While treatments kill mold or bacteria, elimination of stains is often impossible. Chemical treatments are only used when mold is embedded into the fiber in extreme cases. Dead mold spores can be removed with an ozone treatment. This is accomplished with a dry wash by a specially treated chemical sponge.

Removal of Tape, Adhesives, Varnish, or Old Repairs

Pressure sensitive tape and adhesive residue are reduced as much as possible without further degradation to the original. Previous repairs that cannot be removed safely will remain. Solvents are only used as a last resort, and only after testing. A *microspatula* (sometimes heated) coaxes tape threads, pressure sensitive tape, and glue from the paper. A Hot Tools tape remover can 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 removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. An alternative is the local application of solvent or mechanical removal (which is followed by erasing of adhesive residue or application of heat).

Immersion and local treatments follow all OSHA regulations and pertinent safety procedures for staff. Kofile ensures that our laboratories are equipped to correctly and safely process chemical treatments. All solvents and necessary chemicals are handled in modern chemical fume hoods and HVAC systems. These systems offer the maximum level of protection, and safely exhaust potentially harmful fumes and gases. Our top priorities are not only the treatment and safe guarding of your records, but the safety of our



Kofile carefully coaxes adhesives and tape—a mechanical method is pictured left (by application of heat and pressure), and a chemical method is pictured right.



A Kofile conservator removes water-soluble adhesives and tape from a Railroad Document from a Kansas County.

employees. Chemical resistant gloves, apron and an explosive proof face shield are parts of the delicate process.

When possible, peelers, and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. The former is used when adhesive is loose, old, or brittle and the latter when removal by heat is unnecessary.



In the case of plats, mounting materials and adhesives often become acidic, stained, torn, and weak. They are often composed of Kraft paper or heavy board. Backings are removed through an aqueous process using water or steam, except for water-soluble images. Backing in good condition remains if it causes no harm or if removal would cause harm.

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/or 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.

Washing in Water

If possible, water-soluble repairs are removed with water or steam. Only fully-trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, there are still many cases in which ink may fade and compromise legibility. Therefore, extensive testing is required before treatment.

Flattening and Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. Tools to 'flatten' documents include tacking irons. The tacking irons have adjustable temperature controls to alleviate damage to the documents.

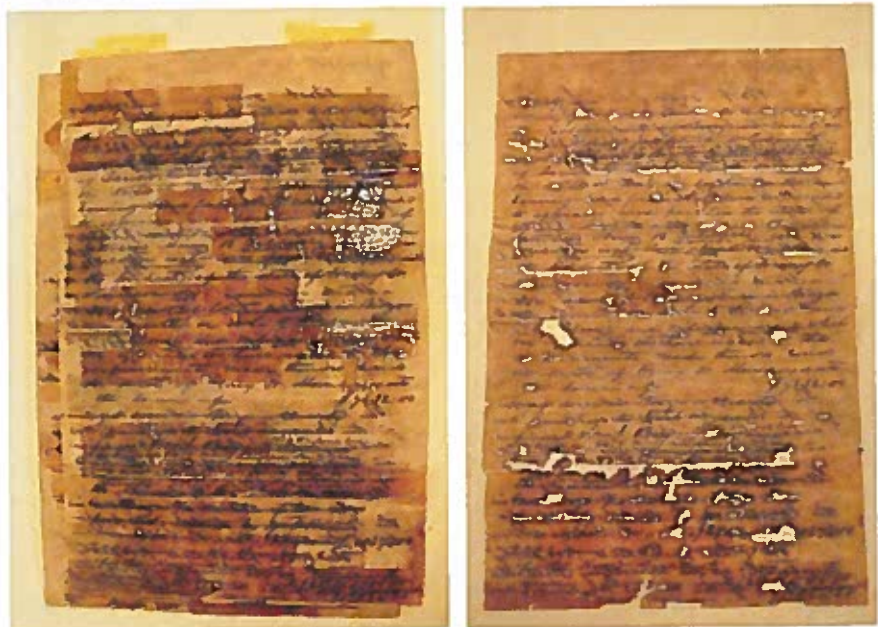
One flattening method uses moderate pressure drying between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth. With these practices, the possibility of unnecessary fractures or breaks is reduced. Kofile's technicians are experienced using all methods.

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 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. Koza paper, in natural and white finish, is commonly used because of its strength and transparent nature. While visible to the trained eye, it does not distract from the Document. Mending strips are water cut so the edge visually integrates with the Document, without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



An 1848 Probate Record. The image to the 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.

Other types of Japanese paper used frequently include Zangetsu, Gampi, Tosa Tengujo, Sekishu, and Thin Uda. Filmoplast® may also be used for reinforcement. Filmoplast® 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.

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.

A commercially-prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment, see pictured right. 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 is slowly altered. After deacidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

Aqueous Treatment (immersion) is used when inks are highly stable. This method is generally reserved only for 17th- and 18th-Century manuscripts.



ENCAPSULATION

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, 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.

If requested, each sheet is encapsulated in a 2 mil or 3 mil (as specified) standard pocket or **Lay Flat Archival Polyester Pocket™** (US Patent #7,943,220 B1, 5/17/2011). Available in custom sizes, pocket dimensions match the 'book block' dimensions with a 1½" or 1¼" binding margin.



A preserved volume newly encapsulated and rebound.

Our patented pocket is welded closed on three sides and the binding process seals the fourth side with a static seal. A Reemay® strip or spunbond polyester is welded at the binding edge to offset the document's thickness and seal out atmospheric pollutants but still allow off-gassing. This allows for a flat book block and reinforces the binding for added strength and service. Also, to access the sheet, the Pocket would not need to be cut.

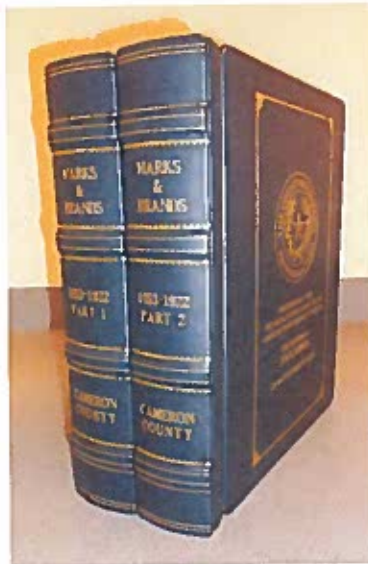
Plats for flat or cabinet storage are encapsulated in 4 mil SKC SH72S® PET pocket. Oversized plats requiring flat filing in a cabinet are cross-referenced in the volume.

BINDING

Title stamping is reviewed and approved in advance by the Clerk. The front cover of the book will have the County seal, name of the Clerk, funding provided by Board of Supervisor, Book title, and Book Date. Any changes are approved by the Clerk.

Sheets are hand-bound in cased books of 250 sheets or less, punched (on the pocket's edge), and bound in the requested

canvas-covered Binder (not pictured). This may include *splitting books with large capacities into two volumes*. Kofile will punch sheets to any hole specifications and will repair/replace index tabs as necessary.



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. Kofile's services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. We invest in the best hardware and software. Many of our projects involve re-imaging what low-bid vendors have already imaged. With Kofile, images are the highest quality, and free of distortion and loss of information.

Image 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. Images accumulate as Group IV bi-tonal images in a standard TIFF format. Single-page images are stored in .001-.00n (Page Numbers) extensions. Images are optimized and scaled for system output.

Image Capture

Domain specific knowledge is necessary for this project. Operators observe each page during capture. For faint or illegible pages, the operator employs contrast tools. If unsuccessful, the operator indicates and 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 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." Courier Press, August 21, 2013 <www.courierpress.com/news/local-news/digitizing-historical-records> and <www.courierpress.com/news/local-news/county-digitizes-century-old-records>.

Standards & Formatting

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify effectiveness and minimum legibility of the scanning process through rigorous and systematic quality control.

Quality Control

Quality control (QC) is a key element. Our QC process ensures that all images are certified. **Each and every image is slight 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 no missing pages, double feeds, and to account for "A" pages (which may have been added to the original book).

Reformatted images of oversized plats removed from volumes and placed in Plat Cabinets will be placed in a separate digital folder.

Kofile is staffed by second and third generation conservators and public records experts. Ownership and key staff date to the 1970s. Due to our commitment and highly trained/experienced staff, Kofile is equipped to handle multifaceted and time relevant projects. Projects are executed efficiently and to the highest professional standards.

Our strength is not the size of our staff or facility, but our dedication and commitment to ensure the physical protection of America's public records. Kofile possesses extensive experience treating a wide range of media—including manuscripts, volumes, plats, maps, negative Photostats, microfilm, digital images, photographs, etc. Projects range from one volume, to thousands of volumes. Each problem is unique and deserves special attention.

Kofile is also an Awardee of an active Library of Congress FEDLINK Preservation Services for Library and Archival Collections contract (FEDLINK No. LC13G7905)—2013.

Staffing: Conservation Team

The conservation laboratory and daily work is supervised or conducted by a senior conservator. Each location has technicians that contribute to projects by performing limited conservation treatments under close supervision. Kofile is a strong proponent of cross-training. Our conservation team has a strong retention rate and years of experience and practice. Less experienced workers are assigned to specific tasks, such as prep or basic unbinding procedures.



Staffing: Project Management

The Project Manager, Greg Brooks, is responsible for project supervision. Each project is assigned a job number. All instructions and related recordkeeping reference this number. Assigned personnel document each individual item and enter job numbers into our tracking database. All project phases are dependent on contract guidelines and authorized requests. The Project Manager is available for meetings via phone or in person.

Key Staff Resumes

Key personnel are identified below, and resumes for each are provided following :

<u>NAME</u>	<u>ASSIGNMENT</u>
Joe Marotti	Senior Conservator
Gerald Ward	Operations Manager & Conservator

JOSEPH J. "JOE" MAROTTI
Senior Conservator and Special Projects Consultant

Mr. Marotti's experience is in art restoration and the preservation of archival materials such as books and manuscripts (primarily public records housed by County and Municipal Clerks). His interest was peaked during his early days working in his father's municipal and county supplies company.

When the company opened a conservation division in 1985, they hired several professional conservators, including Leopold Saint Paul, as Director, and Maria Pukownik. With 23 years of conservation experience, Saint Paul's expertise included the restoration of incunabula and rare manuscripts dating back to the 9th century. Norman Beaudoin, who had four years of previous conservation experience, was hired as conservation assistant and apprentice to Saint Paul.



In 1985, Mr. Marotti established Vermont's first private conservation laboratory specializing in public documents, oil paintings, works of art on paper, books and manuscripts, maps and charts, and vellum and parchment artifacts. Marotti established records preservation programs in 150+ Vermont municipalities. With his support and education endeavors, Vermont record storage facilities updated crude safes and storage devices to NFPA-rated record storage vaults.

Mr. Marotti has collaborated with many conservators throughout his years in private practice, and has conducted numerous Introduction to Archival Records Preservation workshops and presentations across New England. He frequently travels across the United States and consults with other Kofile conservators and technicians on best practices.

During his career, Marotti has conserved artifacts including books, maps, artwork, parchment, vellum, and even papyrus. He routinely treated artwork that included offset reproductions, pen and ink drawings, lithographs, wood blocks, engravings, etchings, pastels, watercolors, photographs, and collages. Many were the work of well known artists such as Paul Gauguin, Mary Cassatt, Albert Bierstadt, John James Audubon, Gordon Grant, James McNeill Whistler, Ansel Adams, Ogden Pleissner, Sam Motherwell, Marc Chagall, and Nathaniel Currier.

Marotti's unique history and engineering knowledge allow him to assist clients with, not only, preservation treatments, but storage systems too.

Professional History

2009—present Senior Conservator, Special Projects Consultant and Chairman Emeritus
Kofile, Inc.

1972—2009 *President*
Joseph J. Marotti Co., Essex, VT

Education

1964—1965 & 1971—1975 Electrical Engineering, University of Vermont

Professional Activities

Records Management System Design for the Fresno County Recorder's Vital Records, Fresno County Recorder, Fresno, CA—2013-Present

- Assessment of historical and public records, development of a Project Plan, coordinate with the County engineer and architect to design storage solution for 1,600 volumes.

Presenter. Suction Table Demonstration. Preservation Workshop for Texas County and District Clerks, Dallas, Texas—2011

Presenter. "Preservation of County Records/Before and After Conservation Treatments." County & District Clerks Association of Texas, South Padre Island, Texas—2005.

Presenter. "Preservation of County Records." County Officials Association of Tennessee—2008

- Presented to over 500 attendees.

Presenter. "Preservation Presentation." Tennessee Register of Deeds Association Spring Conference—June 4, 2009

Engineer custom paper suction table and conduct training for Kathryn Myatt Carey & Associates, Salem, MA—1990s

Professional Exchange. Fine Art Restoration collaboration with Paul Lengyel, Fine Art Conservation and Restoration Services, Albany, NY—1990-1993

- Collaborations included the restoration of numerous works of art, including those by Rembrandt, Picasso, Maxfield Parrish, Alexander Calder, Joan Miro, Currier & Ives, and others.

Restoration of WWII Memorabilia and Military Posters. Watervliet Arsenal Museum, The United States Army, Watervliet, NY.

Instructor. "Conservation" course. Saint Michael's College, Winooski, VT. Continuing education program for Certified Municipal Clerks (CMU)—1991

Trainer. "Preservation of a Set of Wilson's American Ornithology Volumes." Keiran Rutherford, Intern.

- This project lasted one year and saw the restoration of a complete set of volumes, including a leaf by leaf restoration of original hand-colored plates.

System Storage Design Solution Architect for 38,682 Maps. Sacramento County Clerk and Recorder, Sacramento, CA—1991

- Surface clean, mend, deacidify, encapsulate, re-house, and image volumes and maps. Provide archival map storage system for 38,682 maps; removed from backing, deacidified as possible, mounted on Japanese tissue, encapsulated, and re-housed.

Attendee. "Use of a Suction Table: Site Training." Conducted by a conservator based out of a museum in mid-state New York—1991

Apprenticeship. Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland—1986-1991

Intern Supervisor. Local high school, Saint Michael's College, and University of Vermont (UVM) curriculums—multiple years.

Professional Affiliations

Member, American Institute for Conservation (AIC)

GERALD WARD
Operations Manager & Conservator

Professional History

- Jan. 2015—Present Operations Manager & Conservator
RecordSave, A Division of Kofile Preservation, Inc.
Browns Summit, NC
- Direct and coordinate division activities and departmental functions
 - maintain fiscal oversight of business operations
 - provides guidance and training to RecordSave staff
 - oversee division development and equipment acquisition
 - project scheduling, supervision, and staff management.
- Dec. 2011 - Jan. 2015 Operations Manager & Senior Conservator
RecordSave, A Division of the HF Group
Browns Summit, NC
- Direct and coordinate division activities and departmental functions
 - maintain fiscal oversight of business operations
 - provides guidance and training to RecordSave staff
 - oversee division development and equipment acquisition
 - project scheduling, supervision, and staff management.
- 2007 – 2011 Conservation Manager & Senior Conservator
Etherington Conservation Services-Midwest, A Division of the HFGroup, LLC.
North Manchester, IN
- Direct and coordinate center activities and departmental functions of a full service conservation and digitization laboratory
 - maintain fiscal oversight of business operations
 - provide guidance and training to conservation staff
 - oversee laboratory development and equipment acquisition
 - perform project scheduling, supervision and staff management
 - conduct client consultations and guest lectures on preservation management, disaster recovery and response, collection management, and preservation funding
 - execute advanced treatments of books and paper.
- July - Nov. 2007 Senior Conservation Technician
Etherington Conservation Services, A Division of the HFGroup, LLC.
Browns Summit, NC
- Evaluate and perform advanced-level restoration and preservation of books and paper ranging from incunabula to 20th century in accordance with AIC Code of Ethics and Guidelines for Practice.
- 2005 - 2007 Conservation Technician
Etherington Conservation Center
Greensboro, NC
- Perform mid-level restoration and preservation of books and paper in accordance with AIC Code of Ethics and Guidelines for Practice.

Education

- 2005 - 2007 Master of Library and Information Studies, University of North Carolina at Greensboro, Greensboro, NC
- 2001 - 2005 Bachelor of Arts in English; Philosophy and Russian Language and Literature, minors; University of North Carolina at Greensboro, Greensboro, NC

Professional Affiliations

American Institute for Conservation of Historic and Artistic Works: Book and Paper Group
American Library Association
Guild of Bookworkers
North Carolina Preservation Consortium



QUALIFICATIONS & EXPERIENCE

FIRM EXPERIENCE

President Abraham Lincoln, Stephen F. Austin, President John Quincy Adams, Bruce Lee, President John F. Kennedy, General Stonewall Jackson, King George III, Wyatt Earp, Grandma Moses, James Morris, and Henry David Thoreau.

Whether written with their hands, treasured as their keepsake, recorded in their last breath, the names above represent a short selection of the historical significance personified by the written records and prints that Kofile has preserved.

Our persistence and workmanship has allowed Kofile to promote and contribute to the preservation of local records as well as those of national significance. As our references document, Kofile establishes enduring professional relationships and remains loyal to each project.



FIRM HISTORY

Kofile is comprised of the oldest and most experienced private firms specializing in the preservation of permanent public records in the US. Established in 2009, as Brown's River Marotti Co. (BRM), Kofile was renamed following a merger in 2011. Owned and operated by Kofile, Inc., we take great pride in our legacy. *Moving forward with a new name, familiar faces remain.* Each of our root companies is introduced below.

- ▶ Joseph J. Marotti Co., Inc. dates to 1961, and operated under that name for 48 years.
- ▶ Brown's River Bindery dates to 1972, and operated under that name for 37 years.
- ▶ Louisiana Binding Service, Inc. (LBS) dates to 1987, and operated under that name for 24 years.
- ▶ RecordsSave (formerly owned by The HF Group).



Kofile operates four regional conservation facilities (Brown's Summit, NC; Dallas, TX; Essex, VT; and Carson City, NV), the location where all of the proposed services will be performed is our Brown's Summit facility. At this facility, Kofile employs full-time, permanent employees. This is not a temporary facility.



RESPONSES TO QUESTIONS

PRICING

Kofile Technologies, Inc. acknowledges that Exhibit 1—CCRP 2017A Full Service Specifications are priced at \$4.50 per page. Exhibit 2—CCRP Full Service Specifications are priced at \$5.00 per page. All future Grant Quotes will remain firm at \$5.00 per page for Full Service Specifications during the duration of this contract.

AWARD OF CONTRACT

Kofile Technologies, Inc. acknowledges that the award of a contract by Arlington County for this Statement of Work is contingent upon receiving funding from the Library of Virginia.

CONTRACT

Kofile Technologies, Inc. acknowledges that this solicitation does not guarantee that any contract will be awarded.

TRANSPORTATION AND AVAILABILITY

Kofile Technologies, Inc. acknowledges that the materials involved, documents selected for preservation will not be transported by mail or commercial delivery service. While the volumes are in Kofile's possession, electronic copies of individual images will be available to the County, upon request, within 24 hours.

NOTABLE PROJECTS

Projects are often long-term and based on available budgets. This partnership illustrates Kofile's interest in the success of each project. Please note that references are available upon request. Kofile also restores special and unique document from private collections. A short selection of the variety of projects completed by Kofile includes:

- Preservationists for the Texas Court Records Preservation Task Force, 2010—2012.
- Hague, NY, American Graphite Company, 1889
- "Ship Papers Issued to Obed Shearman, Master and Commander of the Minerva Smyth"—2013
- Hunterdon County, NJ, Naturalization Records, 1804—1966
- Private Collection. *The Anatomical Exercises of Dr. William Harvey, ed.* 1673—2013
- Little Compton, RI, Copy of the Declaration of Independence
- Historical Official Records Pre-1850 to 1950, Hidalgo County Clerk's Office, Edinburg, TX—2009-Present
- Long Island Rail Road (LIRR), NY, Preservation of 19 historical volumes containing the earliest maps of the LIRR System
- Circa 1934 Town Charter and Town Deed, Artist Edward J. Ades, Works Progress Administration, Westport Town Clerk's Office, Westport, VT. 2005.
- Los Angeles County Clerk and Recorder, Norwalk, CA, Preservation of County Records: 1,975 volumes of Patents, Grantor/Grantee Indexes, and Vitals.
- Accomack County, VA, documents from *The Daughters of the American Revolution* Barnstable, MA, *Civil War Rebellion Record*
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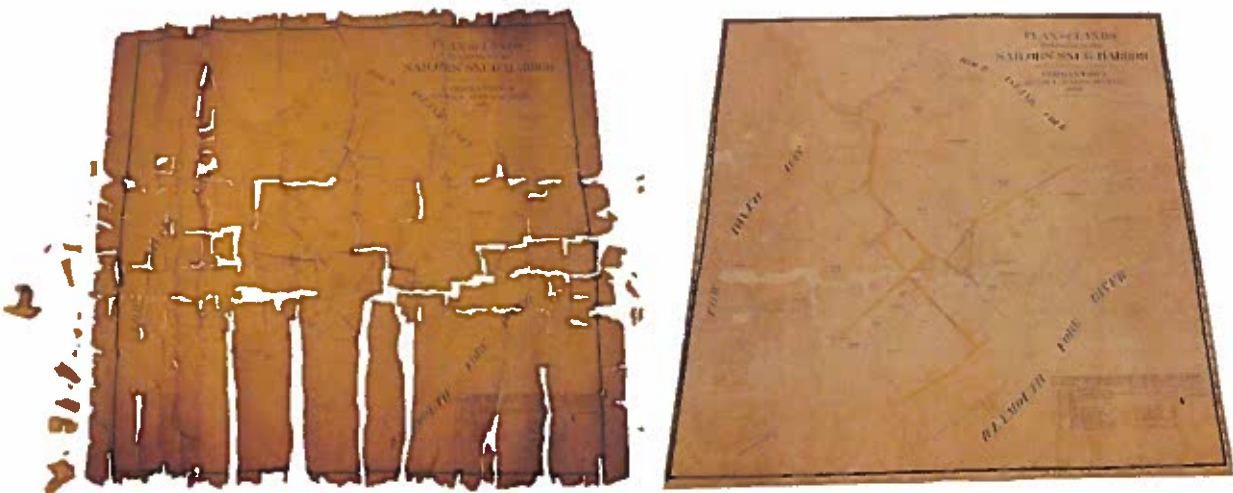
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The 1894 map above is titled, "Plan of Lands Belonging to the Sailors' Snug Harbor" and is from Quincy, Massachusetts. Rolled for years, the map was pieced together and backed.



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