

**COMMISSIONERS' COURT
REGULAR MEETING
JULY 12, 1999**

BE IT REMEMBERED THAT THE TITUS COUNTY COMMISSIONERS' COURT met in *Regular Session* on Monday, July 12, 1999, in the Titus County Courtroom with the following members present:

DANNY P. CROOKS.....COUNTY JUDGE
MIKE PRICE.....COMMISSIONER PRECINCT 1
MIKE FIELDS.....COMMISSIONER PRECINCT 2
BILLY J. THOMPSON.....COMMISSIONER PRECINCT 3
THOMAS E. HOCKADAY.....COMMISSIONER PRECINCT 4
SHERRY MARS.....COUNTY CLERK

ABSENT: NONE

PUBLIC AND COUNTY OFFICIALS ATTENDING MEETING:

CARL JOHNSON, AUDITOR
LEO SCHAKEL, JUSTICE OF THE PEACE PRECINCT 1

BRUCE PRINDLE	JIM TATMAN
RAY ROCHA	RAY McCANN
SANDEE McCANN	MAXINE PATTON
ELMER PATTON	STEPHANIE PATTON
NORMA NARRAMORE	JAKE NARRAMORE
PHILLIP CROMWELL	ANN RUNDLE

Invocation was given by Dr. Bruce Prindle from Trinity Baptist Church.

IN THE MATTER OF
APPROVING MINUTES FOR JUNE 1999

Motion was made by Billy J. Thompson and seconded by Commissioner Thomas E. Hockaday to approve the minutes for June 1999. Motion carried unanimously.

IN THE MATTER OF
BUDGET AMENDMENTS

Motion was made by Commissioner Mike Price and seconded by Commissioner Thomas E. Hockaday to approve budget amendment number 17. This amendment can be seen in the Titus County Auditor's Office. Motion carried unanimously.

IN THE MATTER OF
APPROVING COUNTY OFFICIAL RECORDS

Motion was made by Commissioner Mike Price and seconded by Commissioner Billy J. Thompson to approve reports from Tax Assessor-Collector, Justice of the Peace, Precinct 1, Justice of the Peace, Precinct 2, Environmental Inspection Service, Cookville Volunteer Fire Department, Nortex Volunteer Fire Department, Five Star Volunteer Fire Department, Tri-Lake Volunteer Fire Department, and of Talco Fire Department. Motion carried unanimously.

IN THE MATTER OF
APPROVING SIGNING PAY ORDERS
AND PAYING BILLS

Motion was made by Commissioner Mike Price and seconded by Commissioner Billy J. Thompson to approve signing pay orders and paying bills. Motion carried unanimously.

IN THE MATTER OF
APPROVING PURCHASE OF NEW COPIER
FOR JUSTICE OF THE PEACE, PRECINCT 1

Judge Leo Schakel asked the Court to purchase a new copy machine for his office. Judge Schakel presented a proposal for a Ricoh Copier from 3N1 Office Products, Inc. for the sum of \$4854.00 with trade-in allotment of \$300.00.

Motion was made by Commissioner Thomas E. Hockaday and seconded by Commissioner Billy J. Thompson to approve the purchase of a Ricoh Copier from 3N1 Office Products, Inc. for the sum of \$4,554.00 from the DDC Fund for Justice of the Peace, Precinct 1. Motion carried unanimously. *SEE ATTACHMENT "A"*

IN THE MATTER OF
APPROVE ELECTION JUDGES

Motion was made by Commissioner Mike Price and seconded by Commissioner Mike Fields to approve the list of Election Judges as presented by both parties for a term of 2 years. Motion carried unanimously. *SEE ATTACHMENT "B"*

IN THE MATTER OF
APPROVE RE-PLAT OF LOTS 23, 24, 25,
BLOCK 2, OF WILLIAMS JURNEY ADDITION
OF THE CITY OF MT. PLEASANT

Motion was made by Commissioner Thomas E. Hockaday and seconded by Commissioner Mike Price to approve the re-plat of lots 23, 24, 25, Block 2, of Williams Journey Addition of the City of Mt. Pleasant. Motion carried unanimously.

IN THE MATTER OF
APPROVING CONTRACT WITH
GOVERNMENT RECORDS

Tim Taylor, County Attorney suggested to the Court that they go out for bids on the services that Government Records offer for recreation of the books in the County Clerk's Office.

Motion was made by Commissioner Billy J. Thompson and seconded by Commissioner Mike Fields to approve the contract with Government Records except for recreation of books.

VOTING YES

MIKE PRICE, COMMISSIONER PRECINCT 1
MIKE FIELDS, COMMISSIONER PRECINCT 2
BILLY J. THOMPSON, COMMISSIONER PRECINCT 3

VOTING NO

THOMAS E. HOCKADAY, COMMISSIONER PRECINCT 4

Motion carried. *SEE ATTACHMENT "C"*

Motion was made by Commissioner Mike Price and seconded by Commissioner Mike Fields to approve going out for bids on the recreation of books in the County Clerk's Office. Motion carried unanimously.

IN THE MATTER OF
ADJOURNMENT

Motion was made by Commissioner Billy J. Thompson and seconded by Commissioner Thomas E. Hockaday to adjourn. Motion carried unanimously.



Titus County Justice Of The Peace
Precinct 1
Mt. Pleasant, Texas
Attn: Leo Schakel

Ricoh Copier Proposal

<u>Equipment</u>	<u>Amount</u>
Ricoh FT 4822 copier with automatic reversing document feeder, auto duplexing, 10 bin sorter and cabinet stand.	\$4,854.00
Less trade-in Mita 2355 copier	\$ -300.00
Total	\$4,554.00

* Includes delivery, set up and training.

Maintenance Information

3N1 Office Products offers a full maintenance agreement for your Ricoh copier. This program covers all parts, labor, travel time, preventive maintenance calls, toner, developer and drum, everything except paper, for .0155 cents per copy.

If you have any questions please don't hesitate to call. I appreciate your business very much. Thank you for the opportunity to serve you.

Sincerely,

A handwritten signature in cursive script that reads "Keith Burns".

Keith Burns
3N1 Office Products

ORDER OF APPOINTMENT FOR ELECTION JUDGES AND ALTERNATES

The Commissioners Court of Titus County do hereby appoint the following election judges and alternate judges for a two year term to begin July 12th., 1999.

Precinct	Election Judge	Alternate Judge
1	Grace Mosley	Elizabeth Gaurin
2	Diane McGee	Lillian Branch
3	Harriett Hurtt	Bettie Hill
4	Charles Merka	Nancy Rose
5	Nelda Logan	Frankie Brown
6	Almon Havenstrite	Billy Ann Morris
7	Cindy Solomon	Willard Cecil
8	Linda Sides	Wayne Hart
9	Maxine Patton	Daria Ottinger
10	Lillian Lennie	Sharon Hargrove
11	Christine Ballard	Jake Narramore
12	Betty Summerlin	Kenneth Summerlin
14	Robert Hedges	Steve Hoffman
15	Jackie Moore	JoAnn Hammonds
16	Sandee McCann	Betty Kidwell
17	Dottie Siveas	Margretta Brooks
18	Lynn Barrett	Yvonne White
19	Bob Walker	Orlue Pettit
20	Pat Hix	Gene Campbell
21	Ray McCann	Barbara Duncan

It is hereby directed that this order be filed with the clerk of this court and that a copy be given to the custodian of the election records for said county. The County Clerk is hereby instructed to send notice of appointment to each election judge of their appointment for a two year term beginning July 12th., 1999 as stated above in accordance with Tex. Elec. Code. Ann. § 32.009, (Vernon, 1986).

Darryl A. Smith
County Judge

Mike Fields
Commissioner, Precinct 2

Thomas E. Hockaday
Commissioner, Precinct 4

Mike Rini
Commissioner, Precinct 1

Bill Thompson
Commissioner, Precinct 3

**Sherry Mars, Titus County Clerk
Presiding and
Alternate Election Judges**

Precinct	Polling Place	Presiding Judge	Alternate Judge
1.	Corprew School	Grace Mosley 713 Ivory Mt. Pleasant, Tx. 572-3546	Elizabeth Geurin 1111 N. Crockett Mt. Pleasant, Tx. 572-6514
2.	Methodist Church Greenhill Comm.	Diane McGee Rt. 2 Box 3380 Mt. Pleasant, Tx. 572-4745	Lillian Branch Rt. 4 Box 505 Mt. Pleasant, Tx. 572-1279
3.	Bridges Chapel Comm. Center	Harriett Hurtt Rt. 2 Box 270 Mt. Pleasant, Tx. 572-3738	Bettie Hill Rt. 2 Box 1790 Mt. Pleasant, Tx. 572-5851
4.	Fire Station Co. Rd. SW 6 Blodgett Comm.	Charles Merka Rt.3 Box 1329 Mt. Pleasant, Tx. 572-6986	Nancy Rose Rt. 3 Box 990 Mt. Pleasant, Tx. 572-1142
5.	Church of God of Prophecy Sugarhill Comm.	Nelda Logan Rt. 4 Bx 1410 Mt. Pleasant, Tx. 379-9081	Frankie Brown Rt. 4 Box 1045 Mt. Pleasant, Tx. 379-5880
6.	Cookville Fire Station Cookville, Tx.	Almon Havenstrite P.O. Box 295 Cookville, Tx. 75558 577-8445	Billy Ann Morris Rt. 1 Box 400 Cookville, Tx. 75558 572-0294
7.	Chapel Hill School Chapel Hill Comm.	Cindy Solomon Rt. 4 Box 239 Pittsburg, Tx. 577-1596	Willard Cecil Rt. 9 Box 230 Mt. Pleasant, Tx. 75455 572-5866
8.	L.B.E.W. Union Hall 1406 N. Washington Mt. Pleasant, Tx.	Linda Sides 1211 Lamar Mt. Pleasant, Tx. 577-8522	Wayne Hart 902 E. 3rd. Mt. Pleasant, Tx. 572-4416

- | | | | |
|-----|--|---|--|
| 9. | Talco City Hall
Talco, Texas | Maxine Patton
P.O. Box 158
Talco, Tx. 75487
379-5171 | Daria Ottinger
Rt. 1 Box 16A
Talco, Tx. 75487
572-6861 |
| 10. | Argo Community
Center
Rt. 4
Mt. Pleasant | Lillian Lennie
Rt. 1 Box 940
Cookville, Tx. 75558
572-7754 | Sharon Hargrove
Rt. 1 Box 525
Cookville, Tx. 75558
572-6970 |
| 11. | Winfield City Hall
Winfield, Tx. | Karla Ballard
P.O. Box 182
Winfield, Tx. 75493
524-4102 | Jake Narramore
P.O. Box 68
Winfield, Tx. 75493
524-2091 |
| 12. | West New Hope
Methodist Church
Mt. Pleasant, Tx. | Betty Summerlin
Rt. 7 Box 565
Mt. Pleasant, Tx.
524-3491 | Kenneth Summertlin
Rt. 7 Box 370
Mt. Pleasant, Tx.
572-1243 |
| 14. | Titus Co. Annex
(Breakroom)
Courthouse | Robert Hedges
Rt. 9 Box 1355
Mt. Pleasant, Tx.
572-2724 | Steve Hoffman
Rt. 3 Box 1427
Mt. Pleasant, Tx.
572-7080 |
| 15. | Nevills Chapel
Baptist Church
Mt. Pleasant | Jackie Moore
Rt. 8 Box 230
Mt. Pleasant, Tx.
572-6337 | Jo Ann Hammonds
Rt. 8 Box 1286
Mt. Pleasant, Tx.
572-2067 |
| 16. | Civic Center
N. Jefferson
Mt. Pleasant | Sandee McCann
2727 N. Jefferson
Mt. Pleasant, Tx.
577-7224 | Betty Kidwell
Rt. 10 Box 585
Mt. Pleasant, Tx.
572-2570 |
| 17. | Vivian Fowler
School
1006 W. 6th.
Mt. Pleasant, Tx. | Dottie Sivess
406 W. 1st.
Mt. Pleasant, Tx.
572-4709 | Margretta Brooks
1209 W. 8th.
Mt. Pleasant, Tx.
572-3913 |
| 18. | Farmer's Academy
Methodist Church
Mt. Pleasant, Tx. | Lynn Barrett
Rt. 3 Box 1485
Mt. Pleasant, Tx.
572-0390 | Yvonne White
Rt. 3 Box 2040
Mt. Pleasant, Tx.
572-3591 |

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|-----|--|--|--|
| 19. | Annie Sims School
1801 E. 1st.
Mt. Pleasant, Tx. | Bob Walker
1910 Friendly
Mt. Pleasant, Tx.
572-8939 | Orlue Pettit
103 S. Dessie
Mt. Pleasant, Tx.
572-7570 |
| 20. | E.C. Brice School
301 E. Magnolia
Mt. Pleasant | Pat Hix
1412 Larkin
Mt. Pleasant, Tx.
572-6333 | Gene Campbell
108 Redbud
Mt. Pleasant, Tx.
572-8829 |
| 21. | Early Voting
Courthouse Annex
Mt. Pleasant | Ray McCann
2727 N. Jefferson
Mt. Pleasant, Tx.
577-7224 | Barbara Duncan
1711 Rotan Road
Mt. Pleasant, Tx.
572-2566 |

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CONTRACT FOR PROVIDING COUNTY ARCHIVAL PRINT & FULL
SERVICE INDEXING

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF DALLAS

This agreement made the 12th day of July 1999 by and between Titus County Texas and Government Records Services, Inc., a wholly owned subsidiary of Tyler Technologies, Inc., a Texas Corporation, its successors or assigns, "GRS" herein.

WHEREAS, Titus County Clerk desires to enter into Contract for Professional Services described as County Archival Prints & Full Service Indexing. The description, specifications and pricing is described in the said document being marked Exhibit "A" attached hereto and made part of this agreement for all purposes.

WHEREAS, GRS will furnish hardware, services, supplies, binders, off site storage, disaster relief services and all related records management services required by the County. WITNESSETH: That for and in consideration of the prices in Exhibit "A" GRS agrees to deliver at its own proper cost and expense, the services in this agreement and document labeled Exhibit "A" which is part of this contract for all purposes. The term of this contract is for a period effective September 12, 1999 through September 12, 2000 with an option to renew for three one-year increments.

The services provided under this contract shall be delivered by GRS to the Titus County Clerk.

Pricing as described in Exhibit "A", last three pages in Exhibit "A".

Titus County, in consideration of full time and true delivery of such materials and services by GRS in Provision of Exhibit "A" attached, hereby agrees and binds itself to pay upon receipt of invoice from GRS for the materials price set forth in Exhibit "A". Titus County has made arrangement for GRS to receive face value for audited and approved claims.

GRS expressly warrants that it has employed no third person to solicit or obtain this contract in its behalf, or to cause or procure the same to be obtained upon compensation in any contingent, in whole or in part, upon procurement, or in compensation for services in connection therewith, any brokerage commission or percentage upon the amount receivable by it thereunder, that it has not in the contract price demanded by it, included any sum such brokerage, commission or percentage, and that all monies payable to it thereunder are free from all obligation of any other person for services rendered or supposed to have been rendered, in the procurement of the contract. GRS further agrees (1) that this contract can be terminated with 30 days notice by either party with due cause. (2) That any other breach of this warranty shall constitute adequate cause for the annulment of this contract by Titus County for the deduction from any sums due, or to become due thereunder an amount equal to any brokerage, commission, or percentage so paid or agreed to be paid or both.

Payments due under the terms of this agreement shall be payable to GRS at its corporate office, 2800 W. Mockingbird Lane, (Dallas County) Texas 75235.

Payments due under the terms of this agreement shall be payable to GRS at its corporate office,
2800 W. Mockingbird Lane, (Dallas County) Texas 75235.

In Witness Whereof, the parties have hereunto set their hands the dated names herein.

Titus County, Texas herein.

By: *David C. Kirk*
Titus County Judge

Date: 7-12-1999

By: *Sherry Jo Mars*
Titus County Clerk

Date: 7-12-1999

Government Records Services, Inc.

By: *Bobby E. Sumner*
Sales and marketing

Date: 6-28-1999

end

GOVERNMENT RECORDS RECORDING SYSTEM

With cost becoming a very important factor in everyone's office, county officials are looking at the cost of running all offices.

The county clerk's office is a very important office. The land records and their index can never be replaced if destroyed. Insurance companies will not insure the land records. It is the responsibility of the county to safeguard those records.

For the above reasons and many more, we feel our system is the best value for your counties investment. Government Records Services (GRS) offers RECORDING AND INDEXING SERVICES to your county on a daily basis. We offer the most comprehensive and accurate service available to county government. Our explanation will cover recording first.

Recording is not just microfilming. The two words share a common likeness but are not the same. In our recording service we cover all the cost in a per print cost. We provide the camera, microfilm, prints, binders, storage and all related service items in the per print cost. Our cameras are unique and are modified by our own people to provide duplex microfilming with a planetary camera. This procedure captures both the front and back of the document. This duplex capture allows us to print both the front and back of the document on our printing equipment. GRS prints with xerox copyflow machines running at 20 ft. per minute in which places the toner within the paper at over 600 degrees F. We prove every image you expose on film. There is no other way to prove every image is good without making a paper print from each image. Quality control people can not just look at the film during quality control and say it will make a nice or even printable image. We realize the records are irreplaceable and you can not put a price on these prints. We accomplish this security of the records in a per print cost. If after printing your film, we find a bad image, we ask you to expose a retake. This insures you 100% printability and relieves any doubt you may have about quality.

Storage of microfilm is a serious matter. GRS meets all ANSI and state standards for storage of your records. We have the best film and security vault in Texas. Our company stores your film in the cost per print forever. You must have a fireproof temperature and humidity controlled facility. Contrary to popular belief, a bank vault is not an archival facility. We also provide you with lost, stolen or damaged page replacement. You simply call us with the lost page and volume and our people replace it. We also provide a disaster relief plan for your office.

GRS recording service surpasses all archival standards. This is a

total service and is priced within a county budget. Pricing is based on volume. The service gives you hard copy for public use and microfilm for security stored off-site. You cannot put a dollar value on this type of security.

In summary, GRS recording is a very practical, up to date, hardcopy with film back-up system. Your microfilm is quality controlled and printed for accuracy. Your microfilm is stored and monitored for total after printing security. Our lab is even monitored for your protection as well as ours from a third party source. The service provides all costs including binders for a product that is easy to budget for. The product is provided by a primary company. GRS is not a dealer and you the customer work with one company. This summarizes our microfilm recording service.

GOVERNMENT RECORDS COMPUTERIZED INDEXING

Government Records Services (GRS) prides itself in the accuracy and integrity of our computerized index. I have never seen an index created in-house or by competitive means as accurate as our index. Let us talk about accuracy first. Our data entry department receives the instruments on duplicate film from our lab. The data entry department has a minimum of ten (10) years experience per person on average. Of course, everyone makes mistakes but we try to eliminate all realm of error.

We use trained abstracters in indexing your data. They are trained with your instruments and are compensated according to accuracy and total results. They have no distractions in their daily work such as customers or phone calls.

GRS exclusively uses key verification on all your records. In summary this means your instruments are indexed two times for accuracy. We compare names, dates and instrument numbers for accuracy. Errors are caught before they reach the final index. The same group of index personnel index your records on a daily basis because we know people index differently. This provides the consistency in your records index.

Any error or change that needs to be made after the index reaches your office is changed with no charge. You talk directly to the supervisor of data entry for those changes.

Our cost of full service indexing is most likely less than the added personnel you would have to hire to accomplish the full index. It takes a well trained individual to key an accurate index and most counties need multiple people. Our index also provides for 25 to 50% more information than in-house generated indices.

Merging information is a key word. It takes computer power and a large printer to keep up with the workload. Without the proper computer and printer most in-house systems only print one year at a time and forget about merging years together. We have 15 and 20 year merges in a number of counties. A merged index is much easier to work with according to landmen and attorneys. All the information for a number of years is in one location.

Our service includes all supply items including the print binders. Our merged index comes off a very quality, high speed laser printer. The merge is printed on both sides of the paper and placed in a hard side binder. The weekly and monthly printouts are also enclosed in hard side binders. GRS completely

manages all the printing and assembly of these index printouts. You continue to receive all the information merged together into separate Grantee and Grantor indices. A numeric and missing numbers report is also provided.

Like your hard copy land records prints, your index is also hard copy and this means 100% up-time. You have no down time or equipment problems in relation to your index. It will always be there.

As with your microfilm, we secure all your data tapes off-site for security. Our index provides you reliability and a very valuable insurance policy once again.

If you look at the honest picture and summarize our indexing, you will see it makes good business sense. You do not have to worry with supplies, added people, sacrificed accuracy, computer cost and upgrades, and down time.

SUMMARY

Service is the key to our products. Your county provides the instruments to us on microfilm or hardcopy and we provide the service. We send back to your county the archival prints and/or computerized index. The prints are rag content along with being non acid in nature. The computerized index is printed on a white background quality paper stock in which is easy to read. We provide all the supply items. Our company uses all records technology including optical disk and we recommend the technology in which is best for you. We can bridge that technology gap in which most companies cannot. GRS is a company that works only with counties. We use no dealers and we understand your office.

DISASTER RECOVERY PLAN

Government Records Services, Inc. could respond immediately to the disaster recovery needs of THIS County.

Archival Print Recording:

In the event of loss or damage to any of the paper records included in the Government Records Services, Inc. records management and protection program, the original microfilm roll would be retrieved from the archival microfilm storage vault by Government Records Services, Inc. personnel for prompt reprinting of the selected pages or volumes affected.

Selected pages of County records, originally processed by GRS and in need of replacement, will be done so at no charge under the "Page Insurance" provisions of our customer services. Should a major disaster, such as fire or flood, cause large quantities of records (multiple volume's) to need replacement, then Government Records Services, Inc. would negotiate a price, at that time, to reprint the records from the microfilm in the vault. (Reprinting costs would be based on total quantity printed at that time, but in any case, be less than the original per page price charged the county initially.)

Since the film stored in the security vault would have been used as a printing medium for the records, at the time they were first recorded by county personnel, the quality and reproducibility of the images would be verified. Considering the accountability for the stored microfilm rolls to be assured thru an annual inventory to the County from Government Records Services, Inc., and recognizing that the keeping qualities of the film will be verified by regular film inspection programs, as required by the Texas State Library rules for microfilming local government records, the confidence level of the County should be 100%, with respect to the disaster recovery capability for the records included in the scope of Archival Print services from Government Records Services, Inc.

Computerized Indexing Services:

Government Records Services, Inc. can provide rapid regeneration of County indexes that might be lost or damaged in a disaster.

In the event of loss or damage to the index book(s) at the County, Government Records Services, Inc. has complete "redundancy" built into its data processing procedures. Multiple "saves" daily, year-to-date "saves" weekly, and magnetic history tapes stored "off-site" offer complete assurance that we could reconstruct index data on short notice. Of course, re-keying indexes from the original microfilm stored in the vault is a final alternative, should other reconstruction efforts be unsuccessful.

March 26, 1997

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GRS FILM VAULT SPECIFICATIONS

1. Temperature and humidity controlled environment in accordance with ANSI PH 1.43-1985 and the recommendations of the Texas State Library.
2. ANSI approved heat dampers installed in ventilation system.
3. Double wall vault construction with reinforced steel beam supports.
4. Electronic Security and Fire Protection Systems with cipher lock/controlled entry.
5. Approximately 200,000 silver halide microfilm rolls stored on behalf of Texas Counties. (Non-silver duplicating films excluded)
6. Storage vault has immediate proximity to film laboratory for rapid access (printing or duplication) in case of loss or damage to hardcopy originals.
7. Special "clamshell" storage cartons coated for protection from chemical emissions. File boxes for individual rolls made of acid-free paper.
8. On-going "methylene blue" testing of laboratory output directed to the vault as well as regular inspection of stored rolls as required by ANSI specifications.

SPECIFICATIONS FOR COUNTY RECORD BOOK RE-CREATION SERVICES

1. Vendor to film county record volumes on-site, using personnel experienced in photographing county records.
2. Vendor to utilize microfilm camera equipment with duplex capability suitable for filming documents in such a way as to be able to produce two-sided paper prints from the microfilm at full or reduced sizes as determined by the county. Vendor to supply necessary quantity of microfilming equipment and labor to perform the job within the desired time frame required by the county.
3. Vendor to utilize Kodak 35mm Imagelink HQ microfilm, or equal, and certify the original and any silver film duplicates ordered by the county to be archivally processed to industry standards. Vendor to perform periodic Methylene Blue tests to assure archival processing on a continuing basis.
4. Vendor to provide a high quality record binder of a quality and style acceptable to the county. A representative sample of the binder to be made available to the county for evaluation at least 48 hours prior to bid opening.
5. All equipment, services, supplies, binders, paper and delivery service necessary for the job to be supplied by vendor at vendor's expense.
6. All work and supplies to be provided by primary vendor, no subcontractors permitted.
7. A bidder must be prepared to prove his "in-house" production capability for all phases of the work.
8. Representative samples of Re-Creation work to be provided to the county at least 48 hours prior to bid opening with vendor's name, paper weight, and rag content percentage clearly indicated thereon.
9. References of at least (10) County Clerks or County Recorders for which Re-Creation work has been completed and delivered within 1993.
10. Upon delivery of the Re-Created volumes, vendor will place original record volumes in special storage cartons, furnished by the vendor and label the contents for retirement to secondary storage.

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11. Vendor will guarantee the resultant copies to be consistent in legibility with the quality of the original records photographed, within the limits of the commercial microfilming process. Work not meeting these high standards will be re-done at vendor's expense.

12. Vendor to furnish "archival" storage service for original microfilm rolls, consistent with American National Standards Institute (ANSI) Z39.48-1968 covering storage of processed safety film

PHOTOSTAT RE-CREATION SPECIFICATIONS

- Document process to optically scan and digitize original photostatic (white-on-black) documents, up to 18" x 12" in size, for purposes of reversing the polarity and reproducing document images in a standard black-on-white format. Document scanning to be done at a minimum of 300 Dpi. Digitally enhanced output copies to be printed back in a highly legible form at up to 600 dpi resolution in a standard letter (11" x 8.5") or legal (14" x 8.5") size as determined by the Clerk.
- Photostat record re-creation process to utilize a two-sided "threshold" scanning technique to allow for line-by-line exposure correction as document is transported through the scanning field. The bi-modal nature of the typical photostatic document will thus be faithfully recorded with respect to the document certification strip, varying background densities and page numbering areas which are reversed images often embedded randomly within the original document page.
- The procedure for capturing original photostat images must utilize "Gray Scale" scanning techniques for optimum resolution of the many tonal contrasts and variances found in photostats. Effectiveness and minimum legibility of the Gray-Scale capture process to be verified through the systematic use of the ANSI standard # TL 4969 levels 1 through 8 for each photostat volume processed.
- System images to be accumulated as Group IV bi-tonal images in a "TIFF" format.
- Customized application software must provide for document image "despeckling", character backlighting, and other forms of background clean-up. Page "scaling" to desired size and image offset (left and right) to permit side binding must also be accomplished through the use of special application software utilized in the photostat re-creation service.
- Enhanced document images to be printed onto "Permalife" acid-free archival paper, or equal. Weight of paper (20 lb., 24 lb. or 28 lb.) to be consistent with present recording practices and binding requirements of the Clerk's office.
- Prior to the start of the re-creation process, a standard photographic microfilm copy of original photostat volumes to be prepared and furnished to Clerk, along with a loaner microfilm reader-printer, to provide security and accommodate public inquiry to the photostat records for the period of time the original volumes are involved in the digital re-creation process. The microfilm back-up copy becomes the property of the County at the conclusion of the re-creation process and upon the return of the original and re-created volumes to the Clerk's office.
- A second high-quality microfilm security copy will be made available to the County at the prevailing price per roll upon the completion of the re-creation process. This 16 mm

"blipped" and sequentially numbered microfilm roll will be a negative appearing format, made directly from the digital medium, and will be archivally processed and suitable for archival vault storage. Processing and storage of this high-quality microfilm will be in accordance with the recommendations of the Texas State Library.

- Original volumes would not be trimmed, folded, or modified in any way for purposes of digital re-creation processing. Special storage cartons to be made available to the Clerk for off-site permanent storage of the original volumes at the completion of the project to facilitate up to 50% space reclamation in the Clerk's office.
- A back-up digital tape record of all documents processed, including "retakes", to be retained for security in case of Clerk's need to replace selected pages that might be lost or damaged through normal use by the public, or in case of a major records' loss due to fire, flood or other disaster. (Group IV bi-tonal images in a "TIFF" format.)



**Government Records
Services, Inc.**

COPY

April 24, 1999

Honorable Sherry Mars
Titus County Clerk
100 West 1st
Mt. Pleasant, Texas 75455

Dear Sherry:

Enclosed is the pricing and breakdown of the Recreation of the books
you have requested.

Probate

19 non Photostat at \$232.00 = \$4408.00
17 Photostat at \$632.00 = \$10744.00

Mechanics Liens

11 non Photostat at \$232.00 = \$2552.00
14 Photostat at \$632.00 = \$8848.00

Deeds of Trust

39 non Photostat at \$232.00 = \$9048.00
45 Photostats at \$632.00 = \$28440.00

Please call me with further questions concerning this proposal.

Sincerely,

Bobby E. Summers
Bobby E. Summers

COPYVOL 26 PAGE 271040198
9-QISV CATALOGUE**QISV CATALOGUE PAGE**

8011210	Hi speed Digital Conversion of Photostat source images. Includes on-site security filming of volumes, full reversal of digitized images and "archive writer" output to microfilm.	\$842.00/vol.
8011215	Hi speed Digital Conversion-Photostat source images w/o security filming	742.00/vol.
8088810	Digital Archive Writer of 8011210 & 8011215 Source Files	200.00/vol.
8044001	Computerized Indexing-Real Property	3.98/Instr.
8044010	Computerized Indexing-Court Records	2.70/Instr.
8044020	Computerized Indexing-Vital Statistics Records	2.88/Instr.
8044030	Computerized Indexing-UCC Instruments	3.48/Instr.
8044040	Computerized Indexing-Commissioner's Court Minutes	2.09/Entry
8044101	Customer Entry Indexing System-Real Property	3.58/Instr.
8044110	Customer Entry Indexing System-Court Records	2.09/Instr.
8044120	Customer Entry Indexing System-Vital Statistics Records	1.98/Instr.
8044130	Customer Entry Indexing System-UCC Instruments	2.26/Instr.
8044201	Recording and Indexing Package	4.98/Instr.
8088001	Optical Imaging System-System 500	1,400.00/mo.
8088051	Optical Imaging System-System 1000	2,300.00/mo.
8088201	Optical Imaging System-System 5000	3,300.00/mo.
8088401	Cashiering System-Model 1500	700.00/mo.
8088801	Film to Digital Conversion Service	.55/doc.
8088803	Digital to Film Conversion Service	.15/image
8126050	The Guardian System-Records Conversion Services	.09/image
8088009	Digital Image Storage System -Purchase price	30,995.00 ea.
	System 450 (Entry Level)	

Government Records Services, Inc. QISV-VID # 1-75-251-1535-200.
Catalogue Effective Date January 2, 1997.

COPY031398
3-INDEXING**COMPUTERIZED INDEXING-FULL SERVICE**

PRODUCT NUMBER	DESCRIPTION	COST
8044001	Real Property Records - Full Service (per instrument, billed monthly)	
	1 - 100	\$3.98
	101 - 200	3.94
	201 - 1700	3.68
	1700 - up	1.63
8044008	Full Service Indexing	SP
8044010	County and District Court Minutes Full Service Civil, Criminal, Probate (per instrument, billed monthly)	
	1 - 100	\$2.70
	1 - 200	2.62
	201 - 1700	2.38
	1701 - up	1.18
8044015	Court Minutes - Full Service	SP
8044020	Vital Statistics, Marriages, Births, Deaths Full Service (per instrument, billed monthly)	
	1 - 100	\$ 2.68
	1 - 200	2.64
	201 - 1700	2.28
	1701 - up	1.32
8044025	Vital Statistics - Full Service	SP

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COPY

031398
1-RECORDING

COUNTY ARCHIVAL PRINT RECORDING SERVICE
(FOR SIDEBOUND, TOPBOUND AND COMPACT BOOKS)

PRODUCT NUMBER	DESCRIPTION	COST
<hr/>		
	County Archival Prints Priced per Print	
8011001	1 - 500	\$.89
	501 - 1000	.88
	1001 - 5000	.70
	5001 - 10000	.48
	10001 - 20000	.40
	20001 - UP	.32

NOTE:

1. \$500.00 minimum per month with our microfilm camera.
2. Monthly billing is calculated by adding the sums at each volume level until the total monthly volume is reached. e.g. 2,000 prints would be the sum of 500 @ \$.69, 500 @ \$.68, plus 1,000 @ \$.70, or a total of \$1,585.00.