



City of San Antonio

Contract Summary Sheet

Date: 6/20/2019
Agenda Item: 19-4303

Name/Title (Caption as shown on agenda):

Annual Contract for Preservation Initiative and Municipal Archives Carryforward 6100011257 RG

Brief Description of Item(s) and Use:

This contract will provide the Office of the City Clerk with a contract with Kofile Technologies Inc. to preserve, manage and digitize archives and records of the City of San Antonio. The preservation of municipal documents ensures that source originals are available for viewing for generations to come. Maintenance of these documents while in their best condition is essential to protecting the history of our city for its residents. Texas Government Code, Section 441.158 provides that the Texas State Library and Archives Commission issue retention schedules for all local government agencies. Plats and maps are designated as permanent records and must be preserved per state law.

The services requested would preserve the original documents to include conservation treatments and restoration, deacidification, and encapsulation of records. This contract will allow for the preservation of Block Maps drawn by City Engineer Edward G. Trueheart which were made between 1899 and 1901 and denote the City's original boundaries and property lines. In addition to these frequently requested maps, other engineering plats and historical records available in the City's Municipal Archives will be preserved and made accessible to the public on the Office of the City Clerk's Digital Collection. Archival imaging/digitization as a security back-up for disaster recovery will also be provided through this contract.

This purchase is made in accordance with the State Cooperative Program passed through Resolution No. 91-39-53 dated 9/12/1991.

Total \$:	\$93,000.00 Year 1; \$626,061.30 total contract value
Contract Period:	Upon award through May 29, 2020 with four, one-year renewal options
Method of Procurement:	Cooperative (TXMAS-18-3602)
Price Trend:	N/A – New Contract
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	Kofile Technologies, Inc., 6300 Cedar Springs Road, Dallas, TX 75235 (Non-Local)
Previous Contractor(s):	N/A
Comments:	N/A

Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the Office of the City Clerk will be unable to preserve, manage and digitize the City's archives and records.
Using Department (s):	Office of the City Clerk