

FILED FOR RECORD
IN MY OFFICE

AT 2:30 O'CLOCK P.M.

SEP -6 2012

CLARA JONES
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY *Clara Jones* DEPUTY

**MEETING OF COMMISSIONERS' COURT
OF PANOLA COUNTY**

TO WHOM IT MAY CONCERN:

PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS WILL BE HELD ON THE 10TH DAY OF SEPTEMBER, 2012, IN THE COMMISSIONERS' COURTROOM IN THE PANOLA COUNTY COURTHOUSE IN CARTHAGE, TEXAS AT 9:00 O'CLOCK A.M. AT WHICH MEETING THE FOLLOWING SUBJECTS WILL BE DISCUSSED AND THE FOLLOWING MATTERS ACTED UPON:

OPENING PRAYER.

OPEN MEETING:

1. **CITIZEN COMMENTS:** This is for citizens to comment on any subject not on the current agenda concerning county business. Members of the Court may answer direct questions, but any action from this item must be scheduled on a future agenda.
2. **COMMISSIONERS' REPORT:** These are for informational purposes only. Any action that needs to be taken on the basis of these reports will be placed on a future agenda for action.
3. **COUNTY JUDGE'S REPORT:** This is for informational purposes only. Any action that needs to be taken on the basis of this report will be placed on a future agenda for action.
4. **CONSENT ITEMS:**

PERSONNEL

- a. To record a change in status of employment for Christina Cain-Jones from Panola County Sheriff's Department Detention Officer to Corporal Detention Officer effective August 25, 2012 at the rate of \$14.44 per hour.
- b. To record a change in status of employment for David Bolten from Panola County Sheriff's Department Corporal Detention Officer to Detention Officer effective August 25, 2012 at the rate of \$13.13 per hour.

- c. To record an increase in salary to \$13.13 per hour for Panola County Sheriff's Department Detention Officer Justin Garza effective August 25, 2012.
- d. To record the separation of employment for Glenn Avery, as a Seasonal Operator with the Panola County Road and Bridge Department, Precinct #2, effective September 6, 2012.
- e. To record an increase in salary to \$13.12 per hour for Yolanda Wilson, Deputy County Clerk, effective September 10, 2012.

ROAD & BRIDGE

- a. To record and submit to the Grand Jury each Commissioner's Annual Road Report.

MISCELLANEOUS

- a. To approve minutes of Commissioners' Court meetings held during the month of August, 2012.
- b. To set fees to be charged for services by the Offices of Sheriff and Constables in compliance with Section 118.131 of the Local Government Code and to authorize posting of notice of such fees as required by Section 81.007 of the Local Government Code.
- c. To record American States Insurance Company's Continuation Certificate for Panola County Assistant Criminal District Attorney Kenneth Wayne Hill.
- d. To record Statement of Officer and Oath of Office forms for Panola County Tax Assessor-Collector Debbie Crawford and Panola County Deputy Tax Assessor-Collector Dawn Blackshear.
- e. To approve and record 2012 Budget Amendment No. 17.
- f. To approve and record Official Bond and Oath for Panola County Deputy Constable, Precincts #1 and #4, Alan Scarborough.

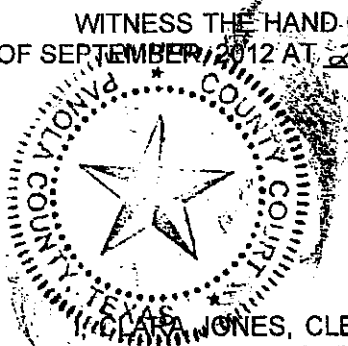
REQUESTS FOR CONFERENCE ATTENDANCE

- a. To approve and record a Request for Attendance at a Conference form(s) for the following Panola County elected official(s)/employee(s): Panola County Sheriff's Department Civil Secretary Leigh Welk (2); Panola County Sheriff's Department Secretary Lindsey Jones (2); Panola County Sheriff's Department Detention Officer Justin Cranford; and Panola County Sheriff's Department Criminal Investigator Jeff Ivy.
5. To approve Road & Bridge requisitions and to approve payment of current Panola County bills as presented on vouchers prepared and submitted by the County Auditor.

6. To open sealed bids for the Restoration of Historic Books and Documents for the Panola County District Clerk's Office.
7. To discuss and act upon approving set of plan prints for the installation of Grade Crossing Warning Devices on Panola County Road #206 at the BNSF Railroad in Panola County.
8. To discuss and act upon approving an increase in salary to \$12.22 per hour for Clayton Womack, a Truck Driver with the Panola County Road and Bridge Department, Precinct #4, effective September 11, 2012.
9. To discuss and act upon approving a quotation for installation of handicapped accessible doors for the Panola County Courthouse and Panola County Judicial Center.
10. To discuss and act upon engaging the services of Bickerstaff Heath Delgado Acosta, LLP for the purpose of formulating a county policy regarding credit cards.

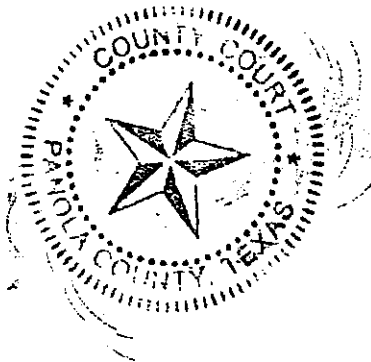
ADJOURNMENT

WITNESS THE HAND OF THE UNDERSIGNED CLERK ON THIS THE 6TH DAY OF SEPTEMBER, 2012 AT 2:30 O'CLOCK P.M.



Clara Jones
CLARA JONES, COUNTY CLERK
PANOLA COUNTY, TEXAS
By: Clara Jones ~~Deputy~~

CLARA JONES, CLERK OF THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS DO HEREBY CERTIFY THAT THE ABOVE NOTICE WAS POSTED ON THE OFFICIAL BULLETIN BOARD IN THE PANOLA COUNTY COURTHOUSE IN THE CITY OF CARTHAGE, TEXAS AND IN A PUBLIC PLACE VISIBLE AT ALL TIMES ON THE 6TH DAY OF SEPTEMBER, 2012 AT 2:30 O'CLOCK P.M.



Clara Jones
CLARA JONES, COUNTY CLERK
PANOLA COUNTY, TEXAS
By: Clara Jones ~~Deputy~~

OCT -8 2012

CLARA JONES
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY J. L. Anderson DEPUTY

The State of Texas
The County of Panola County

On this the 10th day of September, A. D. 2012 the Commissioners' Court of Panola County, Texas met in a Regular Meeting of the Court at 9:00 o'clock a.m. in the Commissioners' Courtroom of said County with the following members of the Court present:

David L. Anderson	County Judge
Ronnie LaGrone	Commissioner, Precinct #1
John Gradberg	Commissioner, Precinct #2
Hermion E. Reed, Jr.	Commissioner, Precinct #3
Dale LaGrone	Commissioner, Precinct #4

And none absent, constituting a quorum of the Court. Also attending were Clara Jones, County Clerk, and Lee Ann Jones, Administrative Assistant to the County Judge. Attached to and made a part of these minutes is a list of other attendees and the office or organization that each represents. The following proceedings were held at this meeting:

OPEN MEETING:

PRAYER: Commissioner John Gradberg gave the prayer.

1. CITIZEN COMMENTS:

There were no Citizen comments.

2. COMMISSIONERS' REPORTS:

Commissioner Ronnie LaGrone reported that the fuel pumps at the airport are now working. He also reported that a meeting was held at the airport with TXDOT Aviation outlining several potential projects at the airport.

3. COUNTY JUDGE'S REPORT:

There was no report from Judge Anderson.

4. CONSENT ITEMS:

PERSONNEL

- ✓ a. To record a change in status of employment for Christina Cain-Jones from Panola County Sheriff's Department Detention Officer to Corporal Detention Officer effective August 25, 2012 at the rate of \$14.44 per hour.
- ✓ b. To record a change in status of employment for David Bolten from Panola County Sheriff's Department Corporal Detention Officer to Detention Officer effective August 25, 2012 at the rate of \$13.13 per hour.
- ✓ c. To record an increase in salary to \$13.13 per hour for Panola County Sheriff's Department Detention Officer Justin Garza effective August 25, 2012.
- ✓ d. To record the separation of employment for Glenn Avery as a Seasonal Operator with the Panola County Road and Bridge Department, Precinct #2, effective September 6, 2012.

- ✓ c. To record an increase in salary to \$13.12 per hour for Yolanda Wilson, Deputy County Clerk, effective September 10, 2012.

ROAD & BRIDGE

- ✓ a. To record and submit to the Grand Jury each Commissioner's Annual Road Report.

MISCELLANEOUS

- ✓ a. To approve minutes of Commissioners' Court meetings held during the month of August, 2012.
- ✓ b. To set fees to be charged for services by the Offices of Sheriff and Constables in compliance with Section 118.131 of the Local Government Code and to authorize posting of notice of such fees as required by Section 81.007 of the Local Government Code.
- ✓ c. To record American States Insurance Company's Continuation Certificate for Panola County Assistant Criminal District Attorney Kenneth Wayne Hill.
- ✓ d. To record Statement of Officer and Oath of Office forms for Panola County Tax Assessor-Collector Debbie Crawford and Panola County Deputy Tax Assessor-Collector Dawn Blackshear.
- ✓ e. To approve and record 2012 Budget Amendment No. 17.
- ✓ f. To approve and record Official Bond and Oath for Panola County Constable, Precincts #1 and #4, Alan Scarborough.

REQUESTS FOR CONFERENCE ATTENDANCE

- ✓ a. To approve and record a Request for Attendance at a Conference form(s) for the following Panola County elected official(s)/employee(s): Panola County Sheriff's Department Civil Secretary Leigh Welk (2); Panola County Sheriff's Department Secretary Lindsey Jones (2); Panola County Sheriff's Department Detention Officer Justin Cranford; and Panola County Sheriff's Department Criminal Investigator Jeff Tvy.

Commissioner John Gradberg moved and Commissioner Hermon Reed seconded the motion to approve all the Consent Items. The motion passed unanimously.

A COPY OF EACH LETTER, AMENDMENT, REQUEST, AND/OR BOND IS ATTACHED TO AND MADE A PART OF THE MINUTES

- ✓ 5. Commissioner Dale LaGrone moved and Commissioner Ronnie LaGrone seconded the motion to approve Road & Bridge requisitions and approve payment of current Panola County bills as presented on vouchers prepared and submitted by the County Auditor. The motion passed unanimously. SEE COPY OF BILLS ATTACHED.
- ✓ 6. Commissioner Ronnie LaGrone moved and Commissioner John Gradberg seconded the motion to award the bid for the Restoration of Historic Books and Documents for the Panola County District Clerk's Office to Kofile in the amount of \$24,952. The motion passed unanimously. SEE COPY OF BID ATTACHED..
- ✓ 7. Commissioner John Gradberg moved and Commissioner Dale LaGrone seconded the motion to approve set of plan prints for the installation of Grade Crossing Warning Devices on Panola County Road #206 at the BNSF Railroad in Panola County. The motion passed unanimously. SEE COPY OF PLAN PRINTS ATTACHED.
- ✓ 8. Commissioner Dale LaGrone moved and Commissioner Ronnie LaGrone seconded the motion to approve an increase in salary to \$12.22 per hour for Clayton Womack, a Truck Driver with the Panola County Road and Bridge Department, Precinct #4, effective September 11, 2012.

The motion passed unanimously.

9. Commissioner Dale LaGrone moved and Commissioner Hermon Reed seconded the motion to approve a quotation in the amount of \$12,375.00 from Harrison County Glass for installation of handicapped accessible doors for the Panola County Courthouse and Panola County Judicial Center. The motion passed unanimously. SEE COPY OF QUOTATION ATTACHED.

10. Commissioner Ronnie LaGrone moved and Commissioner John Gradberg seconded the motion to engage the services of Bickerstaff Heath Delgado Acosta, LLP for the purpose of formulating a county policy regarding credit cards. The motion passed unanimously.

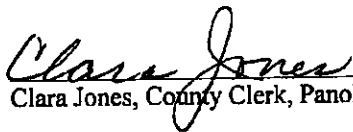
The meeting was then adjourned.

Dated this the 10th day of September, 2012.



David L. Anderson, County Judge, Panola County, Texas

ATTEST:



Clara Jones, County Clerk, Panola County, Texas



Commissioner's Court Minutes
September 10, 2012

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13

1. ~~Carroll~~ will
2. ~~James~~ ~~Yef~~
3. ~~James~~ ~~Yef~~
4. ~~Delia~~ ~~Johnson~~
5. ~~Flora~~ ~~Johnson~~
6. ~~William R. (Burch)~~ MARSAUS
7. Karen Marsalis
8. ~~John~~ ~~Johnson~~
9. Delia Johnson
10. Betty Barish
11. ~~John R.~~ Langley, Jr
- 12.

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CONSENT ITEMS

314 W. WELLINGTON
CARTHAGE, TX 75833
(903) 693-0333
FAX (903) 693-9386



JACK ELLETT
SHERIFF

PANOLA COUNTY SHERIFF'S DEPARTMENT

August 30, 2012

The Honorable David Anderson
Panola County Judge
110 S. Sycamore
Carthage, Texas 75633


Dear Judge Anderson,

Please add the following items to the next scheduled meeting of the Panola County Commissioner's Court

Please record the following changes:

1. Changing Status of Detention Officer Christina Cain-Jones to Corporal Detention Officer at a pay rate of \$14.44 an hour effective August 25, 2012.
2. Changing Status of Corporal David Bolten to a Detention Officer at a pay rate of \$13.13 an hour effective August 25, 2012.
3. Please record the pay raise for Detention Officer Justin Garza to \$13.13 an hour Effective August 25, 2012.

Sincerely,


Jack Ellett, Sheriff
JE/lj

CC: Sidney Burns
Gloria Portman

HONESTY - INTEGRITY - DEDICATION



Panola County Commissioners

County Courthouse
110 S. Sycamore Street, Room 102-A
Carthage, Texas 75633
(903) 693-0385
Fax: (903) 693-0342

Panola County Commissioner's Court

Please record the separation of employment for Glenn Avery, as a seasonal operator for Panola County Road & Bridge Precinct #2, effective September 6, 2012.

Sincerely,

A handwritten signature in dark ink, appearing to read "John W. Gradberg". The signature is written in a cursive, flowing style.

John W. Gradberg
Panola County Commissioner Pct. #2



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CLARA JONES
COUNTY CLERK
PANOLA COUNTY

September 5, 2012

The Honorable Judge David Anderson
County Commissioner's Court
Panola County Courthouse
Carthage, Texas 75633

Re: Wage Increase for Yolanda Wilson, Deputy County Clerk

Dear Sirs:

I request that Yolanda Wilson's rate of pay be increased from \$10.00 per hour to \$13.12 per hour, effective September 10, 2012.

Respectfully submitted,


Clara Jones, County Clerk

CJ

cc: Sidney Burns, County Auditor
Gloria Portman, County Treasurer

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COUNTY OF PANOLA

PRECINCT NO. 1

§
§
§

ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct:

FAIR TO GOOD WITH REPAIRS MADE AS NEEDED

2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year: 350,000.00

3. Number of traffic control devices in the precinct defaced or torn down: 89

4. Any new road that should be opened in the precinct: NONE ANTICIPATED AT THIS TIME

5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: BRIDGE REPAIRS ON TXDOT RECOMMENDATIONS & OBSERVATION. ROAD REPAIRS AS NEEDED

Submitted by the undersigned on this 5th day of September.

Ronnie LeGhal
Commissioner, Precinct 1

Subscribed and sworn to, before me, the undersigned authority, this 5th day of September.



Vicki Sue Yates
Notary Public

January 6, 2015
My commission expires: 1-6-2015

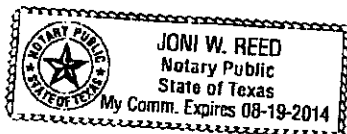
[File in minutes and submit to grand jury with a copy of any road work contracts for past year during ninth month of county fiscal year – Section 251.005, Transportation Code]

COUNTY OF PANOLAPRECINCT NO. 2

VOL. 81 PAGE 19

ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct:
FAIR TO GOOD WITH REPAIRS MADE AS NEEDED
2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year: \$ 150,407
3. Number of traffic control devices in the precinct defaced or torn down: 36
4. Any new road that should be opened in the precinct: NONE ANTICIPATED AT THIS TIME
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: BRIDGE REPAIRS ON TXDOT RECOMMENDATIONS & OBSERVATION. ROAD REPAIRS AS NEEDED

Submitted by the undersigned on this 6th day of September, 2012.John Bradley
Commissioner, Precinct 2Subscribed and sworn to, before me, the undersigned authority, this 6th day of September, 2012.Joni W. Reed
Notary PublicMy commission expires: 8-19-2014

[File in minutes and submit to grand jury with a copy of any road work contracts for past year during ninth month of county fiscal year - Section 251.005, Transportation Code]

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COUNTY OF PANOLA
PRECINCT NO. 3

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ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct:

FAIR TO GOOD WITH REPAIRS MADE AS NEEDED

2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year: \$ 212,424

3. Number of traffic control devices in the precinct defaced or torn down: 50

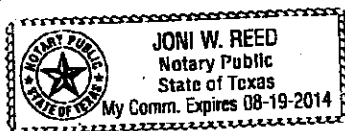
4. Any new road that should be opened in the precinct: NONE ANTICIPATED AT THIS TIME

5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: BRIDGE REPAIRS ON TXDOT RECOMMENDATIONS & OBSERVATION. ROAD REPAIRS AS NEEDED

Submitted by the undersigned on this 5th day of September 2013.

Thomas E. Reed Jr.
Commissioner, Precinct 3

Subscribed and sworn to, before me, the undersigned authority, this 5th day of September 2013.



Joni W. Reed
Notary Public

My commission expires: 8-19-2014

[File in minutes and submit to grand jury with a copy of any road work contracts for past year during ninth month of county fiscal year - Section 251.005, Transportation Code]

COUNTY OF PANELA
PRECINCT NO. #4

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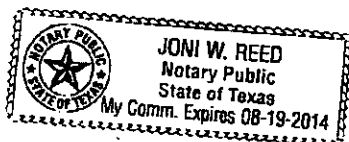
ANNUAL ROAD REPORT

1. Condition of each road, culvert, and bridge in the precinct:
FAIR TO GOOD WITH REPAIRS MADE AS NEEDED
2. Amount of money necessary for maintenance of the precinct roads during the next fiscal year: \$ 372,000
3. Number of traffic control devices in the precinct defaced or torn down: 95
4. Any new road that should be opened in the precinct: NONE ANTICIPATED AT THIS TIME
5. Any bridges, culverts, or other improvements necessary to place the precinct roads in good condition, and the probable cost of the improvements: BRIDGE REPAIRS ON TXDOT RECOMMENDATIONS & OBSERVATION. ROAD REPAIRS AS NEEDED

Submitted by the undersigned on this 5th day of September

Dale L. Lutz
Commissioner, Precinct 4

Subscribed and sworn to, before me, the undersigned authority, this 5th day of September



Joni W. Reed
Notary Public

My commission expires: 8-19-2014

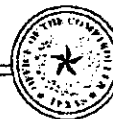
[File in minutes and submit to grand jury with a copy of any road work contracts for past year during ninth month of county fiscal year -- Section 251.005, Transportation Code]

S U S A N

C O M B S

TEXAS COMPTROLLER of PUBLIC ACCOUNTS

PO Box 13528 • AUSTIN, TX 78711-3528



July 16, 2012

The Honorable Clara Jones
County Clerk
Panola County
110 S. Sycamore St., Suite 201
Carthage, Texas 75633-2543

Dear Ms. Jones:

Our office is in the process of compiling the *2013 Sheriffs' and Constables' Fees* report as required under Texas Local Government Code Section 118.131. This law requires each commissioners court to set fees charged for civil services by the offices of the sheriff and constables and directs that these fees be reported to the Comptroller.

By law, each year these fees must be set before Oct. 1, and reported to the Comptroller's office no later than Oct. 15. We will compile and publish the report, and the new fees become effective on Jan. 1, 2013. Failure to meet this deadline will result in 2012 fees remaining in effect throughout 2013.

Enclosed are instructions for reporting the 2013 fees to our office. To review and file your county's revised fees, please use the following digit access ID code to gain access 98620745. Please complete the *2013 Sheriffs' and Constables' Fees* report electronically by Oct. 15, 2012. Please be aware that even if the county has no changes in fees, the county is still responsible for reporting that information to the Comptroller's office.

The *2013 Sheriffs' and Constables' Fees* report will be available on our Texas Ahead website at www.texasahead.org/lga/sheriffs on Jan. 1, 2013.

If you need assistance completing the report, please contact Ron Gipson of our Economic Development and Analysis Division at ron.gipson@cpa.state.tx.us or 1-800-531-5441, ext. 6-8530.

Sincerely,

Susan Combs

Enclosure

cc: The Honorable David L. Anderson
Ron Gipson, EDA Regional Representative

Sheriffs' and Constables' Fees Update
Due by Oct. 15, 2012

ATTENTION: County Judge and Commissioners Court

Changes to your Sheriffs' and Constables' fees for 2013, as authorized by Texas Local Government Code Section 118.131, must be submitted to the Comptroller's office no later than Oct. 15, 2012. To meet this deadline and to comply with the law, you must:

- place this item on your commissioners court meeting agenda
- adopt the fees before Oct. 1, 2012.

ATTENTION: County Clerk

To report your 2013 fees go to www.texasahead.org/lga/sheriffs and click on the blue "Report Fee Updates" button. This will bring up the Sheriffs' and Constables' Fees reporting tool. Enter the access code listed on the enclosed letter and select Submit. The new page will list current fees that are in effect for your county.

- If there are no changes, please indicate by marking "Submit With No Fee or Address Changes."
- Enter the required information and submit.

OR

- If the commissioners court adopted changes on or before Oct. 1, 2012, please indicate by marking "Submit With Fee or Address Changes."
- Please enter the required information and use the submit button to go to the next page.
- Change or add any new fees your county may have adopted for 2013.
- Use the tool bar located above the list of fees to add new fees or to change the address and/or phone number that you want to appear in the online report.
- When all changes have been completed, use the submit button at the bottom of the page.

Thank you for your assistance with this matter. If you have questions, please contact your regional representative at ron.gipson@cpa.state.tx.us or 1-800-531-5441, ext. 6-8530.

THE STATE OF TEXAS § IN THE COMMISSIONERS' COURT
COUNTY OF PANOLA § OF PANOLA COUNTY, TEXAS

**NOTICE OF FEES CHARGED BY THE SHERIFF AND CONSTABLES
OF PANOLA COUNTY, TEXAS EFFECTIVE JANUARY 1, 2013**

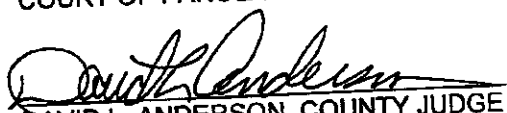
On the 10th day of September, 2012, the Commissioners' Court of Panola County, Texas pursuant to the provisions of Section 118.131 of the Local Government Code, set the following fees to be charged by the offices of the Sheriff and Constables of Panola County, Texas to become effective on January 1, 2013:

Subpoenas	\$ 50.00
Summons	50.00
Writ of Attachment	100.00
Writ of Garnishment	50.00
Writ of Sequestration	100.00
Order of Sale	100.00
Writ of Possession	50.00
Forcible Detainer	50.00
Small Claims Citation	50.00
Justice Court Citation	50.00
All Other Court Citations	25.00
Citation by Posting	50.00
Restraining Order	50.00
Notice of Hearing to Show Cause	50.00
Precept to Serve	50.00
Trustee Sale (Notice)	25.00
Trustee Sale (Posting)	50.00
Injunction	100.00
Writ of Execution	100.00
Writ of Habeas Corpus	
Any writ of process not listed that requires delivery of the process only	50.00
Any writ of process not listed involving seizure of persons, property, sale of property, stand-bys to prevent breaches of the peace and/or to supervise the execution of any court order, or requiring any action other than delivery of the process only	100.00

IT IS ORDERED by the Commissioners' Court that all citations, precepts, writs or other process of service should be mailed or delivered to Sheriff Jack Ellett, Panola County Detention Center, 314 W. Wellington, Carthage, Texas 75633. Checks or money orders should be made payable to Panola County only.

IT IS FURTHER ORDERED that the District and County Clerks, the Justice Courts, Sheriff and Constables make appropriate revisions of their fee schedules and deposit requirements to incorporate therein the above fees prescribed by this Court.

BY ORDER OF THE COMMISSIONERS'
COURT OF PANOLA COUNTY, TEXAS


DAVID L. ANDERSON, COUNTY JUDGE



VOL. 81 PAGE 25
Liberty Mutual Surety
National Bond Ctr
310 E. 96th Street
Indianapolis, IN 46240
888-844-2663 Fax: 866-547-4883

THE PATTERSON AGENCY
PO BOX 430
CARTHAGE, TX 75633 0430

Agent Telephone: 903-693-3831
Bond Number: 32S159899
Cross Reference: 61906780000

KENNETH WAYNE HILL
Attn: PANOLA COUNTY
C/O COUNTY AUDITORS OFFICE
PANOLA CNTY COURTHOUSE RM 213A
CARTHAGE, TX 75633

We appreciate having you as a Liberty Mutual customer and we would like to thank you for allowing us to serve your bonding needs. This letter is to confirm Liberty Mutual Surety has received payment for your renewing bond.

The effective date of your renewing bond begins: October 18, 2012

Please review the enclosed documents for accuracy. You must remit the original of the

Renew By Certificate and any supporting documents

required to your obligee.

If you have any questions regarding this bond or would like to discuss your future bond needs, please contact your Liberty Mutual agent at the phone number listed above.

Again, thank you for entrusting us with your bonding needs.

Sincerely,
National Bond Center

For additional information regarding Liberty Mutual insurance products, please visit
www.libertymutual.com

S-7089 7/04

IFD



National Bond Ctr
310 E. 96th Street
Indianapolis, IN 46240
888-844-2883 Fax: 866-547-4883

CONTINUATION CERTIFICATE

To be attached to and form a part of bond number 32S159899 (the "Bond"), cross reference bond number 61906780000, dated the 18th day of October, 2002 issued by AMERICAN STATES INSURANCE COMPANY, as surety (the "Surety"), on behalf of KENNETH WAYNE HILL, as principal (the "Principal"), in favor of COUNTY OF PANOLA, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 18th day of October, 2013, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 22nd day of July, 2012.

AMERICAN STATES INSURANCE COMPANY
(Surety)

By: Timothy A. Mikolajewski (Seal)
Timothy A. Mikolajewski, President - Liberty Mutual Surety



THE PATTERSON AGENCY
PO BOX 430
CARTHAGE, TX 75633 0430
903-693-3831

Form #2201 - Rev. 10/2011

This space reserved for office
use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None

**STATEMENT OF OFFICER****Statement**

I, Debbie Crawford, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Position to Which Elected/Appointed: Tax Assessor/Collector

City and/or County: Panola

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: August 31, 2012

Debbie Crawford
Signature of Officer

Revised 10/2011

Form #2204 Rev. 10/2011

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Debbie Crawford, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Panola County Tax Assessor/Collector of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Debbie Crawford
Signature of Officer

State of Texas
County of Panola

Sworn to and subscribed before me
this

(seal)

31st day of August, 2012.

David L. Anderson
Signature of Notary Public or Other Officer
Administering Oath
David L. Anderson, County Judge
Printed or Typed Name

Form #2201 - Rev. 10/2011

This space reserved for office
use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None

**STATEMENT OF OFFICER****Statement**

I, Dawn Blackshear, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Position to Which Elected/Appointed: Deputy Tax Assessor-Collector

City and/or County: Panola

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: September 4, 2012

Dawn Blackshear
Signature of Officer

Revised 10/2011

Form #2204 Rev. 10/2011

This space reserved for office use

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

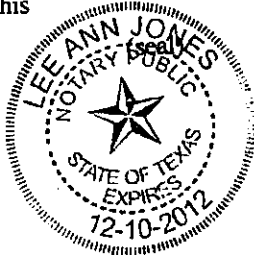
IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Dawn Blackshear, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Panola County Deputy Tax Assessor-Collector of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

DDBlackshear
Signature of Officer

State of Texas
County of Panola

Sworn to and subscribed before me
this

4th day of September, 2012.



Lee Ann Jones
Signature of Notary Public or Other Officer
Administering Oath
Lee Ann Jones
Printed or Typed Name



PANOLA COUNTY 2012 BUDGET AMENDMENT #17
September 10, 2012

ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	
GENERAL FUND			
EXPENDITURES			
COUNTY CLERK			
<u>100-403-54360</u>	RENTALS MICROFILMING & INDEXING	(8,000)	
			(8,000)
AIRPORT			
<u>100-407-54150</u>	PROFESSIONAL SERVICES	(700)	
<u>100-407-54200</u>	COMMUNICATION TELEPHONE	700	
			0
MISCELLANEOUS & NON-DEPT			
<u>100-409-54150</u>	PROFESSIONAL SERVICES	10,000	
			10,000
LAWSUITS VS COUNTY			
<u>100-478-54880</u>	SETTLEMENTS & OTHERS	(5,000)	
<u>100-478-54890</u>	ATTORNEY FEES	(5,000)	
			(10,000)
BUILDING MAINTENANCE			
<u>100-510-53350</u>	OPERATING SUPPLIES	(3,000)	
<u>100-510-53560</u>	REPAIR AND MAINTENANCE SUPPLIES	(4,000)	
<u>100-510-54150</u>	PROFESSIONAL SERVICES	4,000	
<u>100-510-54570</u>	REPAIRS AND RENOVATIONS	(2,000)	
<u>100-510-55270</u>	FURNITURE & EQUIPMENT	13,000	
			8,000
SHERIFF			
<u>100-560-54540</u>	PARTS REPAIRS GAS AND TRANS. EXP	(7,000)	
<u>100-560-54870</u>	ANIMAL CONTROL	6,000	
<u>100-560-55270</u>	FURNITURE & EQUIPMENT	37,000	
			36,000
CORRECTIONS/JAIL			
<u>100-570-54050</u>	MEDICAL PRISONERS	(20,000)	
<u>100-570-54082</u>	JAIL BOARD-PRISONERS FOOD ETC.	(10,000)	
<u>100-570-54430</u>	UTILITIES	(6,000)	
			(36,000)



PANOLA COUNTY 2012 BUDGET AMENDMENT #17
September 10, 2012


	ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT
CONSTABLE PCT. 2 & 3	<u>100-581-53110</u>	AMMUNITION FOR DEPARTMENT	(1,000)
	<u>100-581-53920</u>	UNIFORMS	(254)
	<u>100-581-54200</u>	COMMUNICATION TELEPHONE	(100)
	<u>100-581-54540</u>	PARTS REPAIRS GAS AND TRANS. EXP	1,354
			0
CONSTABLE PCT. 1 & 4	<u>100-585-53110</u>	AMMUNITION FOR DEPARTMENT	(1,000)
	<u>100-585-53920</u>	UNIFORMS	61
	<u>100-585-54990</u>	MISCELLANEOUS	(35)
	<u>100-585-55270</u>	FURNITURE & EQUIPMENT	974
			0
GRAND TOTAL GENERAL FUND			0
FM & LATERAL ROAD FUND			
EXPENDITURES	<u>300-629-53560</u>	REPAIR AND MAINTENANCE SUPPLIES	5,000
	<u>300-629-53570</u>	PARTS AND REPAIRS	(5,000)
			0
GRAND TOTAL FM & LATERAL ROAD FUND			

PANOLA COUNTY
2012
BUDGET AMENDMENT #17

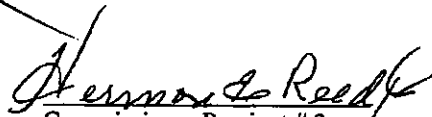
We hereby amend the Panola County Budget for the Fiscal Year 2012 as set forth above according to the procedures outlined under Vernons Texas Codes Annotated Local Government Code, Chapter 111, Subchapter A Sections 111.010 (d), 111.0106, 111.0107, 111.0108. A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2012.

Signed on this 10th day of September, 2012.


County Judge

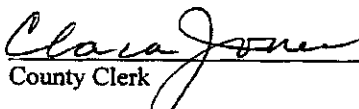

Commissioner Precinct # 1


Commissioner Precinct # 2


Commissioner Precinct # 3


Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 10th day of September, 2012 as the same appears on file in the office of the County Clerk of Panola County.


County Clerk





OFFICIAL BOND AND OATH

KNOW ALL PERSONS BY THESE PRESENTS:

Bond Number: 32S377966

That we, ALAN SCARBOROUGH, of 707 CR 1572 CARTHAGE, TX 75633 as Principal, and, The Ohio Casualty Insurance Company a corporation duly licensed to do business in the State of Texas, as Surety, are held and firmly bound unto the CONSTABLE, PCTS #1 & #4 OF PANOLA COUNTY and/or his/her successors in the penal sum of Two Thousand Dollars And Zero Cents (\$2,000.00), for the payment of which we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, SEALED and DATED this 22ND day of AUGUST, 2012

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was on the 22ND day of AUGUST, 2012, duly APPOINTED (elected/appointed) to the office of RESERVE DEPUTY CONSTABLE PCTS #1 & #4 in and for PANOLA County in the State of Texas, for a term commencing on the 22ND day of AUGUST, 2012 and ending AUGUST 22, 2013.

NOW, THEREFORE, If the said Principal shall faithfully perform and discharge all the duties required of him/her by law as the aforesaid officer, and shall (conditions)

, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above. Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be canceled by the Surety by sending written notice to the party to whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall terminate as to subsequent acts of the Principal.

ALAN SCARBOROUGH

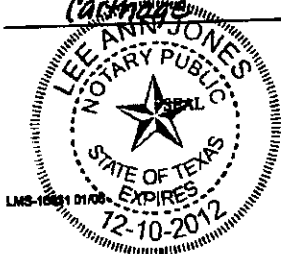
BY: [Signature]
PrincipalThe Ohio Casualty Insurance Company
Surety

Countersigned

BY: _____
Texas Resident AgentBY: [Signature]
Attorney-in-Fact SCOTT THOMAS

ACKNOWLEDGEMENT OF PRINCIPAL

THE STATE OF TEXAS
County of Panola) ss
Before me, Lee Ann Jones, on this day, personally appeared, ALAN SCARBOROUGH, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office, at Panola, Texas, this the 5th day of September, 2012.



[Signature]
Notary Public
Panola County, Texas

OFFICIAL	AMOUNT	TO WHOM PAYABLE	CONDITIONS
District Attorney	\$5,000.	Governor	"in the manner prescribed by law, faithfully pay over all money that he collects or that comes into his hands for the state or a county."
County Attorney	\$2,500.	Governor	"faithfully paying over in the manner prescribed by law all money that he collects or receives for any county or the state."
County Judge	*\$1,000.- 10,000.	County Treasurer	"pay all money that comes into his hands as county judge to the person or officer entitled to it; pay to the county all money illegally paid to the judge out of county funds; and not vote or consent to pay out county funds for other than lawful purposes."
County Clerk	Equal to at least 20% of the maximum amount of fees collected in any year during the term of office preceding the term for which the bond is to be given - \$5,000 minimum \$300,000 maximum	County	"faithfully perform the duties of office"
Auditor	\$5,000 or more	County Judge	"faithful performance of the duties of county auditor"
County Treasurer	Established by the Commissioner's Court	County Judge	"faithfully execute the duties of office; remit according to law all funds received as county treasurer; and render an account of all funds received to the commissioners court at each regular term of the court."
District Clerk	Not less than 20% of the maximum amount of fees collected in any year during the term of office immediately preceding the term of office for which the bond is given, except that the bond may not be in an amount less than \$5,000 nor more than \$100,000.	Governor	"faithfully perform the duties of the office."
County Surveyor	Fixed by the Commissioners Court - \$300 minimum \$10,000 maximum	Not Stated (Suggested to County Judge)	"faithful performance of the duties of the office."
Hide and Animal Inspector	Set by the Commissioners Court - \$1,000 minimum \$10,000 maximum	County Judge	"well and truly perform the duties of the office."
Sheriff	Established by the commissioners court, but - \$5,000 minimum \$30,000 maximum	Governor	"faithfully perform the duties of office established by law; account for and pay to the person authorized by law to receive them the fines, forfeitures, and penalties the sheriff collects for the use of the state or a county; execute and return when due the process and precepts lawfully directed to the sheriff, and pay to the person to whom they are due or to the person's attorney the funds collected by virtue of the process or precept; and pay to the county any funds illegally paid, voluntarily or otherwise, to the sheriff from county funds."
Assessor and Collector of Taxes (State Bond)	"Equal to 5% of the net state collections from motor vehicle sales and use taxes and motor vehicle registration fees in the county during the year ending August 31 preceding the date bond is given - \$2,500 minimum \$100,000 maximum"	Governor	"faithful performance of the person's duties as assessor-collector."
Assessor and Collector of Taxes (County Bond)	Equal to 10% of the total amount of county taxes imposed in the preceding tax year - \$100,000 maximum	County Judge	"faithful performance of the person's duties as assessor-collector."
County Commissioners	\$3,000.	County Treasurer	"faithfully perform the commissioner's official duties; will reimburse the county for all county funds illegally paid to the commissioner; and will not vote or consent to make a payment of county funds except for a lawful purpose."
Justice of the Peace	\$5,000 maximum	County Judge	"faithfully and impartially discharge the duties required by law; and promptly pay to the entitled party all money that comes into the justice's hands during the term of office."
Constable	Set by the Commissioners Court - \$500 minimum \$1,500 maximum	Governor	"faithfully perform the duties imposed by law."

* Sum to be fixed by the Commissioners Court within the limits prescribed by law.

** In counties where Sheriff performs the duties of the Assessor and Collector of Taxes he shall make the bond required of the Assessor and Collector of Taxes.

OATH OF OFFICE
(COUNTY COMMISSIONERS and COUNTY JUDGE)

I, _____, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm), that I have not directly nor indirectly paid, offered, or promised to pay, contributed nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected; and I furthermore solemnly swear (or affirm) that I will not be, directly or indirectly, interested in any contract with or claim against the County, except such contracts or claims as are expressly authorized by law and except such warrant as may issue to me as fees of office. So help me God.

Signed _____

Sworn to and subscribed before me, at _____ Texas, this _____ day of _____

SEAL

Notary Public

County, Texas

OATH OF OFFICE
(GENERAL)

I, Alan Scarborough #1944, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Deputy Constable of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm), that I have not directly nor indirectly paid, offered, or promised to pay, contributed nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected. So help me God.

Signed _____

Sworn to and subscribed before me, at Carthage Texas, this 5th day of September



SEAL

Notary Public

Panola

County, Texas

THE STATE OF TEXAS

County of Panola) ss

The foregoing bond of Alan Scarborough as Deputy Constable, #1944 in and for Panola County and State of Texas, this day approved in open Commissioner's Court.

A TEST:

Clara Jones Clerk
County Court Panola County

THE STATE OF TEXAS

County of _____) ss

I, _____, County Clerk, in and for said County, do hereby certify that the foregoing Bond dated the _____ day of _____, with its certificate of authentication, was filed for record in my office the _____ day of _____, at _____ o'clock _____ M., and duly recorded the _____ day of _____, at _____ o'clock _____ M., in the Records of Official Bonds of said County in Volume _____, on page _____.

WITNESS my hand and the seal of the County Court of said County, at office in _____, Texas, the day and year last above written.

By _____ Deputy

County Court _____ Clerk
County _____ County



ACKNOWLEDGMENT BY SURETY

STATE OF Texas
County of Tamola } ss.

On this 5th day of September, 2012, before me personally
appeared SCOTT THOMAS, known to me to be the Attorney-in-Fact of
The Ohio Casualty Insurance Company, the corporation

that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and
year in this certificate first above written.



Lee Ann Jones
Notary Public in the State of
County of

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

THE OHIO CASUALTY INSURANCE COMPANY
FAIRFIELD, OHIO
POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS that The Ohio Casualty Insurance Company, an Ohio corporation, does hereby appoint
***** SCOTT THOMAS *****

its true and lawful attorney(s)-in-fact, with full authority to execute on behalf of the company the following surety bond:

Surety Bond Number: **32S377966**

Principal: **ALAN SCARBOROUGH**

Bond Amount: **Two Thousand Dollars And Zero Cents**

DOLLARS (\$2,000.00)

and to bind The Ohio Casualty Insurance Company thereby as fully as if such instruments had been duly executed by its regularly elected officers at its home office.

That this power is made and executed pursuant to and by authority of the following By-law and Authorization.

ARTICLE IV - Execution of Contracts: Section 12. Surety Bonds and Undertakings.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitations as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the president and attested by the secretary.

By the following instrument the chairman or the president has authorized the officer or other official named therein to appoint attorneys-in-fact

Pursuant to Article IV, Section 12 of the By-laws, Gregory W. Davenport, Assistant Secretary of The Ohio Casualty Insurance Company, is authorized to appoint such attorneys-in-fact as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

That the By-law and the Authorization set forth above are true copies thereof and are now in full force and effect.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Corporation and the corporate seal of The Ohio Casualty Insurance Company has been affixed thereto in Seattle, Washington 12th day of July, 2011



The Ohio Casualty Insurance Company

By

Gregory W. Davenport
Gregory W. Davenport, Assistant Secretary

STATE OF WASHINGTON ss
COUNTY OF KING

On this 12th day of July, 2011, before me, a Notary Public, personally came Gregory W. Davenport, to me known and acknowledged that he is a Assistant Secretary; that he knows the seal of said corporation; and that he executed the above Power of Attorney and affixed the corporate seal of The Ohio Casualty Insurance Company thereto with the authority and at the direction of said corporation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Seattle, Washington, on the day and year first above written.



By

KD Riley
KD Riley, Notary Public

CERTIFICATE

I, the undersigned, Assistant Secretary of The Ohio Casualty Insurance Company, do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy, is in full force and effect on the date of this certificate; and I do further certify that the officer or official who executed the said power of attorney is an Assistant Secretary specially authorized by the chairman or the president to appoint attorneys-in-fact as provided in Article IV, Section 12 of the By-laws of The Ohio Casualty Insurance Company.

This certificate and the above power of attorney may be signed by facsimile or mechanically reproduced signatures under and by authority of the following vote of the board of directors of The Ohio Casualty Insurance Company effective the 15th day of February, 2011.

VOTED that the facsimile or mechanically reproduced signature of any assistant secretary of the company, wherever appearing upon a certified copy of any power of attorney issued by the company in connection with surety bonds, shall be valid and binding upon the company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the said company, this 22nd day of August, 2012



By

David M. Carey
David M. Carey, Assistant Secretary

POAOApptDC

Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-888-844-2663 between 8:00 am and 7:30 pm EST on any business day.

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED
09-10-2012

David L. Anderson
David L. Anderson,
County Judge

NAME: Leigh Welk
POSITION: Civil Secretary
DEPARTMENT: PCSO
DATE: 8-30-12

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CONFERENCE: Microsoft Excel 2010
LOCATION: Panda College
DATES: September 24 to September 25
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?

N/A

How many days have you been away from your job this year for conferences, not counting this conference? none

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

VOL. 81 PAGE 40

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED
09-10-2012

David L. Anderson
David L. Anderson,
County Judge

NAME: Leigh Welk
POSITION: Civil Secretary
DEPARTMENT: PCSO
DATE: 8-31-12

CONFERENCE: Admin. Assistant
LOCATION: Austin, TX
DATES: Oct 24 to Oct 26
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?
N/A

How many days have you been away from your job this year for conferences, not counting this conference? NO

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED
09-10-2012

David L. Anderson
David L. Anderson,
County Judge

NAME: Lindsey Jones
POSITION: Secretary
DEPARTMENT: PCSO
DATE: 8-30-12

VOL. 81 PAGE 41

CONFERENCE: Microsoft Excel 2010
LOCATION: Panda College
DATES: September 24 to September 25
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? NO
If not, how much of your requirements will be met by this conference? N/A
How much of your requirements have been met already, not counting this conference?
N/A

How many days have you been away from your job this year for conferences, not counting this conference? NONE

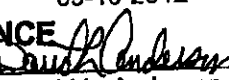
Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-10-2012


David L. Anderson,
County Judge

NAME:

Lindsey Jones

POSITION:

Secretary

DEPARTMENT:

PCSO

DATE:

8-31-12

CONFERENCE:

Administrative Assitants

LOCATION:

Austin, TX

DATES:

October 24 to October 26NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 3Does the conference meet your educational requirements for the year? NOIf not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?

N/AHow many days have you been away from your job this year for conferences, not counting this conference? noneDo you have sufficient funds in your budget for this conference? yesWrite a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED
09-10-2012

David L. Anderson
David L. Anderson,
County Judge

NAME:

Justin Cranford

POSITION:

Jailer

DEPARTMENT:

PCSO

DATE:

8-31-12

CONFERENCE:

Court Security

LOCATION:

Beaumont, TX

DATES:

Oct 16 to Oct 18

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

3

Does the conference meet your educational requirements for the year? No

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?

N/A

How many days have you been away from your job this year for conferences, not counting this conference? N/A

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

VOL.

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VOL.

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

09-10-2012

David L. Anderson
David L. Anderson,
County Judge

NAME:

Jeff Ivy

POSITION:

Investigator

DEPARTMENT:

PCSO

DATE:

8-31-12

CONFERENCE:

29th Annual E-Texas Assoc Inv. Seminar

LOCATION:

DATES:

November 6 to November 8

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

3Does the conference meet your educational requirements for the year? NoIf not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?

N/AHow many days have you been away from your job this year for conferences, not counting this conference? N/ADo you have sufficient funds in your budget for this conference? YesWrite a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

ACTION ITEMS



VOL. 81 PAGE 46

Panola County, Texas

Payment Register

APPKT01778 - CC PC POOL 9-10-12

01 - Vendor Set 01

Bank: PANOLA COUNTY POOL - PANOLA COUNTY POOLED CASH

Vendor Number Vendor Filed As
1233 720 DESIGN, INC.

Payment Type Payment Number

Check

Payable Number:

#005081-08

005081-08

INV#005081-08

Description

BIDDING AND FFE EXPENSES

BIDDING

FFE

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	194.81
09/07/2012	09/07/2012	3,670.00
09/07/2012	09/07/2012	960.00

Total Vendor Amount
4,824.81Vendor Number Vendor Filed As
0798 A T & T (831-000-1241 177)

Payment Type Payment Number

Check

Payable Number:

3789658108

Description

ACCT#831-000-1241 177, 8/19/12 TO 9/18/12

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	589.00
09/05/2012	09/05/2012	589.00

Total Vendor Amount
589.00Vendor Number Vendor Filed As
2650 A T & T LONG DISTANCE

Payment Type Payment Number

Check

Payable Number:

811956048-AUG 4, 2012

Description

CORP ID #369991 - STMT DATE 8-4-2012

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	43.08
08/30/2012	08/30/2012	43.08

Total Vendor Amount
43.08Vendor Number Vendor Filed As
4455 AFFILIATED COMPUTER SERVICES

Payment Type Payment Number

Check

Payable Number:

819857

CM 819857

Description

CUST#289579M ORDER #999367

INTERNET REBATE JULY 2012

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	5,133.07
09/04/2012	09/04/2012	7,259.07
09/04/2012	09/04/2012	-2,126.00

Total Vendor Amount
5,133.07Vendor Number Vendor Filed As
3810 AGA

Payment Type Payment Number

Check

Payable Number:

2012 CONF

Description

REG FOR SIDNEY BURNS-AUDIO CONF 9-12-12

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	249.00
08/29/2012	08/29/2012	249.00

Total Vendor Amount
249.00Vendor Number Vendor Filed As
1468 ANIMAL MEDICAL CENTER OF PANOLA COUNTY PC

Payment Type Payment Number

Check

Payable Number:

422951

Description

CANINE SERVICES

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	261.20
09/05/2012	09/05/2012	261.20

Total Vendor Amount
261.20Vendor Number Vendor Filed As
1898 AUTO EXPRESS LUBE

Payment Type Payment Number

Check

Payable Number:

37353

37382

37388

Description

VEHICLE MAINTENANCE

INSPECTION

VEHICLE MAINTENANCE

Payable Date	Due Date	Payable Amount
09/06/2012	09/06/2012	169.35
09/05/2012	09/05/2012	41.15
08/29/2012	08/29/2012	14.50
08/29/2012	08/29/2012	61.85

Total Vendor Amount
169.35

Payment Register

94780

VEHICLE MAINTENANCE

09/05/2012

09/05/2012

51.85

Vendor Number Vendor Filed As
2980 BAXTER SALES COMPANY, INC.

Total Vendor Amount
1,100.99

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 1,100.99

Payable Number:

Description

Payable Date

Due Date

Payable Amount

157514

P O #55427 - HAND CLEANER

08/30/2012

08/30/2012

66.63

158179

MISC. SUPPLY ITEMS

09/05/2012

09/05/2012

736.99

158184

P O #55513 - TOWELS, WIPERS

08/30/2012

08/30/2012

297.37

Vendor Number Vendor Filed As
1113 BEAR GRAPHICS, INC.

Total Vendor Amount
306.74

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 306.74

Payable Number:

Description

Payable Date

Due Date

Payable Amount

0633834

GREEN BORDER PAPER

09/05/2012

09/05/2012

306.74

Vendor Number Vendor Filed As
1494 BILL ARNOLD'S GARAGE

Total Vendor Amount
175.20

Payment Type Payment Number
Check

Payment Date Payment Amount
09/07/2012 175.20

Payable Number:

Description

Payable Date

Due Date

Payable Amount

28981

REPLACED BATTERY

09/07/2012

09/07/2012

175.20

Vendor Number Vendor Filed As
1351 BOB BARKER COMPANY INC

Total Vendor Amount
779.79

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 779.79

Payable Number:

Description

Payable Date

Due Date

Payable Amount

UT1000246296

SHAMPOO, INSECTICIDE, COMBS

08/30/2012

08/30/2012

779.79

Vendor Number Vendor Filed As
3663 BOBCAT SPECIALTIES, LLC

Total Vendor Amount
161.75

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 161.75

Payable Number:

Description

Payable Date

Due Date

Payable Amount

13119

TRAINING ON ADMIN FUNC. VIDEO

09/05/2012

09/05/2012

161.75

Vendor Number Vendor Filed As
2262 BRYAN & BRYAN ASPHALT ROAD OIL, LTD.

Total Vendor Amount
44,092.40

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 44,092.40

Payable Number:

Description

Payable Date

Due Date

Payable Amount

0028438-IN

P O #55607 - 24.26 TONS ROAD OIL

09/05/2012

09/05/2012

14,677.30

0028460-IN

P O #55558 - 24.36 TONS ROAD OIL

08/30/2012

08/30/2012

14,737.80

0028472-IN

24.26 TONS ROAD OIL

09/05/2012

09/05/2012

14,677.30

Vendor Number Vendor Filed As
1901 BUBBA COLEMAN

Total Vendor Amount
2,693.00

Payment Type Payment Number
Check

Payment Date Payment Amount
09/07/2012 2,693.00

Payable Number:

Description

Payable Date

Due Date

Payable Amount

08.01.12

4-18-12 P/U ONE BROWN JACK

09/07/2012

09/07/2012

853.00

08.01.2012

MAY 6 2012 P/U 4 JACKS IN LONGBRANCH

09/07/2012

09/07/2012

1,840.00

Vendor Number Vendor Filed As
4169 CAIN HARDWARE & LUMBER

Total Vendor Amount
123.44

Payment Type Payment Number
Check

Payment Date Payment Amount
09/06/2012 123.44

Payable Number:

Description

Payable Date

Due Date

Payable Amount

00537765

3 GAL BUGWISER GALV SPRAYER/WEED KILL

09/07/2012

09/07/2012

102.76

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Payment Register

00537801
00538495P O #55350 - RAKE
P O #55468 - 2+GAL 80Z RED CARB GAS CAN08/30/2012 08/30/2012 8.99
08/30/2012 08/30/2012 11.69Total Vendor Amount
4,870.24Vendor Number 4541 Vendor Filed As
CARTHAGE OFFICE SUPPLY
Payment Type Payment Number

Payment Date 09/06/2012 Payment Amount 4,870.24

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

104011 CLASP ENVELOPES, COPY PAPER
104012 3 HOLE PUNCH, TONER, CORR. TAPE, LABELS, PENS
104032 COPY PAPER
104033 TONER
104079 BINDER CLIPS, LABELS, PHONE MESSAGE BOOKS
104080 POST-ITS
104081 STAMP AND CLEAN UPS
104082 DARK BLUE LABELS AND BLUE FOLDERS
104083 10 DIFFERENT DEPOSIT STAMPS
104089 CLASP ENDS ENVELOPES, TONER
104091 IMPRINTED WINDOW ENVELOPES
104092 IMPRINTED SECURITY ENVELOPES
104093 TEXAS FLAG
104113 LABELS
104114 SIGN HOLDER
104125 BUSINESS CARDS
104149 LETTERHEAD
104150 SIGNATURE STAMP
104151 IMPRINTED WINDOW ENVELOPES
104152 IMPRINTED ENVELOPES
104153 LETTERHEAD
104154 IMPRINTED ENVELOPES
104156 BUSINESS CARDS
104160 INK JET CARTRIDGES
104161 PENS, CORRECTION TAPE, INK ROLLER
104162 PHONE MESSAGE BOOK
104163 FILE FOLDERS
104174 NAME TAG
104185 TONER
104197 TONER
104203 MISC. STAMPS AND INK REFILLS
104216 COPY STAMP
104223 TONER
104224 LABELS
104230 COPY PAPER
104235 LAMINATING POUCHES
104243 CALCULATOR RIBBON, CLASP ENVELOPES
105260 LABELS
105261 MONEY RECORD BOOKS
105272 FLAG, TEXAS FLAG

08/30/2012 08/30/2012 63.00
08/30/2012 08/30/2012 653.39
08/30/2012 08/30/2012 11.00
08/30/2012 08/30/2012 69.90
08/30/2012 08/30/2012 96.17
09/06/2012 09/06/2012 30.38
08/30/2012 08/30/2012 26.01
08/30/2012 08/30/2012 51.69
08/30/2012 08/30/2012 294.04
08/30/2012 08/30/2012 103.90
08/30/2012 08/30/2012 169.99
08/30/2012 08/30/2012 210.00
08/30/2012 08/30/2012 71.99
08/30/2012 08/30/2012 53.00
08/30/2012 08/30/2012 19.70
08/30/2012 08/30/2012 47.50
08/30/2012 08/30/2012 89.00
08/30/2012 08/30/2012 20.16
08/30/2012 08/30/2012 141.95
08/30/2012 08/30/2012 99.00
08/30/2012 08/30/2012 89.00
08/30/2012 08/30/2012 99.00
08/30/2012 08/30/2012 55.00
08/30/2012 08/30/2012 50.98
08/30/2012 08/30/2012 55.70
08/30/2012 08/30/2012 14.75
09/06/2012 09/06/2012 8.99
08/30/2012 08/30/2012 12.50
08/30/2012 08/30/2012 1,095.96
08/30/2012 08/30/2012 164.00
08/30/2012 08/30/2012 444.61
09/05/2012 09/05/2012 16.99
09/06/2012 09/06/2012 139.50
08/30/2012 08/30/2012 10.90
08/30/2012 08/30/2012 39.00
08/30/2012 08/30/2012 32.10
08/30/2012 08/30/2012 42.00
09/05/2012 09/05/2012 19.99
09/05/2012 09/05/2012 19.00
09/05/2012 09/05/2012 138.50

Total Vendor Amount
1,435.56Vendor Number 1305 Vendor Filed As
CERTIFIED LABORATORIES DIVISION
Payment Type Payment Number

Payment Date 09/06/2012 Payment Amount 1,435.56

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

823629 P O #55428 - 3 CS PREMALUBE RED
823630 P O #55455 - 2 CS STING X

08/30/2012 08/30/2012 1,076.17
08/30/2012 08/30/2012 359.39

Payment Register

Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>4335</u>	CHEM-SERV INC.	1,266.70		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/06/2012	1,266.70	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>088210</u>	BOWL HANGERS, DEOD. BLOCKS, AIR FRESHENER	09/05/2012	09/05/2012	672.00
<u>088300</u>	LAUNDRY DETERGENT	09/05/2012	09/05/2012	448.90
<u>088520</u>	FOAMING ANTI-BAC SOAP	09/05/2012	09/05/2012	145.80
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>0290</u>	CHEVRON AND TEXACO BUSINESS CARD SERVICES	237.62		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/06/2012	237.62	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>REF#569119</u>	ACCT#7898788620 - FUEL	09/05/2012	09/05/2012	237.62
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>3008</u>	CHEYENNE LAMPLEY	16.40		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/06/2012	16.40	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>AUG 2012</u>	REIMBURSEMENT FOR POSTAGE/INS ON PKG.	08/30/2012	08/30/2012	16.40
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>2786</u>	CITY OF CARTHAGE	36,510.50		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/07/2012	336.00	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>08.08.12</u>	12 CULVERTS P O #55299 - LIBRARY	09/07/2012	09/07/2012	336.00
Check		09/06/2012		32,371.50
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>09.01.12</u>	MGMT/OPER OF WASTE TRANSFER STATION	09/05/2012	09/05/2012	32,371.50
Check		09/06/2012		3,803.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>9-1-12</u>	CARTHAGE VET/DUMPSTER CHARGES	09/05/2012	09/05/2012	3,803.00
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>3928</u>	COLOR GRAPHICS CO.	396.25		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/06/2012	396.25	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>104419</u>	ENVELOPES	09/05/2012	09/05/2012	396.25
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>0148</u>	COMPLETE PRINTING & PUBLISHING CO	175.22		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/05/2012	175.22	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>75865</u>	10 - 2013 BUDGET COVERS	09/04/2012	09/04/2012	70.20
<u>75886</u>	P O #13004 - 500 #10 REG. SEC. ENVELOPES IMPRINTED	08/30/2012	08/30/2012	98.00
<u>76231</u>	1 - 2013 BUDGET COVER	09/04/2012	09/04/2012	7.02
Vendor Number	Vendor Filed As	Total Vendor Amount		
<u>1865</u>	CRAIG ELECTRIC	97.50		
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		09/06/2012	97.50	
Payable Number:	Description	Payable Date	Due Date	Payable Amount
<u>7817</u>	SHERIFF'S OFFICE LIGHT REPAIRS	09/05/2012	09/05/2012	97.50

Payment Register

Vendor Number	Vendor Filed As		Total Vendor Amount
<u>3418</u>	D & C CLEANING, INC.		5,483.00
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	5,483.00
Payable Number:	Description	Payable Date	Due Date
24433	AUGUST 2012 JANITORIAL SERVICES	09/05/2012	09/05/2012
			Payable Amount
			5,483.00
			Total Vendor Amount
			100.00
Vendor Number	Vendor Filed As		Payment Date
<u>4356</u>	DAVID BROOKS		09/07/2012
Payment Type	Payment Number	Payment Amount	
Check		100.00	
Payable Number:	Description	Payable Date	Due Date
08.29.12	AUGUST PROFESSIONAL SERVICES	09/07/2012	09/07/2012
			Payable Amount
			100.00
			Total Vendor Amount
			170.50
Vendor Number	Vendor Filed As		Payment Date
<u>2312</u>	DEBBIE'S BEST WATER STORE		09/06/2012
Payment Type	Payment Number	Payment Amount	
Check		170.50	
Payable Number:	Description	Payable Date	Due Date
51249	AUG COOLER RENTAL, 5 GAL	09/05/2012	09/05/2012
51279	COOLER RENTAL/AUG, 5 GAL, CUPS	08/30/2012	08/30/2012
			Payable Amount
			135.25
			35.25
			Total Vendor Amount
			1,483.41
Vendor Number	Vendor Filed As		Payment Date
<u>3603</u>	DOGGETT EQUIPMENT SERVICE, LLC		09/06/2012
Payment Type	Payment Number	Payment Amount	
Check		1,483.41	
Payable Number:	Description	Payable Date	Due Date
K01685	P O #55440 - FILTERS	08/30/2012	08/30/2012
K01726	P O #55437 - WINDOW	08/30/2012	08/30/2012
			Payable Amount
			952.11
			531.30
			Total Vendor Amount
			11,630.24
Vendor Number	Vendor Filed As		Payment Date
<u>1108</u>	EAST TEXAS MEDICAL CENTER CARTHAGE		09/06/2012
Payment Type	Payment Number	Payment Amount	
Check		11,630.24	
Payable Number:	Description	Payable Date	Due Date
16956674	ELMELDA ALLEN - 5/4/12	09/07/2012	09/07/2012
16966004	TERRY T PITCHFORD - 5/13/2012	09/07/2012	09/07/2012
17015298	CALVIN L MARSHALL - 6/26/12	09/05/2012	09/05/2012
17035817	KENDRICK W WILLIE, 7/13/12	09/05/2012	09/05/2012
17037714	NOVA H MAXIE, 7/15/2012	09/05/2012	09/05/2012
17060088	PEPE RODRIGUEZ, 8/4/12	09/05/2012	09/05/2012
17060096	JOSE G FERNANDEZ, 8/4/12	09/05/2012	09/05/2012
17071978	REPUNCEL HARRISON, 8/15/12	09/05/2012	09/05/2012
17075276	ETHAN A MARTIN - 8/18/12, 8/17/12	09/05/2012	09/05/2012
17076019	BILLY J GOSSETT, 8/17/12	09/05/2012	09/05/2012
17076035	RICHARD K THOMPSON, 8/17/12	09/05/2012	09/05/2012
			Payable Amount
			35.00
			4,346.40
			212.37
			550.22
			212.37
			212.37
			212.37
			1,969.57
			3,537.57
			171.00
			171.00
			Total Vendor Amount
			200.00
Vendor Number	Vendor Filed As		Payment Date
<u>1496</u>	ETAIA		09/07/2012
Payment Type	Payment Number	Payment Amount	
Check		200.00	
Payable Number:	Description	Payable Date	Due Date
AUG 2012	KEVIN LAKE, BILLY ALEXANDER REGISTRATION	09/07/2012	09/07/2012
			Payable Amount
			200.00
			Total Vendor Amount
			75.00
Vendor Number	Vendor Filed As		Payment Date
<u>1117</u>	ETMC EMS		09/06/2012
Payment Type	Payment Number	Payment Amount	
Check		75.00	
Payable Number:	Description	Payable Date	Due Date
216	AUGUST 2012 MONTHLY SERVICE	09/05/2012	09/05/2012
			Payable Amount
			75.00

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Vendor Number	Vendor Filed As	Total Vendor Amount
4520	EXCEL FORD LINCOLN MERCURY	141.54

Payment Type	Payment Number
Check	

Payable Number:
106963

Description
P O #55516 - FILTERS

Payment Date	Payment Amount
09/06/2012	141.54
Payable Date	Due Date
08/30/2012	08/30/2012
Payable Amount	
	141.54

Vendor Number	Vendor Filed As	Total Vendor Amount
0845	FAITH COMMUNICATIONS	480.00

Payment Type	Payment Number
Check	

Payable Number:
542688

Description
CUSTOMER #00905, VERTEX EARPIECE W/INLINE

Payment Date	Payment Amount
09/06/2012	480.00
Payable Date	Due Date
09/05/2012	09/05/2012
Payable Amount	
	480.00

Vendor Number	Vendor Filed As	Total Vendor Amount
0708	FIRE AND SAFETY EQUIPMENT	187.30

Payment Type	Payment Number
Check	

Payable Number:
09697

Description
WET SYSTEM,FUSE LINKS, CLEAN NOZZLES

Payment Date	Payment Amount
09/06/2012	187.30
Payable Date	Due Date
09/05/2012	09/05/2012
Payable Amount	
	187.30

Vendor Number	Vendor Filed As	Total Vendor Amount
0412	FIRMIN'S OFFICE CITY, INC.	2,233.36

Payment Type	Payment Number
Check	

Payable Number:

Description
HP INK CARTRIDGES
400 CONF. MEDICAL RECORD ENVELOPES
BOX SEAL TAPE
INDEX BINDER, INK JET CARTRIDGES
INK CARTRIDGE
COPY PAPER
COMBO INK CARTRIDGE
LABELS,CD DRAWER,TAPE,PENS
STAMP "FOR DEPOSIT ONLY"
COPY PAPER AND TONER
FASTENERS, TONER
P O #55522 - INK CARTRIDGES
TONER
TONER
FILE CARDS, INK CARTRIDGE
CREDIT RETURN - #45157-0

Payment Date	Payment Amount
09/07/2012	2,233.36
Payable Date	Due Date
08/30/2012	08/30/2012
Payable Amount	
	248.94
	176.00
	18.00
	53.92
	20.99
	202.50
	59.99
	139.47
	21.00
	995.99
	189.91
	36.98
	166.99
	-166.99
	82.16
	-12.49

Vendor Number	Vendor Filed As	Total Vendor Amount
2828	FISH & STILL EQUIPMENT	121.98

Payment Type	Payment Number
Check	

Payable Number:
97046

Description
ACCT#406255 - P O #55458 - SKIDS

Payment Date	Payment Amount
09/06/2012	121.98
Payable Date	Due Date
08/30/2012	08/30/2012
Payable Amount	
	121.98

Vendor Number	Vendor Filed As	Total Vendor Amount
1497	FORESTRY SUPPLIERS, INC.	1,173.60

Payment Type	Payment Number
Check	

Payable Number:
368527-00

Description
ACCT#960477 - 2 CAMERAS, 2 CABLE KEYED LOCKS

Payment Date	Payment Amount
09/07/2012	1,173.60
Payable Date	Due Date
09/07/2012	09/07/2012
Payable Amount	
	1,173.60

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Payment Register

Vendor Number 1178 Vendor Filed As GATEWAY TIRE & SERVICE CENTER

Payment Type Payment Number

Check

Payable Number: Description
1500928416 WATER PUMP, VBELT,GASKET,LABOR
1500935533 REG. MOUNT, DISPOSAL FEE
1500935534 REGULAR MOUNT, DISP. FEE

Total Vendor Amount 551.89
 Payment Date Payment Amount
 09/06/2012 551.89

Payable Date Due Date Payable Amount
 09/05/2012 09/05/2012 411.89
 09/05/2012 09/05/2012 70.00
 09/05/2012 09/05/2012 70.00

Total Vendor Amount 6,980.00

Vendor Number 1485 Vendor Filed As GUARDIAN SECURITY SOLUTIONS, LC

Payment Type Payment Number

Check

Payable Number: Description
9160 DOME,HARD DRIVE,NETGEAR,WIRE,CABLE,PROF. SERV

Payment Date Payment Amount
 09/07/2012 6,980.00

Payable Date Due Date Payable Amount
 08/30/2012 08/30/2012 6,980.00

Total Vendor Amount 1,807.00

Vendor Number 4111 Vendor Filed As HAWTHORN FUNERAL HOME, LP

Payment Type Payment Number

Check

Payable Number: Description
08.23.12 JEREMY PICKENS - 8/21/12 AUTOPSY
08.23.2012 BARBARA ANN LOOS - 8/18/12-AUTOPSY

Payment Date Payment Amount
 09/06/2012 1,807.00

Payable Date Due Date Payable Amount
 08/30/2012 08/30/2012 634.00
 08/30/2012 08/30/2012 1,173.00

Total Vendor Amount 2,537.38

Vendor Number 2927 Vendor Filed As HI-WAY EQUIPMENT COMPANY

Payment Type Payment Number

Check

Payable Number: Description
161712 P O #55556 - PARTS
161945 P O #55349 - PARTS RETURN

Payment Date Payment Amount
 09/06/2012 2,537.38

Payable Date Due Date Payable Amount
 08/30/2012 08/30/2012 3,328.47
 08/30/2012 08/30/2012 -791.09

Total Vendor Amount 402.09

Vendor Number 2832 Vendor Filed As IBC SALES CORPOARATION

Payment Type Payment Number

Check

Payable Number: Description
474405227066 FOOD FOR JAIL
474405230113 (8/14/12) FOOD FOR JAIL
474405234180 FOOD FOR JAIL
474405237230 FOOD FOR JAIL
474405241301 FOOD FOR JAIL

Payment Date Payment Amount
 09/06/2012 402.09

Payable Date Due Date Payable Amount
 08/30/2012 08/30/2012 99.77
 08/30/2012 08/30/2012 39.40
 09/05/2012 09/05/2012 69.13
 09/05/2012 09/05/2012 121.55
 09/05/2012 09/05/2012 72.24

Total Vendor Amount 140.00

Vendor Number 3615 Vendor Filed As JUST IN TIME SANITATION SERVICES

Payment Type Payment Number

Check

Payable Number: Description
45160 2 PORTABLE TOILET RENTALS

Payment Date Payment Amount
 09/07/2012 140.00

Payable Date Due Date Payable Amount
 09/07/2012 09/07/2012 140.00

Total Vendor Amount 100.00

Vendor Number 1212 Vendor Filed As KILGORE COLLEGE

Payment Type Payment Number

Check

Payable Number: Description
42978 ADAM JONES - FIREARMS INSTR. COURSE

Payment Date Payment Amount
 09/06/2012 100.00

Payable Date Due Date Payable Amount
 09/05/2012 09/05/2012 100.00

Payment Register

Vendor Number	Vendor Filed As			Total Vendor Amount
3984	KIMBERLEY MILLER			450.00
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	450.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
25371CCL	25371CCL - TX V CLAUDE ARD	09/04/2012	09/04/2012	450.00
Vendor Number	Vendor Filed As			Total Vendor Amount
0839	LAGRONE AIR CONDITIONING			85.00
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	85.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
17224	SERVICE CALL FOR AIRPORT	09/04/2012	09/04/2012	85.00
Vendor Number	Vendor Filed As			Total Vendor Amount
3795	LAURA M. CARPENTER			1,800.00
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	1,800.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
2002-C-070DC	2002-C-070DC - TX V LARRY PIPKIN, JR.	09/04/2012	09/04/2012	450.00
2009-C-0143DC(8/31/12)	2009-C-0143DC(8/31/12) - TX V SARAH EVANS	09/04/2012	09/04/2012	450.00
2011-C-0127CCL(8/31/12)	2011-C-0127CCL(8/31/12), TX V GERALD KINSEY	09/04/2012	09/04/2012	450.00
2012-C-0140CCL	2012-C-0140CCL, TX V LARRY PIPKIN, JR.	09/04/2012	09/04/2012	450.00
Vendor Number	Vendor Filed As			Total Vendor Amount
0327	LONGVIEW ASPHALT, INC.			4,931.85
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/07/2012	4,931.85
Payable Number:	Description	Payable Date	Due Date	Payable Amount
60707	P O #55472 - 80.85 TONS OF OIL DIRT - LIBRARY	09/07/2012	09/07/2012	4,931.85
Vendor Number	Vendor Filed As			Total Vendor Amount
1394	MATHESON TRI-GAS, INC.			68.68
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	68.68
Payable Number:	Description	Payable Date	Due Date	Payable Amount
05269257	P O #55344 - 1 PAIR OF GLOVES	09/04/2012	09/04/2012	19.95
05299259	P O #55438 - MISC. ITEMS	09/07/2012	09/07/2012	48.73
Vendor Number	Vendor Filed As			Total Vendor Amount
1498	MCGEE COMPANY			54.90
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/07/2012	54.90
Payable Number:	Description	Payable Date	Due Date	Payable Amount
40061490-00	P O #55508 - TIRE SUPPLIES	09/07/2012	09/07/2012	54.90
Vendor Number	Vendor Filed As			Total Vendor Amount
1375	MEGAN CARTER HARTMAN			900.00
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	900.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount
27486-C-CCL	27486-C-CCL, TX V QUANTARIUS INGRAM	09/04/2012	09/04/2012	450.00
27539-C-CCL	27539-C-CCL, TX V JAHKEEN OMAR GREAVES	09/04/2012	09/04/2012	450.00
Vendor Number	Vendor Filed As			Total Vendor Amount
2401	OFFICE DEPOT CREDIT PLAN			37.96
Payment Type	Payment Number		Payment Date	Payment Amount
Check			09/06/2012	37.96
Payable Number:	Description	Payable Date	Due Date	Payable Amount
1975314	COMMERCIAL CLOCK, CHAIRS	09/04/2012	09/04/2012	187.95
CM #596398929001	RETURNED ITEM PURCHASED - ADJ. MADE	09/04/2012	09/04/2012	-149.99

Payment Register

Vendor Number Vendor Filed As
2275 OLMSTED-KIRK PAPER COMPANY

Payment Type Payment Number
Check

Payable Number: Description
2946865 METAL SHELVING
2946866 WINDEX GLASS CLEANER
2949496 2-PLY TISSUES
2951438 METAL SHELVING
2951440 MISC. ITEMS FOR JAIL

Total Vendor Amount
1,193.87

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	1,193.87
09/05/2012	09/05/2012	133.75
09/05/2012	09/05/2012	104.10
09/05/2012	09/05/2012	94.50
09/05/2012	09/05/2012	133.75
09/05/2012	09/05/2012	727.77

Total Vendor Amount

125.00

Vendor Number Vendor Filed As
2554 PANOLA COUNTY PLUMBING

Payment Type Payment Number
Check

Payable Number: Description
5783 TOILET REPAIRS

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	125.00

Total Vendor Amount

86.75

Vendor Number Vendor Filed As
0032 PEGUES-HURST MOTOR CO.

Payment Type Payment Number
Check

Payable Number: Description
544218 P O #55605 - PEDAL AND RETAINER

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	86.75

Total Vendor Amount

251.90

Vendor Number Vendor Filed As
1328 PENCO OIL CO., INC.

Payment Type Payment Number
Check

Payable Number: Description
0681108 P O #55444, TRUSOUTH 50 - FUEL

Payable Date	Due Date	Payable Amount
09/04/2012	09/04/2012	251.90

Total Vendor Amount

153.00

Vendor Number Vendor Filed As
4268 PITNEY BOWES, INC

Payment Type Payment Number
Check

Payable Number: Description
412423 E-Z SEAL AND RED INK

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	153.00

Total Vendor Amount

1,113.58

Vendor Number Vendor Filed As
4444 RUSK COUNTY ELECTRIC COOP., INC.

Payment Type Payment Number
Check

Payable Number: Description
08.23.12 ACCT#32685800, 07/19/12 TO 08/20/12

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	1,113.58

Total Vendor Amount

27,750.00

Vendor Number Vendor Filed As
2769 S. GOODWIN ROOF SERVICE, LLC

Payment Type Payment Number
Check

Payable Number: Description
666 EXPO CENTER - NEW ROOF

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	27,750.00

Total Vendor Amount

155.99

Vendor Number Vendor Filed As
2599 SAM'S FAB & MACHINE, LLC

Payment Type Payment Number
Check

Payable Number: Description
15336 P O #55463 - HOSE

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	155.99

Payment Register

Vendor Number	Vendor Filed As				Total Vendor Amount
1390	SC FUELS				51,693.34
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/06/2012	51,693.34	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
2007721	FUEL PURCHASE 8/22/2012	09/05/2012	09/05/2012	28,053.01	
2012377	FUEL/DIESEL PURCHASE 8/29/12	09/07/2012	09/07/2012	23,640.33	
Vendor Number	Vendor Filed As				Total Vendor Amount
2172	SCOTT-MERRIMAN, INC.				103.55
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/06/2012	103.55	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
048807	6 - RAPIDPRINT PURPLE RIBBONS	09/04/2012	09/04/2012	103.55	
Vendor Number	Vendor Filed As				Total Vendor Amount
3878	SOUTHWEST SOLUTIONS GROUP, INC.				290.86
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/06/2012	290.86	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
45668-1	LABELS	09/05/2012	09/05/2012	290.86	
Vendor Number	Vendor Filed As				Total Vendor Amount
1402	SYSCO				9,834.54
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/07/2012	9,834.54	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
600551214	CUST#1000013032, FOOD FOR JAIL	09/07/2012	09/07/2012	1,880.87	
600566586	CUST#1000013032, FOOD FOR JAIL	09/07/2012	09/07/2012	2,477.53	
600583463	CUST#1000013032, FOOD FOR JAIL	09/07/2012	09/07/2012	2,693.08	
600600329	CUST#1000013032, FOOD FOR JAIL	09/07/2012	09/07/2012	2,783.06	
Vendor Number	Vendor Filed As				Total Vendor Amount
1968	TED'S SAW SHOP				926.40
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/06/2012	926.40	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
027826	MISC. SUPPLY ITEMS AND REPAIRS	09/05/2012	09/05/2012	78.85	
027864	P O 55560- SPIKES,STUDS,CHAIN	09/05/2012	09/05/2012	34.20	
027879	P O #55611 - 2 STIHL CHAIN SAWS	09/05/2012	09/05/2012	619.90	
027880	P O #55612 - CHAINS,GAS CANS,MIX OIL,PHAZERS	09/05/2012	09/05/2012	193.45	
Vendor Number	Vendor Filed As				Total Vendor Amount
1214	TEXAS COMMISSION ON LAW ENFORCEMENT				35.00
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/07/2012	35.00	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
GRADBERGJOHN	JOHN W GRADBERG - SEP OF LICENSEE (F-5)	09/07/2012	09/07/2012	35.00	
Vendor Number	Vendor Filed As				Total Vendor Amount
2078	TEXAS PARKS & WILDLIFE #1				586.50
Payment Type	Payment Number		Payment Date	Payment Amount	
Check			09/06/2012	586.50	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
08.31.12	85% SHARE OF FINES FOR AUGUST 2012	09/04/2012	09/04/2012	586.50	

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APPKT01778 - CC PC POOL 9-10-12

Vendor Number

Vendor Filed As

Total Vendor Amount

2154

TEXAS PARKS & WILDLIFE #2

55.25

Payment Type

Payment Number

Payment Date

Payment Amount

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

08.31.12

85% SHARE OF FINES AUGUST 2012

09/04/2012

09/04/2012

55.25

Total Vendor Amount

Vendor Number

Vendor Filed As

100.00

2668

TEXAS STATE UNIVERSITY/SAN MARCOS

Payment Type

Payment Number

Payment Date

Payment Amount

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

09.05.12

DAVID GRAY - SEMINAR 11/12/12 - 11/15/12

09/07/2012

09/07/2012

100.00

Total Vendor Amount

Vendor Number

Vendor Filed As

2,400.00

1560

TEXAS WILDLIFE DAMAGE MANAGEMENT FUND

Payment Type

Payment Number

Payment Date

Payment Amount

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

241090

AUGUST SERVICES

09/05/2012

09/05/2012

2,400.00

Total Vendor Amount

Vendor Number

Vendor Filed As

4,292.17

0001

TOLEDO AUTOMOTIVE SUPPLY OF CARTHAGE, INC.

Payment Type

Payment Number

Payment Date

Payment Amount

Check

Payable Number:

Description

Payable Date

Due Date

Payable Amount

257921

P O #55412 - SCREW/LOCKNUT

09/06/2012

09/06/2012

33.20

257923

P O #55324 - SUPPLIES

09/06/2012

09/06/2012

135.35

257930

P O #55325 - ANTIFREEZE

09/06/2012

09/06/2012

44.70

257985

P O #55326 - FILTERS

09/06/2012

09/06/2012

27.42

258080

P O #55328 - BATTERY, CORE

09/06/2012

09/06/2012

323.08

258087

P O #55290 - BRAKES

09/06/2012

09/06/2012

127.46

258302

P O #55291 - SWITCH/TAPE

09/06/2012

09/06/2012

20.75

258324

P O #55331 - ELBOWS, BUSHING, FITTINGS

09/06/2012

09/06/2012

77.00

258801

BATTERY, CORE DEPOSIT, TOOL BOX

09/06/2012

09/06/2012

151.59

258822

AIR FILTER

09/06/2012

09/06/2012

21.76

258825

P O #55295 - SUPPLIES

09/06/2012

09/06/2012

19.51

258928

P O #55297 - FILTERS

09/06/2012

09/06/2012

78.03

259301

P O #55423 - BLUE DEF, BAR PUMP, B FLUID

09/06/2012

09/06/2012

309.15

259455

P O #55394 - TIRE VAL, CLMP VAL, VAL TOOL

09/06/2012

09/06/2012

10.09

259501

P O #55300 - SUPPLIES

09/06/2012

09/06/2012

184.88

259656

P O #55425 - FILTERS

09/06/2012

09/06/2012

9.44

260188

P O #55451 - SUPPLIES

09/06/2012

09/06/2012

137.00

260219

P O #55338 - FUNNEL

09/06/2012

09/06/2012

5.28

260520

P O #55453 - CABLE, SWITCH, WARRANTY

09/06/2012

09/06/2012

65.26

260734

P O #55426 - SUPPLIES

09/06/2012

09/06/2012

595.12

260803

P O #55456 - WASHER FLUID

09/06/2012

09/06/2012

10.74

260883

P O #55430 - BULBS

09/06/2012

09/06/2012

14.40

260933

P O #55342 - PTEX

09/06/2012

09/06/2012

19.92

260934

P O #55343 - TOOLS

09/06/2012

09/06/2012

415.26

262004

P O #55434 - TRAILER WIRE/LAMP

09/06/2012

09/06/2012

41.33

262081

P O #55435 - FILTERS

09/06/2012

09/06/2012

101.76

262322

P O #55462 - FILTERS

09/06/2012

09/06/2012

42.10

262359

P O #55436 - PAINT

09/06/2012

09/06/2012

35.75

262362

P O #55602 - PLUG/LAMP

09/06/2012

09/06/2012

10.38

262888

P O #55464 - IMPACT WRENCH

09/06/2012

09/06/2012

597.13

263154

P O #55466 - VBELT, SEAL, TAPE

09/06/2012

09/06/2012

93.84

263288

P O #55442 - SUPPLIES

09/06/2012

09/06/2012

55.71

263313

P O #55443 - TAPE/SCRAPER

09/06/2012

09/06/2012

25.57

263426

P O #55517 - HOSE AND HOSE ENDS

09/06/2012

09/06/2012

244.08

263579

P O #55445 - SEALER, KNIFE AND METER

09/05/2012

09/05/2012

220.13

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CM 258991

CORE DEPOSIT CREDIT

09/06/2012 09/06/2012 -12.00

Vendor Number	Vendor Filed As		Total Vendor Amount
4038	TOLEDO AUTOMOTIVE-TATUM		307.22
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	307.22
Payable Number:	Description	Payable Date	Due Date
049370	P O #55288 - V-BELT	09/06/2012	09/06/2012
049792	P O #55041 - FILTER	09/06/2012	09/06/2012
050443	P O #55049 - FILTER	09/06/2012	09/06/2012
051264	P O #55559 - MISC. SUPPLIES	09/05/2012	09/05/2012
			126.45
			163.37
Vendor Number	Vendor Filed As		Total Vendor Amount
1029	TRI-STATE FASTENERS & SUPPLY		107.09
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/07/2012	107.09
Payable Number:	Description	Payable Date	Due Date
206745	P O #55509 - SUPPLIES	09/07/2012	09/07/2012
			107.09
Vendor Number	Vendor Filed As		Total Vendor Amount
3682	TUFTS UNIVERSITY		20.00
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	20.00
Payable Number:	Description	Payable Date	Due Date
JONES-SARAH	SUBSCRIPTION PAYMENT	09/05/2012	09/05/2012
			20.00
Vendor Number	Vendor Filed As		Total Vendor Amount
0235	TYSON FOODS, INC.		280.00
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	280.00
Payable Number:	Description	Payable Date	Due Date
45487	CHICKEN	09/07/2012	09/07/2012
45496	4 PKS LEG QUARTERS	09/05/2012	09/05/2012
45886	CHICKEN	09/05/2012	09/05/2012
			120.00
			80.00
			80.00
Vendor Number	Vendor Filed As		Total Vendor Amount
2905	ULTIMATE OFFICE SOLUTIONS, INC.		657.17
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	657.17
Payable Number:	Description	Payable Date	Due Date
U-IV6485	HANGING FILE FOLDERS	09/05/2012	09/05/2012
			657.17
Vendor Number	Vendor Filed As		Total Vendor Amount
0931	UNIFIRST HOLDINGS, INC.		33.00
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/07/2012	33.00
Payable Number:	Description	Payable Date	Due Date
826 0664056	P O #55510 - RUGS	09/07/2012	09/07/2012
826 0665117	P O #55518 - RUGS	09/07/2012	09/07/2012
			16.50
			16.50
Vendor Number	Vendor Filed As		Total Vendor Amount
1588	UNIVERSAL TIME EQUIPMENT CO.		621.03
Payment Type	Payment Number	Payment Date	Payment Amount
Check		09/06/2012	621.03
Payable Number:	Description	Payable Date	Due Date
43423	FIRE/SMOKE DETECTOR REPAIRS	09/05/2012	09/05/2012
			621.03

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Vendor Number Vendor Filed As
1185 US SCRIPT, INC.
Payment Type Payment Number

Check

Payable Number:
335644
335645

Description
IHCP RXS 08/01/12 TO 08/15/12
DETENTION CENTER RXS 8/1/12 TO 8/15/12

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	632.95
09/05/2012	09/05/2012	295.61

Total Vendor Amount
928.56

Vendor Number Vendor Filed As
3883 VERIZON WIRELESS
Payment Type Payment Number

Check

Payable Number:
6775971104

Description
ACCT#913519786-00001, JUL 21 - AUG 20, 2012

Payable Date	Due Date	Payable Amount
09/04/2012	09/04/2012	96.62

Total Vendor Amount
96.62

Vendor Number Vendor Filed As
3885 VERIZON WIRELESS
Payment Type Payment Number

Check

Payable Number:
6775951551

Description
ACCT#313301306-00001, JUL 21 - AUG 20, 2012

Payable Date	Due Date	Payable Amount
09/04/2012	09/04/2012	85.48

Total Vendor Amount
85.48

Vendor Number Vendor Filed As
3890 VERIZON WIRELESS
Payment Type Payment Number

Check

Payable Number:
6778837156

Description
CUST#613439910-00001, JUL 27 - AUG 26, 2012

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	285.81

Total Vendor Amount
285.81

Vendor Number Vendor Filed As
3909 VERIZON WIRELESS
Payment Type Payment Number

Check

Payable Number:
6778830072

Description
ACCT#413284110-00001, JUL 27 - AUG 26, 2012

Payable Date	Due Date	Payable Amount
09/07/2012	09/07/2012	70.00

Total Vendor Amount
70.00

Vendor Number Vendor Filed As
1063 VIP TECHNOLOGIES, INC.
Payment Type Payment Number

Check

Payable Number:
00021243
00021256

Description
3 NEW CABLES FOR 911 RECORDS
NEC DOORPHONE AND CARD-JUV PROB

Payable Date	Due Date	Payable Amount
09/05/2012	09/05/2012	438.50
09/05/2012	09/05/2012	1,018.72

Total Vendor Amount
1,457.22

Vendor Number Vendor Filed As
2040 WALMART COMMUNITY/GEGRB
Payment Type Payment Number

Check

Payable Number:
000001
001513
001612
002713
004096
004538
005041
005052
005769
006230
008304
009871

Description
ACCT#6032 2020 0005 6326, FABRIC, FAN, WASTEBASKET
BEL MONITOR CABLE
ACCT#6032 2020 0005 6326, MS WRITING TABLE BLK
TRI-COLOR CARTRIDGE
ACCT#6032 2020 0005 6326, HOSE NOZZLE, FLASH DRIVE
MISC. ITEMS
ACCT#6032 2020 0005 6326, MISC. ITEMS
ACCT#6032 2020 0005 6326, HVR NANO
ACCT#6032 2020 0005 6326, MEM 30 PK, END TABLE
ACCT#6032 2020 0005 6326, 4' CHARGE/SYNC CABLE
ACCT#6032 2020 0005 6326, TIDE
ACCT#6032 2020 0005 6326, MISC. SUPPLIES

Payable Date	Due Date	Payable Amount
08/30/2012	08/30/2012	37.62
08/06/2012	08/06/2012	20.00
08/30/2012	08/30/2012	39.84
09/05/2012	09/05/2012	44.97
08/30/2012	08/30/2012	35.91
09/07/2012	09/07/2012	40.52
08/30/2012	08/30/2012	312.32
08/30/2012	08/30/2012	58.84
08/30/2012	08/30/2012	21.92
08/30/2012	08/30/2012	14.88
08/30/2012	08/30/2012	35.94
08/30/2012	08/30/2012	102.49

Total Vendor Amount
765.25

Payment Register

APPKT01778 - CC PC POOL 9-10-12

Vendor Number	Vendor Filed As	Total Vendor Amount
2497	WALMART COMMUNITY/GEGRB	88.28
Payment Type	Payment Number	Payment Date
Check		09/07/2012
Payable Number:	Description	Payable Amount
008014	ACCT#6032 2020 2015 2691 - MISC. ITEMS	88.28
Payable Date	Due Date	
09/07/2012	09/07/2012	

Vendor Number	Vendor Filed As	Total Vendor Amount
0034	WAUKESHA-PEARCE INDUSTRIES INC	14,116.22
Payment Type	Payment Number	Payment Date
Check		09/06/2012
Payable Number:	Description	Payable Amount
46256224	P O #55323 - CARBIDE TEETH	5,815.00
46256234	P O #55553 - 200 CARBIDE TEETH	3,506.00
46256516	P O #55555 - TEETH	2,471.73
46256518	P O #55461 - MISC. ITEMS	1,121.38
46256561	P O #55554 - FILTERS	351.67
46256690	P O #55418 - 6 GRADERS @ \$141.74 EA	850.44
Payable Date	Due Date	
09/07/2012	09/07/2012	
09/07/2012	09/07/2012	
09/07/2012	09/07/2012	
09/07/2012	09/07/2012	
09/05/2012	09/05/2012	

Vendor Number	Vendor Filed As	Total Vendor Amount
0509	WHOLESALE SUPPLY INC	175.00
Payment Type	Payment Number	Payment Date
Check		09/07/2012
Payable Number:	Description	Payable Amount
0035718-IN	SEPTEMBER ICE MACHINE RENTAL	175.00
Payable Date	Due Date	
09/07/2012	09/07/2012	

Vendor Number	Vendor Filed As	Total Vendor Amount
1506	WORLEY ENTERPRISES	68.00
Payment Type	Payment Number	Payment Date
Check		09/06/2012
Payable Number:	Description	Payable Amount
12-120	4 STUDENTS FOR DEFENSIVE DRIVING - SO	68.00
Payable Date	Due Date	
09/05/2012	09/05/2012	

Vendor Number	Vendor Filed As	Total Vendor Amount
1444	WRIGHT EXPRESS FSC	166.60
Payment Type	Payment Number	Payment Date
Check		09/06/2012
Payable Number:	Description	Payable Amount
30349554	ACCT#369-800-568-7, FUEL PURCHASES	166.60
Payable Date	Due Date	
09/05/2012	09/05/2012	

Vendor Number	Vendor Filed As	Total Vendor Amount
4213	XEROX CORPORATION	670.42
Payment Type	Payment Number	Payment Date
Check		09/06/2012
Payable Number:	Description	Payable Amount
063048975	CUST#713718914 - JULY 2012	216.07
063613251	ACCT#716774559, AUGUST 2012	169.05
063613252	ACCT#716774609, AUGUST 2012	154.65
063613253	ACCT#716774617, AUGUST 2012	130.65
Payable Date	Due Date	
09/07/2012	09/07/2012	
09/05/2012	09/05/2012	
09/05/2012	09/05/2012	
09/05/2012	09/05/2012	



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Panola County, Texas

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APPKT01781 - 9/10/12 CC-JS
01 - Vendor Set 01

Bank: PANOLA COUNTY POOL - PANOLA COUNTY POOLED CASH

Vendor Number Vendor Filed As
1881 PANOLA COUNTY DISTRICT CLERK
Payment Type Payment Number

Total Vendor Amount
3,072.30

Payment Date Payment Amount
09/07/2012 3,072.30

Check Payable Number: Description
QAG672012 DISTRICT CLERK OVERPAYMENT OF OAG COST 6/7/12

Payable Date Due Date Payable Amount
08/31/2012 08/31/2012 3,072.30

Bank: PROBATION DEPT POOL - PROBATION DEPARTMENTS POOLED CASH

Vendor Number Vendor Filed As
2650 A T & T LONG DISTANCE
Payment Type Payment Number

Total Vendor Amount
33.14

Payment Date Payment Amount
09/07/2012 33.14

Check Payable Number: Description
811956048AUG12 811956048-4;AUGUST 2012 LONG DISTANCE CHGS

Payable Date Due Date Payable Amount
08/31/2012 08/31/2012 33.14

Vendor Number Vendor Filed As
3433 AMES COUNSELING AND FAMILY SERVICES
Payment Type Payment Number

Total Vendor Amount
757.50

Payment Date Payment Amount
09/06/2012 757.50

Check Payable Number: Description
07.29.12 PC 7-24-12 PARENT CHILD
07.29.12 LS 7-24-12 LIFE SKILLS
08.05.12 LS LIFE SKILLS 7-31-12
08.05.12 PC PARENT/CHILD 7-31-12
08.13.12 LS LIFE SKILLS 8-7-12
08.13.12 PC PARENT CHILD 8-7-12
08.19.12 LS LIFE SKILLS 8-14-12
08.19.12 PC AMES PARENT CHILD 8-14-12
08.26.12 LS LIFE SKILLS 8-21-12
INV0020003 PARENT/CHILD CONFLC RESOLUTION PROGRAM

Payable Date Due Date Payable Amount
08/30/2012 08/30/2012 95.00
08/30/2012 08/30/2012 85.00
08/30/2012 08/30/2012 85.00
08/30/2012 08/30/2012 23.75
08/30/2012 08/30/2012 85.00
08/30/2012 08/30/2012 23.75
08/30/2012 08/30/2012 85.00
08/30/2012 08/30/2012 95.00
08/30/2012 08/30/2012 85.00
08/28/2012 08/28/2012 95.00

Vendor Number Vendor Filed As
1338 BUSINESS CARD
Payment Type Payment Number

Total Vendor Amount
833.13

Payment Date Payment Amount
09/07/2012 833.13

Check Payable Number: Description
24164052213378002461818 4036478552720300/EXXONMOBIL
24164052216378001079295 4036478552720300/EXXONMOBIL
24164052235378001516020 4036478552720300/EXXONMOBIL
24164072216525341816236 4036478552720300/TACO BELL
24445002214100184265014 4036478552720300
24445002215600113029851 4036478552720300/CRACKERBARREL
24610432213072005222913 4036478552720300/CHEESECAKE FACTORY
24653002207900016001321 4036478552720300/EAST TEXAS BORDER HEALTH
24653002220900016701527 4036478552720300/EAST TEXAS BORDER HEALTH
24692162216000064865950 4036478552720300/OMNI AUSTIN

Payable Date Due Date Payable Amount
08/31/2012 08/31/2012 45.94
08/31/2012 08/31/2012 49.80
08/31/2012 08/31/2012 37.45
08/31/2012 08/31/2012 9.63
08/31/2012 08/31/2012 8.64
08/31/2012 08/31/2012 14.75
08/31/2012 08/31/2012 49.48
08/31/2012 08/31/2012 50.72
08/31/2012 08/31/2012 50.72
08/31/2012 08/31/2012 516.00

Payment Register

Vendor Number	Vendor Filed As						Total Vendor Amount
0412	FIRMIN'S OFFICE CITY, INC.						39.00
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/06/2012	39.00		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
45572-0	BUSINESS CARDS FOR CARLTON FORTSON	08/30/2012	08/30/2012	39.00			
Vendor Number	Vendor Filed As						Total Vendor Amount
2095	GRAYSON COUNTY DEPT OF JUVENILE SERVICES						3,038.00
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	3,038.00		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
5263	POST-ADJUD R.GARCIA 8/1/12 - 8/31/12	08/31/2012	08/31/2012	3,038.00			
Vendor Number	Vendor Filed As						Total Vendor Amount
1006	GREGG COUNTY JUVENILE PROBATION						170.00
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	170.00		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
1039	MAYFIELD,B.;MAYFIELD,K.; 08/21/12 -08/22/12 ST	08/31/2012	08/31/2012	170.00			
Vendor Number	Vendor Filed As						Total Vendor Amount
3582	PANOLA COUNTY RETIREE HEALTH						4,757.52
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	4,757.52		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
FY12-11-12	REIMBURSEMENT FOR RETIREE GRP MED NOV 11 DEC 11	08/31/2012	08/31/2012	3,141.68			
RETR912	REIMBURSEMENT FOR RETIREE HEALTH INS SEPT 2012	09/07/2012	09/07/2012	1,615.84			
Vendor Number	Vendor Filed As						Total Vendor Amount
1390	SC FUELS						171.61
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	171.61		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
#2012377	FUEL	08/31/2012	08/31/2012	171.61			
Vendor Number	Vendor Filed As						Total Vendor Amount
1493	SECURE TRACS GPS						263.50
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	263.50		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
1455	ELM TRACKING & DEVICE INS 07/01-/7/31/12	08/20/2012	08/20/2012	263.50			
Vendor Number	Vendor Filed As						Total Vendor Amount
2441	SHELBY COUNTY TREASURER						679.41
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	679.41		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
AUG12	AUG REIMB FOR KEVIN WINDHAM DRUG CRT INV	08/31/2012	08/31/2012	679.41			
Vendor Number	Vendor Filed As						Total Vendor Amount
1506	WORLEY ENTERPRISES						51.00
Payment Type	Payment Number			Payment Date	Payment Amount		
Check				09/07/2012	51.00		
Payable Number:	Description	Payable Date	Due Date	Payable Amount			
12-119	3 STUDENTS JUVENILE PROBATION	08/31/2012	08/31/2012	51.00			

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APPKT01781 - 9/10/12 CC-JS

Payment Register

Bank: RETRUST - RETIREE HEALTH BENEFIT TRUST

Vendor Number Vendor Filed As
1941 TAC HEBPPayment Type Payment Number
CheckPayable Number:
62946RET912Description
62946;SEPT 2012 RETIREE GROUP MED INSTotal Vendor Amount
56,519.42Payment Date Payment Amount
09/07/2012 56,519.42Payable Date Due Date Payable Amount
09/06/2012 09/06/2012 56,519.42

SEPTEMBER 2012 COMMISSIONER'S COURT APPOINTING FORM	
PC POOL	INSURANCE SEPTEMBER 2012
AFLAC	2,431.74
AMERICAN GENERAL LIFE	333.92
ASSURANT EMPLOYEE BENEFITS	1,545.00
CENTRAL UNITED LIFE INS	178.42
TAC HEBP	153,796.55
WASHINGTON NAT'L INS	28.36
WASHINGTON NAT'L INS	1,015.80
TOTAL	\$ 159,329.79
PROB POOL	INSURANCE SEPTEMBER 2012
AFLAC	50.66
TAC HEBP	2,628.51
TOTAL	\$ 2,679.17

HONORABLE DAVID ANDERSON, COUNTY JUDGE
PANOLA COUNTY, COUNTY JUDGE'S OFFICE
111 SOUTH SYCAMORE STREET, ROOM 101A, CARTHAGE, TEXAS 75823

ORIGINAL

INVITATION FOR BIDS

RESTORATION OF HISTORIC BOOKS AND DOCUMENTS FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE

OPENING DATE: THURSDAY, SEPTEMBER 10, 2012

OPENING TIME: 9:00 AM

KOFILE PRESERVATION

6300 Cedar Springs Rd, Dallas, TX 75235
P: 214.351.4800 F: 214.442.6669
www.kofile.us

ORIGINAL

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SECTION I

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PANOLA COUNTY, TEXAS

INVITATION TO BID

RETURN BID TO:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

9:00 A.M., MONDAY, SEPTEMBER 10, 2012

MARK ENVELOPES

**"RESTORATION OF HISTORIC BOOKS AND DOCUMENTS
FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners' Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Panola County District Clerk Debra Johnson at (903) 693-0306.


Signature

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**PANOLA COUNTY
INVITATION TO BID**

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**"RESTORATION OF HISTORIC BOOKS AND DOCUMENTS
FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE"**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with each page manually signed by a person having the authority to bind the firm in a contract and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

Not later than 9:00 a.m., Monday, September 10, 2012

Mark Envelopes:

**"RESTORATION OF HISTORIC BOOKS AND DOCUMENTS
FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE"**

**BIDS RECEIVED AFTER OPENING DATE
AND TIME WILL NOT BE CONSIDERED**


Signature

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INVITATION TO BID
INSTRUCTIONS/TERMS OF CONTRACT

FUNDING: Funds for payment have been provided through the Panola County Budget adopted by the Commissioners' Court for Fiscal Year 2012.

LATE BIDS: Bids received after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWAL OF BID: A bid may not be withdrawn or canceled by the bidder without the permission of Panola County for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submission of their bid.

SALES TAX: Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales tax.

BID AWARD: Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of Panola County.

CONTRACT: This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County. No different or additional terms will become a part of this contract with the exception of Change Orders.

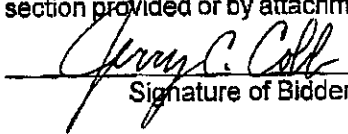
CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Panola County Judge.

DELIVERY: All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such cost, fee or charge will be paid.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with V.T.C.A., Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County.

EXCEPTIONS/SUBSTITUTIONS: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part


Signature of Bidder

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of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners' Court reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS: Any reference to model and/or make/manufacture used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes in this ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Panola County. Addenda will be mailed to all who are known to have received a copy of this ITB. Bidders shall acknowledge receipt of all addenda.

BIDS MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. have adequate financial resources, or the ability to obtain such resources as required;
2. be able to comply with the required or proposed delivery schedule;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

Panola County may request any other information sufficient to determine bidder's ability to meet these minimum standards listed above.

REFERENCES: Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SUCCESSFUL BIDDER SHALL defend, indemnify, and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages


Signature of Bidder

received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award. Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment costs which may be obtained against Panola County growing out of such injury or damages.

WAGES: Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State law.

TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation. Panola County reserves the right to award canceled contract to the next lowest and best bidder as it deems to be in the best interest of the county.

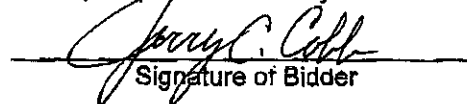
TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to:

1. meet schedules;
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any or all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful bidder shall fail to perform, keep or observe any of the terms


Signature of Bidder

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and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees Panola County shall not be liable to prosecution for damages in the event that the county declared the bidder in default.

NOTICE: Any notices provided by this bid (or required by law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS/COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATION: Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements. The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder. The purchase order number must appear on all itemized invoices and packing slips. Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

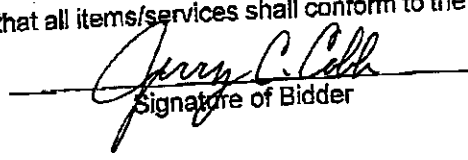
INVOICES shall show (a) name and address of successful bidder; (b) county purchase order number; and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with State of Texas Prompt Payment Act, V.T.C.S. Article 601f. Successful bidder is required to pay subcontractors within ten (10) days.

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the county. If item is not picked up within one (1) week after notification, the item will become a donation to the county for disposition.

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the


Signature of Bidder

proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES: The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Panola County, Texas.

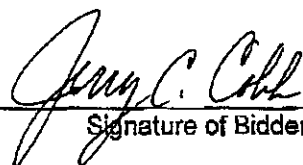
ASSIGNMENT: The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to Panola County District Clerk Debra Johnson at (903) 693-0306.


Signature of Bidder

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SECTION 2

A. PROJECT UNDERSTANDING

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Records document and verify—their survival is essential to protecting life, liberty, and property. Records custodians are faced with an insurmountable task—the responsibility to ensure the physical protection of collections and maintain access to the vital permanent data. Even if the records are in a fragile state, extremely brittle, and lacking digitized security copies, public access is a necessity. Historical papers are revisited for property and genealogy searches.

Many factors threaten the permanence of our nation's historical legacy. Records are composed of organic materials, such as paper, cloth, leather, paste, and glue. These components are hygroscopic (readily absorbing and releasing moisture). Unmonitored environmental conditions will compromise the life span of a historical record. Also, records deteriorate as handling damages bindings and pages, and acidic inks (such as the iron gall ink) "eat through" paper, and improper storage methods do their worst. Another factor is the historical wood pulp papermaking process, as it introduced bleaching agents or acidic-sizing agents to achieve brightness. Now, years and decades later, dull yellows replace the bright white. These properties encase the handwritten and typed data in an acidic ticking bomb.

Thank you for allowing KOFIL Preservation, Inc. (hereby KOFIL Preservation) the opportunity to develop the right solution for the Panola County District Clerk. KOFIL Preservation is the result of a merger of two industry leaders—Louisiana Binding Service, Inc. (LBS) and Brown's River Marotti Company (BRM). We may be moving forward with a new name, but familiar faces remain, still providing the best possible preservation services.

KOFIL Preservation is the most qualified Bidder to provide the required services. We have the manpower, experience, and resources to provide all of the necessary project specifications without the use of sub-contractors.

The listed credentials, including references and staff qualifications, document KOFIL Preservation's expertise in preserving county records. Our conservation laboratory is led by a Professional Associate of the American Institute for Conservation (AIC). With the combination of an experienced Imaging team and technology competence, and considering our status as a software developer, our capability to enhance the image processing process extends well beyond that of competitors.

We pride ourselves on excellent quality and timely results. We guarantee that all work and materials are free of defect and error. All work performed at KOFIL Preservation is held to the highest possible standard of workmanship and quality. This project's final product will be one that both the Panola County District Clerk and KOFIL Preservation will be proud to reference.

B. EXPERIENCE

COMPANY PROFILE

- a. NAME OF BUSINESS: KOFIL Preservation, Inc.
- b. TYPE OF BUSINESS: Corporation
- DATE OF CORPORATION: 1/8/2009
- STATE OF INCORPORATION: Delaware
- c. OWNERSHIP: Private company. KOFIL Preservation, Inc. is the preservation division of a parent company, KOFIL, Inc. KOFIL, Inc. owns 100% of KOFIL Preservation, Inc.
- d. PRINCIPAL PLACE OF BUSINESS AND CONTACT INFORMATION: 6300 Cedar Springs Road
Dallas, TX 75235
Phone: 214.351.4800

EXPERIENCE

With the merger of two leading conservation firms: Brown's River Marotti Company and Louisiana Binding Service, Inc., KOFIL Preservation became the oldest and most experienced private conservation company specializing in historical public records.

For five decades, the leaders of KOFIL Preservation have worked with states, counties, municipalities, and private archives across the United States.

As our references document, KOFIL Preservation establishes enduring professional relationships with customers. We remain loyal to each project. We pride ourselves on excellent customer service and continued devotion to serving the public good.

STATEMENT OF FINANCIAL STRENGTH

- a. KOFIL Preservation, Inc. has no performance related litigation that this firm may be, or has been, involved in over the last five (5) years.
- b. KOFIL Preservation, Inc. has had no contracts terminated due to non-performance over the last five (5) years.
- c. KOFIL Preservation, Inc. has no adverse actions sanctioned by any regulatory authorities over the last five (5) years.

QUALIFICATIONS AND STAFF RESUMES

With this merger, we employ the most highly trained staff available with any vendor. KOFIL Preservation employs over 60 conservation technicians. Many hold 10—30 years of experience. We possess 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 customer's problem is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve their collections. We design our services to assist Records Managers and Archivists with superior solutions to common conservation issues.

Our production team will work side-by-side with Panola County District Clerk's key project stakeholders to ensure that the requirements are understood, technology is applied appropriately, and the benefits expected exceed expectations. Our Imaging Project Manager is responsible for monitoring the project with Panola County District Clerk's counterparts to ensure that project milestones are met with punctuality and within budget. The coordination and response for all of this work will be performed from our Dallas facility.

Key project personnel are identified on the following pages.

Scott G. Williams
Conservator
KOFIL Preservation, Inc.

Scott was the co-owner of Louisiana Binding Service, Inc. In his capacity at KOFIL Preservation, he brings over twenty-eight years of experience to our preservation projects. His extensive training in conservation techniques includes preservation methods for 18th, 19th, and 20th Century documents, as well as the physical mechanics of hand binding and mechanical binding for documents ranging from the 18th Century to the present. Scott is a Professional Associate with the American Institute of Conservation (AIC).

Employment History

2011—Present	Conservator and Account Manager, KOFIL Preservation, Inc.
1987—2011	Vice President and Conservator, Louisiana Binding Service, Inc.
1976—1987	Vice President, Bel-Wil Bookbinders, Inc.

Education

1990	A.S., Nicholls State University, Thibodeaux, Louisiana
------	--------------------------------------------------------

Training and Certifications

2006	West Feliciana Parish, St. Francisville, La. Presentation on the history of binding. Develop a preservation program with James G. Stroud, HRHRC, UT- Austin, and Sally Reeves, President of the SSA.
2004—2003	Harry Ransom Humanities Research Center, University of Texas at Austin Training by James G. Stroud for disbinding, polyester encapsulation, and deacidification of 1700s Orleans Parish Pre-Law French/Spanish Documents.
2003	Preservation Technologies, Inc. Site visit and trained on Bookkeeper® deacidification by Robert Strauss.

2001. *National Endowment for the Humanities, La.*
Guest Speaker, Clerk of Courts Meeting, "Proper Preservation, Handling
and Care of Public Records." January.
- 2000 *Society of Southwest Archivists (SSA) Conference, Fayetteville, La.*
Guest Speaker. "Vendors Point of View on Preservation Microfilming." May.
- 1999 *Preservation Technologies, Inc., Robert Strauss, LOC approved preservation*
outreach program, technical training on deacidification. Sept. 27.
- 1994 *Wei T'o and Associates, Inc., Dr. Richard Smith*
Trained on non-aqueous deacidification.
- 1990—1991 *University of Texas at Austin, Mr. James Grant Stroud*
Stabilization, conservation and housing/preservation of watercolor drawings
training.
- 1986 *New York University, Dr. Timothy L. Ely*
Training including:
 - Preventive Conservation: Collection Stabilization, Environment, Light, &
Disaster Planning
 - Physical Mechanics of Paper, Hand Binding 18th & 19th Century, Mechanical
Binding 19th Century & Current, & Hand Binding Current
 - Alkalization (Deacidification), Aqueous & Nonaqueous
 - Consolidation and Fixing, Surface Cleaning
 - Filing Areas of Paper Loss
 - In-Painting (Retouching), Matting & Framing
 - Removal of Old Repairs, Mending
 - Mold and Insect Treatment
 - Polyester Film Encapsulation
 - Removal and Replacement of Backings
 - Stain Reduction, Washing, Flattening
- 1985 *Mississippi State Archives, Linda L. Overman*
Restoration and preservation training.
- 1984 *Norris Bindery, Inc., Mr. Reese*
Binding training.
- 1983 *Rome Bindery, Inc., Calvin Rome*
Binding training.

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Professional Memberships

Member, Society of Southwest Archivists - 1999

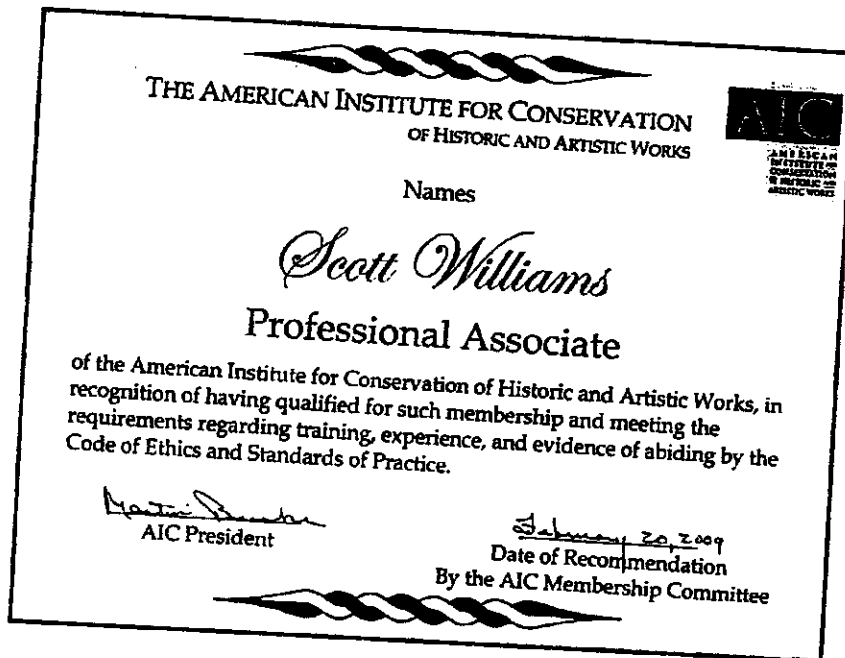
Member, Greater New Orleans Chapter of the Association of Records Managers and Administrators - 1989

Member, Arkansas Historical Society - 1999

Professional Associate (PA), The American Institute for Conservation of Historic and Artistic Works (AIC) - Member since 1991, PA since 2009

Member, Heritage Preservation: The National Institute of Conservation

Member, Louisiana Archives and Manuscript Association



Christopher Louis "Chris" Marotti
Preservation Project Manager
KOFIE Preservation, Inc.

Chris has served as *Director of Operations* for over seven years. He is responsible for day to day operations, including coordinating purchasing and production to meet contract deadlines and goals. He directly manages the Dallas-based Conservation laboratory. He works directly with the CEO and Director of Western Operations.

Chris also has experience researching and writing marketing, financial, and feasibility reports concerning new business acquisitions and acquisition prospects. He filled a key role in preparing and carrying out, satellite operations in Carson City, Nevada, and Dallas, Texas. He has also worked as a consultant for large municipalities concerning vault equipment and preservation/conservation approaches and practices.

Chris is responsible for visiting customers, assessing records collections, and discussing collection challenges with records custodians. He will work with the current face-to-face representative to facilitate customer questions and offering solutions to the records custodians. He has an exceptional knowledge of municipal markets, business practices, and conservation/preservation practices.

Employment History

2009—Present	<i>Director of Operations, KOFIE Preservation, Inc.</i>
2004—2009	<i>Director of Operations, Marketing and Sales, Joseph J. Marotti Co., Inc.</i>

Education

2005—2006	Business Management Studies, Community College of Vermont
2000—2004	Recreation Management and Business-Economic Studies, University of Vermont

Randall Lee "Randy" Barnes
Chief Operations Officer
Imaging and Indexing Department
KOFIL Preservation

Randy designs, implements, and manages the various processes employed by the image processing and indexing production groups at the KOFIL Preservation production facility located in Dallas, Texas. He has over 15 years experience in imaging technology including imaging hardware, software, and leading edge imaging technologies. Randy was the project manager for successful sovereignty image and indexing projects in some of the largest local and national Counties. He has deep experience in Land Record, Criminal, Civil and Appraisal system implementations and system training. Randy's technical background and in county experience give him a unique view into how government records are used by KOFIL Preservation clients and their customers.

Employment History

- 2009 - Present *Chief Operations Officer, KOFIL Preservation, Inc.*
- 2000—2009 *Chief Operations Officer, Affiliated Computer Services (ACS)*
- 1998—2000 *Y2K Project Director, Network Administrator, Texas Forest Service*

Education

- 1999 Bachelor of Arts in Philosophy, Texas A&M

Training and Certifications

- 2006 Project Manager and Professional (PMP)® Certification, Project Management Institute
- 2003 Microsoft Certified Systems Engineer (MCSE), Microsoft
- Gained skill in designing, implementing, and administering infrastructures for business solutions based on Windows Server 2003 and Microsoft Windows 2000 Server. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

Stacy Dawn Cortesano
Imaging Project Manager
Imaging and Indexing Department
KOFIL Preservation

Stacy will coordinate project work specifications. She will chair the KOFIL Preservation team for kickoff meetings and finalize schedules. She will also provide project status updates. She will evaluate project cost, schedule, and productivity benchmarks. Stacy has worked with and around county government her entire life. She was instrumental in the two year implementation of the 20/20 Perfect Vision Application of the cashiering and indexing systems in Cook County, Illinois. Stacy has the experience to enable the imaging and indexing department to consistently provide punctual contract deliverables.

Employment History

2009 - Present *Project Manager, KOFIL Preservation, Inc.*

- Create productive internal and external client relationships.
- Consistently lead programs and projects to successful completion.
- Direct liaison between client and company.

2005—2009 *Senior Accounts Manager, Outback Custom Homes*

- Directed North Texas sales team.
- Conducted sales meetings for sales representatives company wide.
- Responsible for research and development of leadership facilitator guides
- Tracked and maintained employee sales projections

2002—2005 *System Installation Project Manager, Affiliated Computer Services (ACS)*

- Tracked contract execution dates
- Chaired kickoff meetings and communicated timelines/milestones to clients
- Ensured on-time delivery of new and upgraded computer systems and data conversions
- Supplied live technical support on hardware/software applications
- Configured hardware for upcoming installations including Windows Professional, 20/20 Perfect Vision Application
- Completed technical/software documentation for 20/20 Perfect Vision Application

Education

2000 Bachelor of Science in Animal Science, Texas Tech University

LIST OF ENTITIES

DALLAS COUNTY CLERK

Honorable John F. Warren

509 Main Street, 2nd Floor
Dallas, Texas 75202

P: 214.653.7096

F: 214.653.7176

Contact: Hon. John F. Warren

E-mail: johnwarren@dallascounty.org

Completion of multiple imaging and conservation projects. From 11/2/09—12/31/11, KOFIL Preservation worked on the image capture and processing of 6,000 volumes of negative Photostats.

FORT BEND COUNTY CLERK

Honorable Dianne Wilson

301 Jackson Street
Richmond, Texas 77469

P: 281.342.3411

F: 281.341.8691

Contact: Hon. Dianne Wilson

E-mail: cclerk@co.fort-bend.tx.us

"Historical Deed Records" project which saw 400 manuscript Deed Books preserved. This project was budgeted at approximately \$105,000.00 per year, with completion in 2009. This project incorporates disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

HARRISON COUNTY CLERK

Honorable Patsy Cox

P.O. Box 1365
Marshall, Texas 75671

P: 903.935.8403

F: 903.935.4877

Contact: Hon. Patsy Cox

E-mail: patsyc@co.harrison.tx.us

Multiple land records imaging/indexing projects. Processed and archived all of the land records index books. Provided DFW scanning a copy per request (the Clerk's office could not image process these older records on-site). Completion of land image processing. Currently, wrapping indexing of an associated land project with all images imported into the management system. Daily indexing service with importation within 24 hours. Project Deliverables:

- All records accessible via the Internet from County computers for public use.
- Internet accessibility for remote public access.
- Security archive film creation for disaster recovery.

HARRIS COUNTY CLERK
Honorable Stan Stanart

P.O. Box 1525
Houston, Texas 77251-1525
P: 713.755.6411
F: 713.755.4977

Contact: Mr. Daniel Sumrall,
Administrator
Email: DSumrall@cco.hctx.net

This project is the result of a five year study which identified conservation methods/materials to extend the life of Harris County Clerk's archival repository holdings (at the lowest cost). Budgeted at \$8 million, this collection includes 14,464 books (5.7 million documents, 11.5 million images, and 1.1 million original records). This totals an incredible 13.7 million archived images for conservation and digitization into an archival database. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

HARRIS COUNTY DISTRICT CLERK

Honorable Chris Daniel

1301 Franklin, 1st Floor
Houston, Texas 77002
P: 713.755.7830 F: 713.755.8974

Contact: Ms. Pat Pilkenton, Records Manager
E-mail: Help.Desk@hcdistrictclerk.com

This "Historical Records" Preservation Project includes 40,000 case files, 1,700 Civil Fee Docket Books, and 105 Index books. Budgeted at \$1.3 million. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.

HIDALGO COUNTY CLERK
Honorable Arturo Guajardo, Jr.

100 North Closner
Edinburg, Texas 78539
P: 956.318.2100
F: 956.318.2105

Contact: Hon. Arturo Guajardo, Jr.
E-mail: aguarjardo@hidalgocountyclerk.us

This project is the result of an awarded bid through a proposal process. This bid provided for the Restoration and Prevention Services for 450 Historical Record Books. Hidalgo County required the vendor to store the Record Books in a secure, fireproof, environmentally controlled area. The facility was required to be located in a zone area not subject to flooding. Services included the removal and treatment of existing documents, removal of debris and tape, deacidification, encapsulation, fabrication of binding and design to County specifications, and the assembly of new binders.

HUNT COUNTY CLERK

Honorable Jennifer Lindenzweig

2500 Lee Street
Greenville, Texas 75401
P: 903.408.4130
F: 903.408.4287

Contact: Hon. Jennifer
Lindenzweig

E-mail:
jlindenzweig@huntcounty.net

Completion of multiple land records image processing/indexing projects. Imaged and indexed sovereignty land records—all uploaded. Land indexing has reached 90% completion (to 1915). We are conducting training for and implementing our Quicklink software package. This package scans all of the handwritten index books from sovereignty to 1915, and links the indexes to the associated images. We have reprocessed and re-created Photostat books previously recreated from another vendor. Daily indexing service with importation within 24 hours. Project Deliverables:

- All records accessible via the Internet from County computers for public use.
- All records accessible on the Internet for remote public access.

**ORLEANS PARISH
CIVIL DISTRICT COURT**

Honorable Dale N. Atkins

421 Loyola Avenue, Room 402
New Orleans, Louisiana 70112
P: 504.592.9100
F: 504.592.9128

Contact: Hon. Dale N. Atkins

E-mail: daleatk@orleanscdc.com

The National Park Service and the National Endowment of the Humanities' Save America's Treasures Grant funded this project, "*Preservation of the Spanish and French Records.*" Documenting New Orleans and Louisiana's rich past, many of these resources date to before the US legal system. James Grant Stroud, Harry Ransom Humanities Research Center, University of Texas at Austin, supervised this project. Mr. Stroud is a nationally recognized Book and Paper conservator. Project preparation included a site examination and staff training. Robert Strauss, Preservation Technologies, Inc., also conducted training, along with *Bookkeeper*® Spray System installation. This project included 72 volumes of original manuscript documents—dating from the early 18th or 19th centuries. Preservation included disbinding, mending, mold removal, removal of old repairs, flattening, surface cleaning, imaging, deacidification, encapsulation, housing in custom folders or custom document cases.

INVITATION FOR BIDS
RESTORATION OF HISTORIC BOOKS AND
DOCUMENTS FOR THE PANOLA COUNTY
DISTRICT CLERK'S OFFICE

TARRANT COUNTY CLERK
Honorable Mary Louise Garcia

Tarrant County Courthouse
100 West Weatherford Street
Fort Worth, Texas 76196

P: 817.884.3439

F: 817.884.3339

Contact: Mr. Allen Williams, Records
Management Retention Coordinator
E-mail: allenwilliams@tarrantcounty.com

This project is the result of a bid award through an open request for proposal bidding process. Work commenced in April 2008, with a contract renewal in February 2009. Budgeted at \$6.5 million, the project completion is projected in 2013, with four one-year renewal options. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.

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C. REFERENCES

DALLAS COUNTY CLERK**Honorable John F. Warren**

509 Main Street, 2nd Floor, Dallas, Texas 75202

P: 214.653.7096

Description: Completion of multiple imaging and conservation projects. From 11/2/09—12/31/11, KOFIL Preservation worked on the image capture and processing of 6,000 volumes of negative Photostats.

FORT BEND COUNTY CLERK**Honorable Dianne Wilson**

301 Jackson Street, Richmond, Texas 77469

P: 281.342.3411

Description: "Historical Deed Records" project which saw 400 manuscript Deed Books preserved. This project was budgeted at approximately \$105,000.00 per year, with completion in 2009. This project incorporates disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

HARRISON COUNTY CLERK**Honorable Patsy Cox**

P.O. Box 1365, Marshall, Texas 75671

P: 903.935.8403

Description: Multiple land records imaging/indexing projects. Processed and archived all of the land records index books. Provided DFW scanning a copy per request (the Clerk's office could not image process these older records on-site). Completion of land image processing. Currently, wrapping indexing of an associated land project with all images imported into the management system. Daily indexing service with importation within 24 hours. Project Deliverables:

- All records accessible via the Internet from County computers for public use.
- Internet accessibility for remote public access.
- Security archive film creation for disaster recovery.

Contact Name: Honorable Joyce Hudman
Telephone Numbers: 979.864.1355

HARRIS COUNTY CLERK**Honorable Stan Stanart**

P.O. Box 1525, Houston, Texas 77251-1525

P: 713.755.6411

Description: This project is the result of a five year study which identified conservation methods/materials to extend the life of Harris County Clerk's archival repository holdings (at

the lowest cost). Budgeted at \$8 million, this collection includes 14,464 books (5.7 million documents, 11.5 million images, and 1.1 million original records). This totals an incredible 13.7 million archived images for conservation and digitization into an archival database. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, binding, and return to supervised public access.

HARRIS COUNTY DISTRICT CLERK

Honorable Chris Daniel

1301 Franklin, 1st Floor, Houston, Texas 77002

P: 713.755.7830

Description: This "Historical Records" Preservation Project includes 40,000 case files, 1,700 Civil Fee Docket Books, and 105 Index books. Budgeted at \$1.3 million. This project includes disbinding, mending, removal of old repairs, flattening, surface cleaning, deacidification, encapsulation, rebinding, and return to supervised public access.

HIDALGO COUNTY CLERK

Honorable Arturo Guajardo, Jr.

100 North Closner, Edinburg, Texas 78539

P: 956.318.2100

Description: This project is the result of an awarded bid through a proposal process. This bid provided for the Restoration and Prevention Services for 450 Historical Record Books. Hidalgo County required the vendor to store the Record Books in a secure, fireproof, environmentally controlled area. The facility was required to be located in a zone area not subject to flooding. Services included the removal and treatment of existing documents, removal of debris and tape, deacidification, encapsulation, fabrication of binding and design to County specifications, and the assembly of new binders.

HUNT COUNTY CLERK

Honorable Jennifer Lindenzweig

2500 Lee Street, Greenville, Texas 75401

P: 903.408.4130

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INVITATION FOR BIDS
RESTORATION OF HISTORIC BOOKS AND
DOCUMENTS FOR THE PANOLA COUNTY
DISTRICT CLERK'S OFFICE

D. SAMPLES

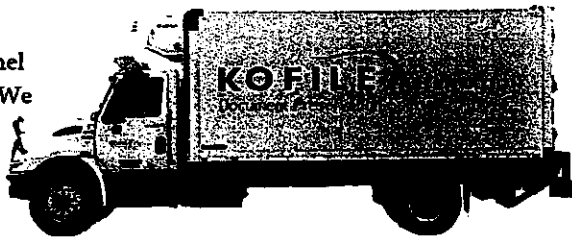
Enclosed samples include:

- *Disaster Safe County Binder™ with three sample Lay Flat Archival Polyester Pockets™.*

E. SERVICE DELIVERY PLAN

SERVICE DELIVERY

At KOFIL Preservation trained personnel handle documents with the utmost care. We pride ourselves on being a prompt and efficient company. We DO NOT require third party transportation OR a third party conservation laboratory.



Upon the pick-up of records, the historical collection is immediately transported and delivered to our Dallas, Tex., location. All work is completed at this one location. Upon conclusion of preservation services, the records are immediately returned to the Panola County District Clerk. The records are never in the custody of any other party save KOFIL Preservation. The records do not even travel out of the state for preservation services.

The Panola County District Clerk's records will be transported in our secure 18-foot truck. The cargo is held in a climate-controlled environment. This vehicle boasts a 4000 lb. lift gate (moves books palletized between 2500 and 3000 lbs.—which equals 700 fully assembled binders), air suspension, and air brakes. This truck is also equipped with several extra security features, which include back-up cameras and an anti-lock braking system. With this security system, we can monitor cargo in transit. Executives monitor location, warning signals, and environmental conditions during transport.

Depending on the condition of the record, it is packed, stretched wrapped, and secured onto a pallet, or the records are packed into plastic tubs and then secured onto pallets. Whatever the method, records are secured and packed by KOFIL Preservation personnel. We bring all of the materials needed for transport with us. The tubs are also placed and wrapped onto KOFIL Preservation pallets, which are then stretch wrapped for transport.

Once they arrive in Dallas, Texas, at the KOFIL Preservation headquarters (6300 Cedar Springs Road, Dallas, Texas, 75235), the volumes and documents are loaded directly into the facility through our docking room. A collection is never left in a loaded truck unattended overnight.



DETAILED SCHEDULE

Typical batch turnaround is 60—90 days, or 10—12 weeks. This accelerated turnaround still maintains a high quality of workmanship. The start date is at the District Clerk's convenience.

DETAILED SCHEDULE		
WEEK	PROJECT PHASE	COMMENTS
1	COMMENCEMENT & RECORDS TRANSPORT	Project Manager meets with the Panola County District Clerk. Books are picked up from Carthage and delivered to the KOFIL Preservation facility in Dallas, Texas.
2	ARRIVAL	Books are unpacked and inventoried. Before any conservation treatments are undertaken, each book is evaluated. An Information log is generated for each volume. Book titles are verified, books identified with job numbers, and a stamping sheet is produced. The stamping sheet is faxed for verification, if required.
2	PREP	Job instructions are distributed. Custom materials such as record binders are ordered upon approval of stamping sheet. Each stage of the conservation process is carefully documented according to accepted conservation practices. The treatment log always accompanies each volume. Volumes are dismantled. Page order is checked against the log.
3—4	CLEANING & DEACIDIFICATION	Folio surface cleaning. Adhesives and repairs are removed. All treatments are lab-tested and industry approved. All solvents and adhesives are acid-free and easily reversible. Individual sheets are deacidification (or washed, as appropriate).
3—4	REPAIR & RESTORE	Sheets are mended with appropriate methods, such as the application of Japanese tissues. Sheets are encapsulated.
3—4	IMAGING & MICROFILM	Sheets are handled carefully to guard against further deterioration. Imaging specifications are pre-arranged with the Panola County District Clerk. Archival microfilm is created from the newly processed images.
5—7	BINDER ASSEMBLY	This includes rounding, backing, cover assembly, gold stamping and tooling, cutting of boards and leather, lining, and casing-in and pressing.
8—11	STUFFING THE BINDERS & QUALITY CONTROL	Encapsulated sheets are cased for binding. Books are drilled and finished. Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
12	RETURN	The batch is delivered to the Panola County District Clerk. As required, images and microfilm are also delivered.

F. SERVICES EXPECTED OF THE COUNTY

- Access to the books during regular business hours for pick-up at a pre-determined and agreed-upon time.
- A Point of Contact to manage the project and coordinate with the KOFIE Preservation representative.

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G. SAMPLE CONTRACT

CONTRACT
Between
PANOLA COUNTY DISTRICT CLERK, TEXAS
And
KOFILE PRESERVATION, INC.
For
RESTORATION OF HISTORIC BOOKS AND DOCUMENTS FOR THE
PANOLA COUNTY DISTRICT CLERK'S OFFICE

THIS CONTRACT FOR THE RESTORATION OF HISTORIC BOOKS AND DOCUMENTS FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE (the "Contract"), effective as of _____, 2012 (the "Effective Date"), is between PANOLA COUNTY DISTRICT CLERK OF TEXAS (hereinafter referred to as the "County"), a governmental entity located 110 South Sycamore, Room 224, Carthage, Texas 75633, and KOFILE PRESERVATION, INC., a Delaware corporation, located at 6300 Cedar Springs Road, Dallas, Texas 75235 (hereinafter referred to as "Contractor"). This Contract is in reference to the Invitation for Bids for the Restoration of Historic Books and Documents for the Panola County District Clerk's Office (hereinafter referred to as the "IFB").

WHEREAS, the County has the need, as set forth in the IFB, to remedy the deterioration of original books and documents, including specifically identified historical books, documents, Photostats, and plats, that it has a duty to preserve and maintain, which are set forth in the IFB, accepted by the County, attached hereto as Exhibit A;

WHEREAS, the County desires to retain Contractor to preserve the originals of those books, documents, Photostats, and plats that are listed in Exhibit A (collectively the "Records") by various preservation related processes, including conservation, imaging, and microfilming services (the "Preservation Services"). As specified in the IFB, conservation services include dismantling of binding, surface cleaning, mending, humidification and flattening, tape removal, mold remediation, deacidification, encapsulation, and rebinding in archival quality five post binders; and

WHEREAS, Contractor desires to perform the Preservation Services for the historic books and documents listed in Exhibit A. Records upon which Preservation and Imaging Services have been performed shall be referred to as "Preserved Records."

NOW, THEREFORE, in consideration of the premises, covenants and undertakings contained herein, and for other good and valuable consideration, the receipt and sufficiency of which

are hereby acknowledged, the parties mutually agree as follows:

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1. **Scope of and Timing of Services.** Contractor shall use reasonable efforts to adhere to the specifications either set forth in the IFB or otherwise mutually agreed to by the parties from time to time during the term of this Contract when providing the Preservation Services for the County. Contractor shall arrange for the transportation of the Records and the Preserved Records to and from Contractor's place of business as mutually agreed to by the parties. Upon receiving the Records, or each batch of the Records (as the case may be), at Contractor's place of business, Contractor shall use reasonable efforts to complete the Preservation Services upon the Records and deliver the Preserved Records, or each batch of Preserved Records (as the case may be), to the County within the time period(s) agreed to by the parties from time to time during the term of this Contract.
2. **Term.** The initial term of the Contract shall be for the period commencing with the Effective Date continuing through December 31, 2013.
3. **Compensation and Invoicing.** The County shall pay Contractor, as compensation for the Preservation Services provided pursuant to this Contract, an aggregate amount of _____, as specified in the **Exhibit A** as the work is performed on the Records, provided that Preservation Services for all Records are completed during the Contract Term. Records not completed during the Contract Term shall be subject to new pricing based on the current pricing and based on normal wear and tear subsequent to the Effective Date. Contractor shall deliver Preserved Records to the County pursuant to instructions of the County. Contractor shall submit to the County a monthly invoice for payment to Contractor for each batch of Preserved Records completed each month. The invoiced price, for the Preservation Services performed on each Preserved Record shall be as set forth in the price schedule included in **Exhibit A**. Each invoice will list the specific amounts due Contractor for each batch of Preserved Records covered by such invoice.

The County shall issue full payment of each such invoice to Contractor within thirty (30) days after the County receives each such invoice. The prices set forth in **Exhibit A** will be charged to the County for all Preservation Services performed by Contractor during the Term. The charge for any Preservation Services to be performed after such Term shall be subsequently negotiated and mutually agreed upon between the County and Contractor, and the aggregate amount set forth in the first sentence above will be appropriately modified.
4. **Indemnification.** Contractor shall defend, indemnify, and hold harmless the County and its officers, agents, and employees, from any and all losses, claims, demands, damages, injuries, causes of action, assessment, penalties, costs, expenses, judgments

or other liabilities arising out of Contractor's negligent performance of any Preservation Services provided pursuant to this Contract. Contractor's indemnification obligation contained in this Section 4 shall only exist for the term of Contract, and such indemnification obligation shall not exceed the amount of compensation Contractor has received pursuant to this Contract. Nothing in this Contract shall be construed to require Contractor to provide indemnification for losses, claims, demands, damages, injuries, causes of action, assessments, penalties, costs, expenses, judgments, or liabilities (a) arising out of or otherwise related to, in whole or in part, the negligence or willful misconduct of the County or (b) concerning or otherwise related to the accuracy or inaccuracy, content, or omission of any information in any of the Records.

5. **Insurance.** Contractor shall maintain in full force and effect, for the term of this Contract, the following types of insurance: (a) Commercial General Liability insurance of not less than \$1,000,000.00 each occurrence, and \$2,000,000.00 in the aggregate, (b) Automobile Liability insurance of not less than \$1,000,000.00 combined single limit, (c) Umbrellas Liability insurance of not less than \$5,000,000.00, (d) Workers' Compensation insurance meeting or exceeding the statutory requirements of the State of Texas, (e) Errors and Omissions insurance of not less than \$1,000,000.00, and (f) Valuable Paper insurance of not less than \$1,000,000.00. A Certificate of Liability Insurance confirming such insurance and limits will be provided to the County in connection with the CA. Contractor shall cause insurer to furnish to County future certificate(s) evidencing the insurance described herein at any time upon request. County shall be named as additionally insured as to all applicable coverage, and no policy change or cancellation will be made without thirty (30) days prior written notice to County.
6. **Sovereign Immunity.** This Contract is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practice and Remedies Code, and all applicable state and federal law. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver or any immunities from suit or from liability that the County has by operation of law. Nothing in this Contract is intended to benefit any third party beneficiary.
7. **Fiscal Funding.** Notwithstanding any provisions contained herein, the obligations of County under this Contract are expressly contingent upon the availability of funding for each item and obligation contained herein for the term of the Contract and any extensions thereto. Contractor shall have no right of action against County in the event County is unable to fulfill its obligations under this Contract as a result of lack of sufficient funding for any item or obligation from any source utilized to fund this Contract or failure to budget or authorize funding for this Contract during the current or future fiscal years. In the event County is unable to fulfill its obligations

under this Contract as a result of lack of sufficient funding, or if funds become unavailable, County, at its sole discretion, may provide funds from a separate source or may terminate this Contract by written notice to Contractor at the earliest possible time prior to the end of its fiscal year. Upon County's termination for lack of sufficient funding, each party shall return all products, documentation, and other information disclosed or otherwise delivered to the other party prior to such termination. County shall pay all services performed up through and including the date of termination, and all revocable licenses granted hereunder shall terminate.

8. **Independent Contractor.** Contractor, including its agents or employees, is an independent contractor and not an agent, servant, joint enterpriser, joint venture or employee of the County, and is responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.

9. **Taxes.** Panola County District Clerk's Office, as a county department of the State of Texas, is by statute exempt from the payment of state and local sales, excise, and use tax and federal excise tax, and it shall therefore not be liable or responsible to the Contractor for the payment of such taxes under this Contract.

The fees paid to Contractor pursuant to this Contract are inclusive of any applicable sales, use, personal property or other taxes attributable to periods on or after the applicable effective date of this Contract based upon or measured by Contractor's cost in acquiring or providing products and/or Preservation Services and related materials and supplies furnished or used by Contractor in performing its obligations hereunder, including all personal property and use taxes, if any, due on equipment owned by Contractor. Contractor accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, Retirement Benefits, Pensions, or annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries, or other remuneration paid to persons employed by Contractor for work performed under the terms of this Contract and agrees to indemnify and save harmless the County from any such contribution or taxes and liability.

10. **Corporate Good Standing.** Contractor represents and warrants that it: (a) is a corporation duly incorporated, validly existing and in good standing; (b) has all requisite corporate power and authority to execute, deliver, and perform its obligations hereunder; and (c) is duly licensed, authorized, or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the ownership or leasing of its assets of

the transaction of business of the character transacted by it.

11. Warranty of Contractor's Capability. Contractor warrants that it is financially capable of fulfilling all requirements of this Contract and that Contractor is validly organized entity that has the authority to enter into this Contract. Contractor warrants that it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into this Contract.

12. No Actions, Suits, Proceedings or Debarment. Contractor warrants that there are no actions, suits, or proceedings, pending or threatened, that will have a material adverse effect on Contractor's ability to fulfill its obligations under this Contract. Contractor further warrants that it will notify County immediately if Contractor becomes aware of any action, suit, or proceeding, pending or threatened, which will have a material adverse effect on Contractor's ability to fulfill its obligations under this Contract.

Contractor certifies that at the time of this Contract, Contractor was not on the federal government's list of suspended, ineligible, or debarred contractors and that Contractor has not been placed on this list at the time of the contract execution. If Contractor is placed on this list during the term of the Contract, Contractor shall notify the Panola County District Clerk.

13. Personnel. Contractor warrants that all personnel is uses in regards to this Contract (the "Contractor Personnel") shall be employees/personnel of Contractor that are fully qualified to perform the tasks assigned to them, and shall be in compliance with all applicable immigration laws. Contractor shall be solely responsible for payment of all wages, benefits, worker's compensation, disability benefits, unemployment insurance, as well as for withholding any required taxes for all Contractor Personnel in accordance with applicable federal, state, and local laws. Contractor agrees to provide County with information regarding individual Contractor Personnel as County may reasonably request. Each party recognizes the importance of cooperation among their respective personnel and each party will use commercially reasonable efforts to ensure positive working relationships between the parties so as to ensure timely completion of their respective tasks.

14. Professional Quality. Contractor warrants to County that all Preservation Services will be of professional quality conforming to generally accepted practices, and that all Preservation Services provided under this Contract will be performed in a manner consistent with or greater than that degree of care, qualification and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. If any work is reasonably determined by County to be less than professional quality, Contractor will correct such work without charge. This

warranty extends for ninety (90) business days past termination or expiration of this Contract. This warranty is limited to rework of the unsatisfactory product without change to the original specifications and without regard to the amount of the effort expended on the original work product.

15. No Discrimination. This Contract is subject to applicable federal and state laws and executive orders, relating to equal opportunity, nondiscrimination in employment and fair labor standards. Contractor shall not discriminate in its employment practices against any person by reason of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status. In addition, Contractor assures that no person will, on the grounds of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status, be excluded from, be denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part under this Contract. Contractor agrees to comply with the provisions of said laws and orders to the extent any such laws and orders are applicable in the performance of this Contract.

16. Ownership of County Records. All of the Records shall remain the property of the County. The Records shall not be used by Contractor other than in connection with providing the Services pursuant to this Contract, or disclosed, sold, assigned, leased or otherwise provided to third parties by Contractor, or commercially exploited by or on behalf of Contractor, its employees, officers, agents, invitees, or assigns, in any respect. Contractor shall not destroy any Records. At no cost to County, Contractor shall upon request: (a) promptly make a copy of a Record or other record and send it to the County, or (b) promptly return to County, and Records or other records of County that it may possess or control.

17. Notices. Any notice or certification required or permitted to be delivered under this Contract shall be deemed to have been given when personally delivered, or if mailed, three (3) business days after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective addresses set forth below, or at such other address as shall be specified by written notice delivered in accordance herewith:

If to County:

Honorable Debra Johnson
Panola County District Clerk's Office
110 South Sycamore, Room 227
Carthage, TX 75633

If to Contractor:

Jerry C. Cobb
KOFIL Preservation, Inc.
6300 Cedar Springs Road
Dallas, TX 75235

18. **Order of Precedence of Related Documents.** In the event of a conflict or ambiguity within, between or among the provisions of this Contract and/or any of the referenced or incorporated documents, all parties agree that the provisions of this Contract shall take precedence and be supported by any provisions in the referenced or incorporated documents that are favorable to the County's position.
19. **Incorporated Documents.** All related documents are incorporated herein by reference for all purposes including, without limitation, the following:
- (a) Invitation for Bids for the Restoration of Historic Books and Documents for the Panola County District Clerk's Office;
 - (b) Contractor's Response to the IFB.
20. **Assignment.** Contractor will not assign, transfer, or convey its interest in this Contract without the prior written consent of the County, which shall not be unreasonably withheld. Contractor understands that in the event that all or sustainably all of Contractor's assets and business are acquitted by another entity, Contractor is still obligated to fulfill the terms and conditions of this Contract.
21. **Amendments and Changes in the Law.** No modification, amendment, notation, renewal, change order, or other alteration of this Contract shall be effective unless mutually agreed upon in writing and executed by the parties hereto. Any alteration, addition, or deletion to the terms of this Contract which are required by changes in federal or State law are automatically incorporated herein without written amendment to this Contract and shall be effective on the date designated by said law.
22. **Confidentiality.** All information disclosed by County to Contractor for the purpose of the work to be performed under this Contract or information that comes to the attention of the Contractor during the course of performing such work, that is not considered to be in the public domain, is to be kept strictly confidential.
23. **Governing Law; Forum.** This Contract shall be construed and enforced in accordance with the substantive and procedural laws of the State of Texas, without reference to its principles of conflict of laws.

24. **Entire Contract.** This Contract constitutes the entire Contract between the parties with respect to the subject matter hereof and supersedes all prior understandings and Contracts between the parties, whether written or oral, relating to the same subject matter. This Contract and all of its provisions shall be binding upon and shall inure to the benefit of the parties and their respective successors and assigns.
25. **Severability.** If any provision of the Contract is constructed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Contract. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.
26. **Counterparts, Number/Gender and Headings.** This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Contract shall be held and constructed to include any other gender and words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Contract.
27. **Signatory Warranty and Binding Effect.** The undersigned signatories for the parties hereby represent and warrant that they are officers of their respective organizations for which they have executed this Contract and that they have full and complete authority to enter into this Contract on behalf of their respective organizations and that the executions hereof are the acts of the parties involved and constitute legal, valid, and binding obligations of the respective parties.

—SIGNATURE PAGE FOLLOWS—

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of
the day and year first written above.

KOFILE PRESERVATION, INC.

By: _____

Name: Jerry C. Cobb

Title: President and Chief Operating Officer

PANOLA COUNTY, TEXAS

By: _____

Name: _____

Title: _____

PANOLA COUNTY DISTRICT CLERK'S OFFICE
PANOLA COUNTY, TEXAS

By: _____

Name: _____

Title: _____

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SECTION 3

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INVITATION FOR BIDS
RESTORATION OF HISTORIC BOOKS AND
DOCUMENTS FOR THE PANOLA COUNTY
DISTRICT CLERK'S OFFICE

RESTORATION OF HISTORIC BOOKS AND DOCUMENTS
FOR THE PANOLA COUNTY DISTRICT CLERK'S OFFICE

NAME OF BIDDER: KOFILE Preservation, Inc.

Mailing Address: 6300 Cedar Springs Road

City: Dallas State: TX Zip: 75235

Email Address: info@kofile.us

Telephone: (214) 351-4800 Fax (214) 351-6669

1. Pricing:

Pricing must include fees for all services to be performed including the handling and delivery of the materials.

BOOK	BOOK TITLE	PAGES	PRICE	BOOK	BOOK TITLE	PAGES	PRICE
1	BENCH DOCKET 1856 - 1880	1-810	\$2,423.00	2	CIVIL BOOK 1870	1-288	\$1,368.00
3	CIVIL DOCKET 1872 - 1887	1-224	\$1,064.00	4	CIVIL DOCKET 1901 - 1917	1-185	\$926.00
5	CIVIL DOCKET DISTRICT COURT 1884 - 1905	1-200	\$950.00	6	JOURNAL 1888	1-622	\$2,954.00
7	JUDGE BENCH BOOK 1880 - 1889	1-835	\$3,016.00	8	JUDGE'S STATE'S DOCKET B 1883 - 1905	1-238	\$1,130.00
9 & 9B	JURY TRIAL DOCKET/ TRIAL DOCKET 1881 - 1909	1-110; 1-36	\$694.00	10	JURY TRIAL DOCKET 1910-1916	1-104	\$600.00
11	MOTION DOCKET 1847 - 1882	1-250	\$1,187.00	12	OFFICIAL BOND RECORD BOOK 1854 - 1875	1-720	\$3,420.00
13	STATE DOCKET CRIMINAL 1905 - 1912	1-190	\$902.00	14	RECORD OF ACKNOWLEDGEMENT 1881 - 1904	1-631	\$2,522.00
14A	REGISTRAR OF OCCUPATIONAL TAXES 1891	1-200	\$950.00	15	TRANSCRIPT OF FILES FROM HARRISON COUNTY 1880	1-178	\$846.00
			\$5,231				\$24,952.00

RECORDER'S MEMORANDUM:
ALL OR PARTS OF THE TEXT ON
THIS INSTRUMENT WAS NOT CLEARLY
LEGIBLE FOR SATISFACTORY RECORDATION.

2. Pricing Formula:

On a separate sheet provide a formula by which pricing for future book restorations can be determined and an explanation of the formula. Formula must provide method for pricing of all services to be performed including the handling and delivery of the materials.

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

Jerry C. Cobb Date of BID: 9/7/2012
Signature of Person Authorized to Sign BID

Printed Name and Title of Signer: Jerry C. Cobb, President

Signed this the 10 day of September, 2012.

David L. Anderson
David Anderson, County Judge

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

PRICING FORMULA

KOFILE Preservation prices all work based several factors to ensure that our customers receive the best possible pricing.

Firstly, KOFILE Preservation conducts an onsite comprehensive survey of the designated work. This survey is used to prepare a complete analysis of the proposed job, which includes an estimated timeframe to complete the job and suggest an action plan.

KOFILE Preservation does not have a specific pricing formula, since all of our services (records preservation, restoration, archival imaging and indexing, and microfilming) are priced on a customized individual job basis. We understand that historical records vary in degree of deterioration caused by aging, innate chemical deterioration due to non-archival materials, and/or wear and tear. Our pricing is determined by the quality of the records to be preserved/restored, and degree of attention each document, plat or volume will require. We also factor in the cost of raw materials required to preserve the records; and the cost of raw materials to make each customized binder. Labor, of course, is also a determining factor in pricing our services. The handling of historical records is unique, so we pick up and deliver the work ourselves.

After an on-site survey and assessment of condition, then we determine a price per record or a total price for the completed job. Only then do we prepare a written price quote for the customer. This price quote will be good for 60 days, after such time a new price quote may need to be determined. Of course, in the case of Invitations For Bid (IFB), we will honor the pricing requirements include in the Bid Specifications and honor the pricing quoted in our response for the IFB Inventory until the Contract Period of Date of Award through December 31, 2013.

When entering into a contract with a customer, KOFILE Preservation can maintain the contracted price for three (3) years on the work that has been surveyed, priced and the work completed within that three (3) years time period.

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SECTION 4

COMPANY HISTORY

With the merger of the leading conservation firms in 2011, Brown's River Marotti Company and Louisiana Binding Service, Inc., KOFIL Preservation, Inc. (hereby KOFIL Preservation) became the oldest and most experienced private conservators specializing in historical public records. Brown's River Bindery dates to 1964. Joseph J. Marotti Co. Inc. dates to 1972. Louisiana Binding Service, Inc. dates to 1987. Moving forward with a new name, familiar faces remain.

For five decades, the leaders of KOFIL Preservation have worked with states, counties, municipalities, and private archives across the United States. We are very excited about the merger of our companies. This merger greatly expands our archival imaging, indexing, and micrographic services. It allows two industry leaders to provide state of the art products and services, and apply best practices from both organizations.

In the early days, there were no businesses specializing in records preservation. Faced with mounting collections of deteriorating paper, local government officials turned to local binderies for assistance. Then, as now, government agencies are not financially equipped to maintain the condition of their historic records. Many resort to limiting public access. These local government agencies needed someone with the experience and practical education to reverse the effects of time and use. The founders of KOFIL Preservation educated themselves on the preservation procedures fragile documents require. They listened to the concerns of records custodians and constituents, and spoke with leading conservators at universities across the country.

Today, KOFIL Preservation employs over 60 conservation technicians in three conservation laboratories—Essex, Vt.; Dallas, Tex.; and Carson City, Nev. Staff hold 10—30 years of experience with archival documents.

As our references document, KOFIL Preservation establishes enduring professional relationships with customers. We remain loyal to each project. We pride ourselves on excellent customer service and continued devotion to serving the public good.

HIGHLY QUALIFIED

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 KOFIL Preservation has preserved.

Our firm was also chosen by the Texas Court Records Preservation Task Force (as created by the Texas Supreme Court in November 2009), as the preservationists for the 21 highlighted documents and volumes from across the State of Texas. *Other notable projects are included on the following page.*

We are the most highly qualified firm, and should be selected for this project by Panola County because of our unique ability to perform the request services, our proximity to County, our vast experience, and our exceptional history of service. Consequently, most of the preservation projects remain long-term projects successfully continued through varying administrations. This type of partnership illustrates our extensive, professional, and personal interest in the success of each and every preservation project. We are committed to our projects and our clients. We welcome you to call our references and visit their collections.

KOFIL Preservation 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. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve their collections. We design our services to assist Records Managers and Archivists with superior solutions to common conservation issues.

Our strength is not in the size of our staff or facility, but in our dedication and commitment to ensure the physical protection of America's public records. While the academic and professional community was limited to preserving documents related to national significance, it was the grassroots efforts of conservation facilities like KOFIL Preservation that rallied for local records. However, over the years, our persistence and standard of workmanship has allowed KOFIL Preservation to, not only, continue promoting and contributing to the preservation of local records, but to those of national significance too. The preservation of public records, including books and manuscripts, various documents, and maps, is our *specialty*.

As previously stated, KOFIL Preservation still operates with the familiar faces that have served municipalities and government organizations for decades.

List of Notable Projects

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Accomack County, VA, <i>documents from The Daughters of the American Revolution</i> | Montgomery County, VA, <i>Register of Free Negroes, 1823—1847</i> |
| Barnstable, MA, <i>Civil War Rebellion Record</i> | Morningside Gallery, Latham, NY, <i>JFK Congressional letter, dated September 11, 1952</i> |
| The Bruce Lee Foundation, <i>Commentaries on the Martial Way (Bruce Lee's Original Handwritten/hand drawn memoirs)</i> | Morris, CT, <i>James Morris Museum Parchment Documents</i> |
| Bureau of Conveyances, Department of Land and Natural Resources, Honolulu, HI, <i>Original Pearl Harbor Map and Deeds of Conveyances, U.S. Government</i> | Nantucket, MA, <i>Wharf Rats Club Documents (Weather Records, 1700s)</i> |
| Clinton, NY, <i>King George letter</i> | New Hampshire Archives, NH, <i>Australian Ballots, 1892 and 1894</i> |
| Cochise County Superior Court, AZ, <i>Wyatt Earp Manuscripts</i> | New London, CT, <i>Articles of Confederation, 1777</i> |
| Dare County, NC, <i>Birth Certificates of The Mighty Midgets of Chicamacomico</i> | Order of the Alaska Moose, AK, <i>Order of the Alaska Moose</i> |
| Dutchess County, NY, <i>Indentures</i> | Pawtuxet, RI, <i>Pawtuxet Valley Gleaners</i> |
| Ellington, CT, <i>Jewish Cemetery Records</i> | Pima County, AZ, <i>San Pedro Cattle Company Records</i> |
| The Episcopal Diocese of Vermont, Burlington, VT, <i>Early Church Records</i> | Plymouth, MA, <i>General Laws 1658—1691, Colony Records</i> |
| Hague, NY, <i>American Graphite Company, 1889</i> | Private Collection, NY, <i>Top Secret Declassified U.S. Government Records and Telegraph Transmissions/ Nazi Records</i> |
| Hunterdon County, NJ, <i>Naturalization Records, 1804—1966</i> | Private Collection, VA, <i>Stonewall Jackson's Final Medical Records from Dr. Hunter McGuire</i> |
| Little Compton, RI, <i>Copy of the Declaration of Independence</i> | San Francisco County and City of San Francisco, CA, <i>McInerney Judgments</i> |
| Long Island Rail Road (LIRR), NY, <i>Preservation of 19 historical volumes containing the earliest maps of the LIRR System</i> | Swan Lake, NY, <i>Restoration of "Sugaring Off" by Grandma Moses, a limited edition print</i> |
| Massachusetts Supreme Judicial Court, Salem <i>Witchcraft Trials Transcripts, 1600s</i> | Thomaston, CT, <i>House Joint Resolution No. 155 and the Petition of Seth Thomas</i> |
| Middlebury College, VT, <i>The Nuremberg Chronicles, 1493, and Henry Thoreau's Personal Copy of Walden</i> | Trenton, NY, <i>Trenton Falls Hotel Register, 1862—1875</i> |
| Middletown, RI, <i>The Boston Post</i> | Washington County, NY, <i>The John Williams Papers</i> |

STAFFING

KOFILE Preservation is the proven source for a range of preservation options, from document imaging and microfilming to custom-built storage equipment. KOFILE Preservation's imaging employees have a deep and rich history in imaging and indexing public records throughout the United States. Competitors' imaging services cannot compare. Historical documents are unique in their history, fragility, and state of deterioration. At KOFILE Preservation, technicians are trained to handle documents with archival standards. With our service, images are processed free of dirt, tape, and folds to ensure the best possible image capture.

Due to our commitment and highly trained/experienced staff, KOFILE Preservation is equipped to handle multifaceted and time relevant projects. Our highly trained staff will execute this project efficiently and to the highest professional standards. There is even a full-time art conservator on staff. In addition to conserving works of art on paper and other paper-related ephemera, KOFILE Preservation specializes in Vault Planning and Custom Storage Solutions.

KOFILE Preservation holds insurance and a Dishonesty Bond on all services. Our staff are drug-free and pass a background check upon employment. Our upper management regularly attend continuing education conferences and hold professional memberships with such organizations as the American Institute for the Conservation of Historic and Artistic Works (AIC).

The project manager 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. The project manager provides instructions to the staff for each item. All project phases are dependent on contract guidelines and authorized requests from the County.

Quality, service, and performance are continuously monitored. Throughout the entire process, the project manager and facility manager coordinate and monitor progress by direct observation, supervision, and continuous review of the documentation. Periodic meetings of the staff and management also provide a forum for information exchange. This also allows for problem solving to assure that projects are completed to the highest standards. As previously stated, KOFILE Preservation's goal is to extend the useful life of materials and data for centuries. We accomplish this goal by careful and meticulous preservation.

LOCATION OF WORK



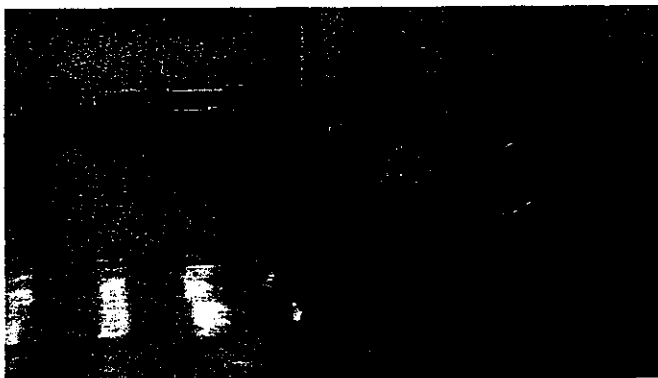
KOFIL Preservation maintains the highest level of security for documents when compared to any other commercial preservation facility. Our national headquarters is located at 6300 Cedar Springs Road in Dallas, Tex., see pictured.



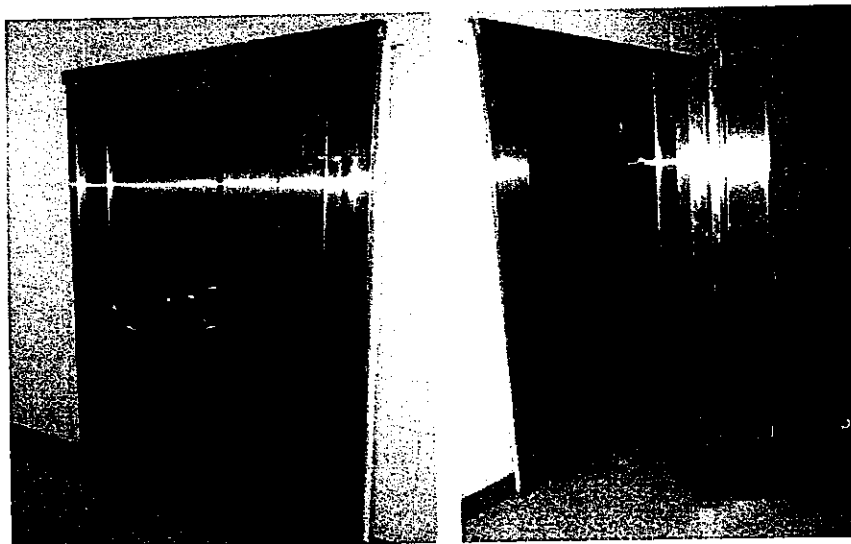
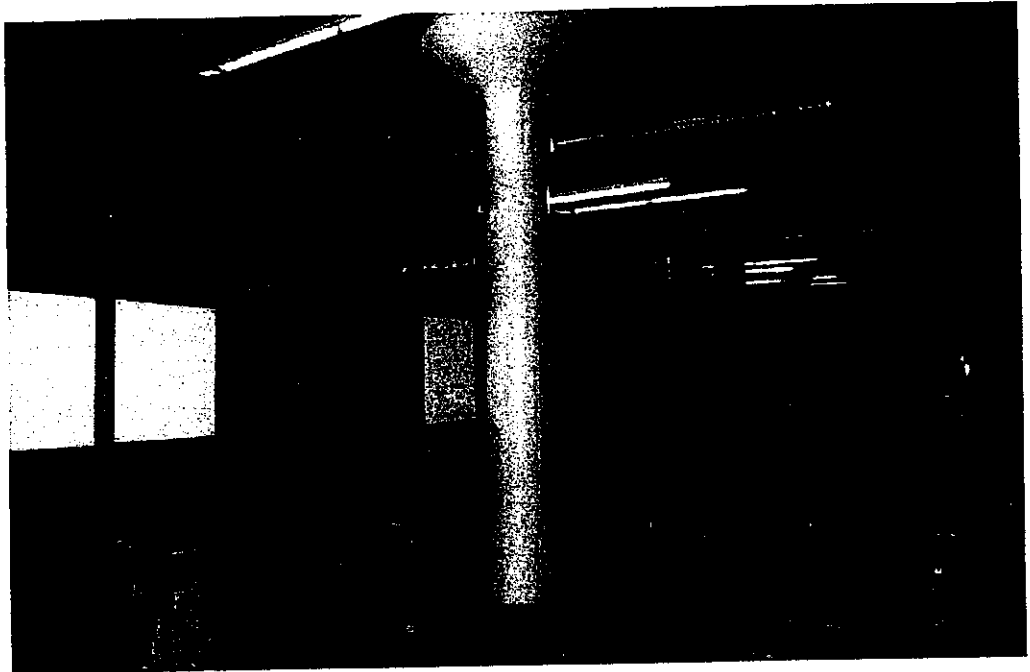
All of our facilities are located above flood plains, and are sited in areas that are unlikely to suffer hurricane, tornado, or other cataclysmic natural disaster.



Our entire national laboratory is contained within a fire resistant brick and concrete building—which contains structural steel support members, fire rated walls, ceiling, and flooring. Each of our three vault areas are protected by secure and fire resistant vault doors.



Each vault is equipped with specialized storage devices for the housing of various media. Daily protocol requires that records removed from the vault for work are in the custody of an technician at all times.



*Records are
secured a Level 5
Secure vault door.*

SECURITY PROCEDURES

We are the only preservation company with a 24/7 manned on-site security person in combination with electronic surveillance. A state of the art security system protects the entire building.

In addition to a fire suppression system, our entire national laboratory is contained within a fire resistant brick and concrete building—which contains structural steel support members, fire rated walls, ceiling, and flooring. Each of our three vault areas are protected by secure and fire resistant vault doors.

The entire production facility is regulated by strict climate control standards.

Additional security benefits include:

- The 6300 Cedar Springs Road facility is F5 Disaster Resistant according to an architectural assessment preformed by Tanner Consulting, January 2010.
- The location of work is not located in a Hurricane-Susceptible Zone according to FEMA 320. KOFIL Preservation is located in-land, and is not located within a hurricane-susceptible region.
- According to FEMA issued Flood Map 48113C0330J:DALLAS CO UNINC & INC AREAS, KOFIL Preservation is not located in a 100 Year Flood Zone Area.
- According to the National HM Route Registry, KOFIL Preservation more than one mile away from any Hazard Waste Route.
- KOFIL Preservation is not located within a high traffic area.
- KOFIL Preservation is not located within a high crime area.

CLIMATE CONTROL STANDARDS

Our production facility and vaults are located in the middle of the building—so as to increase security and eliminate exposure to natural light. RH is maintained at a set point between 40 and 45%. The maximum acceptable total RH variation or operating range is 5% on either side of this set point. The temperature is regulated to 68°F, with only a 2°F variation at any time—even in the winter. The vaults have their own independent climate control systems. The records will be transported and housed in an absolute climate controlled environment at all time while in KOFIL Preservation's custody.

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ACCESSIBILITY OF RECORDS

Records held at KOFIL Preservation are viewed as private and confidential, and treated as such. Employees are experienced with working with public records and trained accordingly.

The work order and individual documentation logs accompany the item throughout the entire preservation process. Each project's information is entered on a color-coded production and control board. Storage areas are likewise 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 quickly located.

When records are not undergoing treatment, they are immediately returned to the vault area. This includes nights, weekends, holidays, etc. Likewise, if pressing or other mechanical process is required beyond normal working hours, the process is continued in the vault area.

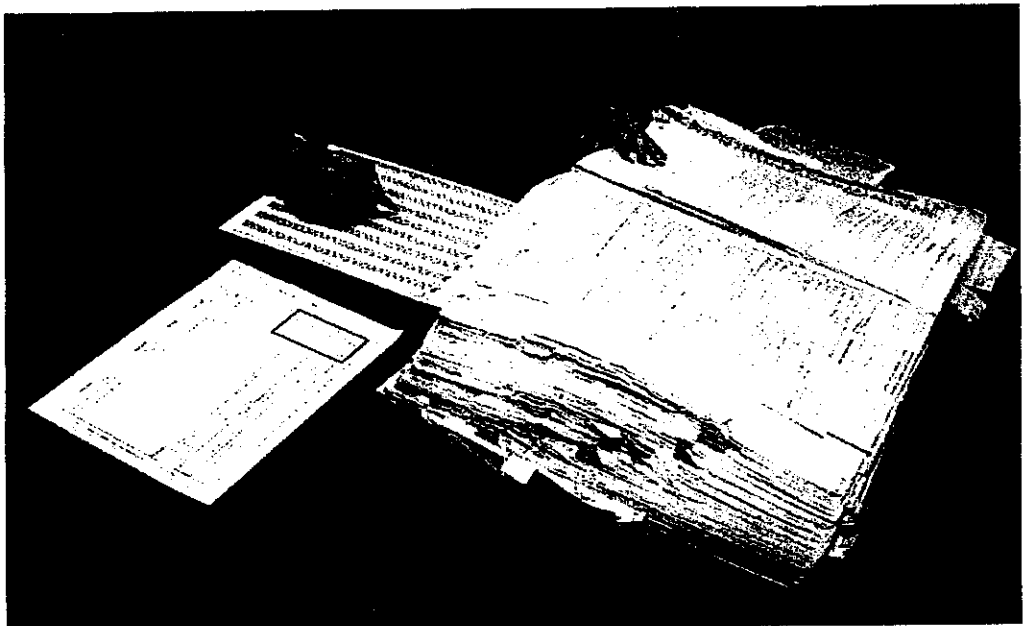
With KOFIL Preservation the client is guaranteed instant access to records via toll-free fax or email. At the client's request, KOFIL Preservation will email or fax a copy of any requested documents in its care to the authorized personnel within 24 hours of the request. If necessary, notarized copies are also mailed.



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). Information recorded includes:

- Date(s) of treatment
- Condition of document upon receipt
- Presence of acidic glues
- Presence of previous repairs
- Special characteristics
- Page count, pagination, and blank pages
- Loose pages or attachments
- 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
- Any other information pertinent to the identification of the volume
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the preservation technicians who worked on the item

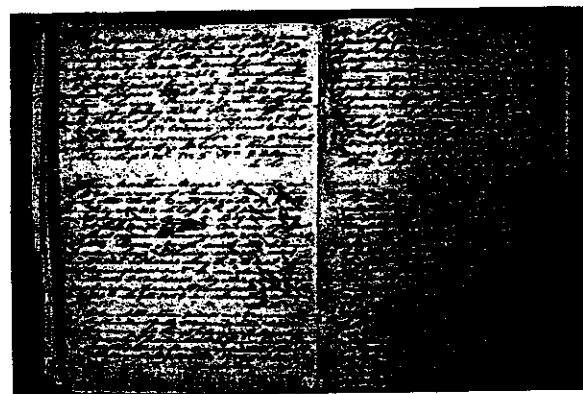
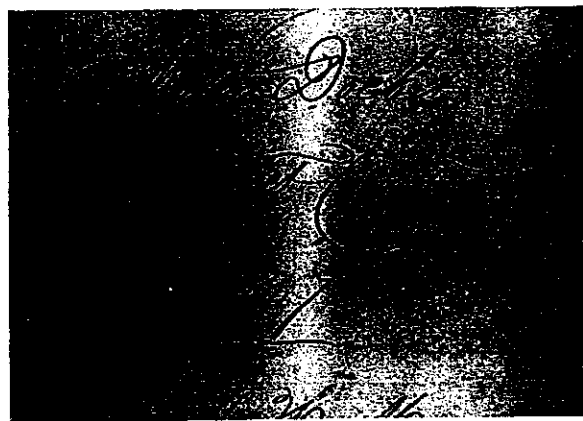
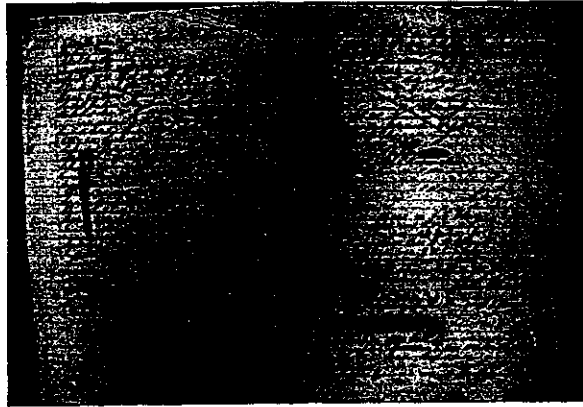


STATEMENT OF WORK

KOFILE Preservation will minimize the chemical and physical deterioration of the page, and prevent the loss of text. Our goal is to prolong the existence and useful life of the original page. 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 to protect or stabilize it from further deterioration.

KOFILE Preservation understands that the loss of even a portion of the historical record has serious consequences. Conservation treatments are based on professional standards, specifically the Library of Congress, the Texas State Library and Archives Commission, and the American Institute of Conservation (AIC) Code of Ethics and Guidelines.

Treatment procedures and methodology for the Panola County District Clerk's historical books and documents are detailed on the following pages.



CONSERVATION SPECIFICATIONS

Dismantle Bindings

KOFILE Preservation never attempts any procedure that potentially results in a loss of text or weakens the paper's integrity. During the disbinding process, bindings are carefully reversed.

Disbinding is carefully done by hand. The cover is carefully removed to expose the binding adhesive on the spine's verso. This adhesive is usually starch-based. With time, it becomes brittle and loose.

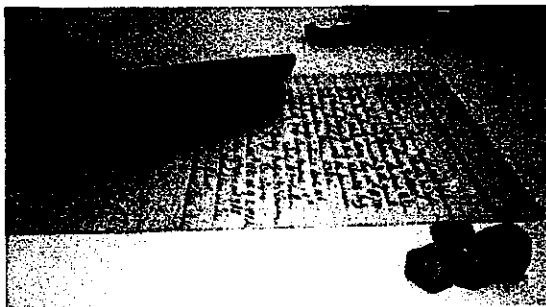
Placing the text block on a flat surface or in a job backer, adhesive residue is removed with special tools. Threads are carefully slit on the inside of each signature. As a result, the folio sheets are individually removable. A scalpel removes any adhesive remaining on the back of the fold.



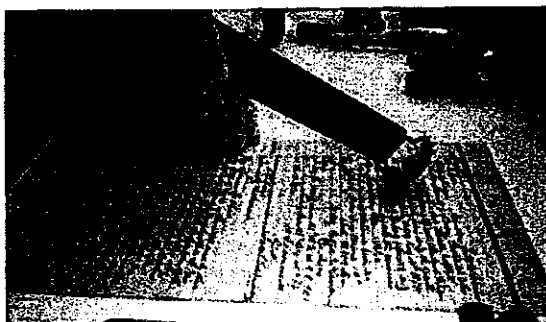
Occasionally, on very old manuscripts, the binding adhesive is protein based. Examples are fish glues, bone glues, or rabbit skin glues. These adhesives are much more difficult to remove. They usually require the application of steam with specialized equipment. This softens the materials for removal. Note that folio sheets are never trimmed or cut through the fold (except in the case of encapsulation), since this destroys the means of resewing the book. Likewise, books that have been previously oversewn or whip stitched (a means of ancient repair), can no longer be sewn since the folio configuration has been altered. Embrittled or extremely fragmented volumes should also be encapsulated rather than sewn, since the folding and tearing strength of such book papers is poor due to the deterioration.

Trimming Documents

Guillotine cutters are never employed in the disbinding or trimming stage. Note that folio sheets are never trimmed or cut through the fold (except in the case of encapsulation), since this destroys the means of resewing the book. If trimming is necessary, it is usually done with handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). Board shears are not guillotine cutters. They closely resemble a large pair of scissors. These allow KOFILE Preservation to carefully and accurately trim paper with greater precision than with a pair of scissors. Only one document is cut at a time to ensure no text is lost.



A soft dusting brush aids in surface cleaning.



Museum Vacuum

MOLD AND INSECT TREATMENT

Mold and insect deposits are best removed with a small vacuum aspirator. It is not always possible to remove all traces of mold because the mycelia may be deeply rooted in the paper. Fumigation, once a standard treatment for mold and insects, is now seldom done. This is because chemical fumigants can have adverse effects both on works of art and on people. Moreover, fumigation is ineffective in the long run if the objects are returned to storage conditions that promoted mold growth in the first place.

Adapted from *Effects of Eraser Treatment on Paper*, JALC 1982, Vol. 22, No. 1, Article 1 (pp. 01-12). American Institute for Conservation of Historic and Artistic Works.

Surface Cleaning

To improve the document's appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits from the sheet. At times, a latex sponge, powdered vinyl eraser, or soft block eraser is used.

Surface cleaning is a generic term for the removal of materials deposited on book pages/documents. 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.

Cleaning methods vary and range in degree of simplicity. More elaborate systems require isolation, filtration, and personal protection. Removing mold growth requires the use of a museum vacuum aspirator. Fragile materials may require vacuuming through a fine mesh screen overlay to prevent further damage.

Contamination can result from flood, fire, or micro-organic growth, or proximity to toxic substances (such as asbestos or bacteria). The former requires treatment in an isolation booth. Remediation such as freeze drying, desiccant drying, ozone treatment, etc. may also be necessary. However, while treatments can kill mold or bacteria, it is often impossible to eliminate stains from either. Chemical treatments are only used when mold is embedded into the paper fiber—and only in extreme cases.



A Hot Tools tape remover softens adhesive to allow for removal. Dial-Temp controls the transfer of heat and guards against scorching.

Removal of Old Repairs

Adhesive reduction begins with the most benign process. Chemical removal is the last resort.

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 and does not need to be heated for successful removal.

A microspatula (sometimes heated) coaxes threads, pressure sensitive tape, and glue from the paper. 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 tape removal is unsuccessful, the next alternative is chemical removal. This is either a local or spot treatment or an emersion bath treatment. Emersion and local treatments follow all OSHA regulations and pertinent safety procedures for staff.

KOFILE Preservation 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 personal protection, and safely exhaust potentially harmful fumes and gases. These systems to meet or exceed OSHA and other applicable regulations. Our top priorities are not only the treatment and safe guarding of

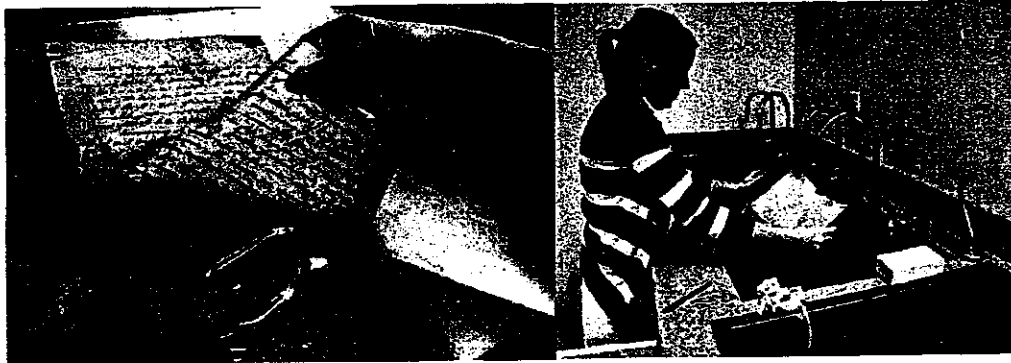


your records, but the safety of our employees. Chemical resistant gloves, apron and an explosive proof face shield are parts of the delicate process.

The yellowed and brittle acidic tape is removed, and quickly piles up as the technician works through the volume.

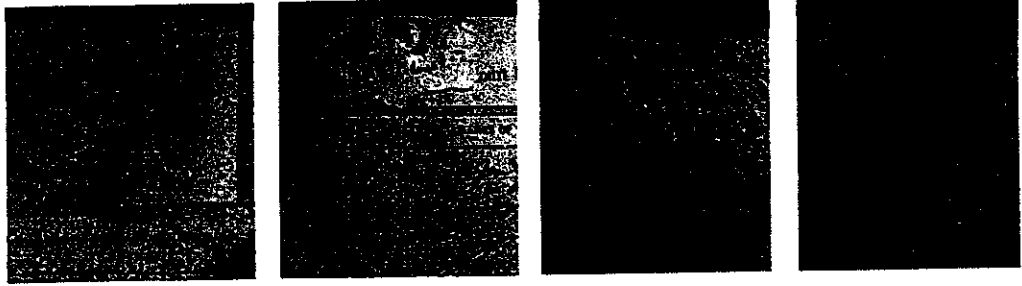
In the case of maps, the removal method of pressure sensitive tape is dependent upon the type of tape, condition of the map, and presence of potentially soluble media. The primary method is immersion in a solvent bath. An alternative is the local application of solvent or the mechanical removal (which is followed by erasing of adhesive residue or application of heat).

If possible, the removal of water-soluble repairs are accomplished by water or steam. Previous repairs that cannot be removed safely will remain.



INVITATION FOR BIDS
RESTORATION OF HISTORIC BOOKS AND
DOCUMENTS FOR THE PANOLA COUNTY
DISTRICT CLERK'S OFFICE

VOL. 81 PAGE 123

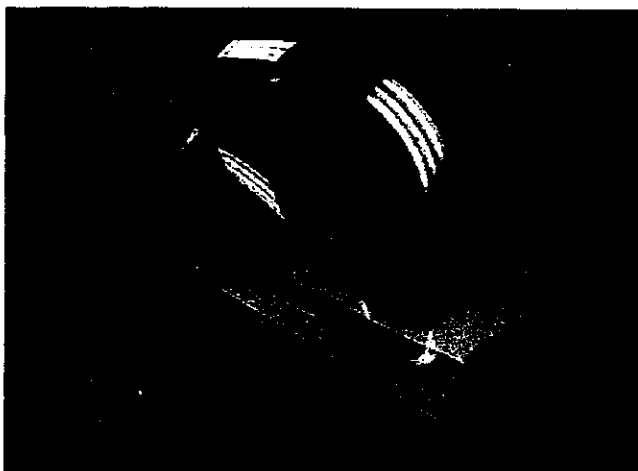


Also at this stage, fasteners, page markers, and other metal mechanisms are removed. Fasteners such as binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins, etc. cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion), and chemical damage (rust). As metal disintegrates, the resulting rust "eats" the surrounding paper fibers.



Flattening and Humidification

Improperly stored, papers become inflexible over time. They retain a memory of the storage position (known as "Hysteresis"). Maps are humidified after testing the solubility of the image. Ultrasonic Humidification Treatment corrects folds and bends, see above. Then, documents dry between acid-free blotters. Careful monitoring eliminates bleeding ink and mold or fungus growth.



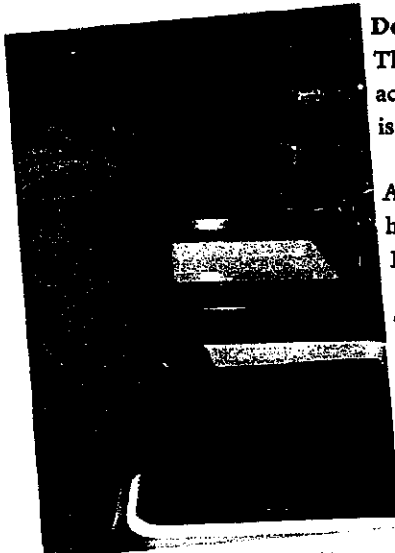
Repair and Restore Paper

The mending of torn paper is an art form. It is accomplished with a variety of materials—depending on color, tone, condition, and weight of the paper. The length of the tear(s) and the degree of embrittlement or fragmentation are major concerns. KOFIL Preservation generally mends tears greater than 1/2".



All of the materials utilized are acid free and reversible. Japanese paper and ethyl cellulose paste, or Crompton tissue are used the most often. Kozo paper, in both natural and white finish, is usually employed because of its strength and transparent nature after application.

Mending strips are water cut, allowing the edge of the Japanese paper to blend with the sheet without a visible seam. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. Other types of Japanese paper used include Zangetsu, Gampi, Tosa Tengujo, Seikushu, and Thin Uda. Filmoplast® may also be used for reinforcement. This material is a low temperature acrylic adhesive, which bonds to Japanese Kozo paper. We also construct our own version of this material with acid free tissue paper and Rhoplex liquid acrylic adhesive.



Deacidification

The application of magnesium oxide deacidifies (neutralizes acid inks and paper) each side of each sheet. Deacidification is only performed after careful pH and compatibility testing.

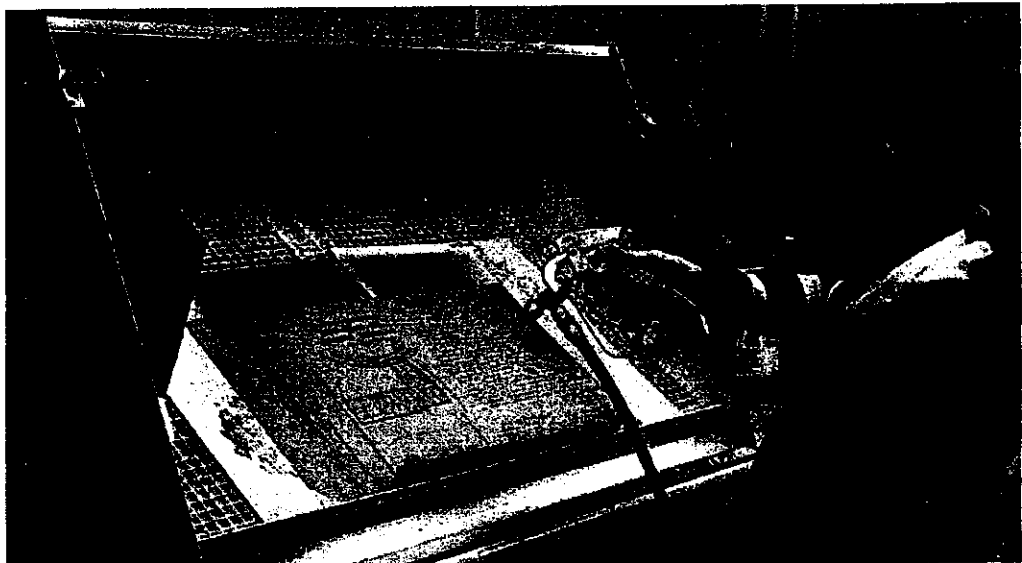
Aqueous Treatment (immersion) is used when inks are highly stable, see left. Generally, this method is reserved for 17th and 18th Century manuscripts.

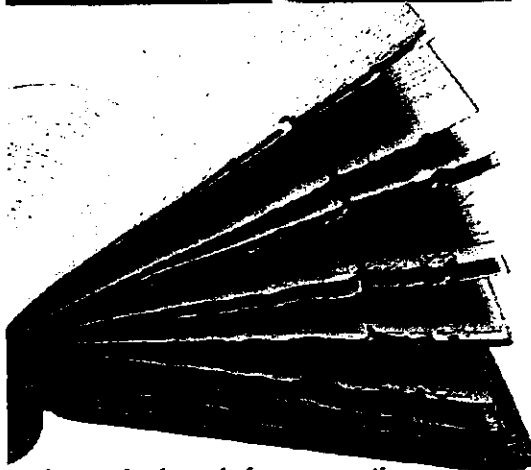
The commercially prepared solution is applied with compressed air sprayer equipment, see pictured below. It is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert and safe, and does not degrade the sheet. Once the buffer is applied, the paper's pH is slowly altered.



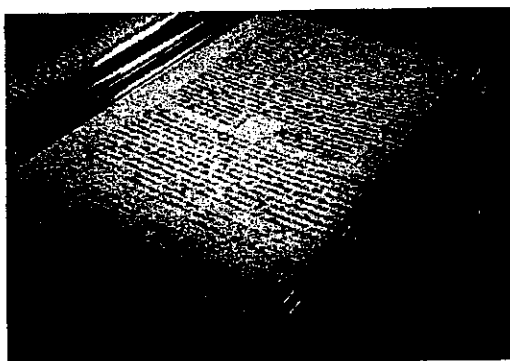
KOFILE Preservation is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.

After deacidification, random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.





A damaged volume, before preservation.



The same volume, after preservation treatment.

Encapsulation

Whether enclosure, sleeve, envelope, or pocket, the protective housing will determine the "life or death" of vital records. Its composition *will* have a chemical reaction with paper fibers and ink. The reaction either save money or cause unmitigated expense.

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

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

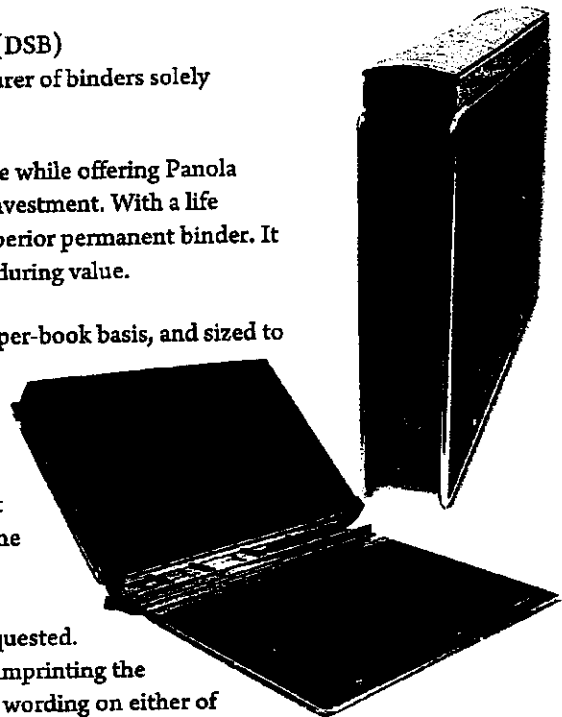
KOFILE Preservation utilizes SKC Films, Skyroll SH72S® for all of its encapsulation projects. Each sheet is encapsulated in a 3 mil *Lay Flat Archival Polyester Pocket™* with a custom and patented lay flat design. Polyester shall be welded closed on all sides to prevent invasion of atmospheric pollutants. Pocket dimensions shall match the "book block" dimensions, with a 1-1/4" binding margin add on. Plats are returned in custom plat pockets.

DISASTER SAFE COUNTY BINDER™ (DSB)

KOFILE Preservation is the only manufacturer of binders solely utilizing lab-tested archival materials.

The DSB offers functionality and access ease while offering Panola County the highest rate of return on their investment. With a life expectancy exceeding 300 years, it is the superior permanent binder. It is a portable vault for housing records of enduring value.

Binder components are manufactured on a per-book basis, and sized to 1/4" incremental capacities. KOFILE Preservation can match 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 and adhesives, are acid-free.



Each spine will have four single hubs, as requested. Our imprint department is fully capable of imprinting the County Logo and any other custom font or wording on either of these volumes (including pages enclosed). Printing is accomplished with gold permanent foil and guaranteed not to fade or wear-off.

After preservation, encapsulated sheets are readied for bindery. Sheets are hand-bound in cased books of 250 sheets or less, punched (on the pocket's edge), and bound. We will punch sheets to any hole specifications and will repair/replace index tabs as necessary.

Adhesives used in the construction of KOFILE Preservation 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.

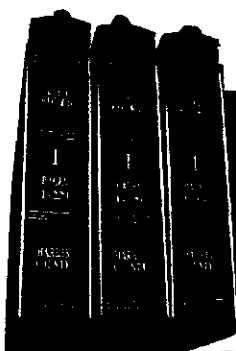
The DSB features a lifetime warranty against rust—the number one failure of competitors. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. A security lock hinge protects from theft. A Polyester Foam Insert ensures physical support to the book block and allows library style storage.

The metal mechanism and book block apron are constructed of stable corrosion-proof stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.

Protective MicroChamber barrier boards in the front and rear protect and preserve documents. A standard alkaline-buffered product only removes by-products of deterioration and pollutants. However, the MicroChamber barrier boards have the acid-removal ability to exceed buffered papers by 100 times over. The binder covers are also constructed with Silica Gel packets which reduces the Microclimate's RH.

The DSB creates a *Microclimate*, an independent, stable environment separating sheets from the external atmosphere. Research repeatedly confirms the importance of a stable environment. Storage temperature and RH directly affect paper's life expectancy. One source states, "the lower and more stable the values of temperature and humidity, the longer the life expectancy."¹ The professional archival community recommends the careful design and use of materials to achieve environmental control.

¹ S. King and C. Pearson. *La Conservation Preventive, Paris: ARAAFU. 1992, 63-74.*



The DSB meets the National Fire Protection Association (NFPA) Operating Practices - 6.12.2, "All records shall be stored in fully enclosed noncombustible containers" (NFPA 232, Standard for the Protection of Records, 2007 Edition J). The DSB's cover materials and boards are nonflammable, self-extinguishing, and manufactured to exceed NFPA Fire Code Class 1.

IMAGING

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. The Library of Congress calls the new image "a faithful copy of the original source document."² 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.

We do not subscribe to the "scan it and forget it" philosophy. Unbound documents are imaged by hand, not mechanically, in their archival polyester pockets. The polyester is undetectable and provides physical support while in the scanner. Imaging technicians are trained to handle fragile documents. KOFIL Preservation always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

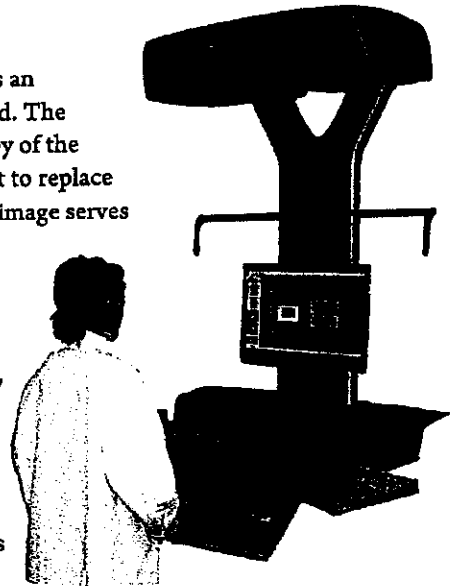
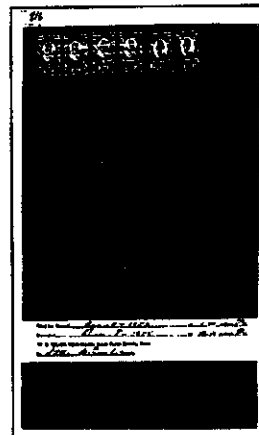
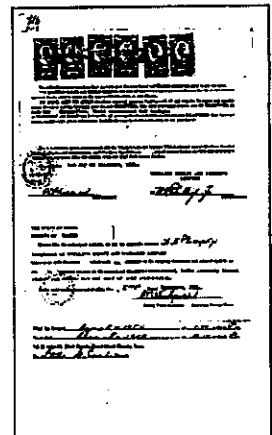


IMAGE PERFECT software ensures optimum image quality. Documents often vary in size and density, so custom programming ensures image uniformity. KOFIL Preservation's IMAGE PERFECT software provides proprietary algorithms which achieve the highest image quality possible. Utilizing different algorithms is critical for capturing different densities and quality levels. Photostat polarity is reversed so that all characters are black on a positive background.

Our image processing software and procedures maintain 100% document integrity and control of the images, with exclusive Image Locking capabilities. The image processing procedures will not allow for information from rescanned pages to accidentally be cut and pasted into the incorrect page. KOFIL Preservation's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and



Simply scanning a negative Photostat produces a Production Master or negative image.



With KOFIL Preservation, the resulting image for indexing is a Working Copy or positive image.

² The Library of Congress. "Guidelines for Electronic Preservation of Visual Materials." Accessed online at www.loc.gov/preserv/.

zonal processing. The document certification strip (file strip) is inverted to match the polarity of the finished image. Annotations are supported to allow County Name, Book Type, Volume, and Page to be electronically added on the re-created image.

Quality Control

Quality control is a key element in all imaging and archiving projects. Our quality control process ensures that all images are certified. We do not use random sampling in our QC methodology. Each and every image is checked during QC. KOFIL Preservation will provide an image log which notes the steps employed for each re-created book. Image quality is checked during scanning to ensure that information is not lost during capture. 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).

During the image repair process, custom *IMAGE PERFECT* software allows repair of the currently displayed image without rescanning. This eliminates the need for rescanning additional images that could compromise image integrity. Our procedures and software insures the highest possible quality at each step during the image capture/processing process.

Standards and Formatting

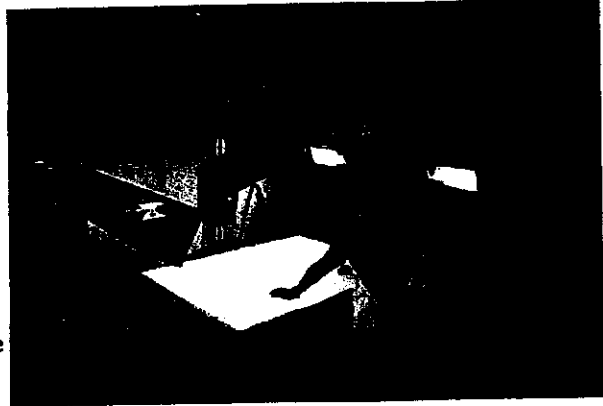
KOFIL Preservation makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. We verify effectiveness and minimum legibility of the scanning process through rigorous and systematic use of ANSI Standard # TL 4969, levels 1-8.

Images will be captured at a minimum of 300 dpi at 256 gray levels, thus ensuring the highest image quality for documents with poor contrast and difficult-to-read information. As a standard process, all images digitized by KOFIL Preservation for inclusion in the target system will be accumulated as Group IV bi-tonal images in a standard TIFF format. Single-page images will be stored in .001-Onn (Page Numbers) extensions. For output to imaging systems, the images are optimized and scaled according to the specifications of the target system.

Upon request, KOFIL Preservation stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster.

CREATION OF ARCHIVAL MICROFILM

KOFILE Preservation proposes to create security back-ups on microfilm from the newly processed images. All microfilming procedures are archival quality and produced according to ANSI Standards. Books (typescript, manuscript, and Photostat) are captured on 16mm microfilm. Plats are captured on either 16mm or 35 mm microfilm, depending on plat size.



KOFILE Preservation operates numerous high production/quality roll microfilm scanners: Wicks and Wilson aperture card, nextScan Eclipse™ and nextScan FlexScan™. All software has been updated, and the machines are regularly maintained. The systems can be aligned to use image density compensation, which attempts to adjust quality settings for various contrasts, document sizes, and variable densities. The scanners are able to scan any size microform (film or fiche) image (even different sized documents).



Configuration files are created during the initial pilot sampling. All scanners are set up and tested for the ongoing project. Our well-trained and experienced scanner technicians operate these machines under the guidance of veteran supervisors. The scanning technicians determine the proper scanner settings and focus. Also, the print and inspect images for quality. The quality control team must approve the images before scanning continues.

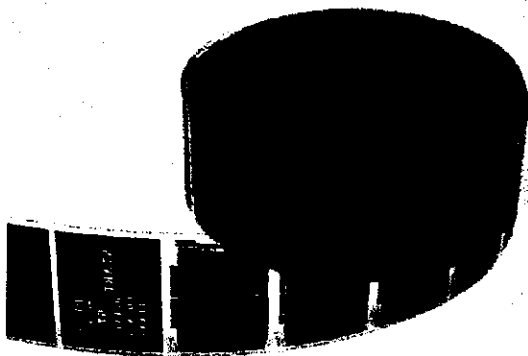
Images are scanned with the correct compression, no proprietary headers, and with the proper scaling.

Quality Control

All microfilm will be accounted for. We will also verify that the frames are properly detected, and examine image quality, image resolution, proper compression, aspect ratio, and focus.

How Retakes Are Applied to Their Proper Image Location

Operators inventory microfilm prior to the scanning. Rolls with retakes are identified and flagged for an additional retake process flow. In the retake process flow, the images associated with the retakes are placed into a designated retake folder.



KOFILE Preservation operators will then use proprietary software to tag the images by their classification, book, volume, page, and quality level. Next, the tagged images are visually compared to the corresponding page from the original roll. Parameters and rules created through our extensive experience in imaging and agreed upon with the county dictate the decision process concerning the replacement of the original image in the image set.

Images that do not fall with the agreed upon rules are documented and discussed with the County prior to integration into the image set. Images that do fall within the established rule set will be replaced and the original image destroyed or disposed of in the agreed upon manner.

Microfilm is returned in appropriately-labeled, white, acid-free boxes.

**POST-PRESERVATION**

Encapsulated sheets are punched and inserted into the DSBs. Following binding, each volume is checked by a preservation technician before it is designated for return. Using the work order log (which accompanies the volume throughout the conservation process), this final qualify check verifies page order. Also, at this point, the technician verifies the gold stamping on the edges of the book.

This check also ensures that all repairs are complete, the edges of the Mylar envelopes are sealed, and the Treatment Report is accurate.

QUALITY ASSURANCE PLAN

VOL.

81 PAGE 133

All work performed at KOFIL Preservation is held to the highest possible standard of workmanship and quality.

All work is accompanied by a receipt clearly identifying the items received, the quantity, the titles, the date, other pertinent information, and be signed by both representatives of the Panola County District Clerk and KOFIL Preservation.

Upon receipt of the items at KOFIL Preservation, items are inspected and a Treatment Report/Log Sheets prepared. Administrative staff will also complete a Work Order.

The Treatment Report and Work Order will accompany the materials to be restored at all times during the course of treatment, from inception to completion. The Treatment Report is updated and notated at each phase of preservation, or as appropriate. A final Treatment Report is prepared upon the completion of preservation activities, and included with the materials as a permanent record. More detailed log sheets may be included with the materials, or turned over to the Panola County District Clerk.

At each phase of treatment, the Facility Manager, Chris Marotti, and Senior Conservator, Scott G. Williams, will review the proposed work with the conservation technician assigned to the current preservation task. Marotti will insure that the Lab Supervisor and the technicians fully understand the scope of work and are fully trained/experienced in the assigned task. Marotti will also insure that the required materials and equipment are available and properly functioning for the use of the assigned technician.

At each phase of treatment, Marotti and the Lab Supervisor reviews the completed work. This includes physical inspection of the completed work, as well as review of Work Order instructions and Treatment Report entries. Additional work or correction is completed prior to the materials being processed for the next phase of treatment.

Periodically, conservation staff will meet to review performance standards and compliance with Contract requirements. Each lot of work is reviewed again during treatment as well as after completion and quality assurance review.

After all preservation treatments have been carried out in compliance with the Work Order, IFB, and Contract for Services specifications, the preserved materials will be subjected to a comprehensive and thorough quality assurance review. Such review will be carried out by a Quality Assurance Officer of Laboratory Manager grade or higher.



Texas Department of Transportation

701 E MAIN • ATLANTA TEXAS 75551-2418 • (903) 796-2851

August 28, 2012

Panola County – DOT No. 023 995R
Project – STP 2012 (400) FRS
Control – To be determined
Co Rd 206 in Panola Co.

Honorable David L. Anderson
Panola County Judge
110 S. Sycamore, Room 216-A
Carthage, Texas 75633

Dear Judge Anderson:

Attached for your reference and review is a set of plan prints for the installation of Grade Crossing Warning Devices on Co Rd 206 at the BNSF Railroad in Panola Co.. A diagnostic team from the Burlington Northern Santa Fe Railway Company and the Texas Department of Transportation met at the crossing on March 8, 2012 with Mr. John Gradberg Commissioner of Precinct 2.

The Counties future maintenance responsibility:

- Please note on the plans and the Title Sheet that future maintenance responsibility for the Advance Warning Signs and the Vegetation control to maintain visibility of the Grade Crossing Warning Devices and the Advance Warning Signs will be the responsibility of the Panola Co.

After you approval of the subject plans affix the proper signature on the attached "Title Sheet" and return it, in the mailing tube provided by TxDOT to the attention of Carlos Ibarra P.E.

We appreciate your support in improving Railroad Grade Crossing Safety in Panola Co. for the traveling public and your residents.

If you have any questions or comments please feel free to contact me at (903) 799-1484 or via email @ Jamie.Barnes @ txdot.gov

Sincerely,

Jamie Barnes
Railroad Coordinator
Atlanta District

Attachment

CC: Guy Godfrey, TRF-RR, TxDOT

THE TEXAS PLAN

REDUCE CONGESTION • ENHANCE SAFETY • EXPAND ECONOMIC OPPORTUNITY • IMPROVE AIR QUALITY
PRESERVE THE VALUE OF TRANSPORTATION ASSETS

An Equal Opportunity Employer

INDEX OF SHEETS
SHEET NO. DESCRIPTION

- 1 TITLE SHEET
- 2 PLAN VIEW LAYOUT
- 3 GENERAL NOTES
- 4 WIRING DIAGRAM
- 5 SIGNING AND PAVEMENT MARKING LAYOUT
- 6 * RCSS (1) - 09
- 7 * (SR 4) - 08

THE STANDARD SHEETS SPECIFICALLY IDENTIFIED ABOVE WITH A HAVE BEEN SELECTED BY ME OR UNDER MY RESPONSIBLE SUPERVISION AS BEING APPLICABLE TO THIS PROJECT.

RAILROAD SIGNAL CIRCUITS FOR THIS PROJECT WERE NOT DESIGNED BY THE UNDERSIGNED ENGINEER.



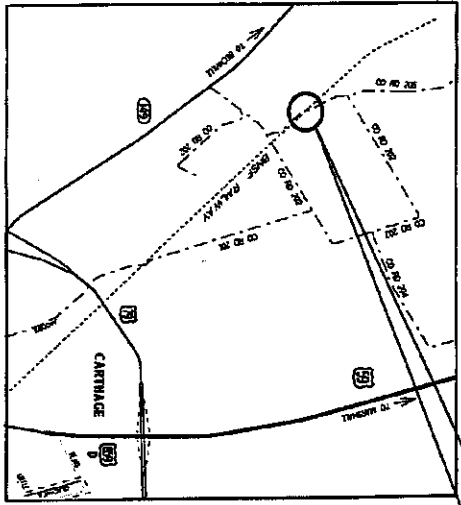
P.E. J. L. J.
DATE

NOTE:
THE RAILROAD COMPANY SHALL ERECT AND MAINTAIN SUCH BARRICADES AND WARNING SIGNS OR USE SUCH PRECAUTIONS AS MAY BE NECESSARY, IN THE OPINION OF THE TEXAS DEPARTMENT OF TRANSPORTATION ENGINEER TO INSURE AND SAFEGUARD THE NORMAL USE OF THE HIGHWAY DURING THE INSTALLATION OF THIS PROJECT.

ASSOCIATION OF AMERICAN RAILROADS SIGNAL SECTION SPECIFICATION SHALL GOVERN ON THIS PROJECT.

STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION
PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT

BNSF RAILROAD COMPANY
PANOLA COUNTY - DOT NO. 023995R
FEDERAL PROJECT NO. STP 2012(400)FRS
CSJ: 0919-13-
ON CO RD 206 IN PANOLA CO.
ATLANTA DISTRICT



PANOLA COUNTY
VICINITY MAP

023995SD12.dgn

SHEET NO.	PROJECT NO.	STATE	SECTION
1	STP 2012(400)FRS	TEXAS	6
1	0919	PANOLA	13
1	CO RD 206		

© 2012 Texas Department of Transportation

PROJECT LOCATION
CO RD 206 IN PANOLA CO.
DOT# 023995R, RMP# 175.20
BNSF RAILROAD

THESE PLANS WERE DEVELOPED BY MEMBERS OF THE DIAGNOSTIC TEAM IN ACCORDANCE WITH TERMS OF THE STATE - RAILROAD AGREEMENT AND ARE HEREBY AUTHORIZED FOR CONSTRUCTION.

FUTURE MAINTENANCE RESPONSIBILITY FOR THE ADVANCE WARNING SIGNS, AND THE VEGETATION CONTROL TO MAINTAIN ADEQUATE VISIBILITY OF THE GRADE CROSSING WARNING DEVICES AND ADVANCED WARNING SIGNS WILL BE THE RESPONSIBILITY OF PANOLA COUNTY.

TEXAS DEPARTMENT OF TRANSPORTATION

APPROVED: 9-10-12

RECOMMENDED FOR APPROVAL: 08-20-12

PANOLA COUNTY JUDGE

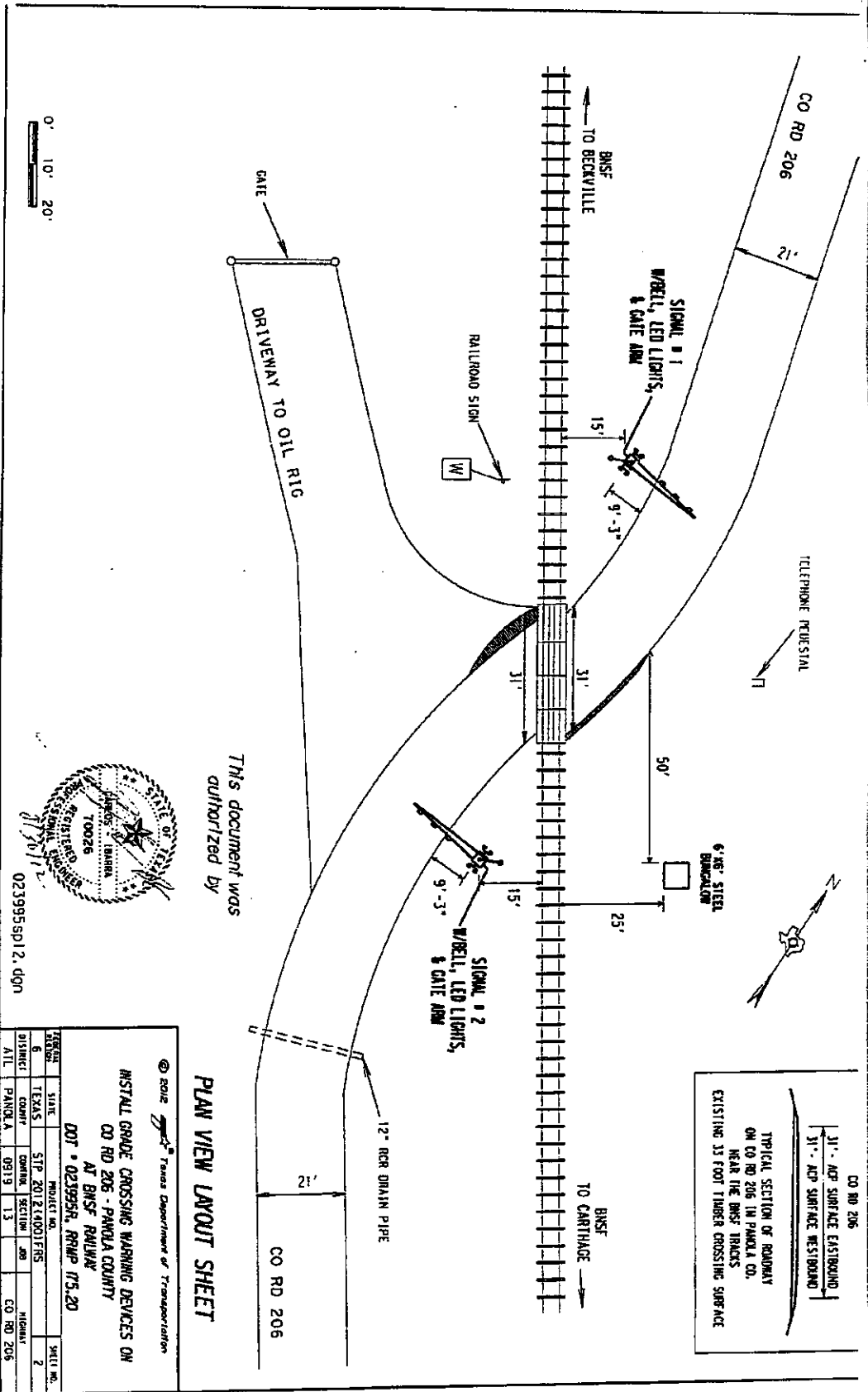
DISTRICT ENGINEER

CORRECT: 9-10-12

APPROVED FOR CONSTRUCTION: 9-10-12

DISTRICT ENGINEER

DIRECTOR, RAIL DIVISION



PROJECT NAME	023995R RAMP
FILE NO.	023995R
DATE	NOVEMBER 2011
DESIGNED BY	023995R
CHECKED BY	023995R
APPROVED BY	023995R
DATE	NOVEMBER 2011

GENERAL NOTES:

1. Signal circuits are designed to give 20 seconds Minimum Warning Time, plus 3 seconds clearance time, plus 9 seconds buffer time, plus 5 seconds equipment response time, plus 0 seconds of advance traffic signal preemption for a total of 37 seconds approach time, prior to the arrival of the fastest train at this crossing. Refer to signal circuit layout for total approach time.
2. Constant warning circuits are to be used at this location.
3. Conduit, fill dirt and crushed cover rock to be furnished in place by the Railroad Company or its Contractor at States expense.
4. The Railroad Company or its contractor will remove the existing crossbucks and dispose of the foundations.
5. The State or its Contractor will furnish and install or replace the following signs in accordance with the guidelines in the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and the Standard Highway Sign Design Manual for Texas (SHSD): 2 - EA (W10-1) and 2 - EA (R15-4).
6. The County agrees to maintain the Advance Warning Signs placed along the roadway under their jurisdiction in accordance with the guidelines in the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and as shown on the layout and standard sheets as acknowledged on the Title Sheet.
7. The Railroad Company or its Contractor shall furnish, install and maintain sign mounting brackets for the REPORT PROBLEMS SIGNS (R15-4) at the States expense.
8. The Railroad Company or its Contractor shall stencil or apply the DOT-AAR Numbers on the Signal Masts facing the adjacent roadway using 2-inch Black Lettering.
9. The County agrees to trim and maintain trees and vegetation for adequate visibility of the grade crossing Warning Devices and Advance Warning Signs as acknowledged on the Title Sheet.
10. The Railroad Company or its Contractor will provide Traffic Control in accordance with the guidelines in the Texas Manual on Uniform Traffic Control Devices.

DESCRIPTION OF PROJECT:

- 2 - Complete Flashing Lights with gate assemblies and 2 Bells

12" Lamp housings shall be used and equipped with LED's (light emitting diodes) lights, operated at not less than 8.5 volts under normal operation conditions.

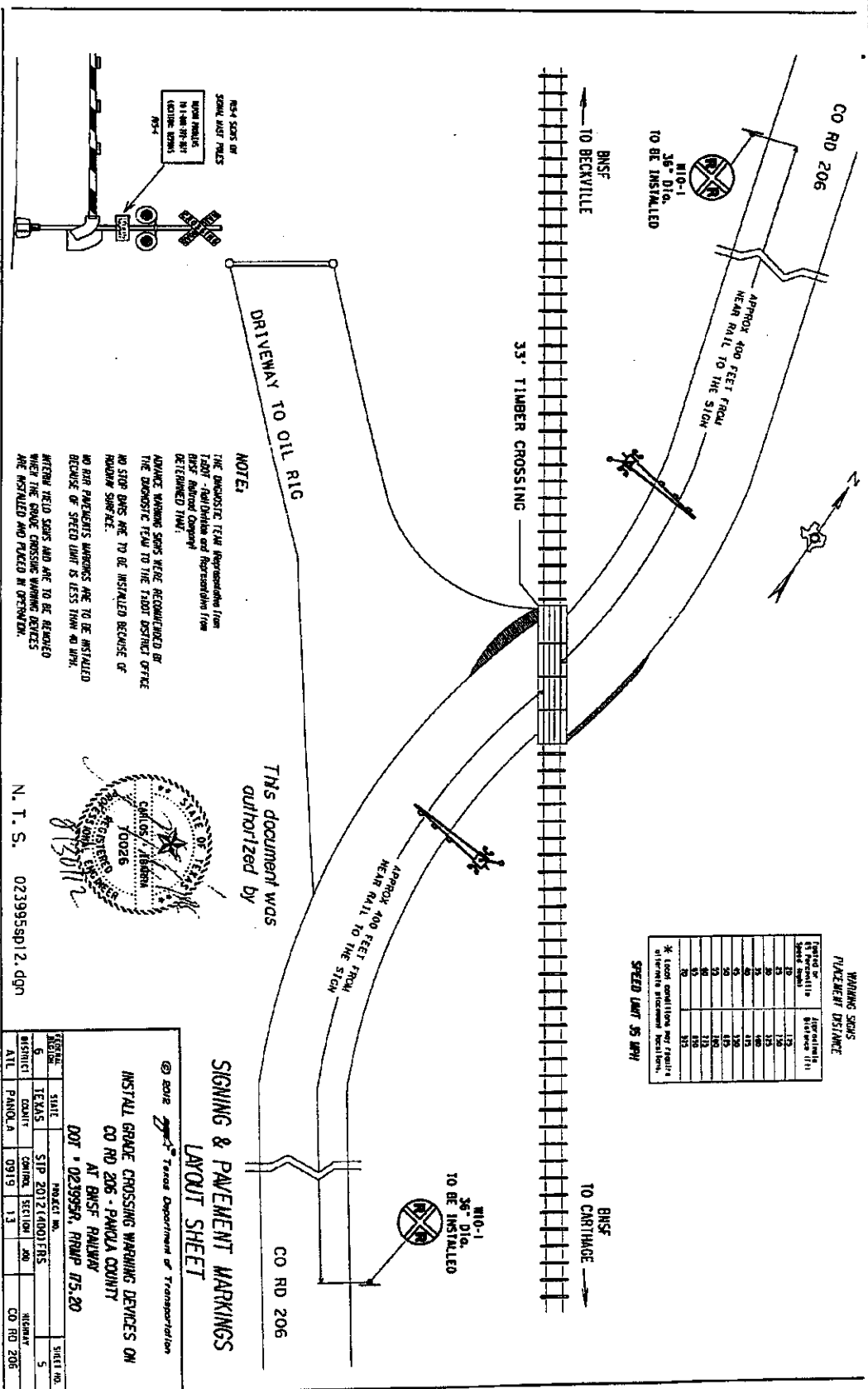
This document was
authorized by



GENERAL NOTES

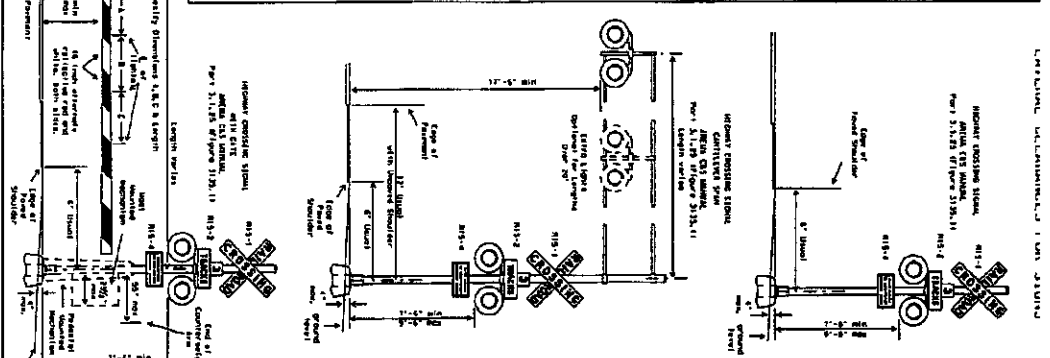
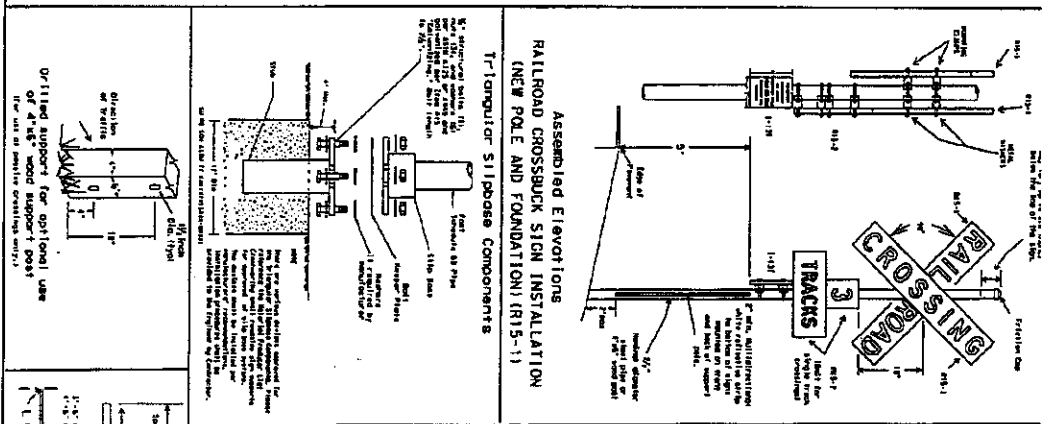
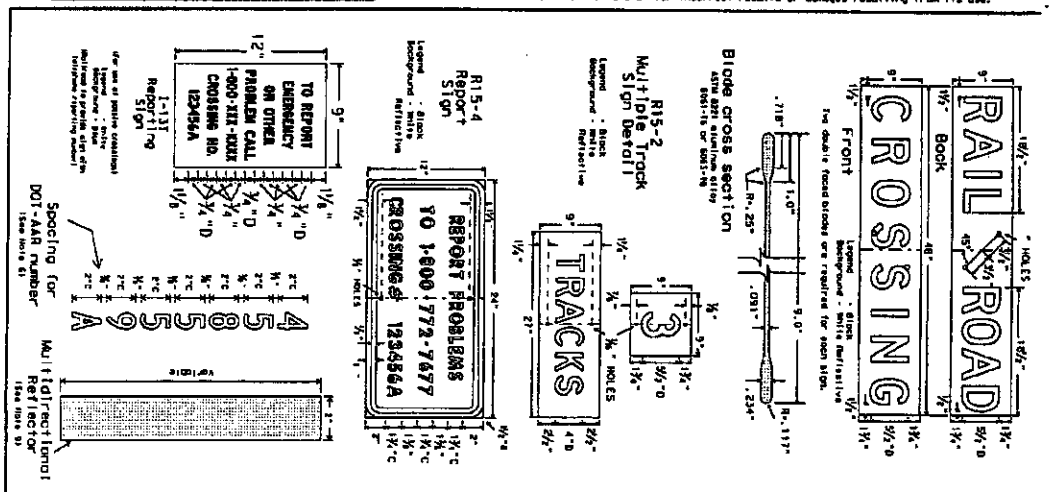
© 2012 Texas Department of Transportation			
INSTALL GRADE CROSSING WARNING DEVICES ON			
CO RD 206 IN PANOLA COUNTY			
AT BNSF RAILWAY			
DOT # 023995R RAMP 1/5.20			
PROJECT NO.	PROJECT NO.	SHEET NO.	
STATE	STATE		
6 TEXAS	SIP 2012(400)FIS	1	
DISTRICT	CORRAL SECTION AND		
ATL	PANOLA	0919	13
			CO RD 206

023995SP12.dgn



DISCLAIMER
The use of this standard is governed by the "Texas Engineering Practice Act". No warranty of any kind is made by TxDOT for any purpose whatsoever. TxDOT assumes no responsibility for the conversion of this standard to other forms or for improper results or damages resulting from its use.

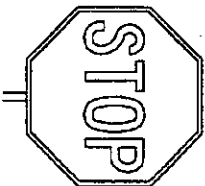
SECTION	DATE	BY	CHKD	APP'D
1.01	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.02	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.03	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.04	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.05	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.06	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.07	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.08	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.09	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN
1.10	10/1/88	J. L. BROWN	J. L. BROWN	J. L. BROWN



RAILROAD CROSSING SIGNS AND SIGNALS		RAILROAD CROSSING SIGNS AND SIGNALS	
SECTION	DATE	BY	CHKD
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1.02	10/1/88	J. L. BROWN	J. L. BROWN
1.03	10/1/88	J. L. BROWN	J. L. BROWN
1.04	10/1/88	J. L. BROWN	J. L. BROWN
1.05	10/1/88	J. L. BROWN	J. L. BROWN
1.06	10/1/88	J. L. BROWN	J. L. BROWN
1.07	10/1/88	J. L. BROWN	J. L. BROWN
1.08	10/1/88	J. L. BROWN	J. L. BROWN
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RAILROAD CROSSING SIGNS AND SIGNALS		RAILROAD CROSSING SIGNS AND SIGNALS	
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1.09	10/1/88	J. L. BROWN	J. L. BROWN
1.10	10/1/88	J. L. BROWN	J. L. BROWN

REQUIREMENTS FOR WARNING SIGNS

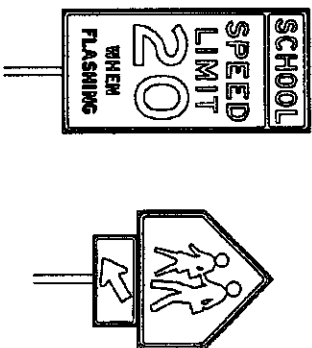
[illegible]

1000

1. Shave the hair on the head to an even stubble, measured to the skin surface as shown on the illustration above. Inserted in the hair on the crown of the head is a steel rod, the diameter of which is 10 mm.
2. Inserting the tapered steel rod into the tapered hole of the drill bit.
3. Locking the spindle and the drill bit.
4. Locking the spindle between the shims and the motor's drill bearing with the slide, and the tapered drill bit with the shims.
5. Tightening the shims and the drill bit by the slide by an electric process or manual force in a horizontal plane. This is a very dangerous operation.
6. Detaching the drill and spindle so that the slide can be applied by the motor's shims to the shims, in a horizontal plane.
7. Inserting the tapered steel rod into the tapered hole of the drill bit, as shown in the illustration above.
8. Tightening the shims and the drill bit by the slide by the motor's drill bearing.
9. Inserting the tapered steel rod into the tapered hole of the drill bit, as shown in the illustration above.
10. Inserting the tapered steel rod into the tapered hole of the drill bit, as shown in the illustration above.

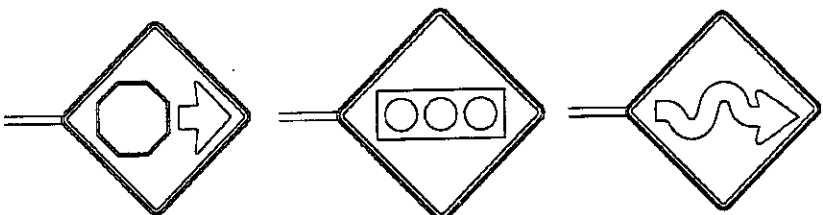
REQUIREMENTS FOR SCHOOL SIGNS

TYPICAL EXAMPLES

[illegible]

GENERAL NOTES


- [illegible]



TSR{4}-08

Texas Department of Transportation
Traffic Operations Division

The Standard Highway Sign Design for Japan (SHSD) can be found at the following website:



Florida Department of Transportation

Items quoted below

TYPICAL SIGN

REQUIREMENTS

TSR (4) - 08

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PERSONNEL CHANGE REQUEST

Name: CLAYTON WDMACK

Department: R&B PCT #4

Position: TRUCK DRIVER

New Position
(if applicable): _____

Current wage or salary

\$ 11 ⁸⁶/₁₀₀

New wage or salary

\$ 12 ²²/₁₀₀

Effective date of change

9/11/12


Elected Official/Department Head
Signature

9-10-12
Date Signed

VOL. 81 PAGE 142

QUOTATION

RESIDENTIAL*COMMERCIAL*AUTO

HARRISON COUNTY GLASS CO.

1200 E. GRAND AVE.
MARSHALL, TEXAS 75670
(903) 927-2900
(903) 927-2910

SERVING ALL OF EAST TEXAS

Send to: <u>Paula Gandy Courthouse</u>	From: <u>Harrison County Glass</u>
Attention: <u>Fred</u>	Date: <u>8/6/12</u>
Office Location: <u>College Tx</u>	Office Location: <u>Marshall Tx.</u>
Fax Number: <u>(903) 643-0342</u>	Phone Number: <u>(903) 927-2900</u>

PROJECT BID: (Courthouse)

Comments:

Quote #1 Finish: install 3) dual door operators in bronze finish w/ push plates at Paula Gandy Courthouse, per: Fred!

Quote #2 Finish: install 2) single door operators in bronze finish w/ push plates at Paula Gandy Courthouse!

Price does not include 110 vdc to header
3. conduit to wall boxes!

Quote #1

Quote #2

Thank You For Your Consideration!

Mark Hartz

12,375.00

8,625.00

Paula Gandy

* Current lead time 4-6 weeks from receipt of order! (1-year warranty ^{per} label)

RECORDED _____ O'CLOCK _____ M. ON THE _____ DAY OF _____, 2012
CLARA JONES, COUNTY CLERK, P.C.T. Clara Jones