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September 17, 2020

Loretta Mason
Panola County Elections Administrator
110 S. Sycamore St., Room 100
Carthage, TX 75633

Dear Loretta,

I am pleased to provide this proposal for our premium book restoration service, including de-acidification, restoration, encapsulation, and installation of bound books into new binders for your office. It would include scanning the books as well and providing a flash drive with the enhanced PDF images by volume and page.

You could provide the images to the public or have them put on your county website.

Thanks for your past business and please contact me if I can get this project scheduled or you have any questions.

Sincerely,

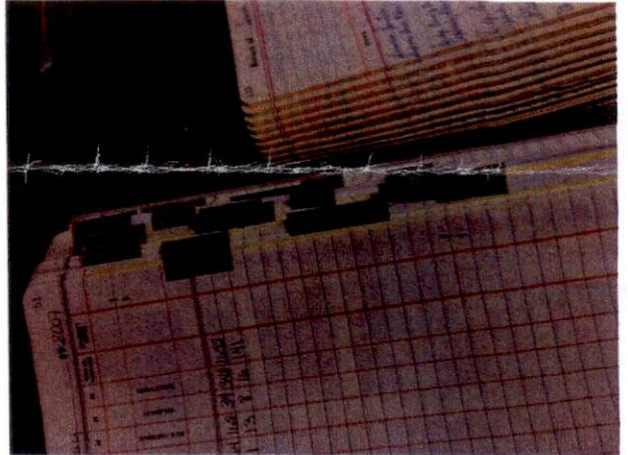
A handwritten signature in blue ink that reads "Tommy". The signature is written in a cursive style with a long horizontal line extending to the left.

Tommy Ellis,
Sales Manager

Project Description

The Panola County Elections administrator has 3 Bound Election Record volumes that are in average condition. Addenda found throughout the books. Each book has custom tabs throughout each book.

The County Elections Administrator wishes to have the pages in these volumes de-acidified to stabilize and preserve the pages. Both the paper and the ink used are constituted of materials that are acidic in nature. De-acidification involves a process of treating the sheet with a substance that permeates the paper and neutralizes the acid. Once the pages are treated, the de-acidification substance continues to prevent the paper and the ink on the page from becoming acidic. Each page will then be placed in an acid free, polyester archival sleeve. The sleeves protect the pages and help contain the de-acidification substance for an extended period. One edge of the sleeve is left open (the binding edge) to allow for some circulation of air to prevent moisture build-up. Custom tabs will be removed and replaced with new red leather tabs with metal shields and attached to a divider sheet of the corresponding page. Encapsulated pages are then placed in new, loose page record binders having the correct lettering to identify the volumes.



Project Assumptions

- All volumes have a page size of no larger than 18" x 12"
- All volumes for this project, with page count and size, are listed in Appendix A
- All book preservation, de-acidification and installation into new binders will be done off-site

Project Completion Strategy

- **Book Pick-Up:** Upon approval of the project, an image project manager will contact the Elections Administrators office to schedule a pick-up date. The pick-up date would be scheduled to occur within 2-3 weeks of the date when book restoration technicians will be available to process the job.

Upon arrival, the pick-up team will review the book inventory with the official to confirm the books to be picked up. The team will box the books and check off each book on the inventory list. A copy of the inventory list will be left with the Elections Administrator when the team has everything loaded and ready for transport. Books will be transported to our restoration and image processing lab in Duncan, Oklahoma. Books will be stored in a locked, climate-controlled storage area while in our facility.

A File Request Form PDF will be provided to the official's office that should be used if there is a record request for any pages from the books while in our possession. A PDF

copy of the page(s) will be provided by email to the requestor on the File Request Form within 1 business day.

- **Page Removal:** The first step in the book restoration process is to remove the pages from the original binder and prepare the pages for de-acidification. Each book will be disassembled using techniques recommended for conservation of historic documents. All fasteners (paper clips, staples, etc.) and non-archival attachments (such as tape) will be removed where possible to do so without removing information from the page. Any pages with sheet extenders will have the sheet extenders removed if possible (depends on the adhesive used and whether there is writing/data on the top of the sheet extender).

- **Book De-Acidification:** The volumes will be treated with the de-acidification substance. Each page and each addendum will be de-acidified using processes recommended by the Library of Congress for historic documents. If the original addendum did not cover any other information or if the addendum was previously affixed in such a way that the original page underneath the addendum was not visible (as where a panel has been taped over a blank form), the addenda will be re-placed on the page in the original location using conservator approved fastening methods.

If the addendum obscures data, the addendum will be placed on a blank sheet of de-acidified archival paper, encapsulated, and placed in order behind the original page.

- **Page Encapsulation:** Each sheet will be placed in an acid free, polyester sleeve that has three sides sealed. Sleeves are tested to ensure that the sealed edges will not split or tear. Typically, the encapsulated pages will be approximately 40% thicker than the original page because of the additional thickness added by the encapsulation sleeve. Sleeves are approximately 1" to 1 ½" wider than the original sheet to allow for the entire sheets to be visible, with the additional width used for punched holes for the new binder.

- **Installation in New Binders:** Each original book will be placed in one or more new binders. If needed, original books will be split into multiple binders for each original volume. For this project, we estimate that the original 3 books will require 3 new binders. Each new binder will have lettering to indicate the original volume. Naming conventions will be recommended to the Elections Administrator and confirmed before binders are ordered. Any books that are combined will have lettering that indicates that both books are contained in a single binder)

- **Book Delivery:** After completion of the book restoration process, the return delivery will be scheduled with the Elections Administrator. All books will be packaged and loaded for delivery back to the county on the scheduled date. An inventory of the books delivered will be provided for the delivery team to use as books are placed back on the shelves.

Appendix A – List of Volumes for this project

Book name – processes included	Pages	Sheet	Binders / A-Z Tabs / Dividers
Election Book 1 (Pickup, de-acidify, encapsulate, install in new binders, deliver)	140	18 x 11.5	Estimated 100 Custom Tabs with Metal Shields
Election Book 2 (Pickup, de-acidify, encapsulate, install in new binders, deliver)	89	18 x 11.5	Estimated 100 Custom Tabs with Metal Shields
Election Book B (Pickup, de-acidify, encapsulate, install in new binders, deliver)	126	18 x 11.5	Estimated 100 Custom Tabs with Metal Shields

**Panola County Clerk
 Proposal #00131511B**

Description	Qty	Price	Ext. Price
Service Book Preservation Includes: Recorder binders 18x11.5 Indestructo Premium Page Restoration (De-acidify, encapsulate, new binder, estimated 150 addendums, Buff Divider Sheet w/Tab and Pdf Images.	3	\$3,100.00	\$9,300.00
Pick up/Delivery	1	\$ 640.00	\$ 640.00
Proposal Total			\$9,940.00

Proposal pricing is based on all 3 books ordered at the same time.

LeeAnn Jones
 Customer Acceptance

10-13-20
 Date