

**PANOLA COUNTY COMMISSIONERS COURT
AGENDA REQUEST**

MEETING DATE: 07/05/2022

DEPARTMENT: District Clerk

REQUEST SUBJECT: Approve expenditure of funds to Scott Merriman, Inc. for preservation of index and docket books.

COMMENTS: The District Clerk wishes to expend budgeted funds in the amount of **\$30,185.80** to Scott Merriman, Inc. (TIPS Buy Board contract #200105) for the continuation of the ongoing preservation project. These funds will be applied to the preservation of the following books:

1. General Index #1
2. General Index #2
3. General Index #3
4. General Index #4
5. Execution Docket Book #1
6. Execution Docket Book #2
7. Execution Docket Book #2A
8. Execution Docket Book #3
9. Record of Medical Certificates
10. Medical Register
11. Supplemental Judgment & Sentence – Plea of Guilty #4
12. Supplement Nolle Prosequi and Dismissal to Criminal Minutes #4

Before transport to the facility, each book will be scanned by a designee of Scott Merriman, Inc. Each book will be cleaned, preserved in 18 x 11.5 Recorder Binders, and returned to the District Clerk's Office. All pages in these books will be placed in archival sleeves which will provide physical support, along with protection from atmospheric pollutants and daily public use. Scott Merriman, Inc. will also provide a digital image of each book in PDF format.



www.scott-merriman.com

scott-merriman@sbcglobal.net

Telephone 972-484-7113

Toll-Free 800-648-7022

Fax 972-484-8908

Lindsey Smith
Panola County District Clerk
110 S. Sycamore St., Suite 227
Carthage, Texas 75633

Dear Lindsey,

Enclosed is a proposal to do Library of Congress Book Preservation on 11 of your old books that I listed at your office. You will find the list of books on the next page.

The price includes security scanning each book before removing them from your office for transport to our facility. When we deliver the books back, we will deliver clean images of your books by Book/Page in PDF, or any other format you want.

For your convenience we are on the TIPS Buy Board (contract# 200105) if that helps you.

I appreciate your past business and would love an opportunity to do this preservation job for you! Please contact me with any questions, or if I can get this scheduled.

Sincerely,

A handwritten signature in blue ink that reads "Tommy".

Tommy Ellis
Sales Manager

Proposal# 00132483
Panola County District Clerk

Comments:

This proposal reflects off-site preservation for the following books:

- General Index #1 (3) - Standard Restoration (1 Binder(s), 1 Indexes) - Estimated 480 pages
- General Index #3 (4) - Standard Restoration (2 Binder(s), 1 Indexes) - Estimated 640 pages
- General Index #4 (5) - Standard Restoration (2 Binder(s), 1 Indexes) - Estimated 640 pages
- Execution Docket #1 - Standard Restoration (2 Binder(s), 1 Indexes) - Estimated 552 pages
- Execution Docket #2A - Standard Restoration (1 Binder(s), 1 Indexes) - Estimated 440 pages
- Execution Docket #2 - Standard Restoration (2 Binder(s), 1 Indexes) - Estimated 680 pages
- Execution Docket #3 - Complex-3 Restoration (1 Binder(s), 1 Indexes) - Estimated 340 pages
- Record of Med Certificates - Complex-2 Restoration (1 Binder(s), 1 Indexes) - Estimated 188 pages
- Medical Register - Complex-2 Restoration (0 Binder(s), 1 Indexes) - Estimated 162 pages
- Supplemental Judge #4 - Complex-2 Restoration (1 Binder(s), 1 Indexes) - Estimated 96 pages
- Supplemental Noll Prosui #4 - Complex-2 Restoration (0 Binder(s), 1 Indexes) - Estimated 190 pages

This proposal is good for 60 days. Where quantities are based on estimates, the final invoice will reflect the actual number of items processed/delivered, rather than the estimated quantity.

Description	Quantity	Price	Ext. Price
Travel			
Pickup and Delivery	2	\$700.00	\$1,400.00
		Travel Total: \$1400	
Book Preservation			
Premium Book Restoration (Not Including Binder)	4408	\$5.10	\$22,480.80
Recorder Binders 18 X 11.5 Fab	13	\$375.00	\$4,875.00
Poly A-Z Alphabet Divider Sheets	11	\$130.00	\$1,430.00
		Book Preservation Total: \$28,785.80	
		Proposal Total: \$30,185.80	

Customer Acceptance: 

Date: 7-5-22