



Proclamation

WHEREAS, child abuse and neglect are serious problems affecting every segment of our community, and finding solutions requires input and action from everyone in our community; and

WHEREAS, our children are our most valuable resources and will shape the future of the **BOWIE COUNTY, TEXAS**; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that can have lifelong consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children;

WHEREAS, effective child abuse prevention activities succeed because of the meaningful connections and partnerships created between child welfare, education, health, community- and faith-based organizations, businesses, and law enforcement agencies; and

WHEREAS, communities must make every effort to promote programs and activities that benefit children and their families;

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, nurturing environment.

WHEREAS, Prevention remains the best defense for our children and families;

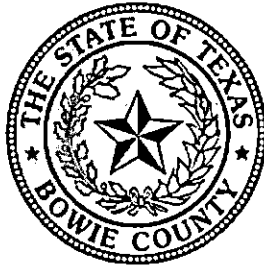
NOW, THEREFORE, I, Bobby Howell, County Judge, do hereby proclaim the month of **April** to be **Child Abuse Prevention Month** in Bowie County. I encourage everyone to learn more about the many aspects of our communities, working hard to create positive, healthy environments for the future leaders of our great state and nation. Together, we can create a brighter future for children, families, and communities in Bowie County and ensure tomorrow's leaders have the support they need to thrive and reach their potential.

Dated this 13th day of April, 2026.

Bobby Howell
County Judge
Bowie County, Texas

ATTEST:

Tina Petty
Bowie County Clerk



Proclamation

WHEREAS, Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and

WHEREAS, Community Action is a robust state and local force connecting people to lifechanging services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action is a robust state and local force connecting people to lifechanging services and creating pathways to prosperity in 99% of all American counties; and

WHEREAS, Community Action promotes community-wide solutions to challenges throughout our cities, suburbs, and rural areas; and

WHEREAS, Community Action delivers innovative services and supports that create greater opportunities for families and children to succeed; and

WHEREAS, Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

WHEREAS, Community Action is celebrating 58 years of innovation, impact, and providing proven results for Americans.

NOW, THEREFORE, I Bobby Howell, County Judge of Bowie County, Texas, do hereby proclaim May 2026 as Community Action Month in recognition of the hard work and dedication of all Bowie County Community Action Agencies.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of Bowie County, Texas, on this 13th day of April, 2026.

Bobby Howell
County Judge
Bowie County, Texas

ATTEST:

Tina Petty
Bowie County Clerk



Rogers Equipment & Construction, LLC

Arkansas Contractors Licenses 0388730521

Louisiana Commercial Contractors Licenses 69306 / Residential Contractors Licenses 886129

Ph: 903-255-7875

Fax: 903-488-7759

105 Slaton Dr.

Nash TX 75569

REC-TXK LLC: TIPS #5432

April 2, 2026

Bowie County Annex

Estimate

Electrical Work – Labor & Materials

- Demo all (approximately 430) existing lights over cells so the sheetrock can be removed
- Install (8) 100-watt LED high bays for 24/7 by bathrooms (1 per cell) with an emergency ballast on alpha deck
- Install (32) 150-watt LED on switch (4 per cell) on alpha deck
- Retrofit (16) 8' light strips to LED bulbs in hallways between cells
- Install 18 LED 2x2 flat panels in chapel/meeting room
- One emergency light per cell
 - o 20 cells in total
- Demo existing fixtures and install (3) LED wraps in property room
- Demo existing fixtures and install (2) LED wraps in medical
- Demo existing fixtures and install (2) LED strips in overflow property
- Demo existing fixtures and install (6) 2x2 lay ins in mail room
- Retrofit all (approximately 280) strip lights in bravo deck above cells to LED
- Bravo deck - all (approximately 280) existing fixtures will be retrofitted for self-ballasting plastic LED lamps (No Glass).
- Install conduit and wiring to have all lights over cells back to the control room to be switched except for the emergency lights \$139,649.85

Sheetrock/Ceiling Grid & Tile Work – Labor & Materials

- Demo and install sheetrock ceiling in property storage
 - o 166.22 sq ft
- Demo lower ceiling in overflow storage. Upper ceiling to remain.
 - o 176 sq ft
- Demo and reinstall drop ceiling in mailroom

- 450 sq ft
- Demo and reinstall sheetrock in medical hallway
 - 126.98 sq ft
- Demo and reinstall ceiling grid and ceiling tile in chapel
 - 1,387.00 sq ft
- Prep area above all alpha deck cells for overhead work. This will involve plywood decking on top of the cells to complete work and keep a safe and clean work area.
- Tear down ceiling, hat channel and dispose into dumpster in alpha deck cells
- Demo and replacement of drywall at deficient areas in Bravo
 - 6 spots in control hallway
 - 2 spots in Bravo 12
 - 3 spots in Bravo hallway
 - 5 spots above Bravo 3
 - 2 spots in Bravo 2
 - 2 spots in Bravo 10
 - 4 spots in Bravo 5
 - 2 spots in Bravo 6

\$78,047.00

Paint

- Alpha Deck – Prep, clean and dry fall paint deck, structural pipes, etc.
 - 9,718 sq ft
- Bravo Deck – Patch drywall as needed and paint ceiling black
 - 9,718 sq ft
- Paint ceilings of (2) stairwells connecting Alpha and Bravo Deck
 - 208 sq ft (each) – 416 total sq ft

\$82,100.00

Supervision

\$8,850.00

Builder's Risk

\$1,750.00

HVAC

- Replace any damaged air vents
- Allowance line item \$4,750.00

Waste Removal – Dumpster & Haul Off

- Allowance line item \$13,500.00

Subtotal: \$328,646.85
 15% O&P: \$49,297.03
Grand Total: \$377,943.88

Scope of Work Breakdown Per Room/Area

Control Room Entry Hallways

- 108' 9" x 5' 9"
 - o 625.30 sq ft
- 48' 9" x 5' 9"
 - o 280.30 sq ft
- Paint Ceiling

Alpha Deck Cells and Hallway

- 226' x 43'
 - o 9,718 sq ft
- Remove sheetrock ceiling and hat channel
- Prep, clean and dry fall paint deck, structural pipes, etc.
- Replace all lighting fixtures to LED high bays
- Retrofit (6) 8' light strips to LED bulbs in hallways between cells

Bravo Deck Cells and Hallway

- 226' x 43'
 - o 9,718 sq ft
- Existing fixtures (approximately 280) will be retrofitted for self-ballasting plastic LED lamps (No Glass)
- Patch drywall as needed and paint ceiling black
 - o 6 spots in control hallway
 - o 2 spots in Bravo 12
 - o 3 spots in Bravo hallway
 - o 5 spots above Bravo 3
 - o 2 spots in Bravo 2
 - o 2 spots in Bravo 10
 - o 4 spots in Bravo 5
 - o 2 spots in Bravo 6

Property Storage Room

- 15' 7" x 10' 8"
 - o 166.22 sq ft
- Demo and install sheetrock ceiling
- Install (3) LED wraps

Property Overflow Room

- 11' x 16'
 - o 176 sq ft
- Demo lower ceiling

(2) LED strips

Chapel/Meeting Room

- 54' 9" x 25' 4"
 - o 1,387 sq ft
- Install 18 LED 2x2 flat panels in chapel/meeting room
- Demo and reinstall ceiling grid and ceiling tile

Medical Room/Hallway

- 22' 1" x 5' 9"
 - o 126.98 sq ft
- Demo and reinstall sheetrock
- Install (2) LED wraps

Mail Room

- 25' x 18'
 - o 450 sq ft
- Demo and reinstall ceiling grid and ceiling tile
- Install (6) 2x2 layins

Stairwells (2)

- 26' x 8'
 - o 208 sq ft
- Paint ceiling

Inclusions/Exclusions

REC-TXK's builder's risk policy shall cover only the work performed under our scope as identified in this estimate. The customer and/or others shall be responsible for maintaining insurance on all other work, property, materials, and related exposures not included herein.

Estimate Acceptance

Bowie County Annex

REC-TXK, LLC

March 18, 2026

Lori Caraway
Bowie District Clerk | TX

Powering Modern Government™

Chris Finch
973.903.3374
chris.finch@kofile.com
6300 Cedar Springs Road
Dallas, TX 75235

Kofile 
Powering Modern Government



COVER LETTER

To Whom It May Concern,

This proposal addresses Bowie District Clerk | TX for Book Preservation, and Archival Imaging Services and is presented by Kofile Technologies, Inc. (Kofile).

Kofile is uniquely qualified as the largest and most experienced records preservation and modernization company in the United States.

Quoted services include Book Preservation, and Archival Imaging.

With patented innovations, unmatched expertise, and a deep commitment to serving communities, we help organizations navigate preservation and digital transformation with confidence. Backed by proven results and trusted by thousands of government leaders nationwide, Kofile is your ally in building efficiency, security, and legacy. Let us preserve your permanent records while shaping the future—together.

Sincerely,

Chris Finch

Chris Finch
Account Executive

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COMPANY OVERVIEW

History

At Kofile, we do not just preserve and digitize records—we modernize governance. Our solutions streamline workflows, enhance security, and provide seamless public access, ensuring that critical records are protected for future generations. With a deep commitment to partnership with our clients, we help organizations navigate digital transformation with confidence. Kofile is the only ally you need to build efficiency, security, and lasting impact.

Kofile: A History of Innovation and Preservation

1888 - The Formative Years

Enduro Binders, Inc., established in 1888 and acquired by Kofile in 2009, has been granted several patents over the years. Notable patents include:

- **Kofile Disaster-Safe Document Binder** (Patent No. 10,160,255, issued December 26, 2018): acts as a mini-vault to protect records from air, water, fire, mold, or other contaminants. Binders are customizable and can be title stamped to leave a permanent mark on history.
- **Lay-flat Pockets** (Patent No. 7,943,220, B1, issued May 17, 2011): are sealed on three sides and have a static seal on the fourth side preventing contamination thereby reducing risk of mold and mildew growth of preserved documents. The static seal is not permanently closed so documents can be removed without the need to replace the pocket.

Founding Kofile (2009-2011)

Kofile was established in **2009**, bringing together the industry's best practices and most experienced personnel in historical and permanent U.S. public records management. In **2011**, Kofile's original owner purchased the former Microfilm Division of Eastman Kodak (formerly located in Rochester, NY) and renamed it Eastman Park Micrographics, Inc. (EPM). This acquisition solidified Kofile's expertise in film preservation and digital imaging, making it the **largest critical records preservation and digitization company in the United States**. Kofile is comprised of some of the oldest and **most experienced** private firms specializing in public records preservation:

- **Joseph J. Marotti Co., Inc.**— Founded in **1961**, operated under that name for **48 years**.
- **Brown's River Bindery**— Founded in **1972**, operated under that name for **37 years**.
- **Louisiana Binding Service, Inc. (LBS)**— Founded in **1987**, operated under that name for **24 years**.
- **Safeguard Imaging, LLC**— Founded in **2009**, purchased and renamed **Kofile Solutions, Inc.** in **2010**, providing digitization and indexing services. In **2015**, this company merged into Kofile.
- **PFA, Inc.**— Founded in **1969**, operated under that name for **50 years**, purchased and renamed **Kofile Services, Inc.** in **2019**. In **2021**, this company merged into Kofile.



Expansion and Technology Growth (2015-2019)

Between **2015 and 2019**, Kofile expanded its solutions for government recordkeeping, launching **licenses, permits, and vitals solutions** with improved citizen access and search capabilities. A major milestone was reached in **2016** when Kofile deployed the **first cloud-architected official government records solution** in the U.S.

In **2018**, the company launched a **new cloud commerce platform** and updated its land and property records solutions. By **2019**, Kofile had expanded its cloud recording platform to multiple states, demonstrating a commitment to digital transformation in records management.

Strategic Acquisitions and Growth (2020-2022)

On **January 29, 2020**, Boston-based investment firm **Audax Private Equity** acquired Kofile, providing capital and resources to accelerate its growth and acquire Data Preservation Services and Seamless Docs.

In **2022**, Kofile purchased **Eastman Park Micrographics, Inc. (EPM) Lab Services**, bringing microfilm processing, duplication, and inspection fully under its control.

Recent Developments and Leadership Changes (2023-Present)

In **2024**, Kofile announced leadership changes with **Ray Aschenbach as CEO**. The shift aimed to enhance execution, accelerate innovation, and drive long-term business growth.

Kofile Today

- Kofile employs **over 500 employees** across the U.S.
- It remains a privately owned corporation under **Kofile, Inc. (100% owner)**.
- With a legacy built on **preserving historical records and embracing digital transformation**, Kofile continues to **modernize government services through expertise, innovation, and technology**.

Company & Employee Profile

Organization Legal Name	Kofile Technologies, Inc.
Type of Business	Corporation
Ownership	Owned 100% by Kofile, Inc. (Private Holding Company)
Tax ID	26-4034328
State/Date of Incorporation	1/8/2009 Delaware
SAM.GOV UEI No.	GUUCEJ3BYEB4
Principal Place of Business	Corporate Digitization & Conservation Lab 6300 Cedar Springs Road, Dallas, TX 75235
Mailing Address	P.O. Box 541028, Dallas, TX 75354
Region Served	National Company
Employee Count	Companywide: 500+ Permanent Employees Micrographics & Digitization Lab: Sun Valley, CA: Staffed by 34 Employees (with others working remotely within the State, supporting this Lab)
Website	www.Kofile.com
Organization Representative Name(s) and Contact Information	Authority to Bind: Zach Horn Authority to Clarify Proposal: Chris Finch chris.finch@kofile.com 973.903.3374



Experience

Kofile is dedicated to preserving and protecting America's public records, serving over 3,000 government clients across 33 states. With decades of experience, Kofile has successfully completed tens of thousands of projects, from small-scale local initiatives to large-scale records preservation and digitization for major metropolitan areas.

Kofile's expertise spans permanent retention, historical, and active records for a wide range of government and public entities, including Auditors, Elections Offices, County and District Clerks, Assessors, Recorders, Courts, District Attorneys, Tax Assessors, Sheriffs, and Judges. Whether for small municipalities or large metropolitan areas, Kofile delivers tailored solutions to meet the unique needs of each client.

Key Differentiators

In a landscape of strained budgets, outdated systems, and ever-evolving mandates, **Kofile** stands as a true partner to government agencies—trusted not just for what we do, but for how we do it. We don't just digitize public records; we preserve legacies, fortify access, and future-proof operations with secure, scalable, and strategic solutions.

What Sets Us Apart

Our People and Expertise

- **Unmatched scale and specialization** with over 500 employees across four secure U.S. facilities
- **Decades of experience** delivering successful records projects for over 3,000 local governments, including Bexar County (San Antonio), LA County (Los Angeles), Dallas County (Dallas), Wayne County (Detroit), and Harris County (Houston)
- **Proven capability** to digitize over 25 million pages and preserve 6+ million archival pages annually
- **Trusted across funding sources**, including federally funded initiatives requiring strict adherence to FERPA, HIPAA, CJIS, and local government mandates
- **Cross-functional teams** of preservationists, technicians, and compliance experts who deliver precise, on-time results
- **Comprehensive project support** from assessment and planning to execution and delivery



Our Commitment to the Future

- **Cloud-based digital access platform:** Our proprietary cloud-based platform for secure, indexed access to land, court, vital, and case records, with optional e-commerce for self-funded record access
- **Civic HubSM:** An intuitive digital portal designed to improve engagement between governments and their constituents
- **State-of-the-art infrastructure** including a 150,000 sq. ft. fire- and F5 tornado-resistant Dallas HQ, climate-controlled environments, archival-grade vaults, and restricted-access security protocols
- **Advanced equipment** such as large-format, non-contact, and batch scanners, custom-built software, and patented preservation tools like Disaster-Safe Binders and lay-flat sleeves
- **Tailored storage solutions** engineered for long-term preservation, from mobile shelving and plat systems to custom records desks
- **Strategic planning for continuity:** Hundreds of customized records management plans designed to future-proof access and safeguard against catastrophic events

Our Commitment to You

- **Transparent partnerships** with clear scopes, timelines, and pricing from day one—no surprises
- **Client ownership of data:** You retain full control of your records and digital files at all times
- **Secure transport and chain of custody:** DOT-compliant vehicles, GPS tracking, and item-level inventory ensure safe and accountable handling
- **Rigorous QA/QC protocols:** Every document is reviewed with manual image comparison; defects are corrected in-house before delivery
- **Scalable, responsive service** for projects of any size—from single departments to multi-county or district-wide initiatives
- **Assessment-driven approach:** Complimentary evaluations provide a clear picture of your record collection's condition, risks, and opportunities
- **Dedicated support teams** including solution architects and technical specialists guiding you from kickoff to delivery

SERVICES

Kofile is a national leader in the preservation, digitization, and modernization of public records. We partner with government agencies to protect and transform their most valuable documents through archival-safe preservation, digitization, and accurate indexing services. Our expertise extends to the conversion of microfilm and microfiche, ensuring long-term access to aging media formats. Kofile also offers a suite of complementary products and solutions—including our proprietary digital access platform, custom shelving systems, and patented lay-flat mylar sleeves and archival binders—designed to enhance records organization, accessibility, and security. With decades of experience and a commitment to excellence, Kofile delivers scalable, end-to-end solutions tailored to the evolving needs of public agencies.

Preservation

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).

Preservation minimizes the chemical and physical deterioration of the page which prolongs the existence and useful life of the original format. Preservation can include removal of the original from public access, treatment, stabilization, preventative care, digitization - or any maintenance or repair of the existing resource.



Common Areas of Concern

Sound preservation ensures accessibility to irreplaceable and permanent documents.

Acidic Paper

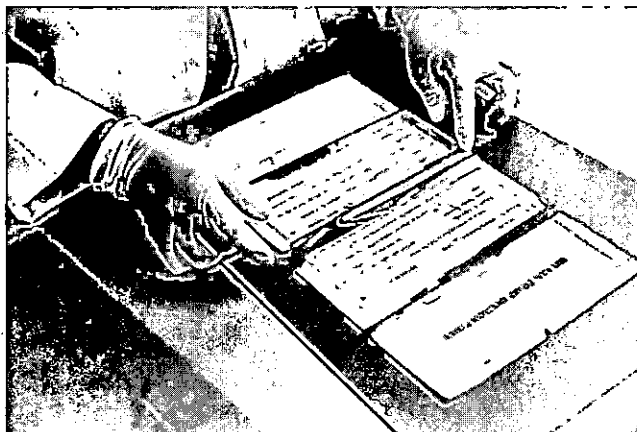
Past papermaking utilized bleach to obtain white sheets. As a result, this paper becomes increasingly acidic as evidenced by embrittlement and yellowish-brown discoloring. Paper also embrittles when relative humidity drops or fluctuates.

Acidic Ink

Acidic inks can eat or burn through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks can also fade with exposure to UV light. Historically, iron gall inks were the standard. These inks contain sulfuric acid - which fades with time. With proper treatments, chemical breakdowns (such as acid hydrolysis) are remedied. Without preservation services, your documents will degrade over time.

Mechanical Damage (Use & Abuse)

Everyday use affects collections. Sheets bear signs of grime and the natural oils of hands. Exposed sheets are susceptible to damage and loss. Dirt and other pollutants can serve as ignition sources and weaken exposed paper. Even with careful handling, paper fragments are vulnerable to damage—which is why a lay-flat pocket is essential for protection and preservation.



Binding Margin

The binding margins of many volumes are compromised due to guillotining. In order to rebind and protect these sheets, encapsulation is the solution. If a volume were re-bound as is, without encapsulation, vital information could be lost in the binding margin.

Always question vendors if they recommend power cutters (guillotining) to dismantle sewn books. Kofile never tries a procedure that could result in a loss of text or weaken the paper's integrity. A sheet's binding margin should never be compromised.

Broken Book Block

Once a binding fails, damage escalates. Sheets are free to drift from the protection of the book block. With exposure, fragments become abused and susceptible to loss.

Failing Index Stacks

Index Books sustain the most use. Thus, they suffer greater risks of text loss and sheet deterioration. Paper strength is completely depleted from continuous use. Eventually, tabs and sheet fragments are lost. Immediate attention is required.

Tape & Non-Archival Adhesives

The Library of Congress warns about the culprits of pressure sensitive tapes—such as scotch, masking, 'invisible,' quick-release, cellophane, and even so-called 'archival' tapes— all are unstable. These tapes and adhesives will stain the paper and may cause inks and colors to 'bleed.' Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item and difficult to remove.

Adhesive stains lead to issues during imaging. Awarding a low-bid imaging and microfilm project may result in illegible images. To enhance image quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure sensitive adhesives.

Page extenders are an inappropriate quick fix to a prevailing problem. To save these records, the margins need correcting, which is the underlying issue causing the deterioration of the sheets. The acid content of the sheet extenders only adds to the chemical breakdown of the paper's fibers.



Lamination Removal

Kofile conservators fully review existing lamination and reverse the process, removing the laminate using a proprietary solvent solution. The possibility of removing the laminate depends on careful testing at our conservation lab. In a small percentage of cases, the adhesive is resistant to the solvent solution and cannot be removed safely. **Conservators will not attempt removal if the removal process will damage either the document's paper or ink.** If conservators cannot

remove the laminate safely, Kofile will contact Bowie District Clerk | TX directly to discuss alternatives.

Non-Archival Quality Materials

The off-gasses of deteriorating metals contribute to the chemical breakdown of paper. Major culprits include the metal content of book spines, the surrounding physical environment, and non-archival fasteners (such as binder clips, paper clips, and staples). These off-gasses eventually destroy the fabric of the volume. Another symptom of metal oxidation is foxing, or foxlike (reddish and brown color) stains or blotches on paper.

Temperature & Humidity Monitoring

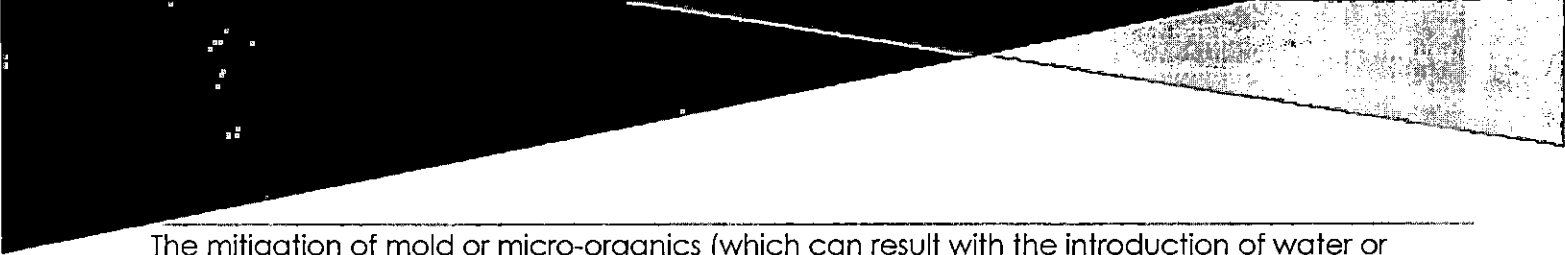
While temperature and limited air circulation are crucial to a document's longevity, humidity and water are the most destructive threats.

Relative Humidity (RH) refers to the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%.

Temperatures above 75 degrees° Fahrenheit and relative humidity higher than 60% encourage mold and other bacteria growth within 48-72 hours. Even slight changes in temperature can double the natural aging rate of paper. In reality, temperature and RH are not consistent in any building (especially on weekends).

Note: the above recommendations regarding temperature and humidity are adhered to in the preservation process and are the recommended environmental conditions for preserved documents upon their return.

After exposure to water, pages adhere to one another when in a compressed environment. Separation without loss of text and water-soluble inks (such as signatures) is vital. Red inks smear first, then blue inks, and lastly, black inks.



The mitigation of mold or micro-organics (which can result with the introduction of water or humidity fluctuations), should only be attempted by a trained professional. Water damage can also lead to other issues such as binding failure. The necessary treatments are time consuming and require a highly skilled conservator.

Visit the Image Permanence Institute (IPI) at www.dpicalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above).

Treatment Specifications

Kofile regularly addresses historical and permanent documents, including manuscripts, typescripts, negative Photostats, trifolds, blueprints, re-creations, plats, and maps. No treatment, repair, or maintenance is used that is not 100% reversible.

Dismantle

Original binding materials, such as threads and adhesive residues, are carefully removed. Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften the materials that are otherwise difficult to remove. Kofile does not try any procedure that could result in a loss of text or weakening the paper's integrity. A sheet's binding marking should never be compromised.

Surface Cleaning

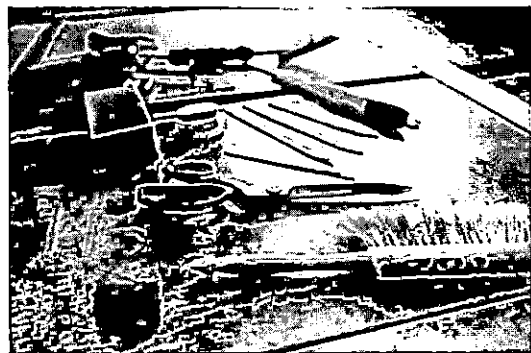
Surface cleaning sheets remove materials and deposits including dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile removes fasteners, page markers, and any metal mechanisms. 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).

Removal of Varnish, Tape & Adhesives

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original. When possible, adhesives and tape are removed with two primary mechanical techniques: Heat Removal or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.



A microspatula (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. The remaining adhesive is treated with a gum compound eraser.

Adhesive reduction begins with the most benign process. If mechanical tape removal is unsuccessful, the next alternative is chemical. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.

If possible, water-soluble repairs are removed with water or steam. Only fully trained, experienced, and supervised staff attempt removal of water-soluble repairs. While iron gall ink is safe for aqueous treatment, many inks may fade and compromise legibility. Extensive testing is required.

Flattening & Humidification

Improperly stored paper becomes inflexible and retains a memory of the storage position. Kofile's technicians are experienced with all methods and tools to flatten paper including the use of tacking irons, heat presses, and an Ultrasonic Humidification Chamber.

After careful testing, the Ultrasonic Humidification Chamber is used to correct the most fragile documents folds and bends. This significant investment, with which other private labs are rarely equipped, represents Kofile's foresight and commitment to offering the best available technology.

Mending torn paper is an art form and requires a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns. Kofile mends tears greater than 1/2 inch if the document is going to be encapsulated.

Specialized paper and paste are commonly used, and all mending materials are acid free and reversible. Mending strips are cut so the edge of the paper visually integrates with the page without clashing aesthetically or historically. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion. The mending paper used is strong and is transparent after application and while visible to the trained eye, it does not distract from the document.

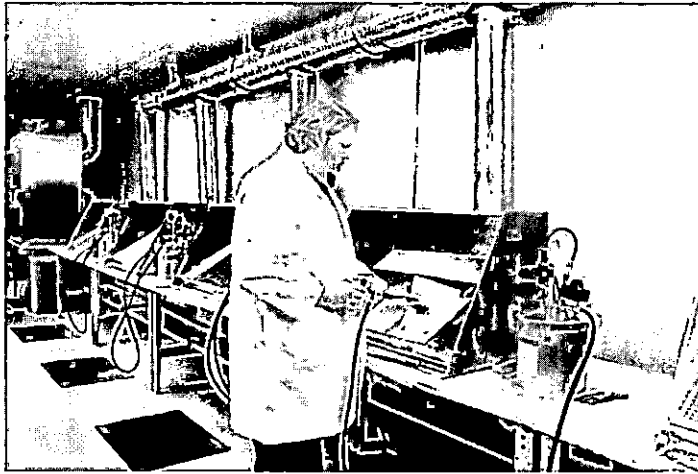


A low-temperature, acrylic adhesive that bonds to the paper may also be used for reinforcement of damaged sheets. Kofile also constructs its own version with acid-free tissue paper and liquid acrylic adhesive.

Deacidification

Deacidification is only performed after careful pH and compatibility testing. Kofile is

equipped with multiple custom-built spray exhaust booths. All are routed through 320an HVAC system for optimum performance.



A commercially prepared buffer solution is applied to both sides of the sheet with compressed air sprayer equipment. The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet. Once the buffer is applied, the paper's pH alters slowly. After de-acidification, random testing ensures an 8 pH with a deviation of no more than 2-4%.

Encapsulation

In archival encapsulation, the document floats freely and is not taped or glued to the pocket. Kofile uses SKC SH725 polyester (Polyethylene Terephthalate - PET) which is the most inert, rigid, dimensionally stable (dimstab), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is clear, smooth, odorless, and is resistant to distorting or melting in case of fire.

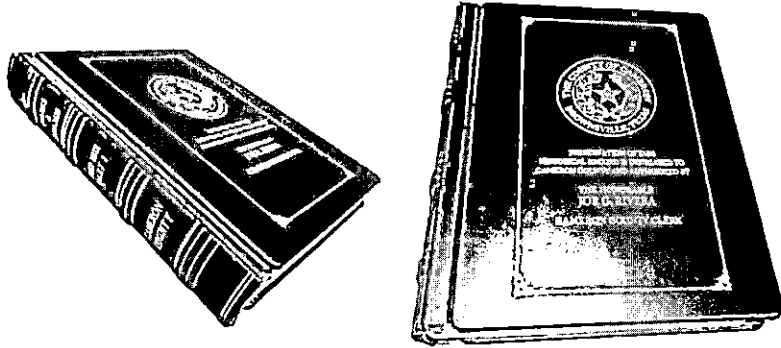


Each sheet is encapsulated in a 2-mil patented polyester pocket: Lay-flat Archival Polyester Pocket™, US Patent #7,943,220 B1, 5/17/2011. This pocket is welded closed on three sides, and a Reemay® strip, or spunbonded polyester, statically seals out atmospheric pollutants while allowing off-gassing on the fourth side. This provides easy access to the original document without cutting the pocket (some companies weld all four sides).

This construction allows for a flat book block and reinforces the binding edge for added strength and years of service. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½ inch or 1¼ inch binding margin.

Archival Recorder Binders

Volumes are hand-cased at 320 pages or less and pockets are punched (on the binding edge). Books with large capacities may be split to account for the weight of the Mylar. Kofile punches pockets to any hole specifications and can repair/replace index tabs.



Kofile manufactures binder components at 1/4 inch incremental capacities on a per-book basis. Kofile can manufacture custom binder 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.

Printing

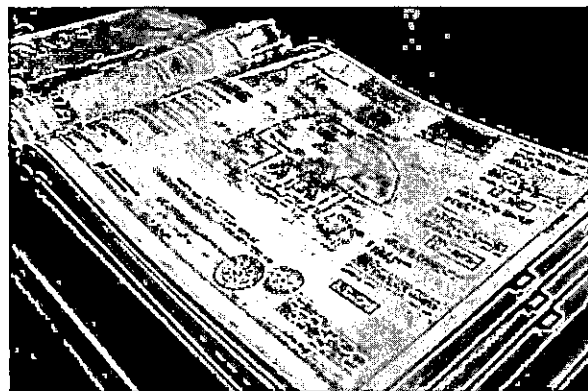
Title stamping can follow the same format/style as the originals. A printing sheet is sent for approval. If any titling, dates, or other information from an original volume is noted in error, Bowie District Clerk | TX will be notified. Any changes are approved by Bowie District Clerk | TX.

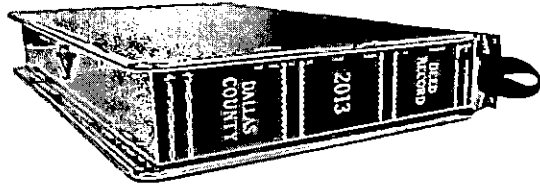
Heritage Recorder Binder

The Heritage Recorder Binder (pictured above) is a post binder, but the binding can also be sewn. This binder is available in various colors in genuine or imitation leather, or canvas. Cover is custom printed per the client's requirements.

Plat Binder

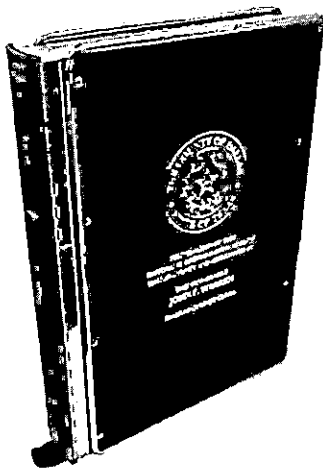
Plats are bound in custom archival Plat Binders, see example below. This is a four-post binder. The binder is available in polymer or imitation leather—both with options for customized imprinting and a client seal.





Kofile Disaster Safe Binder (Kofile DSB)

Kofile's patented DSB provides unparalleled protection and storage. Developed after Hurricane Katrina to address the devastation of the Orleans Parish archives, it protects sheets from water, fire, and physical disruption.

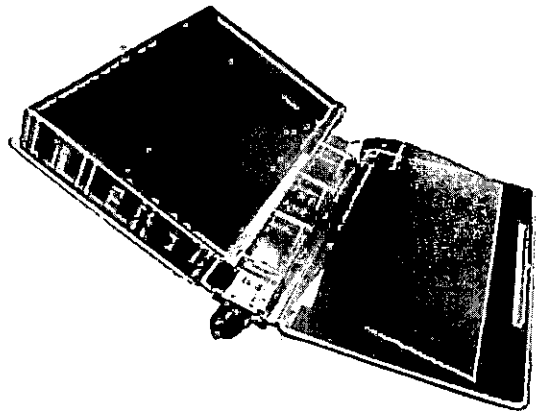


The Kofile DSB enables the encapsulated sheets to hang from the binder's posts—much like a hanging vertical plat cabinet. This feature allows collections to return in a smaller storage footprint with 4Post™ Shelving.

The Kofile DSB provides functionality and access ease while offering the highest rate of return on the client's investment. It is a portable vault for housing records of enduring value. It provides progressive protection from exposure to fire, water, Relative Humidity (RH), atmospheric pollutants, ultraviolet (UV) light, impact, and drops. The Kofile DSB also features a lifetime warranty against rust.

Other Kofile DSB Features Include:

Stainless Steel—The metal mechanism and book block apron are constructed of stable, corrosion-proof 316 stainless steel, which does not emit harmful gaseous pollutants like cold roll steel.



Support to the Book Block—The Kofile DSB is equipped with a Polyester Foam Insert, which ensures physical support to the book block and allows library-style storage.

Microclimate—The Kofile DSB creates a Microclimate, an independent, stable environment separating sheets from the external atmosphere.

Security Lock—A security lock hinge protects from theft.

Nonflammable & Self-Extinguishing—With nonflammable cover boards and materials, the Kofile DSB is self-extinguishing. These proprietary features protect the contained pages in extreme temperatures.

Digitization

Digitizing a collection of documents creates an electronic representation of the original paper archival records. Digitization is not meant to replace the archival record, but to aid in its preservation and protect the original from physical handling through enabling electronic access. Images can be made available publicly or restricted to authorized users through platforms such as Kofile's QuicklinkSM. The digital copy also serves as a back-up if the original is misplaced, damaged, or destroyed.

Kofile offers a wide range of experience-backed services to meet the full spectrum of your digitization needs and can be coupled with our Preservation services to create the best possible image from fragile or damaged original documents. Technicians are trained to handle fragile and historical documents and use the best hardware and software available based upon the material and the requirements for the resulting images. Kofile's experience, tools, processes, and technology position us to handle large-scale digitization of permanent and non-permanent paper records to meet most any requirement and use case. For Archival digitization, Kofile can utilize tools and processes consistent with the U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

Our digitization workflows begin with our chain of custody for all books, boxes, maps, etc., that are received from our clients. We manifest every client item to ensure that we can electronically track activities and location throughout the digitization process. Each step in the digitization process is logged in our tracking database to create an audit trail of which technicians executed each task. Electronically tracking every step in our process allows us to provide updates on progress and to reconcile each item that was received is also returned to the client upon completion of the digitization process.

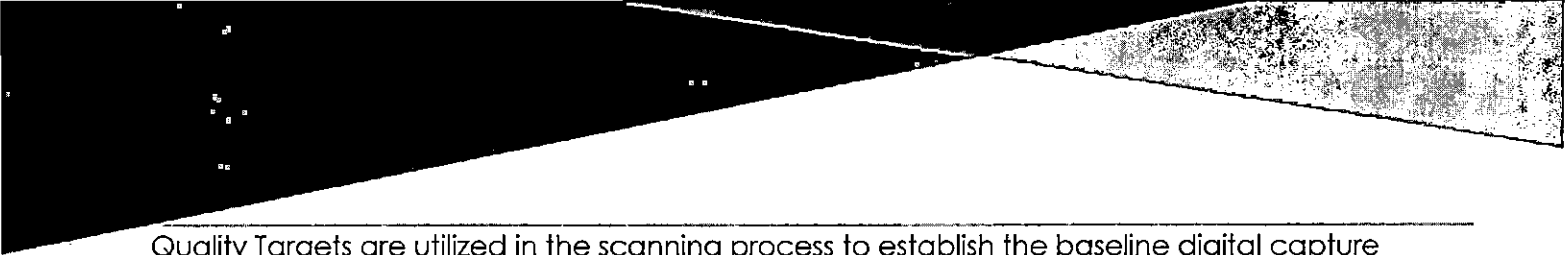
*Available age
Enhancement*

When clients require that the digital image be easier to read or 'look better' than the original document, Kofile will utilize processes that are based on our experience and on our best-in-class technology to improve image traits such as contrast, skew, jagged borders, stains, etc. Kofile IMAGE PERFECT PRO is Kofile's proprietary digital SLR-based software which utilizes proprietary algorithms that are critical for creating the best image possible from damaged and/or aged document and collections.



Kofile IMAGE PERFECT PRO enables technicians to apply different algorithms to sections of the image based upon need and to make incremental adjustments until the best possible combinations are identified.

Quality Targets permit operators to view image quality at scan. Images, even those scanned on different devices, are normalized. This software measures image quality and propagates this data through the imaging chain. Quality Targets serve as the foundation for quality assurance analysis.



Quality Targets are utilized in the scanning process to establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. Kofile IMAGE PERFECT PRO can measure each image at a minimum for:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction

If applicable to the project, Kofile performs negative Photostat polarity reversal (so that all characters are black on a positive background). The document certification strip (file strip) is inverted to match the polarity of the final image.

If requested, annotations are supported to allow the addition of Name, Book Type, Volume, and Page on the image. Image quality metadata is captured from the image header, along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

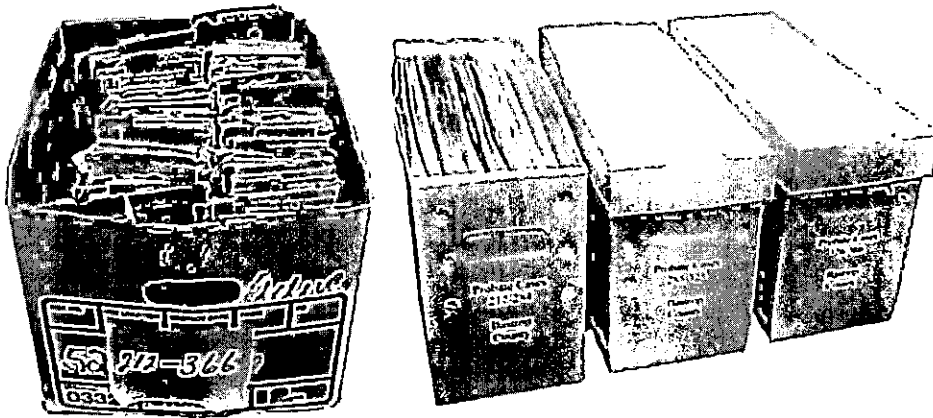
Quality Control (QC)

Our Quality Control (QC) process ensures that all images are certified. **Each image is sight checked during QC.** Kofile technicians ensure there are no missing pages, double feeds, or added attached pages. Every processed image is inspected, and finally, a digital inventory check is conducted before delivery.

Advanced Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor imaging services to the document that requires imaging. All the scanners employ double feed page detection to adjust for varying paper sizes and, more importantly, thicknesses to reduce pull-throughs on thin papers following thick bond. Fragile documents are imaged by hand and not fed through an automated Document feeder. Kofile's technicians are trained to handle fragile documents.

ARCHIVAL BOXES & FOLDERS



The box to the left is the original box, and the Coroplast™ boxes to the right are the rehoused files.

If required, Kofile offers the service of organizing scanned documents in new, corrugated plastic

boxes that are more suited to preserve the original documents. These boxes are acid-free and comprised of a chemically inert co-polymer. They offer unparalleled strength and high density, and they are water resistant. Each box and folder are appropriately labeled based on its contents.

Original shuck envelopes can be saved and preserved or returned, or as pictured above, photocopied to save space in the returned files.

Indexing

Indexing captures and organizes metadata from documents to make them searchable in electronic format. Kofile's Indexing process utilizes automated and manual data capture techniques to deliver data that is guaranteed to be 99.25% accurate when measured at the field level against legible original content. The captured data can also be matched with existing system data and combined with Optical Character Recognition (OCR)-based full text searches so that documents can be shared and made available efficiently.



Kofile will bring years of experience in best practices and recommendations to the indexing process based upon the thousands of collections that we have helped our clients digitize and index across the country for land, court, and vital records, as well as non-permanent records such as HR records and other business documents. During our assessment, Kofile documents established methods of indexing specific instruments, clarifying terminology, and the standards used to enter names, dates, and other basic required information. This analysis identifies and documents the handling of details such as:

- Cross-indexed documents
- Differentiation between individual names & corporation names
- Government departments & agencies
- Alternate & alias names
- Abbreviations, titles, & naming consistency (e.g., hyphens, nos., spaces, & suffixes)

Kofile's quality control procedures (QC) ensure that managers and supervisors internally research and answer questions about any problematic process and have a regular cadence with the client subject matter experts for quick and clear resolution of any queries. Our indexing workflows include building in logical checks and edits at the field level and cross-referencing across documents in order to promote accurate data capture. A random sampling of captured data is performed before delivery to the client so that quality is consistently monitored, feedback is given to upstream processes and defects are corrected all before delivery of data to client systems. Client involvement and feedback demonstrate Kofile's pride in building successful professional relationships.

Microfilm

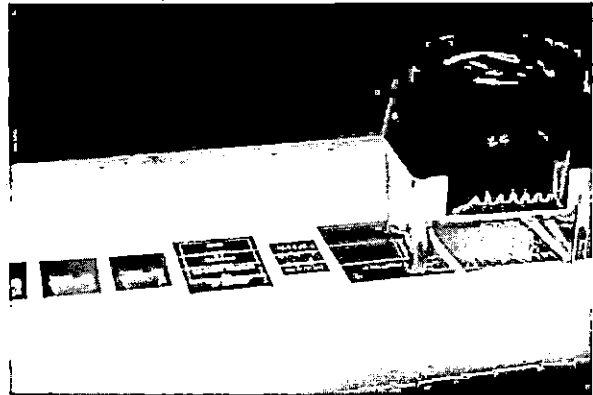


Kofile's Image Archive (IA) service preserves scanned documents on 16mm silver halide microfilm using industry-standard Kodak Archive Writers. As a longtime supporter of PRIA's white paper, *Recording Electronic Images on Roll Microfilm*, our workflows are aligned with its recommended best practices. With twelve Archive Writers in-house—and current capacity to augment client capabilities—we offer scalable support for large archival conversion efforts.

We accept images via secure FTP, DVD, CD, or hard drive, and perform rigorous validation checks before recording. These include confirming image file format, resolution, document sequence, barcode accuracy, and page sizing. Documents that don't meet quality benchmarks are flagged, and we collaborate with the client to resolve any issues prior to microfilm creation.

Images are recorded on ISO 18901:2010-compliant microfilm using Kodak or SMA Archive Writers. Dual-level blips are exposed for document identification, and output logs are reconciled against index files to ensure completeness. Film is processed in our Allen M70 deep tank processor with in-line brown toning and undergoes daily and monthly chemical testing to ensure long-term stability, in accordance with ISO 18917:1999 and ISO 18915:2000.

Every roll is inspected manually by gloved technicians, with images reviewed at 15x and 100x magnification to confirm clarity and integrity. We use ISO 18902:2001-compliant film enclosures with 2D PDF417 barcodes and delete all client files after project completion and approval. We do not splice Archive Writer film and will re-run any roll at no cost to the client if a Kofile error is identified. All microfilm produced by Kofile meets ISO 18911:2010 standards and carries a life expectancy rating of 500 years (LE 500).



QuicklinkSM

Trusted by thousands of government agencies, QuicklinkSM is Kofile's proprietary, sole-source digital records solution designed for seamless, efficient access to public records. As a browser-based platform, it requires no software downloads or special hardware, ensuring ease of use. QuicklinkSM maintains static image locations for quick and consistent retrieval, allowing users to navigate digitized volumes smoothly via mouse & keyboard shortcuts.

QuicklinkSM's features/functionality are proprietary and sole-source to Kofile. Visit <https://kofilequicklinks.com/> to view public-facing applications in action.

QuicklinkSM features include:

- The image location of all images within QuicklinkSM remains static for quick and consistent access. Dropdown search boxes appear on the left sidebar for queries down to the specific item requiring access.
- Users can maneuver forward or backward through the digitized volume by a mouse and previous/next frame buttons and keyboard shortcuts.
- Extensive image zoom capabilities.
- End users can print an unlimited number of images, including the ability to crop a portion of images prior to printing.
- End users can export each image as a PDF file.
- All images on the platform can be exported, including the grayscale and bitonal formats.
- Images are not cropped or modified by the software in any way.
- As a browser-based solution, no software downloads or special hardware are required.
- QuicklinkSM supports Full Text Search powered by Optical Character Recognition (OCR) to perform keyword searches and return results on both typed and handwritten material.

Search Capability

Research time and efforts are significantly reduced for both clerks and patrons. This application provides up to five fields to refine research queries—see search parameters exemplified herein. The interface only permits refinement to relevant results. The solution provides end users an easy-to-use search interface to provide digital images on demand within seconds. Dynamic dropdown fields appear and populate based on available data. The users can filter search results by type, year, parties, and alpha queries. Dropdown search boxes appear on the left sidebar for queries down to the specific volume requiring access. Along with these dynamic search options, a Full Text Search module is available to search both handwritten and typed material for keywords or phrases.

eCommerce

eCommerce capabilities are available to provide constituents with electronic copies for a set fee (the Office sets the fee—but this capability is optional, and the Office can request a no charge system for public copies). The solution accepts all major forms of payment. Kofile provides monthly reimbursement and reporting of site activity. If eCommerce is preferred, note that users only pay for the specific document purchased. There is no subscription fee for public users. Why pay for access when the Office may not hold the queried document, or it may not be digitized? With Kofile, patrons only pay for the specific document needed. Also, the patron is not responsible for merchant fees for the transaction. Users can create a user account to manage all searches and purchases. If needed, Kofile can overlay a watermark or slight distortion of the images to prompt purchase of certified copies. The Office retains 100% of the copy revenue. Kofile absorbs all related credit card and merchant account fees associated with this e-commerce solution. Kofile can attach an additional Per Transaction Document Processing Fee (e.g., \$2.00/ document) paid by the public purchaser. A convenience fee description is displayed as a line item in the users shopping cart.



Shelving



Shelving Schematics

These custom schematics include steel back panels, 20 inch D case style uprights, kick plates, un-slotted shelving, shelf reinforcements, and shelf supports. All 4Post™ Shelving comes with a limited lifetime warranty and is approved for archives. Each unit of shelving has a capacity of 50-65 binders.

Each unit features interlocking keyhole uprights in addition to double rivet shelf supports to maximize the durability and

versatility of the units. The units can hold volumes up to 20 inch D, and they are assembled without the use of bolts, nuts, or clips. This system allows for single-entry units for placement against a wall and double-entry units for placement of units back-to-back. Units are also designed mobile ready to allow for storage expansion and conversion to a TrakSlider System if needed.

Paint Finish

4Post™ Shelving is available in a textured powder-coated finish with a variety of colors. All steel parts are thoroughly cleaned using a three-stage iron phosphate washer and then coated with an Epoxy-Hybrid powder coat finishing using a state-of-the-art electrostatic paint system. Powder coating provides a superior, attractive, uniform finish that is more durable, scratch and corrosion resistant, and environmentally friendly than liquid paint. Kofile only uses the most advanced painting technologies that are EPA tested and approved. The powder coat is solvent free and environmentally safe.

Quality Assurance Plan

Our team manages the full installation process, including the careful removal and return of volumes to and from shelving units. Prior to installation, all materials are inspected for accuracy and condition; following assembly, shelves are cleaned, and materials are properly reinstalled ensuring a high standard of quality throughout the process.

STANDARD PAINT COLORS

Kofile offers a lively palette of 15 colors with options to suit any environment. All steel components are painted with an electrostatic powder coat paint, ensuring a consistent, high-quality, durable finish. Kofile only uses the most advanced, state-of-the-art painting technologies, which are EPA-tested and approved. Powder coat paint is solvent-free, VOC-free, and environmentally safe.

Proudly made in the U.S.A.

BLACK T23	LIGHT GRAY T21	GRAY MIST T26	MEDIUM GRAY METALLIC T25	BLACK/GRAY T17
TAN METALLIC T24	WHITE/GRAY T22	DOVE WHITE T13	SLATE T18	NAVY T14
PURE WHITE T24	TECH BLUE T42	BLUE T28	FUNCTIONAL RED T27	SAFETY YELLOW T29

The samples shown are for representation purposes only and are not a true match.

WILSONART STANDARD LAMINATES & MELAMINES

Kofile offers 12 high-quality melamine and laminate finishes with matching PVC Edge. All melamine and laminate surfaces are pre-primed for permanent adhesion.

WHITE LAMINATE W24-01	PRESTIGE WHITE MELAMINE M23-01	PRESTIGE WHITE MELAMINE M23-02	PRESTIGE WHITE MELAMINE M23-03	BLACK LAMINATE L24-01	BLACK LAMINATE L24-02
WHITE MELAMINE M24-01	GRAY MELAMINE M24-01	SLATE MELAMINE M24-01	NAVY MELAMINE M24-01	RED MELAMINE M24-01	BLUE MELAMINE M24-01

GUILFORD OF MAINE HIGH-PERFORMANCE TEXTILES

Kofile offers a high-performance lock board fabric options.

MEDIUM BLUE T12	SLATE T12	NAVY T12	DARK BLUE T12	BLACK T12	DARK NEUTRAL T12

The samples shown are for representation purposes only and are not a true match.

Plat Cabinets

Enduro Plat Cabinets, available through Kofile, are engineered to provide durable and secure storage solutions for oversized documents such as plats, maps, and engineering drawings. These cabinets come in various configurations, including single-door models, open-style, and compact versions. Constructed with sturdy materials, they ensure long-term preservation and easy access to critical records. Their design accommodates large-format documents, making them ideal for government agencies and organizations requiring organized and protected storage for valuable archival materials.

IMPLEMENTATION METHODOLOGY

Kofile follows a structured, client-centered implementation approach designed to ensure accuracy, transparency, and minimal disruption to your organization's operations. Kofile will work to align scope, timelines, technical requirements, and key stakeholders during the initiation phase of the engagement. Our teams conduct thorough assessments of record conditions, formats, and retention needs to define the most effective path forward—whether the project involves digitization, indexing, microfilm, or preservation.

Throughout execution, we maintain chain-of-custody tracking, rigorous quality control, and real-time progress updates via secure platforms. Services are delivered through a combination of on-site and facility-based workflows, depending on client needs, and all deliverables are validated prior to handoff. Kofile's methodology ensures that each project is compliant, scalable, and built to meet both immediate access goals and long-term archival standards.

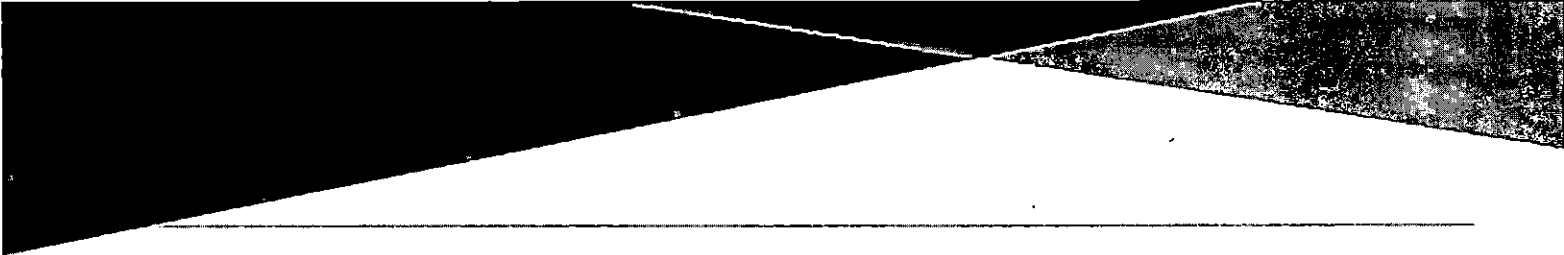
SCOPE OF WORK

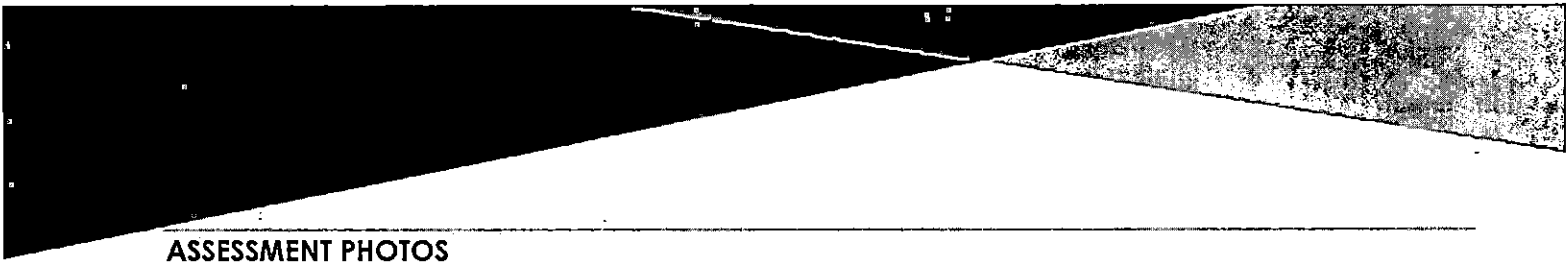
Book Preservation

- Inspect and log each item upon receipt.
- Disbind volumes by hand (Kofile does not guillotine volumes to separate pages).
- Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber.
- Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC).
- Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets with Kofile's proprietary solution Bookkeepers®.
- Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™.
- Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar.

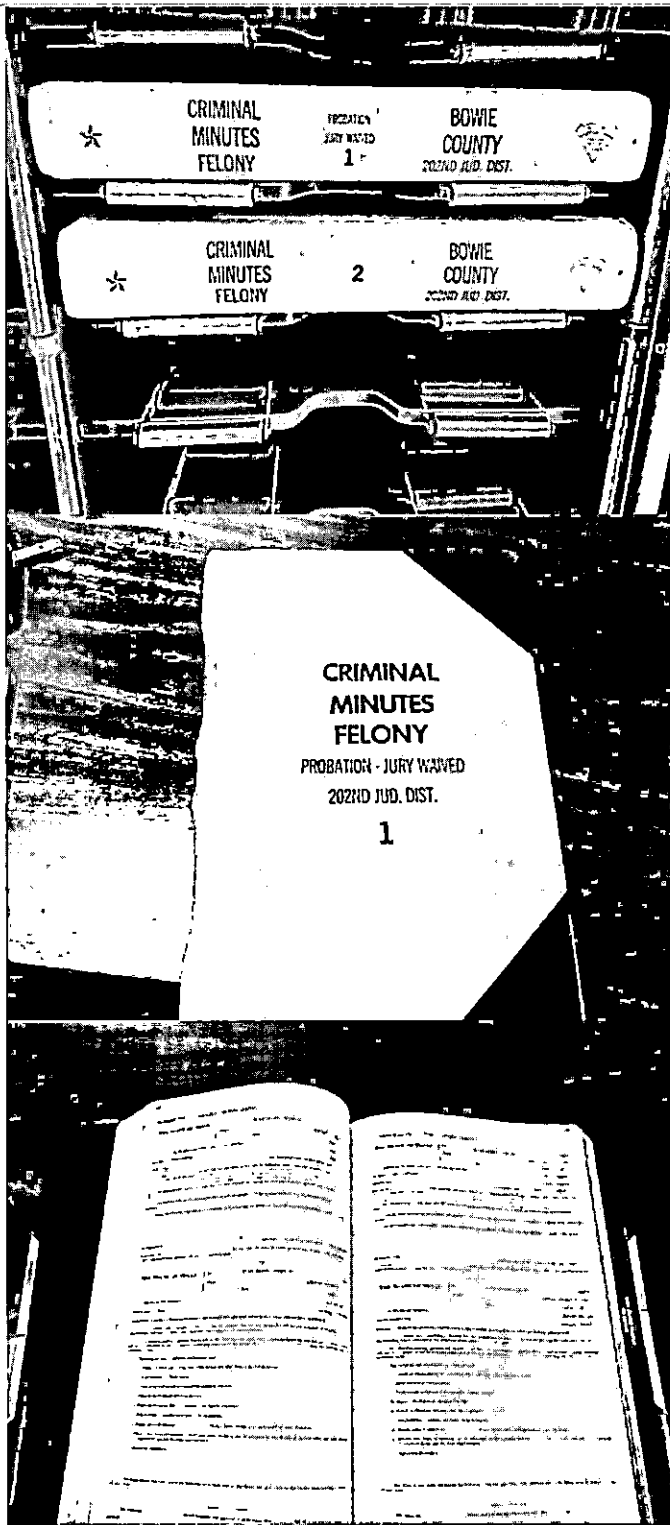
Archival Imaging

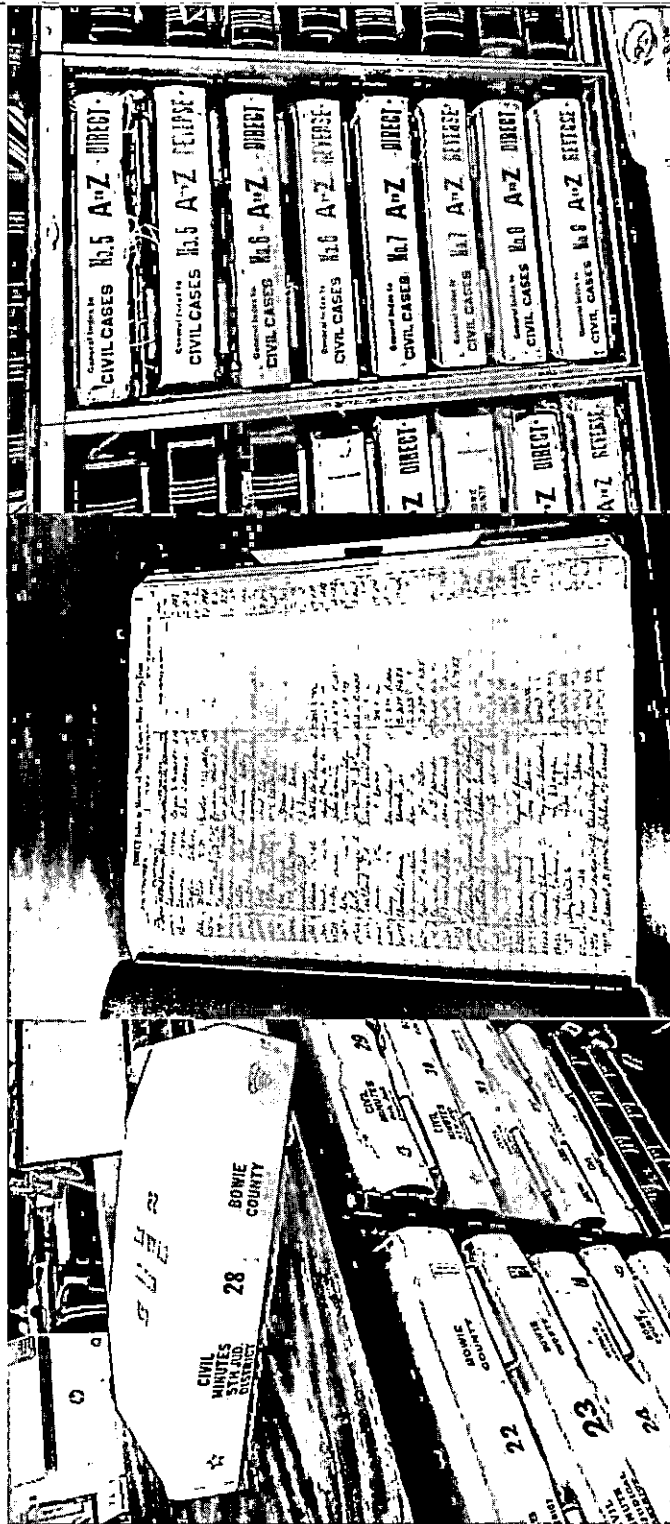
- Separate pages by hand into singular sheets.
- Images are captured at 300 dpi in greyscale to ensure optimum contrast, legibility, and flexibility for further image enhancement when required.
- Images accumulate as bi-tonal images in a format to load to the client's record-keeping system. (Please note that uploading to a system incurs an additional charge.)
- Capture verification.
- IMAGE PERFECT, Kofile's proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to ensure best quality image.
- Images are named (tagged for the directory file structure) by book, volume, and page.
- Images are grouped (stapled) together to form documents.
- If applicable, images are optimized and scaled for system output.
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges. Amendments are stapled to the appropriate Certificate and indexed in place of the original Certificate.
- Stitching: If identified, images receive stitching where necessary, such as entries that horizontally span the length of more than one page.
- Client receives a master in a medium suitable to the project size (e.g., SFTP, USB).





ASSESSMENT PHOTOS





TRANSPORTATION & FACILITIES

Kofile prioritizes security and accountability at every stage of records management. From GPS-tracked, DOT-compliant transportation to strict chain-of-custody protocols, we ensure records remain protected and meticulously tracked. Our permanent, climate-controlled facilities feature advanced security systems and archival vaults, providing a secure environment for processing and preserving critical government records.

Secure Transportation

Kofile personnel pick up and transport records. Kofile will provide all supplies, materials, equipment, transportation, and related items. Additionally:

- Vehicles are DOT compliant
- Vehicle doors remain locked – including rear gate with padlock
- Include GPS

Go through a vehicle pre-check before leaving

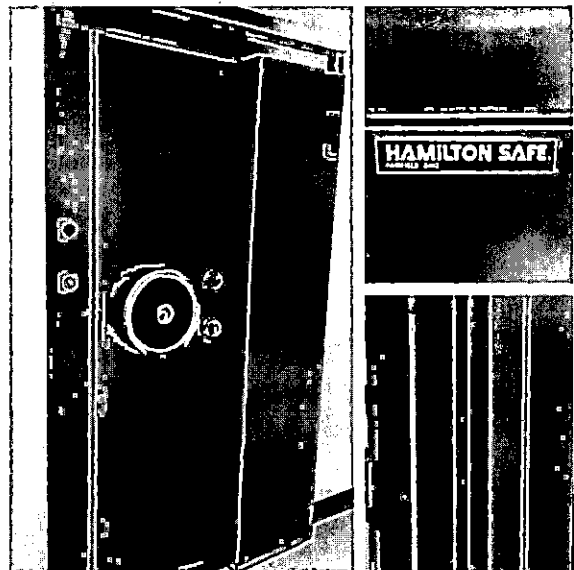
Chain of Custody Control

Kofile's chain of custody control is unparalleled. Kofile Transportation Services monitors inventory at the box, folder, and page level, and experts examine each item prior to any service. The chain of custody includes transport, facility security, technological safeguards, and project management tools/tracking.

State-of-the-Art Facilities

Kofile has:

- Secure, permanent facilities employing full-time, permanent employees.
- Code-compliant facilities and archival, climate-controlled vaults.
- State-of-the-art security systems.
- East, Central, and West Coast facilities servicing the entire country.



Kofile headquarters, located in Dallas, TX:

This is a permanent 150,000 square foot facility that features:

- Fire-resistant brick and concrete building (F5 Tornado Resistant). Structural steel support members, fire-rated walls, ceiling, and flooring.
- Archival vaults (Media Vault and two Book/Paper Vaults).
- Security fences surround the property with restricted control access at each gate/door.
- State-of-the-art security systems protect the entire facility and each vault.

PRICING

Without a signed agreement, prices are good for 90 days. Pricing is based on estimated document and page counts and condition. Final billing occurs on actual document and page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

Bowie District Clerk TX					
Project Overview - Estimated Volumes and Pricing					
Record Series	Volume	UOM	Quantity	Level of Service	Estimated Total
General Index to Civil Cases - Direct	2-8	Per Page	2,794	Book Preservation	\$21,513.80
General Index to Civil Cases - Direct	2-8	Per Image	2,325	Archival Imaging	\$4,464.00
5th Judicial District Civil Minutes	22-26	Per Page	3,204	Book Preservation	\$20,569.68
5th Judicial District Civil Minutes	22-26	Per Image	3,204	Archival Imaging	\$2,338.92
202nd Judicial Court Criminal Minutes - Misdemeanor	1	Per Page	565	Book Preservation	\$3,627.30
202nd Judicial Court Criminal Minutes - Misdemeanor	1	Per Image	565	Archival Imaging	\$412.45
202nd Judicial District Criminal Minutes - Misdemeanor Probation	1	Per Page	350	Book Preservation	\$2,247.00
202nd Judicial District Criminal Minutes - Misdemeanor Probation	1	Per Image	350	Archival Imaging	\$255.50
Criminal Minutes - Miscellaneous	12A, 13	Per Page	1,128	Book Preservation	\$7,241.76
Criminal Minutes - Miscellaneous	12A, 13	Per Image	1,128	Archival Imaging	\$823.44
Criminal Minutes - Misdemeanors 5th Judicial District	14, 16	Per Page	524	Book Preservation	\$3,364.08
Criminal Minutes - Misdemeanors 5th Judicial District	14, 16	Per Image	524	Archival Imaging	\$382.52
202nd Judicial Minutes - Criminal Minutes Felony - Probation Jury Waived	1	Per Page	200	Book Preservation	\$1,284.00
202nd Judicial Minutes - Criminal Minutes Felony - Probation Jury Waived	1	Per Image	200	Archival Imaging	\$146.00
202nd Judicial Court Criminal Minutes - Felony	2	Per Page	87	Book Preservation	\$558.54

202nd Judicial Court Criminal Minutes - Felony	2	Per Image	87	Archival Imaging	\$63.51
PROJECT TOTAL					\$69,292.50

PURCHASING VIA TXMAS

Please reference Contract No. TxMAS-23-92001 directly on the P.O. Kofile can prepare a Shopping Cart in TxSmartBuy so Bowie District Clerk | TX can complete this purchase. Bowie District Clerk | TX is billed using the following TXMAS line items:

TXMAS BILLING LINE ITEMS						
Part No.	NIGP	DESCRIPTION	UOM	UNIT PRICE	Qty	LINE TOTAL
IMGP701	92030	Archival Imaging Of Unbound Positive / Typescript	Per Image	\$0.73	6,058	\$4,422.34
IMGP711	92030	Archival Imaging Of Oversized Sheets/ 12" On The Shortest Side Of The Sheet	Per Image	\$1.92	2,325	\$4,464.00
PRV701	96272	Record Book Preservation By Page	Per Page	\$6.42	6,058	\$38,892.36
PRV702	96272	Index Book Or Oversized Record Preservation By Page	Per Page	\$7.70	2,794	\$21,513.80
TOTAL						\$69,292.50

BILLING

Pricing based on the assumptions and records provided by Bowie District Clerk | TX, as outlined in the Scope of Work section of this response. Kofile will invoice based on actual document and image counts times the unit rate and will not exceed the estimated total without written authorization.

ACCESSIBILITY OF RECORDS

All records held at Kofile are maintained as private and confidential material. All physical or digital records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of Bowie District Clerk | TX. Client is guaranteed access to records via email or toll-free fax. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate.



PROJECT IMPLEMENTATION & CLIENT ACCEPTANCE

Project Implementation

To initiate services with Kofile, please contact your designated Sales Representative, who will serve as your primary point of contact throughout the engagement.

Upon finalizing terms, Kofile will coordinate closely with Bowie District Clerk | TX to confirm schedules, logistics, and deliverables, ensuring a seamless transition from procurement to project implementation.

PAYMENT TERMS

Kofile will invoice 50% of the total proposed estimate upon first pickup of any inventory. The remaining balance will be invoiced upon the earlier of thirty (30) days after completion or delivery. Proposal pricing from Kofile is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing may vary based upon the actual quantity or condition of records.

PURCHASING VEHICLE

TXMAS

This project is presented via TXMAS Contract No. TXMAS-23-92001. Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

TERMS & CONDITIONS

This proposal is governed by Kofile's Terms & Conditions at:
<https://Kofile.com/termsandconditions/>.

Customer Acceptance

Name (Authorized Official):	
Title:	
Date:	
Signature:	

Kofile Acceptance

Name (Authorized Official):	Chris Finch
Title:	Account Executive
Date:	3/18/2026
Signature:	<i>Chris Finch</i>

CERTIFICATE OF APPOINTMENT
OF COMMISSIONERS OF THE
BOWIE COUNTY HOUSING AUTHORITY

I hereby appoint the one (1) persons hereinafter named to serve as Commissioners of the Bowie County Housing Authority from the _____ day of _____, _____ until the expiration date as indicated below:

David Dahman (succeeds Dwight Wilborn) Term expires 10/31/2027

(succeeds _____) Term expires _____

(succeeds _____) Term expires _____

I hereby certify that none of the above newly designated Commissioners is an officer or employee of the County of Bowie, Texas in accordance with Local Government Code 392.032(b).

IN WITNESS WHEREOF, I have hereunto signed my name as Judge of the County of Bowie, Texas, and caused the official seal of said County to be attached this _____ day of _____, _____.

County Judge

Attest: _____
County Clerk

Date (Seal)

DATE 04/07/2026 14:04

INVENTORY DISPOSALS OF ALL DEPARTMENTS

INV106 PAGE 1

DISPOSAL DATE RANGE FROM: 03/04/2026 TO: 04/07/2026

0.00 MINIMUM PURCHASE PRICE REPORTED

INVENTORY NUMBER	SEQ NO	CLASS FUNC	DESCRIPTION CAT ---- SERIAL NUMBER	PURCHASE DATE	DISPOSAL DATE	PURCHASE PRICE	*---- DEPRICIATION Y-T-D	-----* ACCUMULATED	DISPOSAL VALUE
DEPARTMENT 010.622 COMMISSIONER PCT 2									
0000002949		H01 04	001 KUBOTA TRACTOR ----59102	06/20/2008	03/24/2026	35,990.00	0.00	35,990.00	0.00
0000004706		H01 04	001 CUTTER SERIES 2 ----1124114	11/08/2019	03/24/2026	15,665.36	1,043.40	6,157.51	0.00
DEPARTMENT . 2 COUNTS - TOTALS:						51,655.36	1,043.40	42,147.51	0.00
OVERALL 2 COUNTS - TOTALS:						51,655.36	1,043.40	42,147.51	0.00

TEXARKANA NEW HOLLAND

7340 Hampton Rd.
 P.O. Box 1243
 Nash, Texas 75569
 (903) 838-6336
 (903) 838-4593 Fax



Sales Receipt

Salesman Mike Hammond ✓

TO: Bowie County Precinct 1

DATE: 3/17/26

PHONE: 870-571-9099

OTHER: _____

Qty	Description	Unit Price	Extended
1	Powerstar 110 New Holland 110hp tractor		\$ 75,994.60
1	Viper 15' 15' HD bat wing cutter		\$ 25,163.00
-1	M9540 Kubota		-10,000.00
-1	RC5615 Landpide 15' cutter		-5,500.00
			0.00
		Sub-total	

Rate	Term in mo.	Pmt	Pmt w/ ESP
4.99%	12		
4.99%	24		
4.99%	36		
0.00%	48		
6.79%	60		
0.00%	72		
2.00%	84		

(Y or N) <u>N</u>	Extended Service	
	FREIGHT & SETUP	
Months Financed _____	VIT	\$ 201.71
Farm Use? (Y or N) _____	Sales Tax	
	Total	\$ 85,859.31
CASH DOWN <u>X</u>	Cash	
	Amount Financed	

This offer to sell is made subject to buyers acceptance within ten (10) days from this date. All quoted prices are subject to change without notice. And those in effect on dates of shipment shall prevail.



PURCHASE ORDER
 BOWIE COUNTY, TEXAS
 710 JAMES BOWIE DRIVE
 NEW BOSTON, TEXAS 75570

015767
 DUPLICATE
 03/23/2026
 PP 06/2026

VENDOR: 012093 TEXARKANA TRACTOR COMPANY GENERAL FUND
 7340 HAMPTON RD
 NASH, TX 75569 TOTAL COMMISSIONER PCT #2
 (903) 838-6336

Qty	Description	Account	Item Amount	Item Total
1	NEW HOLLAND 110HP TRACTOR POWERSTAR 110	010-622-573	75,994.60	75,994.60
1	15' HDBAT WING CUTTER VIPE 15'	010-622-573	25,163.00	25,163.00
1	KUBOTA M9540	010-622-573	10,000.00-	10,000.00-
1	LANDPIDE 15' CUTTER RC5615	010-622-573	5,500.00-	5,500.00-
1	VEHICLE INVENTORY	010-622-573	201.71	201.71

GRAND TOTAL 85,859.31

BUDGET PROVISIONS HAVE BEEN MADE AND FUNDS ARE
 AVAILABLE OR WILL BE AVAILABLE TO MEET THIS OBLIGATION
 WHEN DUE, PROVIDED THERE IS PROPER AND LEGAL PERFORMANCE.

APPROVED BY

Christina Johnson

PURCHASING AGENT

COUNTY OF BOWIE

Bi-State Justice Center
100 North State Line Avenue
Texarkana, Texas 75501

Bowie County Courthouse
710 James Bowie Dr.
New Boston, Texas 75570



Request for Proposal

For: Road Materials

Bid Opening: May 25th, 2026

All Precincts

Time: 9:00 A.M. Commissioner's Courtroom

#2026-02

Place: Bowie County Courthouse
New Boston, TX

Road Materials

The proposed work generally consists of:

See bid specifications

All work shall include materials, equipment,
Labor and incidentals necessary to complete
the work.

See attached RFP/specs

RFP's, labeled as such, on the envelope must be received by 8:30 a.m. on May 25th, 2026. RFP may be Delivered or mailed to:

Bowie County Courthouse
710 James Bowie Dr.
New Boston, TX 75570
Attn: Jennifer Beckett, Auditor's Office

The County reserves the right to accept or reject any or all bids or any part of any bid in the best interest of the County.

Total Bid:

See attached behind

Company Name and Address

Representative Name:

Telephone No:

COUNTY OF BOWIE

Bi-State Justice Center
100 North State Line Avenue
Texarkana, Texas 75501

Bowie County Courthouse
710 James Bowie Dr.
New Boston, Texas 75570



Request for Proposal

For: Chipseal on Birdwell Davis Road

Bid Opening: May 11th, 2026

Pct. 2

Time: 9:00 A.M. Commissioner's Courtroom

#2026-03

Place: Bowie County Courthouse
New Boston, TX

Chipseal on Birdwell Davis Road

The proposed work generally consists of a pavement surface treatment that combines one or more layer(s) of asphalt with one or more layers(s) of fine aggregate. All work shall include materials, equipment, labor, and incidentals necessary to complete the work.
See attached RFP/specs.

RFP's, labeled as such, on the envelope must be received by 8:30 a.m. on May 11th, 2026. RFP may be Delivered or mailed to:

Bowie County Courthouse
710 James Bowie Dr.
New Boston, TX 75570
Attn: Jennifer Beckett, Auditor's Office

The County reserves the right to accept or reject any or all bids or any part of any bid in the best interest of the County.

Total Bid:

Company Name and Address

Representative Name:

Telephone No:

COUNTY OF BOWIE

Bi-State Justice Center
100 North State Line Avenue
Texarkana, Texas 75501

Bowie County Courthouse
710 James Bowie Dr.
New Boston, Texas 75570



Request for Proposal

For: Chipseal on Earnest Road

Bid Opening: May 11th, 2026

Pct. 2

Time: 9:00 A.M. Commissioner's Courtroom

#2026-04

Place: Bowie County Courthouse
New Boston, TX

Chipseal on Earnest Road

The proposed work generally consists of a pavement surface treatment that combines one or more layer(s) of asphalt with one or more layers(s) of fine aggregate. All work shall include materials, equipment, Labor, and incidentals necessary to complete the work.
See attached RFP/specs.

RFP's, labeled as such, on the envelope must be received by 8:30 a.m. on May 11th, 2026. RFP may be Delivered or mailed to:

Bowie County Courthouse
710 James Bowie Dr.
New Boston, TX 75570
Attn: Jennifer Beckett, Auditor's Office

The County reserves the right to accept or reject any or all bids or any part of any bid in the best interest of the County.

Total Bid:

Company Name and Address

Representative Name:

Telephone No:

**COMMISSIONERS COURT OF BOWIE COUNTY, TEXAS, REGULATIONS
OF POLITICAL SIGNS ON BOWIE COUNTY-OWNED OR CONTROLLED
POLLING PLACES**

RECITALS:

WHEREAS, persons seeking elective office have historically placed political advertising signs on Bowie County, Texas, owned or controlled properties that are being used as polling places; and

WHEREAS, the political signs that have been placed on Bowie County-owned or controlled polling place locations have varied in size and have often been affixed to the property using metal rebar, PVC posts, metal posts or "T-Posts" (customarily used to construct fences); and

WHEREAS, the metal rebar, PVC posts, metal posts and "T-Posts" are very likely to hit and cause substantial damage to water and electrical lines due to the depths the posts are driven into the ground; and

WHEREAS, due to Bowie County's growth and the increase in the number of candidates for public office, the number of signs placed at Bowie County-owned or controlled polling places has dramatically proliferated; and

WHEREAS, some political signs have become considerably larger and have caused public health and safety concerns in that they affect the line of sight of vehicles entering and exiting Bowie County-owned or controlled properties that are being used as polling place locations; and

WHEREAS, Section 61.003 of the Texas Election Code sets forth that the entity that owns or controls a public building being used as a polling place may not, at any time during the voting period, prohibit electioneering on the building's premises and outside of the area described in Subsection (a) of said section, but may enact reasonable regulations concerning the time, place, and manner of electioneering; and

WHEREAS, Section 61.003(b) of the Texas Election Code provides that "electioneering" includes the posting, use, or distribution of political signs or literature; and

WHEREAS, the Commissioners Court of Bowie County desires to establish the regulations contained herein to mitigate safety concerns, prevent damage to property and ensure that the property is sufficiently available for its patrons who use the facilities other than for election purposes.

DEFINITIONS,

- A.** When used in this Order the following terms shall be defined as follows:
1. "Early voting period" means the period prescribed by Section 85.001, Texas Election Code.
 2. "Electioneering" includes the posting, use, or distribution of political signs or literature.
 3. "Voting period" means the period beginning when the polls open for voting and ending when the polls close or the last voter has voted, whichever is later.
 4. "Polling location" means those buildings designated as locations where voters can cast ballots during a voting period.
- B.** Terms not defined herein shall have the meaning as defined by the Texas Election Code.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF BOWIE COUNTY, TEXAS, THAT THE FOLLOWING REGULATIONS RELATING TO POLITICAL SIGNS ON POLLING PLACES OWNED OR CONTROLLED BY BOWIE COUNTY, TEXAS, BE AND THE SAME ARE HEREBY ADOPTED AS SET FORTH BELOW:

REGULATIONS:

These regulations are intended only to regulate, in accordance with Section 61.003 of the Texas Election Code, political signs placed, held, erected or otherwise situated at Bowie County-owned or controlled properties that are being used as a polling place. These regulations **are not** intended to regulate political signs placed on property outside of the ownership or control of Bowie County.

No electioneering of any kind is allowed inside the 100-foot distance of an outside door of a polling place as prescribed by state law. No one may place, hold, erect or otherwise situate political signs on Bowie County-owned or controlled property that is being used as a polling place at any times other than during the voting period of a particular election, as defined in Section 61.003(b)(2) of the Texas Election Code, and no earlier than 4 PM on the day before the polling place opens for voting and must be removed within seventy-two (72) hours after the voting period. Voting period is defined as the first day of early voting through election day. **NOTE: Political signs must be removed within seventy-two (72) hours after the end of the voting period.**

No political signs may be placed, erected or otherwise affixed to the site utilizing posts that may damage subterranean water and electrical lines. For purposes of these regulations, the term "posts" shall include, but not be limited to rebar, PVC posts, metal posts and/or metal "T-Posts" typically used with farm and ranch type fencing. Heavy gauged wire that is generally used for political yard signs is allowed.

No political signs larger than twenty-four (24) inches by twenty-four (24) inches or taller than forty-eight (48) inches from the ground may be placed, held, erected or otherwise situated on a Bowie County-owned or controlled property that is being used as a polling place.

Political candidates will be limited to place, erect or otherwise affix no more than four (4) signs in support of a candidacy. Similarly, no more than four (4) signs in support and four (4) signs in opposition to any particular ballot measure may be placed, erected or otherwise affixed to the property that is being used as a polling place. These four (4) signs limit is not intended to apply to t-shirts worn by persons participating in electioneering, magnets on cars parked at the polling place, or other similar temporary signs that are not affixed to the site.

Persons participating in electioneering shall not obstruct vehicle or pedestrian traffic or impede the normal day-to-day operations of the county building designated as a polling place. During the voting period, no vehicles may remain on county owned or controlled property that has been designated as a polling place between the hours of 8:00 pm and 6:00 am.

No political sign may be placed, held, erected or otherwise situated on any Bowie County-owned or controlled property such that the sign obstructs vision for traffic entering, exiting or driving in, on or around a Bowie County-owned or controlled polling place location.

Any political sign in violation of these regulations may be removed without notice by Bowie County staff

and placed in temporary storage. The owner of political signs that have been removed may contact the Bowie County Election Office at 903.628.6810 during normal business hours to arrange a time to pick them up. If the owner of the political sign fails to pick up any removed signs within ten (10) days following the voting period, Bowie County will dispose of them.

All political signs shall comply with all state and federal requirements, including but not limited to Tex. Election Code, Chapter 255 and Section 61.003, and Tex. Trans. Code, Chapters 392 and 393.

Should any sentence, paragraph, subdivision, clause, phrase or section of these regulations be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of these regulations as a whole or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the regulations as a whole.

These regulations supplant and replace previous signage regulations approved on the 10th day of August, 2020.

These regulations will be in full force and effect from and after the date of passage by a majority of the Bowie County Commissioners Court

THE ABOVE RESOLUTION being read, it was moved and seconded that the same do pass. Thereupon the question being called for, the following members of the Court voted Aye _____ and the following members of the court voted Nay _____.

PASSED, APPROVED, and ADOPTED this the 13th day of April 2026.

Bobby Howell, County Judge

Sammy Stone Commissioner Precinct 1

Tom Whitten, Commissioner Precinct 2

James Strain, Commissioner Precinct 3

Mike Carter, Commissioner Precinct 4

ATTEST
Tina Petty, County Clerk

INVOCATION

Commissioner Pct. 3-James Strain, DeKalb, TX

PLEDGE OF ALLEGIANCE

Pledge of Allegiance to the United States

**COMMISSIONERS COURT MINUTES
MARCH 23, 2026**

BE IT REMEMBERED, that on this 23rd day of March, 2026, the HONORABLE COMMISSIONERS COURT of Bowie County, Texas met in REGULAR SESSION at the courthouse in New Boston, Texas after due notice had been posted on the 17th day of March, 2026 with the HONORABLE BOBBY L. HOWELL present and presiding with the following Commissioners being present.

Sammy Stone	Commissioner Pct. #1
Tom Whitten	Commissioner Pct. #2
James Strain	Commissioner Pct. #3
Mike Carter (absent)	Commissioner Pct. #4

Also in attendance were the following County Officials:

- **County Auditor Jennifer Beckett**
- **County Legal Advisor Samuel Brown**

And the following staff member also present:

- **County Clerk Chief Deputy Denise Thornburg**

ANNOUNCEMENTS

Commissioner James Strain announced there is a track meet in Hooks, TX.

REGULAR AGENDA ITEMS

Court convened at 9:01 A.M. when the following ORDERS, JUDGMENTS and DECREES were had and ORDERED spread upon the minutes of the Court to-wit.

Item 1: There was no Public Comments.

Item 2: There was no Commissioners Court response to Public Comments.

- Item 3: On this 23rd day of March, 2026, a motion was made by Commissioner Tom Whitten and duly second by Commissioner James Strain to make the following changes to the Bowie County Precinct 2 Labor Table for FY 2026.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 4: This agenda item was passed regarding the Regulations of Political Signs on Bowie County-owned or controlled polling places.**
- Item 5: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Tom Whitten to authorize setting the date of April 27, 2026 for a Public Hearing and publication of notice of such hearing in a newspaper of general circulation on the creation of a reinvestment zone to be known as Bowie County Reinvestment Zone-Red Barn Solar LLC for purposes of tax abatement to provide economic development within the county and to take up for consideration an application for tax abatement deemed to be in due form, from Red Barn Solar LLC.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 6: On this 23rd day of March, 2026, a motion was made by Commissioner Sammy Stone and duly second by Commissioner James Strain to give notice to other taxing jurisdictions of tax abatement pursuant to Chapter 312, Texas Tax Code.
Motion was put to a vote and all Commissioner voted yes and none voted no.
Motion carried.**
- Item 7: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Tom Whitten to approve the Certificate of Resolution approving the issuance of bonds by Tarrant County Cultural Education Facilities Finance Corporation on behalf of Christus Health Facilities.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 8: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Sammy Stone to approve the presentation of Governor Abbot's Proclamation announcing March as Developmental Disabilities Awareness Month.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 9: On this 23rd day of March, 2026, a motion was made by Commissioner Sammy Stone and duly second by Commissioner Tom Whitten to approve the cell phone allowance for Jan Lishman and Casey Winchell for the Juvenile Probation Department.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**

- Item 10: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Tom Whitten to approve the contract between Quadiant, INC and Bowie County for \$6,670.80 from TX SMARTBUY State Contract #985-C1.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 11: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Tom Whitten to approve the corrected resolution for the 2026-2027 grant submission for the State Crisis Intervention Grant Program to the Office of the Governor
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 12: On this 23rd day of March, 2026, a motion was made by Commissioner Tom Whitten and duly second by Commissioner James Strain to approve the corrected resolution for the 2026-2027 grant submission for the Juvenile Justice & Truancy Prevention to the Office of the Governor.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 13: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Sammy Stone to approve the Memorandum of Understanding between the Bowie County Sheriff's Office and Correct Solutions Group, LLC regarding Cost Recovery Additive.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 14: On this 23rd day of March, 2026, a motion was made by Commissioner Sammy Stone and duly second by Commissioner Tom Whitten to approve the Treasurer's Monthly Report for February, 2026.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 15: On this 23rd day of March, 2026, a motion was made by Commissioner Tom Whitten and duly second by Commissioner James Strain to approve the Auditor's Monthly Report for February 2026.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 16: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Sammy Stone to approve budget adjustments (line-item transfers).
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**
- Item 17: On this 23rd day of March, 2026, a motion was made by Commissioner James Strain and duly second by Commissioner Tom Whitten to approve payment of accounts payable and payroll.
Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**

Item 18: On this 23rd day of March, 2026, a motion was made by Commissioner Tom Whitten and duly second by Commissioner Sammy Stone to approve the minutes as an Order of the Court (March 9, 2026).

**Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**

Item 19: There was no adjournment into Executive Session pursuant to the following Sections:

- a. Section 551.071 of the Texas Government Code: Consultation with attorney regarding legal issues relating to pending or contemplated litigation.**
- b. Section 551.072 of the Texas Government Code; Deliberation of the purchase, exchange lease or value of real property.**
- c. Section 551.074 of the Texas Government Code; Personnel Matters.**
- d. Section 551.087 of the Texas Government Code; Deliberation regarding Economic Development Negotiations.**

Item 20: There was no action taken to authorize the County Judge to execute settlement participation and release forms regarding confidential partial settlement matters in the Texas opioid multi-district litigation for Bowie County in the matter of *County of Bowie v. Purdue Pharma, L.P. et al.*

On this 23rd day of March, 2026, a motion was made by Commissioner Sammy Stone and duly second by Commissioner James Strain to adjourn.

**Motion was put to a vote and all Commissioners voted yes and none voted no.
Motion carried.**

THE ABOVE FOREGOING MINUTES OF COMMISSIONERS COURT OF
BOWIE COUNTY, TEXAS ON _____ DAY OF _____, 2026
WERE READ AND APPROVED _____ DAY OF _____, 2026

**BOBBY L. HOWELL, COUNTY JUDGE
BOWIE COUNTY, TEXAS**

ATTEST:

**TINA PETTY, COUNTY CLERK
AND CLERK OF COMMISSIONERS COURT
BOWIE COUNTY, TEXAS**

EXHIBIT G

**Six (6) Remnant Defendants'
Combined Subdivision Participation and Release Form
("Combined Participation Form")**

Governmental Entity: Bowie County	State: Texas
Authorized Official: Bobby Howell, County Judge	
Address 1: 710 James Bowie Drive	
Address 2:	
City, State, Zip: New Boston, Texas 75561	
Phone: 903-628-6718	
Email: bobby.howell@bowiecounty.org	

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the six (6) Remnant Defendants' Settlement Agreement ("RDSA"), dated February 23, 2026, and described further in Paragraph 1, and acting through the undersigned authorized official, hereby elects to participate in the RDSA, release all Released Claims against all Released Entities, and agrees as follows:

1. The Governmental Entity hereby elects to participate in the RDSA as a Participating Subdivision with each of the following six (6) Remnant Defendants that are parties to the RDSA: (1) Associated Pharmacies, Inc. (and American Associated Pharmacies), (2) J M Smith Corporation, (3) Morris and Dickson Co., L.L.C., (4) Louisiana Wholesale Drug Company, Inc., (5) North Carolina Mutual Wholesale Drug Company, Inc., and (6) United Natural Foods, Inc. (and SuperValu).
2. The Governmental Entity is aware of and has reviewed the RDSA, understands that all capitalized terms not defined in this Combined Participation Form have the meanings defined in the RDSA, and agrees that by executing this Combined Participation Form, the Governmental Entity elects to participate in the RDSA and become a Participating Subdivision as provided in the RDSAs.
3. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed against any Released Entity in the RDSA. With respect to any Released Claims pending in *In Re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice for each of six (6) Remnant Defendants listed in Paragraph 1 above substantially in the form found at <https://nationalopioidsettlement.com/additional-settlements/>.
4. The Governmental Entity agrees to the terms of each of the RDSA pertaining to Participating Subdivisions as defined therein.

5. By agreeing to the terms of the RDSA settlements and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the RDSA solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the MDL Court and agrees to follow the process for resolving any disputes described in the RDSA.
8. The Governmental Entity has the right to enforce the RDSA as provided therein.
9. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes of the RDSA, including without limitation all provisions related to release of any claims, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in his or her official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in the RDSA in any forum whatsoever. The release provided for in the RDSA is intended by the Parties to be broad and shall be interpreted so as to give the Released Entities in the RDSA the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The RDSA shall be a complete bar to any Released Claim against the Released Entities.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the RDSA.
11. In connection with the releases provided in the RDSA, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims in the RDSA, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the RDSA.

12. The Governmental Entity understands and acknowledges that nothing herein is intended to modify in any way the terms of any of the RDSA, to which Governmental Entity hereby agrees. To the extent this Combined Participation Form is interpreted differently from the RDSA in any respect, the RDSA controls.

I have all necessary power and authorization to execute this Combined Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: Bobby Howell

Title: County Judge

Date: _____