



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review the Local Records Program Grants Guidelines: [LRGrantGuidelines.pdf \(ky.gov\)](#) and consult with your Regional Administrator before completing this form. Attach three (3) written, itemized, project bid proposals for each project section. Please send the completed application to:

Email (preferred)

LRB.Application@ky.gov

Mail

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

Fax

Local Records Branch
(502) 564-5773

Contact Information

Local Government Agency:

Bourbon County Clerk

Applicant Name:
(Records Custodian/Officer)

Cynthia Santana Wilson

Applicant Title:

Clerk

Primary Point of Contact:

Cynthia Santana Willson

Office Address:

301 Main St

Paris Ky 40361

Phone Number:
(Including area code)

859-987-2142

Email Address:

cynthia.wilson@ky.gov

Federal ID Number:

61 - 6000923

Project Summary

Total Funds Requested: \$ 139,811.40

Please provide a complete description of the proposed project: Describe the project scope and expected results. Explain why the identified records are selected for preservation; and their historical significance and relevance to the community. Identify key agency personnel and their role(s) in the project. Explain the agency's contribution to the project: working space, equipment storage, staff or monetary contribution. Describe how the completion of this project will assist the agency's records management program.

Please see attached page for more details:
11 -Marriage Bond Books - L1566 & L1242 - Books contain some loose Marriage Bond documents that are attached to the pages of the books either by tape or staple.
19,500 - Loose Marriage Licenses - L1238 and L1564.



**Kentucky Department for Libraries and Archives
Local Records Program**

Plan of Work

Please list the lowest bid project vendor(s) for each section.

Section I

Purpose: Restore and preserve pages, electronically image, and properly book.

Vendor: KOFILE TECHNOLOGIES INC.

Vendor Contact: AARON GREER

Vendor Address: 6300 Cedar Springs RD
Dallas, TX 75235

Vendor Phone and Email: 423-213-9865 / AARON.GREER@KOFILE.COM

| Records | Date | Series | Cost |
|---|-----------|---------------|--------------|
| Marriage License - Loose Documents | 1800-1970 | L1238 & L1564 | \$105,300.00 |
| | | | |
| | | | |
| | | | |
| <i>Quality Control (Add 12.5% of the microfilming cost)</i> | | | |
| Total Section I Cost | | | |

Section II

Purpose: Restore and preserve pages, mold removal, and properly book.

Vendor: KOFILE TECHNOLOGIES INC.

Vendor Contact: AARON GREER

Vendor Address: 6300 Cedar Springs RD
Dallas TX, 75235

Vendor Phone and Email: 423-213-9865 / AARON.GREER@KOFILE.COM

| Records | Date | Series | Cost |
|---|-----------|---------------|-------------|
| 11 Marriage Bond Books | 1869-1916 | L1566 & L1242 | \$23,711.40 |
| | | | |
| | | | |
| <i>Quality Control (Add 12.5% of the microfilming cost)</i> | | | |
| Total Section II Cost | | | |



**Kentucky Department for Libraries and Archives
Local Records Program**

Section III

Purpose: Create Digital Index for Marriage licenses L1234 (1803-1984)

Vendor: DRMS

Vendor Contact: Trystan Gurrola

Vendor Address: P.O. BOX 4097

Paducah, Kentucky 42002

Vendor Phone and Email: _____

| Records | Date | Series | Cost |
|---|-----------|---------------|-------------|
| Marriage License - Loose Documents 130 Boxes | 1800-1970 | L1238 & L1564 | |
| 11 Marriage Bond Colored Books | 1869-1916 | L1566 & L1242 | \$10,800.00 |
| | | | |
| | | | |
| <i>Quality Control (Add 12.5% of the microfilming cost)</i> | | | |
| Total Section III Cost | | | |

Section IV

N/A

Purpose: _____

Vendor: _____

Vendor Contact: _____

Vendor Address: _____

Vendor Phone and Email: _____

| Records | Date | Series | Cost |
|---|------|--------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| <i>Quality Control (Add 12.5% of the microfilming cost)</i> | | | |
| Total Section IV Cost | | | |

** Please Attach Additional Sections, if needed**



Kentucky Department for Libraries and Archives
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Can these records be removed from the office during the project? Yes [checked] No [] N/A []

In what format do these records exist? Select all that apply.

Paper [checked] Electronic Files [] Microfilm [] Microfiche [] Aperture Cards [] Plats []

Other: _____

Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

11- Colored Bond Books - Currently stored in roller racks in our records room, but in the back corner that is segregated with signs to ask staff for assistance.
Loose Marriage Licenses - Currently stored in special boxes in our basement vault. They are stored in secure climate controlled area with proper security and supervision.

Project Outcomes

Describe project outcome(s) and explain the significance of each. How will the project outcome(s) assist with the management of project records? How will project outcome(s) advance the agency's records management program?

We take great pride in housing records with this historical significance, therefore our goal is to have these marriage bond books and have them restored and properly booked, paged, indexed, and recorded so that they are easier to search, and stored in a way they are presentable to the public, and safe from damage.
11 Marriage Bond Books- Currently my staff has to wear PPE when handling these books because of the mold and they have to be handled with great care for fear they will fall apart in our hands. Because of this we ask the public not to handle these books. We want to restore them and have them re-booked so that the public can research without assistance if they so choose.
Loose Marriage License - Currently my staff has to search for them and they are not in any certain order. We hope to properly index them and make it so that the community can find them on their own. Also they will be electronically accessible. This will make some 19,500+ from the 1800's -1970's more accessible and historically preserved.



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the ways your agency contributes resources to records management: Does your agency engage in the regular disposition of records in accordance with applicable records retention schedules? Does your agency separate inactive or non-current materials from active files? Does your agency provide records management training to agency staff? Explain your agency's records management program.

We have 2 full time staff members that are solely dedicated to records management and scan and book everything from deeds and mortgages to marriage licenses and anything needing recorded on a daily basis. We do follow the guidance of KDLA record retention schedule to keep records accordingly. We are training and cross training all staff to help assist with records management in our office.

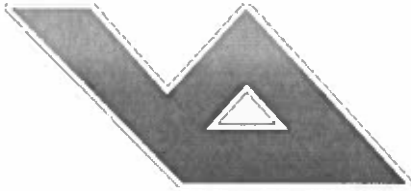
How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

We do ensure access per the KRS Open Records Law. We are striving to make this even better and more accessible and this Grant will help us to do just that. Currently staff members have to get the books out and look through them for the records. We are striving to make it both electronically accessible to the public as well as in a physical book safely preserved so that the public can look for it themselves if they so choose.

Additional information/comments:

Did you consult with your Regional Administrator (RA) on the project specifications (the records)?

Yes



Kentucky Department for Libraries and Archives Local Records Program

Certification:

Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

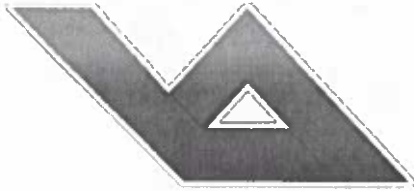
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis.

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.

Statement regarding State and Local Procurement: The applicant agrees that it has complied with all state and local procurement requirements to obtain bids as part of this application process.

Has any audit conducted by any entity during the two years preceding this application found your agency to have failed to comply with any applicable state purchasing statute? This includes failing to solicit for bids through an approved method found in statute or failing to award the bid to the lowest qualified bidder for any reason other than those allowed by statute. This would include the acquisition of any item or service not specifically exempted from bidding by statute. Audit reports for any agency selected to receive a grant may be checked to verify your answer to this question, a falsification may be considered fraud.

Yes No



Kentucky Department for Libraries and Archives
Local Records Program

Attest:

Michael R. Williams

Local Government Authorized Official Signature

Michael Williams / Judge Executive

Printed Name and Title

8-30-2023

Date

Cynthia S. Wilson

Official Custodian of Records

Cynthia Santana Wilson / Clerk

Printed Name and Title

8/30/2023

Date

Attachment 1 - Scope of Project:

This Project is for properly storing loose Marriage Licenses dated from 1800-1970, and to restore 11 Marriage Bond Books 1869-1916. To properly book and page, restore, preserve, electronically image, and index these records so they will be safe and more accessible to the public.

Boxes containing approx. 19,500 of both loose colored and white segregated marriage licenses from the 1800's hold a great historical significance to the community and deserve to be properly stored and accessible through a marriage license book. Our staff will assist in identifying the proper book and page numbers as well as assist in ensuring they are properly indexed in our system and labeled accordingly. We will also provide the book space to house the books after they are completed. This will address safety concerns as currently removing boxes off of tall shelves in the basement vault with assistance of ladders is concerning. This will eliminate that concern as they will be in books and stored in our roller racks upstairs more accessible to the public. Also having the electronic imaging will make locating much easier as now they are not sorted in any way other than by year. To find a record you have to sort through the entire year one page at a time.

Restore 11 Marriage Bond Books 1869-1916 that have mold on them. These were identified for preservation due to the poor quality of the books, visible mold, and their historical significance as they are accessed by the public for family history searches etc. Currently because of the mold and fear that the books will fall apart we ask the public not to just look through them, unless they know what they are looking for and to wear PPE such as gloves and masks when they have to handle them. We would like to store them out where the general public can more readily access them, but need to ensure they are protected that is why preservation is required. We also want to electronically image them and make them even more accessible.

Section I

Provide restoration of and archival quality storage of fragile old documents for permanent retention, rebooking, and Electronically Image.

Marriage Licenses currently loose – to be preserved and booked. 19,500 loose documents dating from 1800-1970.

\$8.00 / document = \$156,000.00

This also includes pickup and delivery of documents

Section II

Provide mold removal and restoration of and archival quality storage of fragile old documents for permanent retention, rebooking.

11 Marriage Bond Colored Books- to be restored, mold removed, preserved and re-booked.

| Book Name | Book # | Page Count | Cost |
|---------------|--------|-------------|-----------------|
| Marriage Bond | 5 | 530 | \$2810 |
| Marriage Bond | 6 | 454 | \$2410 |
| Marriage Bond | 7 | 372 | \$2680 |
| Marriage Bond | 8 | 450 | \$3265 |
| Marriage Bond | 9 | 400 | \$2120 |
| Marriage Bond | 10 | 560 | \$2970 |
| Marriage Bond | 12 | 640 | \$3395 |
| Marriage Bond | 13 | 592 | \$3140 |
| Marriage Bond | 14 | 800 | \$6200 |
| Marriage Bond | 15 | 638 | \$3380 |
| Marriage Bond | 20 | 200 | \$1250 |
| TOTALS | | 5636 | \$33,620 |

***This also includes pickup and delivery of documents**

Section III

Index Images and marry digitized images into the county clerks document management system

Marriage Licenses currently loose – 19,500 loose documents dating from 1800-1970.

NO BID

HF Group

Representative: Tim Baumgardner

*Tim Baumgardner
Sales Mgr / Government Records Preservation*

US★Imaging

August 8, 2023

Cynthia Santana Wilson
Bourbon County Clerk
301 Main Street
Paris, KY 40361

RE: ITB: Records Protection Project

Thank you for considering US Imaging for your needs. Unfortunately, we will be unable to perform the required in-person inventory of the media prior to the deadline; therefore, we respectfully submit a NO BID in response to the issued ITB for Section I (restoration and scanning services).

We appreciate the opportunity to respond and look forward to future bids in which we may be able to serve Bourbon County.

Thank you,



Scott Robinson
President & CEO
US Imaging, Inc.
(989) 714-9700
srobinson@us-imaging.com
www.us-imaging.com



7/28/2023

Cynthia Santana Wilson
Bourbon County Clerk
301 Main St., Suite 106
Paris, KY 40361

Dear Hon. Cynthia Wilson,

Please find our quote for the requested Scanning and Preservation of documents as detailed following. This quote is prepared by Kofile Technologies, Inc. (Kofile). Please allow four weeks lead time to prepare the order.

Please note that all pricing is valid for 90 days.

| Books | Pages | Imaging | Preservation | Total |
|-------------------|--------|-------------------|--------------------|---------------------|
| Section 1 | | | | |
| Marriage Licenses | 19,500 | \$7,800.00 | \$97,500.00 | \$105,300.00 |
| Section 2 | | | | |
| Book 5 | 531 | \$212.40 | \$2,655.00 | |
| Book 6 | 275 | \$110.00 | \$1,375.00 | |
| Book 7 | 245 | \$98.00 | \$1,225.00 | |
| Book 8 | 275 | \$110.00 | \$1,375.00 | |
| Book 9 | 275 | \$110.00 | \$1,375.00 | |
| Book 10 | 320 | \$128.00 | \$1,600.00 | |
| Book 12 | 550 | \$220.00 | \$2,750.00 | |
| Book 13 | 525 | \$210.00 | \$2,625.00 | |
| Book 14 | 700 | \$280.00 | \$3,500.00 | |
| Book 15 | 575 | \$230.00 | \$2,875.00 | |
| Book 20 | 120 | \$48.00 | \$600.00 | |
| Total | | \$1,756.40 | \$21,955.00 | \$23,711.40 |

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

Payment Terms: Pay 50% upon executed agreement with the balance due upon project completion.

CUSTOMER ACCEPTANCE

KOFILE ACCEPTANCE

Signature Authorized Official

Signature Authorized Official

Title of Authorized Official

Title of Authorized Official

Date

Date



Honorable Cynthia Wilson
Bourbon County Clerk
301 Main St
Paris, KY 40361

January 30, 2023

Dear Santana,

Thank you for allowing DRMS team to continually serve your county. We are excited to put together this proposal for you to digitize 10 bound marriages bonds and 130 boxes of colored marriage licenses. If you have any questions or concerns regarding this proposal. Feel free to contact me, thank you!

Trystan Gurrola
VP of Operations



Section 1: Digitize 130 boxes of Colored Marriage Licenses (1803-1984) (L1234)

- Digitize 130 boxes of Colored Marriage Licenses (1803-1984) (L1234) Total images estimated around 32,500 images. Very fragile and delicate documents will have to be ran through separate process to prevent potential damage to documents.

Section 1 total: \$21,958.00

Section 2: Digitize 10 Marriage Bonds Encapsulated (Dates enter here) (L1234)

- Digitize 10 Encapsulated Marriage Bonds (Dates) (L1234) Approximately 5,000 Images total of encapsulated books

Section 2 total: \$7,858.00

Section 3: Create Digital Index for Marriage licenses L1234 (1803-1984)

- Create index for 130 boxes of Colored Marriage License and 10 Encapsulated Marriage Bonds. Indexing is to be created utilizing none foreign services to maintain CJIS compliance. Once completed and QA, it will be imported into current DRMS system.

Sections 3 total: \$10,800.00

Total for all sections: \$40,616.00



General Conditions:

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 90 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 90-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Quality of any scanning services will include the following unless specified otherwise:

- Advanced Image Enhancement
- Blank page drop out
- De-skewing
- 300 X 300 DPI Bi tonal
- De-speckling
- Tiff Images

Billing Terms:

Data Records Management Services will invoice a customary 25% deposit with signed contract to schedule project. Once completed and uploaded into system there will be a final invoice sent. Exception if used for KDLA project invoice will be sent at completion of project.

Acceptance:

Your signature of acceptance constitutes our entire agreement.

Bourbon County Clerk
Cynthia Wilson

Date

The Citizen Advertiser
 123 W. Eighth St.
 P.O. Box 158
 Paris, KY 40361
 (859)987-1870

Invoice

| Date | Invoice # |
|-----------|-----------|
| 2/27/2023 | 12270 |

| |
|---|
| Bill To |
| Bourbon Co Clerk P.O. Box 312 Paris, KY 40361 |

| |
|--------------|
| Terms |
| |

| Item | Description | Qty | Rate | Amount |
|---------|--|-----|--------------|----------|
| Display | Feb 2, 2023 2 X 4 request for proposals records protection project | 1 | 112.00 | 112.00 |
| | | | Total | \$112.00 |

Invitation for BID Proposal for Records Protection Project

The Bourbon County Clerk seeks to procure professional services in connection with a Records Protection Project. The Bourbon County Clerks office is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for this project.

Section I

Provide restoration of and archival quality storage of fragile old documents for permanent retention, rebooking, and Electronically Image.

Marriage Licenses currently loose – to be preserved and booked. 19,500 loose documents dating from 1800-1970.

Section II

Provide mold removal and restoration of and archival quality storage of fragile old documents for permanent retention, rebooking.

11 Marriage Bond Colored Books- to be restored, mold removed, preserved and re-booked.

Section III

Index Images and marry digitized images into the county clerks document management system

Marriage Licenses currently loose – 19,500 loose documents dating from 1800-1970.

All documents must be **SEALED** and **MARKED ON THE OUTSIDE "BOURBON COUNTY RECORDS PROTECTION PROJECT REQUEST FOR PROPOSAL."** Submittals in excess of 10 single-sided pages will not be considered. The Bourbon County Clerk reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in the best interest of Bourbon County.

Interested firms desiring to provide these services should submit **THREE** copies of their Proposal to:

Cynthia Santana Wilson
Bourbon County Clerk
301 Main St.
P.O. Box 312
Paris, KY 40361

Electronic submission of Proposals will not be accepted.

Statement of Qualifications must be received by 10: 00 AM August 30, 2023.

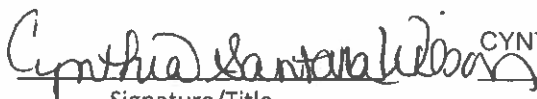
Questions concerning this RFQ should be addressed to Cynthia Santana Wilson at the Bourbon County Clerk's Office, cynthia.wilson@ky.gov or by calling (859) 987-2142.

INVITATION FOR BID PROPOSAL

The Office of the BOURBON COUNTY CLERK is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

Special Conditions

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images accompanied by the corresponding index(es) must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Roll microfilm used in this project must be polyester based.
5. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
6. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
7. Offerers for services must conduct an onsite examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the onsite examination was made.
8. Clarification of terms, descriptions, conditions, or specifications for equipment/supplies is the sole responsibility of the offerer.
9. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
10. Offerers must provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds.
11. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
12. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
13. Written proposals must be received no later than AUGUST 30, 2023 to be considered.



Signature/Title

CYNTHIA SANTANA WILSON

Printed Name

07/05/2023

Date