

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:

KNOTT COUNTY CLERK

Applicant Name:
(Records Custodian/Officer)

MAURICA CORNETT

Applicant Title:

COUNTY CLERK

Primary Point of Contact:

MAURICA CORNETT

Office Address:

54 WEST MAIN

HINDMAN KY 41822

Phone Number:
(Including area code)

606-785-5651

Email Address:

MAURICA.CORNETT@KY.GOV

Federal ID Number:

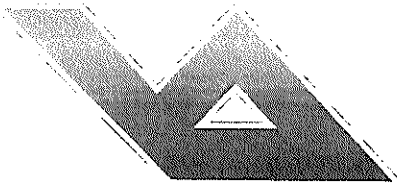
83-2810379

Project Summary

Total Funds Requested: \$ 165,682.00

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.

KNOTT COUNTY CLERK'S OFFICE NEEDS THIS GRANT DESPERATELY DUE TO WE ARE IN A SMALL COUNTY WITH LIMITED MONIES FOR PROJECTS OF THIS SIZE. WE WILL ONLY BE ABLE TO ACCOMPLISH THIS WITH GRANT MONEY TO BE IN COMPLIANCE WITH THE KY SB 215. THE TIME MANAGMENT WILL GREATLY INCREASE FOR THE ONE DEPUTY CLERK THAT IS CUSTODIAN OVER THE RECORDS ROOM DUE TO NEEDING COPIES CONSTALY FOR THE UNSCANNED RECORDS
-MICROFILMING OF THE PLATS WILL INCREASE THE SECURITY OF NOT LOSING THE INFORMATION COMPLETELY FROM, DAMAGE OR A TOTAL LOSS OCCJURANCE.
-DIZITIZING AND INDEXING ALL THE PROPOSED DOCUMENTS: [PLAT, MARRIAGE RECORDS, MORTGAGES, AND LEASE BOOK], WILL PROVIDE A DIGITAL ARCHIVAL BACKUP OF ALL DOCUMENTS AND PROVIDE AN INCREASE IN PUBLIC ONLINE ACCESS AS WELL AS IN PERSON ACCESS ON PUBLIC TERMINALS AND REDUCE PHYSICAL HANDLING OF THE PAPER COPIES. THIS PROJECT COMPLETION WILL ALSO PROVIDE ACCESS TO THESE DOCUMENTS OUTSIDE OF NORMAL OFFICE HOURS. FINALLY THIS PROJECT COMPLETION WILL ALSO ALLOW THE KNOTT COUNTY CLERK'S OFFICE TO BE ONE CLOSER STEP TO BE IN COMPLIANCE TO THE KY SB215.



**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: CONSERVATION

Vendor: DRMS
 Vendor Contact: KULLEN CRIDER
 Vendor Address: PO BOX 4097
PADUCAH, KY 42002
 Vendor Phone and Email: 270-443-1610

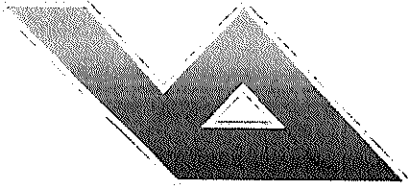
Records	Date	Series	Cost
PLAT	1950-2023	L1329	560.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section I Cost			\$560.00

Section II

Purpose: DIGITIZATION

Vendor: DRMS
 Vendor Contact: KULLEN CRIDER
 Vendor Address: PO BOX 4097
PADUCAH, KY 42002
 Vendor Phone and Email: 270-443-1610

Records	Date	Series	Cost
MARRIAGE INDEX	1884-1951	L1236	0.00
MARRIAGE BOOKS	1884-1984	L1234	45,339.00
MARRIAGE PARENTAL PERMISSION	1884-1984	L1239	974.00
PLAT	1950-2023	L1329	3,250.00
MORTGAGE	1884-1969	L1344	15,500.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			\$62830.00



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

Cont'd page 2

Plan of Work

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

Section I

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 I Cost			

Section II

Purpose: DIGITIZATION

Vendor: DRMS

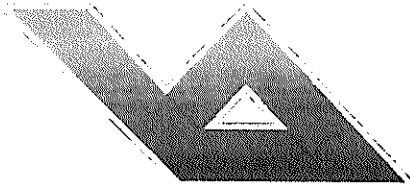
Vendor Contact: KULLEN CRIDER

Vendor Address: PO BOX 4097

PADUCAH, KY 42002

Vendor Phone and Email: 270-443-1610

Records	Date	Series	Cost
MINERAL LEASE	1894-1974	L1340	3,767.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section II Cost			\$92,830.00



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

Section III

Purpose: INDEXING

Vendor: DRMS
 Vendor Contact: KULLEN CRIDER
 Vendor Address: PO BOX 4097
PADUCAH, KY 42002
 Vendor Phone and Email: 270-443-1610

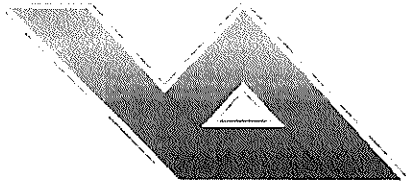
Records	Date	Series	Cost
MARRIAGE INDEX	1884-1951	L1236	0.00
MARRIAGE BOOKS	1884-1984	L1234	32,750.00
MARRIAGE PARENTAL PERMISSION	1884-1984	L1239	4,225.00
PLAT	1950-2023	L1329	550.00
MORTGAGE	1884-1969	L13444	19,559.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			\$82,292.00

Section IV

Purpose: NA
 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
Local Records Program**

Cont'd 3 page

Section III

Purpose: INDEX

Vendor: DRMS

Vendor Contact: KULLEN CRIDER

Vendor Address: PO BOX 4097
PADUCAH, KY 42002

Vendor Phone and Email: 270-443-1610

Records	Date	Series	Cost
MINERAL LEASE	1894-1974	L1340	25,208.00
<i>Quality Control (Add 12.5% of the microfilming cost)</i>			
Total Section III Cost			\$82,292.00

Section IV

Purpose: _____

Vendor: _____

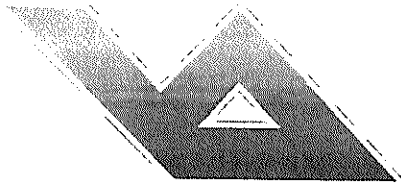
Vendor Contact: _____

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
Local Records Program

Can these records be removed from the office during the project? Yes [] No [x] N/A []

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

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

Other: _____

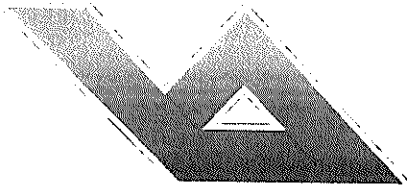
Where are project records located? How does your agency provide for the long-term survival and accessibility of agency records? Are the records stored in a secure, climate controlled and fire-resistant facility, with adequate storage space, and proper security and supervision? Please explain.

THESE RECORDS ARE STORED AT 54 WEST MAIN, HINDMAN KY 41822, IN THE SECOND FLOOR OF THE KNOTT COUNTY COURT HOUSE, COUNTY CLERK'S OFFICE RECORDS ROOM. CURRENTLY THESE RECORDS ARE ONLY ACCESSIBLE BY VISITING OUR RECORDS ROOM IN PERSON, DURING NORMAL BUSINESS HOURS MONDAY - FRIDAY IN THE HOURS OF 8 AM - 4PM. THE RECORDS ARE CURRENTLY HOUSED IN THE CLIMATE CONTROLLED AND SECURE RECORDS ROOM WITH AN ADEQUATE STORAGE AREA AT THIS TIME. THE RECORDS ARE AVAILABLE FOR PUBLIC USE DURING BUSINESS HOURS ONLY AND EVERY EFFORT IS MADE TO PROTECT THE DOCUMENTS TO THE DEPUTY CLERK'S BEST CAPABILITIES, BUT PUBLIC IS MAY VIEW AND HANDLE THE DOCUMENTS UNSUPERVISED.

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?

-MICROFILMING OF THE PLATS WILL INCREASE THE SECURITY OF NOT LOSING THE INFORMATION COMPLETELY FROM, DAMAGE OR A TOTAL LOSS OCCURANCE. -DIZITIZING AND INDEXING ALL THE PROPOSED DOCUMENTS: [PLAT, MARRIAGE RECORDS, MORTGAGES, AND LEASE BOOK], WILL PROVIDE A DIGITAL ARCHIVAL BACKUP OF ALL DOCUMENTS AND PROVIDE AN INCREASE IN PUBLIC ONLINE ACCESS AS WELL AS IN PERSON ACCESS ON PUBLIC TERMINALS AND REDUCE PHYSICAL HANDLING OF THE PAPER COPIES. THIS PROJECT COMPLETION WILL ALSO PROVIDE ACCESS TO THESE DOCUMENTS OUTSIDE OF NORMAL OFFICE HOURS. FINALLY, THIS PROJECT COMPLETION WILL ALSO ALLOW THE KNOTT COUNTY CLERK'S OFFICE TO BE ONE CLOSER STEP TO BE IN COMPLIANCE TO THE KY SB215.



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.

YES, WE ENGAGE IN REGULAR DISPOSITION OF RECORDS.
NO, WE ALLOW ALL DOCUMENTS TO REMAIN IN THE BOOKS THEY WERE RECORDED IN FOR ARCHIVAL DOCUMENTS.
YES, TRAINING IS PROVIDED PERIODICALLY TO STAFF.
WE PROVIDE RECORDS MANAGEMENT KEEPING BY KRS LAW.

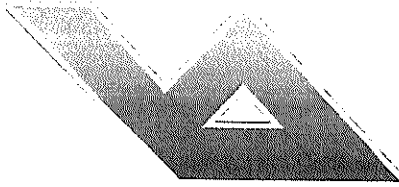
How does your agency ensure records are available to the public? Explain how your agency ensures access to records per the state's Open Records Law (KRS 61.870-876).

THE COURTHOUSE COMPUTER SYSTEM WE HAVE FOR DOCUMENT RECORDING AND ARCHIVAL KEEPING PROVIDES AN ONLINE PLATFORM FOR PUBLIC ACCESS TO KNOTT COUNTY RECORDS AT 24 HOURS A DAY 7 DAYS A WEEK.
WE STAY IN CONTACT WITH OUR VENDOR TO MAKE SURE THEY ARE IN COMPLIANCE WITH KRS.

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.

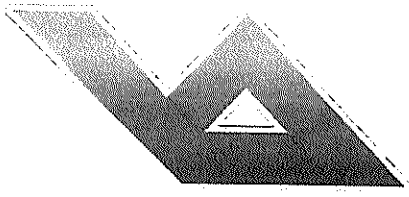
Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance 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:


Local Government Authorized Official Signature

MAURICA CORNETT, CLERK

Printed Name and Title

09/06/2023

Date


Official Custodian of Records

HELANA LEWIS, DEPUTY CLERK

Printed Name and Title

09/06/2023

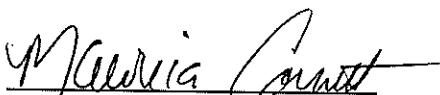
Date

INVITATION FOR BID PROPOSAL

The Office of the Knott County Clerk's Office 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 09/06/2023 9:00am to be considered.


Signature/Title

Maurica Cornett
Printed Name

08/24/2023
Date

INVITATION FOR BID PROPOSAL FOR CITY/COUNTY CODIFICATION OF ORDINANCES

The City/County of KNOTT is applying for a Local Records Program grant from the Kentucky Department for Libraries and Archives for the purpose of formulating and codifying the city's/county's ordinances.

The City/County solicits firm, not-to-exceed price proposals from codification services providers approved by the Kentucky Department for Libraries and Archives to complete the project described herein.

The City/County of KNOTT, with a population of 14,258, currently has approximately 0 ordinances (and other legislative actions affecting the citizens at large), containing 0 pages.

The City/County desires the production of a Code of Ordinances that includes:

- 1) All ordinances required by Kentucky Statutes for a KNOTT COUNTY city/county; (first class or home rule);
- 2) Sample drafts of ordinances covering the specific topics checked on the list on project description of this document; and
- 3) Currently effective legislative actions of the city/county which do not fit into either of the categories in Items One and Two above and which are specifically applicable to the city/county.

NOTE: Ordinances of this nature enacted after the Invitation for Bid Proposal date are not part of this project and will be added as a supplement to the code at the city's/county's expense.

It is the city's/county's intention, following successful completion of this project, to repeal all previous ordinances or legislative actions covering codified subject matter and adopt by reference the Code of Ordinances produced by this project as its entire body of law.

The successful offerer will:

- 1) Provide drafts of new ordinances needed as listed above;
- 2) Review all of the city's/county's currently effective legislative actions (ordinances, motions, resolutions, etc.), as submitted by the city/county, to provide an opinion on their relevance, consistency with state and federal law, accuracy, and adequacy;
- 3) Provide all needed editorial corrections including re-drafts of ordinances to correct problems noted in Item Two above;
- 4) Provide these services following the steps outlined in the Kentucky Department for Libraries and Archives' revised Codification Steps Policy for Cities memorandum, dated October 15, 2021;
- 5) Provide services or materials within the term of the grant following the beginning of the FY 2024 and subsequent availability of state funds;
- 6) Perform all work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives; and
- 7) Agree that the offer will be valid through FY 2024.

Written notification, from this city/county of the selection of a bid proposal and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds. The city/county shall incur no obligation for the preparation of any proposal and reserves the right to reject any and all proposals submitted in response to this invitation.

Written proposals must be received no later than SEPTEMBER 6, 2023 to be considered.


Signature/Title

MAURICA CORNETT

Printed Name

09/06/2023

Date



MAURICA A. CORNETT
KNOTT COUNTY CLERK
P.O. BOX 446
HINDMAN, KENTUCKY 41822
(606) 785-5651

Please Mail or Hand deliver Sealed Bids BY: Clerk's Office 54 W. Main, Hindman KY 41822

BID CLOSE: 09/06/2023 9:00 AM

RECORDS ROOM – KNOTT COUNTY CLERKS OFFICE 2023 PROJECT

This project has three sections. Each section could/may be awarded to a different vendor.

Therefore, please bid on each section you are interested in receiving. If you are not interested in bidding on a section of this project, please submit **NO BID** for that section(s). Bids open 08/24/2023 - 09/5/2023. Clerk's Office open for Bid Site Visit: Friday, August 25, 2023, Monday, August 28th thru Friday, Sept. 1st, 2023 and Wednesday Sept. 6, 2023.

SECTION I

Security Microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the clerk's office.

5 PLAT BOOKS: 1-5 (1950-2023) Series L1329

- Approximately : 500-600 plats

SECTION II

Digitize Images. TIF CCITT Group 4 encoding (Type 4) image file with a 300x300 DPI minimum.

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

- Includes Books 1a, 2a, and 4a

48 Marriage Parental permissions (1884-1984) Series L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

- Includes - Books 1A and 1B- Addendum

SECTION III

Index images. Existing Books (Paper)

1 Index to Marriages: 1 (1884-1951) Series L1236

48 Marriage Books: 1-45 (1884-1984) Series L1234

48 Marriage Parental permissions (1884-1984) L1239

5 Plat Books: 1-5 (1950-2023) Series L1329

21 Mortgage Books: 1-21 (1884-1969) Series 1344

27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

**Maurica A. Cornett
Knott County Clerk
P.O. Box 446
Hindman, Kentucky 41822**

Please Mail or Hand deliver Sealed Bids BY:
BID-CLOSE: 09/06/2023 9:00 AM

RECORDS ROOM - KNOTT COUNTY CLERKS OFFICE 2023 PROJECT

This project has three sections. Each section could/may be awarded to a different vendor. Therefore, please bid on each section you are interested in receiving. If you are not interested in bidding on a section of this project, please submit **NO BID** for that section(s). Bids open 08/24/2023 - 09/05/2023.
Clerk's Office open for Bid Site Visit: Friday, August 25, 2023, Monday, August 28th thru Friday, Sept. 1st, 2023 and Tuesday 09/06/23

Section I

Security Microfilm the following records into 35mm, where applicable, using polyester-based film, in comic mode according to the blipping instructions in the memo dated Oct. 8, 1990, and deliver to the Kentucky Department of Libraries and Archives. Digital images will be provided by the clerk's office.

5 PLAT BOOKS: 1-5 (1950-2023) Series L1329

Section II

Digitize Images. TIF CCITT Group 4 encoding (Type 4) image file with a 200x200 DPI minimum.

- 1 Index to Marriages: 1 (1884-1951) Series L1236
- 48 Marriage Books: 1-45 (1884-1984) Series L1234
- 48 Marriage Parental permissions (1884-1984)
- 5 Plat Books: 1-5 (1950-2023) Series L1329
- 21 Mortgage Books: 1-21 (1884-1969) Series 1344
- 27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

Section III

Index Images.

- 1 Index to Marriages: 1 (1884-1951) Series L1236
- 48 Marriage Books: 1-45 (1884-1984) Series L1234
- 48 Marriage Parental permissions (1884-1984)
- 5 Plat Books: 1-5 (1950-2023) Series L1329
- 21 Marriage Books: 1-21 (1884-1969) Series 1344
- 27 Mineral Lease Books: 1-25 (1894-1974) Series 1340

454:8/31:1t:b

VICTORY

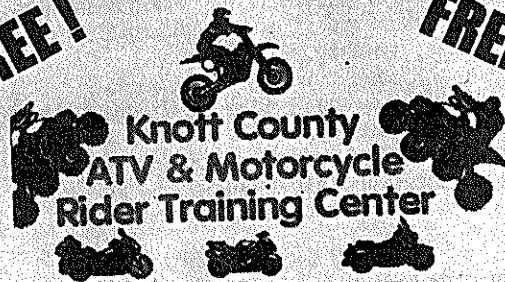
Baptist Church

LEBURN, KY

Attend Church this Sunday!

FREE!

FREE!



License courses available each Tuesday!
Call for more information -

606-233-0080



Maurica Cornett
Knott County Clerk
54 W Main St
Hindman, KY 41822

Dear Maurica,

Thank you for allowing the opportunity for Data Records Management Services to serve your office in your recent invitation for bid in your records room project. Below you will find the following proposal, if you have any questions regarding this, please feel free to reach out to me any way necessary. Thank you again from our team at DRMS.

Thank you,

Kullen Crider
Sales Associate
Data Records Management Services



Onsite Examination: 09/06/2023

Section 1: Microfilm 5 Plat Books: 1950-2023 (L1329)

- 35mm for approximately 500 plats

Section 1 total: \$560.00

Section 3: Digitize Plat cabinets 1-5 (1950-2023) (L1329), Digitize 48 Marriage Books (1884-1951) (L1236), 48 Marriage Parental Permissions (1884-1984) (L1239), 21 Mortgage Books (1884-1969) (L1344), 27 Mineral Lease Books (1894-1974) (L1340)

- Approximately 500 plats observed with multiple attachments per plat. Includes scanning, QA, and onsite professional services.
- Scan 48 Marriage Books: 1-45 (Including Books 1a, 2a, and 4a) (1884-1951) (L1236) with approximately 12,669 images, mixture of bound and break apart books.
- 48 Marriage Parental Permissions (1884-1984) (L1239)
- Scan 21 Mortgage Books with approximately 12,780 images
- 27 Mineral Lease Books with approximately 16,884 images

Section 2 total: \$82,830.00

Section 3 Index Images

- 48 Marriage Books (1884-1951) (L1236) mostly handwritten documents
- 48 Marriage Parental Permissions (1884-1984) (L1239)
- 5 Plat Books with approximately 500 plats 1950-2023 (L1329)
- 21 Mortgage Books (1884-1969) (L1344)
- 27 Mineral Lease Books some handwritten (1894-1974) (L1340)

Section 3 total: \$82,292.00

Total for all sections: \$165,682.00



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 180 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 180-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

- All services are performed in United States and not managed by any foreign services.
- All services, personnel, and processes involved in your project are CJIS compliant.
- Every image undergoes intense quality control metrics to assure ultimate clarity and accuracy.
- All images meet the ultra-high-quality metrics that are forward compatible for advanced AI search capability.
- We guarantee our product and services to your satisfaction.

Acceptance:

Your signature of acceptance constitutes our entire agreement.

Knott County Clerk
Maurica Cornett

Date

Lewis, Helana (Knott County Clerk)

From: Lewis, Helana (Knott County Clerk)
Sent: Wednesday, August 30, 2023 3:22 PM
To: Endicott Microfilm
Subject: RE: Grant Bid

Thank you for your reply. God bless all your steps..

From: Endicott Microfilm <endicott@choice.net>
Sent: Wednesday, August 30, 2023 2:10 PM
To: Lewis, Helana (Knott County Clerk) <helana.lewis@ky.gov>
Subject: RE: Grant Bid

This Message Originated from Outside the Organization

You have not previously corresponded with this sender.

Report Suspicious

Hello Ms. Lewis

Endicott Microfilm is engaged in the sale, processing and duplication of microfilm. Unfortunately, we do not microfilm documents or write them to film. As such we must no bid your proposal. We wish you success with your project! Have a great Labor Day weekend.
Len Weber

From: Lewis, Helana (Knott County Clerk) [mailto:helana.lewis@ky.gov]
Sent: Friday, August 25, 2023 3:09 PM
To: endicott@choice.net
Cc: Cornett, Maurica A (Knott County Clerk) <Maurica.Cornett@ky.gov>
Subject: Grant Bid

Refusal

Bid Proposal is up on the County Clerk Webpage
* Knott County Clerk's Office (Kentucky)
Has opened a Bid project for Microfilming/Imaging and Indexing of Documents in our Office at the Location of:
54 West Main Street
Hindman KY 41822

Attached Documents needed for all aspects of the Grant Bid Proposal that you may need.. Feel free to contact us with any questions or comments. We would like to request a refusal be sent by email if you and your company are not interested in placing a project bid..

Thank you,

Halana (Susan) Lewis, Deputy Clerk
Halana.Lewis@ky.gov
Knott County Clerk's Office
54 West Main Street
Hindman KY 41822
606-785-5651 - Phone