



**COUNTY OF SAN LUIS OBISPO**  
**DEPARTMENT OF GENERAL SERVICES**

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

**REQUEST FOR PROPOSAL PS- #953**  
**MANUSCRIPT RECORDS RESTORATION**

April 6, 2007

The County of San Luis Obispo is currently soliciting proposals for professional services for Manuscript Records Restoration.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit four [4] copies of your proposal by 5:00 p.m. on May 4, 2007 to:

County of San Luis Obispo  
Jack Markey, Central Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Diane Graton at (805) 781-5087.

JACK MARKEY  
Supervising Buyer - Central Services Division  
jmarkey@co.slo.ca.us

**TO:            ALL PROSPECTIVE PROPOSERS**  
**SUBJECT:    LOCAL PROPOSERS PREFERENCE**

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1.     Those contracts which State Law or, other law or regulation precludes this local preference.
2.     Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request For Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**PROPOSAL SUBMITTAL AND SELECTION**

1. All proposals, consisting of four, (4) copies must be received by mail, recognized carrier, or hand delivered no later than 5:00 p.m. on May 4, 2007. Late proposals will not be considered.
2. All correspondence should be directed to:

San Luis Obispo County  
Department of General Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408  
ATTENTION: Jack Markey  
Telephone: 805-781-5200
3. Costs of preparation of proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
8. The County reserves the option to retain all proposals, whether selected or rejected.
9. All proposals shall remain firm for sixty, (60) days following closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

## **PROPOSAL FORMAT**

A qualifying proposal must address all of the following points:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
  - a. Type of organization, size, professional registration and affiliations.
  - b. Names and qualifications of personnel to be assigned to this project.
  - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
  - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
  - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.
4. Understanding of and Approach to the Project
  - a. Summary of approach to be taken.
  - b. Description of the organization and staffing to be used for the project.
  - c. Indication of information and participation the proposer will require from County staff.
5. Fees and Insurance
  - a. Propose total fixed fees to complete project as described under Project Scope.
  - b. The selected Consultant will be required to provide insurance coverage in the amount of \$1,000,000 General Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.

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- c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.
- d. Consultant shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the Consultant, or its agents, employees, or other independent contractors directly responsible to Consultant including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.
- 7. Strict Liability.
- 8. Violation of civil rights.
- 9. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Consultant is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

## SECTION 1- PROJECT SCOPE

### RESTORATION OF MANUSCRIPT RECORDS

Vital records (births and deaths) from 1859 to 1921 and Deeds and Official Records Indices from 1842 to 1929 are maintained in large manuscript style books. These books are in serious disrepair and the information contained in them either does not exist in any other format or is in need of modernization. The San Luis Obispo County Clerk-Recorder wishes to have these books restored as part of our ongoing restoration project. Once restored, they will be converted to images and microfilm. The restoration and modernization of access to these records will allow them to be available for generations to come.

### CONDITION OF RECORDS:

#### BIRTH and DEATH MANUSCRIPT RECORDS

There are sixteen (16) books. The majority of the books have sewn bindings, only a few have mechanical post bindings. The bindings have deteriorated and the folios within the books are loose. The paper condition is poor, some edges are torn, the alphabetical tags are missing in some of the books and the years of use have soiled the pages. There were a variety of inks and colors of ink used in these books.

#### DEED AND OFFICIAL RECORD INDICES

There are nineteen (19) books containing the Deed and Official Record Indices from 1842 to 1929. These books contain two sections (Grantor, Grantee) with alphabetical index tags. The books have sewn bindings. The years of use have soiled the pages within these books. There were a variety of inks and colors of ink used in these books.

### NUMBER OF RECORDS TO BE CONVERTED

See attached inventory, attachment A

## SECTION 2- DESCRIPTION OF RESTORATION WORK

The restoration process for each book will involve the following:

- 1) Maintenance of an information log of the books received, notating the book letter or number, number of pages any loose pages or attachments and any other information pertinent to the identification of the volume.
- 2) Complete dismantling of binding, following accepted archival restoration guidelines. Removal of all original binding materials and adhesive residues; removal of all staples, paper clips, brads, etc.; removal of pressure sensitive tape and old glue; removal of any sheets that are blank on both sides.
- 3) Surface dry clean all paper as necessary and prudent by accepted archival methods.
- 4) Repair and restore. Mend/Reinforce. Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet. Adhesive for all tear repairs and guarding of folios to be

ethyl cellulose past or proven equal. Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure. Repair or replace index tabs as necessary. Sheets to be flattened as necessary.

- 5) De-acidification:  
For each page/folio, de-acidification and buffering to be done as appropriate by either of the following methods:
  - a) Aqueous method using Magnesium Bicarbonate preceded by water wash, solution to be titrated to a minimum of 24 by Library of Congress, or proven equal.
  - b) Non-aqueous spray method using magnesium oxide, bookkeeper or proven equal.
- 6) Microfilmed copy of all pages restored to be provided, for use in converting to images. All microfilm/scanning procedures will be performed in accordance with the specifications stated in ANSI.AIIM MS-44. Each page record will be scanned at a resolution of 200 -300 dpi.
- 7) Records Rebound:  
Sewing to be done by hand, using minimum 16/3 Irish linen thread over cotton or linen tapes. Spine adhesive is internally plasticized co-polymer PVA adhesive, which allows for permanent flexibility. Backing material is heavy Belgian linen. End sheets are 100 lb. acid-free paper, sewn into book for extra strength. Hinge to be of Library Buckram or proven equal and must open with no strain on text block. Boards to be of acid-free binders board. Cover material is vegetable tanned goatskin or other appropriate cover material of choice. Tooling to be performed with 23-karat gold foil.
- 8) Treatment Report to be provided for each complete volume.
- 9) Care and preparation: Vendor will use reasonable care and preparation in handling the County's source documents.
- 10) Delivery: The County Clerk-Recorder will determine the method of delivery, type of transportation, tracking system and any other conditions of delivery for film and CDs to be transported. The Clerk-Recorder will be responsible for the cost of delivery of the records to and from the vendor as well as the completed conversion medium.
- 11) The vendor will provide a faxed or emailed copy within 1 business day of being requested.
- 12) The books will be sent to the vendor on a mutually agreed upon schedule.

### **SECTION 3- CONDITIONS:**

- 1) Due to the varied condition of the books, an on-site visit is suggested for the bidding company or its agent.

- 2) The bid shall reflect the cost to complete the restoration work for each volume. The Clerk – Recorder will determine in what order the volumes are to be restored. Shipping will be paid by the County Clerk – Recorder.

#### **SECTION 4- PROJECT PLAN**

It is preferable that work on the project be initiated within 3 months of the contract and shall be completed in a timely manner. Please describe your ability to meet the projected start date, the proposed project plan, including testing product quality and projected timeline for completion.

#### **SECTION 5-MISCELLANEOUS REQUIREMENTS**

- A. DELIVERY: Respondent shall state delivery terms and conditions.
- B. SUBCONTRACTORS: Respondent shall state all sub-contractors who may be included in the sale and installation of the system. If a dealer is involved, a copy of the terms and length of the dealer contract shall be included. The RFP will include all costs associated with any sub-contractors and/or dealers. Sub-contractors and dealers will be paid directly by the respondent.
- C. RESPONDING VENDOR PROFILES
  - I. Respondent shall detail their experience in the conversion of paper records to digitized format.
  - II. Respondent will include in their response a customer reference list which identifies users equal to, or greater in size than San Luis Obispo County who have used the vendor's conversion services.
  - III. Respondent will include annual reports for the past two (2) years with their response.
- D. SELECTION CRITERIA  
San Luis Obispo County's evaluation of a respondent's qualifications will include, but not be limited to, the following:
  - a. Past performance of the vendor
  - b. Ability to meet requirements
  - c. Ability to meet delivery dates
  - d. Responsiveness to terms and conditions
  - e. Financial analysis
  - f. Long term commitment
  - g. Marketplace staying power

Attachment A  
San Luis Obispo Restoration Inventory

Birth Manuscripts A (12 1/2 X 17 1/2; 1859-1882), Birth 1 – 8 (12 X 16; 1873-1921)

Death Manuscripts 1, 2, 4-7 (12 X 16; 1873-1920),  
Book 3 is a smaller book, 8 1/2 X 8 1/2, pages is very poor condition.

Official Records Indices Lettered A - R, 1842 – 1923

Sewn Bindings; Book Sizes are 12" X 18", depth varies between 2" – 4";  
Grantor section with A – Z index tabs; Grantee section with A – Z index tabs;

Book A	1842 – 1876
Book B	1874 – 1879
Book C	1879 – 1883
Book D	1883 – 1888
Book E	1888 – 1891
Book F	1892 – 1895
Book G	1894 – 1897
Book H	1897 – 1899
Book I	1900 – 1902
Book J	1902 – 1905
Book K	1903 – 1906
Book L	1906 – 1909
Book M	1909 – 1911
Book N	1912 – 1914
Book O	1914 – 1916
Book P	1916 – 1918
Book Q	1918 – 1921
Book R	1921 – 1923

Post Bindings; Book Sizes are 15 1/2" X 14", depth 3 1/2"; Grantor section and grantee section within each alphabetical grouping.

Book S 1924 – 1929 Six separate books: Grantors A – G; H – R; S – Z and Grantees A – G; H – R; S – Z.