

**STATEMENT OF WORK NO. 1
FOR INTERLOCAL AGREEMENT 803C-914**

This Statement of Work is made and entered into by and between the CLALLAM COUNTY AUDITOR (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This Statement of Work (SOW) and exhibit is incorporated into and hereto made an integral part of Interlocal Agreement No. 803C-914.

CUSTOMER: Clallam County Auditor
223 East 4th, Suite 1
Port Angeles, WA 98362

	<u>Customer</u>	<u>Archives</u>
Contact:	Patty Rosand	David Tuckett
Telephone No.:	360-417-2222	360-586-2487
Email:	prosand@co.clallam.wa.us	dtuckett@secstate.wa.gov

I. SPECIFIC SERVICE

ARCHIVES shall provide services and staff and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit A** and fully incorporated herein by reference.

II. PRICES

Service	Unit	Unit Price
Per mile for all trips on a regular multi-stop route	Per Mile	0.30
Per box for all trips	Per Box	1.50
Scan Paper Documents (Up to 11"x17") up to 300 DPI – Grade C	Per Image	0.15
File Renaming	Per File	0.10
16mm Microfilm – Single TIFF Images to Microfilm – Basic Service	Per Image	0.0175
35mm Planetary Microfilm (Large format documents or bound books) Grade SH	Per Image	0.55
35 mm scanning @ 300 DPI (good quality)	Per Image	0.10
Hard Drive, External USB	Each	200.00
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Service	# of Units	Total Unit Cost
Per mile for all trips on a regular multi-stop route	242	72.60
Per box for all trips	64	96.00
Scan Paper Documents (Up to 11"x17") up to 300 DPI – Grade C	67,500	10,125
File Renaming	9,500	950.00
16mm Microfilm – Single TIFF Images to Microfilm – Basic Service	67,500	1,181.25
35mm Planetary Microfilm (Large format documents or bound books) Grade SH	2,250	1,237.50
35 mm scanning @ 300 DPI (good quality)	2,250	225.00

Hard Drive, External USB	1	200.00
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Subtotal		14,087.35
8.4 percent sales tax:		1,183.34
Total		15,270.69

III. CONTRACT PERIOD FOR STATEMENT OF WORK

The date of execution, which is the date of the last signature, through May 31, 2009.

IV. SERVICE DELIVERY

The above amount is an estimate for the project described in Paragraph I, *Specific Service*. If the project received is different than described in the Specific Service or is more complex than originally estimated, ARCHIVES will contact the CUSTOMER with a new cost estimate before starting work. After ARCHIVES has notified the CUSTOMER, the CUSTOMER has fifteen (15) calendar days from the date of notification of accepting the new cost estimate, whereby an amendment to this Agreement will be prepared, or discontinue the project under this Agreement.

V. GENERAL TERMS AND CONDITIONS

Should an unforeseen event cause a need for ARCHIVES to exceed the time described in SPECIFIC SERVICE, either by mutual consent a new date of completion will be established by amendment of this Agreement, or the Agreement will be terminated by mutual agreement.

VI. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. This SOW is an integral part of Interlocal Agreement No. 803C-914 and contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement and SOW, shall be deemed to exist or to bind any of the parties hereto. This Agreement and SOW, together with its exhibit, constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

Clallam County Auditor

Office of the Secretary of State

 2/6/08
 Signature Date

 2-08-08
 State Archives Date

County Administrator
 Title

Exhibit A

Approved as to form: *mm 2-1-08*
Mark Nichols
Deputy Prosecuting Attorney
Clallam County

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on date of execution, and be completed on May 31, 2009, unless terminated sooner as provided herein.

PAYMENT

In consideration for the work conducted as described in Exhibit A, the Agency agrees to reimburse the Grantee an amount not to exceed \$10,000 as prescribed in Exhibit A, and incorporated by reference herein. The Grantee will receive 60 percent of the grant amount as a first grant payment within 30 days of submission of the signed contract. The remaining funds due, up to the final 40 percent of the grant award, will be distributed as follows:

- 20 percent of the grant amount upon submission and approval of the interim report due January 10, 2009; and,
- Up to 20 percent of the grant amount after completion of the project, upon submission and approval of the final report due May 31, 2009.

A check for unexpended, previously forwarded grant monies, and **unexpended interest earned** on those monies, must be returned to the Washington State Archives within 60 days of the completion of the project.

Costs incurred prior to the effective date of the Grant Agreement shall be disallowed under the Grant. Should the Grantee incur costs prior to the effective date of the Grant Agreement, it does so at its own risk.

RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

The Grantee must comply with the accounting and auditing requirements set forth in WAC 434-670-070 and WAC 434-670-080, respectively.

Specific accounting requirements for the Local Records Grant Program include but are not limited to:

- **Grant money must be deposited in an auditable, interest-bearing account. Interest received must be applied to the project, or returned to the Agency.**
- **The Grantee must submit, with the final report, an itemized list of costs incurred, with copies of receipts, invoices, and payroll records, etc., to substantiate all figures.**
- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Grant work must be monitored in progress. Agency staff may visit the work site for review at any time during the project.
- The Grantee must adhere to local and state bid requirements.

INDEPENDENT CAPACITY AND INDEMNIFICATION

The employees or agents of each party who are engaged in the performance of this Grant Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party. Each party to this Grant Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

BUDGET REVISIONS

Revisions to the budget as described in the application and Exhibit A are permitted only with official written approval from the Washington State Archivist.

Exhibit A

The ARCHIVES shall:

Pickup & Delivery

- Pickup and deliver the documents from/to CUSTOMER at:
Clallam County Auditor
223 East 4th Street, Suite 1
Port Angeles, WA 98362
- Large projects may be separated into individual job work orders which are sized based on completing each work order within 90 calendar days.
- Handle documents to prevent damage. Archives will not be held liable for inadvertent damage caused by the scanning process.
- Documents will not be stapled or clipped (reassembled). Oversize documents will be placed back in its original file location.
- Re-box the documents into a new Archive box if the original box is deemed insufficient to properly preserve the records. CUSTOMER will be invoiced for all new boxes required for their project.
- Return the documents to the following location within 15 calendar days of completing the imaging services:
Clallam County Auditor
223 East 4th Street, Suite 1
Port Angeles, WA 98362
- Deliver hard drive with images to the following location:
Clallam County Auditor
223 East 4th Street, Suite 1
Port Angeles, WA 98362

Project Management

- Contact the first or secondary CUSTOMER contacts with any questions regarding the project.
- Provide timelines, quantities, project complexity, and cost estimates based on our original project review. Estimates may be revised based on the condition of the records at the time they arrive in our production facility. ARCHIVES staff will review the project prior to beginning work and notify the customer of any cost adjustments required for document preparation which exceed the original estimate.

Scan - Paper Documents

- Perform paper document scanning for documents up to 11" by 17".
 - Record series Marriage Records and Disposition Authority Number (DAN) AU52-03B-01
 - This category of work consists of approximately 67,500 pages within 27 boxes.
 - This category of work is given the complexity Grade C
- Provide Imaging Services for documents up to 11" x 17" on production auto-feed scanners.
- Count each side of two-sided documents as one page.
- "Imaging Services" shall include:
 - Preparing documents for scanning by removing documents from bindings or binders, removing staples, paper clips, flattening and/or mending pages.
 - Removing all oversized (larger than 11" x 17") documents for microfilming and film scanning.
 - Placing a Flash Target where oversized documents were removed. Flash targets will be treated as a normal page for scanning and will have the following information:
 - Oversized document removed and scanned
 - Oversize document description: _____
 - File name of oversized document: _____
 - File name of first page of parent document: _____
 - Placing all oversized images into a separate folder by Record Series.
 - Scanning documents in bi-tonal mode at 200 dots per inch (dpi). All clearly visible markings on all pages will be captured in the image.

- Scanning removable notes both on the page and off if text is obscured.
- Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document page.
- Re-scanning poor quality images as needed.
- Providing TIFF Group IV Single-Page image files.
- Naming images as follows:
By file # on records.

Film & Scan - Oversize Document or Bound Book

- Microfilm all documents larger than 11" x 17" and all bound books where binders cannot be unbound on 35mm microfilm.
 - Record series Election Results or Birth/Death Records and Disposition Authority Number (DAN) AU52-03C-22 or AU52-03B-01
 - This category of work consists of approximately 2,250 pages within 5 boxes.
 - This category of work is given the complexity Grade SHOS.
- Provide Microfilm and Imaging Services for all oversize documents or bound books on 35mm or 16mm planetary camera equipment, depending on original document size.
- "Microfilm Services" shall include:
 - Preparing documents for microfilming by removing documents from bindings or binders, removing staples, flattening and/or mending pages.
 - Placing a Flash Target in front of each oversized document. Flash targets will be treated as a normal page for microfilming and will have the following information:
 - Oversized document removed and scanned
 - Document description: _____
 - File name of oversized document: _____
 - File name of first page of parent document: : _____
 - Filming documents and performing quality control in accordance with the Washington State Standards for the Production and Use of Microfilm, which include:
 - Beginning and End of Roll Targets
 - Density Targets
 - Certificate of Authenticity
 - Informational Guide Sheets
 - Resolution Test Charts
 - Flash Targets (as needed)
 - Reduction ratios will vary with the size of the documents.
 - All frames will have a black border no greater than ¼".
 - Documents will be skewed less than 30 degrees.
 - Any documents not meeting these standards will be retaken and spliced to the end of the reel.
 - All splices will be finished using an ultrasonic splicer. No glues or tapes are permissible in the Security Microfilm Vault.
 - Filming documents as they are presented, including...
 - All clearly visible markings on all pages will be captured in the image.
 - All Post-It notes will be filmed on the page and off.
 - Creating silver halide original preservation quality film.
 - Inspecting film for resolution and density.
 - Performing a visual quality control inspection following film scanning.
 - Placing the original preservation microfilm in acid free containers, labels will contain some or all of the following fields, and placed in security microfilm vault:
 - Office of Record: _____
 - Record Series: Election Results or Birth/Death Records
 - Inclusive File Range: _____
 - Inclusive Dates: _____ - _____
 - Date Filmed: _____
 - Roll Number: _____
 - Disposition Authority Number (DAN): AU52-03C-22 or AU52-03B-01

- Inspection Results - Density: _____ Resolution: _____
- "Imaging Services" shall include:
 - Scanning the roll film and creating TIFF Group IV image files at 300 dpi.
 - Placing all oversized images into a separate folder by Record Series.
 - Re-filming or re-scanning document pages as needed to ensure adequate resolution and readability.
 - Naming images as follows:
 Birth/Death Records – by file # on records
 Election – by date. Example: YYYYMMDD

Archive Writer

Basic

- Perform digital image to microfilm conversion for previously microfilmed paper documents sized up to 11" by 17".
 - This category of work consists of approximately 40,000 images.
- Conversion services are priced at Grade Basic.
- Convert image files sequentially onto the film by the image file name.
- Create silver-halide microfilm rolls for each record series.
- Submit microfilm and transmittal documents to the ARCHIVES Security Microfilm section for preservation in the film vault.

The CUSTOMER shall:

- Provide a clear description of the pickup location and all unique aspects, such as basement, stairs, elevator, etc.
- Clearly label document containers as to their contents.
 - Container identification shall include agency and office name, name of record series, contents (examples: 1-100, AABLE-JOHNSON, 01/01/1900-12/31/1900, etc), and an indication of the container number within a sequence (i.e., 1 of 23, 2 of 23, etc).
- Documents shall be provided to ARCHIVES in standard records boxes. Care should be taken to ensure that no portions of the records are exposed to the elements during transportation.
- Clearly identify the document boundaries by volume separation.
- Review documents and remove all items CUSTOMER does not want scanned. This includes Post-It notes attached to documents or documents not requiring permanent preservation.
- Make documents available for scanning prior to 01/04/2007.
- Schedule document pickup or return date within 15 calendar days of ARCHIVES notifying CUSTOMER that documents are ready. Documents not arranged for pickup or delivery during this timeframe will be accessioned to the CUSTOMER's Regional Branch Facility.
- Review the imaged records and notify the Archives of any defects or errors within 30 calendar days of invoice date.
- Submit payment for completed work within 30 calendar days of invoice date.
- Provide first and secondary contacts for any questions during the project:
 - First contact:
Name: Shannon Cosgrove Phone: 360-565-2607 email: scosgrove@co.clallam.wa.us
 - Secondary contact:
Name: Patty Rosand Phone: 360-417-2222 email: prosand@co.clallam.wa.us
- Ensure project is ready for processing prior to sending to ARCHIVES.

Pickup & Delivery

- At the time of pick up and delivery scheduling, inform ARCHIVES of any potential problems that may be encountered picking up or delivering boxes at CUSTOMER location, including lack of a loading dock, difficult building access, times the boxes or building will not be accessible, and the need for a security badge or cardkey.
- Supply directions to your building and the location of loading dock and freight elevator.

- Ensure that boxes are centrally located in a place that is accessible by ARCHIVES truck and allows efficient removal of the boxes.
- Stack the boxes five high with the labels facing out.
- Arrange the boxes in a logical order.
- Accept delivery of documents within 15 calendar days of individual job work order completion.
- When no elevator is available, records must be located on the ground floor. A \$50.00 an hour fee will apply for records that must be manually moved to the ground floor.