

SECTION C
DESCRIPTION/SPECIFICATIONS/AND WORK STATEMENT

I. BACKGROUND

The responsibility of the Harpers Ferry Center (HFC) paper conservation laboratory is the preservation and conservation of the paper-based cultural resources of the National Park Service's more than 394 sites. Visitors at natural and historic sites, visitor centers, historic structures, and battlefields enjoy exhibits that include artworks, documents, photographs, books, and other paper artifacts. Many paper and film-based materials in National Park Service (NPS) archives are regularly requested by researchers and the longevity of these materials must be extended for future generations.

II. PURPOSE

The purpose of this contract is to provide conservation services for paper, photographic materials, and books at HFC and respond to the need that the NPS has for conservation treatment of paper, photos, and books as well as housing and mounting the artifacts for storage and exhibits and scanning materials to create digital files that can be used for future access and reproductions. The contract will also provide for work completing collection condition surveys.

III. SCOPE OF WORK

The contractor shall provide all labor, materials, facilities, and travel necessary to execute, coordinate, and manage conservation treatments on paper artifacts, condition surveys, and film-based artifacts. Those artifacts can include, but are not limited to, books, magazines, pamphlets, prints, documents, artworks, posters, certificates, letters, photographic materials (including historic and born digital photographic techniques) and cards.

Work shall include:

- A. **Project Management** - Schedule, coordinate, oversee, and manage conservation treatment of single or groups of artifacts.
- B. **Photographic Materials** - Historic and modern photographs, including 19th and 20th century processes, and film-based materials.
- C. **Books** - Sketchbooks, pamphlets, booklets, magazines and books with folded insertions.
- D. **Documents** - Certificates, letters, and historic records.
- E. **Artworks** - Posters, paintings, prints and drawings.

Treatment proposals may already be completed and attached to the task order or may need to be developed by the contractor, depending on the needs of the specific project. The treatment proposals shall include the condition of the object, the proposed treatments, and protocols. Treatment shall be carried out once the treatment proposals are approved by the Contracting Officer's Representative (COR). All work shall be performed at the contractor's facilities. All supplies, film, and equipment shall be supplied by the contractor. If the project is an object survey, the contractor shall provide a report detailing the condition of the object, proposed treatments and estimated hours for those treatments. The contractor shall submit two copies of each treatment proposal or object survey report. Reports shall be submitted in hardcopy and electronic formats. The hardcopy shall be printed on archival paper with archival inks. The electronic copy shall be saved to gold-on-gold archival CD or DVD. Two copies of each are required.

The contractor shall provide a post-treatment written report on treatment procedures and survey results. The contractor shall provide digital documentation of before and after treatment stages and all subsequent alterations/restorations; full view, obverse, and reverse.

The hardcopy report shall be printed on archival paper with archival inks and the electronic copy shall be saved as a TIFF file to gold-on-gold archival CD or DVDs. Two copies of each report shall be submitted to the COR. The filename for each image shall include the park acronym and the NPS catalogue number and treatment phase.

The contractor shall also provide scanning of images. Scanning projects of less than 500 images shall be submitted on an archival gold on gold CD/DVD. Scanning projects with 500+ images shall be provided on a Windows compliant external hard drive. Metadata shall be embedded in each image. The filename for each image shall include the park acronym and the NPS catalogue number and treatment phase. The format shall be TIFF. Two copies are shall be submitted to the COR.

All work shall conform to the American Institute for Conservation Code of Ethics and Guidelines for Practice.

All services and work performed under this contract will be subject to inspection and acceptance by the designated COR. The contractor agrees that the performance of work and services pursuant to the requirements of this contract shall conform to high professional standards.

IV. **PERFORMANCE**

All work to be performed under this contract, will be directed by the government through the issuance of individual task orders in accordance with the procedures outlined in Section G. In no event will the government be responsible for any work performed by the contractor that was not undertaken pursuant to a duly executed task order signed by the Contracting Officer.