

**SECTION C**  
**DESCRIPTION/SPECIFICATIONS/AND WORK STATEMENT**

1. **BACKGROUND**

The responsibility of the Harpers Ferry Center paper conservation laboratory is the preservation and conservation of the paper-based cultural resources of the National Park Service's more than 380 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.

This contract will provide assistance in providing conservation services to the National Park Service. The work may involve the conservation treatment of paper, photos, and books as well as housing and mounting the artifacts for storage and exhibits. Facilities in which NPS museum collections are located include visitor centers and historic buildings of various types including homes, public buildings, forts, industrial buildings, and architectural monuments or memorials.

2. **PURPOSE**

The purpose of this contract is to provide conservation services for paper, photos, and books at the Harpers Ferry Center (HFC) and respond to the need that the National Park Service (NPS) has for conservation treatment of paper, photos, and books as well as housing and mounting the artifacts for storage and exhibits.

3. **SCOPE OF WORK**

Independently and not as an agent of the Government, the Contractor shall provide all labor, materials, facilities, and travel necessary to execute conservation treatments on paper artifacts. Those artifacts can include, but are not limited to, books, magazines, pamphlets, prints, documents, artworks, posters, certificates, letters, photographs (including historic and modern photographic techniques) and cards.

Work shall include:

- A. **Project Management** - Schedule, coordinate, oversee, and manage conservation treatment of single or groups of artifacts.
- B. **Photographs** - Historic and modern photographs, including 19<sup>th</sup> and 20<sup>th</sup> century processes.
- C. **Books** - Sketchbooks, pamphlets, booklets, magazines and books with folded insertions may be included.
- D. **Documents** - Certificates, letters, and historic records may be included.
- E. **Artworks** - Posters, paintings, prints and drawings may be included.

Treatment shall be carried out based upon the treatment proposals approved by the Contracting Officer's Representative (COR). All work shall be performed at the Contractor's facilities. All supplies, film, and equipment will be supplied by the Contractor. The Contractor shall submit documentation in terms of two copies of each treatment report for the artifacts treated.

The Contractor shall provide a post-treatment written report on treatment procedures as implemented. The Contractor shall provide photographic documentation using 35 mm Ektachrome slides of before and after treatment stages and all subsequent alteration/restorations; full view, obverse, and reverse. The slides shall be labeled with the park acronym and the NPS catalogue number and treatment phase. Two copies are to be submitted to the COR. If digital documentation is provided, the format shall be TIFF files and labeled with the same information as for film based documentation, the images shall be submitted on an archival gold-on-gold CD that is checked for complete retrieval of all information.

The Contractor shall provide recommendations for subsequent care.

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.

4. **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.