

Request for Quote ("RFQ")  
Circuit Court of Arlington County, VA  
October 7, 2016

**17-069-RFQ**

**A. Background**

The Circuit Court of Arlington County, Virginia, has historic deed books dating from the late 1800s and early 1900s which need to be preserved and digitized. Each year, in two cycles, the Library of Virginia offers grants for the preservation and digitization of approximately 4-6 volumes per cycle.

**B. Objective**

Arlington County "County" seeks a vendor to provide preservation and digitization for historic deed books dating from the late 1800s and early 1900s. The County would like to award this Contract to a vendor for a term not-to-exceed 5 years.

**C. Contractor Requirements**

Attached are Statements of Work prepared by the Library of Virginia for Fall 2016 and Spring 2017 grant cycles. The Contractor shall provide a written quote to perform the preservation set forth in the Statement of Work for each volume and a separate quote to convert the paper documents to digital images using single page TIFF format.

Further, the Contractor shall:

1. Provide unit prices for the following services to be performed as an "on call basis" for up to five (5) years:
  - a. Remove deed book bindings
  - b. Remove pages by hand without damaging or guillotining documents
  - c. Remove oversewing and threads
  - d. Remove tape and adhesive residue
  - e. Remove laminate and old repair materials
  - f. Remove glued plats and glue residue from pages
  - g. Surface clean sheets to remove material deposits
  - h. Repair pages as necessary
  - i. Deacidify pages
  - j. Encapsulate pages (oversized plats require folded encapsulations)
  - k. Provide tab sewing as necessary
  - l. Post bind in new canvas binder (must be Enduro Heritage Record type post binders or the equivalent, with heavy duty nickel-plated metal posts, locking bars, and heavy canvas or leatherette covering)
  - m. Create and maintain a log for each volume including condition, page order, and treatment

- n. Convert paper documents to digital images using single page standard TIFF format to a minimum of 300 dpi, and deskew and despeckle images
  - o. Perform 100% quality control of digital images to ensure full image capture and clarity of images
2. Indicate the number of years that the quote amount/unit price(s) shall remain firm.
  3. Acknowledge that the award of a contract by Arlington County for this Statement of Work is contingent upon receiving funding from the Library of Virginia.
  4. Acknowledge that this solicitation does not guarantee that any contract will be awarded.
  5. Provide a list of unit prices for potential/optional services associated with digitization and preservation that are not captured in the list of services provided in Paragraph C 1 (a-o).

#### **D. Conditions and Limitations**

Any travel costs associated with reviewing the deed books at issue, or retrieving or returning the volumes to/from Arlington County will be at the contractor's expense. Due to the nature of the materials involved, documents selected for preservation will not be transported by mail or commercial delivery service. The selected vendor will be required to sign a non-disclosure and data security agreement. While the volumes are in the vendor's possession, electronic copies of individual images must be available to the County, upon request, within 24 hours.

#### **E. Response Requirements**

The Contractor shall submit a quote in PDF to:

Robin Baxter, Land Records Supervisor  
Arlington County Circuit Court  
[rbaxter@arlingtonva.us](mailto:rbaxter@arlingtonva.us)

#### **F. Schedule**

Responses to this RFQ must be received by Robin Baxter, Arlington County Circuit Court, [rbaxter@arlingtonva.us](mailto:rbaxter@arlingtonva.us), no later than **4:00 p.m. on October 14, 2016.**