REQUEST FOR PROPOSALS FOR
ARCHIVES INVENTORY AND REHOUSING PROJECT

DATE OF ISSUANCE: JANUARY 14, 2020
PROPOSALS DUE: FEBRUARY 13, 2020

CONTACT: Sarah Vantrease, Public Services Division Manager (707) 806-7766 // svantrease@sonomalibrary.org

I. GENERAL PROJECT DESCRIPTION

A. PROJECT BACKGROUND

The Sonoma County Library (the “Library”) is a Joint Powers Authority entity established in 1975 to serve the cities, towns and communities of Sonoma County, California. The Library is governed by an 11-member appointed Library Commission and administered by a Library Director, Ann Hammond. The Library’s mission is to bring information, ideas and people together to build a strong community. (Note: The Library is not a department of the County of Sonoma.)

The public uses the Library throughout the Sonoma County area via fifteen physical locations, including the History & Genealogy Library (“History & Genealogy”) located in downtown Santa Rosa. This special collection is open to the public six days a week and offers a comprehensive non-circulating collection of primary/secondary materials covering aspects of local history and genealogy. Digital collections are available online to users from Sonoma County and beyond via the Library’s website at sonomalibrary.org.

Staff from History & Genealogy also manage the Sonoma County Archives (the “Archives”), which are primarily housed off-site in a 3,800sf portion of a former juvenile detention facility, owned by the County of Sonoma and located 9 miles east of History & Genealogy. The Archives facility is not staffed day-to-day by Library or County staff; items are retrieved as needed and brought to History & Genealogy or County departments for staff or public use.
The Archives contain over 5,000 cubic feet of historic, archival and rare items, including paper records, photographs, maps, oversized drawings and bound volumes, encompassing both the governmental records of the County of Sonoma as well as additional local archival collections. The materials date from the 1840s to the 2010s, with more recent items being accessioned from the County based on archival designation. Items include court, tax and naturalization records; deeds, mortgages, wills and probate records; property assessments; voter registrations; Superior Court minutes; County Board of Supervisors minutes and oaths of office; road petitions, articles of incorporation and business licenses; school and library registers; maps, architectural drawings and land surveys; and original photographs and aerial negatives.

The collection as a whole has never been comprehensively inventoried. However, the Library estimates that at least 95% of the County of Sonoma governmental records are represented in brief bibliographic records in the Library’s catalog (with partially complete item records), and in collection records on the Online Archives of California (OAC). Approximately 70-80% of other materials are also represented with partially complete records. Staff rely on a combination of these catalog records, spreadsheets, and paper-based finding aids, which vary in their level of organization and description, and include multiple legacy systems (e.g. County accession numbers, agency box numbers, library catalogs and previous partial inventories).

Over the past several years, due to space/capacity issues, as well as the building’s location within a known fire and flood zone, the Library has recognized the need to understand fully the breadth of this unique archival collection, and is working with the County of Sonoma on a longer-term solution for storage, preservation and management of these important materials. A 2018-2019 Archives Space Plan also identified the need to create a comprehensive inventory of Archives materials.

B. OBJECTIVE OF THIS REQUEST FOR PROPOSALS

Through this Request for Proposals (“RFP”), the Library is seeking qualified consultants to prepare an inventory of the Archives, to describe contents at the box level for record storage cartons, and at the item level for bound materials of various sizes, newspapers, glass plate negatives, oversized drawings and maps. (The Library’s photographic collections are specifically excluded from the proposal.) As the inventory is being conducted, the Library also requests the consultant(s) to replace non-archival or structurally unsound containers, such as acidic cardboard boxes, with acid-free, lignin-free record cartons when warranted, and to house certain loose items in containers. In addition, the Library requests the consultant to provide additional recommendations regarding appropriate storage solutions for all archival materials.

Selection of one or more proposals will be made pursuant to the process described below. Upon selection of one or more proposals, the Library will finalize the terms of the contract with each selected proposer, which contract will apply to the services provided to the Library.

C. STATEMENTS OF REQUIREMENTS – SERVICES REQUIRED
The consultant(s) should have demonstrated experience in this type of inventory/rehousing project, and should be familiar with inventorying governmental records, with a working knowledge of vulnerable document handling and storage.

The consultant(s) will work with Library staff, including the Public Services Division Manager, Collection Services Division Manager, History & Genealogy Manager, and Cataloging and Metadata Supervising Librarian, to plan the most appropriate approach to the project and to plan for consultant(s) access to the Archives facility. During the inventory phase, regular check-ins will be scheduled, but Library staff will not be continuously on-site at the Archives.

The project shall begin in March 2020, and conclude no later than June 30, 2020. The 2018-2019 Archives Space Plan estimated that a comprehensive inventory would require at least 500 hours of work or approximately 6-8 weeks for two people.

The following items outline the needed components for the project.

1. **INVENTORY – GENERAL NEEDS AND PURPOSE**

The comprehensive inventory will assist Library and County of Sonoma staff in identifying:

- Materials that are, or should be, restricted
- Materials that no longer need to be restricted
- Fragile materials that may need special conservation
- Duplicates that could potentially be removed
- Formats that require special housing or storage
- Materials that may no longer fit the scope of the Archives
- Potential content for digitization
- Opportunities for more efficient space use

The inventory will be delivered in a machine-readable format, such as an Excel spreadsheet. The consultant(s) will work with Library staff to determine the best format, set-up and required fields, for future use in ArchivesSpace or another Library catalog or database. The Library will work with the consultant(s) to develop a controlled vocabulary for ease of future finding and assessment, such as identifying County department names that may have changed over time.

The Library will provide the consultant(s) with existing inventory documents and/or finding aids upon request; however, the consultant(s) need not verify or cross-reference these documents as part of the project.

2. **INVENTORY – RECORD STORAGE CARTONS**
The Archives contain approximately 2200 boxes of records. Approximately 2000 are standard-sized records cartons (typically 12”W x 15”D x 10”H); 60 are document cases (typically 5”W x 15”D x 10”H); the remainder are of varied dimensions. The inventory process will include the following components:

- Recording the basic descriptive information for each box such as: formats, subjects, record types, dates, and the titles of folders/bound volumes contained within the box; and number of items in box
- Recording a basic assessment of the condition of materials, including presence of non-archival interior containers (e.g. folders)
- Recording the originating County department or creator, if known
- Recording a description of any existing labels, accession numbers, or notes that may be on the outside of the box
- Recording the dimensions of the box
- Adding a barcode and sleeved ownership label to the box
- Recording the box location, e.g. row, bin or cabinet number

Boxes that appear to contain mold, mildew or pest damage will be segregated for Library staff review.

3. INVENTORY – BOUND MATERIALS, OVERSIZED DRAWINGS, MAPS

The Archives contain approximately 3600 bound volumes, about half of which are Court records, as well as approximately 206 linear feet (872 cubic feet) of oversized drawings and maps. (Note that approximately 40 linear feet of photographs have previously been inventoried and will not be inventoried in this project.)

The inventory process will include the following components:

- Recording the basic descriptive information for each item such as: title, subject, record type, and date range
- Recording a basic assessment of the condition of materials
- Recording the originating County department or creator, if known
- Recording a description of any existing labels, accession numbers, notes, etc.
- Recording the dimensions of the item
- Adding a barcode and ownership label in appropriate archival format
- Recording the item location, e.g. row, bin or cabinet number

Items that appear to contain mold, mildew or pest damage will be segregated for Library staff review.

4. RECORDS CARTONS REPLACEMENT AND RECOMMENDATIONS

While the inventory is being conducted, all non-archival or structurally unsound containers, such as acidic cardboard boxes, will be replaced with acid-free, lignin-free record cartons. The first priority for rehousing is to provide safe storage of the items and the second priority is to improve efficiency of storage. Contents of
multiple-box collections may be combined and inventoried as one box, if more efficient. Loose items such as drawings and maps will be newly housed in archival storage containers.

In addition, the Library requests the consultants to provide written recommendations for storage solutions for other items that are not appropriately stored, such as oversized volumes. As above, the first priority is safe storage and the second is efficient storage.

A. SCHEDULE

The following Schedule applies to this RFP, but is subject to change. Except as provided below, changes will be made only by written amendment to this RFP.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
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<tbody>
<tr>
<td>January 14, 2020</td>
<td>Release of Request for Proposals</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>Proposers’ written questions due by 5:00 p.m. PST</td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>Library’s written responses to questions due by 5:00 p.m. PST</td>
</tr>
<tr>
<td>February 13, 2020</td>
<td>Proposals due by 5:00 p.m. PST</td>
</tr>
<tr>
<td>February 17, 2020</td>
<td>Informational calls regarding proposals and contract evaluation</td>
</tr>
<tr>
<td>February 21, 2020</td>
<td>Notice of Intent to Award Contract issued</td>
</tr>
<tr>
<td>March 2, 2020, at 6:00 p.m. PST</td>
<td>Contract presented to Library Commission for approval</td>
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</tbody>
</table>

B. PRE-BID CONFERENCE

No pre-bid conference will be held.

C. QUESTIONS

Proposers may submit questions in writing (via email) regarding the RFP, to which the Library will respond in writing (via email) by the date referenced in the Schedule, above. The Library’s written email responses will be provided to all proposers who have submitted their email contact information to the Library, and will be posted on the Library’s website. The contact for such questions is: Sarah Vantrease, Public Services Division Manager, svantrease@sonomalibrary.org.

II. SUBMISSION OF PROPOSALS

A. PROPOSAL LENGTH AND FORMAT
The intent of this RFP is to encourage prospective consultants to submit proposals that clearly communicate their understanding of the Library’s project requirements and the services it seeks. Proposals submitted in response to this RFP must follow the format outlined below.

Proposals must be made in writing and signed by the proposer or its authorized representative. Proposals shall be limited in length to no more than 20 single-sided pages, including photographs or graphic materials. Tabs with graphics or folded out pages will be counted toward the 20-page limit.

**B. SUBMISSION COPIES AND DUE DATE**

Proposers may submit their proposals in PDF format by email to svantrease@sonomalibrary.org. In the event a proposal is too large a file to attach to an email, the proposal may be downloaded to a cloud-based document sharing system (such as Dropbox) with a link to the document provided in the email. The subject line of the email must reference “PROPOSAL TO CONDUCT AN ARCHIVES INVENTORY.”

If a proposer has not received email confirmation within 24 hours that a proposal has been received by the Library, please contact Sarah Vantrease, svantrease@sonomalibrary.org.

In lieu of email transmission, hard copies of proposals may also be sent to the Library, and should not contain staples or bindings that impede easy photocopying of materials. Send hard copies to:

**Sarah Vantrease**  
**Sonoma County Library**  
**6135 State Farm Drive**  
**Rohnert Park, CA 94928**

All proposals (email or hard copies) must be received no later than 5:00 p.m. Pacific Standard Time on February 13, 2020. Proposals arriving after that time will not be accepted.

**C. PROPOSAL CONTENTS**

For consideration, proposals must contain evidence of the consultant’s experience and abilities in the specified area and other disciplines directly related to the proposed services. For ease of review and for facilitating evaluation, the written proposals for this project should be organized and presented in the following order, with an emphasis on completeness and clarity of content:

**Section I - Organizational Information**

In this section, please provide background information regarding you or your organization, including:

- Your full name (individual, partnership, corporation, etc.), mailing and email addresses, fax and primary telephone numbers;
• The name, mailing and email addresses, telephone and fax numbers of the representative(s) authorized to execute contracts for the proposer;
• The name, mailing and e-mail addresses, telephone and fax numbers for the designated primary contact for day-to-day communications;
• If applicable, an organizational chart of the office that would provide services for the project;
• Your business history, the number and types of professional staff you employ or otherwise engage, and the years of experience in fields related to the project; and
• Any other information regarding your organization that you believe would be relevant to the project.

Section II – Qualifications and Experience

Please explain your qualifications and experience in this section, including:

• Your specific qualifications and experience in the subject areas that are applicable to the project, including inventory and rehousing of archival materials and government records, and vulnerable document storage;
• The type of services you are particularly qualified to perform;
• The names and qualifications of all key personnel who may be part of the team for this project, and their respective roles on the project;
• Resumes of the principal(s) and other key personnel who would provide or substantially assist in providing the requested services;
• A reference list of at least two (2) current clients and (2) former clients, including the clients’ contact names and telephone numbers;
• A brief representative listing of similar projects completed in the past five (5) years and your responsibilities for those projects, as well as the responsibilities of other key personnel who would be part of the team on this project;
• Disclose any loss of professional licenses for you or any of your key personnel or sub-contractors, and related details;
• Disclose any lawsuit or any other type of proceeding (such as an arbitration) resulting from any job undertaken by you or your sub-contractors which is still pending or has occurred on projects within the last five years, and related details; and
• Any other information that might aid the Evaluation Committee in ascertaining your qualifications and experience.

Section III - Project Approach and Work Schedule

In this section, please explain your understanding of the RFP’s requirements and objectives regarding the project, and how you will satisfy them, including the following:

• Provide an outline of the work plan for accomplishing the specified goals;
• Describe your ability to complete the requested services in a timely manner;
• Describe information, documents, staff assistance, facilities or other resources you would require from the Library to complete your work, and identify any other critical assumptions upon which your work plan is based;
• Describe any challenges that you believe may be encountered and areas of concern that may need to be addressed;
• In the event of any consulting team turnover, describe the replacement process; and
• Provide a statement regarding any conflict or potential conflict you or any of your key staff may have regarding provision of the proposed services to the Library. The statement should include actual conflicts and any working relationships that may be perceived as a conflict. If no potential conflicts of interest are identified, please provide such an affirmation in your proposal.

Section IV - Cost of Service

In this section, please disclose all charges to be assessed to the Library for the required services. All proposals must identify both compensation and any reimbursable expenses, including the following:

• Hourly rates for each person who may provide services for the project (including whether hourly rates apply to travel time) or whether compensation is based on one or more lump sums;
• Cost of record storage cartons and other archival storage materials for loose items (See I.C.4., page 3);
• Costs for any materials or expenses that consultant will request to be reimbursed;
• Hourly rate charges for any additional services not included within the scope of routine services outlined in this RFP (such additional services would be undertaken only at the written request of the Library); and
• Describe any special services and/or benefits offered at no cost to the Library.

The services and project costs must be broken out, and all expenses that would be charged to the Library must be identified, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc.

Failure to clearly identify all charges, costs and expenses associated with your proposal may be cause for its rejection.

Section V – Identification of Sub-Contractors

Identify all sub-contractors you intend to use for the proposed scope of work for the project. For each subcontractor listed, please indicate:

• What products and/or services are to be supplied by that sub-contractor;
• What percentage of the overall scope of work that sub-contractor will perform; and
Qualifications of each sub-contractor to perform the identified scope of work.

Section VI – Contract Terms

Include a statement in the proposal acknowledging your willingness to accept all terms and provisions contained in the Sample Agreement (see Attachment A) or identify specific exceptions to the Sample Agreement. Any proposer taking exception to any provision in the Sample Agreement must also provide alternative language for those provisions. Please note that any exceptions or changes requested to the provisions of the Sample Agreement may constitute sufficient grounds to reject the proposal.

Failure to object to the provisions in the Sample Agreement in the proposal will be construed as acceptance of all terms and conditions contained therein.

Section VII – Additional Information

Include any additional information you believe is pertinent to consideration of your proposal.

D. PROPOSAL DURATION AND CONTRACT TIMING REQUIREMENTS

All proposals will remain in effect and shall be legally binding for at least one hundred and twenty (120) days after the proposal submission due date.

Unless otherwise authorized by the Library, the selected consultant will be required to execute a contract with the Library for the services requested within thirty (30) days of the Library’s issuance of the notice of intent to award. If agreement on contract terms and conditions acceptable to the Library cannot be achieved within that timeframe, or if it appears that an agreement will not be possible after reasonable negotiations have been conducted (as determined at the sole discretion of the Library), then the Library reserves the right to retract the notice of intent to award and proceed with awards to other consultants, or to withdraw this RFP.

E. WITHDRAWAL AND SUBMISSION OF MODIFIED PROPOSALS

A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or its authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

F. CONFIDENTIALITY OF INFORMATION CONTAINED IN PROPOSALS

Upon submission, all proposals shall be treated as confidential documents until the selection and negotiation process has been completed. Once the Library has issued its notice of intent to award and the contract negotiations have been completed, all submitted proposals shall be deemed public records and become subject to public disclosure.
In the event that a proposer desires to claim portions of its proposal exempt from public disclosure, it is incumbent upon the proposer to clearly identify those portions with the word “Confidential” printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed to be confidential (for example, by highlighting, underlining, or bracketing it). Each page on which confidential material appears must be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal.

The Library will consider a proposer’s request for information identified as “confidential” to be exempt from public disclosure; however, the Library will make its decision as to whether such information is subject to public disclosure based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal are exempt from public disclosure will not be honored, and such a proposal may be rejected as being non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly disclosed regardless of any designation to the contrary.

Proposers are advised that the Library does not wish to receive confidential or proprietary information except when it is necessary to consideration of the proposals. If any information or materials in a proposal are labeled “Confidential,” then the proposal shall include the following clause:

[Legal name of bidder] shall indemnify, defend and hold harmless the Sonoma County Library, its officers, agents and employees, from and against any request, claim, action or proceeding, and any damages or liability (including but not limited to attorneys’ fees awarded under the California Public Records Act, Government Code § 6250, et seq.) resulting therefrom, which arise out of, concern, or involve any materials or information in this proposal that [legal name of bidder] has labeled as “Confidential” or otherwise not subject to disclosure as a public record.

G. DISQUALIFICATION OR REJECTION OF PROPOSAL

The Library may, at its sole discretion, disqualify or reject a proposal if it fails to furnish all information requested in this RFP, fails to follow the format requested in this RFP, or contains false, incomplete, misleading or unresponsive statements.

II. SELECTION PROCESS

A. EVALUATION COMMITTEE TO REVIEW PROPOSALS

The Library shall form an Evaluation Committee to review the content of all proposals submitted in response to this RFP. The Evaluation Committee may be comprised of Library employees or officers, Commission members or persons outside of the Library. The Evaluation Committee shall review and evaluate all timely proposals based on the terms of this RFP, and shall make a recommendation for selection of one or more consultants to
the Library Commission. The Library Commission is ultimately responsible for approving any contract to be awarded under this RFP, in its sole discretion.

Those Library employees who have a relationship with a person or business entity submitting a proposal shall not participate in the review or selection process, per Government Code § 87100. Any person or business entity submitting a proposal who has such a relationship with a Library employee who may be involved in the selection process shall advise the Library of the name of its employee in the proposal.

The Evaluation Committee may reject any or all proposals, or portions thereof, if it determines that it is in the Library’s best interests to do so.

**B. EVALUATION CRITERIA**

Proposals may be evaluated using the following criteria (there is no value or ranking implied in the order of this list):

1. Demonstrated ability to perform the services described in the RFP;
2. Experience, qualifications, and expertise;
3. Quality and timeliness of work as verified by examples or references;
4. Fees and costs relative to the scope of services;
5. A demonstrated history of providing similar services to comparable entities;
6. Willingness to accept the Library’s contract terms in the Sample Agreement (Attachment A);
7. The business location(s) of the proposer; and
8. Any other factors the Evaluation Committee deems relevant (when such criteria are used for evaluation purposes, the basis for scoring will be clearly documented and will become part of the public record).

**C. DEFECTS IN PROPOSALS**

An error in a proposal may cause the Evaluation Committee to reject that proposal; however, the Evaluation Committee may, in its sole discretion, retain the proposal and make certain corrections if the proposer’s intent is clearly established based on review of the complete proposal submitted. The Evaluation Committee may also correct obvious clerical errors.

**D. ADDITIONAL OR SUPPLEMENTAL INFORMATION**

The Evaluation Committee may, during the evaluation process, request any proposer to provide additional information, which the Evaluation Committee deems necessary to evaluate the proposer’s ability to perform the
required services. Such information shall be required to be provided in writing, and shall become part of the proposal on record.

E. INTERVIEWS

No interviews will be conducted in connection with this RFP. However, after initial screening, the Evaluation Committee may call proposers to ask questions regarding their responses to this RFP to assist them in their evaluation process.

F. SELECTION OF PROPOSALS

The Library reserves the right to select the proposal(s), which in its sole judgment best meets its needs, and to award a contract to one or multiple qualified submittals. The lowest proposed cost is not the sole criterion for recommending contract award.

The Library also makes no guarantee of any or equal amounts of work for the project that is the subject of this RFP. Further, the Library is not responsible for any costs incurred in the preparation or submission of a proposal or any work performed prior to the execution of a contract.

IV. CONTRACT AWARD

A. NOTICE OF INTENT TO AWARD CONTRACT

Upon selecting a proposal, the Library will enter into contract negotiations with the chosen consultant(s). If such negotiations are unsuccessful, the Library will proceed to negotiate with the proposer who scored next highest in rank.

Upon successful completion of contract negotiations, all proposers who have submitted proposals in response to this RFP will be provided with notice as to the successful consultant(s) through a notice of intent to award contract.

B. CONTRACT AWARD

The Evaluation Committee will make a recommendation on awarding a contract to the Library Commission. No contract will be in effect until approved by the Library Commission.

This RFP does not commit the Library to award a contract. The Library has absolute discretion in awarding a contract and reserves the right to waive informalities and irregularities in this RFP and/or the proposals received. The Library reserves the right to accept or reject any or all proposals or to modify or cancel this RFP in part or its entirety.
C. PROTEST PROCESS

Any protests to this RFP, the selection process, or the awarded contract must be in writing and must comply with the requirements set forth in the Library’s Purchasing and Bid Protest Policy and Procedures, found on the Library’s website at: https://sonomalibrary.org/about/policies-and-procedures

ATTACHMENTS: ATTACHMENT A: SAMPLE AGREEMENT