

**STATEMENT OF WORK
PA HISTORICAL & MUSEUM COMMISSION (PHMC)
CONSERVATION SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The Pennsylvania Historical and Museum Commission (PHMC) is seeking to qualify multiple professionals for the purpose of providing museum conservation and curatorial services through this Invitation to Qualify (“Contract”) as follows:

The Pennsylvania Historical and Museum Commission (PHMC) owns diverse collections of historical, architectural, prehistoric, and artistic artifacts; archives and manuscripts; and scientific specimens representing Pennsylvania’s natural and cultural commonwealth. These collections are fundamental to fulfilling the PHMC’s goals of being “The Commonwealth’s memory, telling Pennsylvania’s story,” and “serving present and future generations as the state’s official history agency,” as enunciated in the PHMC’s mission statement. These collections may be found at the State Museum, the State Archives, as well as at sites and museums around the Commonwealth.

The Project Manager for each individual project will be expected to either complete the work as contracted, or to assemble a team of qualified professionals to accomplish the work. Once a team is established for a project, it may not be changed without consent of PHMC.

Conservation/Curatorial Services - The types of projects resulting from this ITQ may include a variety of professional conservation/curatorial services including artifact conservation; packing, shipping and transport; various types of collections/conservation surveys; emergency preparedness planning and disaster relief; analytical services; media conversion; environmental and lighting systems analysis; training; collections care/management services; and museum collection appraisals. All projects listed for this ITQ may involve work with the following types of collections (including but not limited to): paper-based (including archives/manuscripts, historic, fine arts, wallpapers, three-dimensional); books; photographs; painted surfaces (including easel, canvas and panel paintings, murals, painted artifacts, decorative architectural surfaces); picture frames; vehicles (including horse-drawn, motorized and railcars); furniture; sculpture; objects (including decorative, utilitarian, scientific, industrial, military, musical, ethnographic, archeological, or marine collections; objects could be made of wood, metal, leather, plastic, glass, stone or ceramic, to name the most common); textiles (including historic, archeological, industrial, and fine arts collections); natural history specimens; geologic specimens; and historic architectural elements. All conservation work shall conform to the Code of Ethics and Standards of Practice of the International or American Institutes for Conservation and that of the conservation profession in general. All other services contracted shall conform to codes of ethics and standards of practice established for that specific profession.

Potential Bidders may visit the PHMC’s website at: www.patrailsofhistory.com to view a list of possible sites throughout the Commonwealth of Pennsylvania (Commonwealth) where work may be performed under any resulting project.

Further details of work that may be provided under each Service Category can be found in **Section D. Scope of Work** in this Statement of Work. Services provided under the scope of work of this contract may be provided by the Prime Contractor (Project Manager) and/or through subcontract.

- A. **CONFORMITY OF STANDARDS:** All work performed in historic structures shall conform to The Secretary of the Interior’s Standards for the Treatment of Historic Properties and their

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accompanying guidelines, which can be found at:

http://www.nps.gov/hps/tps/standguide/overview/using_standguide.htm.

- B. GOVERNMENT FURNISHED PROPERTY:** Contractors and subcontractors performing work against this contract shall be responsible for security and protection of government-furnished property or materials provided in connection with individual projects. Following acceptance of all work by PHMC, the contractor shall return to the PHMC Project Manager all government-furnished property.
- C. WORK IN AND AROUND HISTORIC BUILDINGS AND COLLECTIONS:** By submitting a bid for this contract, Contractors and subcontractors performing work against this contract agree to adhere to the following:
1. Take special care to avoid damage to any portion of the building, its contents, and its surrounding site. Exhibit work may occur in a building and/or site of state or national historic significance.
 2. Erect barriers, barricades, signs, red plastic construction fencing and other protective devices as required to prevent unauthorized entry to exhibit areas and to protect existing facilities, historic building materials, Commission personnel, visiting public and adjacent properties from damage or injury.
 3. Repair any areas of existing buildings, contents, landscaping, paving or other site features damaged during the work to the satisfaction of the PHMC Project Manager, at no cost to the Commonwealth. Buildings may contain important historical collections and/or finishes. If damage occurs to these collections and/or finishes as a result of the work, Contractor must hire a Conservator from a list supplied by PHMC to do an assessment of the damage and conservation measures required at no expense to the PHMC. Upon acceptance by PHMC of the Conservator's assessment report, arrange for the Conservator to perform those conservation measures on the damaged objects and/or finishes at no cost to PHMC.
 4. Use caution when working directly adjacent to and on existing structures, particularly those that are historic. Provide all necessary shoring, bracing and temporary support to ensure that all existing walls, roofs, floors, and miscellaneous features remain structurally sound and are neither damaged nor moved during the work. Provide a plan for this work for acceptance by the Project Manager prior to proceeding.
 5. If cutting and patching in a historic structure is required, employ a skilled and experienced installer to perform all cutting and patching required to complete the work, including any removal of existing materials and equipment and installation of new work, to the satisfaction of the PHMC Project Manager; restore work with new materials to match that being cut. Obtain prior acceptance by the PHMC Project Manager for any extensive cutting. If required as part of work, refinish surfaces to match adjacent finishes

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- D. FACILITY SECURITY POLICY:** Contractors attending meetings or accomplishing work at the main PHMC offices in Harrisburg or at sites and museums throughout the Commonwealth will comply with individual building security procedures.
- E. INSURANCE:** If a project requires contractors to have additional insurance to cover PHMC collections at their facility it will be specified in the RFQ.
- F. BONDING:** The PHMC reserves the right to establish bonding requirements for individual projects (RFQs) as determined by PHMC upon issuance of an RFQ. All Contractors awarded services/work in response to an RFQ will be required to maintain any bonding requirements as required by (if necessary) an RFQ.
- G. STEEL PRODUCTS PROCUREMENT ACT “A” (OCT 2009):** In the performance of any contract awarded pursuant to this invitation to bid, the contractor and all subcontractors, materialmen, and suppliers shall use only “steel products” as defined in the Steel Products Procurement Act, Act of March 3, 1978, P.L. 6, No. 3, 73 P.S. §§ 1881-1887 (“SPPA”), including products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made in the United States by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The definition of steel products also includes cast iron products, as well as machinery and equipment listed in United States Department of Commerce Standard Industrial Classification 25 (furniture and fixture), 35 (machinery, except electrical) and 37 (transportation equipment) and made of, fabricated from, or containing steel components. If a product contains both foreign and United States steel, such products shall be determined to be a United States Steel product only if at least 75% of the cost of the articles, materials and supplies have been mined, produced or manufactured, as the case may be, in the United States. Transportation equipment shall be determined to be a United States steel product only if it complies with Section 165 of Public Law 97-424 (96 Stat. 2136).

The SPPA provides that, when a contractor supplies unidentified steel products for a public agency’s use as part of any Public Works Project, before a public agency may authorize, provide for, or make payment, the Contractor must provide documentation including, but not limited to, invoices, bills of lading and mill certification that the steel was melted and manufactured in the United States before a public agency may authorize, provide for, or make payment. If a steel product is identifiable on its face, the contractor must submit certification which satisfies the purchasing agency that the contractor has fully complied with this provision.

If a purchasing agency has made any payment to the Contractor and later finds that the Contractor did not comply with the SPPA’s requirements, the purchasing agency may recover such payment directly from the Contractor. The Contractor shall not deny repayment unless it can demonstrate that it has complied with the SPPA’s requirements.

The SPPA also provides that any person who willfully violates any of its provisions shall be prohibited from submitting any bids to any public agency for a period of five years after the date of the determination that a violation has occurred. If the Contractor violates the SPPA, the public

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agency may debar the Contractor from performing any work or supplying any materials to a public agency for five years after the date of the determination that a violation has occurred.

The Contractor shall include these provisions regarding the SPPA's requirements in its subcontracts and supply contracts, so that the SPPA's provisions of the Act shall be binding upon each subcontractor and supplier.

H. PROHIBITION AGAINST THE USE OF CERTAIN STEEL AND ALUMINUM PRODUCTS (OCT 2009):

In accordance with the Trade Practices Act of July 23, 1968 P.L. 686 (71 P.S. §773.101 et seq.), the Contractor cannot and shall not use or permit to be used in the work any aluminum or steel products made in a foreign country which is listed below as a foreign country which discriminates against aluminum or steel products manufactured in Pennsylvania. The countries of Brazil, South Korea, Spain and Argentina have been found to discriminate against certain products manufactured in Pennsylvania. Therefore, the purchase or use of those countries' products, as listed below, is not permitted.

1. BRAZIL: Welded carbon steel pipes and tubes; carbon steel wire rods; tool steel; certain steel products, including hot-rolled stainless steel bar; stainless steel wire rod and cold-formed stainless steel bar; pre-stressed concrete steel wire strand; hot-rolled carbon steel plate in coil; hot-rolled carbon steel sheet and cold-rolled carbon steel sheet.
2. SPAIN: Certain stainless steel products, including stainless steel wire rod, hot-rolled stainless steel bars and cold-formed stainless steel bars; pre-stressed concrete steel wire strands; certain steel products, including hot-rolled steel plate, cold-rolled carbon steel plate, carbon steel structural shapes, galvanized carbon steel sheet, hot-rolled carbon steel bars and cold-formed carbon steel bars.
3. SOUTH KOREA: Welded carbon steel pipes and tubes hot-rolled carbon steel plate; hot-rolled carbon steel sheet and galvanized steel sheet.
4. ARGENTINA: Carbon steel wire rod and cold-rolled carbon steel sheet.

Penalties for violations of this paragraph may be found in the Trade Practices Act, which penalties include becoming ineligible for public works contracts for a period of three years.

Note: This provision in no way relieves the Contractor of its responsibility to comply with those provisions of this Agreement that prohibit the use of foreign-made steel and cast iron products.

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QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet all of the following requirements. Failure to meet any of the below requirements will result in their registration being rejected.

A. Contractor must have two (2) years of experience in the commodity code selected;

B. ADDITIONAL QUALIFICATIONS BY COMMODITY CODE:

1. 93140000-ITQ-178- Digitization and Digital Conversion Services:
 - a. Contractor must submit documentation showing two (2) years in business; and
 - b. Contractor must provide examples of work links to websites, can be copied and pasted into a Word document.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Pennsylvania Historical & Museum Commission (PHMC). All inquiries should be referred to:

Lisa A. Burchfield, Chief, Fiscal & Office Support Services
PA Historical & Museum Commission
State Museum of PA
300 North Street, 5th Floor
Harrisburg, PA 17120
Telephone: (717) 705-0557 Facsimile: (717) 783-2807
Email: liburchfie@pa.gov

SERVICE CATERGORIES: Contractors will be responsible for choosing the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

SERVICE CATEGORY	DESCRIPTION OF SERVICES
93140000-ITQ-170-PA Historical Museum Commission Project Manager Conservation Services	The PHMC is seeking Prime Contractors as Project Managers who have the expertise and ability to provide or assemble a team of professionals (Prime Contractor and/or Subcontractors) to provide museum conservation services, at historical sites and museums throughout the Commonwealth on an as needed basis. Overall project management shall include the following tasks: Schedule, coordinate, oversee, and manage work produced. Project Manager is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Archives/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Prime Contractor/Project Manager will prepare and organize all appropriate conservation services for submittal and closeout of the project to the PHMC Project Manager. The Contractor(s) will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ

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for further details.

Service Category 1 is primarily for projects that require a number of different conservation services, or for projects that require conservation specialties that are used less often by PHMC.

Project Managers/Prime Contractors shall also be responsible for the coordination and completion of the following, for any awarded projects:

Artifact Conservation: Conservation assessment and examination, preparation of treatment proposals and associate budgets, completing treatments as approved by PHMC, and the production of final treatment reports including full photographic documentation. Materials testing may be required as part of the preparation of a treatment proposal.

Packing/Shipping/Transport: Provide custom design and fabrication services for professional museum-quality shipping and storage containers for the safe transportation and storage of artifacts. Use only those materials approved by the PHMC and the conservation profession as safe for use with artifacts. Provide fine arts moving and shipping services, including rigging services, as required. Fine arts insurance may be required.

Collections/Conservation Surveys: Document the condition of individual artifacts or artifact collections, their environment, lighting, storage, display, safety or stability. Provide written reports of these surveys, with photographic documentation when specified. Surveys will range from overall general conservation surveys, site-specific surveys (such as environmental or collections storage or exhibition reviews), to more detailed object-by-object surveys.

Emergency Preparedness Planning and Disaster Relief: Provide quick response professional collections conservator and/or collections conservation technician services. Travel to disaster locations throughout Pennsylvania (for PHMC sites) and manage or assist in disaster or emergency relief to remove collections from buildings, mitigate damage to collections, provide emergency treatment or stabilization to damaged collections, prepare written and photographic documentation of damage to collections, and assess damage and provide conservation cost estimates for recovery. Work may include the preparation of detailed emergency preparedness plans for historic sites and museums, especially related to collections.

Analytical Services: Provide a wide range of professional collections conservation analytical services including but not limited to microscopy, micro-chemical analysis, dendrochronology, x-radiography, and new

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	<p>material testing. Services may be required to conduct testing of historic or modern materials.</p> <p>Media Conversion: The conversion of artifacts on old or unsafe media to more modern media, such as (but not limited to) the conversion of nitrate film or audio cassettes to digital formats.</p> <p>Environmental and Lighting Systems Analysis: Provide a professional conservator perspective to review, study, monitor, recommend modifications, plan and recommend solutions for environmental systems, lighting systems, new construction or renovation of existing exhibition and storage spaces that contain or will contain museum artifacts. Interpret data collected, provide detailed reports of findings and develop written specifications for improvements.</p> <p>Training: Provide professional conservation and/or collections care training to museum staff. Training may encompass a wide range of conservation/collections care issues, for example—environmental monitoring and control, museum lighting, historic housekeeping, handling of collections, storage and exhibition of collections, routine cleaning and preventive care of various types of collections.</p> <p>Collections Care/Management Services: Provide basic collections care/historic housekeeping, packing collections, rehousing collections, inventorying collections and justifying inventories, processing acquisitions and deaccessions, photographing collections, numbering collections, and using computerized databases.</p> <p>Artifact Appraisal Services: Provide valuation of property and prepare reports regarding valuation of property.</p>
<p>93140000-ITQ-171-PA Historical Museum Commission Museum Collections Packing/Shipping/Transport Services</p>	<p>The PHMC is seeking Contractors who have the expertise and ability to provide museum quality packing, shipping and transport services for historical sites and museums throughout the Commonwealth on an as needed basis. Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Archives/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall also be responsible for the coordination and completion of the following, for any awarded projects: Provide custom design and fabrication services for professional museum-quality shipping</p>

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	<p>and storage containers for the safe transportation and storage of artifacts. Use only those materials approved by the PHMC and the conservation profession as safe for use with artifacts. Provide fine arts moving and shipping services, including rigging services, as required. Fine arts insurance may be required.</p>
<p>93140000-ITQ-172-PA Historical Museum Commission Artifact Conservation for Paper-Based Collections</p>	<p>PHMC is seeking Contractors who have the expertise and ability to provide artifact conservation services for paper-based collections for historical sites and museums throughout the Commonwealth on an as needed basis. The Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Archives/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall also be responsible for the coordination and completion of the following, for any awarded projects: Conservation assessment and examination, preparation of treatment proposals and associate budgets, completing treatments as approved by PHMC, and the production of final treatment reports including full photographic documentation. Materials testing may be required as part of the preparation of a treatment proposal.</p>
<p>93140000-ITQ-173-PA Historical Museum Commission Artifact Conservation for Object Collections</p>	<p>PHMC is seeking Contractors who have the expertise and ability to provide artifact conservation services for multiple types of object collections for historical sites and museums throughout the Commonwealth on an as needed basis. The Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall responsible for the coordination and completion of the following, for any awarded projects: Conservation assessment and examination, preparation of treatment proposals and associate budgets, completing treatments as approved by PHMC, and the production of final treatment reports including full photographic documentation. Materials testing may be required as part of the preparation of a treatment proposal.</p>
<p>93140000-ITQ-174-PA Historical Museum Commission</p>	<p>The PHMC is seeking Contractors who have the expertise and ability to provide artifact conservation services for painted collections for historical sites and museums throughout the Commonwealth on an as needed basis.</p>

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<p>Artifact Conservation for Painted Collections</p>	<p>Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall also be responsible for the coordination and completion of the following, for any awarded projects: Conservation assessment and examination, preparation of treatment proposals and associate budgets, completing treatments as approved by PHMC, and the production of final treatment reports including full photographic documentation. Materials testing may be required as part of the preparation of a treatment proposal.</p>
<p>93140000-ITQ-175-PA Historical Museum Commission Artifact Conservation for Textile Collections</p>	<p>The PHMC is seeking Contractors who have the expertise and ability to provide artifact conservation services for textile collections for historical sites and museums throughout the Commonwealth on an as needed basis. The Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Site Administrators. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall also be responsible for the coordination and completion of the following, for any awarded projects: Conservation assessment and examination, preparation of treatment proposals and associate budgets, completing treatments as approved by PHMC, and the production of final treatment reports including full photographic documentation. Materials testing may be required as part of the preparation of a treatment proposal.</p>
<p>93140000-ITQ-176-PA Historical Museum Commission Collections Care/Management Services</p>	<p>The PHMC is seeking Contractors who have the expertise and ability to provide collections care and/or collections management services for historical sites and museums throughout the Commonwealth on an as needed basis. The Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Archives/Site Administrators and the Chief of Collections Management. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project</p>

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	<p>to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor may be responsible for various types of work, including but not limited to basic collections care/historic housekeeping, packing collections, rehousing collections, inventorying collections and justifying inventories, processing acquisitions and deaccessions, photographing collections, numbering collections, and using computerized databases. Inventory work may include acquisition of appropriate collections management software, conversion of data, and other related services.</p>
<p>93140000-ITQ-177-PA Historical Museum Commission Artifact Appraisal Services</p>	<p>The PHMC is seeking Contractors who have the expertise and ability to provide artifact appraisal services for historical sites and museums throughout the Commonwealth on an as needed basis. The Contractor is expected to proactively and professionally manage projects in close conjunction with the PHMC Project Manager and Museum/Archives/Site Administrators and the Chief of Collections Management. Appropriate PHMC personnel will be responsible for signing off on project development milestones. The Contractor will prepare and organize all materials for submittal and closeout of the project to the PHMC Project Manager. The Contractor will be responsible for appropriate reporting; please refer to the “Reporting” section of this ITQ for further details.</p> <p>The Contractor shall be responsible for various types of work, including but not limited to providing valuation of property and preparing reports regarding valuation of property.</p>
<p>93140000-ITQ-178-PA Historical Museum Commission Digitization and Digital Conversion Services</p>	<ol style="list-style-type: none"> 1. Must have a minimum of two (2) years’ experience (resumes*) in any of the following areas in order to conduct projects in that area: <ol style="list-style-type: none"> a. <i>Standard Digitization</i>: High speed scanning to create digital images from paper office documents. b. <i>Archival Digitization</i>: Item level scanning to create digital images from fragile historical documents (on paper, parchment, or similar media), which may be bound or unbound, and which may range in size from index cards to oversized maps. c. <i>Microfilm Conversion</i>: Convert 16mm, 35mm, or aperture card microfilm images to digital. d. <i>AV Conversion</i>: Convert analog audio/video media or motion picture film to digital. e. <i>Digital Metadata</i>: Index (by name, place, etc.) digital images and/or digital audiovisual materials. <p>* Submit resumes for all individuals that would be involved with the project. Each resume should include</p> <ol style="list-style-type: none"> a. Name of person; b. Title;

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	<ul style="list-style-type: none"> c. Statement of their primary duties; d. Proposed role under this contract; e. List of projects and description of role on each project (current projects plus the past two years); f. Employment history; and g. Education and training background, including names of educational institutions attended, dates, and degrees or certificates obtained. <p>2. Submit documentation showing two (2) years in business.</p> <p>3. Submit examples of work:</p> <ul style="list-style-type: none"> a. Examples of work must have ended within no more than two (2) years of the creation of the project; links to websites, can be copied and pasted into a Word document; b. Examples of work should demonstrate the Supplier’s ability to supply multiple file formats, some of which may be preserved as “source files,” for future conversions, and some as “presentation files,” for access; c. For <i>AV Conversion</i>, examples must describe the types of original media (such as cassette tapes, 8mm film, etc.) that Supplier can convert; d. For <i>Archival Digitization</i>, examples must clearly demonstrate the measures taken by the Supplier to successfully secure and protect historical documents from damage, deterioration, or theft, during transport (if applicable), while in the possession of the Supplier, and during the scanning process itself; and e. For <i>Digital Metadata</i>, examples must include the administrative, structural, or descriptive metadata captured; measures taken to ensure its accuracy; and (if known) the resulting accuracy rate.
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