

– REQUEST FOR PROPOSAL –

Conservation of John James Audubon's *Birds of America* -  
*Vol. 2 with options for conservation of Vol. 3 & 4*

For the

Buffalo & Erie County Public Library

RFP # 1434VF

October 24 , 2014

BUFFALO & ERIE COUNTY PUBLIC LIBRARY  
1 LAFAYETTE SQUARE  
BUFFALO, NY 14203-1887

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## **SECTION 1 ADMINISTRATIVE AND CONTRACTUAL INFORMATION**

### **1.1 RFP Purpose**

The Buffalo & Erie County Public Library (B&ECPL), hereafter referred to as B&ECPL, seeks a qualified, experienced rare book conservator for the purpose of conserving Volume 2 of John James Audubon's *Birds of America*.

### **1.2 Issuing Office**

This RFP is issued by the Buffalo & Erie County Public Library, which is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

### **1.3 Organization**

The Buffalo & Erie County Public Library is an independent educational corporation chartered by the University of the State of New York, State Education Department. The Library's governance is established by State Law, stipulating a fifteen member Board of Trustees appointed by the County Executive and approved by the Erie County Legislature. The Board of Trustees appoints a Director and Deputy Directors and is responsible for setting policy, approving the annual budget and ongoing expenditures.

The Special Collections department, which includes the Rare Book collection, holds 478,850 titles including monographs, serials, scrapbooks, microforms, manuscripts, organizational archives, maps, phonograph discs, sheet music, scores, and orchestrations. Materials actively collected support subject areas in local history, genealogy, map materials, musical scores and music reference materials. The Rare Book area of Special Collections holds titles and collections of local, national and international impact including Mark Twain's original manuscript of *Adventures of Huckleberry Finn*, Shakespeare's First Folio, the complete Audubon *Birds of America* elephant folio, the "Milestones of Science" Collection of 197 first editions of the world's most significant scientific discoveries, an anti-slavery collection, and other manuscripts and archives. The majority of the Special Collections department holdings were obtained through the merger of the Grosvenor Research Library and the Buffalo Public Library in 1953, and generated through each library's benefactors and own collecting which started in 1839.

## 1.4 RFP Scope

The information and instructions contained in this RFP are intended to provide interested vendors with information necessary to prepare and submit proposals and accompanying materials. RFP sections include:

- Administrative and Contractual information
- Detailed Requirements
- Proposer Requirements
- Fee Analysis & Proposal
- Required Submittals

## 1.5 Pre-submittal Conference and Material Review

There will be a pre-submittal conference held for this Request for Proposal including the ability for prospective vendors to view volumes 2 - 4 of Audubon's *Birds of America* at the Buffalo & Erie County Public Library prior to the due date of the submission of proposals.

WHEN: Wednesday, November 5, 2014 from 9:00 am to 3:00 pm

WHERE: Buffalo & Erie County Public Library  
Central Library - Grosvenor Room  
Public Library  
1 Lafayette Square, Buffalo, New York

CONTACT: If planning to attend please contact: Marguerite Cheman, Manager - Special Collections [chemanm@buffalolib.org](mailto:chemanm@buffalolib.org) Please reference Library RFP #1434VF in the Subject Line

All prospective vendors are strongly urged to participate in person. Given the unique nature of each page of the item to be conserved, onsite participation will be considered in the selection process. All expenses incurred for participation including, but not limited to travel, lodging and food are the sole responsibility of the vendor.

All inquiries concerning this RFP should be addressed to:

Dawn Peters, Assistant Deputy Director - Public Services  
Buffalo and Erie County Public Library  
1 Lafayette Square  
Buffalo, New York 14203-1887  
(716) 858-7195  
FAX: (716) 858-6544  
Email: [petersd@buffalolib.org](mailto:petersd@buffalolib.org)

## 1.6 Pertinent Dates

- A. Advertisement dates: 10/24/2014
- B. Release of RFP: 10/24/2014
- C. Pre-Submittal Conference: 11/05/2014
- D. Closing Date for Inquiries: 11/14/2014
- E. Submittal of Proposals: 11/26/2014; 3:00pm Eastern Time
- E. Review of Proposals by Appointment: December 2014

## 1.7 Proposal Preparation

The proposal should follow the format outlined in Section 5 of this RFP. Vendors should feel free to augment their responses with additional information as they deem appropriate. Failure to follow the prescribed format for responses may result in disqualification.

## 1.8 Submittal of Proposals

Interested vendors should submit three hard copies (one unbound) to the individual listed in Section 1.5 by 3 p.m. Eastern Time on the Submittal of Proposal date specified in Section 1.6. Submittal of an electronic version in its original format on a CD along with the hard copy is desirable. Vendors have sole responsibility to assure that their proposals are received on time.

The content of each proposal will be held in strict confidence and no details of any proposal will be divulged to any other vendor prior to proposal openings.

## 1.9 Conflict of Interest

- A. [1] No officer or employee of B&ECPL shall have an interest in any contract with the vendor, when such officer or employee, has the power or duty to
  - (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under,
  - (b) audit bills or claims under the contract, or
  - (c) appoint an officer or employee who has any of the powers or duties set forth above, and
- [2] "Interest" as used herein means a direct or indirect pecuniary or material benefit accruing to an officer or employee of B&ECPL as the result of a contract with B&ECPL. An officer or employee of B&ECPL shall be deemed to have an interest in the contract of

- (a) his or her spouse, minor children and dependents, except a contract of employment with B&ECPL,
- (b) a firm, partnership or association of which such officer or employee is a member or employee,
- (c) a corporation of which such officer or employee is an officer, director or employee and
- (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee. New York State General Municipal Law §§ 800 - 801.

B. [1] The provisions of section 1.9 A. shall not apply to:

- (a) A contract with a person, firm, corporation or association in which an officer or employee of B&ECPL has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;
- (c) A contract with a membership corporation or other voluntary non-profit corporation or association;
- (g) A contract in which an officer or employee of B&ECPL has an interest if such contract was entered into prior to the time he or she was elected or appointed as such officer or employee, but this paragraph shall in no event authorize a renewal of any such contract;

- [2] (a) A contract with a corporation in which an officer or employee of B&ECPL has an interest by reason of stockholdings when less than five per centum of the outstanding stock of the corporation is owned or controlled directly or indirectly by such officer or employee;
- (b) A contract in which a municipal officer or employee has an interest if the total consideration payable thereunder, when added to the aggregate amount of all consideration payable under the contracts in which such person had an interest during the fiscal year, does not exceed the sum of one hundred dollars;

(f) A contract with a member of a private industry council established in accordance with the federal job training partnership act (29 U.S.C.A. § 1501 et seq.) or any firm, corporation or association in which such member holds an interest, provided the member discloses such interest to the council and the member does not vote on the contract. General Municipal Law § 802.

C. [1] Any officer or employee of B&ECPL who has, will have, or later acquires an interest in any actual or proposed contract with B&ECPL of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of B&ECPL. Once disclosure has been made by an officer or employee with respect to an interest in a contract with a particular person, firm, corporation or association, no further disclosures need be made by such officer or employee with respect to additional contracts with the same party during the remainder of the fiscal year.

[2] Notwithstanding the provisions of section 1.9 C.[1], disclosure shall not be required in the case of an interest in the contract described in section 1.9 B.[2], above.

### **1.10 Non-Collusion**

A. Each proposal shall also contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury.

[1] By submission of this proposal, each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:

(a) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

(b) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

- (c) No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

### **1.11 Opening; Conformity to Specifications; Clarification Bulletins**

- A. The proposals are opened as stated in the call for proposals or as soon thereafter as reasonably possible. They are irrevocable after opening for sixty (90) days or any period specified in the call for proposals.
- B. Selection is based upon a comparison of the proposal as submitted with the requirements identified in the RFP and, where necessary, clarification bulletins.
- C. Clarification bulletins may be issued to correct mistakes, answer questions, or resolve ambiguities during the proposal solicitation process. The date and time of proposal opening may be extended only once, and not more than twenty business days. Any proposal may be withdrawn prior to the time of opening in case of an extension. Reasonable effort will be made to notify all who have submitted proposals.
- D. If major revisions become necessary, or for any other reason, all proposals may be rejected and a new call published, subject to the discretion of B&ECPL.
- E. Unopened proposals are to be returned if the proposer requests and supplies a prepaid mailer.
- F. Specific questions regarding the RFP may be submitted in writing to the individual listed in Section 1.5.

### **1.12 Selection Process; General Criteria**

- A. B&ECPL reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.
- B. When evaluating the proposals submitted in response to this RFP, B&ECPL considerations include, but are not limited to, the following:
  - [1] The ability, capacity, and skill of the proposer to perform the contract or provide the service required.
  - [2] Demonstrated ability to treat the work consistent to the treatment of Volume I.
  - [3] The cost of proposed services. Cost of per diem work if deemed necessary.

- [4] Whether the proposer can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- [5] The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- [6] The quality of performance of previous contracts or services.
- [7] The knowledge, previous history and evidence of existing compliance by the proposer with laws and ordinances relating to the contract or service.
- [8] The ability of B&ECPL to negotiate a “not to exceed” contract with the most qualified proposer. It is understood should unforeseen work arise the cost of the work must be approved by the B&ECPL.

### **1.13 Interviews**

In the event B&ECPL requires additional information or determines a personal interview is necessary prior to selection of a finalist, B&ECPL may elect to interview finalists at the Central Library or another location to be identified by the B&ECPL. All proposer expenses for travel to Buffalo associated with proposer interviews are to be borne exclusively by participating vendors and not by B&ECPL.

### **1.14 Notifications**

Upon approval, the successful proposer will be notified in writing and a purchase/work order issued, or a contract shall be prepared by B&ECPL.

Proposers not selected will also be notified in writing.

## **SECTION 2 DETAILED REQUIREMENTS**

### **2.1 Conservation of John James Audubon’s *Birds of America* - Volume 2**

The work consists of hand-colored, life-size prints, made from engraved plates, measuring approximately 39 by 26 ¼ inches. Volume 2 is currently bound in half leather and cloth. The leather is deteriorating and powdery with joints being partially broken. The Volume consists of 100 plates requiring archival folders and 4 custom linen clamshell archival boxes for storage. Some of the plates are over sewn. Internal hinges at front and back of the volume were previously repaired with adhesive that became adhered to the first and last page causing breakage. The first plate has several layers of patched repairs, believed to involve PVA adhesive on the verso that have

abraded the adjacent plates. It is difficult to turn pages and open the volume flat without potential damage to the plates.

The objective of the conservation work to Volume 2 is to insure the consistency of conservation treatments between Volumes 1 and 2 (as well as Options for Volumes 3 and 4) by:

- (1) Disbinding *Audubon's Birds of America* - Vol. 2;
- (2) Separating plates;
- (3) Removing surface oil, residual glue;
- (4) Cleaning plates - removing old patches and mends;
- (5) Storing plates in archival storage folders (5-6 plates per folder) with archival interleaving paper between plates (100 plates total);
- (6) Foldered prints must be re-housed in custom linen covered clamshell boxes (4);
- (7) Providing visual documentation of plates before and after treatment, and a written treatment report
- (8) Return spine and boards.

## **2.2 Option - Volume 3 and Volume 4**

Using Section 2.1 as the guideline the proposer is given the option to provide quotes for conservation work on either or both Volumes 3 and 4 of the Audubon collection. Description of Volumes 3 and 4 are below. The Volumes will be made available during the Pre-Submittal Conference and Material Review (see Section 1.5). Optional quotes must be placed in a separate sealed envelope marked Optional Audubon Conservation - Volume XX. It must accompany the quote for the original Volume 2 conservation work.

- A. Volume 3 - contains 100 plates requiring folders, interleaving and 4 custom linen clamshell archival boxes for storage. It is currently bound in half leather and cloth. The leather is deteriorating and powdery with joints being partially broken. Plate 256 has pencil inscriptions. The Canada Goose plate has a loss that has been filled with darker colored paper.
- B. Volume 4 - contains 150 plates requiring folders, interleaving and 6 custom linen clamshell archival boxes for storage. It is currently bound in half leather and cloth. The leather is deteriorating and powdery with joints being partially broken. There are no unusual or noteworthy conditions to note.

## **SECTION 3      PROPOSER REQUIREMENTS**

Section 5 of this RFP outlines required organization of proposer submittals in response to this RFP. This section includes general and specific requirements to be addressed in submittals.

The following list of proposer requirements and required information to be included in submittals may be supplemented by additional information the proposer determines will be helpful to B&ECPL in determining the proposer's ability to perform the work outlined in this RFP. When addressing the following requirements, proposers are encouraged to augment responses with appropriate samples of work (e.g., reports, outlines, models or other visual representations, etc.) and substantive accounts of work experience with former clients for whom comparable work has been performed.

### **3.1      Personnel and Firm**

- A.    The proposer must provide details summarizing the education and professional experience of all personnel proposed for this project.
- B.    If the proposer represents a firm or company with whom B&ECPL will contract for services, the proposer must provide detailed information about the firm, the number of years in business, number of employees, general financial information, number of clients, and other pertinent information.
- C.    If the proposer intends to use subcontractor(s) for any portion of the proposed work, the proposer will identify the work to be subcontracted and identify the firm(s) along with a statement of their contact information and qualifications.
- D.    D.    If the proposer and/or subcontractor(s) is a Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), Proposers should include the Erie County certification letter with the proposal. If not, include a statement of the anticipated utilization of minority professionals as a percentage of the staffing to be utilized on this project and the anticipated utilization of women professionals as a percentage of the staffing to be utilized on this project (note: the selected proposer must provide a statement of the actual utilization must be provided prior to final payment for work on this project).The proposer must acknowledge and demonstrate membership to the American Institute for Conservation of Historic and Artistic Works (AIC) and acceptance of the AIC's Code of Ethics and Guidelines for Practices.

### 3.2 General Qualifications:

- A. Demonstrated completion of like print conservation projects valued over \$2M;
- B. Demonstration of secure and climate controlled treatment facility.
- C. Submission of a minimum of three references from like print projects including contact information in the form of name, address, telephone number and e-mail address.
- D. Demonstrated excellence in written, oral and graphical communications – include a sample treatment report.
- E. Demonstrated ability to set priorities and meet objectives on time and within budget.

### 3.3 Liability and Insurance Requirements.

The Proposer must certify that the Proposer is an independent contractor and the Proposer's firm, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of B&ECPL. The Proposer shall indemnify and hold B&ECPL harmless from any loss, liability, damage, death or injury to any person or property, from any negligent or wrongful act or omission of the Contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

The Proposer shall further indemnify, defend, and hold harmless the County of Erie, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Proposer or third parties under the direction or control of the Proposer.

Following the award of the Contract, notwithstanding the above, it is understood the Proposer shall not be liable for damages to the object to be conserved hereunder that is attributable to the inherent risks of conservation treatments. In addition, it is understood the B&ECPL will maintain insurance coverage for the *John J. Audubon Birds of America* when in transit to and from the Contractor's site and while on the Contractor's premises.

## **SECTION 4 FEE ANALYSIS & PROPOSAL**

### **4.1 Fee Analysis**

Subject to budgetary constraints, B&ECPL intends to negotiate a “Not to Exceed” Agreement for design/planning services with the most qualified proposer based on the Library’s evaluation of the proposal to address the project requirements outlined in Section 2 of this RFP. Selection will be based on the Library’s evaluation of the proposer’s ability to address detailed requirements identified in Section 2 and proposer requirements outlined in Section 3, as well as the Library’s analysis of the proposer’s Schedule of Fees as stipulated in Section 4.2. and Preliminary Fee Proposal as stipulated in Section 4.3.

### **4.2 Schedule of Fees**

Proposals must include a lump sum fee, itemized by type of expense. The fee should include all anticipated categories of services to be provided for the scope of work described in the response. Upon notification, the successful proposer must hold to quoted price(s) a minimum of 180 days. Should it be determined that additional work is needed during the course of the engagement; the consultant must provide a similarly detailed estimate for the additional work for B&ECPL review and approval prior to beginning any such work.

### **4.3 Preliminary Fee Proposal**

Based on the proposer’s past experiences in completing comparable projects, the proposer is required to submit a Fee Proposal that specifies all anticipated fees necessary to complete the project outlined in Section 2 of this RFP. The Fee Proposal will be used by B&ECPL to evaluate the proposer’s plan to provide the comprehensive range of services outlined in Section 2.

The Fee Proposal should include proposed benchmark or stages of completion at which time B&ECPL would be invoiced for services during the project and the amount of the lump sum fee to be invoiced upon completing each stage.

The fee proposal should include the following:

- A. Cost/time analysis for the total project; proposals must specify both the minimum and maximum number of days / hours the proposer anticipates to complete the project. The proposer should include all projected costs associated with the project.
- B. Per Diem work fees and potential charges for unforeseen work must be listed on a separate schedule including material and labor costs.

## SECTION 5 PROPOSAL: REQUIRED SUBMITTALS

The proposer is required to submit a proposal that includes the required and relevant information outlined in this RFP and organized in the following categories:

- A. Information / Experience of the Firm & Personnel: This section should address pertinent information about the proposer's firm, include brief resumes of individuals proposed for the project including education and relevant professional work experience.  
  
This section should also include an Employee Identification Number or Social Security number, a statement of the proposer's non-discrimination and equal employment opportunity policies, and MBE/WBE if applicable or statement of the anticipated utilization of minority professionals as a percentage of the staffing to be utilized on this project and the anticipated utilization of women professionals as a percentage of the staffing to be utilized on this project.
- B. Proposed Methodology: This section is to be based upon the proposer's review of information in the RFP, pre-submittal conference and any additional information provided "the Library." This section must include a proposed timeline for the entire project and should address key benchmarks for the project.
- C. Schedule of Fees and Fee Proposal: This section addresses fee proposal requirements outlined in Section 4. Include a per diem rate and fee schedule for potential unforeseen work on the conservation of the Audubon Birds.
- D. References: This section addresses relevant experience that demonstrates successful performance on comparable contracts. The proposer is required to provide a minimum of three references including names, titles, addresses, and telephone, email and fax number of individuals who can be contacted for comment on identified comparable contracts.
- E. Comparable Work: Include a description of work performed on print materials valued \$2M+. Provide reference and contact information for said projects. This work should be different than that which is included in D.
- F. Description of Work Environment: Proposer must provide document proof of security for Audubon Birds when being worked on and when being stored.