

**STATEMENT OF WORK NO. 1
SERVICE LEVEL AGREEMENT No. 818K-1402**

This Statement of Work is made and entered into by and between the KITTITAS COUNTY COMMISSIONERS (hereinafter "CUSTOMER") and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES"). This Statement of Work (SOW) and exhibit is incorporated into and hereto made an integral part of Service Level Agreement No. 818K-1402

CUSTOMER: **Kittitas County Commissioners**
205 W 5th St., Suite #108
Ellensburg, WA 98926

	<u>Customer</u>	<u>Archives</u>
Contact:	Julie Kjorsvik	Terry Badger
Title:	Clerk of the Board	Deputy State Archivist
Telephone No.:	509-962-7686	360-586-1602
Email:	julie.kjorsvik@co.kittitas.wa.us	terry.badger@sos.wa.gov

I. SPECIFIC SERVICE

ARCHIVES shall provide services and staff and otherwise do all things necessary for or incidental to the performance of work set forth in **Exhibit A** and fully incorporated herein by reference.

II. PRICES

Service	Unit	Unit Price
16mm Microfilm – TIFF Images to Microfilm	Per Image	0.03
16mm Microfilm (Roll Charge)	Per Roll	27.00
Indexing	Per File	0.35
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Service	# of Units	Total Unit Cost
16mm Microfilm – TIFF Images to Microfilm	3,132	\$93.96
16mm Microfilm (Roll Charge)	2	\$54.00
Indexing	1,643	\$575.05
All shipping or ferry prices will be charged cost + 30%		
IMAGING ESTIMATE		
Subtotal		\$484.61
Sales tax: 8.8%		\$42.65
TOTAL AMOUNT NOT TO EXCEED		\$527.26

III. CONTRACT PERIOD FOR STATEMENT OF WORK

The date of execution, which is the date of the last signature, through December 31, 2018.

IV. SERVICE DELIVERY

The above amount is an estimate for the project described in Paragraph I, *Specific Service*. If the project received is different than described in the Specific Service or is more complex than originally estimated, ARCHIVES will contact the CUSTOMER with a new cost estimate before starting work. After ARCHIVES has notified the CUSTOMER, the CUSTOMER has fifteen (15) calendar days from the date of notification of accepting the new cost estimate, whereby an amendment to this Agreement will be prepared, or discontinue the project under this Agreement.

V. GENERAL TERMS AND CONDITIONS

Should an unforeseen event cause a need for ARCHIVES to exceed the time described in SPECIFIC SERVICE, either by mutual consent a new date of completion will be established by amendment of this Agreement, or the Agreement will be terminated by mutual agreement.

VI. AFFIRMATION OF AGREEMENT

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. This SOW is an integral part of Service Level Agreement No. 818K-1402 and contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement and SOW, shall be deemed to exist or to bind any of the parties hereto. The Service Level Agreement and SOW, together with its exhibit, constitutes the entire Agreement.

The parties have read and agree to the terms and conditions of this Agreement.

KITTITAS COUNTY COMMISSIONERS:

OFFICE OF THE SECRETARY OF STATE

Board of Commissioners

Date

State Archives

Date

APPROVED AS TO FORM
Attorney General's Office

Exhibit A

Exhibit A Statement of Work

The ARCHIVES shall:

Summary Statement

- The purpose of this project is to create a microfilm form of Commissioners Minutes. The Minutes will be microfilmed and indexed according to Digital Archives Standards.

Project Management

- Process the following with the following information:
 - Record Series: Commissioners Minutes, Ordinances and Resolutions
 - Agency: Kittitas County Commissioners
 - Department: Clerk of the Board
 - County: Kittitas
 - Date Range: 2005-2008
 - Disposition: (DAN) – GS50-05A-13, GS50-05A-16
- Contact the first or secondary CUSTOMER contacts with any questions regarding the project.
- Provide timelines, quantities, project complexity, and cost estimates based on our original project review. Estimates may be revised based on the condition of the records at the time they arrive in our production facility. ARCHIVES staff will review the project prior to beginning work and after completing 10% of the work. ARCHIVES will notify the customer of any cost adjustments required for document preparation, or scanning, which exceed the original estimate.

Archive Writer

- Perform digital image to microfilm conversion for previously scanned paper documents sized up to 11" by 17".
- Documents will appear on microfilm in indexed order if available, or in the order they were presented to Imaging Services if indexing is unavailable.
- Create silver-halide microfilm rolls for each record series.
- Submit microfilm and transmittal documents to the ARCHIVES Security Microfilm section for preservation in the film vault.

Delivery

- Large projects may be separated into individual job work orders which are sized based on completing each work order within 90 calendar days.
- Handle documents to prevent damage. Archives will not be held liable for inadvertent damage caused by the scanning process.
- Return documents in the original folder or binder in the box provided. Documents will not be reassembled. Oversize documents will be placed back in its original file location.
- Re-box the documents into a new Archive box if the original box is deemed insufficient to properly preserve the records. CUSTOMER will be invoiced for all new boxes required for their project.
- Return the documents to the following location within 30 calendar days of completing the imaging services:
Kittitas County Commissioners

Indexing

- Index fields according to the following format:

Minutes

Field Name	Characters
Image File Name (for Minutes)	Abbreviation of County and YYYYMMDD
Document Date	YYYY-MM-DD

- Provide a comma delimited text file containing the information above for all scanned documents.

- It is the customer's responsibility to maintain the capability to convert standard delimited text files to a preferred data format.

The CUSTOMER shall:

- Deliver the documents to the ARCHIVES at:
Washington State Archives
1129 Washington Street SE
PO Box 40238
Olympia, WA 98504-0238
- Documents shall be provided to ARCHIVES in standard records boxes. Care should be taken to ensure that no portions of the records are exposed to the elements during transportation.
- Review documents and remove all items CUSTOMER does not want scanned. This includes Post-It notes attached to documents or documents not requiring permanent preservation.
- Make the documents available for pickup within 30 days after final execution of service agreement.
- Review the imaged records and notify the Archives of any defects or errors within 30 calendar days of invoice date.
- Submit payment for completed work within 30 calendar days of invoice date.
- Provide first and secondary contacts for any questions during the project:
 - First contact:
Name: Julie Kjorsvik Phone: 509-962-7508
email: julie.kjorsvik@co.kittitas.wa.us
 - Secondary contact:
Name: Bryanna Anderson Phone: 509-962-7586
email: bryanna.anderson@co.kittitas.wa.us