

THE VIRGINIA CIRCUIT COURT RECORDS
PRESERVATION PROGRAM

Grant Application

Dinwiddie Circuit Court
John Barrett Chappell, Jr; Clerk

Dinwiddie County Courthouse
14008 Boydton Plank Road
3rd Floor
Dinwiddie, VA 23841
(804) 469-4540
bchappell@courts.state.va.us

Item Conservation - Book

October 04, 2012

I. Description of Project

A. Items of expenditure

1. Item-level conservation, along with digital reformatting of selected volumes.

B. Records series affected

Please see Estimated Project Cost section below

C. Benefits

1. Conserving these records will allow for their continued use by the public. Some of these records have already been pulled from public use, and are not available for research at this time.
2. Imaging the books will allow the Clerk to replace the current poor quality images on the Records System. The current images on the system were converted from microfilm and are not of the best quality, especially plats. The images from this grant will be used to replace the poor quality images currently on the system.

II. Estimated Project Cost - \$18,067.00

1. Current Item Conservation and Reformatting:

Reponses were sought from two book and paper conservation labs and the RFPS was posted on the State of Virginia's eVA procurement website. Their responses/solicitations are attached as (A) RecordSafe/CW Warthen, (B) Kofile and (C) Richmond Conservators of Works on Paper.

Volume Title	Date	RecordSafe/ CW Warthen		Kofile		Richmond Conservators of Works on Paper	
		Treatment	Imaging	Treatment	Imaging	Treatment	Imaging
Deed Book 18	1887-1889	\$3,420	\$200				
Deed Book 23	1899-1901	3,015	200	No Response – See attached email of solicitation of proposal and amendment to proposal		No Bid – See attached response	
Deed Book 24	1901-1902	2,940	200				
Deed Book 25	1903-1905	2,960	200				
General Index to Wills	Not dated	1,475	150				
Will Index	1835-2007	1,532	150				
Heir and Devisee Index	1929-2003	<u>1,475</u>	<u>150</u>				
		\$16,817.00	\$1,250				
Total		\$ 18,067.00					

The responsive, low bid, as returned by RecordSafe/CW Warthen \$18,067.00

See attached contract that was awarded to CW Warthen on March 7, 2012 for books above.

III. Previous actions to protect records in the clerk's office:

Dinwiddie County Grant Application

- A. Using local funds and Library of Virginia Grants, this office has preserved many of the bound volumes.
- B. Utilizing funds from the circuit court records program, we have undertaken plat storage procurement projects (1999 – 2002) and have processed our pre-1913 ended-chancery causes (2002-203). The latter have been transferred to the Library of Virginia for storage and digital reformatting.
- C. Electronically imaged Chancery Order Books 15 – 39, Law Order Books 14 – 70, and Deed Books 177 – 735 for use on Records Management System, and for Security Microfilm backup in compliance with the Code of Virginia §17.1-124.
- D. Electronically imaged our plats located in the Plat Cabinets and installed Plat Retrieval System to view and print plats.
- E. Installed a CCTV system for the protection of the all the records in this office.
- F. Used local funds to preserve Land Record Books in 2011.

IV. Future actions to protect records in the clerks office:

- A. As our local budget allows, this office will dedicate funding for the preservation of permanent records.
- B. This office will seek to implement the Library of Virginia's Records retention and disposition schedules.
- C. Office will seek a grant from the Library of Virginia to develop a COOP and REAP plan for the Clerk's Office.

V. Estimated Length of Project

One Year

Dinwiddie Circuit Court
John B. Chappell Jr., Clerk
P. O. Box 63
Dinwiddie, VA 23841

September 28, 2012

Dear Mr. Chappell,

Based upon our examination of your records conducted by C. W. Warthen Company in conjunction with RecordSave/Etherington Conservation Services, a division of The HF Group, we are pleased to offer our proposal for the preservation of your records. ECS and its conservators are members of the American Institute for Conservation (AIC). All treatments comply with the Code of Ethics and Guidelines for Practice of AIC.

While in our possession, your valuable records will be safe and secure. We have tried to include all pertinent information; however, if you should have any questions, please do not hesitate to call us. We look forward to working with you on this project.

Sincerely,



Greg Brooks
President

SERVICES

Record Book
Conservation

Record Book
Repairs

Canvas Covers

Book Binding

On/Offsite
Scanning

Wide Format
Plat Scanning

Digital to
Microfilm
Conversion

Microfilm
to Digital
Conversion

Computerized
Plat Systems

Back File
Conversion

Record Room
Shelving

Mobile Filing
Systems

Plat Cabinets

Custom Printed
File Folders/
Casebinders

Minute Books
& Much More

**CONDITION REPORT
DEED BOOK 18:**

Date: June 1, 1887 – July 17, 1889

Nineteenth century manuscript. Manuscript is handwritten in acidic iron gall ink. Paper exhibits poor fold endurance as sheets are brittle with some chipping. Minor tape. **Possible mold.** 30 plats are glued to sheets. 10 of the attached plats will allow for folding pockets. All other attachments are either too large for folding pockets or do not require folding. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Deed Book 18:

***STANDARD TREATMENT** — See description at the end of proposal.

ADDITIONAL SERVICES & TREATMENT— the following will also be performed as part of the preservation of this record:

Plats shall be removed from the book, conserved, and separately encapsulated at the correct deed book and page so that the entire plat is readable. Oversized plats shall be flat filed and encapsulated at the correct deed book and page using folded encapsulations if applicable. **10 Plats will require folding encapsulation.** All pages will be separately encapsulated so that all text is readable.

Tape Removal: aqueous based adhesive removal, organic solvent adhesive removal or heat spatula, as appropriate. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks

Adhesive Removal: all adhesives and adhesive residue to be removed

Mold Remediation: treat mold as appropriate

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than 1/4" outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia's specifications.

Conservation / Treatment Pricing for Deed Book 18:

\$ 3,420

Reformatting Pricing for Deed Book 18:

\$ 200

**CONDITION REPORT
DEED BOOK 23:**

Date: June 10, 1889 – June 10, 1901

Twentieth century manuscript. Manuscript is handwritten in acidic iron gall ink. Paper exhibits poor fold endurance by brittle sheets with chipping and tears. Binding is broken. **Mold is present.** 26 plats are glued to sheets. 3 of the attached plats will allow for folding pockets. All other attachments are either too large for folding pockets or do not require folding. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Deed Book 23:

***STANDARD TREATMENT** — See description at the end of proposal.

ADDITIONAL SERVICES & TREATMENT— the following will also be performed as part of the preservation of this record:

Plats shall be removed from the book, conserved, and separately encapsulated at the correct deed book and page so that the entire plat is readable. Oversized plats shall be flat filed and encapsulated at the correct deed book and page using folded encapsulations if applicable. **3 Plats will require folding encapsulation.** All pages will be separately encapsulated so that all text is readable.

Adhesive Removal: all adhesives and adhesive residue to be removed

Mold Remediation: treat mold as appropriate

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than ¼” outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia’s specifications.

Conservation / Treatment Pricing for Deed Book 23:

\$ 3,015

Reformatting Pricing for Deed Book 23:

\$ 200

**CONDITION REPORT
DEED BOOK 24:**

Date: June 10, 1901 – October 6, 1902

Twentieth century manuscript. Manuscript is handwritten in acidic iron gall ink. Paper exhibits poor fold endurance by wavy sheets with chipped edges. Binding is broken. **Possible mold.** 23 plats are glued to sheets. 3 of the attached plats will allow for folding pockets. All other attachments are either too large for folding pockets or do not require folding. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Deed Book 24:

***STANDARD TREATMENT** — See description at the end of proposal.

ADDITIONAL SERVICES & TREATMENT— the following will also be performed as part of the preservation of this record:

Plats shall be removed from the book, conserved, and separately encapsulated at the correct deed book and page so that the entire plat is readable. Oversized plats shall be flat filed and encapsulated at the correct deed book and page using folded encapsulations if applicable. **3 Plats will require folding encapsulation.** All pages will be separately encapsulated so that all text is readable.

Adhesive Removal: all adhesives and adhesive residue to be removed

Mold Remediation: treat mold as appropriate

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than ¼” outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia’s specifications.

Conservation / Treatment Pricing for Deed Book 24:

\$ 2,940

Reformatting Pricing for Deed Book 24:

\$ 200

**CONDITION REPORT
DEED BOOK 25:**

Date: December 5, 1903 – April 17, 1905

Twentieth century manuscript. Manuscript is handwritten in acidic iron gall ink. Paper exhibits poor fold endurance by brittle sheets with chipped edges. Minor tape. **Mold is present.** 17 plats are glued to sheets. 15 of the attached plats will allow for folding pockets. All other attachments are either too large for folding pockets or do not require folding. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Deed Book 25:

***STANDARD TREATMENT** — See description at the end of proposal.

ADDITIONAL SERVICES & TREATMENT— the following will also be performed as part of the preservation of this record:

Plats shall be removed from the book, conserved, and separately encapsulated at the correct deed book and page so that the entire plat is readable. Oversized plats shall be flat filed and encapsulated at the correct deed book and page using folded encapsulations if applicable. **15 Plats will require folding encapsulation.** All pages will be separately encapsulated so that all text is readable.

Tape Removal: aqueous based adhesive removal, organic solvent adhesive removal or heat spatula, as appropriate. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks

Adhesive Removal: all adhesives and adhesive residue to be removed

Mold Remediation: treat mold as appropriate

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than 1/4" outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia's specifications.

Conservation / Treatment Pricing for Deed Book 25:

\$ 2,960

Reformatting Pricing for Deed Book 25:

\$ 200

**CONDITION REPORT
GENERAL INDEX TO WILLS:**

Date: January 1835 – December 2007

Manuscript is handwritten. Paper exhibits poor fold endurance by worn sheets. Broken binding. Sheets are chipped, torn and dog eared. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for General Index to Wills:

***STANDARD TREATMENT** — See description at the end of proposal.

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than ¼” outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia’s specifications.

Conservation / Treatment Pricing for General Index to Wills:

\$ 1,475

Reformatting Pricing for General Index to Wills:

\$ 150

**CONDITION REPORT
INDEX TO WILLS:**

Date: Not Dated

Manuscript is handwritten. Paper exhibits poor fold endurance by extremely brittle and chipped sheets. Broken binding. Missing index tabs. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Index to Wills:

***STANDARD TREATMENT** — See description at the end of proposal.

Tabs: Includes new poly die cut Index Sheets

Include all Blank Sheets

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than ¼” outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia’s specifications.

Conservation / Treatment Pricing for Index to Wills:

\$ 1,532

Reformatting Pricing for Index to Wills:

\$ 150

**CONDITION REPORT
INDEX TO HEIRS & DEVISEES:**

Date: January 1929 – December 2003

Typescript. Paper exhibits poor fold endurance by worn sheets, especially at the corners. Broken binding. Leaves exhibit discoloration, embrittlement and fragmentation due to acid hydrolysis deterioration.

Conservation / Treatment Proposal for Index to Heirs & Devisee:

***STANDARD TREATMENT** — See description at the end of proposal.

Digitization/Reformatting:

Items will be scanned on an overhead planetary scanner at 200 dpi and cropped to no more than ¼” outside the page to preserve the entire page integrity. Documents are hand scanned and not mechanically fed. Content verification, skew correction, border removal, cropping, and advanced imaging enhancements ensure optimal image quality. Documents will be formatted in accordance with the Supreme Court of Virginia’s specifications.

Conservation / Treatment Pricing for Index to Heirs & Devisees:

\$ 1,475

Reformatting Pricing for Index to Heirs & Devisees:

\$ 150

***STANDARD TREATMENT SPECIFICATIONS –
ALL BOOKS WILL BE TREATED AS FOLLOWS:**

Record: Make a written and photographic record; images to be kept on file for up to one year

Non-Aqueous Deacidification: Preservation Technology’s Bookkeeper® Spray, magnesium oxide dispersion (MgO)

Disbind: by splitting folds (not guillotining) Books to be completely dismantled

Surface Cleaning: gutters of folios cleaned with a soft brush; surface grime with dry latex sponge

Tape Removal: aqueous based adhesive removal, organic solvent adhesive removal or heat spatula, as appropriate. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks

Adhesive Removal: all adhesives and adhesive residue to be removed

Flattening: as required by humidification and moderate pressure drying between acid free blotters

Tabs: 20-point lignin-free, acid-free card stock

Guards: Japanese paper with rice starch paste or Neschen heat-set tissue as appropriate

Encapsulation: 3-mil Melinex archival grade polyester film with three sided seal

Mends: Japanese paper with rice starch paste or Neschen heat-set tissue as appropriate

Post Bindings: County Record Binders; books to be divided as necessary, titling information to be stamped on spine

TABLE A

<u>Item No.</u>	<u>Description</u>	<u>Conservation/ Treatment Pricing**</u>	<u>Reformatting Pricing**</u>	<u>Total Price</u>
1.	Deed Book 18	\$ 3,420	\$ 200	\$ 3,620
2.	Deed Book 23	\$ 3,015	\$ 200	\$ 3,215
3.	Deed Book 24	\$ 2,940	\$ 200	\$ 3,140
4.	Deed Book 25	\$ 2,960	\$ 200	\$ 3,160
5.	General Index to Wills	\$ 1,475	\$ 150	\$ 1,625
6.	Will Index	\$ 1,532	\$ 150	\$ 1,682
7.	Heir and Devisee Index	\$ 1,475	\$ 150	\$ 1,625

GRAND TOTAL: \$ 18,067

Submission Date: February 23, 2012

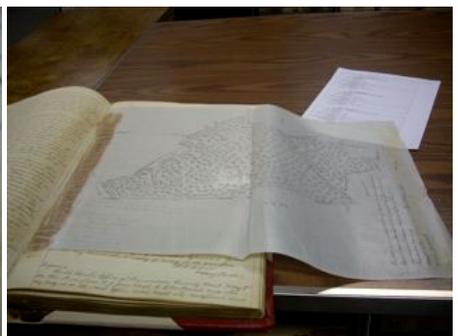
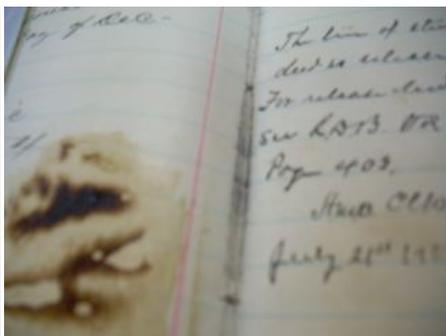
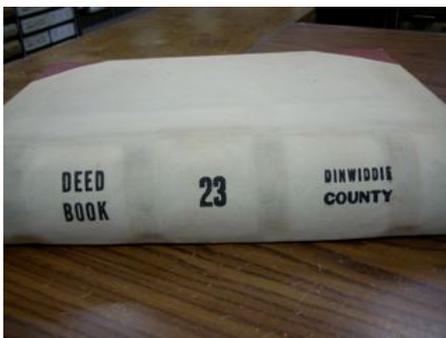
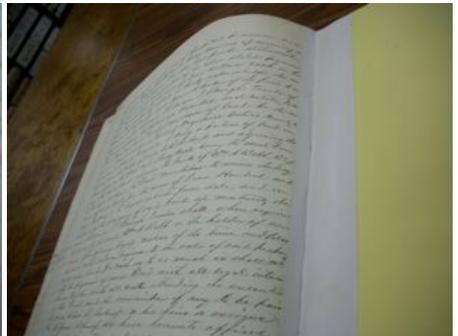
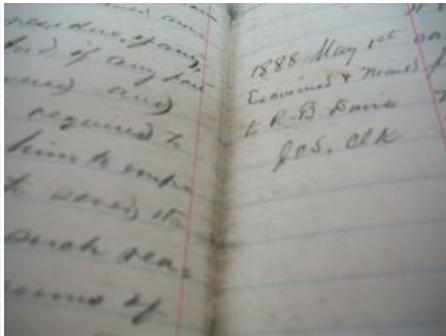
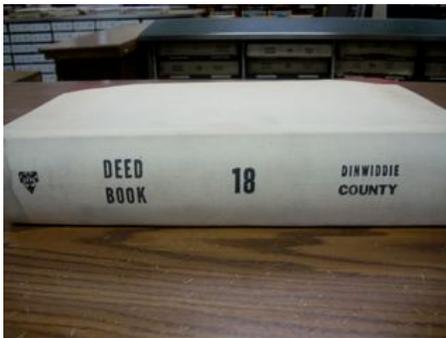
Delivery can be made in 120 Days. Payment Terms: Net 30 Days Federal Tax ID#: 54-0973006

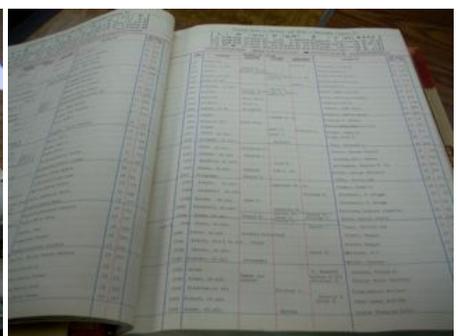
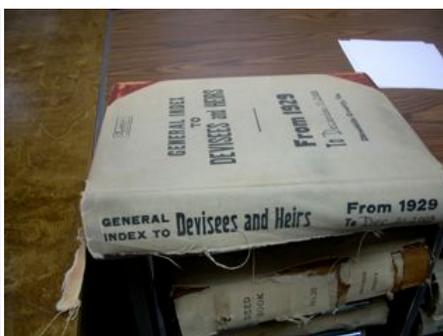
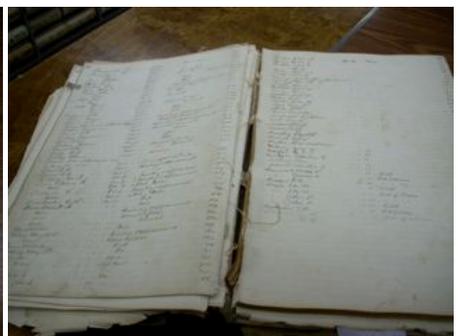
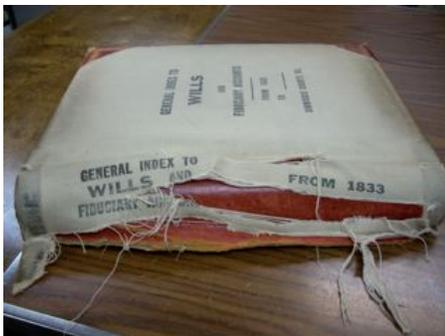
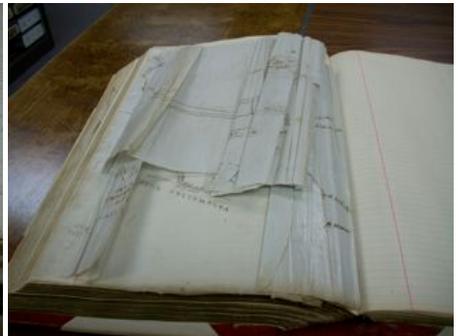
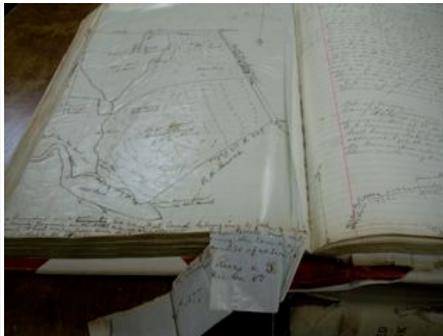
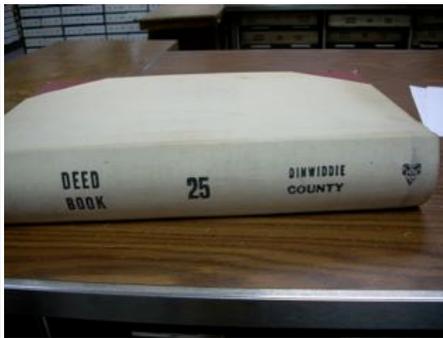
Name of firm: C.W. Warthen Company Inc. Phone #: 804-559-5949

By (signature):  Fax #: 1-888-727-3761

Type/Print Name: Greg Brooks Address: P.O. Box 6277, Ashland, VA 23005

Email Address: Greg@cwwarthen.com





CONTRACT

DINWIDDIE COUNTY CIRCUIT COURT
ITEM CONSERVATION

The Agreement is made this 7th day of March, 2012, by and between **C. W. Warthen Company Inc.**, of P.O. Box 6277, Ashland, Virginia 23005 (party of the first part, and hereinafter known as "Contractor"), and the **County of Dinwiddie**, Virginia (party of the second part, and hereinafter known as "County").

WHEREAS, pursuant to the Virginia Public Procurement Act, County solicited proposals for treatment, conservation, and reformatting of old record books; and

WHEREAS, Contractor submitted a proposal for same, consistent with the specifications in the Request for Professional Services; and

WHEREAS, Contractor was selected as having the best proposal; and

WHEREAS, County has selected Contractor for treatment, conservation, and reformatting of old record books, according to the specifications in the Request for Professional Services;

NOW THEREFORE, in consideration of the mutual benefits, promises, and undertakings, the sufficiency and receipt of which are acknowledged, the following terms and conditions are agreed to by the parties to this Contract:

1. **Incorporation by Reference.**

County's Request for Professional Services (RFPS #12-020812, release date February 8, 2012), including all related appendices and addenda; and Contractor's proposal in its entirety dated February 23, 2012, are made a part hereof as if the same were fully set forth. If any discrepancies arise between County's Request for Professional Services and Contractor's proposal, Contractor agrees to abide by County's Request for Professional Services. This procurement is governed by the Virginia Public Procurement Act and the Dinwiddie County Purchasing Policies and Procedures. All terms and conditions of the Act and the Policies and Procedures are hereby adopted and incorporated by reference herein.

2. **Time of Performance.** Contractor agrees to begin work within ten (10) calendar days of receipt of County's Written Notice to Proceed. Work will be completed in phases according to the following schedule:

<u>Phase</u>	<u>Item #s</u>	<u>Start Date</u>	<u>Completion Date</u>
1	15-19	March 12, 2012	June 30, 2012
2*	1-14	July 1, 2012	December 31, 2012

*Notice to Proceed contingent upon availability of funds.

3. **Costs.** Contractor agrees to perform all work for a sum no greater than FORTY-THREE THOUSAND TWENTY-ONE AND NO/100 DOLLARS (\$43,021) (the "Contract Price"). Work shall be paid per item based on the fee schedule in the Contractors proposal. Payment shall be made to Contractor at its Ashland, Virginia office within thirty (30) days after receipt of invoice and after County has inspected the work and notified Contractor of its acceptance of same.

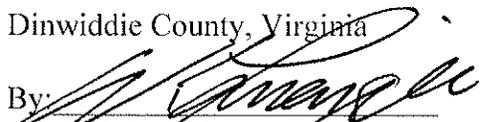
4. **Notices.** Any notices required shall be in writing, unless otherwise permitted hereunder, and shall be deemed received five (5) days after mailing of same in the U. S. Mail with postage prepaid at the addresses set forth below or upon actual receipt:

<u>Notice to County shall be made to:</u> W. Kevin Massengill County Administrator P. O. Drawer 70 Dinwiddie, Virginia 23841 (804) 469-4500	<u>Notice to Contractor shall be made to:</u> Krista Brooks C. W. Warthen Company Inc. P.O. Box 6277 Ashland, Virginia 23005 (804) 559-5949
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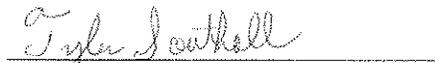
5. **General Terms and Conditions.** During the term of this Contract, Contractor agrees to procure and maintain insurance which meets all County's requirements in the Request for Professional Services documents.

6. **Miscellaneous.** This Contract shall be governed by the laws of the Commonwealth of Virginia. Venue for any action arising out of the performance of this Contract shall be with a state or federal court with jurisdiction in Dinwiddie County, Virginia. All pronouns used herein shall refer to every gender. Headings or titles in this Contract are only for convenience and shall have no meaning or effect upon the interpretation of the provisions of this Contract. This Contract is the entire agreement between the parties and may not be amended or modified, except by writing, signed by each party. If any provision of this Contract is determined to be unenforceable, then the remaining provisions of this Contract shall be interpreted as in effect as if such unenforceable provision were not included therein.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day first written above.

Dinwiddie County, Virginia
 By: 
 W. Kevin Massengill
 County Administrator
 Attest: 

C. W. Warthen Company Inc.
 By: 
 Title: Greg Brooks, President
 Attest: 

Approved as to form:

 County Attorney

Kofile- No response

- Spoke to John Tinsley and stated he didn't ~~actually~~ realize
the deadline was 2/29/12

Barrett Chappell/CC/VaJud

To caskiejohn@verizon.net

02/10/2012 03:23 PM

cc

bcc

Subject Dinwiddie RFPS addendum



RFPS 12-020812 clerks office itemconservation - Addendum 1.pdf

Barrett Chappell
Dinwiddie Circuit Court Clerk
804-469-4540

Richmond Conservators of Works on Paper
- No Bid

Barrett Chappell/CC/VaJud
02/13/2012 11:47 AM

To hryan@dinwiddieva.us
cc
bcc

Subject Fw: Dinwiddie County Conservation Project

Hollie,

Please put email in procurement file.

Barrett Chappell
Dinwiddie Circuit Court Clerk
804-469-4540

— Forwarded by Barrett Chappell/CC/VaJud on 02/13/2012 11:46 AM —



Mary Studt Work
<mestudt1@verizon.net>
02/10/2012 03:36 PM

To BChappell@courts.state.va.us
cc

Subject Re: Dinwiddie County Conservation Project

Thank you for the addendum. Our firm would not be able to accommodate the due dates unfortunately.

On Feb 10, 2012, at 3:21 PM, BChappell@courts.state.va.us wrote:

> Attached is the addendum.
>
> Barrett Chappell
> Dinwiddie Circuit Court Clerk
> 804-469-4540
> (See attached file: RFPS 12-020812 clerks office itemconservation - Addendum
> 1.pdf)
>
> <graycol.gif>Mary Studt Work <mestudt1@verizon.net>
>
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> Mary Studt Work <mestudt1@verizon.net>
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>
> <ecblank.gif>
> To
> <ecblank.gif>
> bchappell@courts.state.va.us
> <ecblank.gif>
> cc
> <ecblank.gif>
> Winddi Cowan <>wendycowan@verizon.net>
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> Subject
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> Dinwiddie County Conservation Project
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> Dear Mr. Chappell,
>
> I have a few question about the recent RFPS - 12020812.
>
> Can you tell me what the date for completion of the conservation of the 19
books for Dinwiddie County Circuit Court Item Conservation would be? Is the
bid awarded based entirely on cost or does the content of the treatment
proposal also play a role?
> How would we make an appointment to see the volumes to provide and
appropriate proposal?
>
> Thank you for this opportunity. Sincerely,
>
>
> Mary Studt
> Richmond Conservators of Works on Paper
> 1000 Carlisle Avenue, Studio #212
> Richmond, VIrginia 23231
>
>
>
> <RFPS 12-020812 clerks office itemconservation - Addendum 1.pdf>

Mary Studt
Richmond Conservators of Works on Paper
1000 Carlisle Avenue, Studio #212
Richmond, VIrginia 23231

Barrett Chappell/CC/VaJud
02/10/2012 03:21 PM

To Mary Studt Work <mestudt1@verizon.net>
cc
bcc
Subject Re: Dinwiddie County Conservation Project 

Attached is the addendum.

Barrett Chappell
Dinwiddie Circuit Court Clerk
804-469-4540



RFPS 12-020812 clerks office itemconservation - Addendum 1.pdf

Mary Studt Work <mestudt1@verizon.net>



Mary Studt Work
<mestudt1@verizon.net>
02/08/2012 09:38 PM

To bchappell@courts.state.va.us
cc Winddi Cowan <>wendycowan@verizon.net>
Subject Dinwiddie County Conservation Project

Dear Mr. Chappell,

I have a few question about the recent RFPS - 12020812.

Can you tell me what the date for completion of the conservation of the 19 books for Dinwiddie County Circuit Court Item Conservation would be? Is the bid awarded based entirely on cost or does the content of the treatment proposal also play a role?

How would we make an appointment to see the volumes to provide and appropriate proposal?

Thank you for this opportunity. Sincerely,

Mary Studt
Richmond Conservators of Works on Paper
1000 Carlisle Avenue, Studio #212
Richmond, Virginia 23231