

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Library

Department contract file name (use effective date): BackstageLibraryWorks\_Library\_20240110

Project Code: Click here to enter text.

Contract type: Other

Contracted Services/Goods: Microfiming newspapers

Contract Component: Master

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Backstage Library Works

Effective Date: 01/10/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: Click here to enter a date.

Total Amount: \$513.10

Please Return Contract to:

Name: Amanda Girelli

Email:

amanda.girelli@chathamlibraries.org

Special Instructions for Clerks

Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: Cristy M. Bandy (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract  Reason: \_\_\_\_\_

This is an automatic renewal and does not require approval from the County Attorney: Yes  No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes  No

5. Vendor has signed the contract. Yes  No

6. A budget amendment is necessary before approval. Yes  No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract



**QUOTE FOR MICROFILMING SERVICES**

Prices quoted are valid for a period of 180 calendar days from the quote date.

**Project ID# 24-021**  
 January 10, 2024  
**Chatham County**  
 PO Box 1809  
 Pittsboro, North Carolina 27312

**Dana Haven**  
 Reference Librarian  
[dana.haven@chathamlibraries.org](mailto:dana.haven@chathamlibraries.org)  
 919-545-8088

**Project: Preservation Microfilming of the Chatham News + Record**  
 Description: Chatham County and The Chatham Community Library would like to preserve on microfilm issues of the Chatham News + Record for 2023. The title is published weekly and there are 52 issues with each issue averaging 24 pages each for an estimated total of 1,248 pages. The issues are not bound and each issue is loose. Each page measures 22"l x 11"w. The material does not contain any foldouts and the background color of the paper is consistent within each issue. The pages are not stained and the text is described not to be faded. Backstage assumes that some of pages contains line drawings, 75% Black & white photographs, and about 25% color photographs. The newspapers will be filmed at the lowest possible reduction in the 2-up comic position. The client will perform collation of the material, noting any irregularities and missing issues/pages. Backstage will create the reel-assignments. Backstage will perform any unfolding/ironing of creases where needed so the pages lie flat in Backstage's newspaper microfilming cradles. Backstage will create all project-related, technical, and standard targets in accordance with ANSI and RLG preservation microfilming guidelines and standards. Backstage will provide one positive service copy of the camera master. The archive master will be treated with the polysulfide-toning process. Both the Archival Master and Service Copy will be sent to Chatham Community Library upon completion. Material will be sent to Backstage via UPS or other trackable shipping service. Backstage will ship the service copies to the Library via UPS upon completion of the project. Backstage will recycle the material after the Library approves of the film. Total frames are an estimate based on the total number of pages, targets, one-up filming of pages around any targets, and any intentional second exposures which are needed to ensure legibility. Backstage Library Works adheres to all RLG, ANSI, and Library of Congress preservation microfilm specifications. Backstage anticipates an four to six-week turnaround for completion from receipt of material.

Pricing is based on these estimated quantities:

<b>Pages:</b>	<b>1,248</b>
<b>Total Frames</b>	<b>686</b>
<b>Reels:</b>	<b>1</b>

Service Description	Unit Price	Units	Extended Price
<b>Materials Preparation (Can be prepared by Backstage or by client.)</b>			
Collation, per reel	N/A	\$	-
Reel program, per reel	\$ 19.75	1	\$ 19.75
Bibliographic/Reel targets, per target (average 3 per reel)	\$ 2.75	4	\$ 11.00
Standard/Reel targets, per target	INCLUDED	30	\$ -
Disbinding, per volume (based on condition and number of volumes)	N/A	\$	-
<b>Preparation Subtotal</b>			<b>\$ 30.75</b>
<b>Filming, in strict adherence to ANSI and RLG guidelines</b>			
Small Project Set-up Fee	\$ 250.00	1	WAIVED
<b>Level 1: Materials in Excellent Condition</b>			
High contrast filming	Position 2B	Per frame price range	\$ 0.60 686 \$ 411.60
<b>Level 2: Materials in Good - Fair Condition</b>			
High contrast filming	Position 2B	Per frame price range	N/A \$ -
<b>Level 3: Materials in Poor - Fragile Condition</b>			
High contrast filming	Position 2B	Per frame price range	N/A \$ -
<b>Filming Subtotal</b>			<b>\$ 411.60</b>
<b>Quality Assurance</b>			
Processing of first generation camera master film	INCLUDED	1	\$ -
Density readings, 8 per reel recommended by RLG	INCLUDED	8	\$ -
Resolution readings, 2 per reel as recommended by RLG	INCLUDED	2	\$ -
100% Frame-by-frame inspection	INCLUDED	686	\$ -
<b>Quality Assurance Subtotal</b>			<b>\$ -</b>
<b>Duplication and Processing, optional</b>			
Print master	Silver negative	\$ 46.05	0 \$ -

Service copy	Silver positive	\$ 46.05	1	\$	46.05
				<b>Processing and Duplication Subtotal</b>	<b>\$ 46.05</b>
<b>Duplicate Reels Review</b>					
Inspection of duplicate film, including but not limited to densities, resolution, scratches		INCLUDED	1	\$	-
				<b>Duplicate Reels Review Subtotal</b>	<b>\$ -</b>
<b>Polysulfide Treatment, optional</b>					
Archive master, per reel		\$ 12.00	1	\$	12.00
Print master, per reel		N/A		\$	-
Service copy, per reel		N/A		\$	-
				<b>Polysulfide Subtotal</b>	<b>\$ 12.00</b>
<b>Microfilm Reel Storage, optional</b>					
Archive master storage at Backstage, per reel, per year		N/A		\$	-
Archive master entry, per reel, one-time fee		N/A		\$	-
Print master storage at Backstage, per reel, per year		N/A		\$	-
Print master entry, per reel, one-time fee		N/A		\$	-
				<b>First Year Storage Subtotal</b>	<b>\$ -</b>
				<b>Recurring Annual Storage Subtotal</b>	<b>\$ -</b>
				<b>Filming Total</b>	<b>\$ 500.40</b>
<b>Packing/Handling/Van Transportation</b>					
<i>Handling fees are 35% of the weight of the shipment. For example, a 20-pound box will incur a \$7.00 handling charge (.35*20=7).</i>					
Packing and Handling - Material		N/A		\$	-
Packing and Handling - Film		\$ 0.35	2	\$	0.70
Shipping of Film via UPS		\$ 12.00	1	\$	12.00
Recycling Material		INCLUDED		\$	-
				<b>Film and Original Material Packing Subtotal (Shipping will be at actual cost.)</b>	<b>\$ 12.70</b>

**Comprehensive Quality Guarantee**

All work performed by Backstage Library Works is delivered with our exclusive lifetime guarantee. We will correct to the client's satisfaction, and at our expense, any problem with our services, no matter when such a problem comes to light.

INCLUDED

**TOTAL ESTIMATED PROJECT COST \$513.10**

**PRICING CONDITIONS AND OTHER PROVISIONS:**

1. All prices are in US dollars. Pricing is valid for 6 months from the issue date of the quote. Upon signature, pricing is valid for the course of the project up to 12 months from the date of signature. Ongoing projects and services are renewable on an annual basis, at which time pricing will be reviewed.
2. Unit prices are firm. The final invoice will reflect the actual number of items processed. On-site projects are subject to a minimum cost based on units if the completed project results in fewer than 80% of expected units.
3. If, during production, Backstage Library Works determines that the sample or other information given by the Client does not accurately reflect the actual composition of the collection, the pricing may be re-negotiated.
4. Payment terms: 100% invoiced upon batch completion. For projects over \$20,000, 30% down payment, which will be applied to each invoice, reducing each invoice by 30% until the down payment is depleted. Terms are net 30 days. Interest may be charged on past due accounts.
5. All taxes, if any, are the responsibility of the Client.
6. Please send signed pricing agreements, purchase orders, contracts, or payment notices to your Backstage Account Representative.
7. Commencement of contract expected on the date of the last signature and the term of the contract is good through 2024.

*The parties below agree to the attached proposed pricing.*

For Chatham County:

Signature: \_\_\_\_\_

Print Name: Dan LaMontagne

Title: County Manager

Date: 2/12/2024

For Backstage Library Works:

Signature: \_\_\_\_\_

Print Name: Nate Cothran

Title: President

Date: 8 February 2024

Roy Lynch, Finance Officer

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Please return to the Backstage Library Works Corporate Office, attention Beth Brevik.  
 Fax to 801.356.8220 or scan and email to [bbrevik@bslw.com](mailto:bbrevik@bslw.com), then mail original signature to:  
 Backstage Library Works • 25 East 1700 South • Provo, UT 84606