

**STATEMENT OF WORK NO. 1**  
**SERVICE LEVEL AGREEMENT No. 818K-1206**

This Statement of Work is made and entered into by and between the KITTITAS COUNTY BOARD OF 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-1206.

**CUSTOMER:** Kittitas County Board of Commissioners  
 205 W 5<sup>th</sup> St., Suite #108  
 Ellensburg, WA 98926

	<u>Customer</u>	<u>Archives</u>
<b>Contact:</b>	Julie Kjorsvik	Baylen Limasa
<b>Title:</b>	Clerk of the Board	Imaging Services Manager
<b>Telephone No.:</b>	509-962-7686	360-236-5080
<b>Email:</b>	julie.kjorsvik@co.kittitas.wa.us	baylen.limasa@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 – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm (per image plus per roll)	Per Image	0.0175
16mm Microfilm – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm (Roll Charge)	Per Roll	19.00
All shipping or ferry prices will be charged cost + 30%		
<b>IMAGING ESTIMATE</b>		
Service	# of Units	Total Unit Cost
16mm Microfilm – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm (per image plus per roll)	1,500	26.25
16mm Microfilm – Single or Multi-Page TIFF Images (Up to 11"x17") to Microfilm (Roll Charge)	1	19.00
All shipping or ferry prices will be charged cost + 30%		
<b>IMAGING ESTIMATE</b>		
<b>Subtotal</b>		<b>45.25</b>
Sales tax:		3.94
<b>Total</b>		<b>49.19</b>

**III. CONTRACT PERIOD FOR STATEMENT OF WORK**

The date of execution, which is the date of the last signature, through December 31, 2011.

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-1206 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 BOARD OF  
COMMISSIONERS

OFFICE OF THE SECRETARY OF STATE

\_\_\_\_\_  
Date  
Chairman/Board of Commissioners

\_\_\_\_\_  
Date  
State Archives

Exhibit A

## Exhibit A

*The ARCHIVES shall:*

### **Project Management**

- 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 notify the customer of any cost adjustments required for document preparation which exceeds the original estimate.
- Process the following with the following information:
  - Record Series: Minutes, Ordinances & Resolutions
  - Agency: Kittitas County Board of Commissioners
  - Department: Board of Commissioners
  - County: Kittitas County
  - Date Range: 2003
  - Disposition Authority Number (DAN): GS50-05A-13 & GS50-05A-16

### **Archive Writer**

- Perform digital image to microfilm conversion for previously scanned paper documents sized up to 11" by 17".
  - This category of work consists of approximately 1,500 images.
  - Create one (1) microfilm roll.
- Documents will appear on microfilm in the order presented to Imaging Services.
- 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.

*The CUSTOMER shall:*

- 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: 509-962-7686 email: julie.kjorsvik@co.kittitas.wa.us
  - Secondary contact:  
Name: Kristen Demory Phone: 509-962-7587 email: kristen.demory@co.kittitas.wa.us
- Ensure project is ready for processing prior to sending to ARCHIVES.

### **Archive Writer**

- Send single or multi-page image files to be converted to microfilm to ARCHIVES on compact disks.
  - Washington State Archives  
Imaging & Preservation Services  
6340 Capitol Blvd.  
PO Box 40240  
Tumwater, WA 98504
- Clearly label compact disks and containers as to their contents.
  - Container identification shall include agency and office name, name of record series, contents (examples: 1-100, AABLE-JOHNSON, 01/01/1900-12/31/1900, etc), and an indication of the folder number within a sequence (i.e., 1 of 23, 2 of 23, etc).
- Name image files sequentially in the order they are to appear on the film
- Ensure previously scanned paper documents are no larger than 11" by 17".
- Separate image files into subdirectories named by record series

- Prepare and send Archives transmittal document for subsequent microfilm at the time the compact disks are sent with the following required information:
  - Record Series
  - Agency
  - County
  - Date Range
  - Disposition Authority Number (DAN)