**GUIDELINES FOR CONSERVATION CONTRACTORS**

• The vendor must maintain a qualified staff, hold a membership with the American Institute for Conservation of Historic and Artistic Works (AIC), and adhere to the standards and ethics of the conservation field as defined by the AIC in their published Code of Ethics and Guidelines for Practice. For the purpose of ensuring that the vendor has complied with these requirements, Clerks reserve the right to request credentials documenting the abilities of the staff, including resumes, records of prior employment, and/or any other applicable documentation. The vendor must notify the Clerks in advance of any replacement of staff and must be provided with appropriate Documentation of the credentials of such staff.

• Vendor's conservation staff must be specifically proficient in the removal of degraded laminate materials, and in the removal of degraded pressure sensitive tape and other adhesives and old repairs. Staff must also be proficient in 18th and 19th century leather binding repair, including re-sewing, re-backing and rebinding. Encapsulation and post- binding of bound materials will be requested only for extremely brittle materials, as determined by Clerks and LVA - Staff, and for previously laminated materials.

• Solvents and other supplies used in these treatments must be of laboratory-grade quality, obtained from conservation and scientific lab suppliers.

• The Clerks or their designees reserve the right to visit any facility used to conduct conservation work for grant-funded projects, inspect equipment and materials used as well as to observe staff at work. No facility, equipment, materials or staff may be used to conduct work for grant-funded projects without the knowledge of the Clerks.

• All work will be inspected by Library of Virginia staff before it is returned to the locality of origin. LVA staff will conduct quality control inspections and reserve the right to return any work not meeting the standards of quality or completion specified in the statement of work. The work must be corrected by the vendor at no additional charge. Failure of the vendor to correct these discrepancies at its own expense, or to come to a mutually acceptable resolution within 30 days after receiving the returned materials, shall constitute default. Any extra transportation costs resulting from such errors shall be paid for by the vendor.

• Clerks and LVA-Staff will determine the nature of the treatment required. The vendor may not return work without performing the requested treatment, nor perform other treatment not specifically requested without prior consent. For example, if lamination removal or tape/adhesive removal is requested, this treatment must be performed and completed to the satisfaction of LVA before any payment will be made for services provided to the items in question. If it is determined by the vendor that the requested services cannot be performed for any reason, the items must be returned as is, without any further treatment such as deacidification or encapsulation, and no remuneration may be requested. No partial or incomplete treatment will be accepted or paid for unless prior agreement is made in writing. No treatment may be performed or invoiced that was not previously agreed to in a formal treatment proposal or subsequent approved amendment.

• A condition report and treatment proposal must be supplied by the vendor for each individual item submitted to them for treatment prior to the commencement of work.

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These documents must be in accordance with the applicable Statement of Work provided by the Clerks. The documents must also be specific to the items to be treated and must not contain generic verbiage or phrases that refer to possible conditions that may or may not exist, such as “mold may be present”, or “may require treatment for mold”. Detailed, itemized cost estimates must also be supplied for each item, which estimates will constitute vendor's binding offer to complete the work at the prices specified if the applicable grant application is approved.

• Once work is completed, detailed, itemized and item-specific treatment reports must be provided by the vendor. Invoices for payment for services must also be itemized to reflect every treatment performed as documented in the treatment report by the vendor.

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