

**STATE OF WASHINGTON**  
**OFFICE OF THE SECRETARY OF STATE**  
**ARCHIVES DIVISION**  
**NOTICE OF EMERGENCY CONTRACT ACQUISITION**

**S-8513**

**MICROGRAPHIC SERVICES – MICROFILM PROCESSING AND DUPLICATING SERVICES**

*(June 4, 2025)*

The Washington State Office of the Secretary of State (OSOS), Archives Division, has entered into a six-month Emergency Service Contract, for critical microfilm services. This action is necessary to fulfill OSOS's statutory responsibilities for the long-term preservation of public records, as required under RCW 40.14 and RCW 40.10.020.

OSOS previously maintained this service through a vendor contract that was nearing expiration. In anticipation, OSOS issued an RFQQ to secure continued services. Unfortunately, no proposals were received, and the existing contract had reached its amendment limit, leaving no viable path to extend it.

On May 1, 2025, the incumbent vendor informed OSOS that a key requirement in Washington State's Microfilm Standards, specifically the use of brown-toning via Silverlock Polysulfide Treatment, could no longer be met, as the chemical has been discontinued and is no longer available in the market. OSOS believes this now-obsolete requirement likely contributed to the lack of vendor responses, as the RFQQ unknowingly requested services that could not be fulfilled.

To avoid disruption in meeting our legal obligations, OSOS entered into an emergency agreement with the existing vendor. We intend to reissue the solicitation in the coming months, updated to reflect the current capabilities of the industry and to remove the obsolete brown-toning requirement.

**Submitting a Records Request:**

If you would like to request a copy of the emergency contract, OSOS encourages you to file your request online. This portal is the most effective way of communicating with the Public Records Office. Questions can be easily tracked and answered, updates provided, and documents released through this site. <https://sos-wa.nextrequest.com/>

**Other Request Methods:**

You may also make a public records request by email, phone, mail, or fax. To expedite our response, please be specific about the records you are requesting. We will also need information on how to contact you if we have questions and where to send the records.

- Requestor's name, complete mailing address, phone, and fax number.
- Date the request is submitted.
- Complete description of the identifiable records requested (title, subject, date, policy, etc.)
- Date range of the requested records (e.g., January 1, 2023 - December 31, 2023).
- Preferred means for providing the records (e.g., electronically, onsite inspection, etc.)

**Public Records Office**

PO Box 40224

Olympia, WA 98504-0224

Phone: (360) 704-5220

Fax: (360) 704-7834

Email: [publicrecords@sos.wa.gov](mailto:publicrecords@sos.wa.gov)