



INVITATION TO BID – COMMODITIES 17ITBC104553B-BR

Lease of High Demand/Bestselling Books for Adults

For

The Atlanta-Fulton Public Library System (AFPLS)

BID ISSUANCE DATE: Wednesday, October 19, 2016

BID DUE DATE AND TIME: Tuesday, November 15, 2016, 11:00 A.M.

PRE-BID CONFERENCE: NA

PURCHASING CONTACT: Brian Richmond

E-MAIL: brian.richmond@fultoncountyga.gov

LOCATION: FULTON COUNTY DEPARTMENT

130 PEACHTREE STREET, S.W., SUITE 1168

ATLANTA, GA 30303

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FULTON COUNTY GOVERNMENT

INVITATION TO BID - COMMODITY

17ITBC104553B-BR High Demand/Bestselling Books for Adults

Fulton County Government "County" is soliciting Bids for the procurement of High Demand/Bestselling Books for Adults for the Atlanta-Fulton Public Library System. Sealed Bids for furnishing all the non-book materials will be received by the Fulton County Department of Purchasing & Contract Compliance at 130 Peachtree Street, S.W. Suite 1168 Atlanta, GA 30303, **no later than 11:00 a.m., local time, on Tuesday, November 15, 2016.**

PURPOSE AND SCOPE

The purpose of this Invitation to Bid – Commodity ("ITBC") is to establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodities/goods listed in the attached specifications. Commodities will be ordered from time to time in such quantity as may be needed to fill any requirements of the County. As it is impossible to determine the precise quantities that may be needed during the contract period, the Vendor is obligated to deliver in minimum/maximum quantities contracted for in accordance with the specific conditions of this bid.

METHOD OF SOURCE SELECTION

This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bid.

BID DOCUMENTS

This document and supporting documents can be downloaded at the Fulton County Website, <http://www.fultoncountyga.gov> under "Bid Opportunities".

PURCHASING CONTACT

Information regarding the bid or bid requirements, either procedural or technical, may be obtained by submitting questions in writing to:

Fulton County Government
Department of Purchasing & Contract Compliance
Attn: Brian Richmond Assistant Purchasing Agent
Fulton County Public Safety Building
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303
Email: brian.richmond@fultoncountyga.gov
Fax: 404-893-1732
Reference Bid #: 17ITBC104552B-BR

Any response made by the County will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

PRE-BID CONFERENCE-There will be no pre-bid conference held

17ITBC104553B-BR High Demand/Bestselling Books for Adults

The following provisions are hereby made a part of this Invitation to Bid - Commodities (ITBC).

Any Contract or Purchase Order awarded as the result of this request shall be governed by these General Terms and Conditions.

1. BID PREPARATION

- a. Unit prices must be entered in the appropriate spaces provided. The unit price for each unit shall include packing, unless otherwise specified.
- b. The County may, in its sole discretion, reject any bid determined as irregular, a conditional bid or any bid on which there is an alteration of, or departure from the Bid Schedule attached.
- c. Failure to execute all bid documents may result in Bidder being deemed non-responsive and cause rejection of the bid.
- d. The County reserves the right to award multiple contracts for the procurement of annual contracts for goods and commodities.

2. RECEIPT AND OPENING OF BIDS

Bid responses are due **no later than 11:00 a.m., local time, on November 15, 2016.**

REQUIRED SUBMITTALS: The bidder **must complete and execute** the forms listed below and the executed Forms must be submitted electronically with your bid submittal as an attachment:

1. Acknowledgement of each Addendum (if applicable)
2. Purchasing & Contract Compliance Forms:
 - i. Exhibit A: Promise of Non-Discrimination
 - ii. Exhibit B: Employment Report

Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the bidder to submit his/her bid on-line to the Fulton County Department of Purchasing and Contract Compliance for receipt on or before the stated time and date. Bid shall be publicly opened, with only the names and total bid price of the bidders disclosed at the opening

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of this Bid, the Bidder certifies, and in the case of joint bid each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this Bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to the opening, directly or indirectly to any other Bidder or to any competitor; and
- (3) No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

4. MULTI-YEAR CONTRACT TERM

The contract term shall be as defined below. The County is obligated only to pay such compensation under the contract as may lawfully be made from funds budgeted and appropriated for that purpose during the County's then current fiscal year.

a. Commencement Term

The effective date of the Purchase Order shall begin on January 1, 2017, the starting date, and shall end absolutely and without further obligation on the part of the County on the 31st day of December 2017. The Commencement Term shall be subject to events of termination and the County's termination rights that are described elsewhere in this Agreement. Notwithstanding anything contained in this Agreement, the County's obligation to make payments provided under this Agreement shall be subject to the County's annual appropriations of funds for the goods, services, materials, property and/or supplies procured under this Agreement by the County's governing body and such obligation shall not constitute a pledge of the County's full faith and credit within the meaning of any constitutional debt limitation.

b. Renewal Terms

Unless the terms of this Agreement are fulfilled with no further obligation of the part of either party on or before the final date of the Commencement Term as stated above, or unless an event of termination as defined within this Agreement occurs during the Commencement Term, this Agreement may be renewed at the written option of the County upon the approval of the County Board of Commissioners for two (2) one-year ("Renewal Terms"). However, no Renewal Term of this Agreement shall be authorized nor shall any Renewal Term of this Agreement commence unless and until each Renewal Term has first been approved in writing by the County Board of Commissioners for the calendar year of such Renewal Term. If approved by the County Board of Commissioners, the First Renewal Term shall begin on the 1st day of January, 2018 and shall end no later than the 31st day of December, 2018. If approved by the County Board of Commissioners, the Second Renewal Term shall begin on the 1st day of January, 2019 and shall end no later than the 31st day of December, 2019. If the County chooses not to exercise any Renewal Term as provided in this Section, then the Term of this Agreement then in effect shall also be deemed the "Ending Term" with no further obligation on the party of either party.

c. Term Subject to Events of Termination

All "Terms" as defined within this Section are subject to the section of this Agreement which pertain to events of termination and the County's rights upon termination.

d. Same Terms

Unless mutually agreed upon in writing by the parties, or otherwise indicated herein, all provisions and conditions of any Renewal Term shall be exactly the same as those contained within in this Agreement.

e. Statutory Compliance Regarding Purchase Contracts.

The parties intend that this Agreement shall, and this Agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 36-60-13, as applicable, and in the event that this Agreement would conflict therewith, then this Agreement shall be interpreted and implemented in a manner consistent with such statute.

5. EXAMINATION OF CONTRACT DOCUMENTS

Prospective bidders shall examine the contract documents and before submitting a bid, shall make a written request to the County for an interpretation or correction of any ambiguity, in consistency or error therein which could be discovered by a bidder. At the bid opening each bidder shall be presumed to have read and be familiar with the contract documents.

6. ADDENDA AND INTERPRETATIONS

Bidders may submit requests for clarification or questions regarding this ITBC to the Purchasing Contact Person. Any request shall be submitted in writing via Facsimile or Email. All responses to written request(s) will be distributed as an Addendum to this ITBC and posted on the County's website at www.fultoncountyga.gov under "Bid Opportunities."

The County will not respond to requests received after Thursday, November 3, 2016, 2:00 P.M.

7. NON-COLLUSION

By submitting a Bid, the Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.

8. CERTIFICATE OF ACCEPTANCE

By responding to this Bid, the Bidder acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

9. CONFLICT OF INTEREST

Bidder states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

10. BASIS OF AWARD

The County shall award to the lowest responsive and responsible bidder complying with the provisions of the ITB-Commodities.

The following criteria may be considered by the County in selecting the most advantageous bid: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) Bidder references. The County reserves the right to cancel the solicitation and to reject any or all bids in whole or in part and is not bound to accept any bid if rejection of that bid is determined to be contrary to the best interest of the County.

11. SAMPLES

Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Bidder at the Bidder's expense. Samples of selected items may be retained for comparison purposes.

12. NEW

All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.

13. BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS

Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Bidder may offer any equivalent product which meets or exceeds the specifications. If bids are based on equivalent products, the bid must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder

fails to name a substitute, goods identical to the published standard must be furnished.

14. INSURANCE AND RISK MANAGEMENT PROVISIONS

The successful Bidder(s) shall, during all terms of the Contract maintain in full force and effect (i) commercial general liability insurance in the amounts of \$1,000,000.00 (each occurrence), with a \$2,000,000.00 (general aggregate), (ii) automobile liability insurance with a combined single limit for bodily injury and property damage of not less than \$500,000 with respect to any owned, hired and/or non-owned vehicles utilized in the performance of its' services. At the time of award, a copy of the successful Bidder's Certificate of Insurance must be provided.

15. INDEMNIFICATION

Bidder hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

Bidder's obligation to protect, defend, indemnity and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Bidder further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Bidder. These indemnities shall not be limited by reason of the listing of any insurance coverage.

16. TAXES

Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.

17. DELIVERY

All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

18. PLACEMENT OF ORDERS

Orders will be placed using one of the following methods:

- a) A Purchase Order (PO) will be issued as required for departments having a known requirement, fixed quantities, and one-time delivery, during the entire life of the contract.
- b) A Delivery Order (DO) will be issued as required for departments having a known requirement, fixed quantities, and one-time delivery, during the entire life of the contract.

19. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT

If any item furnished by the Bidder fails to conform to specifications, or to the sample submitted by the Bidder, the County may reject it. Upon rejection, the Bidder must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Bidder fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Bidder the difference between the prices named in the purchase order and the actual cost to the County. If the Bidder fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Bidder the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

20. INVOICES AND PAYMENT TERMS

Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address

- 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units

- 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name

21. LEGAL REQUIREMENTS

Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Bidder about applicable law is not a defense.

22. ASSIGNMENT

Any purchase order awarded shall not be assignable by the Bidder without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

23. REJECTION OF BID

Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

24. TERMINATION

In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.

25. DEBARMENT

If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

26. RIGHT TO PROTEST

Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.

27. BINDING AUTHORITY

The individual submitting this bid must have binding authority to submit contracts on behalf of the responding company. By submitting a response, Bidder agrees that their bid is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

28. SUBMITTALS

The following submittals must be completed and submitted electronically as an attachment with the Bid Submittal. This checklist is provided to ensure that the Bidder submits certain required information with its Bid.

	Bid Submittal Check Sheet	Check (√)
1.	Acknowledgment of Addenda (if applicable)	
2.	Exhibit A: Promise of Non-Discrimination	
3.	Exhibit B: Employment Report	

END OF SECTION

FORM 1: PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (_____),
Name

_____ Title _____ Firm Name
Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,
- 3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,
- 4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,
- 5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and
- 6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

FORM 2 – EMPLOYMENT REPORT

The demographic employment make-up for the business submitting this Quote must be identified and submitted with this bid. In addition, if any lower tier supplier(s) will be utilized by the bidder to provide the goods/commodities requested, the demographic employment make-up of the lower tier supplier(s) must be identified and submitted with your response.

JOB CATEGORIES	WHITE (Not Hispanic Origin)		BLACK or AFRICAN AMERICAN (Not of Hispanic Origin)		HISPANIC or LATINO		AMERICAN INDIAN or ALASKAN NATIVE (AIAN)		ASIAN		NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER (NHOP)		TWO or MORE RACES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EXECUTIVE/SENIOR LEVEL OFFICIALS and MANAGERS														
FIRST/MID LEVEL OFFICIALS MANAGERS														
PROFESSIONALS														
TECHNICIANS														
SALES WORKERS														
ADMINISTRATIVE SUPPORT WORKERS														
CRAFT WORKERS														
OPERATIVES														
LABORERS & HELPERS														
SERVICE WORKERS														
TOTAL														

Do you intend to utilize lower tier suppliers? Yes No

If **Yes**, list each _____

Please identify if your business is 51% owned, operated and controlled by either of the following:

African- American Hispanic-American American-Indian Asian Native-Hawaiian

Pacific Islander or; owned by a Non-Minority

Firm's Name:

Address:

Phone:

Email Address:

Submitted by:

Date:

SECTION 3

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Scope of Work

The Atlanta-Fulton Public Library System (AFPLS) intends to contract with a single vendor to provide a lease plan for multiple copies of high demand or bestselling books for adults for a one year period, with an option to renew the contract for two additional years.

The Library must receive the lease books in shelf-ready condition - cataloged and processed according to Library specifications, including a special label on the jacket and spine that indicates these books are part of the library's float collection.

The Library seeks a plan that will allow the Library to keep 50% of the leased books and to return the balance to the vendor, with shipping for these returned books to be paid by the vendor.

Technical Specifications

A. Selection and Ordering:

1. Respondent must have a website that supports selection and ordering of the type of materials sought, and provide to the Library at least two log-ins to the website, one for selection and the other an administrative ID for submitting orders.
2. The website must provide access to selection tools, including regular lists of high-demand adult print titles – both fiction and non-fiction - well in advance of their publication dates. The selection tools should include access to reviews of the titles, basic bibliographic information, and relevant information like the size of the book's print run, any special media tie-ins etc.
3. The website must also feature a database of suitable inventory that is searchable by author, title, subject, date of publication, publisher, ISBN, print run etc.
4. The website must show the real-time inventory of these books – the number on order or in stock. The website must also provide a duplicate check function and the ability to download orders to a spreadsheet as well as print them.
5. The Library must be able to place orders via the vendor website, including assigning a purchase order and account number, and transmitting orders to the vendor.
6. The vendor must provide regular reports showing the number of titles the library has leased, how many it has returned, and how many may still be ordered.
7. Provide an online electronic ordering system that interfaces with the SirsiDynix Acquisitions System at no charge to the Library. It should allow orders to be batched by accounts and provide same-day confirmation reports electronically.
8. Vendor must support Enriched EDI for ordering and invoicing and comply with the EDIFACT standard, which the Library has installed, providing the ability to send EDIFACT records which include item-specific information (such as SIRSI Bib #, branch code and quantity, collection code, item type, and call number), as well as the ability for vendor's records to automatically supply this information to the Symphony on-order record, including holdings at the time of order creation on Symphony.
9. Provide electronic invoicing via SirsiDynix modules and invoices which include for each title the number of copies, title, author, publisher, unit list price, rate of discount, net unit price and extended net amount, cataloging, processing and shipping charge, if any.

B. Processing and Cataloging

AFPLS reserves the right to make amendments to any part of the specifications listed in this bid, as the need arises, based on changes in technology, software, MARC format, AACR2, OCLC, Dewey Decimal Classifications, ILS, or the method by which AFPLS catalogs/processes materials. The vendor will be notified in writing via email of these changes and must agree to adjust their specs accordingly, within five (5) business days. Once the changes have been made, the vendor must send the updated copy, via email, to the AFPLS project administrator (to be identified) for a signature as confirmation that the requested amendments were made and that they will be implemented upon receipt of said signature.

Respondent must be able to provide MARC catalog records with appended holdings fields that can be loaded, indexed and retrieved by AFPLS' ILS, which is currently SIRSI Symphony, 3.5.1. Respondent must have exported and loaded bibliographic records, with appended 949 holdings creation fields, to be considered for selection.

The Respondent must be able to deliver books fully cataloged and processed according to the following specifications.

1. Respondent must provide the processing supplies needed, including the following:

- a. A colored label for the front and spine of the book, indicating that it is part of the FLOATING collection.
- b. Labels (spine and pocket).
- c. OCR/Barcode Labels – Barcode labels must conform to existing AFPLS standards for size, readability and composition:
 - Custom photocomposed OCR/barcode labels.
 - Size: Minimum of ¾ inch high by 2 inch wide
 - Minimum of 1/8 inch between barcode and OCR
 - Library name printed on top center of label:
Atlanta-Fulton Public Library
 - Adhesive: 2 mil permanent adhesive
 - Laminate: 1 mil matte polyester
 - OCR number height: 1/8 inch
 - OCR Symbology: OCR/A; check digit: modulus 10 (CK05)
 - Barcode symbology: Code 39
 - Density; standard
 - Number of digits: One character “R” followed by ten random digits (0-9) with one space between 5th and 6th digits.
 - Not to exceed 2% missing
 - Starting and ending numbers: **(Will be provided by AFPLS).**

- Barcode/OCR labels must interface successfully with the SIRSI ILS
- OCRs must be readable by Opto-Wand dual port OCR wand, model 1001.
- Barcodes must be readable by Intermec 9510 scanner & Intermec 9430 Trakker handheld scanner

NOTE: Vendor must send approval sample sheet to AFPLS project administrator for testing and approval of the OCR labels before production. Labels cannot be foil-backed, since foil-backed labels may interfere with checkpoint tags. AFPLS's current vendor for item OCR/barcode labels is Brodart.

- d. Teeny Beeper check labels
- e. Book Jackets
- f. Cover-ups
- g. Book Pockets

2. Respondent will be required to provide these shelf ready services:

- a. Correct stamp and label is used and placed in the correct locations on the book
- b. Call number label is correct (reflects exactly the call number as it appears in the 099 and 949 bibliographic record fields) and formatted properly. This label must also include year of publication.
- c. Call number label is centered on the spine so that it may be read when the books are shelved.
- d. OCR barcode label is affixed in the proper location on the book and matches the OCR in the corresponding 949 holdings record creation field
- e. Mylar book jacket is affixed evenly and neatly
- f. Book pockets are affixed in the proper position on the book
- g. Checkpoint beeper is applied

3. Respondent must provide new catalog records, either through the editing of existing records in Respondent's bibliographic database or through the creation of original catalog records:

- a. New catalog records must conform to AACR, 2nd edition, 2002 revision and USMARC standards, and must reflect any formally adopted changes to these standards throughout the life of the contract.
- b. All name and subject headings must reflect the latest version appearing in the online Library of Congress name and subject authority files, and supplemented by the latest paper, online, or CD-ROM edition.

- c. Call numbers must be assigned in the 099 MARC field, according to the **Dewey Decimal Classification Scheme, 22nd edition** (and any subsequent published updates)
- d. Respondent must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
- e. Fixed Fields must be established and edited according to the most current edition of the OCLC Bibliographic Formats and Standards documents.
- f. Respondents will use the following fields:
 - i. 010
 - ii. 020
 - iii. 022
 - iv. 028
 - v. 035 – Local System # (OCoLC)
 - vi. 049 – Use **GAPA**. Respondent must add this field to all formats of new materials cataloged for AFPLS
 - vii. 099 – Call number. For LC MARC records change the 082 field to 099 (see next section: *Classification*)
 - viii. 1XX
 - ix. 245 – A General Material Designator (GMD) must be added for all large print books. The GMD is subfield \$h. A statement of Responsibility appears in \$c
 - x. 246
 - xi. 300
 - xii. 600, 650, 651, 655 – All large print books must have the subject heading 650 0 Large type books
 - xiii. 690
 - xiv. 7XX
 - xv. 949 Vendor must create 949 holdings record creation fields. The 949 fields include:
 - \$a call number
 - \$v volume or year
 - \$i item barcode
 - \$m library – CENTRAL
 - \$l home location – FLOAT
 - \$t item type – FLOAT
 - \$x item cat 1 – FICTION, NONFICTION or LARGE PRINT
 - \$z item cat 2 - ADULT

4. Classification:

- a. Materials should be cataloged using the **Dewey Decimal Classification Scheme**, edition 22. Dewey numbers should not exceed 4-6 numbers after the decimal point, with not more than 4 numbers preferred and no breaks within prime.
- b. Call numbers are entered in the 099 tag.
- c. FLO always precedes the call number for lease plan books
- d. AFPLS cutter consists of author's full last name, or the first significant word of title main entry. Cutters for biography and criticism consist of the last name of the person being critiqued. All letters should be uppercase.
- e. Large Print -When cataloging large print materials, LP should always be entered in the 099 field preceding the call number.
- f. Biographies - AFPLS uses "B" for all individual biographies and uses the biographee's full last name as the cutter. Here are the exceptions:
 - i. 700's - If the book in hand offers a choice between the Dewey number and B, choose the Dewey number if the individual's biography is stressed or career and biography receive equal emphasis; otherwise, choose B and biographee's last name.
 - ii. 700's Artists, Painters, Sculptors - If the record offers a choice of a Dewey number or B, choose the 700 Dewey number and the last name of the artist, not the author.
 - iii. Collective Biographies - Use the Dewey number
- g. Bibliographies, Filmographies, Discographies – Use the Dewey subject number, and add 016 to the end of call number. If the number exceeds the sixth position, carry the call number to the decimal or the first prime. If it is of a specific individual or group, enter the Dewey number and cutter for the last name of the individual or the name of the group.
- h. Criticism of an artist or literary author – Use the Dewey subject number and cutter for the author/artist.
- i. Collections of Short Stories – If by the same author should be classed as FICTION. If by more than one author should be classed in the Dewey numbers assigned for short stories, including those displaying a specific type, subject or scope. Cutter for the first significant word of the title main entry.

C. SIRSI System Loader

The Library's Integrated Library System loader must be able to use the Respondent's incoming data to add or overlay records in the existing AFPLS database. Incoming data from the Respondent must supply correctly encoded data in the MARC record leader. The following fields are considered as the matching mechanism and must be accurate and consistent:

- ISBN/ISSN number
- LCCN number
- Respondent's own assigned ID number (001 tag)

1. MARC catalog records provided by the Respondent will fall into two categories:

a. Added copy records

Respondent searches the AFPLS database and determines that the book in hand exactly matches an existing record in the AFPLS database. Respondent must supply the nearest equivalent record in Respondent's bibliographic database with the **exact 001 tag** with new holdings record(s) appended in 949 tag(s). The Respondent's bibliographic record must be replaced by (or merged with) the existing AFPLS record by the System loader.

- i. Respondent must match on the alphabetic prefix as well as the numeric portion of the 001 tag --Respondent identification number. Current 001 alphabetic prefixes in use are: EXAMPLE: 001: OCM135131, BRD00277843, b12345678000
- ii. Loader must also match on the ISBN (020) and LCCN (010) fields. The Respondent must indicate any additional fields supported for record matching through the Respondent's system bibliographic loader.

b. New catalog records

Respondent must provide new catalog records, either through the editing of existing records in the Respondent's bibliographic database or through the creation of original catalog records.

- i. New catalog records must conform to AACR, latest edition, and US MARC standards and must reflect any formally adopted changes to these standards throughout the life of the contract.
- ii. All name and subject headings must reflect the latest authoritative version appearing in the online Library of Congress name and subject authority files, and supplemented by the latest paper, online or CD-ROM edition.

- iii. Call numbers must be assigned, in the 099 MARC field, according to the Dewey Decimal Classification Scheme, latest edition (and any subsequent published updates).
- iv. Respondent must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
- v. New catalog records must conform fully to the requirements for cataloging.
- vi. Respondent will be required to maintain an error rate of 2% or less for bibliographic records for the following fields:

- 1) 010
- 2) 020
- 3) 022
- 4) 028
- 5) 099
- 6) 049
- 7) 1XX
- 8) 245
- 9) 246
- 10) 300
- 11) 600, 650, 651, 655, 690
- 12) 7XX
- 13) 949

2. Viewing APLS database for added copy status:

- a. Respondent must be able to view the existing AFPLS bibliographic database so that the book-in-hand can be matched against the AFPLS bibliographic database. Books that exactly match an existing record will be treated as added copy books.
- b. Respondent must be able to access the AFPLS database for read-only access using the Internet.
- c. Respondent will match book-in-hand against the AFPLS bibliographic database, and insert the exact 001 tag, as it appears in the AFPLS record, in the respondent's bibliographic record, to insure record overlay by the bibliographic loader.

3. Downloading records to AFPLS

- a. Respondent must be able to connect to the AFPLS database at the time of the contract to deliver MARC records to AFPLS via FTP or internet.

- b. Data should arrive at AFPLS preferably daily but at least twice a week, and must arrive at AFPLS not less than 24 hours prior to receipt by AFPLS of the items ordered.
- c. Respondent must provide with each data shipment a report counting the number of bibliographic records and the total number of holdings records, by agency, included in the shipment. Purchase order number(s) or other links to the book order(s) must reference this report
- d. Each data shipment must provide all bibliographic and holdings creation fields for a complete order shipment so that books are not received for which there are no records, and records are not received for which there are no corresponding books.

4. Holdings Records

- a. Respondent must create 949 holdings record creation fields using the correct formats and codes for branch, location, call number, item type, item category 1, etc. Respondent must explain how respondent's system will maintain and validate AFPLS 949 codes, including the AFPLS barcode
- b. Respondent must transmit new titles added to the AFPLS database to OCLC for loading into the OCLC system to set AFPLS' holdings symbol (GAP)
- c. Respondent will be required to maintain an error rate of 2% or less for item records in the following areas:
 - i. branch, location, item type: correctly spelled and formatted code used;
 - ii. branch, location, item type: represents the correct book medium;
 - iii. call number, volume/part: correctly formatted;
 - iv. call number, volume/part: reflects book-in-hand and relevant information in bibliographic 099 field

Special Conditions

Retaining leased books:

1. Respondent must allow the Library to keep a percentage of the books leased – i.e. add them to the Library’s permanent collection. On the pricing form, Respondent must specify the percentage the Library may retain and the cost, if any.

Shipping and Receiving:

1. All books are to be shipped to the Collection Management Department of the Central Library.
2. All deliveries are to an inside loading dock at the Central Library, and will be accepted only Monday through Friday between 8:30-4:30 EST. There may be no deliveries on holidays or weekends.
3. The vendor must arrange the pick-up of all lease books being returned by the library to the vendor. Pick-up will be from the same loading dock during the same hours. The vendor must include the cost of the pick-up of the returned books as part of lease plan pricing, and not bill separately.
4. All shipments of lease books to the library must include a packing slip listing author, title, number of copies and ISBN of each title included, as well as “ship to” and “bill to” addresses, and the invoice and the purchase order numbers. Any box in a shipment containing a packing slip must be clearly marked, “Packing Slip Included”.
5. AFPLS will return all damaged books to the vendor. The vendor must replace the item free of charge or issue credits that can be used for future selections. The vendor must arrange prepaid shipping for return of any damaged books.

Invoicing

1. All invoices must be sent directly to:
Atlanta-Fulton Public Library System
Materials Accounting Unit
Central Library
One Margaret Mitchell Sq.
Atlanta, GA 30303
Attn: Caroline Thomas
2. Invoices must be submitted in triplicate, on company letterhead with company name and address. Invoice must include:

SECTION 4 PRICING FORM

Please use this form to indicate the costs for a lease plan of 20,000 books over a one year period.
All costs must be indicated on this sheet; no other costs will be taken into account.

ESTIMATED ORDER QUANTITY CHART

List Price	\$24.99 or less	\$25.00-\$29.99	\$30.00 or more
Approximate percentage of books ordered	25%	70%	5%

COST PROPOSAL SHEET

1. Lease plan cost of books, average retail price less than \$25 \$ _____
2. Lease plan cost of books, average retail price \$25 to \$29.99 \$ _____
3. Lease plan cost of books, average retail price \$30 and above \$ _____
4. Processing cost for 15,000 items \$ _____
5. Creation of original MARC record (estimated at 2,000 items) \$ _____
6. Creation of added copy record (estimated at 18,000 items) \$ _____
7. Shipping & handling for 20,000 items \$ _____
8. Per book charge if Library wants to purchase 50% of leased books \$ _____
9. Shipping cost for Library to return leased books \$ _____
10. Other cost (see below) \$ _____

Please explain #10 (other cost)

TOTAL COST \$ _____