



Fulton County, GA

Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

October 1, 2012

Re: #12RFP81712K-LW, Opening Day Book Collections

Dear Proposers:

Attached is one (1) copy of Addendum #2, hereby made a part of the above referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged, in full force and effect.

Sincerely,

Linda Walton

Linda Walton
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



130 Peachtree Street, S.W., Suite 1168 • Atlanta, GA 30303 • (404) 612-5800

#12RFP81712K-LW, Opening Day Book Collections
Addendum #2
Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

- Attached is the response to questions and inquiries
- Attached is a copy of the Cataloging Specifications
- Discard the Cost Proposal Forms in the solicitation document and replace with the attached revised Cost Proposal Forms for Group A and Group B

ACKNOWLEDGMENT OF ADDENDUM #2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the bid due date and time **Monday, October 22, 2012 at 11:00 A.M.**

This is to acknowledge receipt of Addendum #2, _____ day of _____, 2012.

_____ Legal Name of Proposer

_____ Signature of Authorized Representative

_____ Title

RESPONSE TO QUESTIONS AND INQUIRIES

- Q1:** What is the anticipated opening day for each project?
- A1:** The projected timelines for the delivery of books are as follows:
- Alpharetta – 2nd quarter 2014
 - East Roswell – 1st quarter 2014
 - Northwest Atlanta – 3rd quarter 2014
 - Stewart-Lakewood – 3rd quarter 2014
 - Wolf Creek – 2nd quarter 2014
 - Palmetto – 2nd quarter 2014
 - Milton – 3rd quarter 2014
 - Southeast Atlanta – 3rd quarter 2014
 - South Fulton – 4th quarter 2014
- Q2:** Could AFPL provide their cataloging specifications to the vendors?
- A2:** See attached Cataloging Specifications
- Q3:** We are hoping to submit a proposal for both Group A and Group B. I am hoping you can clarify if these two responses need to be packaged separately, in essence submitting a complete separate bid for each group. Or if all of the information can be submitted together, but clearly marked GROUP A or GROUP B.
- A3:** Proposals for Group A and Group B can be submitted together in one package but each group must be clearly identified. A complete bid for each group must include ALL proposal documents.
- Q4:** There is no timeline (award date, start date, delivery date, opening date) given for the 9 projects described in the RFP.
- A4:** See response A1
- Q5:** Could you provide the budget information for each collection?
- A5:** We do not have any budget information to provide at the present time.
- Q6:** On the pricing form, Can AFPL add a line that can be used to provide a unit cost for Vendor Selection?

- A6: The Cost Proposal forms have been revised and include Vendor Selection. See the attached revised Cost Proposal Forms for Group A and Group B**
- Q7:** Can Bid categories be defined by AFPL as listed below?
Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction)
Juvenile Trade Hardcover Editions (Popular Fiction & Non-Fiction)
Adult Quality Paperback Editions (Popular Fiction & Non-Fiction)
Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)
Mass Market Paperback Editions
Single Edition Reinforced (Juvenile)
Publisher's Library Edition (Juvenile)
University Press Trade Editions
Text, Technical, Reference, Small Press, and/or Titles of Limited Demand
Imported English and Non-English Language Editions
Board Books
Vendor Rebinds
- A7: See the attached revised Cost Proposal Forms for Group A and Group B**
- Q8:** Can AFPL provide a minimum number of books that the Library anticipates will be purchased and shelved for each branch library in Group A and Group B?
- A8: The quantities are listed on the cost proposal forms for Group A and Group B. These numbers were based on the original program developed for each project.**
- Q9:** Will you please clarify how bid responses should be packaged?
- A9: See response A3**
- Q10:** Are Groups A and B being treated as two separate bids where information provided by the vendor has to be repeated in each package? In other words, if a vendor is bidding on Group A and Group B do they have to submit two separate responses in separate envelopes and on separate CDs? (10 total CDs, 2 envelopes with the same financial information in each envelope, 2 envelopes with the same contract compliance forms in each envelope, etc.)
- A10: Yes. The financial information can be submitted once with one (1) original and one (1) copy. If bidding Group A and Group B,**

all other proposal documents must be submitted as a separate complete bid.

Q11: The vendor is asked to prepare the collection development plans for each new library in each group, yet the cost proposal form has an estimated number of items by category. Should the plans match these totals?

A11: Base the plan on the quantities listed on the cost proposal

Q12: Are there budgets established for each library that would also have to be taken into consideration? What takes precedence—branch capacity, branch budgets, cost proposal volume estimates, or the vendor’s plan?

A12: See responses A5 and A11

Q13: The vendor must produce an ODC selection timeline for each of the branch projects. There is also a statement that the vendor’s plans must include start and finish dates for each major task. Can the county supply the projected opening dates for each library?

A13: The requested timeline does not have to be based on actual dates, since progress of the building projects and opening dates are not yet finalized; a *very tentative* schedule for when these ODCs would have to be delivered has been furnished as an addendum. The requested timeline should be a list of tasks that the Respondent will address, in the order in which they would be handled in relation to each other and to the opening day, e.g. “10 months before opening, the first selection lists for Palmetto will be available”, “six months before Alpharetta opens, all but pre-pub orders will be finished”, etc.

Q14: We currently provide processing for AFPL’s ongoing materials and would like to confirm the processing needs for these projects. The ongoing processing requirements we follow do not match the specifications provided in section 3.3.5 of the RFP.

A14: See the attached Cataloging Specifications

Q15: Will the books for these projects require:

- Property stamps? If so, how many?
- Property labels? If so, how many?
- Mylar jackets?
- Checkpoint theft detection?
- Title/bibliographic label?

- Kapco-type protection covers for paperbacks? If so, are they to be applied to all paperback categories/binds?

A15: Regarding property stamps and labels: two property stamps per books (one AFPLS and one branch), one spine label for call number and an additional spine label (J, Y, B, R, LP) if appropriate, one title/bib label for the pocket, a plastic jacket for hardcovers and protection covers (Kapco or similar) for trade paperbacks, a Teeny Beeper security device for Chekpoint Systems (2"x2").

Q16: What type or brand of RFID tags will be used for these projects? What information does the vendor have to encode on the RFID tag?

A16: The specifications for the RFID tags given in this section are what have been provided at this point by the Technology consultant for these projects.

Q17: Vendors discount books based on the type of bind/category. The majority of your Bid Categories Descriptions on the Cost Proposal forms include "hardcover" or "paperback". However, many bid categories are missing this description--Spanish (5), Large Print (7), Teen Fiction (8), Teen Nonfiction (9), Children's Easy Readers (14) and Children's Picture Books (15). These categories come in multiple binds and are subject to discounts related to those binds. Could you issue revised cost proposal forms that allow discount percentages by bind within each category with adjusted quantities for each?

A17: See the attached revised Cost Proposal Forms for Group A and Group B

Q18: Will you please clarify what type of books Children's Paperbacks Reinforced Bindings are on the Cost Proposal form? Are these paperbacks that the vendor binds, or are these publisher-produced library or reinforced bindings?

A18: See the attached revised Cost Proposal Form for Group A and Group B

Q19: Only the cataloging cost is shown on the Cost Proposal forms. Where shall we indicate the processing costs?

A19: Processing services cost are on the attached revised Cost Proposal forms for Group A and Group B

Q20: The County may choose to have the vendor do all or part of the selection for these projects. This then becomes an optional service. May we price optional services separately rather than including them in the total cost?

A20: No. See response A6

Cataloging Specifications

AFPLS reserves the right to make amendments to any part of the specifications listed, 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.

Respondent must be able to provide MARC catalog records with appended holdings fields that can be loaded, indexed and retrieved by the SIRSI Unicorn system. Respondent must have exported and loaded bibliographic records, with appended 949 holdings creation fields, to be considered for selection.

1. Respondent must provide the processing supplies needed for the shelf-ready services being provided, including the following:

- a. Labels (spine and pocket)
- b. 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 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 AFPL).**
 - Barcode/OCR labels must interface successfully with the Sirsi integrated library system
 - 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

Vendor must send approval sample sheet to AFPLS project administrator for testing and approval of the OCR labels before production. NOTE: 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

- c. Teeny Beeper check labels
- d. Book Jackets

- e. Cover-ups
- f. Book Pockets
- g. Property and agency stamps

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.
- c. Call number label is legible and 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. 049 – Use **GAPA**. Respondent must add this field to all formats of new materials cataloged for AFPLS
- vi. 099 – Call number. For LC MARC records change the 082 field to 099 (see next section: *Classification*)
- vii. 1XX
- viii. 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
- ix. 246
- x. 300
- xi. 505 – Retain for juvenile books. Delete for young adult books.
- xii. 520 – Retain for juvenile books. Delete for young adult books.
- xiii. 600, 650, 651, 655 – All large print books must have the subject heading 650 0 Large type books
- xiv. 690 - Add local subject heading Young Adult material to Young Adult Materials.
- xv. 7XX
- xvi. 949 Respondent 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 – ADULT or GEN_COLL (for Central); JUVENILE or CEN_TEEN (for Central) or YOUNG_ADLT.
 - \$t item type – BOOK or BK_CAT_PBK or LARGE_PRNT; JUV_BOOK or J_CAT_PBK (juvenile); BOOK or BK_CAT_PBK (young adult).
 - \$x item cat 1 – FICTION, NONFICTION or LARGE PRINT
 - \$z item cat 2 - ADULT, JUVENILE, or YOUNG_ADLT.

4. Classification:

- a. Materials should be cataloged utilizing 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. 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. Juvenile and YA books use the prefixes \$aY for young adult and \$aJ for juvenile books.

- d. Large Print -When cataloging large print materials, LP should always be entered in the 099 field preceding the call number.
- e. Biographies - AFPLS uses “B” for all individual biographies and use 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 for adult/young adult books. Use J920 for Juvenile collective biographies.
 - iv. Individual, juvenile and young adult biographies are classed \$a J for juvenile, \$a Y for young adult with a \$a cutter using the full surname of the subject.
- f. 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.
- g. Criticism of an artist or literary author – Use the Dewey subject number and cutter for the author/artist.
- h. 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.
- i. Travel Books – Cutter by the series name and year, not by the location. For example, A New England Eyewitness book should be 917.4 EYEWITNESS 2010 not 917.4 NEW 2010. Use the Dewey subject number for the location for all travel books including the following:

- i. Bed and breakfast guides (instead of 647)
 - ii. Site-specific guides to hiking, canoeing, etc. (instead of 700s)
 - iii. Amusement park guidebooks (Walt Disney World, instead of 791)
 - iv. Guidebooks for specific national parks (e.g. Yellowstone)
 - v. Site-specific cruise guides (e.g. to the Caribbean)
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- j. Juvenile and Young Adult State and Country Books - All country and state books are placed in the history section for that country.
 - k. Juvenile Native Americans Books – Books with general information topics about Native American tribes are placed in 970.1. Books on specific Native American Tribes are placed in 970.4.
 - l. Juvenile Picture Books – Classed with a \$a PICTURE, with a \$a cutter of the author's surname.
 - m. Juvenile Easy Books – Classed with a \$a EASY, with a \$a cutter of the author's surname.

COST PROPOSAL FORM
GROUP A: PROJECTS WITH EXISTING COLLECTIONS

A	B	C	D	E	F	
Bid Categories	Description	% Discount Offered	Average Retail Price	Discount Price	Estimated Purchase Quantity	Total
1	Adult hardcover non-fiction		\$40		30,623	
2	Adult hardcover fiction		\$32		66,483	
3	Adult trade paperback fiction		\$18		38,805	
4	Adult trade paperback non-fiction		\$25		19,672	
5	Adult Spanish hardcover		\$25		30,031	
6	Adult mass market paperbacks		\$9		22,722	
7	Adult large print hardcover		\$45		7,500	
8	YA hardcover fiction		\$35		3,176	
9	YA hardcover non-fiction		\$30		3,176	
10	Juvenile mass market paperbacks		\$8		9,315	
11	Juvenile hardcover fiction		\$28		21,735	
12	Juvenile trade paperback fiction		\$12		9,315	
13	Juvenile publisher library binding non-fiction		\$20		21,735	
14	Juvenile hardcover easy readers		\$17		20,256	
15	Juvenile hardcover picture		\$19		20,256	
16	Juvenile board books		\$8		10,128	

Value Added Services

(These costs should be based on the quantities listed above for this Group)

Collection Development:

Collection analysis, ODC plan and selection lists _____

Vendor selection (if requested) _____

Acquisition (including storage, shipping and shelving) _____

Cataloging Services _____

Processing Services _____

Total Materials Cost

(Total of Discount Price multiplied by Estimated Purchase Quality, i.e. column D x E =F)

Total Value Added Services Cost _____

TOTAL COST _____

COST PROPOSAL FORM
GROUP B: PROJECTS WITHOUT EXISTING COLLECTIONS

	A	B	C	D	E	F
	Bid Categories Description	% Discount Offered	Average Retail Price	Discount Price	Estimated Purchase Quantity	Total
1	Adult hardcover non-fiction		\$40		21,620	
2	Adult hardcover fiction		\$32		48,531	
3	Adult trade paperback fiction		\$18		28,235	
4	Adult trade paperback non-fiction		\$25		14,028	
5	Adult Spanish hardcover		\$25		21,807	
6	Adult mass market paperbacks		\$9		16,559	
7	Adult large print hardcover		\$45		5,700	
8	YA hardcover fiction		\$35		2,500	
9	YA hardcover non-fiction		\$30		2,500	
10	Juvenile mass market paperbacks		\$8		7,095	
11	Juvenile hardcover fiction		\$28		16,555	
12	Juvenile trade paperback fiction		\$12		7,095	
13	Juvenile publisher library binding non-fiction		\$20		16,555	
14	Juvenile hardcover easy readers		\$17		15,832	
15	Juvenile hardcover picture		\$19		15,832	
16	Juvenile board books		\$8		7,916	

Value Added Services

(These costs should be based on the quantities listed above for this Group)

Collection Development:

Collection analysis, ODC plan and selection lists _____

Vendor selection (if requested) _____

Acquisition (including storage, shipping and shelving) _____

Cataloging Services _____

Processing Services _____

Total Materials Cost

(Total of Discount Price multiplied by Estimated Purchase Quality, i.e. column D x E =F)

Total Value Added Services Cost _____

TOTAL COST _____