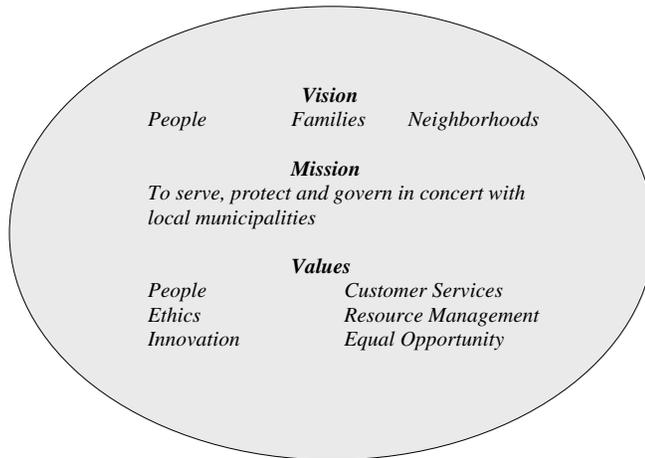




FULTON COUNTY



**PURCHASING DEPARTMENT
INVITATION TO BID NO. 05ITB45320YB**

SECONDARY BOOK VENDOR For ATLANTA-FULTON COUNTY LIBRARY SYSTEM

PRE-BID CONFERENCE TIME AND DATE: 10:00am in July 12, 2005
Last Day to Submit Questions: July 15, 2005
Due Date: July 26, 2005, 11:00 A.M.
PURCHASING CONTACT: Charlie Crockett at (404) 730-5807
E-MAIL: charlie.crockett@co.fulton.ga.us

**LOCATION: FULTON COUNTY PURCHASING DEPARTMENT
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303**

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FULTON COUNTY PURCHASING DEPARTMENT

BID GENERAL REQUIREMENTS

(INSERT BID# AND DESCRIPTION HERE)

The following information pertains to the submission of a Bid to Fulton County, and contains instructions on how Bids must be presented in order to be considered. Listed below are the requirements for all Bidders interested in doing business with Fulton County.

1. The Bid sheets included in this Invitation to Bid ("Bid") must be fully completed and returned with the Bid unless otherwise specified in writing by the Purchasing Department. Type or neatly print the date, company name, and the full legal name and title of the person(s) signing the Bid in the place provided at the bottom of each Bid sheet. Any additional sheets submitted must contain the same signature and Bidder information.
2. Original signature(s) must appear on each page of the Bid document. All signatures must be executed by person(s) having contracting authority for the Bidder.
3. Absolutely no fax Bids or reproduction Bids will be accepted, except that photocopies may be submitted in addition to the original when multiple copies of the Bid are specifically requested in the solicitation.
4. The envelope in which the Bid response is submitted must be sealed and clearly labeled with the Bid number, project title, due date and time, and the name of the company or individual submitting the proposal. Bids must be received by the opening date and time shown on this Bid in order to be considered. The Purchasing Agent has no obligation to consider Bids which are not in properly marked envelopes. Contract Compliance submittals shall be submitted in a separate sealed envelope or package.
5. The original and the required number of copies of the Bid must be returned to:

Fulton County Purchasing Agent
Fulton County Purchasing Department
130 Peachtree Street, S.W., Suite 1168
Atlanta, Georgia 30303

Any inquiries, questions, clarifications or suggestions regarding this solicitation should be submitted in writing to the Purchasing Contact Person. Contact with any other County personnel in regard to a current solicitation is strictly prohibited in accordance with Fulton County "No Contact" policy outlined in Section 35.

6. Show information and prices in the format requested. Prices are to be quoted F.O.B. Destination, and must include all costs chargeable to the Contractor

executing the Contract, including taxes. Unless otherwise provided in the Contract, Fulton County shall have no liability for any cost not included in the price. The Contractor shall provide Fulton County the benefit through a reduction in price of any decrease in the Contractor's costs by reason of any tax exemption based upon Fulton County's status as a tax-exempt entity.

7. All prices Bid must be audited by the Bidder to ensure correctness before the Bid is submitted. The Bidder is solely responsible for the accuracy of information placed on a Bid sheet, including prices. Clerical or mathematical error is insufficient to void a successful Bid but a Bidder may withdraw a sealed Bid prior to opening without a penalty.
8. All prices must be submitted in the format requested and less all trade discounts. When multiple items are being Bid, Bidder must show both the unit price and the total extended price for each item. When applicable, the Bidder must include an additional lump sum Bid for groups or items. In the event a Bidder is offering an additional discount on groups of items, Bidder must indicate the total lump sum Bid for the particular group of items before any extra discount, the amount of extra discount, and the net total for the particular group. In the event of an extension error, unit pricing shall prevail.
9. By submitting a signed Bid, Bidder agrees to accept an award made as a result of that Bid under the terms and conditions spelled out in the Bid documents. In the event of a conflict between the different Bid documents, the County's cover Contract (if used) shall have precedence, followed in order by the Invitation to Bid, Purchase Order, Bid, Contractor's Warranty Agreement, Maintenance Agreement, and/or other Contractor provided agreements.
10. A Bidder may submit only one (1) Bid response for each specific Bid solicitation unless otherwise authorized in the specifications.
11. All prices submitted by the Bidder to Fulton County must be guaranteed by the authorized person(s) against any price increase for the time period designated in the Bid specifications, and Fulton County must be given the benefit of any price decrease occurring during such designated time period.
12. 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. All Bidders must specify in the Bid response the earliest actual delivery date for each item unless otherwise specified in writing by Fulton County. The delivery date may be a factor in deciding the Bidder's capability to perform.
14. A successful Bidder's delivery ticket(s) and invoice(s) must list each item separately and must show Fulton County's purchase order number as well as the proper department and address to which delivery was made, as listed on the purchase order or in the Bidder's contract with Fulton County.

15. Unless clearly shown as “no substitute” or words to that effect, any items in this invitation to Bid which have been identified, described or referenced by a brand name or trade name are for reference only. Such identification is intended to be descriptive but not restrictive, and is to indicate the general quality and characteristics of products that may be offered. Each item Bid must be individually identified as to whether it is a specified item or an equivalent item by typing or printing after the item(s): The brand name; model or manufacturer’s number, or identification regularly used in the trade. Deviations from the specifications must be clearly and fully listed on the Bid sheet, including photographs or cuts, specifications, and dimensions of the proposed “alternate”. Fulton County is the sole judge of “exact equivalent”, or “alternate”. The factors to be considered are: function, design, materials, construction, workmanship, finishes, operating features, overall quality, local service facilities, warranty terms and service, and other relevant features of item(s) Bid.
16. For all Bids, Fulton County reserves the right to request representative samples. If requested, samples must be delivered at the Bidder’s cost within three (3) business days. Samples are submitted at the risk of the Bidder and may be subjected to destructive tests by Fulton County. Samples must be plainly tagged with Fulton County’s Bid number, item name, manufacturer, and the name of the Bidder.
17. Item(s) Bid must be complete and ready to operate. No obvious omissions of components or necessary parts shall be made even though the specifications may not detail or mention them. Unit(s) must be furnished with factory installed equipment and must be comparable with the basic form, fit, and functional requirements which are all to be included in the base price as well as any other equipment included as standard by the manufacturer or generally provided to the buying public.
18. All successful Bidders must assume full responsibility for all item(s) damaged prior to F.O.B. Destination delivery and agree to hold harmless Fulton County of all responsibility for prosecuting damage claims.
19. All successful Bidders must assume full responsibility for replacement of all defective or damaged goods within thirty (30) days of notice by Fulton County of such defect or damage.
20. All successful Bidders must assume full responsibility for providing or ensuring warranty service on any and all items including goods, materials, or equipment provided to the County with warranty coverage. If a successful Bidder is not the manufacturer, all manufacturers’ warranties must be passed through to Fulton County. The Bidder and not Fulton County is responsible for contacting the manufacturer of the warranty service provided during the warranty period and supervising the completion of the warranty service to the satisfaction of Fulton County.
21. As a successful Bidder providing any equipment which requires fitting and assembly, the Bidder shall be solely responsible for such installation being performed by a manufacturer’s authorized or approved servicer or an

experienced worker, utilizing workmanship of the highest caliber. The Bidder must verify all dimensions at the site, shall be responsible for their correctness, and shall be responsible for the availability of replacement parts when specified in writing by Fulton County in the specifications, purchase order, or other contract.

22. A successful Bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon deliver of item(s).
23. All Bidders are required to be authorized distributors or regularly engaged in the sale or distribution of the type of goods, materials, equipment or services for which the Bidder is submitting a Bid response in addition, all Bidders are required to provide Fulton County with three (3) written references documenting the successful completion of Bids or contracts for the types of items including goods, materials, equipment, or services for which the Bidder is submitting a Bid response. In instances where a Bidder has never supplied such goods, material, equipment, or services before, the Bidder must submit with the Bid response a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the Bidder as a responsible Bidder, capable of meeting the Bid requirements should an award be made. No exceptions to this provision will be made unless authorized in the Bid specifications.
24. Bidders may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their Bid proposal, and are in all respects competent and eligible vendors to fulfill the terms of the specifications. Fulton County may make such investigations as it deems necessary to determine the ability of the Bidder to perform such work, and reserves the right to reject any Bidder if evidence fails to indicate that the Bidder is qualified to carry out the obligation of the Contract and to complete the work satisfactorily.
25. All Bidders must comply with all Fulton County Purchasing laws, policies, and procedures, non-discrimination in contracting and procurement ordinances, and relevant state and federal laws including but not limited to compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act. Successful Bidder must obtain all permits, licenses, and inspections as required and furnish all labor, materials, insurance, equipment, tools, supervision, and incidentals necessary to accomplish the work in these specifications.
26. If a successful Bidder is unable or unwilling to enter into a Contract with Fulton County subsequent to being granted an award, or who fails to perform in accordance with the Bid specifications the Bidder will be subject to damages and all other relief allowed by law.
27. Successful Bidders contract directly with Fulton County and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of Contract and may result in a Bidder being found to be "non-responsive" in the future.

28. In case of default by the successful Bidder, Fulton County may procure the articles for services from another source and hold the successful Bidder responsible for any resulting excess cost.
29. The County may award any Bid in whole or in part to one or more vendors or reject all Bids and/or waive any technicalities if it is in the best interests of the County to do so. In the event that all Bids are not rejected, Bids for items including goods, materials, equipment, and services will be awarded to the lowest "responsible" Bidder(s) as determined by Fulton County. Submitting the lowest Bid, as published at the Bid opening, does not constitute an award or the mutual expectation of an award of a Contract and purchase order. For purposes of this notice and the attached Bid sheets, a purchase order is a Contract to provide items including goods, materials, equipment, and services and is intended to have the full force and effect of a Contract. A breach of the terms and conditions of a purchase order constitutes a breach of Contract.
30. Bids for projects that are solicited pursuant to the Georgia Local Government Public Works Construction Law (O.C.G.A. § 36-91-1 et seq.) may withdrawn as follows:

Competitive sealed Bids ("Bid") may not be revoked or withdrawn until 60 days after the time set by the governmental entity for opening of Bids. At the end of this time period, the Bid will cease to be valid, unless the Bidder provides written notice to the County prior to the scheduled expiration date that the Bid will be extended for a time period specified by the County.
31. In the evaluation of the Bids, any award will be subject to the Bid being:
 - A. Compliant to the specification – meets form, fit, and function requirements stated or implied in the specification.
 - B. Lowest cost to the County over projected useful life.
 - C. Administratively Compliant – Including all required bonds, insurance, established quality of work and general reputation, financial responsibility, relevant experience, and related criteria.
32. All proposals and Bids submitted to Fulton County are subject to the Georgia "Open Records Act", Official Code of Georgia, Annotated (O.C.G.A.) §50-18-70 et seq.
33. All proposals and Bids submitted to Fulton County involving Utility Contracting are subject to the Georgia law governing licensing of Utility Contractors, O.C.G.A. §43-14-8.2(h). The Utility Contractor License number of the person who will perform the utility work shall be written on the face of the Bid envelope.
34. The apparent silence of this specification, and any supplement thereto, as to details, of the omission from it of a detailed description concerning any point, will be regarded as meaning only the best commercial practices are to prevail. Only materials of the highest quality, correct type, size, and design

are to be used. All interpretations of this specification will be made upon the basis of this statement, with Fulton County interpretation to prevail.

35. It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
 - A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
 - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
 - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted Bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.
36. Any Bidder intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this Bid. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with Fulton County, or are accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Bids from Joint Ventures that do not include these documents will be rejected as being "non-responsive".
37. Any Bidder intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in this solicitation. Bids that do not include these completed documents will be rejected as being "non-responsive".

CERTIFICATION REGARDING DEBARMENT

- (1) The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the Fulton County Government.

- (2) If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or proposal.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

- (1) The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.

- (2) The prospective Offeror shall provide immediate written notice to the Purchasing Agent if at anytime the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- (3) Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section 2-322 of Fulton County Code of Laws establishes the procedure for the debarment of contractors.

- (a) *Authority to suspend.*

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, the County Manager and the County Attorney shall have the authority to suspend an entity for cause from consideration for award of county contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period

not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) *Causes for Suspension.* The causes for suspension include:

- (1) Conviction for commission of a criminal offense as an incident to obtain or attempting to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
- (2) Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a county contractor.
- (3) Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and proposals;
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a county contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to the county as a minority business enterprise; or
 - d. Falsification of any documents.
- (5) For violation of the ethical standards set forth in Fulton County Code Chapter 9, Code of Ethics.
- (6) Knowing misrepresentation to the county, of the use which a majority owned contractor intends to make a minority business enterprise (a business entity at least 51 percent of which is owned and controlled by minority persons, as defined in Fulton County Code Chapter 6, Article B, Minority Business Enterprise Affirmative Action Program and certified as such by the county), as a subcontractor or a joint venture partner, in performing work under contract with the county.

Failure to fully and truthfully provide the information required, may result in the disqualification of your bid/proposal from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/proposal package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty of perjury, I declare that I have examined this certification and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 2005

(Legal Name of Offeror)

(Date)

_____ (Date)

(Signature of Authorized Representative)

(Date)

(Title)

STATE OF GEORGIA

COUNTY OF FULTON

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/OFFEROR

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any 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. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

STATE OF GEORGIA

COUNTY OF FULTON

NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

I, _____ certify that pursuant to Fulton County Code Section 2-320 (11), this bid or proposal is made without prior understanding, agreement or connection with any 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. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or proposal and certify that I am authorized to sign this bid or proposal for the bidder.

Affiant further states that pursuant to O.C.G.A. Section 36-91-21 (d) and (e), _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or proposals by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 200__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

**CERTIFICATE OF ACCEPTANCE OF REQUEST
FOR PROPOSAL REQUIREMENTS**

This is to certify that on this day, offeror acknowledges that he/she has read this solicitation document, pages # _____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) # _____ to # _____, attachment(s) # _____ to # _____, and/or appendices # _____ to # _____, 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, and that the undersigned is authorized by the offeror to submit the proposal herein and to legally obligate the offeror thereto.

Company: _____

Signature: _____

Name: _____

Title: _____ Date: _____

(Affix Corporate Seal)

EQUAL BUSINESS OPPORTUNITY PLAN (EBO PLAN)

In addition to the proposal submission requirements, each vendor **must** submit an Equal Business Opportunity Plan (EBO Plan) with their bid/proposal. The EBO Plan is designed to enhance the utilization of a particular racial, gender or ethnic group by a bidder/proposer, contractor, or vendor or by Fulton County. The respondent **must** outline a plan of action to encourage and achieve diversity and equality in the available procurement and contracting opportunities with *this solicitation*.

The EBO Plan is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements:

The EBO Plan **must** identify and include:

1. Potential opportunities within the scope of work of *this solicitation* that will allow for participation of racial, gender or ethnic groups.
2. Efforts that will be made by the bidder/proposer to encourage and solicit minority and female business utilization in *this solicitation*.

Fulton County encourages joint ventures, teaming, partnering and mentor-protégé relationships with minority and female businesses in an effort to achieve contracting and procurement diversity.

EXHIBIT A – 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: _____

EXHIBIT B – EMPLOYMENT REPORT

The demographic employment make-up for the bidder/proposer **must** be identified and submitted with this bid/proposal. In addition, if subcontractors will be utilized by the bidder/proposer to complete this project, then the demographic employment make-up of the subcontractor(s) must be identified and submitted with this bid.

EMPLOYEES

CATEGORY	NATIVE AMERICAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CAUCASIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Male/Female												
Mgmt/Official												
Professional												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Other (specify)												
TOTALS												

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

This completed form is for (Check one) Bidder/Proposer Subcontractor

Submitted by: _____ **Date Completed:** _____

EXHIBIT C - SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION

If the bidder/proposer intends to subcontract any portion of this scope of work/service(s), this form **must be** completed and **submitted with the bid/proposal**. All prime bidders/proposers **must** include Letter(s) of Intent (Exhibit D) in the bid document for all subcontractors who will be utilized under the scope of work/services.

Prime Bidder/Proposer: _____

ITB/RFP Number: _____

Project Name or Description of Work/Service(s): _____

1. My firm, as Prime Bidder/Proposer on this scope of work/service(s) is _____ is not a minority or female owned and controlled business enterprise. (Please indicate below the portion of work, including, percentage of bid/proposal amount that your firm will carry out directly):

2. If the Prime Bidder/Proposer is a Joint Venture, please complete Exhibit F: Joint Venture Disclosure Affidavit and attach a copy of the executed Joint Venture Agreement.

3. Sub-Contractors (including suppliers) to be utilized in the performance of this scope of work/service(s), if awarded, are:

SUBCONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ **COUNTY CERTIFIED**** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____
%

***Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.**

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____
%

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____
%

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____

%

SUBCONTRATOR NAME: _____

ADDRESS: _____

PHONE: _____

CONTACT PERSON: _____

ETHNIC GROUP*: _____ COUNTY CERTIFIED** _____

WORK TO BE PERFORMED: _____

DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE VALUE: _____

%

*Ethnic Groups: African American (AABE); Asian American (ABE); Hispanic American (HBE); Native American (NABE); White Female American (WFBE); **If yes, please attach copy of recent certification.

Total Dollar Value of Subcontractor Agreements: (\$)

Total Percentage Value: (%)

CERTIFICATION: The undersigned certifies that he/she has read, understands and agrees to be bound by the Bid/Proposer provisions, including the accompanying Exhibits and other terms and conditions regarding sub-contractor utilization. The undersigned further certifies that he/she is legally authorized by the Bidder/Proposer to make the statement and representation in this Exhibit and that said statements and representations are true and correct to the best of his/her knowledge and belief. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder/Proposer knowing them to be false, or if there is a failure of the intentions, objectives and commitments set forth herein without prior approval of the County, then in any such event the Contractor's acts or failure to act, as the case may be, shall constitute a material breach of the contract, entitling the County to terminate the Contract for default. The right to so terminate shall be in addition to, and in lieu of, any other rights and remedies the County may have for other defaults under the contract.

Signature: _____ **Title:** _____

Firm or Corporate Name: _____

Address: _____

Telephone: () _____

Fax Number: () _____

Email Address: _____

EXHIBIT D

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR
OR
PROVIDE MATERIALS OR SERVICES**

This form **must** be completed by **ALL** known subcontractor and submitted with the bid/proposal. The Prime Contractor **must** submit Letters of Intent for **ALL** known subcontractors at time of bid submission.

To: _____

(Name of Prime Contractor Firm)

From: _____

(Name of Subcontractor Firm)

ITB/RFP Number: _____

Project Name: _____

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials, or services to be performed or provided):

Description of Work	Project Commence Date	Project Completion Date	Estimated Dollar Amount

(Prime Bidder)

(Subcontractor)

Signature _____

Title _____

Date _____

Signature _____

Title _____

Date _____

EXHIBIT E - DECLARATION REGARDING SUBCONTRACTING PRACTICES

If the bidder/proposer **does not intend to subcontract** any portion of the scope of work services(s), this form **must be** completed and submitted with the bid/proposal.

_____ hereby declares that it is my/our intent to

(Bidder)

perform 100% of the work required for _____

(ITB/RFP Number)

(Description of Work)

In making this declaration, the bidder/proposer states the following:

1. That the bidder/proposer does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform **all elements** of the work on this project with his/her own current work forces;
2. If it should become necessary to subcontract some portion of the work at a later date, the bidder/proposer will comply with all requirements of the County's Non-Discrimination Ordinance in providing equal opportunities to all firms to subcontract the work. The determination to subcontract some portion of the work at a later date shall be made in good faith and the County reserves the right to require additional information to substantiate a decision made by the bidder/proposer to subcontract work following the award of the contract. Nothing contained in this provision shall be employed to circumvent the spirit and intent of the County's Non-Discrimination Ordinances;
3. The bidder will provide, upon request, information sufficient for the County to verify Item Number one.

AUTHORIZED COMPANY REPRESENTATIVE

Name: _____ **Title:** _____ **Date:** _____

Signature: _____

Firm: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT F - JOINT VENTURE DISCLOSURE AFFIDAVIT

ITB/RFP No. _____

Project Name _____

This form must be completed and submitted with the bid/proposal if a joint venture approach is to be undertaken.

In order to evaluate the extent of small, minority and female business involvement being proposed by a Bidder/Proposer, certain relevant information must be provided prior to contract award. The information requested below is to clearly identify and explain the extent of small business participation in the proposed joint venture. All items must be properly addressed before the business entity can be evaluated.

1. Firms:

1) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

2) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

3) Name of Business: _____

Street Address: _____

Telephone No.: _____

Nature of Business: _____

NAME OF JOINT VENTURE (If applicable): _____

ADDRESS: _____

PRINCIPAL OFFICE: _____

OFFICE PHONE: _____

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof.
2. Describe the financial controls of the joint venture, e.g., will a separate cost center be established? Which venturer will be responsible for keeping the books? How will the expense therefore be reimbursed? What is the authority of each joint venture to commit or obligate the order?
3. Describe any ownership, options for ownership, or loans between the joint ventures. Identify terms thereof.
4. Describe the estimated contract cash flow for each joint venturer.
5. To what extent and by whom will the on-site work be supervised?
6. To what extent and by whom will the administrative office be supervised?
7. Which joint venturer will be responsible for material purchases including the estimated cost thereof? How will the purchase be financed?
8. Which joint venturer will provide equipment? What is the estimated cost thereof? How will the equipment be financed?
9. Describe the experience and business qualifications of each joint venturer.
10. Submit a copy of all joint venture agreements and evidence of authority to do business in the State of Georgia as well as locally, to include all necessary business licenses.
11. Percent of Minority/Female Business Enterprises ownership by each joint venture in terms of profit and loss sharing: _____

12. The authority of each joint venturer to commit or obligate the other: _____

13. Number of personnel to be involved in project, their crafts and positions and whether they are employees of the Minority/Female Business Enterprises enterprise, the majority firm or the joint venture: _____

14. Identification of control and participation in venture; list those individuals who are responsible for day-to-day management and policy decision-maker, including, but not limited to, those with prime responsibility for areas designated below; (use additional sheets if necessary)

<u>Name</u> <u>Operation</u>	<u>Race</u>	<u>Sex</u>	<u>Financial</u> <u>Supervision</u> <u>Decisions</u>	<u>Field</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In connection with any work that these firms, as a joint venture, might be authorized to perform in connection with above captioned contract, we each do hereby authorize representatives of the Fulton County Department of Contract Compliance, Departments of Purchasing and Finance, under the direction of the County Manger's Office, to examine, from time to time, the books, records and files to the extent that such relate to this County project.

WE DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, AND THAT WE ARE AUTHORIZED, ON BEHALF OF THE ABOVE FIRMS, TO MAKE THIS AFFIDAVIT AND GRANT THE ABOVE PRIVILEGE.

FOR _____
(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

(Company)

Date: _____

(Signature of Affiant)

(Printed Name)

State of _____:

County of _____:

On this ____ day of _____, 20_____, before me, appeared

_____, the undersigned known to me to be the person described in the foregoing Affidavit and acknowledge that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

EXHIBIT – G PRIME CONTRACTOR/SUB-CONTRACTOR UTILIZATION REPORT

This report **must** be submitted by the **tenth day** of each month, along with a copy of your monthly invoice (schedule of values/payment application) to Contract Compliance. Failure to comply **shall** result in the County commencing proceedings to impose sanctions to the prime contractor, in addition to pursuing any other available legal remedy. Sanctions may include the suspending of any payment or part thereof, termination or cancellation of the contract, and the denial of participation in any future contracts awarded by Fulton County.

REPORTING PERIOD	PROJECT NAME:	
FROM:	PROJECT NUMBER:	
TO:	PROJECT LOCATION:	

PRIME CONTRACTOR	Contract Award Date	Contract Award Amount	Change Order Amount	Contract Period	% Complete to Date
Name:					
Address:					
Telephone #:					

AMOUNT OF REQUISITION THIS PERIOD: \$ _____

TOTAL AMOUNT REQUISITION TO DATE: \$ _____

SUBCONTRACTOR UTILIZATION (add additional rows as necessary)

Name of Sub-Contractor	Description of Work	Contract Amount	Amount Paid To Date	Amount Requisition This Period	Contract Starting Date	Contract Ending Date
TOTALS						

Executed By: _____

(Signature)

(Printed Name)

Notary: _____

Date: _____

My Commission Expires: _____

SCOPE OF WORK

System Overview

Atlanta Fulton County Library System (AFCLS) consists of Thirty Two Branch Libraries, One Research Library and a Central Facility. Our 2005 Operating Budget for Books and Other Materials in all formats is over 3 million dollars. We currently purchase materials from several vendors, however more than 80% of Book and Non-Book materials are purchased from a single primary vendor.

Project Scope

The Atlanta Fulton County Library System seeks a vendor (s) to provide materials unavailable from our current primary source. The selected vendor will be capable of providing unprocessed book and non-book materials.

The successful bidder will provide all qualified personnel, facilities, equipment, and supplies appropriate for filling ongoing orders of unprocessed book and non-book materials as requested by Atlanta Fulton County Library System until the end of this year.

General Requirements

The selected vendor will be capable of providing unprocessed book and non-book materials. Respondents must indicate the availability of titles listed in Appendix A. The list comprises a sampling of titles library selectors are requesting. The quantity and actual titles may vary. The titles listed are representative samples of subject matters our selectors are requesting and will be used to assist us in determining if prospective vendors are capable of providing anticipated order quantities indicated in Appendix B. Vendor must be able to fill orders from in-stock inventory and provide documentation of available inventory as well as references from previous public library customers.

Inventory

The following Inventory criteria must be met:

- A. Respondent's in-stock (books and non-books immediately available for sale) inventory must include the following levels: juvenile, young adult and adult. Formats should include paperback, hardback and non-book. Titles should include all the aforementioned levels ranging from nonfiction in all Dewey subject areas, fiction, reference materials, mass market paperbacks, picture books, easy readers, board books and read-alongs as appropriate to the purchasing area being bid. Respondents must provide detailed information to document inventory size.
- B. Respondent(s) must provide internet access to inventory via a microcomputer so that in-stock availability can be verified. Dial-in access must also include the ability to select and order items online from the available inventory. Items will not be automatically placed on back order via the online system. In addition to providing online access vendor must provide multiple electronic selections list derived from available inventory based on criteria as determined by the library system. Any software needed for this access, other than communications software, must be provided by the vendor at no additional cost. Also training of staff must be provided when requested at no charge.
- C. Respondent(s) must work with a wide range of publishers, including trade, university press, small press, and specialty publishing houses. Must provide a list of publishers, as part of the bid response. Vendor must provide appropriate documentation to verify relationship with publishers.

Fill Rate

- A. Respondent's overall fill rate for titles listed on Appendix A must meet or exceed seventy-five percent (75%) of items listed.
- B. Respondent's in-house inventory is expected to supply a minimum of sixty percent (60%) of all items ordered.

Turnaround

- A. Turnaround time, from date of receipt of order by respondent to date of shipment must not exceed 30 days. Specific instructions in writing to exceed this timeframe for selected titles must be received from the library, otherwise all orders shall conform to the 30 day timeframe.
- B. Titles shipped after the 30 day turnaround periods are received at the discretion of the library system.

Shipping

- A. All deliveries are inside designated standard loading dock during normal business hours of Monday thru Friday from 8:30 a.m. to 4:30 p.m. except Holidays.
- B. Shipping cost and all related expenditures must be included in item.

Reference

Respondents must provide a list of three Public Library Systems you supplied with at least Five Thousand titles within the last two years. (Please refer to Appendix C - Reference List.)

III. EVALUATION CRITERIA

Bid will be evaluated based upon compliance with (meeting or exceeding) Ordering specifications, inventory size, percentage of titles available in Appendix A (Sampling Title List) best value (all cost/discount offered) to the County and compliance with all Fulton County administrative requirements to include: compliance with Fulton County Non-Discrimination Policies and/or good faith efforts to meet County goals, references, and all other requirements stated herein.

PRICING

Discount percentage , Inventory Size and On-line Ordering System availability must be completed

Category	% Discount Offered	Estimated Inventory Size	On-line Ordering Available Yes or No
Adult Fiction (Popular and Best sellers)			
Adult Non-Fiction			
Juvenile			
Young Adult			
Non-Book (Music Cds DVDs Videos and Spoken Word)			

IV. TERMS OF ACCEPTANCE

For contract to be awarded, the successful vendor (s) must be able to demonstrate:

1. Inventory size
2. Online Ordering Systems
3. Ability to provide titles listed on Appendix A

Appendix A

SAMPLE TITLE LISTING

MUST INDICATE YES OR NO IN THE APPORiate COLUMN

LEVEL	TITLE	ISBN	AVAILABLE YES or NO
ADULT	1 MAGIC MOMENTS	1583145354	
ADULT	1 SHOT A JACK REACHER NOVEL	0385336683	
ADULT	17 INDISPUTABLE LAWS OF TEAMWORK EMBRACE	0785265767	
ADULT	3 DAYS AS THE CROW FLIES A NOVEL	0743466403	
ADULT	3 SCORING CLUBS HOW TO RAISE THE LEVEL O	1592401171	
ADULT	3RD SECRET A NOVEL OF SUSPENSE	0375435107	
ADULT	44 SCOTLAND STREET	1400079446	
ADULT	6 BLACK PRESIDENTS BLACK BLOOD WHIT MASK	1880187000	
ADULT	6 DAYS IN APRIL LINCOLN AND THE UNION IN	0875863140	
ADULT	7 BEGGARS AND OTHER KABBALISTIC TALES OF	1580232507	
ADULT	ABIGAILS STORY TIDES AT THE DOORSTEP THE	0871525240	
ADULT	ABS DIET GET THE FLAT STOMACH EVERYONE W	1594862168	
ADULT	ACING THE NEW SAT 2005	1576854760	
ADULT	ACTION PLAN FOR MENOPAUSE	0736056181	
ADULT	ACTION PLAN FOR OSTEOPOROSIS	0736054820	
ADULT	ADAPTATIONS FROM SHORT STORY TO BIG SCRE	1400053145	
ADULT	ADDICTED	0743269284	
ADULT	AFFIRMATIVE ACTION DEBATE	020147963X	
ADULT	AGUILA SOLITARIA	140005933X	
ADULT	ALL I NEED IS MONEY HOW TO FINANCE YOUR	1413301908	
ADULT	AMAZING GRADES TUNE IN TO YOUR CHILDS PE	189004704X	
ADULT	AMELIA RULES THE WHOLE WORLDS CRAZY	0743475038	
ADULT	AMERICAN ANTHEM MASTERWORKS FROM THE AME	0810967405	
ADULT	AMERICAN CANCER SOCIETYS COMPLETE GUIDE	0944235549	
ADULT	ANDY WARHOL THE LATE WORK	3791330934	
ADULT	ANIMAL WELFARE	1853836729	
ADULT	ANTIGONE	0195143108	
ADULT	ANTIQUING NEW YORK THE GUIDE TO THE ANTI	0231132190	
ADULT	APA STYLE HELPER 50 SOFTWARE FOR NEW WRI	1591471370	
ADULT	APRENDA INGLES ENGLISH FACIL Y RAPIDO WI	0764177362	
ADULT	ARAMAIC APPROACH TO THE GOSPELS AND ACTS	1565630866	
ADULT	ARTIST AND THE GARDEN	0300085206	
ADULT	ASTROLOGY FOR LIFE	1887472754	
ADULT	ATTACK FROM THE SEA HISTORY OF THE U S N	1591148782	

ADULT	AUTHENTIC RECIPES FROM THE PHILIPPINES	079460238X	
ADULT	AVANT GUIDE LONDON INSIDERS GUIDE TO PRO	1891603248	
ADULT	AVANT-GUIDE SAN FRANCISCO INSIDERS GUIDE	1891603272	
ADULT	AX OR ASK THE AFRICAN AMERICAN GUIDE TO	0963932926	
ADULT	BE A KICKASS ASSISTANT HOW TO GET FROM A	0446678147	
ADULT	BEAUTIFUL BLACK HAIR REAL SOLUTION TO RE	0970222467	
ADULT	BEGINNERS STAMP COLLECTING FUN KIT EVERY	0486440664	
ADULT	BEST BACHELORETTE PARTY GAMES AND ACTIVI	0671318187	
ADULT	BEST BRIDAL SHOWER PARTY GAME BOOK ENTER	0671574965	
ADULT	BEYOND THE RED CARPET KEYS TO BECOMING A	1418466719	
ADULT	BEYOND THE RED CARPET KEYS TO BECOMING A	1418466727	
ADULT	BIB OPEN HOLY THE OLD AND NEW TESTAMENT	0966757203	
ADULT	BILLY YAMAGUCHI FENG SHUI BEAUTY BRINGIN	1402203233	
ADULT	BLACK AND WHITE MEN IMAGES BY JAMES SPAD	0967990823	
ADULT	BLACK LIGHT	0898041570	
ADULT	BLACK SIDE	0836988825	
ADULT	BLISS	1400046424	
ADULT	BLOOD MEMORY	0786273518	
ADULT	BLOODLINES	1585674567	
ADULT	BOOK OF LOVE LETTERS CANADIAN KINSHIP FR	0771035586	
ADULT	BOOKS FOR THE TEEN AGE 2005	0871047675	
ADULT	BORDER LEGION LIBRARY EDITION	1400130557	
ADULT	BOSS CUPID	0374527717	
ADULT	BOUND FOR CANAAN THE UNDERGROUND RAILROA	0060760648	
ADULT	BREAKING THE LAND THE TRANSFORMATION OF	0252013913	
ADULT	BREAKING UP IS HARD TO DO	0786712961	
ADULT	BUYERS ARE LIARS AND SELLERS ARE TOO THE	0976160900	
ADULT	CALL OF THE CANYON LIBRARY EDITION	1400130069	
ADULT	CALL OF THE WOLF	1595431543	
ADULT	CARIBBEAN MIGRATION GLOBALISED IDENTITIE	0415165806	
ADULT	CARTWRIGHTS OF THE SOUTHERN UNITED STATE	0788404911	
ADULT	CASE FOR FAITH	0762421037	
ADULT	CATS EYEWITNESS	0786274247	
ADULT	CAVES OF TERROR	0898041805	
ADULT	CHILD MANUELA THE NOVEL OF MAEDCHEN IN U	0405073771	
ADULT	CHILDHOOD THE BIOGRAPHY OF A PLACE	0688023983	

ADULT	CHRISTIANITY AND AMERICAN FREEMASONRY	0898706726	
ADULT	CIEN ANOS DE SOLEDAD	9871138148	
ADULT	CIVIL WAR MEDICINE CHALLENGES AND TRIUMPH	1883620082	
ADULT	COINS OF THE BIBLE BOOK	0794818110	
ADULT	COLONEL AND LITTLE MISSIE BUFFALO BILL A	0743271718	
ADULT	COME THIRSTY RECEIVE WHAT YOUR SOUL LONG	1418500275	
ADULT	COMMERCIAL AND RESIDENTIAL CLEANING SERV	0971747741	
ADULT	COMO INICIAR Y ADMINISTRAR UN NEGOCIO EN	9580438390	
ADULT	COMPANY CAR A NOVEL	140006287X	
ADULT	COMPLETE EMPLOYEE HANDBOOK A STEP BY STE	155921256X	
ADULT	COMPLETE MENTAL HEALTH DIRECTORY 2004 A	1592370462	
ADULT	COMPLETE POEMS OF PAUL LAURENCE DUNBAR	0848817044	
ADULT	COMPREHENSIVE POSTAL EXAM TEST BATTERY S	0764124048	
ADULT	CONCISE RULES OF APA STYLE	1591472520	
ADULT	CONSUMERS GUIDE TO LABORATORY TESTS	1591022479	
ADULT	COURTING MISS THANG	0971237085	
ADULT	CREATIVE CASH HOW TO PROFIT FROM YOUR SP	0761514252	
ADULT	CRUNK	0972800549	
ADULT	DARK ANGEL	1586649264	
ADULT	DAUGHTER OF MY PEOPLE	042517266X	
ADULT	DE RENNE 3 GENERATIONS OF A GEORGIA FAMI	0820320897	
ADULT	DEADLY RENDEZVOUS A TONI UNDERWOOD MYSTE	1883061024	
ADULT	DEVELOPING THE LEADERS AROUND YOU HOW TO	0785262407	
ADULT	DIFFERENTIAL EQUATIONS DEMYSTIFIED	0071440259	
ADULT	DO OR DIE	0972400370	
ADULT	DOUBLE TAP A PAUL MADRIANI NOVEL	0399150927	
ADULT	DOWN CAME THE RAIN MY JOURNEY THROUGH PO	1401382274	
ADULT	DRAGON BALL Z	1591168082	
ADULT	DRAW THE MARVEL COMICS SUPER HEROES	1570540004	
ADULT	EASIER THAN YOU THINK BECAUSE LIFE DOESN	0060794305	
ADULT	EAT DRINK AND BE HEALTHY THE HARVARD MED	0743266420	
ADULT	EBONICS THE URBAN EDUCATION DEBATE	1853597961	
ADULT	EDUCATION OF ROBERT NIFKIN	0618552081	
ADULT	EDVARD MUNCH THE FRIEZE OF LIFE	072410254X	
ADULT	EDWARD BOUCHET THE 1ST AFRICAN AMERICAN	9810249098	
ADULT	ENGLISH FOR NEW AMERICANS BASIC ENGLISH	1400021227	

ADULT	EVERY LANDLORDS LEGAL GUIDE	1413300723	
ADULT	EVERY THUG NEEDS A LADY	0974805114	
ADULT	EVERYWHERE HOUSE A MYSTERY	0934678421	
ADULT	EXACT REVENGE	0446531456	
ADULT	EXPOSURE	0714844047	
ADULT	EXTRAORDINARY INTERIORS DECORATING WITH	1586854356	
ADULT	EYE OF A HURRICANE STORIES	0932379648	
ADULT	FAMILIES OF CABARRUS COUNTY NORTH CAROLI	0806352337	
ADULT	FAMILY REUNION HANDBOOK A COMPLETE GUIDE	0961047062	
ADULT	FAMILY SECRETS AND SCANDALS	1932252347	
ADULT	FASHIONING SAPPISM THE ORIGINS OF A MOD	0231110073	
ADULT	FIGHTING BACK HOW TO PROMOTE ABSTINENCE	0971888124	
ADULT	FIND ANYONE FAST	1877639850	
ADULT	FODORS CITYPACK HONG KONGS 25 BEST	1400015219	
ADULT	FOLKTALES OF THE PHILIPPINES	1563088274	
ADULT	FOOTPRINTS OF HEROES FROM THE AMERICAN R	1591022819	
ADULT	FOUNDATION CENTERS GUIDE TO PROPOSAL WRI	1931923922	
ADULT	FOUNDATION FUNDAMENTALS A GUIDE FOR GRAN	1595420061	
ADULT	FOUTS FAMILY OF INDIANA SOYBEAN PIONEERS	1928914012	
ADULT	FRACTIONS	076902517X	
ADULT	FREEMASONRY	0883686694	
ADULT	FROM GENERATION TO GENERATION HOW TO TRA	0765762013	
ADULT	FUN SEEKERS INTERNATIONAL THE ULTIMATE T	0972915044	
ADULT	FUNDAMENTALS OF ENGLISH GRAMMAR WITH ANS	013193306X	
ADULT	GAMES MEN PLAY	190293427X	
ADULT	GAY WARRIORS A DOCUMENTARY HISTORY FROM	0814798861	
ADULT	GENEALOGICAL HISTORY OF THE AJNBUNDER ZE	158898771X	
ADULT	GENEALOGISTS ADDRESS BOOK	0806398507	
ADULT	GENERAL WILLIAM J HARDEE OLD RELIABLE	0807118028	
ADULT	GEOMETRY A SELF TEACHING GUIDE	0471386340	
ADULT	GEORGIA GENEALOGICAL RESEARCH	0913857106	
ADULT	GEORGIA LAND SURVEYING HISTORY AND LAW	0820312576	
ADULT	GEORGIA SHARPSHOOTER THE CIVIL WAR DIARY	0865545723	
ADULT	GETTING HERS	0312281943	
ADULT	GLBTQ THE SURVIVAL GUIDE FOR QUEER AND Q	1575421267	

ADULT	GOING AGAINST THE WIND A PICTORIAL HISTO	1563520613	
ADULT	GRASSHARP AND A TREE OF NIGHT	0848822285	
ADULT	GRAVEYARD SHIFT	0892967579	
ADULT	GUIDE TO CAPE COD	0762722231	
ADULT	GUIDEBOOK TO JAPAN WHAT THE OTHER GUIDEB	1932133747	
ADULT	GUYS GUIDE TO SURVIVING PREGNANCY CHILDB	0738210277	
ADULT	HALLELUJAH THE WELCOME TABLE	0375434283	
ADULT	HARDISONS A SOUTHERN ODYSSEY	0871525011	
ADULT	HATE CRIMES A REFERENCE HANDBOOK	1851096248	
ADULT	HAVING VISIONS THE BOOK OF MORMON AN UNO	0875863108	
ADULT	HEART CALLS HOME	0802786367	
ADULT	HEART IS A LONELY HUNTER	0553269631	
ADULT	HEMLOCK AND AFTER	1842324403	
ADULT	HERO OF OUR TIME	1404364676	
ADULT	HIDDEN BOSTON AND CAPE CODE INCLUDING CA	1569754837	
ADULT	HIDDEN UTAH INCLUDING SALT LAKE CITY PAR	1569754934	
ADULT	HINDU BOOK OF ASTROLOGY OR YOGIC KNOWLED	0766187152	
ADULT	HISTORICAL GENEALOGY FOR ROY DESJARDINS	0871524740	
ADULT	HIV AND ME FIRSTHAND INFORMATION FOR COP	0974538833	
ADULT	HOME AND THE WORLD	0766182886	
ADULT	HOMOEROTIC PHOTOGRAPH MALE IMAGES FROM D	0231075367	
ADULT	HOW TO FILE FOR CHAPTER 11 BUSINESS BANK	0932704611	
ADULT	HOW TO FILE FOR CHAPTER 7 BANKRUPTCY	1413301797	
ADULT	HOW TO FORM A NONPROFIT CORPORATION	1413300391	
ADULT	HOW TO MAKE A GEORGIA WILL	1572481803	
ADULT	HOW TO PRACTICE VEDIC ASTROLOGY A BEGINN	0892810858	
ADULT	HOW TO START AND MANAGE A CARPET- CLEANIN	1579169848	
ADULT	HOW TO START AND MANAGE A COIN OPERATED	1579169686	
ADULT	HOW TO START AND MANAGE A DRY CLEANING B	1579169414	
ADULT	HOW TO START AND MANAGE A RETAIL GROCERY	157916952X	
ADULT	HOW TO START AND MANAGE A SEWING SERVICE	1579169244	
ADULT	HOW TO WRITE A BLOCKBUSTER	0749001976	
ADULT	HUSTLIN BACKWARDS	0972800530	
ADULT	I AM MY OWN WIFE	0822220245	
ADULT	I REMEMBER	1887123482	
ADULT	IMRE A MEMORANDUM 1906	1551113589	

ADULT	IN THE COMPANY OF CHEERFUL LADIES	0375433597	
ADULT	IN THE PAINT	1551433370	
ADULT	IN THE SHADE OF THE TREE A PHOTOGRAPHIC	1929694148	
ADULT	INCORPORATE YOUR BUSINESS A LEGAL GUIDE	1413301851	
ADULT	INGLES PARA DUMMIES ENGLISH FOR DUMMIES	9580483078	
ADULT	INSPIRATIONAL WRITINGS OF CS LEWIS SURPR	0884861082	
ADULT	INTRODUCTION TO EXCEL 2004	0131464701	
ADULT	IT JUST GETS BETTER WITH TIME	0974578304	
ADULT	J A P CHRONICLES A NOVEL	0385512864	
ADULT	JAY S MANSION	0972455310	
ADULT	JESSE JACKSON A BIOGRAPHY	0313331383	
ADULT	JOSEPH AND HIS BROTHERS THE STORY OF JAC	1400040019	
ADULT	JOY AT WORK A REVOLUTIONARY APROACH TO F	0976268620	
ADULT	JUNGLE	1593081642	
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JUVENILE	UNCLE NACHOS HAT EL SOMBRERO DEL TIO NAC	0892390433	
JUVENILE	VERY HUNGRY CATERPILLAR	0399242058	
JUVENILE	WATSONS GO TO BIRMINGHAM 1963	044022800X	
JUVENILE	WC HANDY FATHER OF THE BLUES	1567669271	
JUVENILE	WHAT A TRIP AMBER BROWN	1591125685	
JUVENILE	WHAT ARE YOU DOING MAISY A LIFT THE FLAP	0763621714	
JUVENILE	WHAT YOUR 1ST GRADER NEEDS TO KNOW FUNDA	0385481195	
JUVENILE	WHAT YOUR 2ND GRADER NEEDS TO KNOW FUNDA	0385481209	
JUVENILE	WHAT YOUR 3RD GRADER NEEDS TO KNOW FUNDA	0385497199	
JUVENILE	WHAT YOUR 6TH GRADER NEEDS TO KNOW FUNDA	0385411200	
JUVENILE	WHATS AT THE ZOO MIFFY	1592260330	
JUVENILE	WHEN IM AFRAID	0307440575	

JUVENILE	WHERES PUP	0803727445	
JUVENILE	WHOS HIDING LITTLE BILL A LIFT THE FLAP	0689843216	
JUVENILE	WHY NOAH CHOSE THE DOVE	0374384207	
JUVENILE	WILL WIZARD	0764157957	
JUVENILE	WISH I WISH I NEVER WISHED	0671021516	
JUVENILE	WOW CITY	0786809515	
JUVENILE	YOUNG PERSONS GUIDE TO SHAKESPEARE WITH	0152021019	
JUVENILE	ZOO DAY DISASTER	0689877102	
NON-BOOK	ACT OF WAR	0060759291	
NON-BOOK	ARRULLOS LULLABIES IN SPANISH	1574170082	
NON-BOOK	BABYS 1ST SONGS FROM AROUND THE WORLD	1560157585	
NON-BOOK	BERLITZ RUSH HOUR SPANISH	2831571081	
NON-BOOK	BEST TODDLER TUNES	1894281608	
NON-BOOK	CELEBRATE AMERICA	1575835878	
NON-BOOK	DAUGHTER OF FORTUNE	0060833874	
NON-BOOK	DIEZ DEDITOS 10 LITTLE FINGERS AND OTHER	1574170104	
NON-BOOK	DR ANDREW WEILS GUIDE TO AGING WELL	0739315994	
NON-BOOK	ELEPHANT IN AISLE 4 AND OTHER WHIMSICAL	158467007X	
NON-BOOK	EMPIRE HOWARD HUGHES THE LIFE LEGEND AND	0786179279	
NON-BOOK	EXACT REVENGE	1586217216	
NON-BOOK	GIRLS IN PANTS THE 3RD SUMMER OF THE SIS	0385909195	
NON-BOOK	GOLDEN 1	0060763620	
NON-BOOK	HOW TO DO EVERYTHING WITH YOUR IPOD AND	0072254521	
NON-BOOK	ICE QUEEN	1594830657	
NON-BOOK	INSTANT IMMERSION INGLES AUDIO DELUXE UN	1591506085	
NON-BOOK	MADE IN AMERICA	0060730293	
NON-BOOK	MANIAC MAGEE	0307243184	
NON-BOOK	MARK THE BEAST RULES THE WORLD	0788749714	
NON-BOOK	MURDER IN THE MUSEUM	0786126922	
NON-BOOK	OBSESSED	1589268253	
NON-BOOK	PLAYBACK FROM THE VICTROLA TO MP3 100 YE	0306813904	
NON-BOOK	PRAYER OF JABEZ CURRICULUM THE EXPONENTI	0972007490	
NON-BOOK	PRINCESS DIARIES	0307243265	
NON-BOOK	PRINCIPLE CENTERED LEADERSHIP	1596590084	
NON-BOOK	RAGE	0739319159	
NON-BOOK	ROCK A TOT	1894281144	
NON-BOOK	SALSA SOUL AND SWING DANCES FOR KIDS	156346103X	
NON-BOOK	THANK YOU JEEVES	1572704616	
NON-BOOK	TRAVEL TUNES	1560159820	
NON-BOOK	VELOCITY	0739315560	
NON-BOOK	VOICE OF KNOWLEDGE A PRACTICAL GUIDE TO	1878424807	
NON-BOOK	WATSONS GO TO BIRMINGHAM--1963	0307243176	

NON-BOOK	WRINKLE IN TIME	0307243230	
YOUNG ADULT	3D TOONS CREATIVE 3D DESIGN FOR CARTOONI	0764129511	
YOUNG ADULT	7 HABITS OF HIGHLY EFFECTIVE TEENS JOURN	188321985X	
YOUNG ADULT	ACING THE NEW SAT 2005	1576854760	
YOUNG ADULT	ALL THOSE WHO WANDER	1931275572	
YOUNG ADULT	COMPLETE IDIOTS GUIDE TO SPIRITUALITY FO	002863926X	
YOUNG ADULT	DATING DO-OVER	080245416X	
YOUNG ADULT	GHOST THAT FOLLOWED US HOME	0671535218	
YOUNG ADULT	GLBTQ THE SURVIVAL GUIDE FOR QUEER AND Q	1575421267	
YOUNG ADULT	HEART FULL OF HOPE	1561797197	
YOUNG ADULT	IMAGINARY LANDS	0688052134	
YOUNG ADULT	JOHN KERRY SENATOR FROM MASSACHUSETTS	1931798648	
YOUNG ADULT	LIKE WE CARE	1890862363	
YOUNG ADULT	PIONEERS OF HUMAN RIGHTS	0737721472	
YOUNG ADULT	RED BADGE OF COURAGE	1592247938	
YOUNG ADULT	SO LITTLE TIME	0060596031	
YOUNG ADULT	SWEET DREAMS	1561797324	
YOUNG ADULT	TENNESSEE WILLIAMS	079106185X	
YOUNG ADULT	VAMPIRE LOVER	0373117205	
YOUNG ADULT	WELFARE REFORM	0791080935	
YOUNG ADULT	WOMEN IN THE MILITARY	0737722983	
YOUNG ADULT	YOSSEL APRIL 19 1943 A STORY OF THE WARS	074347516X	
YOUNG ADULT	ZORRO A NOVEL	0060778970	

Appendix B

ESTIMATED ORDER QUANTITY

CATEGORY	ESTIMATED PURCHASE QUANTITY
Adult Fiction	6,000
Adult Non-Fiction	2,000
Juvenile	6,000
Young Adult	1,000
Non-Book (Music CDs, DVDs, Videos, Spoken Word)	5,000

Actual purchases are subject to at least a 15% variation in each category.

Appendix C

REFERENCE LIST

Must provide at least three public library systems you have done business with in the last two years

PUBLIC LIBRARY NAME _____

SYSTEM ADDRESS _____

CONTACT PERSON NAME _____

CONTACT PHONE NUMBER _____

NATURE OF CONTRACT _____

QUANTITY SOLD _____

PUBLIC LIBRARY NAME _____

SYSTEM ADDRESS _____

CONTACT PERSON NAME _____

CONTACT PHONE NUMBER _____

NATURE OF CONTRACT _____

QUANTITY SOLD _____

PUBLIC LIBRARY NAME _____

SYSTEM ADDRESS _____

CONTACT PERSON NAME _____

CONTACT PHONE NUMBER _____

NATURE OF CONTRACT _____

QUANTITY SOLD _____