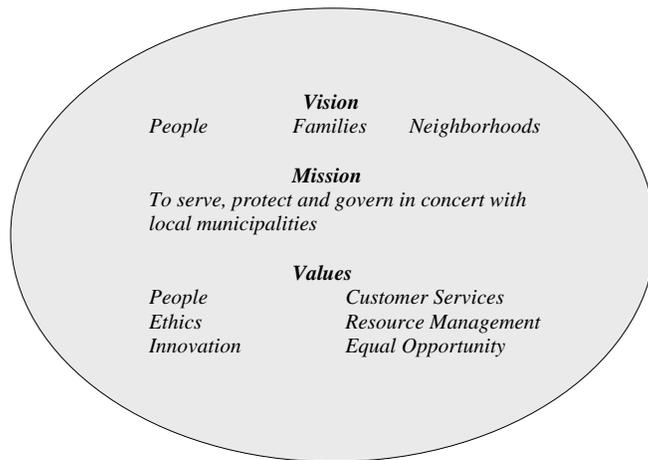




# FULTON COUNTY



**PURCHASING DEPARTMENT  
REQUEST FOR INVITATION TO BID NO. 05ITB46246YB**

## **Bestseller Book Leasing Plan**

**For**

**The Library Department**

**BID DUE TIME AND DATE: 11:00 A.M. September 6, 2005**  
**PURCHASING CONTACT: BRIAN RICHMOND at (404)-730-7915**  
**E-MAIL: [brian.richmond@co.fulton.ga.us](mailto:brian.richmond@co.fulton.ga.us)**

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

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Note: All vendors submitting a bid must complete this page. If you are submitting a bid, please submit **the original and one copy**.

The last date to submit questions to the Purchasing Department is Tuesday, August 30, 2005.

All bids should be sealed and mailed to the following address:

The Fulton County Purchasing Department  
130 Peachtree Street S.W. Suite 1168  
Atlanta Georgia 30303  
Attn: Brian Richmond

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**INVITATION TO BID****05ITB46246YB-2005 BESTSELLER BOOK LEASING PLAN****Purpose:**

The Atlanta-Fulton County Library System seeks a single vendor to provide a Book Leasing Plan for popular bestselling adult fiction and non-fiction titles.

**Description of Project:**

The establishment of a Leasing Agreement for the purpose of acquiring popular bestseller books with the options to return items or purchase at a discount rate if desired. Vendor must be capable of providing shelf-ready cataloged, processed and electronic item linking. All qualified personnel, facilities, equipment, and supplies appropriate for filling ongoing orders of processed books must be included in vendor's response.

**Scope of Work Summary:**

The Library expects to lease bestseller books processed according to specifications as stated herein for an estimated 12,120 items. Vendor shall provide access to inventory via internet website. Vendor must be capable providing leasing service within two weeks after notification of award.

**Purchasing the Bid Document**

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

**Term of Contract:**

Contract is for 12 successive months from date of award with a renewal option for two additional years subject to approval by Fulton County Board of Commissioners.

**No Contact Provision**

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.

### **Bid Contact**

Information regarding the bid, either procedural or technical, may be obtained by contacting Brian Richmond, Assistant Purchasing Agent at (404) 730-7915, Fulton County Department of Purchasing. Information regarding the bid requirements may be obtained by using the following procedure. Inquiries must be submitted in writing to;

Fulton County Purchasing Department  
Attn: Brian Richmond  
130 Peachtree Street, S.W. Suite 1168  
Atlanta, GA 30303  
Phone: (404) 730-4201  
Fax: (404) 893-1744  
Reference Bid # 05ITB46246YB

### **Basis of Award**

The Contract, if awarded, will be awarded to the lowest responsive and responsible bidder. No bid may be withdrawn for a period of sixty (60) days after the date of bid opening except as permitted by O.C.G.A., §36-91-41 et seq., as amended.

**END OF SECTION 1**

**SECTION 2****BID FORM****Bestseller Book Leasing Plan #05ITB46246YB**

Submitted \_\_\_\_\_, 2005.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

That the bidder has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

**BASE BID AMOUNT** (Do not include any Bid Alternates)

\$ \_\_\_\_\_

**(Dollar Amount in Numbers)**

\_\_\_\_\_  
**(Dollar Amount in Words)**

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # \_\_\_\_\_ DATED \_\_\_\_\_

**BIDDER:** \_\_\_\_\_

Signed by: \_\_\_\_\_

**[Type or Print Name]**

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

Bidder's Contractor License No: \_\_\_\_\_

**[State/County]**

License Expiration Date: \_\_\_\_\_

**END OF SECTION NO. 2**

### **SECTION 3 PURCHASING FORMS & INSTRUCTIONS**

This section contains the procurement forms that are required to be executed and submitted with the bid package. This section does not contain all forms required to be included with the bid package submittal.

To be deemed responsive to this RFP, Bidders must provide the information requested and complete in detail all Purchasing Forms. The appropriate individual(s) authorized to commit the Bidder to the Project must sign the Purchasing Forms. Bidders should reproduce each Purchasing Form, as required, and complete the appropriate portions of the forms provided in this section.

- Form A: Non-Collusion Affidavit of Prime Bidder
- Form B: Non-Collusion Affidavit of Sub-Contractors
- Form C: Certificate of Acceptance of Request for Bid Requirements
- Form D: Certification Regarding Debarment
- Form E: Corporate Certification
- Form F: Non-Conflict of interest Certification

**Form A**

**NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR**

**STATE OF GEORGIA**

**COUNTY OF FULTON**

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.**

**Form B**

**NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR**

**STATE OF GEORGIA**

**COUNTY OF FULTON**

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.**

**Form C**

**FULTON COUNTY CERTIFICATE OF ACCEPTANCE OF BID/PROPOSAL  
REQUIREMENTS**

This Is To Certify That On This Day Bidder/Proposer Acknowledges That He/She Has Read This Bid Document, Pages \_\_\_\_\_ To \_\_\_\_\_ Inclusive, Including Addendum(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 Bidding/Proposing Company To Submit The Bid/Proposal Herein And To Legally Obligate The Bidder/Proposer Thereto.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Corporate Seal)

**Form D****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.
- (1) 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)

\_\_\_\_\_  
(Signature of Authorized Representative) (Date)

\_\_\_\_\_  
(Title)

Form E

**CORPORATE CERTIFICATE**

Corporations

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Contractor in the foregoing Bid; that \_\_\_\_\_, who signed said Bid on behalf of the Contractor was then \_\_\_\_\_ of said Corporation; that said Bid was duly signed for and on behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
(SEAL) must be affixed

Partnership or other entities:

I, \_\_\_\_\_, certify that I am authorized to sign to commit \_\_\_\_\_ named as Contractor in the foregoing Bid. That said company is formed under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_

It is necessary to attach a letter on company letterhead and dated on or after the date of this certificate that the individual signing to commit the partnership or other entity not a corporation to the stipulations of this bid is authorized to do so. The letter should be signed by an individual working for the company who has knowledge of this fact.

**Form F**

**NON CONFLICT OF INTEREST CERTIFICATION**

I, \_\_\_\_\_, as the legal representative of \_\_\_\_\_, do certify that we will not perform any type of professional services for property owners adjacent or contiguous to any project assigned by Fulton County, during the active life of such project. Further, I additionally certify that if we already have an agreement(s) with property owner(s) adjacent or contiguous to a project assigned by Fulton County, we will either reject the County assignment, or cancel the property owner already in effect if so directed by Fulton County Board of Commissioners. In no case will our firm utilize our knowledge of the ongoing Fulton County project for professional gain during the active life of such Project.

Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF SECTION NO. 3**

## SECTION 4

## CONTRACT COMPLIANCE REQUIREMENTS

## NON-DISCRIMINATION IN CONTRACTING AND PROCUREMENT

**Policy Statement:** It is the policy of Fulton County Government that discrimination against businesses by reason of the race, color, gender or national origin of the ownership of any such business is prohibited. Furthermore, it is the policy of the Board of Commissioners ("Board") that Fulton County and all vendors and contractors doing business with Fulton County shall provide to all businesses the opportunity to participate in contracting and procurement paid, in whole or in part, with monetary appropriations of the Board. Similarly, it is the policy of the Board that the contracting and procurement practices of Fulton County should not implicate Fulton County as either an active or passive participant in the discriminatory practices engaged in by private contractors seeking to obtain contracts with Fulton County.

**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 **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.

**Prompt Payment:** The prime contractor **must** certify in writing and **must** document on the Exhibit G Form (Prime Contractor/Subcontractor Utilization Report) that all subcontractors, sub-consultants and suppliers have been promptly paid for work and materials, (less any retainage by the prime contractor prior to receipt of any further progress payments). In the event the prime contractor is unable to pay subcontractors, sub-consultants or suppliers until it has received a progress payment from Fulton County, the prime contractor shall pay all subcontractors, sub-consultants or suppliers funds due from said progress payments within forty-eight (48) hours of receipt of payment from Fulton County. In no event shall a subcontractor, sub-consultant or supplier be paid later than fifteen (15) days as provided for by state law.

**REQUIRED FORMS AND EBO PLAN:**

In order to be compliant with the intent and provisions of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance (99-0960), bidders/proposers **must** submit the following completed documents. Failure to provide this information **shall** result in the bid/proposal being deemed non-responsive:

- **Exhibit A** - Promise of Non-Discrimination
- **Exhibit B** - Employment Report
- **Exhibit C** - Schedule of Intended Subcontractor Utilization
- **Exhibit D** - Letter of Intent to Perform As a Subcontractor or Provide Materials or Services
- **Exhibit E** - Declaration Regarding Subcontractor Practices
- **Exhibit F** - Joint Venture Disclosure Affidavit
- **Equal Business Opportunity Plan (EBO Plan)** – This document is not a form. It is a statement created by the bidder/proposer on its company letter head addressing the EBO Plan requirements.

All Contract Compliance documents (Exhibits A – F and EBO Plan) are to be placed in a **separate sealed envelope** clearly marked “Contract Compliance”. The EBO Plan must be submitted on company letterhead. These documents are considered part of and should be submitted with the Technical Proposal.

The following document **must** be completed as instructed if awarded the bid:

- **Exhibit G** - Prime Contractor’s Subcontractor Utilization Report

**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 **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 INDIAN		AFRICAN AMERICAN		ASIAN AMERICAN		HISPANIC AMERICAN		CACUSIAN AMERICAN		OTHER	
	M	F	M	F	M	F	M	F	M	F	M	F
Mgmt/Official												
Professional (Arch., P.E., etc.)												
Supervisors												
Office/ Clerical												
Craftsmen												
Laborers												
Others (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. (Please indicate below the portion of work, including, percentage of bid amount that your firm will carry out directly):

\_\_\_\_\_

\_\_\_\_\_

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.

2. 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, attach copy of recent certification letter.**

**EXHIBIT C – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

SUBCONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

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

---

SUBCONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

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

---

SUBCONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ETHNIC GROUP\*: \_\_\_\_\_ COUNTY CERTIFIED\*\* \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

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

---

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, attach copy of recent certification letter.**

**EXHIBIT C – SCHEDULE OF INTENDED SUBCONTRACTOR UTILIZATION**

**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 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 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 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 subcontractors/suppliers and submitted with the bid. The Prime Contractor **must** submit Letters of Intent for ALL known subcontractors/suppliers 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 \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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.

\_\_\_\_\_ Hereby declares that it is/our intent to  
**(Bidder)**

Perform 100% of the work required for \_\_\_\_\_  
**(IFB/RFP Number)**

\_\_\_\_\_  
**(Description of Work)**

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

1. That the bidder 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 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 bidder’s decision 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****IFB No.** \_\_\_\_\_**Project Name** \_\_\_\_\_

This form must be completed and submitted with the bid if a Joint Venture approach is to be undertaken.

The firms listed below do hereby declare that they have entered into a joint venture agreement pursuant to the above mentioned project. The information requested below is to clearly identify and explain the extent of participation of each firm 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: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

2) Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

3) Name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

County: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**NAME OF JOINT VENTURE (If applicable):** \_\_\_\_\_**OFFICE ADDRESS:** \_\_\_\_\_**PRINCIPAL OFFICE:** \_\_\_\_\_**OFFICE PHONE:** \_\_\_\_\_

**EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT**

Note: Attach additional sheets as required

1. Describe the capital contributions by each joint venturer and accounting thereof. Indicate the percentage make-up for each joint venture partner.
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 estimate 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 small business 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>Decisions</u>	<u>Supervision</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/SUBCONTRACTOR UTILIZATION REPORT**

This report is required to be submitted by the tenth day of each month, with a copy of your payment invoice (schedule of values/payment application) to Contract Compliance. Failure to comply may result in the County commencing proceedings to impose sanctions on the successful bidder, in addition to purchasing 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 to participate 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 Period Starting Date	Ending Date
TOTALS						

Executed By: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_ (Printed Name)

## SECTION 5

### SPECIAL CONDITIONS

#### I. BASIC REQUIREMENTS

Respondents must be knowledgeable and have proven skills in predicting upcoming popular bestselling adult fiction and non-fiction titles of interest to public library users. Respondents must be capable of acquiring, cataloging and physical processing of library materials. Respondents are expected to work closely with Atlanta-Fulton County Library System staff to ensure appropriate and adequate materials are made available for selection.

Respondents must provide a project manager to coordinate and manage the vendor's relationship with Atlanta-Fulton County Library System.

The Library expects to lease bestseller books processed according to specifications as stated herein for an estimated 12,120 items for a one year lease period with a an option to renew for two additional years. Responding vendors are expected to comply with SIRSI standards in respect to cataloging and processing. Vendor response must include cost of supplies and services.

#### II. SELECTION AND INVENTORY

Respondents must provide monthly electronic selection list of forecasted, pre-published bestselling adult fiction and non-fiction titles. Respondents must provide internet access to inventory via a microcomputer so that in-stock availability can be verified. Dial-in access must also include ability to select and order items online from available inventory based on criteria as determine by the library system. Any software needed for this access, other than communications software, must be provided by the vendor at no additional cost.

#### III. VENDOR SUPPORT

Respondents will provide at no cost, on demand, in-service training to librarians and staff members involved in selecting and receiving lease materials. This training should include using the vendor's electronic database and will include: ordering, claiming, reports management, cancellation, and plan status, etc.

#### IV. MANAGEMENT REPORT

Respondents must provide, by branch, a monthly status report of their activity as-well-as provide a consolidated monthly report to A-FCLS plan administrator. Bid response must include a sample of respondent's activity report inclusive of definition of activity codes.

## V. SHIPPING AND RECEIVING

- A. Vendors must check all shipments for accuracy and completeness. Vendors must maintain 99% accuracy for books shipped and received.
- B. Damaged Materials:  
A-FCLS will return all damaged materials to vendor. The vendor will replace the item(s) free of charge or issue credits that can be used for future selections. Vendor must arrange prepaid shipping for return of damaged materials.
- A. Drop Shipments:  
All deliveries are inside a designated standard loading dock during normal business hours of Monday thru Friday from 8:30 a.m. and 4:30 p.m., Eastern Standard Time except on Holidays at the Central Library. All deliveries are inside at designated Branch Libraries. Shipments to branches must occur weekdays during open hours. **See Appendix A Branch Hours and Locations.**
- B. Packing Slip:  
All shipments must include a packing slip listing author, title, number of copies and ISBN. Packing slip must list “ship to” and “bill to” addresses. Packing slip must reference the invoice and the purchase order number. Any box in a shipment containing a packing slip must be clearly marked, “Packing Slip Included”.
- C. Invoicing:  
All invoices must be sent directly to:  
Atlanta-Fulton County Library System  
Materials Accounting Unit  
One Margaret Mitchell Sq.  
Atlanta, GA 30303  
Attn: Caroline Thomas

Invoices must include the following:

- Must be submitted on company letterhead with company name and address
- Must be submitted in triplicate
- “Ship To” branch name and address
- “Bill To” name and address
- “Remit To” address for payment
- Purchase order number
- Invoice number and date
- Assigned purchase order number must be referenced
- Author/title
- List cost of book
- Number of copies
- Total list cost for all copies of books
  - net total cost for all copies of book (after discount)
  - shelf-ready cost for book(s)
  - Total dollar amount of invoice

**VI. TERMS OF ACCEPTANCE**

- A.** For a contract to be awarded, the successful vendor must be able to demonstrate the ability to acquire and deliver cataloged and processed bestselling adult fiction and non-fiction titles for the library system.
- B.** Must complete Cost Proposal Sheet.
- C.** Respondents 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.
1. New catalog records must conform to AACR, 2<sup>nd</sup> edition, 2002 revision and USMARC standards, and must reflect any formally adopted changes to these standards throughout the life of the Lease Plan.
  2. 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.
  3. Call numbers must be assigned in the 099 MARC field, according to the Dewey Decimal Classification Scheme, 22<sup>nd</sup> edition (and any subsequent published updates)
  4. Respondents must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
  5. Respondents will be required to maintain an error rate of 2% or less for bibliographic records for the following fields:  
  
010  
020  
022  
028  
099  
1XX  
245  
246  
300  
600, 650, 651, 655,  
690  
7XX  
949

## D. Processing

1. Respondents must provide processing supplies to meet the specifications outlined in **APPENDIX C Processing Specifications For Books.**
2. Respondents will be required to maintain an error rate of 2% or less for processing in the following areas:
  - a. Branch stamps that reflect the correct owning branch.
  - b. All correct stamps and labels are used and appear in the correct locations on the book.
  - c. Call number label is correctly prepared and formatted and reflects exactly the call number appearing in the 099 and 949 bibliographic record fields.
  - d. Call number and call number labels are legible and are evenly applied and centered on the spine so that the call number is legible when the books are shelved. No overlapping of the spine label which would interfere with reading the entire call number.
  - e. OCR/barcode label is affixed in the proper location on the book and exactly reflects the OCR/barcode appearing in the corresponding 949 holdings record creation field.
  - f. Mylar jackets are affixed evenly and neatly.
  - g. Book pockets are correctly prepared and permanently affixed in the proper position on the book.
  - h. Binding (inexpensive plastic and permanent laminate/buckram) is appropriately applied to fully processed paperbacks.
  - i. Apply checkpoints.

## VII. REFERENCES

Respondents must list references from three Public Library Systems for which cataloged and processed leased books are provided. (See Appendix E)

## VIII. SIRSI SYSTEM LOADER

A-FCLS's Integrated Library System loader will use Respondent's incoming data to add or overlay records in A-FCLS's existing database. Incoming data from 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:**

- Control number (001 tag) For Example : OCLC #

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

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

**A. Added copy records**

Respondent searches A-FCLS's database and determines that the book in hand exactly matches an existing record in the A-FCLS 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).

Respondent's bibliographic record must be replaced by (or merged with) the A-FCLS existing record by the System loader.

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

**B. New catalog records**

Respondents 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.

1. New catalog records must conform to AACR, 2<sup>nd</sup>, 2002, Rev. and USMARC standards, and must reflect any formally adopted changes to these standards throughout the life of the contract.
2. 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.
3. Call numbers must be assigned, in the 099 MARC field, according to the Dewey Decimal Classification Scheme, 22nd edition, (and any subsequent published updates).
4. Respondents must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
5. New catalog records must conform fully to the requirements for cataloging.
6. Respondent will be required to maintain an error rate of 2% or less for bibliographic records for the following fields:

-- 010  
-- 020  
-- 022  
-- 028  
-- 099  
-- 049  
-- 1XX  
-- 245  
-- 246  
-- 300  
-- 600, 650, 651, 655, 690  
-- 7XX  
-- 949

## 2. Viewing A-FCLS's database for added copy status

Respondents must be able to view A-FCLS's existing bibliographic database so that the book-in-hand can be matched against the A-FCLS bibliographic database. Books that exactly match an existing record will be treated as added copy books.

**Note: A-FCLS can make available to the vendor SIRSI Unicorn internet client software for doing added copy cataloging. This would allow the vendor to directly interact with the A-FCLS database. This will allow the vendor to create/add holdings in a very efficient process.**

- A. Respondents must be able to access A-FCLS's database for read-only access using World Wide Web.
- B. With permission from the SIRSI Corporation, Respondents may alternatively install and maintain a dedicated line to the SIRSI Corporation host computer and access the A-FCLS database. Respondents proposing this option must indicate in writing that SIRSI Corporation approval has been sought and received and must provide the name of the SIRSI Corporation staff member providing this authorization. Respondent is responsible for the installation, maintenance, update of new release of application software and all costs of this data line.
  - 1. Respondents will be responsible for providing the dedicated port on the SIRSI Corporation host computer.
- C. Respondents will match book-in-hand against the A-FCLS bibliographic database, and insert the exact 001 tag, as it appears in the A-FCLS record, in the Respondent's bibliographic record, to insure record overlay by the bibliographic loader.

## 3. Downloading Records to A-FCLS's Computer Center

- A. Respondents must be able to connect to our database at the time of the contract to deliver MARC records to A-FCLS via FTP or internet.

- B. Data must arrive at A-FCLS at least twice a week, and must arrive at A-FCLS not less than 24 hours prior to receipt by A-FCSL of the items ordered.
- C. Respondents 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.
  - 1. Purchase order number(s) or other link to the book order(s) must reference the 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. Respondents must create 949 holdings record creation fields utilizing the correct formats and codes for branch, location, call number, item type, item category1, etc.
  - 1. Respondents must explain how Respondent's system will maintain and validate A-FCLS 949 codes, including the A-FCLS barcode.
- B. Respondent will be required to maintain an error rate of 2% or less for item records, in the following areas:
  - **branch, location, item type: correctly spelled and formatted code used;**
  - **branch, location, item type: represents the correct book medium and the actual branch and location for which book was ordered;**
  - **call number, volume/part: correctly formatted;**
  - **call number, volume/part: reflects book-in-hand and relevant information in bibliographic 099 field.**

**SECTION 6**

**PRICING FORMS**

**Evaluation Criteria**

Evaluation will be based upon compliance with (meeting or exceeding) specifications, best value (all cost/discount factors) 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.

Vendor must indicate book cost information based on shelf-ready lease plan for a total of 12,120 items to be ordered during the one year lease period and applicable processing cost. See order quantity by locations on next page.

**Cost Proposal Sheet**

**Completion of cost proposal sheet is mandatory**

Total Book cost for Lease Plan \$ \_\_\_\_\_

Processing Cost per Item \$ \_\_\_\_\_

Marc Record Creation (Original Items) \$ \_\_\_\_\_

Added Copy Records \$ \_\_\_\_\_

Shipping and Handling Cost \$ \_\_\_\_\_

Other Cost \$ \_\_\_\_\_

Please explain other cost \_\_\_\_\_

Is option to purchase available? If yes what is the % Discount \_\_\_\_\_

**ANTICIPATED ORDER QUANTITY BY LOCATION****ANNUAL LEASE QUANTITY  
PRICE RANGE OF ITEMS**

<b>NAME</b>	<b>MONTY QTY.</b>	<b>ANNUAL QTY</b>	<b># OF ITEMS LIST PRICE OF \$19 to \$24</b>	<b># OF ITEMS LIST PRICE OF \$25 TO \$32</b>
<b>CENTRAL LIBRARY</b>	<b>300</b>	<b>3,600</b>	<b>1,080</b>	<b>2,520</b>
<b>NORTHEAST/SPRUILL OAKS</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>OCEE</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>ROSWELL</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>SANDY SPRINGS</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>SOUTH FULTON</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>SOUTHWEST</b>	<b>40</b>	<b>480</b>	<b>144</b>	<b>336</b>
<b>ALPHARETTA</b>	<b>30</b>	<b>360</b>	<b>108</b>	<b>252</b>
<b>BUCKHEAD</b>	<b>30</b>	<b>360</b>	<b>108</b>	<b>252</b>
<b>EAST POINT</b>	<b>30</b>	<b>360</b>	<b>108</b>	<b>252</b>
<b>NORTHSIDE</b>	<b>30</b>	<b>360</b>	<b>108</b>	<b>252</b>
<b>PONCE DE LEON</b>	<b>30</b>	<b>360</b>	<b>108</b>	<b>252</b>
<b>ADAMSVILLE COLLIER HEIGHTS</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>CLEVELAND</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>COLLEGE PARK</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>DOGWOOD</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>FAIRBURN</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>KIRKWOOD</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>PEACHTREE</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>STEWART LAKEWOOD</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>WASHINGTON PARK</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>WEST END</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>ADAMS PARK</b>	<b>20</b>	<b>240</b>	<b>72</b>	<b>168</b>
<b>BANKHEAD</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>PERRY HOMES</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>BOWEN HOMES</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>CARVER</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>MECHANICVILLE</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>EAST ATLANTA</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>GEORGIA HILL</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>HAPEVILLE</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>M.L. KING JR.</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>THOMASVILLE</b>	<b>10</b>	<b>120</b>	<b>36</b>	<b>84</b>
<b>TOTAL</b>	<b>1,010</b>	<b>12,120</b>	<b>3,636</b>	<b>8,484</b>

# APPENDICES

## Appendix A Branch Locations and Hours of Operations

All Library Locations

Library Locations A to Z	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">Adams Park Branch</a> 2231 Campbellton Road SW, Atlanta GA 30311	12-8	10-6	10-8	10-6	12-6	12-6
<a href="#">Adamsville-Collier Heights Branch</a> 3424 Martin Luther King Jr., Dr., Atlanta GA 30331	12-8	10-6	10-8	10-6	12-6	12-6
<a href="#">Alpharetta Branch</a> 238 Canton Street, Alpharetta GA 30004	10-8	10-6	10-8	10-6	11-6	11-6
<a href="#">Bankhead Courts Branch</a> 1415 Maynard Road NW, Atlanta GA 30331	11-6	10-6	11-6	12-6	12-6	12-6
<a href="#">Bowen Homes Branch</a> 2880 Yates Drive, N.W., Atlanta GA 30318	11-7	10-6	11-6	12-6	12-6	12-6
<a href="#">Buckhead Branch</a> 269 Buckhead Ave. NE, Atlanta, GA 30305	10-8	10-6	10-8	10-6	11-6	11-6
<a href="#">Carver Homes Branch</a> 215 Lakewood Way, Suite 104, Atlanta, GA 30315	12-6	10-6	10-6	12-6	12-6	10-4
<a href="#">Central Library &amp; Library System Headquarters</a> One Margaret Mitchell Square, Atlanta, GA 30303	9-9	9-9	9-9	9-9	9-6	9-6
<a href="#">Cleveland Ave./Roy Yancy, Sr., Branch</a> 47 Cleveland Avenue SW, Atlanta GA 30315	10-8	10-6	12-8	10-6	12-6	12-6
<a href="#">College Park Branch</a> 3647 Main Street, College Park, Georgia 30337	12-8	10-6	10-8	10-6	12-6	12-6
<a href="#">Dogwood Branch</a> 1838 Donald Lee Hollowell Pkwy NW (formerly Bankhead Ave), Atlanta GA 30318	12-8	10-8	10-6	10-6	12-6	12-6
<a href="#">Dr. Robert E. Fulton Regional at Ocee</a> 5090 Abbotts Bridge Rd., Alpharetta GA 30005-4601	10-6	10-8	10-6	10-8	11-6	11-6
<a href="#">East Atlanta Branch</a> 400 Flat Shoals Ave. SE, Atlanta, GA 30316	10-8	10-6	10-8	12-6	12-6	12-6
<a href="#">East Point Branch</a> 2757 Main Street, East Point GA 30344	10-8	10-8	10-6	12-6	12-6	12-6
<a href="#">Fairburn/Hobgood-Palmer Branch</a> 60 Valley View Drive, Fairburn, GA 30213	10-8	10-8	10-6	10-6	12-6	12-6
<a href="#">Georgia Hill Branch</a> 250 Georgia Avenue SE, Atlanta, Georgia 30312	12-7	10-6	12-7	12-6	12-6	12-6
<a href="#">Hapeville Branch</a> 525 King Arnold Street, Hapeville, GA 30354	12-7	10-6	12-7	10-6	12-6	12-6

<a href="#">Kirkwood Branch</a> 11 Kirkwood Road SE, Atlanta GA 30317	10-8	10-8	10-6	12-6	12-6	12-6
<a href="#">Martin Luther King Jr., Branch</a> 409 John Wesley Dobbs Ave, Atlanta GA 30312	11-6	10-6	11-6	12-6	12-6	12-6
<a href="#">Mechanicsville Branch</a> 400 Formwalt St SW, Atlanta GA 30312	10-8	10-6	10-8	12-6	12-6	12-6
<a href="#">Northeast/Spruill Oaks Regional</a> 9560 Spruill Road, Alpharetta GA 30022	10-8	10-8	10-8	10-6	10-6	10-6
<a href="#">Northside Branch</a> 3295 Northside Parkway NW, Atlanta GA 30327	10-8	10-6	10-8	10-6	12-6	10-6
<a href="#">Peachtree Branch</a> 1315 Peachtree Street NE, Atlanta, GA 30309	12-8	10-8	10-6	10-6	12-6	12-6
<a href="#">Perry Homes Branch</a> 2121 Hollywood Rd NW, Atlanta GA 30318	11-6	10-6	11-6	12-6	12-6	12-6
<a href="#">Ponce de Leon Branch</a> 980 Ponce de Leon Avenue NE, Atlanta GA 30306	10-8	10-6	10-8	10-6	12-6	10-6
<a href="#">Roswell Regional</a> 115 Norcross St, Roswell GA 30075	10-8	10-8	10-8	10-6	10-6	10-6
<a href="#">Sandy Springs Regional</a> 395 Mount Vernon Hwy NE, Atlanta, GA 30328	10-8	10-8	10-8	10-6	10-6	10-6
<a href="#">South Fulton Regional</a> 4055 Flat Shoals Road, Union City, GA 30291-1590	10-8	10-6	10-8	10-6	12-6	12-6
<a href="#">Southwest Regional</a> 3665 Cascade Road SW, Atlanta, GA 30331	10-8	10-8	10-8	10-6	10-6	10-6
<a href="#">Stewart-Lakewood Branch</a> 2893 Lakewood Ave. SW, Atlanta GA 30315	12-8	10-6	10-6	10-8	12-6	12-6
<a href="#">Thomasville Heights Branch</a> 1700 Thomasville Dr SE, Atlanta GA 30315	11-6	10-6	11-6	12-6	12-6	12-6
<a href="#">Washington Park/Annie L. McPheeters Branch</a> 1116 Martin Luther King, Jr., Dr., Atlanta GA 30314	10-6	10-8	10-8	12-6	12-6	12-6
<a href="#">West End Branch</a> 525 Peoples St SW, Atlanta GA 30310	12-8	10-6	10-6	10-8	12-6	12-6

**APPENDIX B****BRANCH CODES**

<b><u>Code</u></b>	<b><u>Name</u></b>
A-COLL	Adamsville-Collier Heights
ADMS_P	Adams Park
ALPH	Alpharetta/Louie E. Jones and Gertrude C. Jones
BANKHD	Bankhead Courts
BOWEN	Bowen Homes
BUCKHD	Buckhead/IDA Williams
CARVER	Carver Homes
CENTRAL	Central
CLEVE	Cleveland
COL_PK	College Park
DOGWOOD	Dogwood
EAST_A	East Atlanta
EPOINT	East Point
FAIRBN	Fairburn/Hobgood-Palmer
GA_HIL	Georgia Hill
HAPEVL	Hapeville
KIRKWD	Kirkwood
MECHVL	Mechanicsville
M_KING	ML King, Jr.

NE_FUL	Northeast/Spruill Oaks Regional
NRTHSD	Northside
OCEE	Robert E. Fulton/Ocee
PTREE	Peachtree
PERRY	Perry Homes
PONCE	Ponce de Leon
ROSWEL	Roswell
SDY_SP	Sandy Springs
SO_FUL	South Fulton
STEW-L	Stewart-Lakewood
SWEST	Southwest Regional
TMSVIL	Thomasville Heights
WASH	Washington Park/Annie McPheeters
WEST_E	West End

## PROCESSING SPECIFICATIONS FOR BOOKS

Procedures for processing Atlanta-Fulton County Library System books are given below. Specification for stamping labels, jacketing and placement are given. Labels, stamps and supplies used for Atlanta-Fulton County Library System processed books are also included.

### I. Property Stamping

Each book should be stamped with the Atlanta-Fulton County Library System and agency stamps.

#### A. Atlanta-Fulton County Library System stamp.

1. Use 24 point size type, to match the sample below
2. Use red ink
3. Stamp top edge of book in center of text block
4. If text block is too narrow, stamp inside front cover centered near and parallel to hinge

#### B. Agency Stamps. **See APPENDIX D Agency Stamps.**

1. Circulating Copies
  - A. Use 24 point size type, to match the sample below
  - B. Use black ink
  - C. Stamp center of book pocket  
Stamp will be needed for the Agencies provided ii of these specifications.

### II. Labels

#### A. OCR/Barcode Labels

1. Description: Custom photocomposed OCR/barcode labels.
  - A. Size: Minimum of 3/4 inch high by 2 inch wide
  - B. Minimum of 1/8 inch between barcode and OCR
  - C. Library name printed on label: Atlanta-Fulton County Library System
  - D. Adhesive: 2 mil permanent adhesive
  - E. Laminate: 1 mil matte polyester
  - F. OCR number height: 1/8 inch
  - G. OCR Symbology: OCR/A; check digit: modulus 10 (CK05)
  - H. Barcode symbology: Code 39

- 
- I. Density; standard
  - J. Number of digits: One character “R” followed by ten random digits (0-9) with one space between 5<sup>th</sup> and 6<sup>th</sup> digits.
  - K. Not to exceed 2% missing
  - L. Starting and ending numbers: To be provided by A-FCLS at time of bid award.
  - M. Barcode/OCR labels must interface successfully with the SIRSI integrated library system.
  - N. OCRs must be readable by Opto-Wand (formerly Recognition) dual port OCR wand, model 1001.
  - O. Barcodes must be readable by:
    - - Intermec 9510 scanner
    - - Intermec 9430 Trakker handheld scanner

**NB: Respondent (s) must send approval sample sheet to A-FCLS for testing. A-FCLS must approve the usability of the OCR labels before production.**

- 2. Labels cannot be foil-backed, since foil-backed labels may interfere with checkpoint tags, by desensitizing the tab.
- 3. A-FCLS’s current vendor for item OCR/barcode labels is: **Vernon Library Supplies.**
- 4. Vendor:  
Vernon Library Supplies  
2851 Cole Court  
Norcross, GA 30071  
(770)446-1128  
1-800-878-0258
- 5. Placement
  - A. Labels are placed on the left top edge of the front cover of the book, as close to the edge and spine as possible.
- 6. Protective Vinyl Shield
  - A. OCR/Barcode must be protected by a protective vinyl shield made from durable, flexible non-glare 4 mil. vinyl that has been tested to insure compatibility with all optical scanning systems.
  - B. Must use cold application adhesive.

#### B. Spine Labels

- 1. Use standard white matte labels printed on laser printer.
- 2. Use labels and print types that are durable enough to withstand 5 years of repeated use and remain legible for same amount of time.

3. Use vertical labels when author's last name is too long to be printed horizontally on spine of book. Do not use wraparound labels. **NO PART OF THE CALL NUMBER SHOULD WRAP AROUND THE SIDE OF THE SPINE.**
4. Placement
  - A. Books with dust jackets
    1. Place label on dust jacket over which a plastic cover will be placed.
    2. Labels should be centered at bottom of spine and positioned so that bottom of label is flush with bottom of spine.
  - B. Books without dust jackets
    1. Place label on spine of book so that bottom of label is flush with bottom of spine.
    2. Cover label with a protective flexible plastic adhesive sealant used to prevent moisture, wear and dirt damage to spine labels.
  3. Format
    - A. Start each line of label on left edge of label, at the top of the label.
    - B. Start a new line, single space when a space occurs between different subfields of the call number, i.e., between prefix and call number, and between call number and author.
    - C. Print full last name of author on spine. Do not abbreviate.
  - D. Checkpoints
    1. Description:  
Teeny Beeper check labels size - 2" x 2" 0.01 thick with adhesive coating. Frequency - 10.0 mg/lit, white.
    2. Teeny Beeper check labels with designs are placed in reference books.
    3. Plain teeny beeper check labels are placed in circulating books.
    4. Vendor: \*  
Checkpoint Systems, Inc.  
101 Wolf Drive  
P.O. Box 188  
Thorofare, NJ 08086  
1-800-257-5540

5. Placement

Place a check label in the lower center of the back flyleaf. Place two inches from outer edge of page and ½ inch from bottom of page. The label should be centered beneath the book pocket.

### III. Book Pockets

#### A. Placement

1. Place book pocket in the center of the back left flyleaf/page, over the Checkpoint Teeny Beeper, **1/4" from the bottom edge of the flyleaf/page.** A-FCLS's ITB instructed you to only center the pocket.
2. If back left flyleaf/page contains any information (ads, biographical info, math formulas, genealogical tables, etc.) and the inside back right cover/page contains no information, place book pocket in the center of the inside back right cover/page over the Checkpoint Teeny Beeper, 1/4" from the bottom edge of the back right cover/page.
3. If back left flyleaf/page is an advertisement and the back right inside cover contains vital information (biographical info, computer disc, etc.) place book pocket on the page/cover containing the advertisement.
4. If back left flyleaf/page and the back right inside cover contain vital information (biographical info, computer disc, tables, etc.), insert an end sheet and place pocket on the center of end sheet, 1/4" from the bottom of the end sheet.
5. If vital information (tables, maps, math formulas, etc.) on the front inside page/cover is the same vital information on the back inside page/cover, place book pocket on the back right flyleaf/page over the Checkpoint Teeny Beeper, 1/4" inch from the bottom of the flyleaf/page.

#### B. Pockets should be imprinted with Atlanta-Fulton County Library System.

1. Use point size type corresponding to the sample given, approximately 1/4".
2. Imprint name should be centered on pocket 1 inch from the bottom of the pocket.

#### C. Each pocket should include the call number (left-hand side); author and title, to correspond to the sample given. This can be typed on the top of the card, or placed a label affixed to the top of the card.

- D. Stamp the owning agency in black in the center of the pocket below the pocket card label.

**APPENDIX D**  
Agency Stamps

Adamsville-Collier Heights  
Adams Park  
Alpharetta  
Bankhead Courts  
Bookmobile  
Bowen Homes  
Buckhead  
Carver Homes  
Cleveland Avenue  
College Park  
Dogwood  
East Atlanta  
East Point  
Fairburn/Hobgood-Palmer  
Georgia-Hill  
Hapeville  
Kirkwood  
Martin Luther King, Jr.  
Northeast Spruill Oaks  
Northside  
Ocee  
Peachtree  
Perry Homes  
Ponce de Leon  
Roswell  
Sandy Springs  
South Fulton  
Stewart-Lakewood  
Southwest  
Thomasville Heights  
Washington Park  
West End  
Library Express

**APPENDIX E**

**REFERENCE LIST**

Library Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Position \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Estimated Number of Items Leased \_\_\_\_\_

Date of Lease Agreement \_\_\_\_\_

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Library Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Position \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Estimated Number of Items Leased \_\_\_\_\_

Date of Lease Agreement \_\_\_\_\_

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Library Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Position \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Estimated Number of Items Leased \_\_\_\_\_

Date of Lease Agreement \_\_\_\_\_