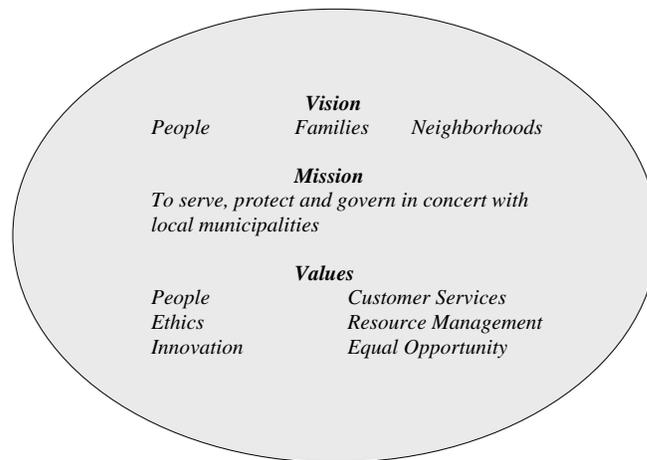




FULTON COUNTY



REQUEST FOR INVITATION TO BID NO. 09ITB12344B-BR

DVD'S, MUSIC CD'S AND OTHER NON-BOOK MATERIALS
For

The Library Department

BID DUE DATE AND TIME: Tuesday, December 9, 2008, 11:00 A.M.

BID ISSUANCE DATE: November 10, 2008

PURCHASING CONTACT: Brian Richmond at 404-612-7915

E-MAIL: brian.richmond@fultoncountyga.gov

Bids must be sealed and mailed to:

LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING &

CONTRACT COMPLIANCE

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 five copies.**

Vendors have up to 2:00 P.M. Monday, December 1, 2008 to email any questions that you may have.

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

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

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INVITATION TO BID**Purpose:**

To provide DVDs, Music CDs, and Spoken words non-book materials for patrons of the Atlanta-Fulton Public Library System.

Description of Project:

Selected Respondent will provide fully cataloged and processed non-book with corresponding bibliographic and item record linking for non-books ordered.

Scope of Work Summary:

Respondent must have on hand inventory or immediate access to non-book materials sufficient to support a 34 branch library system with collections of over 680,000 titles and more than 2.3 million total items. Respondent will be capable of product acquisition, physical cataloging, processing, bibliographic record creation, export of bibliographic records to Atlanta-Fulton Public Library System's (AFPLS) SIRSI System and invoicing. Respondent database must be capable of exhibiting in-stock inventory via an online internet based system. Access to in-stock inventories must be made available to over one hundred and twenty-five (125) selectors on a continuous basis for the duration of the contract period via an online internet based system. Additionally, electronic selection lists of all formats must be provided upon request. We anticipate purchases of approximately 30,000 items in 2008 with roughly 60% DVDs (first run feature films, non-fiction, TV series etc.) 30% Music CDs, and the remaining 10% Spoken word CDs (abridged and unabridged versions). About 10% of items ordered will require original cataloging. Training on electronic ordering system must be made available on site for all selectors. Selected respondent will provide all qualified personnel, facilities, equipment, and supplies appropriate for filling on-going orders of shelf-ready non-books as requested by the Atlanta-Fulton Public Library System.

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:

Any award made as a result of this bid shall be for twelve (12) months from the date of award by the Board of Commissioners. The County reserves the right for two (2) additional twelve (12) month renewal periods pending approval by the Board of Commissioners, vendor satisfactory performance and the availability of departmental appropriated funding.

SECTION 1 - INSTRUCTIONS TO BIDDERS

Fulton County Government ("County") invites sealed bids for bid# 09ITB12344B-BR, DVD'S, MUSIC CD'S AND OTHER NON-BOOK MATERIALS.

1. GENERAL INFORMATION

- a. **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".
- b. **The Bid package consists of the following scope of work:** The detailed scope of work and technical specifications are outlined in Section 6 of this bid document.
- c. The term "Bid Documents" denotes all contract documents, notices, instructions and letters issued by the County's Purchasing Director in connection with this procurement.
- d. **Bid Contact:** Information regarding the bid, either procedural or technical, may be obtained by contacting Brian Richmond at (404) 612-7915 or e-mail brian.richmond@fultoncountyga.gov. Information regarding the bid requirements may be obtained by using the following procedure. Inquiries must be submitted in writing to:

Fulton County Department of Purchasing
And Contract Compliance
Attn: Brian Richmond
130 Peachtree Street, S.W. Suite 1168
Atlanta, GA 30303
Phone: (404) 612-4201
Fax: (404) 893-1744
Reference Bid # 09ITB12344B-BR

2. PRE-BID CONFERENCE: There will be no pre-conference for this project.

3. SITE VISIT: There will be no site visit for this project

4. PREPARATION AND SUBMISSION OF BIDS

Bid forms must be filed in accordance with the following instructions:

- a. Bidders shall **SUBMIT ONE (1) ORIGINAL, SIGNED AND DATED, AND FIVE (5) COPIES** on the forms provided in the Bid Documents. All Bids must be made on the Bid forms contained herein. All blank spaces must be typed on hand written in blue ink. All dollar amounts must be BOTH in writing and figures and represent prices for the published scope of work without exceptions. Written prices prevail over number prices in the event of error. All corrections to any entry must be lined out and initialed by the Bidder. Please do not use correction tapes or fluids. **Indicate all addenda incorporated in the Bid.** Bids shall be signed by hand by an officer of principal of the Bidder with the authority to make a Contract.

Bids by joint ventures, consortia, associations or partnerships shall designate one single participant to represent all those forming the bidding entity. Bids shall be signed by a duly authorized representative of the bidding entity and evidence of the Signatory's authority signed by and listing the full names and addresses of all participants in the bidding entity shall be attached to the Bid submittal.

- b. Bids must be sealed and clearly marked identifying the following information:

1. Bidder's Name/Company Name and Address.
2. Bids shall be addressed to:

Department of Purchasing and Contract Compliance
Fulton County Public Safety Building
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

RE: Bid# 09ITB12344B-BR DVD's, Music CD's and other Non-Book Materials

5. **BIDDER'S MODIFICATION AND WITHDRAWAL OF BIDS:** A Bidder may modify or withdraw its bid by written request, provided that the request is received by the County prior to the bid due date and time at the address to which bids are to be submitted. Provided further, that in case of an electronic request (i.e. facsimile, e-mail, etc.) a written confirmation thereof over the authorized signature of the Bidder must be received by the County at the address to which original Bids are to be submitted within three (3) calendar days after issue of the electronic message. Following withdrawal of its bid, the Bidder may submit a new, providing delivery is affected prior to the established bid opening date and time. **No bid may be withdrawn after bid due date for sixty (60) calendar days.**
6. **ADDENDA AND INTERPRETATIONS:** No interpretations of the meaning of the Drawings, Specifications or other pre-bid documents will be made to any Bidder orally. Bidders requiring clarification or interpretation of the Bidding Documents shall make a request to Brian Richmond no later than 2:00 PM, Monday, December 1, 2008. Written requests for clarification or interpretation may be mailed, hand delivered, e-mailed or faxed to the Bid Contact listed in Section 1(d). Telephone inquiries will not be accepted.

Only communications from firms that are in writing and signed will be recognized by the County as duly authorized expressions on behalf of proposers/bidders. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Specifications which, and if any addenda are issued to this Invitation to Bid.

7. **REQUIRED SUBMITTALS:** The bidder **must complete and execute** the following:
1. Bid Form
 2. Bid Schedule (*if applicable*)
 3. Certification of Acceptance of Bid/Proposal Requirements
 4. Corporate or Partnership Certificate
 5. Non-Collusion Affidavit of Prime Bidder
 6. Non-Collusion Affidavit of Subcontractor
 7. Contract Compliance Forms, fully executed
 - a. Promise of Non-Discrimination (Exhibit A)
 - b. Employment Report (Exhibit B)
 - c. Schedule of Intended Subcontractor Utilization (Exhibit C)
 - d. Letter of Intent to Perform As a Subcontractor or Provide Materials or Services (Exhibit D)
 - e. Declaration Regarding subcontractor Practices (Exhibit E)
 - f. Joint Venture Disclosure Affidavit (Exhibit F)
 - g. Equal Business Opportunity (EBO) Plan

Any bids received after the stated time and date shall not be considered. It shall be the sole responsibility of the bidder to have his/her bid delivered to the Fulton County Department of Purchasing for receipt on or before the stated time and date (section 00020). If a bid is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Purchasing Department. Bids delayed by mail will not be considered, shall not be opened, and arrangements shall be made for their return at the bidder's request and expense.

8. TERM OF CONTRACT: The contract is for 12 consecutive months from date of award with an option for 2 renewal years subject to AFPLS approval

9. 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.

10. BID AND CONTRACT SECURITY: No bonds of any kind are required.

11. RIGHT TO REJECT BIDS: The County reserves the right to reject any or all bids and to waive informalities. No bids will be received after the time set for opening bids. Any unauthorized conditions, limitations or provisions attached to the Bid, except as provided herein, will render it informal and may cause its rejection. Unbalanced bids will be subject to rejection. Any bidder may withdraw his/her bid, either personally or by telegraphic or written request, at any time prior to the scheduled closing time for receipt of bids. Telegraphic or written requests for withdrawal must be in the possession of the County prior to the closing time for receipt of bids.

12. APPLICABLE LAWS: All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Code of Laws §2-324, which is incorporated by reference herein.

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

14. TERMINATION: The County may terminate the contract resulting from this solicitation at any time the vendor fails to carry out the contract provisions, if in the opinion of the County, the performance of the contract is unreasonably delayed, or the vendor is in direct violation of the contract conditions. The County shall provide the vendor with notice of any conditions which violate or endanger the performance of the contract and, if after such notice the contractor fails to remedy such conditions within thirty (30) days, to the satisfaction of the County, the County may exercise their option in writing to terminate the Contract without further notice to the Contractor and order the Contractor to stop work immediately and vacate the premises. Vendor agrees by its bid submission that the County's decision is final and valid.

15. **INSURANCE AND RISK MANAGEMENT PROVISIONS:** Insurance and Risk Management Provisions and Indemnification and Hold Harmless provisions are outlined in Section 5 of this bid document. The bidder is required to sign the document and include it with its bid submission.
16. **WAGE CLAUSE:** Pursuant to Fulton County Code section 102-391, Each Contractor shall agree that in the performance of the Contract he will comply with all lawful agreements, if any, which the Contractor had made with any association, union, or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.
17. **BID OPENING:** Bids will be opened in public and read aloud. All bidders are requested to be present at the opening.
18. **DETERMINATION OF SUCCESSFUL BIDDER:** Fulton County desires to complete this work in a timely manner. The Contract will be awarded to the lowest responsive, responsible bidder(s), if awarded.
- 1) **Responsibility:** The determination of the bidder's responsibility will be made by the County based on whether the bidder meets the following minimum requirements:
 - a) The County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the County that he/she is properly qualified to carry out the obligations of the Contract.
 - b) Maintains a permanent place of business individually or in conjunction with the prime contractor.
 - c) Has the appropriate and adequate technical experience. Designated Project Manager must be proficient in all aspects of contracted work.
 - d) Has adequate personnel and equipment to do the work expeditiously.
 - e) Has suitable financial means to meet obligations incidental to the work.
 - 2) **Responsiveness:** The determination of responsiveness will be made by the County based on a consideration of whether the bidder has submitted a complete Bid form without irregularities, excisions, special conditions, or alternative bids for any item unless specifically requested in the Bid form.
19. **NOTICE OF AWARD OF CONTRACT:** As soon as possible, and within sixty (60) days after receipt of bids, the County shall notify the successful Bidder of the Award of Contract.

The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible bidder(s) as soon as possible after receipt of bids, taking into consideration price and the responsiveness to the requirements set forth in the Invitation for Bid. In such case, no claim shall be made by the selected Contractor(s) for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of his bid. The total of the awarded contract shall not exceed the available funds allocated for this project.

Should the County require additional time to award the contract, the time may be extended by mutual agreement between the County and the successful bidder. If an Award of Contract has not been made within sixty (60) days from the bid date or within the extension mutually agreed upon, the Bidder may withdraw the Bid without further liability on the part of either party.

Any award made by the Board of Commissioners as a result of this bid will begin from the date of the notice to proceed. The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written order of the Program Manager. The contract shall become effective on the Contract Date and shall continue in effect until the end of the term of the contract or until the project has been closed-out by the User Department unless earlier terminated pursuant to the termination provisions of the contract.

20. **BASIS OF AWARD:** The Contract, if awarded, will be awarded on a lump sum basis 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

21. **EXECUTION OF CONTRACT DOCUMENTS:** Upon notification of Award of Contract, the County shall furnish the Contractor the conformed copies of Contract Documents for execution by the Contractor.

Within fifteen (15) days after receipt the Contractor shall return all the documents properly executed by the Contractor. Attached to each document shall be an original power-of-attorney for the person executing the bonds for the surety and certificates of insurance for the required insurance coverage.

After receipt of the documents executed by the Contractor and his surety with the power-of-attorney and certificates of insurance, the County shall complete the execution of the documents. Distribution of the completed documents will be made upon completion.

If the County fails to execute the documents within the time limit specified, the Contractor shall have the right to withdraw the Contractor's bid without penalty.

Should an extension of any of the time limits stated above be required, this shall be done only by mutual agreement between both parties.

Any agreement or contract resulting from the acceptance of a bid shall be on a County approved document form. The County reserves the right to reject any agreement that does not conform to the Invitation for Bid and any County requirements for agreements and contracts. The County reserves the right to modify the agreement resulting from this bid upon the recommendation of the County Attorney.

22. **JOINT VENTURE:** Any Bidder intending to respond to this solicitation as a joint venture must submit an executed joint venture agreement with its offer. The agreement must designate those persons or entities authorized to execute documents or otherwise bind the joint venture in all transactions with Fulton County, or accompanied by a document, binding upon the joint venture and its constituent members, making such designation. Offers from joint ventures that do not include these documents will be rejected as being non-responsive.

23. **CONTRACTORS COMPLIANCE WITH ALL ASSURANCES AND/OR PROMISES MADE IN RESPONSE TO PROCUREMENT:** Should any Bidder submit a response to the County promising to provide a certain level of service for either the scope of work, MFBE participation, or any other matter, including where such promise or assurance is greater than what is required by the procurement documents, and should this response containing the promise or assurance be accepted by the County and made a part of the Contract Documents, then this degree or level of service promised by the bidder relating to the scope of work, MFBE participation, or other matter shall be considered to be a material part of the Agreement between the bidder and the County, such that the bidder's failure to provide the agreed upon degree or level of service or participation shall be a material breach of the Agreement giving the County just cause to terminate the Agreement for cause, pursuant to the General Conditions of the Agreement.

24. **MINIMUM PARTICIPATION OF REQUIREMENTS FOR PRIME CONTRACTORS**

Pursuant to Fulton Code section 102-357, the prime contractor or vendor for this project or contract actually perform no less than 51% of the scope of work of the prime contract.

Construction contracts are exempt from the requirements of this section.

25. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

- (1) Effective as of July 1, 2007, and pursuant to O.C.G.A. 13-10-91, every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program as follows:
- (a) No public employer shall enter into a contract for the physical performance of services within this state unless the contractor registers and participates in a federal work authorization program to verify the work eligibility information all new employees.
 - (b) No contractor or subcontractor who enters into a contract with a public employer shall enter into such a contract or subcontract in connection with the physical performance of services within this state unless such contractor or subcontractor registers and participates in a federal work authorization program to verify the work eligibility information of all new employees.
- (2) In accordance with O.C.G.A. 13-10-91, the requirements of paragraphs (a) and (b) of paragraph (1) shall apply to public employers, their contractors and subcontractors, as follows:
- (a) On or after July 1, 2007, to public employers, contractors, or subcontractors of 500 or more employees;
 - (b) On or after July 1, 2008, to public employers, contractors or subcontractors of 100 or more employees; and
 - (c) On or after July 1, 2009, to all other public employers, their contractors, or subcontractors.

See Section 00420, Purchasing Forms & Instructions for declarations and affidavits.

26. PROFESSIONAL LICENSES (NON-APPLICABLE)

The State of Georgia requires that the following professions are required by state law to be licensed:

1. Electricians
2. Plumbers
3. Conditioned Air Contractors
4. Low voltage Contractors

Bidders and any sub-contractors performing any of the above described work must provide a copy of their license for the work they will perform on this project. Bidders must complete Form C: Georgia Professional License Certification in Section 3, Purchasing Forms & Instructions. Failure to provide the required license may deem your bid non-responsive.

27. Bid General Requirements

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.

- A. 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.

- B. All signatures must be executed by person(s) having contracting authority for the Bidder.
- C. 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.
- D. 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.
- E. The original and the required number of copies of the Bid must be returned to:

Fulton County Purchasing Agent
Fulton County Department of Purchasing and Contract Compliance
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 Provision" policy outlined in S35 and in Section 00020, Invitation to Bid.

- F. 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.
- G. 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.

- H. 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.
- I. 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.
- J. A Bidder may submit only one (1) Bid response for each specific Bid solicitation unless otherwise authorized in the specifications.
- K. 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.
- L. 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.
- M. 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.
- N. 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.
- O. 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.

- P. 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.
- Q. 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.
- R. 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.
- S. 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.
- T. 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.
- U. 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.

- V. A successful Bidder is solely responsible for disposing of all wrappings, crating, and other disposable material upon deliver of item(s).

- W. 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.

- X. 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.

- Y. 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.

- Z. 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.

- AA. 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.

- BB. 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.

- CC. 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.
- DD. 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:
- a. 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.
- EE. 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.
- FF. 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.
- GG. 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.
- HH. 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.

- II. 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.
- JJ. 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".
- KK. 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".

END OF SECTION

The following submittals shall be completed and submitted with each bid (see table below

“Required Bid Submittal Check List.”). Please check to make sure that the required submittals are in the envelope before it is sealed. Failure to submit all required submittals may deem your proposal non-responsive.

Submit one (1) Original bid, signed and dated and five (5) **complete** copies of the Original Bid including all required documents.

| Item # | Required Bid Submittal Check List | Check (√) |
|--------|--|-----------|
| 1 | Bid Form – submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the bidder. All dollar amounts must be Both in writing AND figures and represent prices for the published scope of work without exceptions. | |
| 2 | Acknowledgement of each Addendum | |
| 3 | Bid Bond (not required) | |
| 4 | Purchasing Forms Form A - Non-Collusion Affidavit of Prime Bidder/Offeror Form B - Certificate of Acceptance of Request for Bid/Proposal Requirements Form C - Georgia Professional Licenses Form D - Certificate Regarding Debarment Form E - Disclosure Form & Questionnaire Form F - Declaration of Employee-Number Categories Form G - Georgia Security and Immigration Contractor Affidavit and Agreement Form H - Georgia Security and Immigration Subcontractor Affidavit | |
| 5 | Office of Contract Compliance Requirements Exhibit A - Promise of Non-Discrimination Exhibit B - Employment Record Exhibit C - Schedule of Intended Subcontractor Utilization Exhibit D - Letter of Intent to Perform as Subcontractor Exhibit E - Declaration Regarding Subcontractor Practices Exhibit F - Joint Venture Disclosure Affidavit Exhibit G - Prime Contractor/Subcontractor Utilization Report Equal Business Opportunity Plan (EBO Plan) | |
| 6 | Risk Management Insurance Provisions Form | |
| | | |

SECTION 2: BID FORM

BID# 09ITB12344B-BR DVD'S, MUSIC CD'S AND OTHER NON-BOOK MATERIALS

Submitted _____, 20 .

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.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and 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 agrees hereby to commence work under this Contract, with adequate personnel and equipment, on or before a date to be specified in the written 'Notice to Proceed" from the County and to fully complete the project within the time limits identified in the owner-contractor agreement.

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: _____

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 ITB, 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/Offeror
- Form B: Certificate of Acceptance of Request for Bid/Proposal Requirements
- Form C: Georgia Professional License Certifications ***(if applicable)***
- Form D: Certification Regarding Debarment
- Form E: Disclosure Form and Questionnaire
- Form F: Declaration of Employee-Number Categories
- Form G: Georgia Security and Immigration Contractor Affidavit and Agreement
- Form H: Georgia Security and Immigration Subcontractor Affidavit

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: 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 C: GEORGIA PROFESSIONAL LICENSE CERTIFICATION(NOT APPLICABLE)

NOTE: Please complete this form for the work your firm will perform on this project.

Contractor's Name: _____

Performing work as: Prime Contractor ____ Sub-Contractor ____

Professional License Type: _____

Professional License Number: _____

Expiration Date of License: _____

I certify that the above information is true and correct and that the classification noted is applicable to the Bid for this Project.

Signed: _____

Date: _____

(ATTACH COPY OF LICENSE)

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.
- (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 _____, 200__

(Legal Name of Offeror) (Date)

(Signature of Authorized Representative) (Date)

(Title)

FORM E: DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a County contract by either submitting a proposal in response to a Request for Proposal or a Request for Qualification or a Bid in response to an Invitation to Bid.

Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with Fulton County; (ii) directly or indirectly received revenues from Fulton County; or (iii) directly or indirectly receives revenues from the result of conducting business on Fulton County property or pursuant to any contract with Fulton County. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required, may result in the disqualification of your bid or proposal from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
 - (b) whether Offeror was subject of any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from engaging in any type of business practice, or otherwise eliminating any type of business practice; and
 - (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or proposal for the subject project. If so please explain.

2. Have you or any member of your firm or team to be assigned to this engagement been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team ever been terminated (for cause or otherwise) from any work being performed for Fulton County or any other Federal, State or Local Government ?

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to Fulton County or any other Federal, State or Local Government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any offeror, member of offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer), been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by Fulton County. Such disclosure must be submitted at the time of the bid or proposal submission and included as a part of the bid/proposal submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by Fulton County can result in the bid/proposal declared as non-responsive. 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 questionnaire 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 _____, 200__

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 200__

(Notary Public) (Seal)

Commission Expires _____
(Date)

FORM F: DECLARATION OF EMPLOYEE-NUMBER CATEGORIES

Please affirmatively indicate by checking the appropriate box the employee-number category applicable to your company:

- 500 or more employees
- 100 or more employees
- fewer than 100 employees

Company Name: _____

I certify that the above classification is true and correct.

Signed: _____

Printed: _____

Title: _____

Date: _____

FORM G: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

Instructions:

Contractors must attest to compliance with the requirements of O.C.G.A 13-10-91 and the Georgia Department of Labor Rule 300-10-01-.02 by executing the Contractor Affidavit provided. The affidavit should be executed by Contractors who have indicated on Form F, Declaration of Employee-Number Categories, that they have 100 or more employees.

STATE OF GEORGIA

COUNTY OF FULTON

FORM G: GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** on behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services to this contract with **Fulton County Government**, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A/ 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the **Fulton County Government** at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

FORM H: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

Instructions:

In the event that your company is awarded the contract for this project, and will be utilizing the services of any subcontractor(s) in connection with the physical performance of services pursuant to this contract, the following affidavit must be completed by such subcontractor(s). Your company must provide a copy of each such affidavit to Fulton County Government, Department of Purchasing & Contract Compliance with the proposal submittal.

All subcontractor affidavit(s) shall become a part of the contract and all subcontractor(s) affidavits shall be maintained by your company and available for inspection by Fulton County Government at any time during the term of the contract. All subcontractor(s) affidavit(s) shall become a part of any contractor/subcontractor agreement(s) entered into by your company.

STATE OF GEORGIA

COUNTY OF FULTON

FORM H: GEORGIA SECURITY AND IMMIGRATION SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with **[insert name of prime contractor]** behalf of **Fulton County Government** has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer of Agent
(Insert Subcontract Name)

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

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

Notary Public: _____

County: _____

Commission Expires: _____

NOTE:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

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 my/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 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: _____

EXHIBIT F – JOINT VENTURE DISCLOSURE AFFIDAVIT

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>Race</u> | <u>Sex</u> | <u>Financial Decisions</u> | <u>Supervision Field Operation</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:\$ _____
 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)

END OF SECTION NO. 4

SECTION 5

Insurance and Risk Management Provisions

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be received by Fulton County Government prior to the start of any activities/services as described in the bid. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

| | | |
|--------------------------------|-----------------------------|--------------|
| Employer's Liability Insurance | BY ACCIDENT - EACH ACCIDENT | \$1,000,000. |
| Employer's Liability Insurance | BY DISEASE - POLICY LIMIT | \$1,000,000. |
| Employer's Liability Insurance | BY DISEASE - EACH EMPLOYEE | \$1,000,000. |

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

| | | | |
|---|-------------------|---|-------------|
| Bodily Injury and Property Damage Liability | Each Occurrence | - | \$1,000,000 |
| (Other than Products/Completed Operations) | General Aggregate | - | \$2,000,000 |
| Products\Completed Operation | Aggregate Limit | - | \$1,000,000 |
| Personal and Advertising Injury | Limits | - | \$1,000,000 |
| Fire Damage | Limits | - | \$100,000 |

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

| | | | |
|-------------------------------|-----------------|---|-------------|
| Combined Single Limits | Each Occurrence | - | \$1,000,000 |
|-------------------------------|-----------------|---|-------------|

(Including operation of non-owned, owned, and hired automobiles).

- 4. **UMBRELLA LIABILITY**
 (In excess of above noted coverage's) Each Occurrence - \$5,000,000

- 5. **FIDELITY BOND AND CRIME**
 (Employee Dishonesty) (Theft) Each Occurrence - \$ 100,000
 Above to include 3rd Party Coverage

Certificates:

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insureds on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

Fulton County Government - Department of Purchasing & Contract Compliance
 130 Peachtree Street, S.W.
 Suite 1168
 Atlanta, Georgia 30303-3459

Important:

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of

Fulton County Government and shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

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

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

If the bid/quotation involves construction services Contractor/Vendor will be responsible fully for any and all damage to the work during the course of construction, until the point of Final acceptance by Fulton County.

FULTON COUNTY ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, FULTON COUNTY MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

SECTION 6

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

- A. Inventory
 - Size
 - Fill Rate
 - Turnaround Time
 - Special Orders

- B. Selection Services
 - Basic Requirements
 - Selection Services Requirements
 - Selection Resources
 - Electronic Online Format
 - Electronic Transmission
 - Paper Format

- C. Acquisition
 - Vender Interface
 - Other Formats

- D. Accounts

- E. Order Status

- F. Shipping and Receiving

- G. Invoicing

- H. Respondent(s) Support

- I. Reference List

Selected Respondent is expected to meet the general conditions of:

A. Inventory

1. Respondent proposing on non-book purchasing must have in-stock inventory (non-book immediately available for sale) that include spoken word CDs, DVDs, music CDs; juvenile, young adult and adult non-fiction in all Dewey subject ranges; and juvenile, young adult and adult fiction, as appropriate to the purchasing areas being proposed. Respondent must indicate any subject areas, non-book categories, or publishers that are not available in Respondent's inventory. Respondent must work with a wide range of producers, distributors, independent entrepreneurs including specialty houses, and producers and distributors of radio and television programs and documentaries. Respondent must provide a complete list of publishers, as part of the Bid response, whose materials can be supplied to AFPLS by the Respondent. Respondent **must** also indicate if complete sets, entire series, or if only parts of sets/series are a part of Respondent's inventory.
2. **Fill Rate**
 - a. Respondent's overall fill rate, for each year of the contract, must meet or exceed ninety percent (90%) for all items ordered.
 - b. Respondent's in-house inventory is expected to supply a minimum of eighty-five percent (85%) of all items ordered through the Respondent.
 - c. Orders may include multiple copies of a title for 45 distinct library agencies. Respondent is expected to supply the maximum number of copies available through in-house inventory. Back order non-books will be handled as indicated in **Order Status**.
3. **Turnaround Time**
 - a. Turnaround time, from date of receipt of order by Respondent to date of receipt of shelf-ready shipment by AFPLS shall not exceed fifteen (15) working days for ninety percent (90%) of all in-stock non-books ordered. Turnaround time for in-stock non-books will be monitored by AFPLS and reported to Respondent on a semiannual basis.
 - b. Respondent must supply ninety percent (90%) of all non-books back ordered and available from the publisher, fully cataloged and processed, within ninety (90) days of receipt of Library's order.
4. **Special Orders**

Respondent must include the written procedures and processes implemented to provide non-books requested by AFPLS selectors that are not available in Respondent's in-stock inventory. The procedure should provide in-depth the mechanism used to acquire these non-books.

B. Selection Services

1. Basic Requirements

Respondent must reply, as part of the shelf-ready services, with the ability to produce the types of selection lists outlined below. Specific selection list needs will be identified after the contract is awarded. Respondent must create and setup identifications and passwords for access by over one hundred and twenty-five (125) selectors into Respondent's online inventory. Respondent must create and setup identification and password for access by the Account Administrator to review, edit, and transmit orders electronically to Respondent. All functions associated with selection and placing of orders electronically not mentioned in this bid **MUST** be reflected on the **Pricing Form**. Any cost associated with the creation and setup of selector identification and password must be included on the **Pricing Form**. Respondent must provide internet access to inventory via a computer so that in-stock availability can be verified. Internet access must also include ability to select and order items online from available inventory based on criteria as determined by AFPLS. Any software needed for this access, other than communications software, must be provided by the Respondent at no additional cost.

- a. AFPLS requires both standard Respondent-published catalogs and customized selection lists based on an available profile for selection of non-books.
- b. AFPLS requires customized selection lists service that will provide monthly adult, young adult and juvenile non-book selection lists in machine-readable format that can be integrated electronically into SIRSI's on-line Acquisitions Module.
- c. The customized service is to provide selection lists of new titles and designated retrospective titles for selection by agencies.
- d. Additional author, series, and subject-specific selection lists must be produced as required based on provided criteria.
- e. Respondent customized selection lists must be able to include any non-book published and may not be limited by the Respondent to those titles which are currently in the Respondent's inventory, or just to titles that the Respondent can sell to AFPLS.
- f. Respondent must provide comprehensive users' guides and detailed training at no charge.
- g. Respondents are asked to describe their ability to link alternate formats (spoken-word CDs, DVDs, music CDs) of the same title. Respondent must provide automatic replacement of one format with another for a title when the first requested format is not available.

- h.** DVD's are preferred but where a title is only available in VHS, Respondent may substitute.
- i.** Respondent's database for selection list creation must be developed and edited to maintain a high level of accuracy and consistency. Respondent must describe in detail their program for database quality assurance including verification of ISBNs and authority control of name forms.
- j.** The AFPLS is not purchasing Blue Ray titles at this time. Requests for Blue Ray titles **MUST** be substituted with DVD titles.

2. Selection Services Requirements

- a.** The automated process for the creation of monthly section lists must prevent titles that have appeared on any previous selection list within the past year from reappearing on another selection list. Respondent must describe in detail how this is accomplished.
- b.** The automated process for creation of monthly adult, young adult and juvenile selection lists must prevent titles from appearing simultaneously on any other selection list.
- c.** The automated process for creation of monthly adult, young adult and juvenile selection lists must be able to read age-level criteria to ensure that titles appear either in juvenile lists or young adult or adult lists, but not in more than one of the three. Age-level criteria are as follows:
 - Juvenile – preschool through age 12
 - Young adult – ages 13 – 19
 - Adult – age 20 and above
- d.** The automated process for creation of monthly adult, young adult and juvenile selection lists must be able to select titles based on date of publication, series, subject, publisher and author criteria.
- e.** Titles should not appear on selection lists more than six (6) months prior to announced publication date.
- f.** Respondent should be able to describe the extent to which the data elements and format of the selection lists can be tailored to library requirements.
- g.** Selection lists must reflect the current availability of titles.
- h.** Respondent must be able to move titles between adult, young adult, and

juvenile selection lists.

- i. Selection lists must be made available in both paper and electronic formats when requested by AFPLS.
- j. AFPLS must be able to limit what formats will appear on selection lists.

3. Selection Resources

Three levels of selection lists of new titles must be updated monthly and at regular intervals, and made available to selectors.

- a. Adult selection lists must include any or all of the following:
 - 1. One (1) selection list of new titles from professional journals
 - 2. One (1) selection list of high-demand and popular titles
 - 3. One (1) or more selection list(s) of supplemental titles
 - 4. One (1) monthly, or agreed upon interval, selection list is required consisting of retrospective spoken word cassettes and CDs, DVDs, music CDs
 - 5. Selection lists must be in Dewey-Author order, with fiction titles in author order
 - 6. AFPLS must have the latitude to determine the length and scope of the various lists
- b. Young Adult Selection Lists must include any or all of the following:
 - 1. One (1) monthly, or agreed upon interval, selection list is required consisting of new young adult titles from professional journals, AFPLS young adult series list, titles added by the Young Adult Materials Specialist, and other identified sources.
 - 2. One (1) monthly, or agreed upon interval, selection list is required consisting of retrospective spoken word tapes and CDs, DVDs, music CDs
 - 3. Selection lists must be in Dewey-Author order, with fiction titles in author order.
 - 4. AFPLS must have the latitude to determine the length and scope of the various lists
- c. Juvenile Selection Lists must include any or all of the following:

1. One (1) monthly, or agreed upon interval, selection list is required consisting of new titles from professional journals, AFPLS juvenile series and other sources identified by the Juvenile Materials Specialist
2. One (1) monthly, or agreed upon interval, selection list is required consisting of retrospective spoken word and CDs, DVDs, music CDs
3. Selection lists must be in Dewey-Author order with fiction titles in author order
4. AFPLS must have the latitude to determine the length and scope of the various lists

4. Electronic Online Format

Respondent must be able to provide online selection lists, for all categories listed above, meeting the following specifications:

- a. Format must be MARC-based, to include at a minimum, the following standard MARC fields:
 1. ISBN/ISSN
 2. Binding
 3. Discounted Price
 4. Call Number
 5. Author/Editor/Illustrator/Producer/Director
 6. Title; subtitle
 7. Edition Statement
 8. Publisher; date of publication/copyright
 9. Series Title
 10. Language Note (if not English)
 11. Respondent(s) must indicate any additional fields that are provided in the online selection list
 12. Free-text notes field for AFPLS use (repeatable field)
 13. Format
 14. Size in inches
- b. In addition, the selection lists must provide review references to the following publications (to include month, date, year, and starting page):
 1. Black Issues Book Review
 2. Booklist
 3. Bulletin for the Center of Children's Books
 4. Choice
 5. Hornbook
 6. Kirkus
 7. Library Journal

8. New York Times Book Review
9. Publishers Weekly
10. School Library Journal
11. Video Librarian
12. VOYA
13. Respondent predicted bestseller pre-publication lists for adult, juvenile, and young adult
14. Respondent must indicate any additional selection tools that are referenced in the online selection list

- c. Respondent must indicate the availability of full-text reviews for all sources listed above and must indicate whether these reviews are abridged in any manner.
- d. Selection list forms must include a selection grid, utilizing AFPLS agency codes and the following circulation statuses: circulating, reference, and browse. Branch staff will indicate the number of copies to be ordered for that branch in the space provided, for each circulation status.

5. Electronic Transmission

Respondent must support transmission of selection lists by the following means:

- a. Internet download to AFPLS from Respondent's computer
- b. Tape load or EDI transfer of data

C. Acquisition

1. Vendor Interface

AFPLS is connected to the Internet via multiple T-3 lines on a network provided by the State of Georgia. **Please note: Selectors will submit orders directly to Acquisitions from their branch location using the Respondent's web based ordering tool.**

Acquisitions will submit all orders directly to Respondent for branches. Respondent must create and setup identifications and passwords for access by over one hundred and twenty-five (125) selectors into Respondent's online inventory. Respondent must also create and setup identification and password for the Account Administrator to review, edit and send orders to Respondent electronically. All functions associated with selection and placing of orders electronically not mentioned in this bid **MUST** be reflected on the **Pricing Form**. Any cost associated with the creation and setup of selector identification and password must be included on the **Pricing Form**. Respondent must provide internet access to inventory via a computer so that in-stock availability can be verified. Internet access must also include ability to select and order items online from available inventory based on criteria as determined by AFPLS. Any software needed for this access, other than communications software, must be provided by the Respondent at no additional cost. Respondent must supply, upon request, information on connectivity and compatibility with SIRSI system.

- a. Respondent is expected, within 45 days after contract signing, to provide an automated interface to the SIRSI Unicorn module, which provides:
 1. Data transmission of orders from AFPLS SIRSI system to Respondent's automated ordering/inventory control system
 2. Transmission of ISBN, ISSN from the SIRSI ordering system
 3. Transmission of copy distribution by branch and location (e.g., Reference, Circulation, Browse, from the SIRSI system)
 4. Transmission of call number field from order record
 5. Transmission of SIRSI alternate purchase order number
 6. Transmission of SIRSI control number
 7. Transmission of a special processing notes field
- b. Respondent must also accept EDI transfer of data for loading into Respondent's system.
- c. Respondent must indicate how special instructions, such as rush orders, can be transmitted via Respondent's SIRSI interface.
- d. Respondent must indicate current status of an interface with the SIRSI Acquisitions module, with an expected date of completion of interface.
- e. Respondent must describe alternative interfaces provided if any.

2. Other Formats

Respondent must accept orders in the following transmission formats:

1. Titles selected from Respondent's inventory utilizing Respondent's computer-based interface
2. Telefacsimile rush orders
3. Data line transmission utilizing Respondent's SIRSI system interface
4. SIRSI system order record printouts
5. Internet transmission (FTP, electronic mail)
6. Telephone calls

D. Accounts

Respondent is required to establish the following accounts for AFPLS as appropriate based on the purchase areas being proposed:

1. Adult Processed
Adult non-books that receive full shelf-ready services (e.g., cataloging, item record creation, and processing)
2. Juvenile Processed
Juvenile non-books that receive full shelf-ready services (e.g., cataloging, item record creation and processing)
3. Young Adult Processed
Young Adult non-books that receive full shelf-ready services (ex. cataloging, item record creation and processing)

4. Rush Non-Book Only
Rush non-books that receive no shelf-ready services but are shipped "as is" **with a guaranteed turnaround time of 48 hours for in-stock books**
5. Rush Non-Book Processed
Rushed non-books that receive full shelf-ready services (ex. cataloging, item record creation and processing) **with a guaranteed turnaround time of five (5) working days for in-stock books**
6. Priority Popular Non-Book (Bestseller F and NF)
Popular non-book materials which receive priority for ordering and for shelf-ready services, with a turnaround time of five (5) working days from date of receipt from publisher to shelf-ready Respondent

E. Order Status

- a. Respondent must provide a monthly report indicating the status of current orders. Status report must include confirmations, direct from publisher, not yet published, processing costs and discounts by branch and department. Respondent **must** provide a sample status report as part of Respondent's proposal and must provide definitions for all status codes.
- b. Respondent must submit a separate weekly report for order cancellations.
- c. Respondent must automatically cancel back orders ninety (90) days after date order was received from AFPLS. Cancellation notice must be provided in the next monthly report. There will be no exception to this requirement unless it is obtained in writing from AFPLS.
- d. Respondent must automatically cancel all **Special Order** non-books ninety (90) days after date order was received from AFPLS. Cancellation notice must be provided in the next monthly report. There will be no exception to this requirement unless it is obtained in writing from AFPLS.
- e. Respondent must maintain AFPLS selection grids for all open orders so that back ordered copies are cataloged and processed for agencies in the priority order provided by the AFPLS selection grid.

F. Shipping and Receiving

- a. Respondent must check all shipments for accuracy and completeness. Respondent must maintain 99% rate for accuracy (ex. non-books shipped represent the order received) and completeness (ex. all non-books appearing on the packing slip are shipped) throughout the life of the contract.
- b. **Standard Shipments**

Materials must be shipped to arrive at the Library site within the required turnaround time frame.

1. All deliveries are inside 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 must be hand delivered to the department shown on the shipping label.**
2. All deliveries are inside designated to Branch Libraries. Shipments to branches must occur weekdays during open hours. **See Appendix A Branch Locations and Hours of Operations.**

c. Rush Shipments

Non-books must be shipped by UPS or other postal delivery service to meet the required turnaround time frame. Respondent must specify postal service to be used.

d. Drop Shipments

Respondent must be able to ship shelf-ready non-books directly to the owning agency at no extra cost to Fulton County. Respondent must indicate any requirements for purchase order numbering, account numbering, etc. that must be used by AFPLS to insure accurate and complete shipment to the owning agency.

e. Damaged Materials

AFPLS will return all damaged materials to Respondent. The Respondent will replace the item(s) free of charge or issue credits that can be used for future selections. Specific credit designation will be identified after the contract is awarded. Respondent must arrange prepaid shipping for return of damaged materials.

f. Packing Slips

All shipments must include a packing slip listing author, title, number of copies and ISBN and or SIRSI order control number. 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".

G. Invoicing

All invoices must be sent directly to:
Atlanta-Fulton Public Library System
Materials Accounting Unit
One Margaret Mitchell Sq.
Atlanta, GA 30303
Attn: Caroline Thomas

- a.** Respondent must submit consolidated invoices according to Fulton County requirements. Invoices must include the following:
1. Must be submitted on company letterhead with company name and address. The name should read the same on the assigned purchase order
 2. Must be submitted in triplicate
 3. "Ship To" branch name and address
 4. "Bill To" name and address
 5. "Remit To" address for payment
 6. Purchase order number
 7. Reference/link to packing slip
 8. Invoice number and date
 9. Description of services or commodities, quantity, extended cost for each item and the total dollar amount of the invoice
 10. Author/title
 11. Format
 12. List cost of non-book
 13. Number of copies
 14. Total list cost for all copies of non-book
 15. Discount (percentage)
 16. Net total cost for all copies of non-book (after discount)
 17. Shelf-ready cost for non-book (must be included on the invoice for which it pertains)
 18. Separate line items for each special handling charge (ex. "rush" charge)
- b.** Fulton County will pay invoices net thirty (30) days from receipt of invoice by Fulton County.
- c.** Electronic Invoicing
AFPLS and Fulton County intend to implement electronic invoicing during this contract. Respondent should provide information on their ability to provide electronic invoicing and any additional charges required for this service. Respondent should describe electronic interfaces to other online integrated library systems.
- d.** Cataloging and Database Creation
Respondent must be able to provide MARC catalog records with appended holdings fields that can be loaded, indexed and retrieved by the SIRSI Unicorn system. Respondent must have exported and loaded bibliographic records, with appended 949 holdings creation fields, to be considered for selection. All library customers for whom Respondent has provided full MARC records with 949 holdings creation fields that have been successfully loaded into SIRSI, must be listed in the **Reference List**.

H. Respondent Support

a. Respondent must provide a project manager for AFPLS who will provide the following services:

1. Problem resolution with a guaranteed response time of 24 hours for all telephone calls or correspondence received from AFPLS.
2. Authority to approve and implement any requested changes to shelf-ready specifications received from AFPLS.
3. Provision of status reports on all required shelf-ready services under development.
4. Coordination with relevant SIRSI system staff and AFPLS staff in the development and ongoing management of all required SIRSI system interfaces.
5. Assistance in developing, at no cost, new shelf-ready functionality to reflect the changing needs of AFPLS.
6. Provide no cost, on demand, detailed in-service training for AFPLS staff as needed and requested.

b. A resume of the AFPLS project manager must be provided as part of Respondent's Proposal.

c. The project manager must meet with AFPLS project manager or his/her designee, at least quarterly if needed, to discuss issues and concerns. At least one meeting must occur at the AFPLS Central Library.

Respondent's project manager, the collection development manager, the cataloging manager, and the processing manager must visit AFPLS at the start of the project for training in AFPLS selection, cataloging and processing specifications.

I. Reference List

Respondent must currently provide shelf-ready services, defined as procuring, full cataloging, processing and bibliographic and holdings data loads, for at least one public library of the approximate size of the Atlanta-Fulton Public Library System. Respondent must list references from three Public Library Systems to include library name and address, library shelf-ready services project manager and phone number, for whom Respondent currently supplies shelf-ready services.

SECTION 6**SPECIAL CONDITIONS**

To comply and meet expectations of AFPLS Cataloging and Processing requirements, selected vendor (s) will provide non book materials shelf ready to meet the following criteria:

A. Cataloging

- Fixed Field information must be established and edited according to the most current edition of OCLC Bibliographic Formats and Standards documents.
- Non book materials must be cataloged utilizing MARC format, the most current edition of Anglo-American Cataloging Rules, Library of Congress Subject Headings, and Dewey Decimal Classification Schedules and Tables.
- 049 Local Holdings field **must be included** for all new non book materials cataloged for AFPLS.
- Selected vendor (s) must create a 949 holdings record creation field (Sirsi generated) for each title added to the AFPLS database.
- Selected vendor (s) must refer to the list of selected Dewey numbers AFPLS has designated to be used for videos, music CDs/cassettes and DVDs. This list will be presented at a later time.
- **AFPLS reserves the right to make amendments to any part of these specifications/procedures listed in this bid, as the need arises, based on changes in technology, software, MARC format, AACR2, OCLC, Dewey Decimal Classifications, Sirsi, or the method in which AFPLS catalogs/processes materials. The vendor will be notified in writing via email, of these changes and must agree to adjust their specs accordingly, within five (5) business days. Once the changes have been made, the vendor must send the updated copy, via email, to the AFPLS project administrator (to be identified) for a signature as confirmation that the requested amendments were made and will be implemented upon receipt of said signature.**
-

CD/MUSIC CATALOGING SPECIFICATIONS

Atlanta-Fulton Public Library System follows current cataloging standards. The **Anglo-American Cataloging Rules, 2nd ed., 2002 Rev.**, is the source for descriptive cataloging rules. The latest revisions and amendments are followed. The **Library of Congress Subject Headings** is the source for subject headings.

Fixed and variable fields must be established and edited according to the most current edition of **Bibliographic Formats and Standards**.

Fixed Fields are established and edited to conform to the Music CD in hand:

| | |
|-------------------------------|---|
| Bibliographic Level | Will be m |
| Dates: | Use s for single date Use r when the first date is a reproduction and the second date is the original date of issue Use q if the publication date is unknown and the date range is indicated by two dates Use t when multiple dates are used for new editions with older copyright dates. Date 1 will be the imprint date and date 2 will be the copyright date. |
| Date Status: | Should either be s, r, q, or t , required in the Dates fixed field above. |
| Descriptive Cataloging | Will be a |
| Encoding Level | Full level cataloging required |
| Audience | For adult music CD use blank For juvenile music CD use j For young adult Music CD use d |
| Language | Follow USMARC Code List |
| Type of Record | Will be j |
| 007 | \$a s |
| Physical | \$b d |
| Description | \$d f \$e u \$f n \$g g \$h n \$i n |

Variable fields are established and edited to conform to the Music CD in hand:

| | |
|-------------------------------------|--|
| 001 Control number | Used for OCLC, vendor or AFPLS for matching to existing AFPLS records for added copy cataloging. |
| 020 ISBN | Use if available. Retain all prices. |
| 028 | Use for any number associated with the Music CD. Often appears on the spine of the Music CD container, but may appear anywhere |

on the container or on Music CD label. If more than one number is associated with the Music CD, repeat the field using 02 indicators.

1st indicator will always be 0

2nd indicator will always be 2

040 Languages

Use for foreign language compact discs.

049

Use **GAPA**

Local

Holdings

Vendor **must add** this field to new material cataloged for AFPLS.

099 Call Number

Use 700 Dewey call numbers for music. (**AFPLS choice list of music call numbers will be provided.**)

100/110

Verify that the 1XX author field represents the first author listed in 245 subfield \$c (statement of responsibility).

All 100/110 fields must be verified in the latest version of the machine-readable LC Name Authority File (LC NAF), unless the record is an LC AACR2 record. If form of name cannot be verified in LC NAF, establish the name according to the following hierarchy:

1. Search the name in the AFPLS Sirsi database. Use the form of the name that appears most often in the AFPLS database. Notify AFPLS if the name appears in more than one form in the database.
2. For personal names: If the name does not appear in the AFPLS database, establish the name as it appears on the label for Foreign names, however, establish the name according to AACR2(2002 Rev.) guidelines. Verify indicators.

240

Uniform Title

Delete for popular music.

Maintain for classical music.

245

Title

The title, subtitle/other title information and statement of responsibility must match exactly the title information as it appears on the Music CD label. If title appearing on the Music CD container differs from the Music CD label, trace the container title in a 246 field.

The **General Material Designator**, \$h [sound recording] always follows \$a, the title proper.

Add subtitle information in \$b, when it appears on the Music CD label.

Misspellings that appear on the Music CD should be left in the title and the misspelled word followed by (sic). Trace the correct spelled title in a **246 field**.

A **Statement of Responsibility (SOR)** appears in subfield \$c, following a slash (/). The **SOR** is generally the producer (person or body) of the Music CD (or the original film) and should match what appears on the Music CD label or container exactly.

Use ISBD punctuation for all parts of the title.

246
Varying forms
Of Title

Create added titles for the following cases

Title proper begins with a number (numeric or spelled out), or contains a number in the first five words. **Create a 246 field** with the number appearing the opposite way, e.g.

245 10 101 dalmatians
246 3 One hundred and one dalmatians.

Title proper begins with an abbreviation that might be searched under its full spelling. **Create a 246 field** with the abbreviation spelled out, e.g.:

245 10 Dr. Faustus
246 3 Doctor Faustus

Title contains an ampersand in the first five words. **Create a 246 field** that spells out "and" e.g.:

245 10 Tillie & Mack
246 3 Tillie and Mack

Title begins with a person's name in the possessive. **Create a 246 field** omitting the name e.g.:

245 10 Martha Stewart's Secrets for entertaining
246 3 Secrets for entertaining

Title is a classic that begins, "The story of" or "The adventures of, or "The life of..." **Create a 246 field** in the event a search is made using the more significant words e.g.:

245 14 The Merry adventures of Robin Hood
246 3 Robin Hood

245 14 The Adventures of Huckleberry Finn
246 3 Huckleberry Finn

260**Publication**

Verify place of publication and publisher against Music CD.
Add any distributors in separate \$a and \$b fields as indicated in ISBD punctuation below:

Example 1: Place of publication : \$b Publisher, \$c Date of publication.

Example 2: Place of publication: \$b Publisher; \$a Place of distribution : \$b Distributor, \$c Date of publication.

For date of Music CD production, prefer the date on the Music CD label to the date on the container or on accompanying material. Accept the container or accompanying material date if no date can be found on the Music CD label.

If date on the container or accompanying material differs from the date on the Music CD label, place the date on the Music CD label in the 260 field and the dates fixed field; place s in the date type fixed field and place the container date in a note.

Example:

500 Date on container: 1987.

If Music CD has no date, enter the current year, place a question mark after the date, and enclose the date in brackets.

Date type: **q**

300**Physical
Description**

Format is:

\$a X compact discs (time in minutes): \$b physical details (x is number of compact discs)

Example: 1 compact disc (82 min.) : \$b digital

If a workbook, guide or phrase book, record disk, teacher's guide or booklet accompanies the Music CD, consider it supplementary material and place in \$e.

Example: 2 compact discs (120 min.) \$b analog +e 1 teacher's guide (22 p.)

4XX**Series**

Trace all series.

5XX**Notes**

Scan all notes for spelling errors and general accuracy. Delete **EXPLICIT LYRICS** note if in bibliographical record.

| | |
|---|--|
| 505 Contents | Verify the accuracy of content notes (listing of songs) and add content note if not in bibliographical record. Do not include time of each song. |
| 511 Performer | Add and verify the accuracy of the reader/performer note. |
| 520 Summary | Retain all summary notes. Do not create if not in catalog record. |
| 538 System Details Note | Contains information about system requirements that is needed for the use of the resource. Give this information if readily available |
| 6XX Subject Heading | At least one subject heading is required for all Music CDs. Verify and establish these fields against LCAuthority File . Verify that all subdivisions appear in the appropriate subfields: <div style="margin-left: 40px;"> \$v form subdivision \$x topical \$y chronological \$z geographic </div> Delete heading fields with 2nd indicators of 2, 3, 4, 5, 6, and 8 Use subject heading Juvenile sound recordings for all Juvenile Music CDs. |
| 700/710 Added Author | Follow instructions for 1xx field 7XX fields should appear for the following: Personal: Joint Performers Major presenters for juvenile compact discs Conductors and Composers Corporate: Retain Music CD publisher if in the catalog record but do not add to the catalog record. Orchestras |
| 740 Added Analytical Title | Use for analytical title added entries only. Do not use to trace individual songs. Delete all 740 02 in bibliographic records. |
| 949 Holdings Field | Vendor must create 949 holdings record creation fields. 949 fields (Sirsi generated) include: |

\$a call number
 \$v volume or year
 \$i item barcode
 \$m library
 \$l home location
 \$t item type
 \$x item cat 1
 \$z item cat 2

(Information required for subfields m through z will be provided)

CLASSIFICATION

All formats of non-book materials used by AFPLS follow the same classification information as books. The exceptions to Music CDs are as follows:

1. CD must precede all call numbers in the 099 \$a call number field.
2. Use Dewey Classification schedules of 700s for music. **(List of call numbers will be provided)**
3. Cutter for the **Artist/Performer**.

B. Physical Processing

- Selected vendor (s) must provide Shelf ready services.
- Selected vendor (s) will be responsible for providing all processing materials needed for the shelf-ready services being provided, including the following:

Agency stamps
 Labels (spine, ownership, warning)
 OCR/Barcode Labels
 Teeny Beeper check point labels
 Plastic pockets
 Jewel cases
 Video containers (Single & Double)
 DVD containers
 Audio cassette cases (Sturdy white: single/multiple)

PROCESSING SPECIFICATIONS FOR MUSIC CDS

Procedures for processing Atlanta-Fulton Public Library System's Music CDs are as follows:

1. Music CDs must be processed in the original sturdy jewel case.
2. Place the customized printed label, ATLANTA-FULTON PUBLIC LIBRARY (green ink), centered ¼" from the bottom edge of the jewel container. Stamp owning AGENCY name on this label. Place label protector over ownership label.

3. Place a pink, self-adhesive warning label directly above the ownership label.
4. Place barcode label at the top right corner of the jewel container.
5. Place call number label at the upper left corner of the jewel container.
6. Place clear, vinyl pocket card on the back right side of the jewel container.
7. Teeny Beeper check label should be placed on the back of the jewel container, underneath any printed material, and covered by the clear vinyl pocket card.

SPOKEN WORD CATALOGING SPECIFICATIONS

Atlanta-Fulton Public Library System follows current cataloging standards. **Anglo-American Cataloging Rules, 2nd ed., 2002 Revision** is the source for descriptive cataloging rules. The latest amendments are followed. The **Library of Congress Subject Headings** is the source for subject headings.

Fixed and variable fields must be established and edited according to the most current edition of **Bibliographic Formats and Standards**.

Fixed Fields are established and edited to conform to the cassette/Cd in hand:

| | |
|-------------------------------|---|
| Bibliographic Level | Will be m |
| Dates: | Use s for single date Use r when the first date is a reproduction and the second date is the original date of issue Use q if the publication date is unknown and the date range is indicated by two dates Use t when multiple dates are used for new editions with older copyright dates. Date 1 will be the imprint date and date 2 will be the copyright date. |
| Date Status | Should either be s, r, q, or t , required in the Dates fixed field above. |
| Descriptive Cataloging | Will be a |
| Encoding Level | Full level cataloging required |
| Audience | For adult spoken word use blank For juvenile spoken word use j For young adult spoken word use d |
| Language | Follow USMARC Code List |

| | | |
|-----------------------|------------------|----------------------|
| Type of Record | Will be i | |
| 007 | <u>Cassettes</u> | <u>Compact Discs</u> |
| Physical | \$a s | \$a s |
| Description | \$b s | \$b d |
| | \$d l | \$d f |
| | \$e u | \$e u |
| | \$f n | \$f n |
| | \$g j | \$g g |
| | \$h l | \$h n |
| | \$i c | \$i n |

Variable fields are established and edited to conform to the cassette or CD in hand:

| | |
|---|---|
| 001 Control Number | To be used for OCLC, Vendor, or AFPLS for matching to existing AFPLS records for added copy cataloging. |
| 020 ISBN | Use if available. Retain price information |
| 028 Publisher | Use for any numbers associated with the cassette/CD. Often appears on the spine of the cassette/CD, but may appear anywhere on the container or on the cassette/CD label. If more than one number is associated with the cassette/CD, repeat the field. Use \$b for the audio producer/distributor. 1st indicator: Will always be 0 2nd indicator: Will always be 2 |
| 040 Languages | Use for Foreign language spoken word. |
| 049 Local Holdings | Use GAPA Vendor must add this field to all new cataloged for AFPLS |
| 099 instructions. For Call Number 055, 060, | Use only for entering call numbers, following OCLC input LC Marc records, change the 082 field to 099. Delete any 050, 070, 082, 090, and 092 fields present in the record. Dewey classification numbers should not exceed 4-6 numbers after the decimal point, with not more than 4 numbers preferred and no breaks within the prime. |
| 100/110/111 | 100/110 Verify that the 1XX author field represents the first author listed in 245 subfield \$c (statement of responsibility). |

All 100/110 fields must be verified in the latest version of the machine-readable LC Name Authority File (LC NAF), unless the record is an LC AACR2 record. If form of name cannot be verified in LC NAF, establish the name according to the following hierarchy:

1. Search the name in the AFPLS Sirsi database. Use the form of the name that appears most often in the AFPLS database. Notify AFPLS if the name appears in more than one form in the database.
2. For personal names: If the name does not appear in the AFPLS database, establish the name as it appears on the label for Foreign names, however, establish the name according to AACR2(2002 Rev.) guidelines. Verify indicators.

130
Uniform
Title

If present, accept the form for AACR2 records. If AACR2 record not available, verify form of title in the LC NAF, if present. If not in LC NAF, accept the title as it appears in the record.

For the **Bible**, form of entry must contain only the following subfields:

\$a Bible
\$l Language
\$p Testament
\$s Version

For **Mother Goose** books, change

130 0 Mother Goose

to

100 0 Mother Goose

245
Title

The title, subtitle, and other information/statement of responsibility must match exactly.

A **Statement of Responsibility (SOR)** appears in the \$c field. The **SOR** is generally the author or producer (person or body) of the cassette/CD and should match exactly what appears on the cassette/CD label or container.

Create added titles for the following cases:

i.

Varying Form **Of the Title** Title proper begins with a number (numeric or spelled out), or contains a number in the first five words. **Create a 246 field** with the number appearing the opposite way, e.g.

245 10 101 dalmatians
246 3 One hundred and one dalmatians.

Title proper begins with an abbreviation that might be searched under its full spelling. **Create a 246 field** with the abbreviation spelled out, e.g.:

245 10 Dr. Faustus
246 3 Doctor Faustus

Title contains an ampersand in the first five words. **Create a 246 field** that spells out "and" e.g.:

245 10 Tillie & Mack
246 3 Tillie and Mack

Title begins with a person's name in the possessive. **Create a 246 field** omitting the name e.g.:

245 10 Martha Stewart's Secrets for entertaining
246 3 Secrets for entertaining

Title is a classic that begins, "The story of" or "The adventures of, or "The life of..." **Create a 246 field** in the event a search is made using the more significant words e.g.:

245 14 The Merry adventures of Robin Hood
246 3 Robin Hood

245 14 The Adventures of Huckleberry Finn
246 3 Huckleberry Finn

**250
Edition**

This field will be used in the following instances:

250 Abridged
250 Unabridged
250 Library

| | |
|---|--|
| 260 Publication | <p>Verify place of publication and publisher against cassette/CD. Add any distributors in separate \$a and \$b fields as indicated in ISBD punctuation.</p> <p>Prefer the date on cassette/CD label. Accept the container or material date if can't be found on cassette/CD label. If date on the container differs from date on cassette/CD label, place the date from cassette/CD in the 260 field and place the date from the container in a 500 note field.</p> <p>If cassette/CD has no date, enter the current year, place a question mark after the date and enclose in brackets.</p> |
| 300 Physical Description | <p>Format is: \$a X audiocassette (s)/CD(s) (time in minutes): \$b physical details.</p> <p>If a workbook, guide or phrase book, teacher's guide or booklet accompanies the cassette/CD, consider it supplementary material and place in \$e.</p> |
| 4XX Series | Trace all series |
| 5XX Notes | Scan for errors and accuracy |
| 505 | Verify the accuracy of content notes and add as needed for cassette/CD, with more than one performance, play, story, etc. |
| 511 Reader/ Performer | Verify the accuracy of the reader/performer. |
| 520 Summary | Retain all summary notes. Do not create if not in catalog record. |
| 6XX Subject Headings | <p>At least one subject heading is required for all fiction spoken word CDs/cassettes; two to four are required for nonfiction spoken word CDs/cassettes</p> <p>Verify and correct if necessary, all indicators for 600, 611, 610 and 630 fields.</p> <p>Delete subject heading fields with second indicator of 2, 3, 4, 5, 6, and 8.</p> |
| 655 Genre | Genre/Form subject headings for fiction should be retained if present. Do not create or add to the catalog record |

| | |
|--|---|
| 690 Local Subject Heading | Add local subject heading, Young adult material to all young adult spoken word cassettes/CDs. |
| 700/710 Added Author | All 7XX fields must be verified in the latest version of the LC Name Authority File . 7XX fields should appear for the following: Personal: Joint authors Reader/Performer Major presenters for juvenile Corporate: Retain cassette/CD publisher if in the catalog record, but do not add if not present. |
| 8XX Series Differently | This will generally be an 830 field and very rarely used. |
| 856 Electronic Location and Access field | Contains information needed to locate and access an electronic resource. If this field is present, do not delete . If 538 field is present and field 856 is not, the vendor must add. For additional information concerning the use of this field, see LC's "Guidelines for the use of Field 856" (March 2003) at http://www.loc.gov/marc/856guide.html |
| 949 Holdings Field | Vendor must create 949 holdings record creation fields. 949 fields (Sirsi generated) include: \$a call number \$v volume or year \$i item barcode \$m library \$l home location \$t item type \$x item cat 1 \$z item cat 2 |
| (Information required for subfields m through z will be provided Holdings Field | |

CLASSIFICATION

The vendor will consider the following information, as it applies to spoken word cassettes and CDs, whether fiction or nonfiction. The call numbers for these two formats will be the same as the books with the same title. Vendor **must search AFPLS database** for the matching book record and assign the same call number to the spoken word CD/cassette in hand. If there is no matching book record, follow the classification instructions.

PROCESSING SPECIFICATION FOR SPOKEN WORD

The procedures for processing AFPLS spoken word materials are listed below. They are to be used for single and multiple cassettes/CDs. When processing spoken word CDs, vendor will follow the same procedures listed for the Music CDs. If the spoken word CD is housed in a sturdy binder like container, place the Teeny Beeper label in the back inside lower left corner near the binder.

1. Spoken word cassettes purchased/received in the sturdy vinyl storage container must be processed in the original container. If these items are received in a cardboard or any non-sturdy container, vendor must supply a sturdy vinyl container (preferably white) to use for processing.
2. Spoken word CDs purchased/received in a sturdy jewel case must be processed in the original container. If these items are received in a non-sturdy container, vendor must supply a sturdy jewel case to use for processing.
3. If the vinyl containers are substituted for the cardboard or non-sturdy containers, the following steps must be taken:
 - a. Cut the front panel, the left spine, and the back panel of the card-board container.
 - b. Insert each panel in the same position into the sleeve of the vinyl container.
4. If the sturdy jewel case is used to replace the non-sturdy case, the following steps must be taken:
 - a. Remove the discs and other contents from the non-sturdy container and place in the jewel container with contents. If graphics are a part of the non-sturdy container, insert into
 - b. If a cardboard container was used, cut the container to fit the sturdy jewel case, then insert into jewel case.

When processing **cassettes**, vendor must perform the following steps:

1. Place an OCR label on the top left corner of the container.
2. Place the customized printed ownership label, ATLANTA-FULTON PUBLIC LIBRARY (**in green ink**), centered ¼" from the bottom edge of the container. Stamp owning AGENCY/BRANCH name on this label. Place label protector over this ownership label.

3. Place call number label on the lower end of the spine of the white container.
4. Place the security sticker in the back inside lower left corner of the container.
5. If there are two or more cassettes, place a **warning label** on the front center of the container, above the ownership label. **Samples will be provided.**
6. Place clear vinyl pocket on the back of the container, toward the lower right side so that it will be over the security sticker.

DVD CATALOGING SPECIFICATIONS

Atlanta-Fulton Public Library System follows current cataloging standards. Anglo-American Cataloging Rules, 2nd ed. 2002 Rev., is the source for descriptive cataloging rules. The latest revisions and amendments are followed. The Library of Congress Subject Headings is the source for subject headings.

Fixed and variable fields must be established and edited according to the most current edition of Bibliographic Format and Standards.

Fixed Fields are established and edited to conform to the DVD in hand:

| | |
|-------------------------------|---|
| Bibliographic Level | Will be m |
| Dates: | Use s for single date Use r when the first date is a reproduction and the second date is the original date of issue Use q if the publication date is unknown and the date range is indicated by two dates Use t when multiple dates are used for new editions with older copyright dates. Date 1 will be the imprint date and date 2 will be the copyright date. |
| Date Status: | Should either be s, r, q, or t , required in the Dates fixed field above. |
| Descriptive Cataloging | Will be a |
| Encoding Level | Full level cataloging required |
| Audience | For adult DVDs use blank For juvenile DVDs use j For young adult DVDs use d |
| Language | Follow USMARC Code List |
| Type of Record | Will be g |
| Type of Material | Will be v |
| 007 | \$a v |
| Physical | \$b d |
| Description | \$d b c m \$e v \$f a \$g i |

\$h z

\$i q

Variable fields are established and edited to conform to the DVD in hand:

| | | |
|---|---|---------------|
| 001 Control | To be used for OCLC, Vendor, or AFPLS for matching to existing AFPLS records for added copy cataloging. | number |
| 020 ISBN | Use if available. | |
| 028 Publisher Number | Use for any number associated with the DVD. | |
| 040 Languages | Use for world languages other than English | |
| 049 Local Holdings | Use GAPA | |
| 099 Call Number | See the Classification section below | |
| 100/110 Author | All DVDs will have title main entries. Change all 1XX fields to 7XX fields. This includes 130 fields. | |
| 245 Title | The title, subtitle/other title information and statement of responsibility must match exactly the information as it appears on the DVD label. If the title appearing on the DVD container differs within the first five words from the title on the DVD label, trace the container title in a 246 field. The General Material Designator , \$h [video recording] always follows \$a, the title proper. Add subtitle information in \$b when it appears on the video label. A Statement of Responsibility (SOR) appears in the \$c, following a slash (/). The SOR is generally the producer (person or body) of the DVD and should match what appears on the DVD label or container exactly. | |
| 246 | If the title proper begins with a number Varying Form or contains a number in the first five words | |

Of Title

of the title, create a 246 field with the number spelled out:

245 10 101 Dalmatians
246 3 One hundred and one dalmatians.

Title proper begins with an abbreviation that might be searched under its full spelling. **Create a 246 field** with the abbreviation spelled out, e.g.:

245 10 Dr. Faustus
246 3 Doctor Faustus

Title contains an ampersand in the first five words. **Create a 246 field** that spells out "and" e.g.:

245 10 Tillie & Mack
246 3 Tillie and Mack

Title begins with a person's name in the possessive. **Create a 246 field** omitting the name e.g.:

245 10 Martha Stewart's Secrets for entertaining
246 3 Secrets for entertaining

Title is a classic that begins, "The story of" or "The adventures of, or "The life of..." **Create a 246 field** in the event a search is made using the more significant words e.g.:

245 14 The Merry adventures of Robin Hood
246 3 Robin Hood

245 14 The Adventures of Huckleberry Finn
246 3 Huckleberry Finn

**250
Edition**

Use in the following instances:

250 Director's cut
250 Widescreen ed.
250 Full frame
250 Deluxe ed.

**260
Publication**

Often both publisher and the distributor. Date given agrees with the first given date in fixed field – Dates (often the date of publication, distribution). Give a date of original production in 500 note area.

Note: REPRODUCTION OF FILMS/TELEVISION PROGRAMS:

Many DVDs are reproductions of original feature films, television programs, etc. Use the date of the DVD production in the **260 field, \$c**; use code **r** for reproduction in the **Date Type** fixed field; use DVD production date, original production date in the **Dates Fixed** field, and include the following 500 note: **Originally produced in (date)**

300
Physical
Description

Format for DVD is:

xxx videodisc (xxx minutes) : \$bcolorstatement, sound statement; \$c size (4 3/4 in.) (x represents number of videodiscs/minutes)

4XX
Series

Trace all series

5XX
Notes

Scan all notes for accuracy

For foreign films, use one of the following notes:

500 Subtitled in (**Specific language**)
Subtitled in Spanish

500 Dubbed in (**Specific language**)
Dubbed in Spanish

505
Contents

Verify for accuracy and add content notes as needed for DVDs with more than one performance, play, story, etc. on the DVD

508

Verify and add creation/production credits if **Credit** not included in the record

Note

511

Verify and add prominent performers if **Performer** omitted

520

Retain all summary notes. **Do not create if Summary not in record.**

521

If stated on the resource, add a brief **Target** note about the intended audience **Audience** or intellectual level of the resource.

Note

Please note: All "R" rated material should be cataloged as **Adult**, regardless of how it was ordered.

**538
System Details
Note**

Contains information about system requirements that is needed for the use of the resource. Give this information if readily available.

**546
Language
Note**

Contains information about the language of the described resource if it is not already obvious from the rest of the record. Older records may be in 500 tag. **If in the record as a 500 note tag, change to a 546. Closed-captioned** should be entered in this field

**6XX
Subject Headings**

At least one subject heading is required for all fiction DVDs.

A minimum of 2, maximum of 4 subject headings are required for nonfiction DVDs.

Verify and correct all indicators for 600, 611, 610, and 630 fields. Verify that all subdivisions appear in the appropriate subfields.

See attached list of required subject headings to be assigned.

**690
Local
Subject
Heading**

Add local subject heading, **Young adult material** to all young adult DVDs.

**700/710
Added
Author**

Verify and add according to the following categories:

Personal: Prominent producers and directors
Leading stars
Major performers for operas and musicals
Composers
Major presenters for Juvenile nonfiction DVDs

Corporate: DVD publisher

**949
Holdings**

Vendor must create 949 holdings record creation fields.

Field 949 fields (**Sirsi generated**) include:

\$a call number
 \$v volume or year
 \$i item barcode
 \$m library
 \$l home location
 \$t item type
 \$x item cat 1
 \$z item cat 2

(Information required for subfields m through z will be provided)

CLASSIFICATION

All formats of materials used by AFPLS will be cataloged utilizing the **Dewey Decimal Classification Scheme, 22nd edition** during this contract. The vendor will apply the following information to DVDs:

ADULT/YOUNG ADULT FEATURE/FICTION DVDS

Assign the Dewey number **791.43** to all feature DVDs (DVD in hand was originally released as a feature film). Assign the Dewey number to **791.45** to television production DVDs. Vendor will cutter for the first significant word of the title in all uppercase letters. **DVD** will precede the call number. For young adult DVDs, **Y** will precede **DVD**. The call number structure will be:

- **Y DVD 791.43 CUTTER**
- **Y DVD 791.45 CUTTER**

JUVENILE FEATURE/FICTION DVDS

Vendor will not assign a Dewey number to juvenile feature DVDs. The classification structure for juvenile feature films will be:

- **JP DVD** – Juvenile DVDs for preschool through the 2nd grade (Primary DVDs)
- **J DVD** – Juvenile DVDs for grades 3 through 6.

J and **JP** DVDs will be clearly marked on the order. When in doubt, default to **J** and cutter for the first significant word of the title.

NONFICTION ADULT/YOUNG ADULT DVDS

Dewey numbers assigned to DVDs must not exceed 3 numbers after the decimal. The same rule, as previously stated, applies to the cutter. **DVD** will precede the call number. For young adult, **Y** will precede **DVD** in the call number structure.

BIOGRAPHY DVDS

DVD will precede the **B** for all biographical DVDs in the call number field. For young adult, the call number structure will be: **Y B DVD CUTTER**; for juvenile biographies, the call number structure will be:

JB DVD CUTTER.

REQUIRED SUBJECT HEADINGS FOR DVDS

| | |
|---|--|
| 690 field African-American films | Use for DVDs about the African-American experience, whether fiction or non-fiction. |
| 650 field films | Use for DVDs which show a Biographical biographical treatment of a person's life. |
| 650 field Children's film | Use for all juvenile titles |
| 690 field Captioned Videocassettes | Use for all DVDs with a logo Closed or statement identifying them as closed captioned for the hearing impaired. |
| 650 field | Use for popular entertainment Feature films DVDs, particularly for reproductions of feature films. |
| 690 field Foreign Language Films | Use for foreign DVD films. In addition, films that are in a language other than English whether subtitled or not, will have the additional heading (Specific language) films. |

Example: Spanish language films
German language films

PROCESSING SPECIFICATIONS FOR DVDS

Procedures for processing AFPLS DVDs are as follows:

1. Use the original container that the DVD was purchased in, provided the container is sturdy.
2. Place the barcode in the top left hand corner, under the plastic covering, of the DVD container.
3. Place the customized printed label, ATLANTA-FULTON PUBLIC LIBRARY (green ink) centered ¼” from the bottom edge of the container. Stamp owning Agency name on this label. Place label protector over the ownership label.
4. Spine label will be placed ¼” from the bottom of the spine. For juvenile DVDs, place the letter “J” over the spine label. Place the letter “Y” over young adult DVDs.
5. Place the Teeny Beeper check label on the back cover of the DVD case, underneath the printed material. The Teeny Beeper check label should be centered 2-3 inches from the bottom of the container.
6. Place a clear, vinyl pocket on the back of the DVD container, over the Teeny Beeper check label.
7. If the DVD container houses 2 or more DVDs, place a warning label on the front center of the container, above the ownership label.
8. Place the processed DVD in the vendor supplied security case. (AFPLS currently uses the six sided AVM556B security case supplied by Alpha Security).

C. SIRSI System Loader

1. Introduction
2. MARC Catalog Records Provided by Respondent(s)
 - a. Added Copy Records
 - b. New Catalog Records
3. Viewing AFPLS Database for Added Copy Status
4. Downloading Records to AFPLS Computer Center
5. Holdings Records

1. Introduction

AFPLS's Integrated Library System loader will use Respondent's incoming data to add or overlay records in AFPLS 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)

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

a. Added copy records

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

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

1. New catalog records must conform to AACR, 2nd, 2002, Rev. and USMARC standards, and must reflect any formally adopted changes to these standards throughout the life of the contract, except as modified within the cataloging specifications.
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. Respondent must indicate how often LC authority files are received and updated.
3. New catalog records must include 001 tag, OCLC number or vendor identification number for the matching point for SIRSI system loader.

4. Call numbers must be assigned, in the 099 MARC field, according to the Dewey Decimal Classification Scheme, 22nd edition, (and any subsequent published updates).
5. Respondent must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
6. New catalog records must conform fully to the requirements for cataloging.
7. 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
 - 240/245
 - 246
 - 300
 - 600, 650, 651, 655, 690
 - 7XX
 - 949

3. Viewing AFPLS database for added copy status

Respondent must be able to view AFPLS existing bibliographic database so that the items-in-hand can be matched against the AFPLS bibliographic database. Items that exactly match an existing record will be treated as added copy.

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

- a. Respondent must be able to access AFPLS database for read-only access using World Wide Web.
- b. With permission from the SIRSI Corporation, Respondent may alternatively install and maintain a dedicated line to the SIRSI Corporation host computer and access the AFPLS database. Respondent 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. Respondent will be responsible for providing the dedicated port on the SIRSI Corporation host computer.
- c. Respondent will match items-in-hand against the AFPLS bibliographic database, and insert the exact 001 tag, as it appears in the AFPLS record, in the Respondent's bibliographic record, to insure record overlay by the bibliographic loader.
 1. Respondent will be required to maintain error rate of 2% or less for duplicate bibliographic records added to the AFPLS SIRSI database.
 2. Duplicate bibliographic records will be said to occur when the Respondent adds a bibliographic record to the AFPLS database that matches an existing bibliographic record that was created at least two weeks prior to the creation the bibliographic record.
 3. Duplicate records resulting from Respondent error will be said to occur when the Respondent fails to return the appropriate 001 tag, exactly as it appears on the existing bibliographic record, for accurate loader matching.
 4. Duplicate record creation errors will be provided to the vendor as they occur and will be used to determine the Respondent's error rate.
 5. After 45 days from date of contract signing, Respondent will be contractually required to credit AFPLS for one third the shelf-ready cost of each affected item for all duplicate catalog record creation errors in excess of 2% of the number sampled. This credit will reimburse Fulton County for its efforts in correcting the work of the Respondent.

4. Downloading Records to AFPLS Computer Center

- a. Respondent must be able to connect to AFPLS database at the time of the contract to deliver MARC records to AFPLS via FTP or internet.
- b. Data must arrive at AFPLS at least twice a week, and must arrive at AFPLS not less than 24 hours prior to receipt by AFPLS of the items ordered.
- c. Respondent must provide with each data shipment a report counting the number of bibliographic records and the total number of holdings records, by agency, included in the shipment.
 1. Purchase order number(s) or other link to the book order(s) must be referenced on 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.

5. Holdings Records

- a. Respondent must create 949 holdings record creation fields utilizing the correct formats and codes for agency, location, call number, item type, item category¹, etc.
1. Respondent must explain how Respondent's system will maintain and validate AFPLS 949 codes, including the AFPLS barcode.
- b. Respondent will be required to maintain an error rate of 2% or less for item records, in the following areas:
- **agency, location, item type: correctly spelled and formatted code used;**
 - **agency, location, item type: represents the correct book medium and the actual agency and location for which book was ordered;**
 - **call number, volume/part: correctly formatted;**
 - **call number, volume/part: reflects items-in-hand and relevant information in bibliographic 099 field.**
- c. A semiannual accounting of all holdings record creation errors will be provided to the Respondent and will be used to determine the Respondent's error rate.
- d. After 45 days from date of contract signing, Respondent will be contractually required to credit AFPLS for one third the shelf-ready cost of each affected item for all holdings record errors in excess of 2% of the number sampled. This credit will reimburse Fulton County for its efforts in correcting the work of the Respondent.
- e. Changing AFPLS needs may result in changes to holdings record codes. These changes must be fully implemented by the Respondent within 30 days of written notification of change from AFPLS.
- f. New Titles/OCLC Holdings, Respondent must transmit new titles added to the A-FCLS database to OCLC for loading into the OCLC system to set AFPLS holdings symbol (GAP).

SECTION 11

PRICING FORMS

Non-Book Materials Price Form

Vendor must complete Cost information on Price form. Alternative pricing information is not considered in determining vendor cost.

1. Selection list creation, cost per list \$_____
2. Identification and password creation, cost per selector \$_____
3. DVD First run feature films %_____
4. DVD Non-fiction titles %_____
5. DVD TV Series %_____
6. % Discount offer on all other DVDs %_____
7. % Discount offer on Music CDs % _____
8. % Discount offer on Spoken Word CDs % _____
9. Shelf-ready services (non-rush) per item cost \$_____
10. Shelf-ready services (rush) per item cost \$_____
11. DVD container per item cost \$_____
12. DVD six sided AVM556B security case \$_____
13. Music CD jewel case per item cost (include the cost for single and multiple cases) \$_____

EXHIBITS

Exhibit
Branch Locations and Hours of Operations

All Library Locations

| Library Locations A to Z | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|--|------|------|------|------|------|------|--------|
| Adams Park Branch 2231 Campbellton Road SW, Atlanta GA 30311 | 12-8 | 10-6 | 10-8 | 10-6 | 12-6 | 12-6 | Closed |
| Adamsville-Collier Heights Branch 3424 Martin Luther King Jr., Dr., Atlanta GA 30331 | 12-8 | 10-6 | 10-8 | 10-6 | 12-6 | 12-6 | Closed |
| Alpharetta Branch 238 Canton Street, Alpharetta GA 30004 | 10-8 | 10-6 | 10-8 | 10-6 | 11-6 | 11-6 | Closed |
| Bankhead Courts Branch 1415 Maynard Road NW, Atlanta GA 30331 | 11-6 | 10-6 | 11-6 | 12-6 | 12-6 | 12-6 | Closed |
| Bowen Homes Branch 2880 Yates Drive, N.W., Atlanta GA 30318 | 11-7 | 10-6 | 11-6 | 12-6 | 12-6 | 12-6 | Closed |
| Buckhead Branch 269 Buckhead Ave. NE, Atlanta, GA 30305 | 10-8 | 10-6 | 10-8 | 10-6 | 11-6 | 11-6 | Closed |
| Carver Homes Branch 215 Lakewood Way, Suite 104, Atlanta, GA 30315 | 12-6 | 10-6 | 10-6 | 12-6 | 12-6 | 10-4 | Closed |
| Central Library & Library System Headquarters One Margaret Mitchell Square, Atlanta, GA 30303 | 9-9 | 9-9 | 9-9 | 9-9 | 9-6 | 9-6 | 2-6 |
| Cleveland Ave./Roy Yancy, Sr., Branch 47 Cleveland Avenue SW, Atlanta GA 30315 | 10-8 | 10-6 | 12-8 | 10-6 | 12-6 | 12-6 | Closed |
| College Park Branch 3647 Main Street, College Park, Georgia 30337 | 12-8 | 10-6 | 10-8 | 10-6 | 12-6 | 12-6 | Closed |
| Dogwood Branch 1838 Donald Lee Hollowell Pkwy NW (formerly Bankhead Ave), Atlanta GA 30318 | 12-8 | 10-8 | 10-6 | 10-6 | 12-6 | 12-6 | Closed |
| Dr. Robert E. Fulton Regional at Ocee 5090 Abbotts Bridge Rd., Alpharetta GA 30005-4601 | 10-6 | 10-8 | 10-6 | 10-8 | 11-6 | 11-6 | Closed |
| East Atlanta Branch 400 Flat Shoals Ave. SE, Atlanta, GA 30316 | 10-8 | 10-6 | 10-8 | 12-6 | 12-6 | 12-6 | Closed |
| East Point Branch 2757 Main Street, East Point GA 30344 | 10-8 | 10-8 | 10-6 | 12-6 | 12-6 | 12-6 | 2-6 |
| Fairburn/Hobgood-Palmer Branch 60 Valley View Drive, Fairburn, GA 30213 | 10-8 | 10-8 | 10-6 | 10-6 | 12-6 | 12-6 | Closed |
| Georgia Hill Branch 250 Georgia Avenue SE, Atlanta, Georgia 30312 | 12-7 | 10-6 | 12-7 | 12-6 | 12-6 | 12-6 | Closed |
| Hapeville Branch 525 King Arnold Street, Hapeville, GA 30354 | 12-7 | 10-6 | 12-7 | 10-6 | 12-6 | 12-6 | Closed |

DVD'S, MUSIC CD'S AND OTHER NON-BOOK MATERIALS

BID# 09ITB12344B-BR

| | | | | | | | |
|---|------|------|------|------|------|------|--------|
| Kirkwood Branch 11 Kirkwood Road SE, Atlanta GA 30317 | 10-8 | 10-8 | 10-6 | 12-6 | 12-6 | 12-6 | Closed |
| Martin Luther King Jr., Branch 409 John Wesley Dobbs Ave, Atlanta GA 30312 | 11-6 | 10-6 | 11-6 | 12-6 | 12-6 | 12-6 | Closed |
| Mechanicsville Branch 400 Formwalt St SW, Atlanta GA 30312 | 10-8 | 10-6 | 10-8 | 12-6 | 12-6 | 12-6 | Closed |
| Northeast/Spruill Oaks Regional 9560 Spruill Road, Alpharetta GA 30022 | 10-8 | 10-8 | 10-8 | 10-6 | 10-6 | 10-6 | 2-6 |
| Northside Branch 3295 Northside Parkway NW, Atlanta GA 30327 | 10-8 | 10-6 | 10-8 | 10-6 | 12-6 | 10-6 | Closed |
| Peachtree Branch 1315 Peachtree Street NE, Atlanta, GA 30309 | 12-8 | 10-8 | 10-6 | 10-6 | 12-6 | 12-6 | Closed |
| Perry Homes Branch 2121 Hollywood Rd NW, Atlanta GA 30318 | 11-6 | 10-6 | 11-6 | 12-6 | 12-6 | 12-6 | Closed |
| Ponce de Leon Branch 980 Ponce de Leon Avenue NE, Atlanta GA 30306 | 10-8 | 10-6 | 10-8 | 10-6 | 12-6 | 10-6 | Closed |
| Roswell Regional 115 Norcross St, Roswell GA 30075 | 10-8 | 10-8 | 10-8 | 10-6 | 10-6 | 10-6 | 2-6 |
| Sandy Springs Regional 395 Mount Vernon Hwy NE, Atlanta, GA 30328 | 10-8 | 10-8 | 10-8 | 10-6 | 10-6 | 10-6 | 2-6 |
| South Fulton Regional 4055 Flat Shoals Road, Union City, GA 30291-1590 | 10-8 | 10-6 | 10-8 | 10-6 | 12-6 | 12-6 | 2-6 |
| Southwest Regional 3665 Cascade Road SW, Atlanta, GA 30331 | 10-8 | 10-8 | 10-8 | 10-6 | 10-6 | 10-6 | 2-6 |
| Stewart-Lakewood Branch 2893 Lakewood Ave. SW, Atlanta GA 30315 | 12-8 | 10-6 | 10-6 | 10-8 | 12-6 | 12-6 | Closed |
| Thomasville Heights Branch 1700 Thomasville Dr SE, Atlanta GA 30315 | 11-6 | 10-6 | 11-6 | 12-6 | 12-6 | 12-6 | Closed |
| Washington Park/Annie L. McPheeters Branch 1116 Martin Luther King, Jr., Dr., Atlanta GA 30314 | 10-6 | 10-8 | 10-8 | 12-6 | 12-6 | 12-6 | Closed |
| West End Branch 525 Peeples St SW, Atlanta GA 30310 | 12-8 | 10-6 | 10-6 | 10-8 | 12-6 | 12-6 | Closed |

ATTACHMENTS

ATTACHMENT 1

**Location Policy
(Branches)**

ADULT - Adult Collection

JUVENILE - Children's Collection

YOUNG_ADLT - Young Adult Collection

NOTE: Please do not convert or process any Auburn Avenue items.

ATTACHMENT 2**Location Policy
(Central)**

| | |
|--------------------|---|
| CEN_EXPRS_1 | 1ST floor Library Express Central Bestseller Holdable |
| CEN_EXPRS_2 | 1ST floor Library Express Non Holdable |
| CEN_REF | 2nd floor Non Circulating Adult Reference Collection |
| CEN_GCOLL | 3rd floor General Collection |
| CEN_TEEN | 3rd floor Teen Center |
| CEN_ILC | 4th floor Instructional Learning Center |
| CEN_GLOBAL | 4th floor Global Access Collection Foreign Language |
| CEN_GA | 5th floor Non-Circulating Local History Collection |
| CEN_GEN | 5th floor Non-Circulating Genealogy Collection |

ATTACHMENT 3

Library Codes – 949 \$m

| <u>AGENCY NAME</u> | <u>CODE TO USE</u> |
|---|--------------------|
| Adams Park Branch Library | ADMS_P |
| Adamsville-Collier Heights Branch Library | A-COLL |
| Alpharetta Branch Library | ALPH |
| Bankhead Courts Branch Library | BANKHD |
| Book Mobile | BKMOBIL |
| Bowen Homes Branch Library | BOWEN |
| Buckhead Branch Library | BUCKHD |
| Carver Homes Branch Library | CARVER |
| Central Library | CENTRAL |
| Cleveland Avenue/Yancy Branch Library | CLEVE |
| College Park Branch Library | COL_PK |
| Dogwood Branch Library | DOGWOOD |
| East Atlanta Branch Library | EAST_A |
| East Point Branch Library | EPOINT |
| Fairburn/Hobgood-Palmer Branch Library | FAIRBRN |
| Georgia Hill Branch Library | GA_HIL |
| Hapeville Branch Library | HAPEVL |
| Kirkwood Branch Library | KIRKWD |
| Mechanicsville Branch Library | MECHVL |
| MLK Branch Library | M_KING |
| Northeast/Spruill Oaks Regional Library | NE_FUL |
| Northside Branch Library | NRTHSD |
| Peachtree Branch Library | PTREE |
| Perry Homes Branch Library | PERRY |
| Ponce de Leon Branch Library | PONCE |
| Robert E. Fulton /Ocee | OCEE |
| Roswell Regional Library | ROSWEL |
| Sandy Springs Regional Library | SDY_SP |
| South Fulton Regional Library | SO_FUL |
| Southwest Regional Library | SWEST |
| <u>Stewart-Lakewood Branch Library</u> | <u>STEW-L</u> |
| Thomasville Heights Branch | TMSVIL |
| Washington Park/McPheeters Branch Library | WASH |
| West End Branch Library | WEST_E |

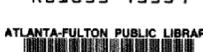
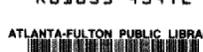
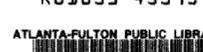
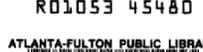
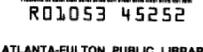
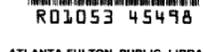
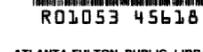
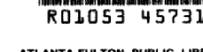
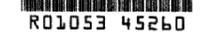
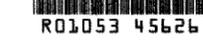
ATTACHMENT 4**Home Location****Codes – 949 \$I**

NOTE Central will have **sub-collections** – please note **Adult, Young Adult, Juvenile**

| DESCRIPTION | LOCATION CODE |
|--|--------------------------------|
| Central – Children’s Dept | JUVENILE |
| Central – Juvenile Kit (Juvenile readalong) | J_READALOG |
| Central – Bestseller | CEN_XPRS_1 “Rush” or “Reserve” |
| Central – Genealogy collection | CEN_GEN |
| Central – General collection | CEN_GCOLL |
| Central – Georgia collection | CEN_GA |
| Central – Global Access | CEN_GLOBAL |
| Central – Ivan Allen | CEN_REF |
| Central – Instructional Learning Center | CEN_ILC |
| Central – Library Express | CEN_XPRS_1 |
| Central – Professional collection | PROFESSION |
| Central – Teen Center | CEN_TEEN |
| Central – Reference Line | CEN_REF_L |
| Adult Collection for branches | ADULT |
| Juvenile Collection for branches | JUVENILE |
| Juvenile Kit (Juvenile readalong) | JUVENILE |
| Reference Collection for branches | REFERENCE |
| Popular Collection for branches (Bestseller) | BESTSELLER “Rush” or “Reserve” |
| Young Adult Collection for branches | YOUNG_ADLT |

ATTACHMENT 5

BARCODE SAMPLE

| | | | | |
|---|---|--|---|---|
|  R01053 45210 |  R01053 45333 |  R01053 45456 |  R01053 45579 |  R01053 45692 |
|  R01053 45228 |  R01053 45341 |  R01053 45464 |  R01053 45587 |  R01053 45707 |
|  R01053 45236 |  R01053 45359 |  R01053 45472 |  R01053 45595 |  R01053 45715 |
|  R01053 45244 |  R01053 45367 |  R01053 45480 |  R01053 45600 |  R01053 45723 |
|  R01053 45252 |  R01053 45375 |  R01053 45498 |  R01053 45618 |  R01053 45731 |
|  R01053 45260 |  R01053 45383 |  R01053 45503 |  R01053 45626 |  R01053 45749 |
|  R01053 45278 |  R01053 45391 |  R01053 45511 |  R01053 45634 |  R01053 45757 |
|  R01053 45286 |  R01053 45406 |  R01053 45529 |  R01053 45642 |  R01053 45765 |
|  R01053 45294 |  R01053 45414 |  R01053 45537 |  R01053 45650 |  R01053 45773 |
|  R01053 45309 |  R01053 45422 |  R01053 45545 |  R01053 45668 |  R01053 45781 |
|  R01053 45317 |  R01053 45430 |  R01053 45553 |  R01053 45676 |  R01053 45799 |

ATTACHMENT 6

A-FPLS OWNERSHIP STAMPS

ATLANTA-FULTON PUBLIC LIBRARY

ATLANTA-FULTON PUBLIC LIBRARY