



# FULTON COUNTY

*Vision*  
*People Families Neighborhoods*

*Mission*  
*To serve, protect and govern in concert with local municipalities*

*Values*  
*People Customer Services*  
*Ethics Resource Management*  
*Innovation Equal Opportunity*

REQUEST FOR INVITATION TO BID NO. 09ITB12345B-BR

## WORLD LANGUAGE MATERIALS

For

### THE LIBRARY DEPARTMENT

**BID DUE DATE AND TIME:** December 30, 2008, 11:00 A.M.

**BID ISSUANCE DATE:** November 26, 2008

**PURCHASING CONTACT:** Brian Richmond at 404-612-7915

**E-MAIL:** [brian.richmond@fultoncountyga.gov](mailto:brian.richmond@fultoncountyga.gov)

**All bids must be 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 15, 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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**Purpose:**

To provide shelf-ready adult, juvenile and young adult fiction, non-fiction, and reference book and non-book world language materials for patrons of Atlanta-Fulton Public Library System.

**Description of Project:**

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

**Scope of Work Summary:**

Respondent must have in-stock inventory (books and non-books immediately available for sale) that include: hardcover and paperback, juvenile, young adult and adult non-fiction in all Dewey subject ranges; juvenile, young adult and adult fiction; juvenile, young adult and adult reference materials; juvenile, young adult and adult non-book, spoken word tapes and CDs, DVDs, and music CDs. The inventory must support a 34 branch library system with collections in excess of 650,000 titles and over 2.3 million items. Respondent must be capable of and have knowledge and proven skills in the areas of public library collection development, cataloging, physical processing, bibliographic record creation, export of bibliographic records to AFPLS SIRSI System and invoicing. Respondent will provide shelf-ready materials for AFPLS based on selection profile guidelines that describe the subject areas and areas of geographical interest of each agency. Profile guidelines will be provided after bid is awarded. Respondent will also accept firm orders from AFPLS.

Respondent must be capable of providing materials written and published in the country of the specified language as well as those written and published in the United States. Respondent **MUST** provide a complete list of publishers as part of the bid response whose materials can be supplied to AFPLS through the Respondent.

Selected respondent will provide all qualified personnel, facilities, equipment, and supplies appropriate for filling ongoing orders of shelf-ready book and non-book materials as requested by the Atlanta-Fulton Public Library System. Respondent is expected to work closely with Atlanta-Fulton Public Library System staff in providing these functions to AFPLS in accordance with standards provided by Library.

**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".

**INVITATION TO BID**  
**Bid# 09ITB12345B-BR World Language Materials**  
**FULTON COUNTY GOVERNMENT**

**SECTION 1 - INSTRUCTIONS TO BIDDERS**

Fulton County Government (“County”) invites sealed bids for **Bid# 09ITB12345B-BR World Language 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](mailto: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 # 09ITB12345B-BR

**2. PRE-BID CONFERENCE-**There is no pre-bid conference scheduled 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# 09ITB12345B-BR World Language 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 15, 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:**

*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.*

**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 and Contractor’s surety.

Within fifteen (15) days after receipt the Contractor shall return all the documents properly executed by the Contractor and the Contractor’s surety. 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 be 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 – <b>submittal shall show amounts for both Base Bid and Alternate and shall be signed and sealed by the bidder.</b> 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	
7		

**SECTION 2: BID FORM**

**Bid#09ITB12345B-BR World Language 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	_____
ADDENDUM #	_____	DATED	_____
ADDENDUM #	_____	DATED	_____
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 REQUIRED)**

**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 statues 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. 5**

**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 3<sup>rd</sup> 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.

**BID# 09ITB12345B-BR**

**WORLD LANGUAGE MATERIALS**

***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**

**General Conditions**

- A. Inventory
  - 1. Size
    - a. Fill Rate
    - b. Turnaround Time
- B. Selection Services
  - Basic Requirements
- C. Accounts
- D. Order Status
- E. Shipping and Receiving
- F. Invoicing
- G. Respondent Support
- H. Reference List
- I. World Language Chart

Selected Respondent is expected to meet the general conditions of:

**A. Inventory**

**1. Size**

Respondent must have in-stock inventory (book and non-book immediately available for sale) that include paperback and hardcover; juvenile, young adult, and adult non-fiction in all Dewey subject ranges; juvenile, young adult, and adult fiction; juvenile, young adult, and adult reference materials, (one or two volume sets not to exceed \$150.00); no continuations or incomplete series. Mass market paperbacks, juvenile picture, easy reader and board books, including read-along, spoken word tapes and CDs, DVDs, music CDs, if applicable must also be in-stock. Respondent must be capable of providing materials written and published in the country of the specified language as well as those published in the United States.

**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 34 distinct library agencies. Respondent is expected to supply the maximum number of copies available through in-house inventory, and to provide shelf-ready services for those copies.

**3. Turnaround Time**

- a.** Turnaround time, from date of receipt of order by Respondent to date of receipt of entire shelf-ready shipment by AFPLS shall not exceed ninety (90) days for in-stock materials. Turnaround time for in-stock books will be monitored by AFPLS and reported to Respondent on a semiannual basis.
- b.** Respondent must supply ninety percent (90%) of all books back ordered and available from the publisher, fully cataloged and processed, within eleven (11) months of receipt of Library’s order.

**Selection Services**

**1. Basic Requirements**

Respondent must reply as part of the shelf-ready services with their ability to identify and acquire World Language materials for public library users. Selection profile guidelines that describe the subject areas and areas of geographical interest of each agency will be provided after the contract is awarded. Titles deemed unsuitable by AFPLS will be returned to Respondent for a no charge substitution.

Respondent will be required to identify and acquire foreign language materials suitable for public library users. Hardback binding is preferred but Respondent may substitute soft cover when a title is not available in hardback. VHS may not be substituted for DVDs. AFPL S is not purchasing DVDs in Blu Ray Format at this time. Requests for Blu Ray titles must be substituted with DVDs.

Age-level criteria for materials are as follows:

- Juvenile – preschool through age 12
- Young Adult – ages 13 – 19
- Adult – age 20 and above

**This is a representative sampling of the various subject areas that are required.**

DEWEY #	SUBJECTS
<b>100's</b>	Philosophy, popular works; Self Help, Meditation.
<b>200's</b>	Religion, popular works; Islam, Christianity, comparative religious thoughts, Talmud, Torah, Gemara, Bible; Inspirational works, Hymnals, Devotionals, Sacred texts, Bible.
<b>300's</b>	Social Issues/Concerns, Folklore, Myths, Child rearing, Family Psychology, Business (how-to), Crime & Criminals, Education, Politics.
<b>400's</b>	ESL (bi-lingual materials).
<b>500's</b>	Science, Health, Mathematics, Animals, Sea Life.
<b>600's</b>	Cookbooks, Resumes, Exercise, Family Medical Guides, Parenting, Sex, Birth, Gardening.
<b>700's</b>	Sports, Music, Fine Arts, Crafts.
<b>800's</b>	Popular Fiction, Best-Sellers (non-fiction), Plays (last 5 years), Literary Criticisms, American Top Authors.
<b>900's</b>	Travel Guides, History-World, History-Local, History-U.S., History-Jewish.

- Notes: 1) Hardback binding is preferred but a soft back substitute will be acceptable when a title is not available in hardback.  
 2) DVD's are preferred for videos but VHS will be an acceptable substitute when a title is not available in DVD format.

**B. Accounts**

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

1. Foreign / World Language Processed  
 Foreign / World Language books and non-books that receive full shelf-ready services (ex., cataloging, processing, and item record creation)

Adult, Young Adult, and Juvenile Trade Paperback Processed Books  
Respondent must supply a minimum of two types of protective coverings for paperback books:

1. Permanent laminate or buckram covering. This is used for the following types of materials:
    - Circulating juvenile books
    - All reference books excluding travel/guide books
    - All circulating young adult books costing \$16.99 or more
  2. Respondent must provide a sample book with Respondent's recommended permanent laminate or buckram covering, as part of Respondent's proposal.
2. Respondent(s) must provide binding costs for Respondent's permanent laminate or buckram covering, as part of Respondent's proposal.

**D. 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 have completed shipment of all orders to AFPLS eleven (11) months after contract is awarded and all backordered materials must be cancelled thereafter at no additional cost to Fulton County. There will be no exception to this requirement unless it is obtained in writing from AFPLS.

**E. Shipping and Receiving**

- a. Respondent must check all shipments for accuracy and completeness. Respondent must maintain 99% rate for accuracy (e.g. books shipped represent the order received) and completeness (e.g. all 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.

2. All deliveries are inside designated to Branch Libraries. Shipments to branches must occur weekdays during open hours. **See Exhibit Branch Locations and Hours of Operations.**

**c. Drop Shipments**

Respondent must be able to ship shelf-ready materials 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.

**d. 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.

**e. 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”.

**F. Invoicing**

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

- a. Respondent must submit consolidated invoices according to Fulton County requirements. Deadline for accepting invoices for payment for the calendar year will be provided after contract is awarded. **All invoices will be paid in the contracted year for which the contract is awarded.**

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. Binding (hardcover, paperback, library binding, etc.)
12. List cost of book
13. Number of copies
14. Total list cost for all copies of books
15. Discount (percentage)
16. Net total cost for all copies of book (after discount)
17. Shelf-ready cost for book(s) must be included on the invoice for which it pertains)
18. Separate line items for each special handling charge (e.g., rush charge, paperback binding charge, etc.)

- b. Fulton County will pay invoices net thirty (30) days from receipt of invoice by Fulton County.

**G. 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 have 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.
- 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 orientation to 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's shelf-ready services project manager and phone number, for whom Respondent currently supplies shelf-ready services.

**REFERENCES**

Name of Public Library \_\_\_\_\_

Library Address \_\_\_\_\_

Library Project Manager \_\_\_\_\_

Project Manager Job Title \_\_\_\_\_

Library Project Manager Phone Number \_\_\_\_\_

Estimated Dollar Value of Contract \_\_\_\_\_

Name of Public Library \_\_\_\_\_

Library Address \_\_\_\_\_

Library Project Manager \_\_\_\_\_

Project Manager Job Title \_\_\_\_\_

Library Project Manager Phone Number \_\_\_\_\_

Estimated Dollar Value of Contract \_\_\_\_\_

Name of Public Library \_\_\_\_\_

Library Address \_\_\_\_\_

Library Project Manager \_\_\_\_\_

Project Manager Job Title \_\_\_\_\_

Library Project Manager Phone Number \_\_\_\_\_

Estimated Dollar Value of Contract \_\_\_\_\_

**SECTION 7**

**SPECIAL CONDITIONS**

To comply and meet expectations of AFPLS Processing and Cataloging requirements selected vendors will provide books shelf ready to meet criteria of:

A. Cataloging and Physical Processing Specifications

B. SIRSI System Loader

C. Attachments

**CATALOGING SPECIFICATIONS**

**BOOKS**

**Fixed Fields**

Fixed Fields must be established and edited according to the most current edition of the **OCLC Bibliographic Formats and Standards** documents. The following fixed fields are edited for all records to conform to the monograph in hand. **AFPLS reserves the right to make amendments to any part of the 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 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) working days**. Once the changes have been made, vendor must send 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.

- Bibliographic Level**                      Should 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 **m** if the monograph is a multi-volume set published during more than one year or incomplete, in which case date 1 is the initial date and date 2 is the terminal date  
     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, m, q, or t**, required in the Dates fixed field above.
  
- Descriptive Cataloging:**                Should be **a**.
  
- Encoding Level:**                         For LC MARC, should be blank; for all other records, full level cataloging required.
  
- Government Publication Code:**        Follow OCLC MARC
  
- Audience:**                                 Should be **blank** for adult books.

**Language:**

Follow OCLC MARC Code List

**Type of Record:**

Should be a

**001**

Used for OCLC, vendor, or AFPLS control number, for matching to existing AFPLS/SIRSI records for added copy cataloging

**035**

OCLC or AFPLS vendor number

**041**

Follow OCLC/USMARC

**010**

For non LC-MARC records verify that the LCCN matches. Delete any LCCNs appearing in a subfield \$z.

**020**

For single-volume works, verify that the first ISBN in the records match the publisher and format for the book in hand. All other ISBNs that are valid for the edition in hand but represent a second publisher or different binding should be entered in succeeding 020 fields, following by the relevant ISBN. Binding and second publisher qualifiers must follow the ISBN in parentheses, e.g.:

0978234130 (pbk.)  
 0978234132 (hbk.)  
 0978234133 (Harper)

For multi-volume works, **all** valid ISBNs should have individual 020 fields, beginning with the set ISBN, followed by the individual volumes in ascending numerical order, e.g.:

0978234132 (set)  
 0978234133 (v. 1)  
 0978234134 (v. 2)

Enter all available ISBNs whether the complete multi-volume work is in hand or not. Delete all prices from ISBNs.

**049**

Use **GAPA**

**Local Holdings**

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

**099**

**Classification**

Classification number. (Refer to section on classification following cataloging information). The language prefix should precede the call number)

**100/110/111**

**Author**

Verify accuracy of the author listed in the 245 subfield \$c (statement of responsibility). **All** 100/110/111 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, vendor must search the name in the **AFPLS Sirsi** database and use the form that appears most often. Notify AFPLS if the name appears in more than one form. If the name does not appear in the AFPLS Sirsi database, establish the name as it appears on the title page. Foreign and Corporate names should be established according to **AACR2 (2002 Revision, 2<sup>nd</sup> edition)** guidelines.

**Verify all 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

**240**

**Uniform Title**

**Entry**

**Retain all uniform title entries (English version)**  
**Add if missing from record.**

**245**

**Title Page**

The title, subtitle, and other information/statement of responsibility must match exactly as it appears on the title page or equivalent substitute.

A **General Material Designator (GMD)** must be added for all large print books. The **GMD** is subfield **\$h**. Example:

245 10 Forever my love \$h [large print] / \$c Danielle Steele.

A **Statement of Responsibility (SOR)** appears in the subfield **\$c**. Use ISBD punctuation for all parts of the title.

**246**  
**Varying Form**  
**Of the 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

**250  
Edition**

Edition statements must match exactly the edition of the book. If more than one edition statement is present, list one in the 250 field and the others in separate notes fields.

Edition statements not taken from the title page or verso must be entered in brackets in the 250 field.

**Delete all first edition statements, such as:**

- 1<sup>st</sup> ed.
- 1<sup>st</sup> U.S. ed.
- 1<sup>st</sup> Harper ed.

**260  
Publication**

Verify place of publication and publisher. If two or more publishers are listed, use only the first one, but do not delete the second if already present in the record. Add any distributors in separate \$a and \$b fields.

It is important to follow the **Guidelines for Matching Records** exactly to be sure of a match for the date of publication.

AFPLS uses copyright dates and ignores printing and publication dates, as long as the copyright date is present or unless the date of publication is for a new edition.

**300  
Description**

Pagination, including preliminary paging, and illustration statement must match within **5** pages. If pages of plates are present and not numbered, or the numbers are not consistent with the book paging, count the unnumbered pages of plates and record them in brackets.

Use the terms **col. ill.** or **ill. (some col.)** for illustrations. Use **chiefly ill.** or **chiefly col. ill.** for books that appear to be mostly illustrations; use **all ill.** or **all col. ill.** for books that are all illustrations with no text.

Accept size if present; add, if not present.

Vendor must include any missing information for **CIP** records.

If other material accompanies the book and it is clearly not to be cataloged separately, use subfield **\$e** to include these materials, such as workbooks, non-book materials, etc.

Vendor must include (**large print**) follow the paging information for all large print books.

ex. 300 471 p. (large print) ; \$c 24 cm.

**4XX  
Series**

Trace all series. For non-LC cataloging, search the series in the **LC NAF** for the authoritative form series. If not found, search the AFPLS database and use the form as it appears. If not found in the AFPLS database, trace the series as it appears in the book.

Prefer to use 440 field with first indicator blank and the second indicator to be determined by cataloger (**See field 245 for information on indicators**). **Delete 8XX field when using 440 field.**

**5XX  
Notes**

Enter all notes that apply. Field may also be used to indicate other editions, added authors, or added publishers.

**520  
Summary**

**Delete this field from Adult and Young Adult books.**

**6XX  
Subject Headings**

A minimum of one subject heading is required for all nonfiction materials. Two to four subject headings are preferred.

For 600, 610, 611, and 630 fields, follow the instructions for 1XX field to verify and establish these fields. The machine-readable **LC Subject Authority File (LC SAF)** must also be checked.

Verify and include indicators for 600, 610, 611, and 630 fields.

If subfield \$t, (**title**) appears with a 600 field, **delete** any initial articles. Ex.:

600 10 James, Henry. \$t Wings of the dove, **not** The wings of the Dove.

All geographic headings should appear in the 651 0 field. Verify in the **LC NAF and SAF**. Verify that all subdivisions appear in the appropriate subfields:

- \$v form subdivision
- \$x general subdivision
- \$y chronological
- \$z geographical

Delete all subject heading fields with second indicators of 1, 2, 3, 4, 5, 6, 8.

**Retain** subject headings for **all** fiction materials. Second indicator must be **0**.

Delete all **\$v Juvenile literature** subdivisions for titles being cataloged for the **adult/young adult collection**.

All large print books must have the following subject heading:

**650 0 Large type books.**

653

Delete

654

Delete

655

Genre/form subject headings for fiction should be retained if present. The first indicator is blank; the second indicator is 7.

Verify that all subdivisions appear in the appropriate subfields:

\$v form subdivision  
\$x general  
\$y chronological  
\$z geographic  
\$2 source of genre heading

656

Delete

657

Delete

**700/710/711  
730 Added  
Author**

Follow instructions for 1XX above to establish these names.

7XX fields should **always** appear for:

- second and third authors
- first author/contributor mentioned when there are four or more
- editors
- illustrators of children's books or prominently mentioned illustrators of adult belles lettres (e.g. Jane Eyre. Woodcuts by Fritz Eichenberg)

For 730 fields, the first indicator is a filing indicator. (See 245 field for indicator information).

Vendor must delete any articles in \$t in the 700 fields. Ex.:

700 12 Forster, E.M. \$t Room with a view.

700 12 Grahame, Kenneth. \$t Wind in the Willows.

**740  
Added Entry  
Analytical  
Title**

Use for analytical title added entries  
Use for analytic or related work title that is not controlled through an authority file or another bibliography record  
Use for analytical titles of independent works contained within the book. Do not create analytical title added entries for collection of short stories and essay collections. Use 740 02 for any variations of subsequent independent titles.

If more than three works are included in a book, the vendor is responsible for entering the first three analytical title added entries.

Vendor must use appropriate indicators for this field.

**8XX  
Series Differ-  
ently**

This will generally be an 830 field, with the first indicator blank and the second indicator 0 (zero). There should be no initial articles in an 8XX field. If an 830 field appears in the record, accept the cataloger's decision as to form, as long as the series is not established differently in the LC NAF or in the AFPLS database.

800, 810, and 811 fields should almost never occur, but if present, establish the form of the name according to the guidelines listed in the 1XX field.

If \$t is present, delete any initial articles.

**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.htm>

**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

Call numbers are entered in the **099 tag**, following OCLC input instructions. For LC Marc records, change the **082 field to 099** and edit the call number. **Delete any 050, 055, 060 070, 082, 090, and 092 fields present in the record.**

**Only 099 should be used for the call number field. The code for each language should precede the call number in the first subfield a.**

Materials should be cataloged utilizing the **Dewey Decimal Classification Scheme, Edition 22.**

Dewey classification numbers should not **exceed 4-6 numbers after the decimal point, with not more than 4 numbers preferred and no breaks within prime.** Because the foreign names may be longer than usual, please truncate the cutter in both the **099 field and spine label display to eight characters maximum (within reason) and provide spine and pocket labels for every title.**

**Example: 796.352'3 will become F 796.3523 (for French).**

AFPLS cutters consist of the author's full last name, or the first significant word of title main entry. Cutters for **biography** and **criticism** consist of the last name of the **biographee or the last name of the person being critiqued. ALL LETTERS IN THE CUTTER SHOULD BE UPPERCASE.**

**Example: S B STEELE S 813.53 WRIGHT**

When cataloging large print materials, **LP** should always be entered in the **099 field, preceding** the call number.

**Example: S LP \$a FICTION \$a SMITH**

AFPLS uses the term **FICTION**, followed by a cutter for the author's last name, as the call number to replace the Dewey numbers for fiction. If the book in hand is a collection of short

stories by one author, use **FICTION** as the call number and cutter for the author. Use the **Dewey** number for collection of short stories by multiple authors.

**NONFICTION**

Dewey classification numbers, as noted above, should not exceed 4-6 numbers after the decimal, with 4 numbers preferred. There are no breaks within prime. The following call number examples should illustrate AFPLS Dewey classification practice. When in doubt, please contact the AFPL project administrator.

**082: 7896.352/3**

**099: S 796.3523**

**082: 629.133/134**

**099: S 629.133 (prefer 4 digits, but prime dictates 3)**

**082: 222/.11093**

**099: S 222.11093 (no break within prime, accept 5 digits)**

**082: 796.332/64**

**099: S 796.332 (prefer 4, but prime dictates 3)**

**082: 813.5/4/09**

**099: S 813.5409**

**REFERENCE BOOKS**

Do not enter the letter **“R”** in the 099 (call number field) for any reference materials. Use the 949 \$a (call number field) for all Reference materials. Follow the same procedures outlined for books when cataloging reference materials.

**Example**

099 331.702 REEVES

949 \$a S R 331.702 REEVES

**BIOGRAPHY**

**1. General:**

AFPLS uses **“B”** for all individual biographies and use the **biographee’s full last name as the cutter**. Follow the biographee’s punctuation and spacing for names with prefixes.

**099 B O’MALLEY**

**099 S B VAN HELSING**

Vendor will use **B** and the biographee’s last name in the **099** if the 082/092 field of the incoming record has **B** or offers a choice of the **Dewey number or B**. **Exceptions follow:**

**2. Exceptions:**

**700s:**

If the book in hand offers a choice between the Dewey number and B, choose the **Dewey number** if the individual’s biography is stressed or career and biography receive equal emphasis; otherwise, choose **B** and biographee’s last name.

**Example:**

Title: The films of Spike Lee  
 099: S 791.43 \$a LEE

Title: The life of Spike Lee  
 099: S B \$a LEE

Title: The life of Katharine Hepburn  
 099: S B \$a HEPBURN

Title: The films of Katharine Hepburn  
 099: S 791.43 HEPBURN

Title: Malcolm A to X: the man and his ideas  
 099: S 818 \$a X

Title: Autobiography of Malcolm X  
 099: S B \$a X

**700s - ARTISTS (PAINTERS, SCULPTORS, etc.)**

If the incoming record offers a choice of a **Dewey number or B**, vendor will choose the 700 Dewey number and the last name of the **artist**, not the author.

**Example:**

Title: Matisse, a biographical and critical study  
 099: S 759.4 \$a MATISSE

Title: Cezanne and his art  
 099: S 759.4 CEZANNE

Title: Ken Saro-Wiwa: (a bio-critical study)  
 099: S 823 \$a SARO-WIWA

**3. Collective Biographies:**

Use the Dewey number for adult/young adult collective biographies.  
 Use J 920 for Juvenile collective biographies.

**BIBLIOGRAPHIES, FILMOGRAPHERS, DISCOGRAPHIES**

1. If the book in hand is a bibliography, vendor will use the Dewey subject number, and add 016 to the end of the call number.
2. The entire call number should not exceed six positions past the decimal. If number in the 082/092 field exceeds the sixth position, vendor will change call number field to 099, then carry the call number to the decimal or the first prime.

**Example:**

082: 016.363/68  
 099: S 363.68016

082: 016.6588  
 099: S 658.8016

082: 016.791/43  
 099: S 791.43016

082: 016.423/2156  
 099: S 423.016

3. If the book in hand is a bibliography, filmography or discography of a specific individual or group, enter the Dewey number and cutter for the last name of the individual or the name of the group.

**Example:**

Title: Filmography of John Ford  
 082: 016.791/43  
 099: S 791.43016 \$a FORD

Title: Discography of Michael Jackson  
 082: 016.789/912  
 099: S 789.912016 \$a JACKSON

Title: Recordings of the Beatles

082: 016.789/912  
 099: S 789.912019 \$a BEATLES

Title: The writings of Richard Wright: a bibliography  
 082: 016.818/54  
 099: S 818.54016 \$a WRIGHT

**CRITICISM OF AN ARTIST OR LITERARY AUTHOR**

1. In the 700s and 800s, if a book is a **criticism of the author/artist**, class the book in the Dewey subject number and **cutter for the author/artist**.

Title: Critical review of Ernest Hemingway  
 082: 813.54  
 099: S 813.54 \$a HEMINGWAY

Title: James Baldwin: a critical study  
 082: 818.5  
 099: S 818.5 \$a BALDWIN

Title: Clarence Major and his art  
 082: 700.92  
 099: S 700.92 \$a MAJOR

Title: Focus on Alfred Hitchcock  
 082: 759.4  
 099: S 759.4 \$a HITCHCOCK

**COLLECTIONS OF SHORT STORIES**

1. A collection of short stories by more than one author should be classed in the Dewey numbers assigned for short stories, including those displaying a specific subject, type, or scope. Vendor will always cutter for the last name of the author or the first significant word of the title main entry.

**Example:**

Mystery stories	813.0872
American Western Stories	813.0874
American Science Fiction	813.0876
Stories, General	808.83

2. A collection of stories by the same author should be classed as **FICTION**.

**UNIFORM DEWEY NUMBERS FOR CATALOGING AFPL TRAVEL BOOKS**

The following call numbers are being provided for the purpose of having AFPLS travel guidebooks classed correctly. The vendor will use these call numbers and if the year is included, it should also be listed in \$v of the 949 holdings field.

The table below is followed by an alphabetical index by country and city names. The general rule is: shortest numbers for continents (which have no decimal places); sub-continental regions, countries, and regions within countries have longer numbers and contain decimal places; cities have the longest numbers. In addition to using this chart to classify site specific travel guidebooks, vendor will use the numbers on this chart to also catalog:

- *bed & breakfast guides (instead of 647);*
- *site-specific guides to hiking, canoeing, etc. (instead of 700s);*
- *amusement park guidebooks (e.g., Walt Disney World) (instead of 791).*
- *guidebooks for specific national parks (e.g. Yellowstone)*
- *site-specific cruise guides (e.g. to the Caribbean)*

914	Europe
914.1	Great Britain
914.11	Scotland
914.15	Ireland
914.2	England
914.21	London
914.278	Lake District
914.29	Wales
914.3	Germany
914.3155	Berlin
914.36	Austria
914.364	Liechtenstein
914.37	Czechoslovakia
914.371	Prague

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

914.38	Poland
914.39	Hungary
914.4	France
914.436	Paris
914.49	Provence
914.45	Loire Valley
914.4949	Monaco
914.5	Italy
914.531	Venice
914.549	San Marino
914.55	Tuscany
914.551	Florence
914.5632	Rome
914.5634	Vatican City
914.585	Malta
914.6	Iberian Peninsula
914.6	Spain
914.641	Madrid
914.672	Barcelona
914.679	Andorra
914.69	Portugal
914.7	Russia
914.721	Leningrad/St. Petersburg
914.731	Moscow
914.793	Lithuania
914.8	Scandinavia

914.81	Norway
914.85	Sweden
914.89	Denmark
914.897	Finland
914.91	Iceland
914.92	Netherlands
914.92352	Amsterdam
914.931	Belgium
914.935	Luxembourg
914.94	Switzerland
914.95	Greece
914.9512	Athens
914.965	Albania
914.971	Yugoslavia
914.98	Romania
914.99	Bulgaria
915	Asia
915.1	China, People's Republic
915.1132	Shanghai
915.1156	Peking/Beijing
915.1249	Taiwan
915.125	Hong Kong
915.15	Tibet
915.173	Mongolia
915.193	Korea, North

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

915.195	Korea, South
915.2	Japan
915.2135	Tokyo
915.332	Yemen Arab Republic
915.335	Yemen (People's Republic)
915.353	Oman
915.357	United Arab Emirates
915.363	Qatar
915.365	Bahrain
915.367	Kuwait
915.38	Saudi Arabia
915.4	India
915.491	Pakistan
915.492	Bangladesh
915.493	Sri Lanka
915.495	Maldives
915.496	Nepal
915.498	Bhutan
915.5	Iran
915.6	Middle East
915.61	Turkey
915.645	Cyprus
915.67	Iraq
915.691	Syria
915.692	Lebanon
915.694	Israel

915.695	Jordan
915.81	Afghanistan
915.9	Southeast Asia
915.91	Myanmar (Burma)
915.93	Thailand
915.94	Laos
915.95	Malaysia
915.952	Singapore
915.96	Cambodia
915.97	Vietnam
915.98	Indonesia
915.99	Philippines
916	Africa
916.11	Tunisia
916.12	Libya
916.21	Egypt
916.216	Cairo
916.25	Sudan
916.252	Guinea
916.3	Ethiopia
916.42	Morocco
916.5	Algeria
916.61	Mauritania
916.623	Mali
916.625	Upper Volta

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

916.626	Niger
916.63	Senegal
916.64	Sierra Leone
916.651	Gambia
916.657	Guinea-Bissau
916.658	Cape Verde
916.662	Liberia
916.668	Ivory Coast
916.67	Ghana
916.671	Central African Republic
916.681	Togo
916.683	Benin
916.69	Nigeria
916.711	Cameroon
916.715	Sao Tome & Principe
916.718	Equatorial Guinea
916.721	Gabon
916.724	Congo
916.73	Angola
916.743	Chad
916.751	Zaire
916.7571	Rwanda
916.7572	Burundi
916.761	Uganda
916.762	Kenya
916.771	Djibouti

916.773	Somalia
916.78	Tanzania
916.79	Mozambique
916.8	South Africa
916.883	Botswana
916.885	Lesotho
916.887	Swaziland
916.891	Zimbabwe
916.894	Zambia
916.897	Malawi
916.91	Madagascar
916.94	Comoros
916.96	Seychelles
916.982	Mauritius
917	North America
917.1	Canada
917.11	British Columbia
917.1133	Greater Vancouver
917.13	Ontario
917.13541	Toronto
917.14281	Montreal
917.14471	Quebec [City]
917.2	Mexico
917.253	Mexico City
917.28	Central America

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

917.281	Guatemala
917.282	Belize
917.283	Honduras
917.284	El Salvador
917.285	Nicaragua
917.286	Costa Rica
917.287	Panama
917.29	West Indies
917.29	Caribbean
917.291	Cuba
917.292	Jamaica
917.293	Dominican Republic
917.294	Haiti
917.295	Puerto Rico
917.296	Bahamas
917.2972	Virgin Islands
917.2981	Barbados
917.2983	Trinidad & Tobago
917.29844	St. Vincent/Grenadines
917.29843	St. Lucia
917.29845	Grenada
917.29841	Dominica
917.299	Bermuda
917.3	United States
917.4	New England & Middle Atlantic Region
917.41	Maine

917.42	New Hampshire
917.43	Vermont
917.44	Massachusetts
917.4461	Boston
914.4492	Cape Cod
917.45	Rhode Island
917.46	Connecticut
917.47	New York
917.471	New York City
917.48	Pennsylvania
917.49	New Jersey
917.5	Southeast Region
917.51	Delaware
917.52	Maryland
917.53	District of Columbia
917.54	West Virginia
917.55	Virginia
917.5523	Richmond
917.56	North Carolina
917.57	South Carolina
917.57915	Charleston
917.58	Georgia
917.58231	Atlanta
917.58724	Savannah
917.59	Florida

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

917.5924	Orlando (Walt Disney World)
917.59381	Miami
917.6	South Central & Gulf Coast Regions
917.61	Alabama
917.62	Mississippi
917.63	Louisiana
917.6335	New Orleans
917.64	Texas
917.64141	Houston
917.66	Oklahoma
917.67	Arkansas
917.68	Tennessee
917.6819	Memphis
917.6855	Nashville
917.69	Kentucky
917.7	North Central & Great Lakes
917.71	Ohio
917.72	Indiana
917.73	Illinois
917.731	Chicago
917.74	Michigan
917.75	Wisconsin
917.76	Minnesota
917.77	Iowa
917.78	Missouri
917.8	Western Region

917.81	Kansas
917.82	Nebraska
917.83	South Dakota
917.84	North Dakota
917.86	Montana
917.87	Wyoming
917.88	Colorado
917.89	New Mexico
917.9	Great Basin & Pacific Coast Regions
917.91	Arizona
917.92	Utah
917.93	Nevada
917.93135	Las Vegas
917.94	California
917.9461	San Francisco
917.949	Los Angeles
917.95	Oregon
917.9549	Portland
917.96	Idaho
917.97	Washington
917.9777	Seattle
917.98	Alaska
918	South America
918.1	Brazil
918.153	Rio de Janeiro

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

918.2	Argentina
918.3	Chile
918.4	Bolivia
918.5	Peru
918.61	Columbia
918.66	Ecuador
918.7	Venezuela
918.81	Guyana
918.83	Suriname
918.92	Paraguay
918.95	Uruguay
919	Pacific [except Hawaii, 919.69]
919.31	New Zealand
919.593	Solomon Islands
919.595	Vanuatu (New Hebrides)
919.4	Australia
919.441	Sydney
919.5	Papua New Guinea
919.611	Fiji
919.612	Tonga
919.614	Western Samoa
919.65	Micronesia
919.67	Guam
919.681	Kiribati
919.681	Tuvalu
919.685	Nauru

919.69	Hawaii
919.6931	Honolulu
919.82	Greenland

*Alphabetical List of Place-Names*

Afghanistan	915.81
Africa	916
Alabama	917.61
Alaska	917.98
Albania	914.965
Algeria	916.5
Amsterdam	914.923
Andorra	914.679
Angola	916.73
Argentina	918.2
Arizona	917.91
Arkansas	917.67
Asia	915
Athens	914.9512
Atlanta	917.58231
Australia	919.4
Austria	914.36
Bahamas	917.296
Bahrain	915.365
Bangladesh	915.492

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Barbados	917.2981
Barcelona	914.672
Beijing/Peking	915.1156
Belgium	914.931
Belize	917.282
Benin	916.683
Berlin	914.3155
Bermuda	917.299
Bhutan	915.498
Bolivia	918.4
Boston	917.4461
Botswana	916.811
Brazil	918.1
British Columbia	919
Bulgaria	914.977
Burundi	916.7572
Cairo	916.216
California	917.94
Cambodia	915.96
Cameroon	916.711
Canada	917.1
Cape Cod	917.4492
Cape Verde	916.658
Caribbean	917.29
Caribbean Sea	917.29
Central African Republic	916.671

Chad	916.743
Charleston	917.57915
Chicago	917.7311
Chile	918.3
China, People's Republic	915.1
Colorado	917.88
Columbia	918.61
Comoros	916.94
Congo	916.724
Connecticut	917.46
Costa Rica	917.286
Cotswold	914.2417
Cuba	917.291
Cyprus	915.645
Czechoslovakia	914.37
Delaware	917.51
Denmark	914.89
District of Columbia	917.53
Djibouti	916.771
Dominica	917.29841
Dominican Republic	917.293
Ecuador	918.66
Egypt	916.21
El Salvador	917.284
England	914.2

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Equatorial Guinea	916.718
Ethiopia	916.3
Europe	914
Fiji	919.611
Finland	914.71
Florence	914.551
Florida	917.59
France	914.4
Gabon	916.721
Gambia	916.651
Georgia	917.58
Germany	914.3
Ghana	916.67
Great Britain	914.1
Great Lakes States	917.7
Great Basin States	917.9
Greater Vancouver	917.1133
Greece	914.95
Greenland	919.82
Grenada	917.29845
Guam	919.67
Guatemala	917.281
Guinea	916.252
Guinea-Bissau	916.656
Gulf Coast States	917.6
Guyana	918.81

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Haiti	917.294
Hawaii	919.69
Honduras	917.283
Hong Kong	915.125
Honolulu	919.6931
Houston	917.64141
Hungary	914.39
Iberian Peninsula	914.6
Iceland	914.912
Idaho	917.96
Illinois	917.73
India	915.4
Indiana	917.72
Indonesia	915.98
Iowa	917.77
Iran	915.5
Iraq	915.67
Ireland	914.15
Israel	915.694
Italy	914.5
Ivory Coast	916.668
Jamaica	917.292
Japan	915.2
Jordan	915.695
Kansas	917.81

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Kentucky	917.69
Kenya	916.762
Kiribati	919.681
Korea, North	915.193
Korea, South	915.195
Kuwait	915.367
Lake District	914.278
Laos	915.94
Las Vegas	917.93135
Latin America	917.28
Lebanon	915.692
Leningrad	914.745
Lesotho	916.816
Liberia	916.662
Libya	916.12
Liechtenstein	914.364
Lithuania	914.75
Loire Valley	914.45
London	914.21
Los Angeles	917.949
Louisiana	917.63
Luxembourg	914.935
Madagascar	916.91
Madrid	914.641
Maine	917.41
Malawi	916.897

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Malaysia	915.95
Maldives	915.495
Mali	916.623
Malta	914.585
Maryland	917.52
Massachusetts	917.44
Mauritania	916.61
Mauritius	916.982
Memphis	917.6819
Mexico City	917.253
Mexico	917.2
Miami	917.59381
Michigan	917.74
Micronesia	919.65
Middle Atlantic States	917.4
Middle East	915.6
Minnesota	917.76
Mississippi	917.62
Missouri	917.78
Mongolia	915.173
Monaco	914.4949
Montana	917.86
Montreal	917.14281
Morocco	916.42
Moscow	914.731

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Mozambique 916.79  
Myanmar (Burma) 915.91  
Nashville 917.6855  
Nauru 919.685  
Nebraska 917.82  
Nepal 915.496  
Netherlands 914.92  
Nevada 917.93  
New York [State] 917.47  
New Orleans 917.6335  
New Mexico 917.89  
New Hampshire 917.42  
New York City 917.471  
New Jersey 917.49  
New England States 917.4  
New Zealand 919.31  
Nicaragua 917.285  
Niger 916.626  
Nigeria 916.691  
North Central States 917.7  
North Dakota 917.84  
North America 917  
North Carolina 917.56  
Norway 914.81  
Ohio 917.71  
Oklahoma 917.66

Oman	915.353
Ontario	917.13
Oregon	917.95
Orlando (Walt Disney World)	917.5924
Pacific	919 [except Hawaii, 919.69]
Pacific Coast States	917.9
Pakistan	915.491
Panama	917.287
Papua New Guinea	919.5
Paraguay	918.92
Paris	914.436
Peking/Beijing	915.1156
Pennsylvania	917.48
Peru	918.5
Philippines	915.99
Poland	914.38
Portland	917.9549
Portugal	914.69
Prague	914.371
Provence	914.49
Puerto Rico	917.295
Qatar	915.363
Quebec [City]	917.14471
Rhode Island	917.45
Richmond	917.5523

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Rio de Janeiro	918.153
Romania	914.98
Rome	914.5632
Russia	914.7
Rwanda	916.7471
San Francisco	917.9461
San Marino	914.549
Sao Tome & Principe	916.99
Saudi Arabia	915.38
Savannah	917.58724
Scandinavia	914.8
Scotland	914.11
Seattle	917.9777
Senegal	916.63
Seychelles	916.96
Shanghai	915.1132
Sierra Leone	916.64
Singapore	915.952
Solomon Islands	919.35
Somalia	916.773
South Central States	917.6
South Africa	916.8
South Dakota	917.83
South America	918
South Carolina	917.57
Southeast Asia	915.9

Southeastern States	917.5
Spain	914.6
Sri Lanka	915.493
St. Lucia	917.29843
St. Vincent/Grenadines	917.29844
St. Petersburg	914.745
Sudan	916.25
Suriname	918.83
Swaziland	916.813
Sweden	914.85
Switzerland	914.94
Sydney	919.441
Syria	915.691
Taiwan	915.1249
Tanzania	916.78
Tennessee	917.68
Texas	917.64
Thailand	915.93
Tibet	915.15
Togo	916.681
Tokyo	915.2135
Tonga	919.612
Toronto	917.13541
Trinidad & Tobago	917.2983
Tunisia	916.11

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Turkey	915.61
Tuscany	914.55
Tuvalu	919.681
Uganda	916.761
United States	917.3
United Arab Emirates	915.357
Upper Volta	916.625
Uruguay	918.95
Utah	917.92
Vanuatu (New Hebrides)	919.34
Vatican City	914.5634
Venezuela	918.7
Venice	914.531
Vermont	917.43
Vietnam	915.97
Virgin Islands	917.2972
Virginia	917.55
Wales	914.29
Washington [State]	917.97
West Virginia	917.54
West Indies	917.27
Western States	917.8
Western Samoa	919.614
Wisconsin	917.75
Wyoming	917.87
Yemen (People's Republic)	915.335

Yemen Arab Republic 915.332

Yugoslavia 914.971

Zaire 916.751

Zambia 916.894

Zimbabwe 916.891

**PROCESSING SPECIFICATIONS FOR BOOKS**

Procedures for processing Atlanta-Fulton Public Library System books are listed below. Specifications for stamping, labels, jackets and placement are given. Labels, stamps and supplies used for Atlanta-Fulton Public Library System’s processed books are included.

**1. Property Stamping**

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

A. Atlanta-Fulton Public Library stamp.

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

B. Agency Stamps (**List of agencies is provided**)

1. Circulating Copies
  - a. Use 24 point size type
  - b. Use black ink
  - c. Stamp center of book pocket

**Vendor will supply stamps needed for the Agencies of the AFPLS**

2. Reference Copies
  - a. Use 24 point size type
  - b. Use black ink
  - c. Stamp the top center of the inside back cover of the book 1 inch from the top edge. If both fly leaves are dark in color so that the stamp is not legible, place a white matte label slightly larger than the stamp in the proper position and stamp the white matte label.

**2. Labels**

A. OCR/Barcode Labels

1. Description: Custom photocomposed OCR/barcode labels.
  - a. Size: Minimum of ¾ inch high by 2 inch wide
  - b. Minimum of 1/8 inch between barcode and OCR
  - c. Library name printed on label: Atlanta-Fulton Public Library
  - d. Adhesive: 2 mil permanent adhesive
  - e. Laminate: 1 mil matte polyester
  - f. OCR number height: 1/8 inch
  - g. OCR Symbology: OCR/A; check digit: modulus 10 (CK05)
  - h. Barcode symbology: Code 39

- i. Density; standard
- j. Number of digits: One character “R” followed by ten random digits (0-9) with one space between 5th and 6th digits.
- k. Not to exceed 2% missing
- l. Starting and ending numbers: **(Will be provided by AFPL).**
- m. Barcode/OCR labels must interface successfully with the Sirsi integrated library system.
- n. OCRs must be readable by Opto-Wand dual port OCR wand, model 1001.
- o. Barcodes must be readable by:
  - Intermec 9510 scanner
  - Intermec 9430 Trakker handheld scanner

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

B. Labels cannot be foil-backed, since foil-backed labels may interfere with checkpoint tags, by desensitizing the tab.

C. AFPL’s current vendor for item OCR/barcode label is: Brodart.  
A sample OCR/barcode sheet is attached.

D. Vendor:  
Brodart Co.  
Clinton County Industrial Park  
100 North Road, P.O. Box 300  
McElhattan, PA 17748  
1-888-8204377

E. Placement

- 1. Labels are placed on the left top edge of the front cover of the book, as close to the edge and spine as possible.
  - a. Protective Vinyl Shield
    - 1. OCR/Barcode must be protected by a protective vinyl shield made from durable, flexible non-glare 4 mil. vinyl that has been tested to insure compatibility with all optical scanning systems.
- 2. Must use cold application adhesive.
- 3. Spine Labels
  - a. Use standard white matte labels printed on laser printer.
  - b. Use labels and print type that is durable enough to withstand 5 years of repeated use and remain legible for same amount of time
- 4. Use vertical labels when author’s last name is too long to be printed horizontally on spine of book. Do not use wraparound labels. **NO PART OF THE CALL NUMBER SHOULD WRAP AROUND THE SIDE OF THE SPINE.**

5. Books with dust jackets
  - a. Place label on dust jacket over which a plastic cover will be placed.
  - b. Labels should be centered at bottom of spine and positioned so that bottom of label is flush with bottom of spine.
  
6. Books without dust jackets
  - a. Place label on spine of book so that bottom of label is flush with bottom of spine.
  - b. Cover label with a protective flexible plastic adhesive sealant used to prevent moisture, wear and dirt damage to spine labels.

F. Format

1. Start each line of label on left, top edge.
2. Start a new line, single space between different subfields of the call number, i.e., between prefix and call number, and between call number and author.
3. Print full last name of author on spine label. **Do not abbreviate.**
4. Genre labels
  - a. Use letters for genre designations **M, W, SF** and **L** that are printed on standard white gummed labels.
  - b. Labels are also used for Juvenile books:

**J** all books in the juvenile collection

**J** juvenile picture (identified at point of order)

**P**

**J** juvenile easy books (identified at point of order)

**E**

- c. Genre designated labels should be placed in the center of the spine covering the least amount of the title

5. **Checkpoints (Vendor supplied)**

- a. Description: Teeny Beeper check labels size - 2" x 2" 0.01 thick with adhesive coating. Frequency - 10.0 mglitz, white.
- b. Teeny Beeper check labels with pictures are placed in reference books.
- c. Plain teeny beeper check labels are placed in circulating books.
- d. Vendor:

Checkpoint Systems, Inc.

101 Wolf Drive

P.O. Box 188

Thorofare, NJ 08086

1-800-257-5540

6. **Circulating Copies**

Place a Teeny Beeper check label in the lower center area of the back flyleaf, ½ inch from bottom of page. The label should be centered beneath the book pocket.

**7. Reference Copies**

Place a pictured Teeny Beeper check label in the center of the front inside cover of each book, provided no pertinent information is on the inside cover. If pertinent information is in this area, turn to the first available page without pertinent information and place the pictured Teeny Beeper check label.

**3. Book Pockets**

**A. Placement**

1. Place book pocket in the center of the back left flyleaf/page, over the checkpoint teeny beeper, ¼” from the bottom edge of the flyleaf/page centered.
2. If back left flyleaf/page contains any information (ads, biographical info, math formulas, genealogical tables, etc.) and the inside back right cover/page contains no information, place book pocket in the center of the inside back right cover/page over the checkpoint teeny beeper, ¼” from the bottom edge of the back right cover/page.
3. If back left flyleaf/page is an advertisement and the back right inside cover contains vital information (biographical info, computer disc, etc.) or vice versa, place book pocket on the page/cover containing the advertisement.
4. If back left flyleaf/page and the back right inside cover contain vital information (biographical info, computer disc, tables, etc.), insert an end sheet and place pocket on the center of end sheet, ¼” from the bottom of the end sheet.
5. If vital information (tables, maps, math formulas, etc.) on the front inside page/cover is the same vital information on the back inside page/cover, place book pocket on the back right flyleaf/page over the checkpoint teeny beeper, ¼” inch from the bottom of the flyleaf/page.

**B. Pockets should be imprinted with Atlanta-Fulton Public Library (black ink)**

1. Use point size type corresponding to the sample given, approximately ¼”.
2. Imprint name should be centered on pocket 1 inch from the bottom of the pocket.

**C. Each pocket should include the call number (left-hand side); author and title. This will be typed on a label and affixed to the top of the card.**

**D. Stamp the owning agency in black in the center of the pocket.**

**4. Plastic Book Jackets**

Use 1.5 mil polyester film plastic book jackets.

- A. Place plastic book jackets on all books with dust jacket—circulating and reference copies.
- B. Plastic covers should be glued to the inside front and back cover.

- C. Glue should be placed along the entire length of the jacket ½ inch from the edge of the jacket.
- D. If endpapers contain maps, charts, or other illustrations, the plastic cover should be hinged instead of glued. Attach with 2 inch white cloth book tape. The attachment should be 3 inches long.

**5. Paperbacks**

- A. Cataloged paperbacks- Cover all cataloged paperbacks in RFP, including all paperback MOD'S.
- B. Mass Market paperbacks - Minimal Level Processing - Each book should be stamped with the AFPL stamp. Stamp top edge of book in center of text block. If text block is too narrow, stamp inside front cover centered near and parallel to hinge. No protective covering is to be used on mass market paperback books.

**JUVENILE & YOUNG ADULT CATALOGING SPECIFICATIONS  
BOOKS**

Please follow the cataloging specs as stated in **exhibit B**. The following additional information will be applied to Juvenile and Young Adult books individually.

**Audience** Juvenile books will be **j**  
 Young Adult will be **blank**  
 Delete any **j** appearing in this field for young adult.

**049  
Local  
Holdings** Vendor **must add GAPA to all new materials.**

**099** All call numbers for juvenile books will be preceded by “**J**” in the first \$a of the call number field, followed by the prefix of the language.

All call numbers for young adult books will be preceded by “**Y**” in the first \$a of the call number field, followed by the prefix of the language.

Juvenile fiction books will be classed as **J** and cuttered for the author’s surname in all caps.

Young adult fiction books will be classed as **Y FICTION** and cuttered for the author’s surname in all caps.

**240  
Uniform Title  
Entry** **Retain if present, add if not.**

**4XX  
Series** Trace all juvenile/young adult series.

**505  
Content  
Notes** Retain all content notes for juvenile books.  
 Delete content notes for young adult material.

**520  
Summary  
Notes** Retain all summary notes for juvenile books.  
 Delete summary notes for young adult books.

**6XX  
Subject  
Headings** Retain subject heading for both juvenile and young adult books.  
 Change any **650 1** subject headings for Juvenile books to 650 0, then add \$v **Juvenile fiction** or \$v **Juvenile literature** where applicable.

There should be subject headings for **all juvenile fiction** and **nonfiction books**.

Delete all \$v **Juvenile fiction/literature subdivisions** from titles being cataloged as young adult.

Delete all subject heading fields with second indicators of **1, 2, 3, 4, 5, 6, and 8**.

Second indicator of **7** is used with the **655 genre** subject headings.

**690  
Local  
Subject  
Heading**

Add local subject heading “**Young adult material**” to all young adult materials.

**949  
Holdings  
Field**

Vendor must create 949 holdings record creation field.  
(See 949 field Books)

In addition to following the information provided in **Exhibit D**, vendor will include the following additional specifications listed below when cataloging AFPLS juvenile and young adult books:

***I. JUVENILE & YOUNG ADULT CALL NUMBERS:***

**WHEN A BIBLIOGRAPHIC RECORD ALREADY EXISTS FOR A BOOK:** Go by the 099 tag when considering if a book is to be cataloged for the juvenile or young adult collection. If a book is ordered on a young adult purchase order and the 099 tag in an existing bibliographic call number is juvenile, the book should be cataloged juvenile. If the book is ordered on a juvenile purchase order and the 099 is for young adult, the book should be cataloged as young adult. This also holds true for books ordered on adult purchase order numbers, but whose 099 is either J or Y.

**WHEN CREATING A BIBLIOGRAPHIC RECORD FOR A JUVENILE OR YOUNG ADULT BOOK:** Go by the fund account on the purchase order (adult, juvenile, young adult) unless the title is obviously not appropriate for that reading level (e.g., a book on retirement planning ordered on a young adult purchase order or a picture book ordered on an adult purchase order). Check with AFPLS project administrator before processing if unsure.

**JUVENILE & YOUNG ADULT NONFICTION CALL NUMBERS:**

1. Cut all juvenile and young adult non-fiction Dewey numbers 2-3 places past the decimal point, stopping at the prime whenever possible.
2. Use the prefixes \$a Y for young adult non-fiction and \$a J for juvenile non-fiction in the 099, 949, and spine label call numbers. Additionally, the letters “Y” or “J” is placed on the spine over the call numbers, even if these letters are included as part of the call number on the spine label.
3. Individual biographies will be classed \$a Y \$a B (for young adult) and \$a J \$a B (for juvenile) with a \$a cutter using the full surname of the subject. It is never acceptable to use the author’s surname as the cutter unless it is an autobiography.
4. All juvenile and young adult biographies are classed as \$a J \$a B (or \$a Y \$a B) regardless of the focus.

EXAMPLE: A juvenile biography on Michael Jordan’s sports career will be classed as \$a J \$a S \$a B \$a JORDAN”. The letters JB (or YB) are always placed on the spine over the call number label even if they are part of the call number.

5. Juvenile and young adult collective biographies are classed as either \$a J \$a S \$a 920 or \$a Y \$a S \$a 920 and a \$a cutter using the full surname of the author or the first meaningful word of the title.
6. All books on countries and states are placed in the history section for that country. In other words, a book on France is placed in J F 944 and not J F 914.4.
7. Books with general information topics about Native American tribes are placed in J970.1. Books on specific Native American tribes are placed in J970.4.

**JUVENILE AND YOUNG ADULT FICTION CALL NUMBERS:**

Juvenile fiction books are classed as \$a J, with a \$a cutter using the author’s surname. Add \$v Juvenile fiction to the 6XX subject headings tags. A letter “J” is placed on the book spine over the call number labels even if they are already a part of the call number. These are usually (but not always) the books with the Library of Congress CIP call number of [Fic].

Juvenile picture books are classed as \$a J \$a S \$a PICTURE, with a \$a cutter of the author’s surname. Add \$v Juvenile fiction to the 6XX subject headings. The letters “JP” is placed on the book spine over the call number labels even if they are part of the call number. These are often (but not always) the books with the Library of Congress call number of [E]. These will be ordered on the JP purchase order.

Juvenile easy books are classed as \$a J \$a S \$a EASY, with a \$a cutter of the author’s surname. Add \$v Juvenile fiction to the 6XX subject headings. The letters “JE” are

placed on the book spine over the call number labels even if they are part of the call number. These are often (but not always) books with the Library of Congress call number of [E]. Easy books are usually written with a controlled vocabulary for children just starting to read. They are usually published in either publisher or author series. Attached to the end of this section is a list of publisher/author series of fiction titles which AFPLS wants to always be cataloged as J EASY. However, nonfiction titles in any of these series are to be cataloged under their assigned Dewey numbers.

*Young Adult fiction materials* is classed as \$a Y \$a FICTION with a \$a cutter using the author's full surname. The letter "Y" is placed on the book spine over the call number labels even if it is part of the call number.

**Juvenile Kits (aka, Read-Alongs)** are cataloged as \$aJ \$a READ-ALONG. A Local 690 subject heading of \$aRead-Alongs \$vJuvenile fiction is added. Brief MARC records are created as follows:

- 020
- 099 \$aRead-Along
- 100
- 245
- 260 With publisher and date (remove NY when New York is present in \$a)
- 300
- 690 \$a Read-Along \$vJuvenile fiction.

The following letters are always placed on the spine of J & Y books:

- J**-Juvenile fiction and non-fiction items
- JE**-Juvenile easy readers
- JP**-Juvenile picture items
- JB**-Juvenile individual biography
- JR**-Juvenile reference
- JL**-Juvenile large print fiction and non-fiction items
- JS**-Juvenile Spanish
  
- Y**-Young adult fiction non-fiction items
- YB**-Young adult individual biography
- YL**-Young adult large print.
- YR**-Young adult reference
- YS**-Young adult Spanish materials

***II. JUVENILE & YOUNG ADULT SUBJECT HEADINGS:***

Subject headings (6XX tags) are to be retained for Juvenile fiction, J Easy, or J Picture titles. Change 2nd indicator from 1 to 0 and add \$v Juvenile fiction to each subject heading. If book is a Juvenile non-fiction, do the same process with the 6XX tags, but add \$v Juvenile literature to each subject heading.

Delete the subject heading “**Children’s Stories**” from young adult books.

***III. ALSO TO REMEMBER:***

**Pop-up and board books are not to be cataloged.** If any are ordered on a processed account, they are to be sent to the agency as “**Books Only**”. Also, books with accompanying material such as toys, shoes, stuffed animals, etc are to be sent to the agency as “**Books Only**”, regardless of how they were ordered.

**All juvenile series are to be traced under the title of the series.**

There are some adult books which are cataloged for the juvenile and young adult collections. These are books on the following topics: children’s and young adult literature including authors and illustrators; bibliographies of children’s or young adult books or nonbook materials; storytelling for children or young adults; reading guidance for children or young adults; library services for children or young adults; indexes of children’s (or young adult) poetry, plays, fiction, short stories, authors or illustrators.

**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
JUVENILE EASY READERS SERIES**

***(NOTE:*** All titles in the following series are to be cataloged as J Easy if their CIP call number is [E]. Author series includes author’s last name). AFPLS will forward **all** new series titles to the vendor as they become available.

*Series:*

*Publisher:*

Amanda Pig (by Van Leeuwen)	Dial
Amelia Bedelia (by Parish)	Greenwillow
All Aboard Reading	Grosset & Dunlap
Alphabet Friends	Child’s World
Bank Street Ready-To-Read	Bantam Little Rooster
Beginner Books	Random
Biscuit (by Capucilli)	HarperCollins
Bones (by Adler)	Viking
Brand New Readers	Candlewick
Bright & Early Books	Random

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

Dial Easy To Read	Dial
DK Readers	Dorling Kindersley
Dutton Easy Reader	Dutton
Early Step Into Reading	Random
Green Light Readers	Harcourt
Gus and Grandpa (by Mills)	Farrar, Straus & Giroux
Happy Honey (by Godwin)	Aladdin
Harry and Emily (by Ruelle)	Holiday House
Hello Reader	Scholastic
Henry and Mudge (by Rylant)	Simon & Schuster
High-Rise Private Eyes (by Rylant)	HarperCollins
Holiday House Reader	Holiday House
I Can Read	HarperCollins
I Can Read French	HarperCollins
I Can Read It All by Myself	HarperCollins
I Can Read Mystery	HarperCollins
I Can Read Spanish	HarperCollins
I'm Going to Read!	Sterling
Little Bill Books (by Cosby)	Scholastic
Magic Castle Readers	Child's World
Minnie & Moo (by Cazet)	HarperCollins
Mr. Putter & Tabby (by Rylant)	Harcourt
Morris & Boris (by Wiseman)	HarperCollins
My First I Can Read	HarperCollins

**BID# 09ITB12345B-BR****WORLD LANGUAGE MATERIALS**

My First Reader	Children's Press
My Sound Box (by Moncure)	Child's World
Nate the Great (by Sharmat)	Putnam
New Sound Box Library (by Moncure)	Child's World
New Word Bird Library (by Moncure)	Child's World
North-South Easy-to-Read	North-South
Pinky & Rex (by Howe)	Atheneum
Poppleton (by Rylant)	Scholastic/Blue Sky Press
Puppy Mudge (by Rylant)	Harcourt
Reading Rainbow Readers	SeaStar
Ready to Read	Simon & Schuster
Real Kids Readers	Millbrook
Road to Reading	Golden
Rookie Choices	Children's Press
Rookie Readers	Children's Press
Rookie Readers Espanol	Children's Press
Rotten Ralph Rotten Reader (by Gantos)	Farrar Straus
Step into Reading	Random House
Viking Easy-to-Read	Viking Press
We Both Read	Treasure Bay
Wonder Books	Child's World
Yearling First Choice Chapter Book	Delacorte
Yoko & Friends School Days (by Wells)	Hyperion
Young Cam Jansen (by Adler)	Viking Press

**CD/MUSIC CATALOGING SPECIFICATIONS**

Atlanta-Fulton Public Library 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:**

<b>Bibliographic Level</b>	Will be <b>m</b>
<b>Dates:</b>	See 260 field (Books)
<b>Date Status</b>	See 260 field (Books)
<b>Descriptive Cataloging</b>	Will be <b>a</b>
<b>Encoding Level</b>	Full level cataloging required
<b>Audience</b>	For <b>adult music CD</b> use <b>blank</b> For <b>juvenile music CD</b> use <b>j</b> For <b>young adult Music CD</b> use <b>d</b>
<b>Language</b>	Follow <b>USMARC Code List</b>
<b>Type of Record</b>	Will be <b>j</b>
<b>007</b>	<b>\$a s</b>
<b>Physical</b>	<b>\$b d</b>
<b>Description</b>	<b>\$d f</b>
	<b>\$e u</b>
	<b>\$f n</b>
	<b>\$g g</b>
	<b>\$h n</b>
	<b>\$i n</b>

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

<b>001</b>	Used for OCLC, vendor or AFPLS for matching to existing
<b>Control number</b>	AFPLS records for added copy cataloging.
<b>020</b>	Use if available. Retain all prices.
<b>ISBN</b>	

**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.

**1<sup>st</sup> indicator** will always be 0

**2<sup>nd</sup> 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. (**AFPL choice list of music call numbers will be provided. Add the prefix of the language to the call number field**)

**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 AFPL Sirsi database. Use the form of the name that appears most often in the AFPL database. Notify AFPL if the name appears in more than one form in the database.
2. For personal names: If the name does not appear in the AFPL 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** Retain if in record; add if not.  
**Uniform Title**

**245** The title, subtitle/other title information and  
**Title** 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 form**  
**Of Title**

See **246 field (Books)**

**260**  
**Publication**

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

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

**Description**

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.

**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:

- \$v form subdivision
- \$x topical
- \$y chronological
- \$z geographic

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**

See 949 field (Books).

### CLASSIFICATION

All formats of materials used by AFPLS follow the same classification information listed under 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**.

**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:**

<b>Bibliographic Level</b>	Will be <b>m</b>
<b>Dates:</b>	<b>See 260 field (Books)</b>
<b>Date Status</b>	<b>See 260 field (Books)</b>
<b>Descriptive Cataloging</b>	Will be <b>a</b>
<b>Encoding Level</b>	Full level cataloging required
<b>Audience</b>	For <b>adult spoken word</b> use <b>blank</b> For <b>juvenile spoken word</b> use <b>j</b> For <b>young adult spoken word</b> use <b>d</b>
<b>Language</b>	Follow <b>USMARC Code List</b>
<b>Type of Record</b>	Will be <b>i</b>

<b>007</b>	<b><u>Cassettes</u></b>	<b><u>Compact Discs</u></b>
<b>Physical Description</b>	<b>\$a s</b>	<b>\$a s</b>
	<b>\$b s</b>	<b>\$b d</b>
	<b>\$d l</b>	<b>\$d f</b>
	<b>\$e u</b>	<b>\$e u</b>
	<b>\$f n</b>	<b>\$f n</b>
	<b>\$g j</b>	<b>\$g g</b>
	<b>\$h l</b>	<b>\$h n</b>
	<b>\$i c</b>	<b>\$i n</b>

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

<b>001 Control Number</b>	To be used for OCLC, Vendor, or AFPL for matching to existing AFPLS records for added copy cataloging.
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**BID# 09ITB12345B-BR**

**WORLD LANGUAGE MATERIALS**

**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.

**1<sup>st</sup> indicator:** Will always be **0**

**2<sup>nd</sup> 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  
Call Number**

**See the Classification section**

**100/110/111**

**See this field under Books**

**130  
Uniform Title**

**See this field under Books**

**240  
Uniform Title  
Entry**

**Retain if present, add if missing**

**245  
Title**

**Refer to Books**

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.

**246  
Varying form  
Of Title**

**Refer to Books**

**250  
Edition**

This field will be used in the following instances:

250 Abridged

250 Unabridged

250 Library

**260  
Publication**

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

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.

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

**300  
Physical  
Description**

Format is:  
\$a X audiocassette (s)/CD(s) (time in minutes) : \$b physical details.

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

**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**

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

Verify and correct if necessary, all indicators for 600, 611, 610 and 630 fields.

Delete subject heading fields with second indicator of 2, 3, 4, 5, 6, and 8.

- 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**

**Refer to 856 field (Books)**
- 949**  
**Holdings Field**

**Refer 949 field (Books)**

**CLASSIFICATION**

Please refer to the information on classification following books. In addition, 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 AFPL's 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 AFPL 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.

**BID# 09ITB12345B-BR**

**WORLD LANGUAGE MATERIALS**

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 follows current cataloging standards. **Anglo-American Cataloging Rules, 2<sup>nd</sup> 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:**

<b>Bibliographic Level</b>	Will be m
<b>Dates:</b>	See 260 field (Books)
<b>Date Status</b>	See 260 field (Books)
<b>Descriptive Cataloging</b>	Will be a
<b>Encoding Level</b>	Full level cataloging required
<b>Audience</b>	For <b>adult DVDs</b> use <b>blank</b> For <b>juvenile DVDs</b> use <b>j</b> For <b>young adult DVDs</b> use <b>d</b>
<b>Language</b>	Follow USMARC Code List
<b>Type of Record</b>	Will be g
<b>Type of Material</b>	Will be v
<b>007</b>	\$a v
<b>Physical</b>	\$b d
<b>Description</b>	\$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:**

<b>001</b> <b>Control number</b>	See <b>001 field</b>
<b>020</b> <b>ISBN</b>	Use if available.
<b>028</b> <b>Publisher Number</b>	Use for any number associated with the DVD.
<b>040</b> <b>Languages</b>	Use for world languages other than English
<b>049</b> <b>Local Holdings</b>	Use GAPA
<b>099</b> <b>Call Number</b>	See the <b>Classification</b> section
<b>100/110</b> <b>Author</b>	All DVDs will have title main entries. Change all 1XX fields to 7XX fields. This includes 130 fields.
<b>240</b> <b>Uniform Title Entry</b>	<b>Retain if present, add if missing</b>
<b>245</b> <b>Title</b>	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 <b>246</b> field.  The <b>General Material Designator</b> , \$h [videorecording] always follows \$a, the title proper. Add subtitle information in \$b when it appears on the video label.  A <b>Statement of Responsibility (SOR)</b> appears in the \$c, following a slash (/). The <b>SOR</b> is generally the producer (person or body) of the DVD and should match what appears on the DVD label or container exactly.
<b>246</b> <b>Varying form Of title</b>	See <b>246 field (Books)</b>
<b>250</b>	Use in the following instances:

**Edition**

- 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). **Note:** Give a date of original production in 500 note area.

**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) : \$b color statement, 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  
Credit  
Note**

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

**511**

Verify and add prominent performers if

<b>Performer</b>		omitted
<b>520 Summary</b>		Retain all summary notes. <b>Do not create if not in record.</b>
<b>521 Target Audience Note</b>		<p>If stated on the resource, add a brief note about the intended audience or intellectual level of the resource.</p> <p><b>Please note:</b> <u>All “R”</u> rated material should be cataloged as <b>Adult</b>, regardless of how it was ordered.</p>
<b>538 System Details Note</b>		Contains information about system requirements that is needed for the use of the resource. Give this information if readily available.
<b>546 Language Note</b>		Contains information about the language of the described resource if it is not already obvious from the rest of the record. Older records may have in 500 tag. <b>If in the record as a 500 note tag, change to a 546. Closed-captioned</b> should be entered in this field
<b>6XX Subject Headings</b>		<p>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.</p> <p>Verify and correct all indicators for 600, 611, 610, and 630 fields. Verify that all subdivisions appear in the appropriate subfields.</p> <p><b>See attached list of required subject headings to be assigned.</b> <b>Add a subject heading for foreign language.</b></p>
	<b>690</b>	<b>Young adult material</b> to all young adult DVDs.
<b>Subject Heading</b>	<b>691</b>	

**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  
Field**

Vendor **must create 949** holdings field  
(Refer to Books)

### CLASSIFICATION

All formats of materials used by AFPLS will be cataloged utilizing the **Dewey Decimal Classification Scheme, 22<sup>nd</sup> edition** during this contract. The same principles as stated for books, with reference to the 099 call number field, will also apply to DVDs. This includes the cut off point for the call number, as well as the cutter information. 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 4<sup>th</sup> grade (Primary DVDs)

- **J DVD** – Juvenile DVDs for grades 5 through

**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**

Vendor will follow the same procedures for biographical DVDs that were listed for books. **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**

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

**Example:** Spanish language films  
German language films

### PROCESSING SPECIFICATIONS FOR DVDS

Procedures for processing AFPLS's 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).

## **B. SIRSI System Loader**

1. Introduction
2. MARC Catalog Records Provided by Respondent
  - 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 book in hand exactly matches an existing record in the AFPLS database. Respondent must supply the nearest equivalent record in Respondent's bibliographic database with the **exact 001 tag** with new holdings record(s) appended in 949 tag(s). 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, 2<sup>nd</sup>, 2002, Rev. and USMARC standards, and must reflect any formally adopted changes to these standards throughout the life of the contract, 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's database for added copy status**

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

**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 book-in-hand against the AFPLS bibliographic database, and insert the exact 001 tag, as it appears in the AFPLS record, in the Respondent's bibliographic record, to insure record overlay by the bibliographic loader.
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 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 book-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 AFPLS database to OCLC for loading into the OCLC system to set AFPLS holdings symbol (GAP).

**SECTION 8**

**PRICING FORM**

Respondent must complete cost information on Pricing Form. Respondent must provide total cost for each language indicated in chart below. The cost should be inclusive of the total anticipate purchase quantity for all formats in each language. Alternative pricing information is not considered in determining vendor cost.

**World Language Book and Non-Book Anticipated Purchases**

Language	Quantity	Per Item Cost	% Discount	Total Cost \$
<b>Spanish</b> Adult Books Juvenile Books Young adult Books DVD CD	200 30 5 150 75			
<b>Russian</b> Adult Books Juvenile Books Young adult, Books DVD CD	49 20 5 10 10			
<b>French Euro</b> Adult Books Juvenile Books Young adult, Books DVD CD	55 10 10 50 40			
<b>Farsi</b> Adult Books Juvenile Books Young adult, Books DVD CD	55 10 10 10 10			
<b>Korean</b> Adult Books Juvenile Books Young adult, Books DVD CD	60 5 5 10 5			
<b>Hungarian</b> Adult Books Juvenile Books Young adult, Books DVD CD	25 1 1 10 10			
<b>Language</b>	<b>Quantity</b>	<b>Per Item Cost</b>	<b>% Discount</b>	<b>Total Cost</b>

				\$
<b>Chinese</b>				
Adult Books	100			
Juvenile Books	5			
Young adult, Books	10			
DVD	10			
CD	10			
<b>Lithuanian</b>				
Adult Books	30			
Juvenile Books	10			
Young adult, Books	10			
DVD	15			
CD	10			
<b>Finnish</b>				
Adult Books	30			
Juvenile Books	10			
Young adult, Books	10			
DVD	15			
CD	10			
<b>Dutch</b>				
Adult Books	35			
Juvenile Books	5			
Young adult, Books	5			
DVD	10			
CD	10			
<b>Hindi</b>				
Adult Books	100			
Juvenile Books	5			
Young adult, Books	5			
DVD	150			
CD	20			
<b>Italian</b>				
Adult Books	200			
Juvenile Books	5			
Young adult, Books	5			
DVD	10			
CD	10			
<b>German</b>				
Adult Books	155			
Juvenile Books	5			
Young adult, Books	5			
DVD	10			
CD	5			
<b>TOTAL</b>	<b>1,987</b>			<b>\$</b>

**Shelf-Ready Service Cost**

1. Shelf-ready services (non-rush) per item cost \$\_\_\_\_\_
2. Shelf-ready services (rush) per item cost \$\_\_\_\_\_
3. Inexpensive plastic covering for paperback items per item cost \$\_\_\_\_\_
4. Permanent laminate or buckram binding for paperback items per item cost \$\_\_\_\_\_
5. DVD containers per item cost \$\_\_\_\_\_
6. DVD six sided AVM556B security case per item cost \$\_\_\_\_\_
7. Music CD jewel case per item cost (include the cost for single and multiple cases) \$\_\_\_\_\_
8. MARC record creations and delivery original per item cost \$\_\_\_\_\_
9. Added copy record per item cost \$\_\_\_\_\_
10. Procurement fee per item cost \$\_\_\_\_\_
11. Management Reports, cost per type \$\_\_\_\_\_
11. Shipping and Handling per item cost \$\_\_\_\_\_
12. Other cost per item or standard cost \$\_\_\_\_\_
13. **GRAND TOTAL = (Total materials cost and Shelf-ready service cost)**  
\$\_\_\_\_\_

## **C. ATTACHMENTS**

### **ATTACHMENT 1**

#### **Location Policy (Branches)**

**ADULT - Adult Collection**

**JUVENILE - Children's Collection**

**YOUNG\_ADLT - Young Adult Collection**

**ATTACHMENT 2**

**Location Policy  
(Central)**

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

**ATTACHMENT 3**

Library Codes – 949 \$m

**AGENCY NAME**

**CODE TO USE**

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

## ATTACHMENT 4

### Home Location

### Codes – 949 \$I

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

<b>DESCRIPTION</b>	<b>LOCATION CODE</b>
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**  
**Foreign Language Codes**

Bambara – BAM

Polish – P

Cambodian – CAM

Russian – RN

Chinese – CH

Spanish – S

Danish – D

Vietnamese – V

Dutch – DT

Wolof – WOL

Finnish – FN

Yiddish - YD

French – F

Hindi – HI

Hungarian – HN

Italian – I

Japanese – JA

Korean – K

Latin – LT

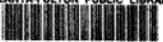
Norwegian – N

Persian – PER

Portuguese – P

# ATTACHMENT 6

## 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 7**

## **AFPLS OWNERSHIP STAMPS**

**ATLANTA-FULTON PUBLIC LIBRARY**

**ATLANTA-FULTON PUBLIC LIBRARY**

**EXHIBIT**

**Branch Locations and Hours of Operations**

All Library Locations

Library Locations A to Z	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<a href="#">Adams Park Branch</a> 2231 Campbellton Road SW, Atlanta GA 30311	12-8	10-6	10-8	10-6	12-6	12-6	Closed
<a href="#">Adamsville-Collier Heights Branch</a> 3424 Martin Luther King Jr., Dr., Atlanta GA 30331	12-8	10-6	10-8	10-6	12-6	12-6	Closed
<a href="#">Alpharetta Branch</a> 238 Canton Street, Alpharetta GA 30004	10-8	10-6	10-8	10-6	11-6	11-6	Closed
Auburn Avenue Research Library 101 Auburn Avenue NE, Atlanta, GA 30303	10-8	10-8	10-8	10-8	12-6	12-6	2-6
<a href="#">Bankhead Courts Branch</a> 1415 Maynard Road NW, Atlanta GA 30303	11-6	10-6	11-6	12-6	12-6	12-6	Closed
<a href="#">Bowen Homes Branch</a> 2880 Yates Drive, N.W., Atlanta GA 30318	11-7	10-6	11-6	12-6	12-6	12-6	Closed
<a href="#">Buckhead Branch</a> 269 Buckhead Ave. NE, Atlanta, GA 30305	10-8	10-6	10-8	10-6	11-6	11-6	Closed
<a href="#">Carver Homes Branch</a> 215 Lakewood Way, Suite 104, Atlanta, GA 30315	12-6	10-6	10-6	12-6	12-6	10-4	Closed
<a href="#">Central Library &amp; Library System Headquarters</a> One Margaret Mitchell Square, Atlanta, GA 30303	9-9	9-9	9-9	9-9	9-6	9-6	2-6
<a href="#">Cleveland Ave./Roy Yancy, Sr., Branch</a> 47 Cleveland Avenue SW, Atlanta GA 30315	10-8	10-6	12-8	10-6	12-6	12-6	Closed
<a href="#">College Park Branch</a> 3647 Main Street, College Park, Georgia 30337	12-8	10-6	10-8	10-6	12-6	12-6	Closed
<a href="#">Dogwood Branch</a> 1838 Donald Lee Hollowell Pkwy NW (formerly Bankhead Ave), Atlanta GA 30318	12-8	10-8	10-6	10-6	12-6	12-6	Closed
<a href="#">Dr. Robert E. Fulton Regional Library at Ocee</a> 5090 Abbotts Bridge Rd., Alpharetta GA 30005-4601	10-6	10-8	10-6	10-8	11-6	11-6	Closed
<a href="#">East Atlanta Branch</a> 400 Flat Shoals Ave. SE, Atlanta, GA 30316	10-8	10-6	10-8	12-6	12-6	12-6	Closed
<a href="#">East Point Branch</a> 2757 Main Street, East Point GA 30344	10-8	10-8	10-6	12-6	12-6	12-6	2-6
<a href="#">Fairburn/Hobgood-Palmer Branch</a>	10-8	10-8	10-6	10-6	12-6	12-6	Closed

60 Valley View Drive, Fairburn, GA 30213  
[Georgia Hill Branch](#)  
 250 Georgia Avenue SE, Atlanta, Georgia 30312  
[Hapeville Branch](#)  
 525 King Arnold Street, Hapeville, GA 30354  
[Kirkwood Branch](#)  
 11 Kirkwood Road SE, Atlanta GA 30317  
[Martin Luther King Jr., Branch](#)  
 409 John Wesley Dobbs Ave, Atlanta GA 30312  
[Mechanicsville Branch](#)  
 400 Formwalt St SW, Atlanta GA 30312  
[Northeast/Spruill Oaks Regional](#)  
 9560 Spruill Road, Alpharetta GA 30022  
[Northside Branch](#)  
 3295 Northside Parkway NW, Atlanta GA 30327  
[Peachtree Branch](#)  
 1315 Peachtree Street NE, Atlanta, GA 30309  
[Perry Homes Branch](#)  
 2121 Hollywood Rd NW, Atlanta GA 30318  
[Ponce de Leon Branch](#)  
 980 Ponce de Leon Avenue NE, Atlanta GA 30306  
[Roswell Regional](#)  
 115 Norcross St, Roswell GA 30075  
[Sandy Springs Regional](#)  
 395 Mount Vernon Hwy NE, Atlanta, GA 30328  
[South Fulton Regional](#)  
 4055 Flat Shoals Road, Union City, GA 30291-1590  
[Southwest Regional](#)  
 3665 Cascade Road SW, Atlanta, GA 30331  
[Stewart-Lakewood Branch](#)  
 2893 Lakewood Ave. SW, Atlanta GA 30315  
[Thomasville Heights Branch](#)  
 1700 Thomasville Dr SE, Atlanta GA 30315  
[Washington Park/Annie L. McPheeters Branch](#)  
 1116 Martin Luther King, Jr., Dr., Atlanta GA 30314  
[West End Branch](#)  
 525 Peoples St SW, Atlanta GA 30310

12-7	10-6	12-7	12-6	12-6	12-6	12-6	Closed
12-7	10-6	12-7	10-6	12-6	12-6	12-6	Closed
10-8	10-8	10-6	12-6	12-6	12-6	12-6	Closed
11-6	10-6	11-6	12-6	12-6	12-6	12-6	Closed
10-8	10-6	10-8	12-6	12-6	12-6	12-6	Closed
10-8	10-8	10-8	10-6	10-6	10-6	10-6	2-6
10-8	10-6	10-8	10-6	12-6	10-6	10-6	Closed
12-8	10-8	10-6	10-6	12-6	12-6	12-6	Closed
11-6	10-6	11-6	12-6	12-6	12-6	12-6	Closed
10-8	10-6	10-8	10-6	12-6	10-6	10-6	Closed
10-8	10-8	10-8	10-6	10-6	10-6	10-6	2-6
10-8	10-8	10-8	10-6	10-6	10-6	10-6	2-6
10-8	10-6	10-8	10-6	12-6	12-6	12-6	2-6
10-8	10-8	10-8	10-6	10-6	10-6	10-6	2-6
12-8	10-6	10-6	10-8	12-6	12-6	12-6	Closed
11-6	10-6	11-6	12-6	12-6	12-6	12-6	Closed
10-6	10-8	10-8	12-6	12-6	12-6	12-6	Closed
12-8	10-6	10-6	10-8	12-6	12-6	12-6	Closed