



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Cecil S. Moore, Director

**REQUEST FOR QUOTE NUMBER:**

**11GS78829YB**

WILL BE RECEIVED UNTIL 2:00 P.M., EST.

JUNE 10, 2011

**DESCRIPTION: SPECIALIZED LIBRARY REFERENCE PRINT DIRECTORIES  
ATLANTA FULTON-PUBLIC LIBRARY SYSTEMS**

Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system at [www.fultonvendoreselfservice.co.fulton.ga.us](http://www.fultonvendoreselfservice.co.fulton.ga.us). You must be a registered vendor in order to respond to quotes.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

**CONTACT NAME:**

Gertis Strozier

**E-Mail Address:**

grtis.strozier@fultoncountyga.gov

**Telephone Number:**

404-612-5826

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**Company Name:**

**Company Address:**

**City**

**State**

**Zip Code**

**Telephone Number:**

**Fax Number:**

**E-Mail Address:**

**RESPONSES MUST BE SUBMITTED ON-LINE AT [www.fultonvendoreselfservice.co.fulton.ga.us](http://www.fultonvendoreselfservice.co.fulton.ga.us) BY THE TIME AND DATE INDICATED.**

**Person submitting QUOTE: (Please Print)**

**Date**

**Title**

**\*Signature of the person submitting QUOTE:**

\*Person submitting this e-quote has binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

**REQUEST FOR QUOTE  
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for quotes on-line via the Vendor Self Service system at <https://fultonvendorelfselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other 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. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
5. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
6. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
7. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
8. **NEW.** 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.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's 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 outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

## REQUEST FOR QUOTE SPECIFICATIONS

Quote Number: 11GS78829YB

Opening Date: June 10, 2011

### Specialized Library Reference Print Directories

#### Atlanta Fulton-Public Library Systems

#### 1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting quotes from qualified vendors to provide **Specialized Library Reference Print Directories to the Atlanta Fulton-Public Library Systems**.

#### 2. CONTACT PERSON

Please contact Gertis Strozier, Procurement Officer at (404) 612-5826 or by e-mail [gertis.strozier@fultoncountyga.gov](mailto:gertis.strozier@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor you may access and complete the vendor application via the County's Vendor Registration website ([www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

#### 3. PRODUCT/SERVICE SPECIFICATIONS

Vendor must provide all titles in the requested quantity for the items listed in the eleven separate categories. **This price must include the total cost of all items within each category.** For items not listed in the categories, vendor must provide the total cost of the request quantity for the individual items.

For each category or individual title listed below, respondents must indicate its availability by entering a price in the column. Enter only one price for the categories. **Vendor must be capable of supplying all items in the categories.**

If a price is not indicated in the appropriate price column, that item will be considered as unavailable from that respondent. Shipping and handling charges must be included in the quoted price. The price must include the total requested quantity (not the per item price).

##### Category 1: African American Titles

QTY	Titles	ISBN #
2	African American Almanac 11th Ed	978-1-4144-4547-2
1	African American Eras: Segregation to Civil Rights Times 4-vols	978-1-4144-3596-1

**Category 2: American History**

<b>QTY</b>	<b>Title</b>	<b>ISBN#</b>
1	American History: The Civil Rights Movement	978-1-4205-0261-1
1	American History: Protests and Riots	978-1-4205-0278-6
1	American History: Trail of Tears - Relocation of the American Indians	978-1-4205-0211-5

**Category 3: Business Plans Handbook**

<b>QTY</b>	<b>Title</b>	<b>ISBN#</b>
1	Business Plans Handbook, 18 Ed.	978-1-4144-5823-6
1	Business Plans Handbook, 19 Ed.	978-1-4144-6831-0
1	Business Plans Handbook, 20 Ed.	978-1-4144-6832-7
1	Business Plans Handbook, 21 Ed.	978-1-4144-6833-4
1	Business Plans Handbook, 22 Ed.	978-1-4144-6834-1

**Category 4: Contemporary Biography**

<b>QTY</b>	<b>Title</b>	<b>ISBN#</b>
1	Contemporary Black Biography, v.74	978-1-4144-3442-1
1	Contemporary Black Biography, v.75	978-1-4144-3443-8
1	Contemporary Black Biography, v.76	978-1-4144-3444-5
1	Contemporary Black Biography, v.77	978-1-4144-3970-9
1	Contemporary Biography, v.82	978-1-4144-4603-9
1	Contemporary Biography, v.83	978-1-4144-4604-7
1	Contemporary Biography, v.84	978-1-4144-4605-5
1	Contemporary Biography, v.85	978-1-4144-5850-9
1	Contemporary Biography, v.86	978-1-4144-5851-7

**Category 5: Hot Topics**

<b>QTY</b> 1	Hot Topics: Gangs	978-1-4205-0343-X
1	Hot Topics: Racism	978-1-4205-0228-X

**Category 6: Novels for Students**

<b>QTY</b> 1	Novels for Students, v.36	978-1-4144-6699-6
1	Novels for Students, v.37	978-1-4144-6700-9
1	Novels for Students, v.38	978-1-4144-6701-6

**Category 7: People in the News**

<b>QTY</b>	Title	ISBN#
1	People in the News: Sean Combs	978-1-4205-0239-7
1	People in the News: Serena Williams	978-1-4205-0488-6
1	People in the News: Spike Lee	978-1-4205-0344-8
1	People in the News: Tyler Perry	978-1-4205-0309-X

**Category 8: Perspectives on Modern World History**

<b>QTY</b>	Title	ISBN#
1	Perspectives on Modern World History: The Crisis in Dafur	978-0-7377-5257-2
1	Perspectives on Modern World History: The Rwandan Genocide	978-0-7377-5007-3

**Category 9: Poetry**

<b>QTY</b>	Title	ISBN#
1	Poetry Criticism, v.34	978-0-7876-4519-9
1	Poetry Criticism, v.33	978-0-7876-4518-2
1	Poetry Criticism, v.126	978-1-4144-7138-9
1	Poetry Criticism, v.125	978-1-4144-7137-2
1	Poetry Criticism, v.124	978-1-4144-7136-5
1	Poetry Criticism, v.123	978-1-4144-7135-8

1	Poetry Criticism, v.122	978-1-4144-7134-1
1	Poetry Criticism, v.121	978-1-4144-7133-4
1	Poetry Criticism, v.120	978-1-4144-7132-7
1	Poetry Criticism, v.119	978-1-4144-7131-0
1	Poetry Criticism, v.118	978-1-4144-7130-3
1	Poetry Criticism, v.117	978-1-4144-7129-7
1	Poetry Criticism, v.116	978-1-4144-7128-0
1	Poetry Criticism, v.115	978-1-4144-7127-3
1	Poetry Criticism, v.114	978-1-4144-7126-6
1	Poetry Criticism, v.113	978-1-4144-7125-9
1	Poetry Criticism, v.112	978-1-4144-7124-2
1	Poetry Criticism, v.111	978-1-4144-7123-5
1	Poetry Criticism, v.110	978-1-4144-5987-5
1	Poetry Criticism, v.109	978-1-4144-5986-8
1	Poetry for Students, v.35	978-1-4144-4183-2
1	Poetry for Students, v.36	978-1-41446703-0
1	Poetry for Students, v.37	978-1-4144-6704-7

### Category 10: Short Story

QTY	Title	ISBN #
1	Short Story Criticism, v.138	978-1-4144-4936-4
1	Short Story Criticism, v.139	978-1-4144-4937-1
1	Short Story Criticism, v.140	978-1-4144-5997-4
1	Short Story Criticism, v.141	978-1-4144-5998-1
1	Short Story Criticism, v.142	978-1-4144-7152-5
1	Short Story Criticism, v.143	978-1-4144-7153-2
1	Short Story Criticism, v.144	978-1-4144-7154-9
1	Short Story Criticism, v.145	978-1-4144-7155-6
1	Short Story Criticism, v.146	978-1-4144-7156-3

1	Short Story Criticism, v.147	978-1-4144-7157-0
1	Short Story Criticism, v.148	978-1-4144-7158-7
1	Short Story Criticism, v.149	978-1-4144-7159-4
1	Short Story Criticism, v.150	978-1-4144-7160-0
1	Short Story Criticism, v.151	978-1-4144-7161-7
1	Short Story Criticism, v.152	978-1-4144-7162-4
1	Short Story Criticism, v.153	978-1-4144-7163-1
1	Short Story Criticism, v.154	978-1-4144-7164-8
1	Short Story Criticism, v.155	978-1-4144-7165-5
1	Short Story Criticism, v.156	978-1-4144-7166-2
1	Short Story Criticism, v.157	978-1-4144-7167-9
1	Short Stories for Students, v.32	978-1-4144-6696-5
1	Short Stories for Students, v.33	978-1-4144-6697-2

### Category 11: Social Issues in Literature

QTY	Titles	ISBN#
1	Social Issues in Literature: Gender - Hansberry - A Raisin in the Sun	978-0-7377-5022-7
1	Social Issues in Literature: Gender - Women's Issue-Walker	978-0-7377-5271-8

### Individual Titles

QTY	Title	ISBN #
1	At Issue: Racial Profiling	978-0-7377-5093-6
1	At Issue: Teen Sex	978-0-7377-5095-2
1	Dictionary of Literary Biography: v.360, 20th-Century African Writers	978-0-7876-8178-4
1	Drama for Students v.28	978-0-7876-8124-1
1	Eleanor Roosevelt Papers, v.1: The Human Rights Years, 1945-1948	978-0-684-31576-9
1	Gale Encyclopedia of American Law, 3rd Ed. 14-vols.	978-1-4144-3684-5
1	Innovators: Miles Davis: Legendary Jazz Musician	978-0-7377-5034-0
1	Lucent Library of Black History: The Black Press	978-1-4205-0230-1

1	Major Companies of Africa South of the Sahara, 2011 Ed.	978-1-8609-9649-3
15	Scholarships, Fellowships, and Loans 2012 29th Ed.	978-1-4144-5994-3
1	Small Business Sourcebook, 28 E.	978-1-4144-5998-8
1	Taste of Culture: Foods of Kenya	978-0-7377-4813-3
1	World History Series: The Rwandan Genocide	978-1-4205-0567-X

#### 4. PRICING SHEETS

Item Description	Quantity	Total Price
1. Category 1 African American Titles	3	
2. Category 2 American History	3	
3. Category 3 Business Plans Handbook	5	
4. Category 4 Contemporary Biography	9	
5. Category 5 Hot Topics	2	
6. Category 6 Novels for Students	3	
7. Category 7 People in the News	4	
8. Category 8 Perspectives on Modern World History	2	
9. Category 9 Poetry	23	
10. Category 10 Short Story	22	
11. Category 11 Social Issues in Literature	2	
12. At Issue: Racial Profiling	1	
13. At Issue: Teen Sex	1	
14. Dictionary of Literary Biography: v.360, 20th-Century African Writers	1	
15. Drama for Students v.28	1	
16. Eleanor Roosevelt Papers, v.1: The Human Rights Years, 1945-1948	1	
17. Gale Encyclopedia of American Law, 3rd Ed. 14-vols.	1	
18. Innovators: Miles Davis: Legendary Jazz Musician	1	
19. Lucent Library of Black History: The Black Press	1	
20. Major Companies of Africa South of the Sahara, 2011 Ed.	1	
21. Scholarships, Fellowships, and Loans 2012 29th Ed.	15	
22. Small Business Sourcebook, 28 E.	1	
23. Taste of Culture: Foods of Kenya	1	
24. World History Series: The Rwandan Genocide	1	

**5. SPECIAL CONDITIONS/INSTRUCTIONS**

Vendor must be able to deliver the items within 30 days of receipt of order.

Shipment must include a packing slip listing titles and the number of copies. All deliveries are to the inside designated loading dock area of the Central Library located at:

Atlanta-Fulton Public Library System (Central Library)  
One Margaret Mitchell Square  
Atlanta, Georgia 30303  
Attention: Serials Unit

Deliveries must be between the hours of 8:30 am to 4:30 pm. There are no deliveries on weekends or holidays.

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

Not applicable for this quote.