



**CHESTERFIELD COUNTY
PURCHASING DEPARTMENT
CHESTERFIELD, VIRGINIA
Invitation for Bids**



IFB Number:.....14-0971

Title:..... Library Books, Media and Services for Chesterfield County Public Libraries

Issue Date:..... March 4, 2014

Sealed Bids Due and Opening:..... March 20, 2014, at 2:30 P.M.

Bid Opening Location:..... Chesterfield County Purchasing Department
9901 Lori Road
Lane B. Ramsey Building, 3rd Floor, Room 303
Chesterfield, VA 23832

Inquiries: Questions which may arise as a result of this solicitation may be addressed to Martin W. Franciscus, Sr. Contract Officer, at (804) 748-1703, or by email to purchasing@chesterfield.gov. Inquiries must be received at least seven (7) business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder from this transaction.

All prices shall be F.O.B. Destination: Various Chesterfield County Public Libraries
Freight, delivery costs, and incidental charges shall be included.

My signature below certifies that:

- I agree to abide by all conditions of this bid and that I am authorized to sign this bid;
 - the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under § 18.2-498.1, et. seq. of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
 - that the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§ 2.2-3100, et. seq. of the *Code of Virginia*). Specifically, without limitation, no County/School Board employee or a member of the employee's immediate family shall have a proscribed personal interest in a contract; and
 - that the accompanying bid is in accordance with applicable provisions of the Virginia Public Procurement Act, Art. 6 Ethics in Public Contracting (§ 2.2-4367, et. seq. of the *Code of Virginia*), and any other applicable law as set forth therein.
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In compliance with this Invitation for Bids and to all conditions imposed therein the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

Complete Legal Name of Firm: _____

Order From Address: _____

Remit To Address: _____

Signature: _____ **Email:** _____

Name (type/print): _____ **Title:** _____

Fed ID No.: _____ **Phone:** (____) _____ **Fax:** (____) _____

This page must be returned with the Bid Form.

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I. PURPOSE

The purpose of this Invitation for Bid is to establish a requirements contract with Chesterfield County (County) for the purchase of Library Books, Media and Services for use by Chesterfield County Public Libraries (Library).

II. BACKGROUND

The Chesterfield County Public Library serves a population of approximately 320,000, consists of 9 library facilities, and has funding to construct 2 new facilities within the next 2 to 5 years. Currently the Library has approximately 800,000 items in its collection and has a materials budget of approximately \$1 million (including County appropriations, grants and contributions). Included in the collection are approximately 52 electronic databases and 986 print periodical subscriptions. The Library's OPAC is Innovative Interfaces, Inc., and materials are primarily ordered using Edifact, and electronic invoicing using Edifact is preferred.

The Contractor shall provide all the services and materials necessary to fill orders placed by the Library during the course of the contract. The Contractor shall also have the capability to provide a range of cataloging and processing services from providing full MARC records, jackets, labels, cases, theft detection, and RFID tags, to custom shelf-ready cataloging and processing as listed in the IFB.

III. SCOPE OF WORK/SPECIFICATIONS

Any deviation from these specifications, failure to address specifications, and/or repeated delivery of partial orders will be considered grounds for non-award and/or cancellation of contract.

- A. The Library will order a variety of materials, adult, young adult, and juvenile, in various formats from all types of publishers. On the PRICING SCHEDULE, bidders shall list the discounts offered for the materials and services to be provided. Bidders have the option to include, as an alternate, additional/other materials not specified in this IFB with discounts and costs indicated on the PRICING SCHEDULE. All discounts should apply to first and backorder shipments for each order, including standing orders, placed by the Library.

PRINTED MATERIALS: including but not limited to:

- * Hardback books: Adult Trade, Small Press, University Press, Foreign Language, Technical, Legal, Medical, Reference, Serial publications, Graphic Works, Juvenile Trade, Large Print, Library, Prebound, School & Library, Board Books, Reinforced
- * Paperback books – Trade, Small Press, University Press, Foreign Language, Technical, Legal, Medical, Reference, Serial publications, Graphic Works, Manga, Juvenile Trade, Large Print, Prebound, Mass Market

MEDIA: including but not limited to:

- * Media – DVDs, Blu-ray and CDs, Kits. CDs will include music and spoken book products for all ages. In addition to feature films, DVDs may include, but will not be limited to, multi-disc television series, documentaries, and instructional materials.

- B. The Contractor shall supply materials from all major publishing houses, as well as small press houses, and have the ability to provide a 90% fill rate within 3 months (90 days) of order confirmation.
- C. Performance requirements include:
 - * Cataloging error rate shall not exceed 5%
 - * Processing error rate shall not exceed 5%
 - * Shipping error rate shall not exceed 2%
 - * Credit and replacement error rate shall not exceed 5%

Contractor Contact Requirements

- A. Services desired include electronic ordering, receiving, invoicing, cataloging, processing, shipping and handling, and quality assurance.
- B. The Contractor shall provide an assigned customer service representative(s) to handle phone orders, special orders, problems, and questions. The Contractor is required to respond within one business day to a telephone message or an email.
- C. The Contractor shall provide a name, toll-free phone number and extension, and email address of a specific company representative to assist with adjustments or coordination of transactions.
- D. The Contractor shall provide a representative to meet with the librarians as a group as needed.
- E. The Contractor shall provide for weekly phone conferences to solve problems and resolve issues for as long as the Library deems necessary.

Ordering

- A. The Contractor shall accept orders over the phone toll free, via fax and email, and electronically. The Contractor shall provide order software that will interface with Innovative Interfaces Inc., and enable the Library to transmit orders electronically (Edifact). Electronic receiving and invoicing are preferred. The Contractor shall provide technical support to set up electronic ordering, receiving, invoicing, and cataloging interfaces with Innovative Interfaces Inc.
- B. The Contractor shall provide an online web-based ordering database that can be used to search for titles and to find list price, discount price, quantity in stock, publication date, reviews, and other information. The web-based ordering database will compute and calculate each list/cart (based on discount price) as quantities and titles are added. The Contractor shall allow additional users to be added for free or for a nominal fee. The database shall be able to connect to the Library OPAC to determine if the title is owned by the Library. The ability to discern if a title has been ordered previously by the Library (including date of order, quantity, etc.) is desirable. It will be possible to create unlimited selection lists/carts and store them for up to 2 years.
- C. The Contractor shall provide online access to check the status of orders and review account information at no cost.
- D. The Contractor shall provide the following accounts with a pricing structure for each.
 - a. A fully processed and cataloged account.

- b. An added copy account that only provides processing with item records created and attached.
 - c. An unprocessed account.
 - d. A rush account that provides full processing and cataloging.
 - e. A paperback account, same as # 1, with no Mylar cover charge.
 - f. An add paperback account that provides full processing with no Mylar cover charge and item records created and attached.
- E. The Contractor shall provide information on the types of selection lists offered and will, upon request, provide examples of print resources, as well as URLs for online sources.
- F. Changes to standing-order plans, titles, and quantity will be accepted by the Contractor at any time and become effective immediately. The Contractor shall provide the ability to update standing-order titles and quantities.
- G. The Contractor shall confirm all orders with a title list electronically within 12 hours from the time of the original order for items submitted. Order confirmations will report items that are not available and will specify whether the title is either temporarily or permanently unavailable from the publisher at the time the order is confirmed.
- H. Items will be considered "in stock" if available at the Library's assigned Contractor Warehouse(s).
- I. The Contractor shall supply monthly management statements for all standing-order titles, including title, publisher/distributor, ISSN or ISBN, estimated frequency, quantity, discounted prices, price per quarter, and price per year. Individual title reports should be issued reporting title changes, merges, cessations, publication date status changes, etc.
- J. See Appendix 1 for existing electronic ordering process and procedures.

Receiving/Invoicing

- A. The Contractor shall provide a packing slip and an invoice for every order in the shipping container with deliveries. The box that contains the invoices and packing slip will be clearly marked. The Contractor shall provide separate invoices for each purchase order included in the shipment. Invoices will detail list price, discounted price per item and extended price, and processing and cataloging charges. Each title on the invoice should be listed on one line. Processing and cataloging charges shall be itemized separately on invoices.
- B. Items on the invoice will be listed in the order requested by the Library.
- 1. Invoice and packing slip will include general information:
 - Bill to: Chesterfield County Public Library address
 - Ship to: Chesterfield County Public Library address
 - Invoice number
 - Chesterfield County Public Library account number
 - Purchase order number
 - Order date
 - Invoice date

2. The invoice and packing slip shall include title-specific information alphabetical by author:
 - Quantity
 - Title
 - Author
 - Publisher
 - ISBN/ISSN
 - List unit price
 - Discount
 - Unit price after discount
 - Processing price
 - Cataloging price
- C. The Library will possess the ability to check the status of orders and print invoices from the Contractor's web site/database.
- D. The Library prefers to pay off a monthly statement.
- E. Credit memos issued for damaged items or incorrect shipments should contain PO numbers, titles, issue, branch, and number of copies. The purchase order number must be printed on each credit memo or invoice.
- F. Credit memo(s) issued for cataloging and processing errors will be provided and itemized based on a monthly spreadsheet of error claims provided by the Library. The Contractor must reference invoice number that was incorrect.
- G. The Contractor shall issue credit statements within 10 business days of notification and/or return of materials in question.
- H. The Contractor shall complete (from order confirmation to receipt) within 14 business days a minimum of 90% of purchase orders submitted for published titles showing in stock in assigned warehouse.
- I. The Contractor agree to accept and pay for the return of items found by the Library to be defective, not ordered, recalled, or if ordered in error (and not pre-processed). No time limits will be imposed on the Library for the return of defective materials and credits.
- J. DVD and Audiobook CD Contractor shall provide a replacement disc guarantee enabling the Library to replace defective and/or missing (upon delivery) discs at no cost. For items lost or damaged by Library use, the Contractor shall provide a replacement disc(s), at low or no cost, if available.
- K. The Contractor shall provide a cancellation schedule. At the end of the backorder period (currently 1 year for all accounts), all items left on backorder that are cancelled will be reported by the Contractor to the Library.
- L. The Contractor shall provide electronically the following types of reports: backorder status report weekly, cancelled titles report weekly (and the reason why the item was cancelled), and a monthly statement of outstanding invoices and credits.

Shipping

- A. The Contractor shall provide and assume all costs for all shipping and handling for all orders.
- B. Materials will be delivered to the Central Library, 9501 Lori Rd, Chesterfield, VA 23832 between 8:30 a.m. and 5 p.m., Mondays through Fridays, excluding County holidays.
- C. Complete quantities of items will be shipped when available and not held to consolidate shipments.
- D. Materials will not be delivered on pallets. Inside delivery only. Be aware – the County Library does not have a loading dock.
- E. Shipment boxes shipped to the Library will be sequentially numbered.
- F. Items with publisher's "street dates" will be received prior to the street date 95% of the time if order is confirmed 3+ weeks (15 business days) from publish date. Any street date/release restrictions will be clearly indicated on the invoice or packing slip.
- G. The Contractor must pay all return shipping charges. Call tags or prepaid stickers must be provided. Restocking fees will not be allowed.

Cataloging

- A. Cataloging MARC files shall either precede or accompany the shipment of materials.
- B. The Contractor shall provide a list that includes total number of bibliographic records and total number of items for each MARC file. This list must accompany MARC file delivery.
- C. The Contractor shall provide MARC records and cataloging services on media materials to comply with Anglo American Cataloging Rules, 2nd edition/RDA, and local practice standards. The Contractor shall possess the capability of cataloging to the specifications listed in this IFB. These MARC records shall load successfully into the Library's Innovative Interfaces, Inc., system with fully developed holdings fields.
- D. Custom cataloging for print materials will comply with Anglo American Cataloging Rules, 2nd edition/RDA, and adhere to these specifications and local practice standards. MARC records provided by the Contractor shall be constructed in a manner consistent with the Library's existing cataloging data and practices – using the Dewey Decimal classification scheme (current edition) with allowance for local practice call number modifications. The bibliographic record must be compatible in structure and content with the Library of Congress (LC) MARC 21 communications format. The bibliographic record will contain the standard tags and subfields where applicable. The Contractor shall allow for standard LC cataloging changes to be integrated into the system. These MARC records will load successfully into the Library's Innovative Interfaces Inc., system.
- E. All MARC records shall be validated against LC's most current authority control file for name and subject headings.
- F. For the term of the County's contract with OCLC, the Library's holdings will be updated in OCLC when bibliographic records are added to the collection.
- G. The Contractor shall provide cataloging of in-stock items within 15 business days of the confirmation of the order.

- H. Sample cataloging Instructions are in Appendix 3.
- I. The Contractor shall provide reports monthly for:
 - * New bibliographic records added
 - * New items added

Processing

- A. The Contractor shall adhere to processing guidelines specified by the Library.
- B. The Library will provide samples of processing requirements for various formats upon request.
- C. The Library will provide sample labels and dimensions upon request. All processing supplies will be furnished by the Contractor(s).
- D. The Contractor shall provide processing of in-stock items within 15 business days of the confirmation of the order.
- E. Detailed processing Instructions are in Appendix 4.

IV. **INSTRUCTIONS**

A. Submission and Receipt of Bids

1. Sealed bids shall be received in the Chesterfield County Purchasing Department, 9901 Lori Road, Lane B. Ramsey Building, 3rd Floor, Room 303, P.O. Box 51, Chesterfield, Virginia, 23832 until, but no later than the specified time and date of opening as designated in the invitation, and then publicly opened and read aloud. Bids shall be submitted in a sealed envelope with the IFB number and due date and time written on the outside of the envelope. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline. Late bids shall be rejected.
2. Bids or changes to a bid response shall not be accepted via fax or E-mail.
3. In the event that Chesterfield County government offices are not operating under normal staffing levels or if the location for bid submission, bid opening or a pre-bid conference is inaccessible due to inclement weather or other emergency situations at the published time, the bid submission, bid opening or pre-bid conference will default to the next regular business day at the same time.
4. All bids shall be signed in the space provided for a signature on the cover sheet and returned. If the bidder is a partnership or corporation, the bidder shall show the title of the individual signing the bid, and if the individual is not the president or vice president of the partnership or corporation, if requested, the bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
5. Bids concerning separate bid invitations are not to be combined on the same form or placed

in the same envelope. Bids submitted in violation of this provision may not be considered.

6. Unless otherwise specified, bidders are to complete and return the Bid Form furnished by the County.
7. No bid shall be altered or amended after the specified time for opening.
8. If you are an individual with a disability and require a reasonable accommodation in order to participate in this procurement, please notify the Purchasing Department at (804)748-1617 as soon as possible.
9. For information pertaining to the bid tabulation, decision to award and/or award on this procurement transaction, bidders may access public notification electronically at: www.chesterfield.gov/purchasing.

- B. Amendments or Requests to Withdraw Bids by a Bidder Prior to Bid Opening:** A bidder may amend and/or withdraw their bid before the due date and time designated for receipt of bids. All requests from a bidder to return their bid shall be in writing, addressed to the Purchasing Department, and signed by a person authorized to represent the person or firm that submitted the bid. The bidder may be contacted by telephone to verify the authorization of the return request and the signature involved if there is doubt as to the document's authenticity. All amendments to the bid are to be initialed by an individual authorized to represent the bidder.

V. GENERAL TERMS AND CONDITIONS

- A. Addenda:** Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at: www.chesterfield.gov/purchasing. Each bidder is responsible for obtaining all addenda posted at the Purchasing Department website or by calling (804) 748-1617. Acknowledgement of receipt of all addenda shall be in the space provided within the solicitation or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda issued shall become part of the solicitation and all resulting contract documents.
- B. Appropriation of Funds:** The continuation of the terms, conditions, and provisions of a resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year. In the event of non-appropriation of funds, the contract shall be automatically terminated with no recourse for the Contractor.
- C. Assignment of Contract:** The County and Contractor bind themselves and any successors and assigns to the contract. The employees of the Contractor will perform the work necessary to fulfill the contract. The Contractor shall not assign, sublet, subcontract or transfer any of its interest in the contract without written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and Contractor.
- D. Audit of Vendor Records:** Contractor shall maintain full and accurate records with respect to all matters covered under the contract including, without limitation, accounting records, written policies and procedures, time records, telephone records, reproduction cost records, travel and living expense records and any other supporting evidence necessary to substantiate charges related to the contract. Contractor's records shall be open to inspection and subject to audit

and/or reproduction, during normal working hours by the County and its employees, agents or authorized representatives to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor pursuant to this contract. Such records subject to examination shall also include, without limitation, those allocations as they may apply to costs associated with the contract. The County shall have access to such records from the effective date of the contract, for the duration of the contract, and until two (2) years after the date of final payment by the County to the Contractor pursuant to this contract. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this paragraph.

- E. **Change Orders:** Change orders must be approved by the County prior to work being performed.
- F. **Commitment to Diversity and Chesterfield Businesses:** Chesterfield County is a growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status. The County is committed to increasing the opportunities for participation of minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all solicitations. In addition, the County strongly encourages each Contractor and/or supplier with which the County contracts to actively solicit minority-owned businesses, women-owned businesses, and businesses located in the County as subcontractors/suppliers for their projects.

Upon award/completion of work, the County will require the Contractor to furnish data regarding subcontractor/supplier activity with minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County on a Certification of Subcontractor/Supplier Activity form. The form will be provided to the Contractor by the Purchasing Department. This information will enable the County to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

Definitions:

Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.

Minority-Owned Business (MOB) – a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority. (*Code of Virginia 2.2-4310*)

Women-Owned Business (WOB) - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (*Code of Virginia 2.2-4310*)

- G. Contractor Background Checks:** In order to preserve the integrity and security of County government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.
- H. Contractor's Authorization To Transact Business:** In accordance with §2.2-4311.2 of the *Code of Virginia*, any bidder organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its bid the identification number issued to it by the State Corporation Commission. Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its bid a statement describing why the bidder is not required to be so authorized. This information shall be provided in the section of the Bid Form titled "Virginia State Corporation Commission (SCC) Registration Information". Failure to provide the required information may result in the rejection of the bid. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. **SEE THE BID FORM.**
- I. Copyrights or Patent Rights:** The bidder certifies by submission of a bid that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this solicitation. The Contractor shall, at his own expense, defend any and all actions or suits charging such infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability, loss, or expense incurred by any such violation, or alleged violation.
- J. Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) calendar days written notice, terminate the employment of the Contractor and procure such goods or services from other sources. In such event, the Contractor shall be liable to the County for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.
- K. Drug Free Workplace:** (*Code of Virginia* 2.2-4312) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor

maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

L. Employment Discrimination: (*Code of Virginia 2.2-4311*) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of the contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The Contractor shall include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

M. Environmental Management Procedures: The Contractor shall comply with all federal, state and local environmental laws and regulations and any additional requirements that may be included in or attached to the solicitation. For work done for the County, the Contractor must also meet all Chesterfield County Environmental Management System (EMS) requirements. For questions or additional information regarding environmental requirements for the County, please contact Chesterfield County’s General Services – Environmental Division at (804) 717-6531. For questions regarding environmental requirements for the Chesterfield County Public Schools, please contact Environmental Health and Safety at (804) 318-8048.

N. ePayables: Chesterfield County recognizes the importance of timely payments to our vendors. Therefore, we offer our vendors the opportunity to enroll in our ePayables program. This program allows us to make card payments to our vendors and features an online portal to facilitate payments as well as reduce payment processing times. Our ePayables program is mutually beneficial and is our preferred method of payment. If you choose not to enroll in this program, payments will be made by check and mailed through the postal service which could impact how quickly you receive payments. No action is required for vendors already enrolled in the program. Please contact the Accounting Department at (804) 748-1673 with questions.

O. Faith-Based Organizations: (*Code of Virginia 2.2-4343.1*) Chesterfield County does not

discriminate against faith-based organizations.

- P. Finance/Interest Charges:** Finance and/or interest charges imposed by the Contractor on any invoice shall not be paid by the County.
- Q. Governing Law:** Contracts shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws. Disputes arising out of this contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for Chesterfield County.
- R. Illegal Aliens:** (*Code of Virginia* 2.2-4311.1) The Contractor agrees that he does not, and shall not, during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- S. Indemnification:** The Contractor shall hold harmless and indemnify the County, the School Board, if applicable, and its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions.
- T. Mistakes in Bids**
 - 1. Mistakes discovered following bid opening but prior to award: If there is a significant and obvious disparity between the prices of the lowest apparent responsive bidder and other bidders, the low bidder may be contacted by the purchasing authority to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in the bid and can provide clear and convincing evidence that supports the existence of a clerical error to the satisfaction of the purchasing authority, the bid may be withdrawn in accordance with the withdrawal procedure provided herein.
 - 2. Mistakes discovered after award: Bids containing mistakes by bidders shall not be withdrawn after award of a contract or issuance of a purchase order.
- U. Modification of the Contract:** The contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the contract.
- V. Negotiation:** In accordance with 2-47 of the County Code, if the bid from the lowest responsible bidder exceeds available funds, the county may negotiate with the apparent low bidder to obtain a contract price within available funds. Such negotiation may include, but is not necessarily limited to, adjustment of the bid price and changes in the bid scope or requirements in order to bring the bid within the amount of available funds. Negotiation shall be conducted by the purchasing director, or his designee, with assistance from the user department.
- W. Payment:** If the Contractor performs all of the obligations of the contract to the satisfaction of the County, the County shall pay the Contractor for the performance of the work in the manner and within the time specified in the contract documents, which shall be consistent with the provisions of Section 2.2-4352 and 2.2-4354 of the *Code of Virginia*.

Furthermore, the Contractor shall, within seven days after receipt of payment by the County, take the following actions:

- 1. Pay the subcontractor for the proportionate share of the total payment received from the

County attributable to the work performed by the subcontractor under that contract; or

2. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

X. Precedence of Terms: All Special Conditions contained in this solicitation that may be in variance or conflict with these General Terms and Conditions shall have precedence over these General Terms and Conditions. If no changes or deletions to General Terms and Conditions are made in the Special Conditions, then the General Terms and Conditions shall prevail in their entirety.

Y. Preferences: In accordance with Section 2.2-4324 (B) of the *Code of Virginia*, whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Commonwealth's Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this section, the County will rely upon the accuracy of the information posted on this website. In accordance with Section 2.2-4324 (D) of the *Code of Virginia*, for the purposes of this section, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

In accordance with Section 2.2-4328 of the *Code of Virginia* and Article 4, Section 2-47 of the County Code, in the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth of Virginia pursuant to *Code of Virginia* 2.2-4324 or where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content. If no County or Commonwealth of Virginia preference is applicable, the tie shall be decided by lot.

Z. Proprietary Information: Section 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by Section 2.2-4342(F) of the *Code of Virginia* is not properly invoked then the bids will be subject to disclosure pursuant to applicable law.

AA. Quality Expectation Statement: Chesterfield County, through its quality initiative, is a recognized leader in providing quality products and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to,

the highest quality standards of professional workmanship, products and services. In the spirit of the County's quality initiative, the Contractor shall be expected to become a member of the team and perform or provide all work, services and products with a target of "zero defects – zero rework".

- BB. References:** If requested, the bidder shall provide references which substantiate past work performance and experience in the type of work required for the contract. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder.
- CC. Schools:** When goods and/or services are for the benefit of Chesterfield County Schools, the contract shall be entered into on behalf of the Chesterfield County Public Schools.
- DD. Sensitive Information Handling:** Any information in the possession of the County/Schools which is specific to an employee, student, citizen, County/School business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no circumstances remove Sensitive Information from County/Schools facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the County/Schools facility. No Sensitive Information may be remotely accessed by contract workers by dial in, VPN, web interface or other means without expressed consent of the department head and the Information Security Manager (County) or Director of Technology (Schools). Any access to County/Schools information by contract workers from outside the County/Schools intranet shall be in accordance with existing Information Systems Technology (IST)/Chesterfield County Public Schools (CCPS) Technology department security policies and procedures. Contract worker network connected computer equipment will be subject to all applicable IST/CCPS policies and procedures. Any exception to this application of policies shall be approved by the CCPS Department of Technology/County Information Security Manager and Chief Information Officer or designees.
- EE. Taxes:** Chesterfield County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by Chesterfield County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by Chesterfield County on materials and supplies that are installed by a Contractor and become a part of real property. Contractors are not exempt from paying taxes on these materials and supplies, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
- FF. Termination:** It shall be the sole right of the County to terminate the contract upon written notification to the Contractor.
- GG. Termination for Breach or Non-Performance:** If the Contractor fails to perform the work promptly and diligently, or if the Contractor breaches the Contract in any other way, the County may:
1. after providing the Contractor with 15 days written notice, supply any workmen, equipment or materials necessary to ensure that the work is performed promptly and diligently. The County may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Contractor;
 2. terminate the contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the work.

If the contract is terminated by the County, the Contractor shall not be entitled to receive any further payment from the County until completion of the work has occurred. After completion of the work, the County shall pay to the Contractor the amount of the unpaid balance due to the Contractor at the time the contract was terminated minus the cost incurred by the County to complete the work. If the cost incurred by the County to complete the work exceeds the unpaid balance due to the Contractor, the Contractor shall be due no money from the County and, instead, the Contractor shall pay to the County the difference between the unpaid balance due and the County's cost to complete the work.

HH. Vendor Rewards/Gift Programs: It is the policy of the County not to participate in any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your bid and demonstrate in the bid how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.

II. Waiver of One Breach Not Waiver of Others: No waiver by the County or its agents or employees of any breach of this contract by the Contractor shall be construed as a waiver of any other or subsequent breach of the contract by the Contractor. All remedies provided by this contract are cumulative, and in addition to each and every other remedy under the law.

JJ. Withdrawal of Bids

A bidder for a public contract may request withdrawal of his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. Such notice shall be sent to the Purchasing Department prior to award. The work papers, documents and materials shall, at the bidders request, be considered as trade secrets or proprietary information subject to compliance with the provisions of *Code of Virginia* §2.2-4342(F).

VI. SPECIAL TERMS AND CONDITIONS

A. Acceptance of Goods/Services: The goods and/or services delivered under a resulting contract shall remain the property of the Contractor until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the Contractor and return goods to the Contractor at the Contractor's expense.

B. Acceptance of Purchasing Card: Chesterfield County is working to streamline procedures for

procuring and paying for small dollar goods and services. One method now being put to use throughout the County is the use of a Purchasing Card. Bidders responding to this solicitation should note that acceptance of payment by the Purchasing Card may become mandatory during the term of the contract. Should the County decide to expand the use of the Purchasing Card, vendors receiving an award under this solicitation will have 90 days after receipt of such notice to make the necessary arrangements to be in the position to accept the Purchasing Card.

- C. Acceptance Period of Bids:** All bids submitted shall be binding for sixty (60) calendar days following bid opening date. The sixty (60) calendar day acceptance period may be extended by mutual consent of both parties.

D. Contract Term/Contract Renewal/Contract Extension

1. Contract Term: The initial term of this contract shall be effective from endorsement through May 30, 2015.
2. Contract Renewal: This contract may be renewed by the County for **(four) (4 successive one year periods)** under the terms and conditions of the original contract except as stated in subsections a and b below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

Pricing for subsequent terms shall be based on the Percentage Discount from the Manufacturer's Suggested Retail Price (MSRP) List. Although the price list in effect may vary during a contract term, the fixed percentage shall remain firm for the entire term of the contract, to include each renewal term.

3. Contract Extension

The County has the right to extend this contract for up to one hundred eighty (180) days following any term on the contract.

- E. Cooperative Procurement:** This procurement is being conducted by Chesterfield County in accordance with the provisions of 2.2-4304 *Code of Virginia*. Except for contracts for architectural and engineering services or construction in excess of \$200,000 by a local public body from the contract of another local public body that is more than a straight line distance of 75 miles from the territorial limits of the local public body procuring the construction, if agreed to by the Contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. Chesterfield County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield contract. Chesterfield County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.

- F. Insurance Requirements:** The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a certificate of insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will

protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the County, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management Director and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract.

The Contractor shall maintain during the initial term and any additional terms of this contract the following equivalent coverage and minimum limits:

1. Commercial General Liability \$1,000,000 Combined Single Limit per occurrence.
2. Automobile Liability \$1,000,000 Combined Single Limit per occurrence
3. Workers' Compensation Virginia Statutory limits
4. Employers' Liability \$100,000 each accident

If an insurance certificate is used as evidence of the required insurance the insurance certificate:

- a. Must reflect that the Commercial General Liability policy names "the Chesterfield County Board of Supervisors, their officers, employees, and agents" or "the Chesterfield County School Board, Chesterfield County Board of Supervisors, their officers, employees, and agents" as an additional insured by endorsement to the policy;
- b. Must reflect that the policies are endorsed to require no less than 30 days notice of cancellation or other change in coverage to the County;
- c. Must have an authorized signature;
- d. The Certificate Holder should be listed as:
Chesterfield County
c/o Purchasing Department
P.O. Box 51
Chesterfield, VA 23832-0001
IFB/RFP No 14-0971

- G. Pricing:** Prices shall be stated in units of quantity as specified in the Pricing Schedule. In case of a discrepancy in extension of prices in the bid, the unit price shall govern.
- H. Usage Reports:** Upon request, the Contractor shall provide the Chesterfield County Purchasing Department with a summary of all sales by delivery site, to include quantity and description of items.

VII. BID FORM

A. BASIS OF AWARD

The County may award to multiple contractors who offer the lowest "Grand Total Amount" bid for all categories listed below or make individual awards of categories 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. The County may, in order to ensure availability of items when needed, make award to a primary and secondary contractor per category. **Bidders may provide pricing on all, or individual, categories listed below with the percentage discount; however, in order to be considered eligible for award of any category, the bidder must offer pricing for each item within a respective category.**

For the purpose of bid evaluation, the discount offered for the "1 – 4 copies" shall be used to determine the low bidders.

All discounts shall be based upon the MSRP in effect March 2014.

Cat 1. Board Books		% OF DISCOUNT	CATALOGING COST	PROCESSING COST
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea
Cat 2. Juv/YA Books – Primary		% OF DISCOUNT	CATALOGING COST	PROCESSING COST
1. Trade Hardcover				
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea
2. Library Hardcover				
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea
3. Reinforced/School & Library				
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea
4. Trade Paperback				
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea
5. Mass Market Paperback				
1-4 copies		_____ %	\$ _____ ea	\$ _____ ea
5+ copies		_____ %	\$ _____ ea	\$ _____ ea

6. Graphic Works - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

7. Graphic Works - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+copies	_____ %	\$ _____ ea	\$ _____ ea

8. Manga - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

9. Manga - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 3. Big Book**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 4. Prebound**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 5. Foreign Language**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1. Juv/YA Foreign Language - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

2. Juv/YA Foreign Language – Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

3. Adult Foreign Language - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

4. Adult Foreign Language - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 6. Large Print**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1. Large Print – Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

2. Large Print – Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 7. Adult Books - Primary**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1. Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

2. Trade Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

3. Mass Market Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

4. Graphic Works – Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

5. Graphic Works – Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

6. Manga - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

7. Manga - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

Cat 8. Adult Books - Secondary**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1. Small Press - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

2. Small Press – Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

3. University Press - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

4. University Press - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

5. Technical - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

6. Technical – Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

7. Legal - Hardcover

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

8. Legal - Paperback

1-4 copies	_____ %	\$ _____ ea	\$ _____ ea
5+ copies	_____ %	\$ _____ ea	\$ _____ ea

9. Reference

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

Cat 9. AV**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1. Single DVDs

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

2. Multi-DVD sets (1 -4 discs packaged together)

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

3. Multi-DVD sets (5+ discs broken out into individual discs)

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

4. Blu-ray DVDs

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

5 Music CDs

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

Cat 10. Audiobook CDs**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

Cat 11. Kits**% OF DISCOUNT****CATALOGING
COST****PROCESSING
COST**

1-4 copies	_____ %	\$_____ ea	\$_____ ea
5+ copies	_____ %	\$_____ ea	\$_____ ea

The following list of items represents a sampling of library books and media that will be ordered under this contract. Bidders must offer pricing on all items within a category in order to be considered for award.

Based upon the Manufacturer's Suggested Retail Price (MSRP) in effect as indicated below, bidders shall apply their discount listed above for the "1 – 4 copies" and indicate their net delivered price to the County. This list of items shall determine the lowest responsive and responsible bidder(s).

Category 1: Board Books

Title	Author	Publisher	Pub Date	Category	ISBN	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
Black & White	Hoban, Tana	Greenwillow	2007/01/01	Board Book	9780061172113	\$7.99								
Gossie & Gertie	Dunrea, Olivier	Houghton Mifflin Harcourt	2007/02/12	Board Book	9780618747931	\$6.95								
What Does Baby Love?	Katz, Karen	Little Simon	2014/12/16	Board Book	9781481405218	\$6.99								
TOTAL CATEGORY 1														

Category 2: Juvenile/YA Books Primary

Title	Author	Publisher	Pub Date	Category	ISBN	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
Mr. Wuffles	Wiesner, David	Clarion Books	10/01/2013	Hardcover	9780618756612	17.99								
Unwind	Shusterman, Neal	Simon & Schuster	11/06/2007	Hardcover	9781416912040	17.99								
Hop on Pop	Seuss, Dr.	Random House Children's Books	09/01/1963	Library	9780394900292	12.99								

Maze of Bones	Riordan, Rick	Scholastic	10/01/2008	Library	9780545090544	12.99								
Ireland	Waldron, Melanie	Heinemann/Raintree	01/01/2012	Library	9781432961008	32.65								
Bugs in My Hair	Shannon, David	Blue Sky Press	08/27/2013	Reinforced	9780545143134	17.99								
Papa is a Poet: A Story about Robert Frost	Bober, Natalie S.	Henry Holt Books for Young Readers	10/15/2013	Reinforced	9780805094077	17.99								
Build Your Own Galaxy: The Big Unofficial Lego Builder's Book	Klang, Joachim	Heel Verlag	12/16/2013	Trade Paperback	9783868527773	29.99								
Junie B. Jones is Captain Field Day	Park, Barbara	Random House Children's Books	12/01/2000	Mass Market Paperback	9780375802911	4.99								
The Giver	Lowry, Lois	Laurel Leaf	09/01/2002	Mass Market Paperback	9780440237686	6.99								
Dogs of War	Keenan, Sheila	Graphix	10/29/2013	Graphic Works - Hardcover	9780545128872	22.99								
Brave and Bold: Small Miracles	Fisch, Sholly	DC Comics	03/19/2013	Graphic Works - Paperback	9781401238520	12.99								
Beautiful Creatures: The Manga	Garcia, Kami	Yen Press	02/05/2013	Manga - Hardcover	9780316182713	16.99								
Bleach Vol. 1	Kubo, Tite	Viz	06/16/2004	Manga - Paperback	9781591164418	9.99								
TOTAL CATEGORY 2														

Category 3: Big Books

Title	Author	Publisher	Pub Date	Category	ISBN	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
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Three Little Kittens	Galdone, Paul	Houghton Mifflin Harcourt	07/09/2013	Big Book	9780547994802	26.99								
Baby Bear, Baby Bear, What Do You See?	Martin, Bill, Jr.	Henry Holt Books for Young Readers	02/15/2011	Big Book	9780805093452	25.99								
My Friend Rabbit	Rohman, Eric	Roaring Brook	02/01/2011	Big Book	9781596436633	25.99								
Fancy Nancy	O'Connor, Jane	HarperFestival	07/01/2009	Big Book	9780061719448	24.99								
TOTAL CATEGORY 3														

Category 4: Prebound

Title	Author	Publisher	Pub Date	Category	ISBN	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
Tikki Tikki Tembo	Lent, Blair	Paw Prints	06/30/2007	Prebound	9781435208377	15.95								
The Selection	Cass, Kiera	Paw Prints	09/11/2013	Prebound	9781480629349	18.99								
The Enormouse Pearl Heist	Stilton, Geronimo	Paw Prints	10/01/2012	Prebound	9781451771145	15.99								
Wedgieman and the Big Bunny Trouble	Harper, Charise Mericle	Paw Prints	01/07/2014	Prebound	9781480608481	12.99								
TOTAL CATEGORY 4														

Category 5: Foreign Language

Title	Author	Publisher	Pub Date	Category	ISBN	UPC	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added)	Processing Cost (new)
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														copies)	title)
Tangerine	Bloor, Edward	Houghton Mifflin Harcourt	2014/09/02	Foreign Language	9780544336339		\$8.99								
La caja negra / The Black Box	Connelly, Michael	Rba Publicaciones Editores revistas	2013/03/30	Foreign Language	9788490063989		\$24.99								
Die Kleine Raupe Nimmersatt/ the Very Hungry Caterpillar	Carle, Eric	Deutscher Taschenbuch Verlag	2003/01/01	Foreign Language	9783423079228		\$20.95								
TOTAL CATEGORY 5															

Category 6: Large Print

Title	Author	Publisher	Pub Date	Category	ISBN	UPC	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
American Sniper	Kyle, Chris	Harperlex	2013/10/15	Large Type	9780062297877		29.99								
Boys in the Boat	Brown, Daniel James	Thorndike Press	2013/07/17	Large Type	9781410459541		32.99								
David and Goliath: Underdogs, Misfits, and the Art of	Gladwell, Malcolm	Little Brown & Co	2013/10/15	Large Type	9780316239851		31.00								
Grain Brain	Perlmutter, David	Little Brown & Co	2013/09/17	Large Type	9780316239837		29.00								
Thomas Jefferson: The Art of Power	Meacham, Jon	Random House Large Print	2012/11/13	Large Type	9780307990877		35.00								
The Yellow Birds	Powers, Kevin	Thorndike Press	2012/11/22	Large Type	9781410452566		32.99								

When Courage Calls	Oke, Janette	Bethany House Pub	2014/ 02/04	Large Type	97807642123 38		17.99								
Close Your Eyes, Hold Hands	Bohjalian , Christop her A.	Random House Large Print	2014/ 07/08	Large Type	97808041944 40		26.00								
Where'd You Go Bernadette	Semple, Maria	Thorndike Pr	2012/1 2/26	Large Type	97814104530 68		31.99								
Storied Life of A. J. Fikry	Zevin, Gabrielle	Algonquin Books	2014/0 4/01	Large Type	97816162032 14		24.95								
TOTAL CATEGORY 6															

Category 7: Adult Primary

Title	Author/Arti st	Publisher	Availabl e Date	Category	ISBN	UPC	March 2014 MSRP	% of Discoun t	Discount Price	Catalo ging Cost (new title)	Proce ssing Cost (new title)	Total Cost (new title)	Total Cost (added copies)	Catalo ging Cost (added copies)	Proce ssing Cost (added copies)
I, Robot	Asimov, Isaac	Spectra	2004/06/ 01	Hardcover	97805538037 09		\$24.00								
Black Bird 7	Sakurakoji, Kanoko	Viz	2011/02/ 01	Paperback	97814215331 17		\$9.99								
A Bride's Story 2	Mori, Kaoru	Yen Pr	2011/10/ 25	Hardcover	97803161944 64		\$17.00								
The Sandman 5: A Game of You	Gaiman, Neil	Vertigo	2011/05/ 03	Paperback	97814012304 32		\$19.99								
The Gathering Storm	Butcher, Jim	Del Rey	2009/06/ 02	Hardcover	97803455063 99		\$22.95								
Three Bedrooms, One Corpse	Harris, Charlaine	Berkley Pub Group	2008/03/ 04	Paperback	97804252205 28		\$7.99								
TOTAL Category 7															

Category 8: Adult Secondary

Title	Author/Arti st	Publisher	Availabl e Date	Category	ISBN	UPC	March 2014 MSRP	% of Discoun t	Discount Price	Catalo ging Cost	Proce ssing Cost	Total Cost (new title)	Total Cost (added copies)	Catalo ging Cost	Proce ssing Cost
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										(new title)	(new title)			(added copies)	(added copies)
The Unburied Past	Fraser, Anthea	Severn House Pub Ltd	2013/07/01	Hardcover	9780727881113		27.95								
Sewing Pretty Little Accessories	Lee, Cherie	Design Originals	2014/06/01	Paperback	9781574218619		19.99								
The Ambiguity of Virtue	Wasserstein, Bernard	Harvard Univ Pr	2014/03/25	Hardcover	9780674281387		29.95								
Bodies and Bones	Shields, Tanya L.	Univ of Virginia Pr	2014/05/30	Paperback	9780813935973		24.50								
Viewing and Imaging the Solar System	Clark, Jane	Springer Verlag	2014/05/31	Hardcover	9781461451785		34.95								
Chilton's Dodge Pick-ups 2009-1012 Repair Manual	Imhoff, Tim	Delmar Pub	2012/01/01	Paperback	9781620920268		31.95								
Garner's Dictionary of Legal Usage	Garner, Bryan A.	Oxford Univ Pr	2011/07/01	Hardcover	9780195384208		65.00								
Plan Your Estate	Clifford, Denis	Nolo	2014/04/30	Paperback	9781413320183		44.99								
Webster's New World College Dictionary	Webster's New World College Dictionary (COR)	Websters New World	2014/08/26	Hardcover	9780544166066		25.95								
TOTAL Category 8															

Category 9: AV

Title	Author/Artist	Publisher	Available Date	Category	ISBN	UPC	March 2014 MSRP	% of Discount	Discount Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost (new title)	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (added copies)
Gravity		Warner	2 / 25 / 14	DVD		8839 2924 6236	22.99								

Mandela – Long Walk to Freedom		Anchor Bay Films	3 / 18 / 14	DVD		0131 3261 1686	29.99								
The Best Man		Universal	3 / 7 / 00	DVD	9780783240206	0251 9207 1522	9.99								
Frozen		Disney	3 / 18 / 14	DVD		7869 3683 8961	29.99								
Otto the Rhino		Phase 4 Films	2 / 18 / 14	DVD		6258 2862 7316	24.99								
Teaching Signs – Everyday Signs		Signs for Intelligence Baby	5 / 25 / 10	DVD	9780894559006	9780 8945 5900 6	12.99								
Veep – The Complete Second Season		HBO Home Entertainment	3 / 25 / 14	DVD Set (1-4 discs)		8839 2935 5594	39.99								
Adventure Time – The Complete Third Season		Warner Bros Ent. Canada Inc.	2 / 25 / 14	DVD Set (1-4 discs)		8839 2936 5531	26.99								
Dexter the Complete Third Season		Showtime Entertainment	8 / 18 / 09	DVD Set (1-4 discs)		0973 6893 8045	29.99								
Spongebob Squarepants Complete First Season		Paramount Home Entertainment	10 / 28 / 03	DVD Set (1-4 discs)	9780792194095	0973 6879 3040	21.99								
Six Feet Under Complete Third Season		HBO Home Entertainment	5 / 17 / 05	DVD Set (5+ discs)	9781415749524	0263 5989 7825	29.99								
Game of Thrones Complete Third Season		HBO Home Entertainment	2 / 18 / 14	DVD Set (5+ discs)		8839 2933 0713	59.99								
Anchorman 2		Paramount Home Entertainment	4 / 1 / 14	Blu-ray		0324 2914 6205	39.99								

Lilo & Stitch/Lilo & Stitch 2		Disney Blu-ray	6 / 11 / 13	Blu-ray		7869 3683 4307	29.99								
Foreverly	Norah Jones & Billie Joe Armstrong	Reprise	11 / 25 / 13	Music CD		0936 2493 9979	18.99								
Time of Our Lives	Clint Perry & the Boo Hoo Crew	CD Baby	2 / 4 / 1 4	Music CD		8052 3887 8526	17.99								
Princess Collection 1		Walt Disney Records	2 / 17 / 99	Music CD	9780763400033	0500 8608 9772	6.99								
ULTIMATE COLLECTI ON, 1948-1990	John Lee Hooker – Ultimate Collection	Rhino Records	11 / 10 / 87	Music CD		0812 2705 7220	30.99								
TOTAL Category 9															

Category 10: Audiobook

Title	Author/Artist	Publisher	Available Date	Category	ISBN	UPC	March 2014 MSRP	% of Discount	Discount Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost (new title)	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (added copies)
Cell	Cook, Robin	Penguin Audio	02/04/14	Audiobook CD	9781611762426	9781611762426	39.99								
Confessions of a Wild Child	Collins, Jackie	Macmillan Audio	02/04/14	Audiobook CD	9781427239303	9781427239303	29.99								
Long Man	Greene, Amy	Random House, Inc.	02/25/14	Audiobook CD	9780804165631	9780804165631	39.99								
Dress Your Family in Corduroy and Denim	Sedaris, David	Time Warner AudioBooks	6/01/04	Audiobook CD	9781586215026	9781586215026	31.99								
The Death of Santini	Conroy, Pat	Random House	10/29/13	Audiobook CD	9780307989826	9780307989826	44.99								
Bomb	Sheinkin, Steve	Random House, Inc. Listening Library	3/26/13	Audiobook CD	9780804122184	9780804122184	38.99								

Mary Poppins	Travers, P.L.	Blackstone Audio, Inc.	10/01/13	Audiobook CD	9781482954012	9781482954012	24.99								
The Patron Saint of Butterflies	Galante, Cecilia	Full Cast Audio	5/31/11	Audiobook CD	9781934180648	9781934180648	54.99								
Frindle	Clements, Andrew	Simon and Schuster	06/23/09	Audiobook CD	9780743581707	9780743581707	14.99								
TOTAL Category 10															

Category 11: Kits

Title	Author	Publisher	Pub Date	Category	ISBN	March 2014 MSRP	% of Discount	Price	Cataloging Cost (new title)	Processing Cost (new title)	Total Cost	Total Cost (added copies)	Cataloging Cost (added copies)	Processing Cost (new title)
Octopus's Garden	Starr, Ringo	Aladdin	2/4/2014	Kit	9781481403627	17.99								
Cinderella: A Heart Full of Love Read-Along Storybook and CD	N/A	Disney Press	12/28/2010	Kit	9781423134251	6.99								
Curious George Goes to the Hospital	Rey, Margret	Houghton Mifflin Harcourt	4/21/2008	Kit	9780618800636	10.95								
TOTAL CATEGORY 11														

GRAND Total Categories 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11		
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B. PRICING SCHEDULE

The bidder agrees to furnish the goods/services as specified herein, and in compliance with the terms and conditions of this Invitation for Bids at the following price(s):

C. DELIVERY SCHEDULE

Bidders are required to state the time of proposed delivery or project completion. **FAILURE TO DO SO WILL RESULT IN THE BID BEING REJECTED AS NONRESPONSIVE.**

The County desires delivery within _____ calendar days after receipt of order (ARO).

State your earliest firm delivery in calendar days _____ after receipt of order (ARO).

This may be a factor in the award decision.

D. ADDENDA

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bids:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

E. BUSINESS CLASSIFICATION

Bidders are requested to provide the following information to Chesterfield County regarding their business. This information is for statistical purposes and, except in the case of tie bids, all firms submitting bids will receive equal consideration (refer to Clause F of the General Terms and Conditions). Bidder shall indicate whether they are classified as a:

Minority-Owned Business: Yes ☐ No ☐

Women-Owned Business: Yes ☐ No ☐

Chesterfield Business: Yes ☐ No ☐

F. BIDDER'S CHECKLIST

This checklist is provided to assist bidders in submitting a responsive bid and may not be inclusive of all solicitation requirements. Bidders are expected to carefully read the entire solicitation and verify that the following issues have been addressed prior to submission of a bid:

Provide completed cover page to include signature.

Provide completed Bid Form.

G. CONTRACTOR'S REPRESENTATIVE

Please furnish the name(s) of a contact person, address, telephone, fax number, and email address for placing orders:

Name(s): _____

Address: _____

Phone (voice): _____ Fax: _____

Cell Phone: _____ Email Address: _____

H. PAYMENT TERMS

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County. Our terms are:

I. BIDDER DATA

QUALIFICATIONS OF BIDDER: Firms shall have the capability in all respects to perform fully the contract requirements and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance of the contract to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of good(s) and/or service(s) required for this contract.

_____ years _____ months

Provide a minimum of three (3) references that will substantiate past work performance and experience in the type of work required for this contract.

Company Name, Address, Phone Number and Contact Person's Name and Email Address:

1. _____

2. _____

3. _____

J. VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

The bidder shall check one of the following. The bidder is:

☐ a corporation or other business entity with the following SCC identification number:
 _____ **-OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids. No award shall be issued to a bidder who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers): ☐

APPENDIX 1: Electronic Ordering Process/Procedures**ELECTRONIC ORDERING PROCESS**

The Contractor accepts orders in Edifact format. Orders will consist of individual titles, which are of the same format (i.e. books, DVDs, etc.). Order records will be attached to a bibliographic record created or downloaded in MARC format. MARC record files with the item records will be sent to Library via email prior to shipment or email notification of files ready for download. Also included in the email should be a text file of the titles being sent, including item quantity.

- A. Library Automation System: Innovative Interfaces Inc.
- B. Ordering process for materials not currently owned
 - 1. Library accesses Contractor's web site electronically to select items to be ordered.
 - 2. Contractor creates bibliographic record with order record attached for each title and sends file to the Library. The order record contains specific fields as designated by the Library.
 - 3. Library Acquisitions FTPs the order to the Contractor, and Contractor confirms order via email.
 - 4. Contractor obtains titles and performs cataloging and processing requirements.
 - 5. At the time of shipment, Contractor transmits MARC file which includes all titles in shipment. The file includes item records created for each copy of each title in a format compatible with the Innovative load table.
 - 6. Processed materials are received by the Library.
 - 7. Library uploads MARC file with item records which contain specific fields as designated by the Library.
- C. Ordering process for materials currently owned (added copies)
 - 1. Library accesses Contractor's web site electronically to select items to be ordered.
 - 2. Contractor creates an order record, containing specific fields as designated by the Library, and attaches it to existing bibliographic record.
 - 3. Library Acquisitions FTPs the order to the Contractor, and the Contractor confirms the order via email.
 - 4. Contractor obtains titles and performs processing requirements.
 - 5. At the time of shipment, Contractor transmits file which includes all titles in the shipment. The MARC file makes no changes to the existing bibliographic record in the Library catalog. The file includes item records created for each copy of each title in a format compatible with the Innovative load table.
 - 8. Processed materials are received by the Library.
 - 7. Library uploads MARC file with item records which contain specific fields as designated by the Library.

APPENDIX 3: Cataloging (overview)

For specific/more detailed cataloging information, see attached cataloging specs

CATALOGING BOOKS**CATALOGING NEW TITLES**

- A. Cataloging for print materials will comply with Anglo American Cataloging Rules, 2nd edition/ RDA, and adhere to the Library's specifications and local practice standards as described. MARC records provided by the Contractor shall be constructed in a manner consistent with the Library's existing cataloging data and practices – using the Dewey Decimal classification scheme (current edition) with allowance for local practice call number modifications. The bibliographic record shall be compatible in structure and content with the Library of Congress and MARC 21 format.
- B. Preferably with item in hand, the Contractor's cataloger will search OCLC or another appropriate database to locate an exact match for the item.
- C. If a record is available, the Contractor's cataloger will upgrade the record to full LC MARC standards, then determine the call number and edit for local practices as described below in the following sections
- D. If an acceptable record is not available, the Contractor's cataloger will create a brief MARC record adding a call number and Library's local practices. It is anticipated that brief records will be created for fewer than 1% of ordered items.

CATALOGING ALREADY-OWNED TITLES (added copies)

- A. No additional cataloging is required. The call number and item record information will be obtained from existing records. Only item records need to be created.

CALL NUMBERS FOR BOOKS**ADULT****FICTION**

- 1. All letters must be upper case.
- 2. Single works: FIC plus first 3 letters of the main entry which is usually the author's surname or first three letters of the title in the 245 tag if the main entry is the title.
- 3. Story or novel collections of one author: FIC plus first 3 letters of author's surname.
- 4. Story or novel collections of multiple authors: SC plus first 3 letters of main entry. If numeric, they will be converted to alphabetic characters (i.e., 2 is TWO)
- 5. Ignore articles "A", "An" and "The" when assigning a title main entry.

BIOGRAPHY

- 1. All letters must be upper case.
- 2. Cuttering must follow AACR2 main entry rules, unless a Cutter has already been established for the Library's existing holdings.
- 3. Biographies and autobiographies: B, plus Cutter consisting of the subject surname.
- 4. Literary interpretations and memoirs with strong subject content will be assigned biography call numbers.

NONFICTION,

1. All letters must be upper case.
2. Use unabridged Dewey for nonfiction call numbers. Exceptions may be determined by checking Library's catalog for like materials, or if in question, contact Library's cataloger.
3. Cuttering must follow AACR2 main entry rules.
4. All travel books end in '04'
5. Ignore articles "A", "An" and "The" when assigning a title main entry.

YOUNG ADULT

FICTION

1. All letters must be upper case.
2. Single works: FIC plus first 3 letters of the main entry which is usually the first three letters of the author's surname or first three letters of the title in the 245 tag if the main entry is the title.
3. Story or novel collections of one author: FIC plus first 3 letters of author's surname.
4. Story or novel collections of multiple authors: SC plus first 3 letters of main entry. If numeric, they will be converted to alphabetic characters (i.e., 2 is TWO)
5. Ignore articles "A", "An" and "The" when assigning a title main entry.

BIOGRAPHY

1. All letters must be upper case.
2. Biographies and autobiographies: B plus surname of subject.

NONFICTION

1. All letters must be upper case.
2. Use unabridged Dewey for nonfiction call numbers, in general.
3. Cuttering must follow AACR2 main entry rules.
4. Ignore articles "A", "An" and "The" when assigning a title main entry.

JUVENILE

BOARD BOOKS

1. All letters must be upper case.
2. BB plus first 3 letters of author's surname in main entry or title.

PICTURE BOOKS

1. All letters must be upper case.
2. E plus first 3 letters of first author's surname in main entry or title.

BEGINNING READERS

1. All letters must be upper case.
2. ER plus first 3 letters of first author's surname in main entry or title.

FICTION

1. All letters must be upper case.
2. Single works: FIC plus first 3 letters of the main entry which is usually the first three letters of the author's surname or first three letters of the title in the 245 tag if the main entry is the title.
3. Story collections of all types are FIC plus first 3 letters of author's surname if found in the main entry or first 3 letters of title in 245 if the main entry is the title of a collected work.

BIOGRAPHY

1. All letters must be upper case.
2. Biographies and autobiographies: B, plus surname of subject.

NONFICTION

1. All letters must be upper case.
2. In most cases, cut after the first prime with some ranges (ex., Animals) excluded. Follow prior cataloging decisions.
3. Cuttering must follow AACR2 main entry rules.

ADDITIONAL CONSIDERATIONS FOR CATALOGING BOOKS

1. MARC records should not be supplied for any items not shipped.
2. Call numbers may have pre-stamps and/or post-stamps which will be included in the item record and appear on spine labels. See local practices section for details.
3. Dual-language materials will always have an added entry for the English-language title.
4. Original language titles in 240 of English translation materials are changed to 500 fields as "Translation of," and most uniform titles are deleted.
5. Nonfiction beginning readers are treated as juvenile nonfiction (except for addition of beginner reader sticker) and coded (icode 1) as ER in item record.
6. 300 description line for books that include discs, CD-ROMs, etc., should include that information as well as be reflected in the item record in the imessage field.
7. Folios are adult with spines greater than 12" or 31 cm. and designation should be reflected in the pre-stamp and item location as well as the post stamp.
8. Diacritics will be correctly represented on the MARC record and translated correctly.
9. All records will include a 13-digit ISBN, when available, which appears as the first 020 field in the record. If title is not large type or ebook, delete any large type or ebook ISBN in record.
10. Juvenile and young adult books will include a 520 field when available.
11. All bibliographic records must have LC subject headings or gsa/d genre headings only. (remove Sears, medical, French, Spanish, etc., headings)
12. All records must contain valid leaders coded according to USMARC rules. In the leader position 33, literary form should be "1" (not f) for all fiction materials.
13. Bib record modifications – Tag is added to both brief MARC records and OCLC MARC records. Each bib record must contain the appropriate audience, mat type, and Bcode 3

LOCAL PRACTICES FOR ALL BOOKS

1. Delete unnecessary ISBN's. They may cause overlaying record problems. Strip \$c from all ISBN's.
2. Delete the 037 field, if present.
3. Call number appears in the 092 field with subfield b (\$b) preceding the Cutter portion. Any additional 092 or 09x field(s) appearing in a downloaded record should be deleted.
4. As indicated above, foreign titles will be moved to a 500 field. For example:

From:

240 1 0 Suma de los dias. \$l English

To:

500 __ Translation of: Suma de los dias.

5. In the 245 field, large type book should be indicated by a subfield h [large print].
6. Delete the 263 field, if present.

7. Added title fields are created for all variations of titles that have subtitles (subfield \$b) or variant title information or those that include non-alphabetic characters or abbreviations. For example:

245 1 0 Fantastic Four\$bSpider-man saves the day.
246 3 _ Spider-man saves the day

245 1 0 Mr. D'arcy takes a wife.
246 3 _ Mister D'arcy takes a wife

245 1 0 You're special.
246 3 _ You are special

245 1 0 10 ways to drive your cataloger crazy.
246 3 _ Ten ways to drive your cataloger crazy

8. Edition statements (250 fields) are retained.
9. Description fields should include pagination and contents.
10. Series fields will be entered using 490 fields in conjunction with an 8xx field depending on the presence of a series author tracing.
11. Delete 586 fields.
12. 505 fields will be traced for all books, except picture books. For example:

505 0 0 \$tWho's behind the door /\$rDiane A.S. Stuckart --\$tVenus in blue jeans /\$rJody Lynn Nye --\$tSubtle interpretations /\$rKristine Kathryn Rusch.

13. Insert a 655 _ 7 genre subject heading for fiction titles which correspond to the shelf code in the order record if not already present. Codes will be provided. Applies primarily to adult, young adult, and juvenile fiction, but not picture books.
14. If the book is large type, insert a large type subject heading if not already present in BIB record: For example:

650 _ 0 Large type books.

15. Delete 655_7 Bildungsroman and replace with 655_7 Coming of age fiction.\$2gsafd
16. Desirable subject headings include established or recurring fictional characters, chief location of action, and historical period (when historical fiction). For example:

650 _ 0 Holmes, Sherlock (Fictitious character) \$v Fiction.
650 _ 0 Potter, Harry (Fictitious character) \$v Stories.
651 _ 0 Great Britain \$x History \$y Victoria, 1837-1901 \$v Fiction.

17. For graphic novels, insert 655 _ 7 Graphic novels.\$2gsafd and change \$v Fiction or \$v Stories to \$v Comic books, strips, etc.
18. For graphic nonfiction, insert 655_7 Graphic nonfiction.\$2local.
19. Delete 85x fields and any 9xx fields that are not required for load table purposes, for example fields with imbedded websites.

ADDITIONAL LOCAL PRACTICES FOR JUVENILE BOOKS

1. If there are duplicate sets of subject headings on juvenile records (650 _ 0 AND 650 _ 1), delete the 650 _ 1 set.
2. For juvenile fiction, picture books, and easy readers, change \$v Fiction to \$v Stories.
3. If present, delete \$v Juvenile literature.
4. For board books, if appropriate insert 500 _ _ Title from cover AND/OR 500 _ _ On board pages. Also add 650 _ 1 Board books.
5. Picture books should have 650_1 Picture books. Delete any 65x fields with Picture books for children.
6. Delete any \$vPictorial works.
7. Add 655_7 Novels in verse for fiction in poem format.

CATALOGING AV

CATALOGING NEW AV TITLES (DVDs, Blu-Ray, music CDs, and AudioBook CDs)

- A. Bibliographic records must conform to USMARC format.
- B. Preferably with item in hand, the Contractor's cataloger will search OCLC or other appropriate database to locate an exact match for the item.
- C. If a record is available, the Contractor's cataloger will upgrade the record to LC MARC standards, then determine call number and edit for local practices as described below.
- D. If an acceptable record is not available, the cataloger will create an original MARC record adding call numbers and Library's local practices. It is anticipated that original cataloging will be requested for fewer than 1% of ordered items.

CATALOGING ALREADY-OWNED TITLES (added copies)

- A. No additional cataloging is required. Already-owned titles (added copies) will be identified as such at the time of the order. The call number and item record information will be obtained by the Contractor from existing records.

CALL NUMBERS FOR AV

DVDS

1. All letters must be upper case.
2. Call number is DVD or DVD J plus the first 3 letters of the main entry title (or the entire first word if the first word is fewer than 3 characters, such as "My left foot" = DVD\$b MY)
3. If title begins with numeric characters, they will be converted to alphabetic characters (i.e., 27 dresses is Twenty-seven dresses), hence the call number would be DVD \$b TWE.
4. DVD I Types

87	Adult R Rated
88	Nonfiction Adult DVD
89	Fiction Adult DVD
90	Juvenile Nonfiction DVD
91	Juvenile Fiction DVD
92	YA Nonfiction DVD
93	YA Fiction DVD
94	Adult DVD Music
95	Juvenile DVD Music
96	YA DVD Music

MUSIC CDS

1. All letters must be upper case.
2. Call number is CD or CD J plus the first 3 letters of the artist or musical group in main entry, or title if no artist is identified. This is followed by another subfield b (\$b) with the music genre. See music genre codes attached.
3. Soundtracks should be cataloged by the title of the movie or play. Independently, the author should be moved to the 700 field with the appropriate change to the 245 field.
4. Music Genre I Types

Blues	162
Children's	163
Classical	164
Country	165
Folk	166
Holiday	167
Jazz	168
Latin	169
Opera	170
Pop/Rock	171
R&B	172
Rap/Hip-Hop	173
Religious	174
Soundtrack	175
World	176
Comedy	177
Reggae	178
New Age	179
Sound Effects	180

AudioBook CDS

1. All letters must be upper case.
2. Call numbers will reflect fiction and nonfiction for all age categories.

ADDITIONAL CONSIDERATIONS FOR CATALOGING AV

1. MARC records should not be supplied for any items not shipped.
2. Call numbers, for some materials, may have pre-stamps and/or post-stamps which will be affixed to the item record and appear on spine labels. See local practices for details.
3. Original titles of translated materials are changed to 500 fields. Uniform titles in 130 are changed to 730 and the first indicator in the 245 is changed to zero.
4. Juvenile and young adult audiobooks will include a 520 field.
5. Diacritics will be correctly represented on the MARC record and translated correctly.
6. For audiobook CDs and any other item with a valid 13-digit ISBN, this 13-digit ISBN will appear as the first 020 field in the record.

7. For music CDs and DVDs without a valid ISBN, the UPC code will appear in a 024 field with a zero inserted before the UPC for the duration of the current Content Café subscription.
8. All bibliographic records must have LC subject headings or gsa/d genre headings only. (remove Sears, migfig, medical, French, Spanish, bidex, etc., headings)
9. Bib record modifications – Tag is added to both brief MARC records and OCLC MARC records. Each bib record must contain the appropriate audience, mat type, and Bcode3

LOCAL PRACTICES FOR AV

1. Delete the 037 field, if present.
2. Call number appears in the 092 field with subfield b (\$b) preceding one or two subfields with title or artist name and genre, in the case of music CDs. Any additional 092 or 09x fields appearing in a downloaded record should be deleted.
3. As indicated above, foreign titles will be moved to a 500 field. For example:

From:

240 1 0 Suma de los dias. \$l English

To:

500 __ _ Translation of: Suma de los dias.

4. In the 245 field, music and audiobook CDs include subfield h [compact disc] and DVDs include subfield h [DVD].
5. Delete the 263 field, if present.
6. Added title fields are created for all variations of titles that have subtitles (subfield \$b), title variants, or include non-alphabetic characters or abbreviations. For example:

245 1 0 Fantastic Four \$h [DVD] \$b Spider-man saves the day.

246 3 _ Spider-man saves the day

245 1 0 Mr. D'arcy takes a wife \$h [compact disc].

246 3 _ Mister D'arcy takes a wife

245 1 0 100 greatest disco hits of the 70's \$h [compact disc].

246 3 _ One hundred greatest disco hits of the seventies

7. Edition statements (250 fields) are retained.
8. Delete 586 fields.
9. 505 fields will be traced. For example,

505 0 0 \$t Break on through (to the other side) -- \$t Light my fire --\$t Back door man --\$t I looked at you -- \$t End of the night.
10. On music CD's insert a 655 _ 7 genre subject heading according to local codes to reflect genre in call number. See codes attached.
11. For audiobooks, insert a 650 _ 0 Audiobooks for adult, 650_0 for young adult for young adult audiobooks or 650 _ 0 Children's audiobooks (for juvenile).

12. Delete extraneous 85x fields and any 9xx fields that are not required for load table purposes, for example fields with imbedded websites.
13. Desirable subject headings include any that appear on the printed version of an audiobook.

ADDITIONAL LOCAL PRACTICES FOR JUVENILE AV

1. If there are duplicate sets of subject headings on juvenile records (650 _ 0 AND 650 _ 1), delete the 650 _ 1 set.
2. For juvenile fiction, change \$v Fiction to \$v Stories.
3. If present, delete \$v Juvenile literature.

Record local holdings for all formats and audiences field specifications for item record creation

1. Local holdings field should be 949.
2. 949 field should be formatted as follows:

subfield ab	Item call number
subfield f	Call number pre-stamp
subfield i	Barcode number
subfield k	Call number post-stamp
subfield l	Item location
subfield m	Message
subfield n	Note
subfield o	OPAC message
subfield p	Price (no \$ sign, include decimal point)
subfield q	ICODE1 (see chart)
subfield r	ICODE2 (see chart)
subfield s	Status
subfield t	I TYPE (see chart)
subfield u	IMESSAGE
subfield c	Volume

Some examples of properly formatted 949 fields for item creation:

Adult fiction book (mystery genre)

949 _ 1 \$q 26 \$r n \$t 35 \$s i \$p 24.95 \$l g \$i 32665312650015

Young adult graphic novel

949 _ 1 \$f YA \$q 20 \$r n \$t 55 \$s l \$p 9.99 \$l mya \$i 32665312650106

Music CD genre “pop/rock”

949 _ 1 \$q 0 \$r n \$t 171 \$t 12.95 \$l dmd \$o k \$i 32665312650171

Picture book

949 _ 1 \$q 17 \$r n \$t 47 \$t 11.99 \$l lj \$i 32665312650080

List of order locations and bib locations:

Order	Bib
H	Bon
M	Cen
C	Che
V	Clo
N	Eno
E	Ett
L	Lap
D	Mea
G	Mid

Plus new locations coming next year

So an H in the order becomes Bon in the bib

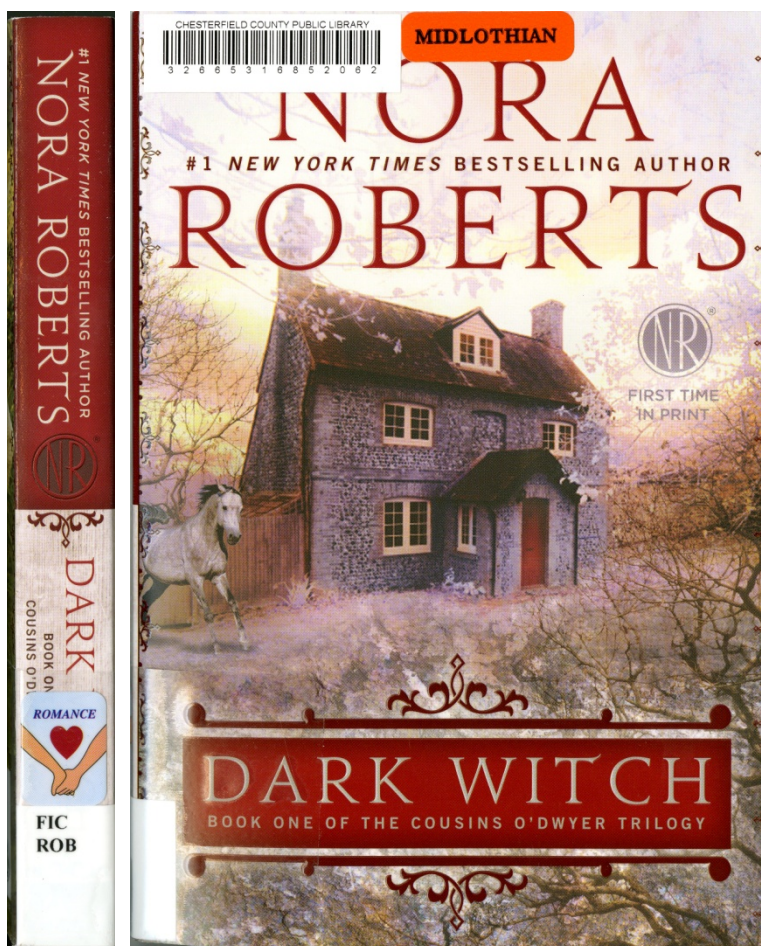
Sample Branch location codes including but not limited to:

c	Chester
cj	Chester juvenile
cq	Chester quarto or folio
cmd	Chester music CD
cmdj	Chester juvenile
cya	Chester young adult
cjref	Chester juvenile reference
cref	Chester reference
ckt	Chester kit
cktj	Chester juvenile kit
cdvd	Chester dvd
cdvdj	Chester juvenile dvd
cbkd	Chester spoken book on CD
cbkdy	Chester young adult spoken book on CD
cbkdj	Chester juvenile spoken book on CD
clt	Chester large type
clty	Chester young adult large type
cltj	Chester juvenile large type

APPENDIX 4 – PROCESSING

A. Processing Specifications for books

1. Processing includes barcodes, branch location labels, spine labels, and genre labels on spine (if indicated), as shown in Example #1 (front) and Example #2 (spine).



2. Barcode should be placed horizontally on the outside front cover, in the upper left corner, at the top edge of the book, 1/8th inch from the spine, and read left to right. With manga, which read back to front, the cover processing should be in the same place (typically thought of as the back of the manga cover) which allows the item to be shelved spine forward (so, back cover). Barcodes are placed where indicated in the example regardless of cover or jacket artwork unless barcode totally obscures the title. In this event barcode and branch sticker should be lowered appropriately but no more than 1". Books with jackets should have the barcode affixed prior to addition of Mylar cover. All barcodes should be attached. The Contractor should not send loose barcodes.



3. Spine labels must contain call number as specified in cataloging requirements and be affixed at the bottom of the book and centered on the spine.
4. Mylar covers will be attached (taped) on books with dust jackets.
5. Spine labels and genre stickers will be covered with plastic label protectors only for items without dust jackets.
6. Books are stamped with Library identification stamp. The Contractor should stamp the top of the book. If there is not enough room, then the Contractor should stamp the lower right corner of the title page, $\frac{1}{2}$ inch from the bottom of the page and $\frac{1}{2}$ inch from the edge. If there is no title page, stamp the first right hand page containing text. The Contractor should not stamp over text information. Exceptions can be made for certain materials such as some juvenile materials.

B. Processing Specifications for DVDs

Processing includes barcodes, branch location identification, alphabetic labels, contents, disclaimer and spine labels [loan and fine information], as shown in Example #1 (front) and Example #2 (spine). Each DVD includes a color band reflecting the audience of the material.

The library is not responsible for any damage resulting from the use of this item.



The library is not responsible for any damage resulting from the use of this item.



DVD PROCESSING

1. Shrink-wrap is removed.
2. Top Band — Located at the top of the artwork, white for adult, yellow for juvenile.
3. Spine Label — Adult — DVD and first 3 letters of title; Juvenile — DVD J and first three letters of title.

Example:

Blood Diamond - DVD

BLO

Everyone's Hero - DVD J
EVE

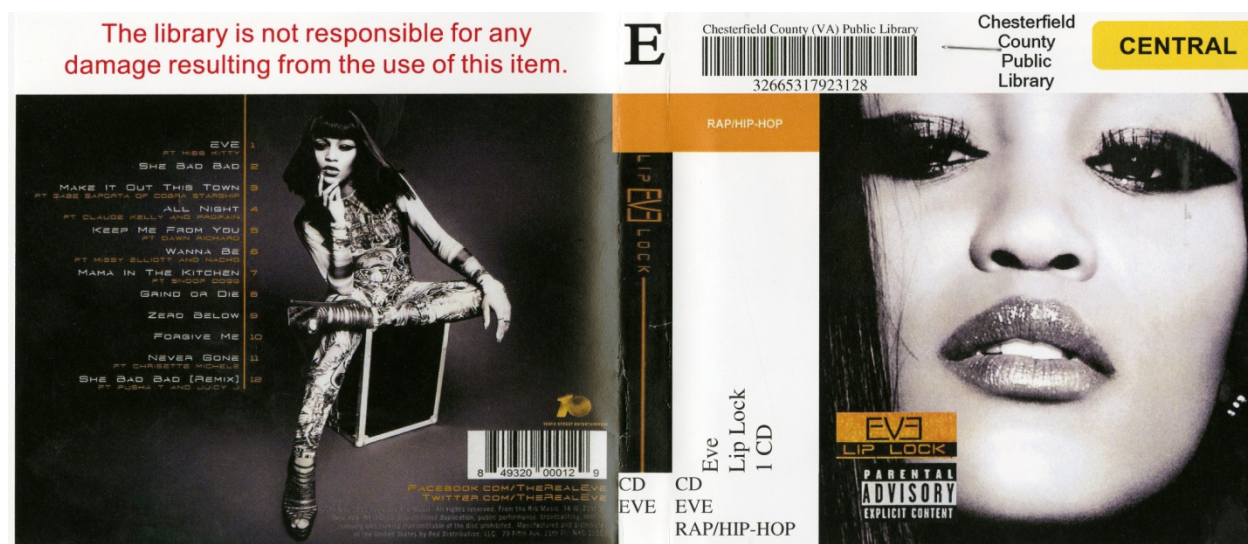
4. Alpha Letter sticker — First letter of title located at the top of the spine in the top band.
5. Branch Specific Label — Located on the front of the artwork immediately to the right of the disc content information on the top band.
6. Loan Label — Located on the front of the artwork in right corner of the top band.
7. Number of Disc Label — Located on the front of the artwork to the right of the barcode.
8. Property Label — Located on the front of the artwork toward the right side above the disc number, branch, and loan labels.
9. Responsibility Label — Located on the back of the artwork on the top band.
10. Donut Label — A donut label will be hand applied to all discs.
11. Transfer artwork, and disc into uniform packaging.
12. Locking cases are required.
13. Samples will be provided upon request.

**DVDs with 1 – 4 discs will be processed as a single unit using the individual artwork when available. **

**DVDs with 5 or more discs will be processed as individual units.

C. Processing Specifications for music CDs

Processing includes barcodes, branch location labels, spine labels, front call numbers, alphabetic letters sticker, disclaimer and genre indicator as shown in Example #1 (front) and Example #2 (spine). Color codes and genre table will be provided at time of contract.



CD PROCESSING

1. Shrink-wrap will be removed.
2. Top Band — Located at the top of the artwork, white *for* adult, yellow for juvenile.
3. Side Band — Located vertically on the left front of the artwork.
4. Spine Label (x2) One will be located flush at the bottom of the spine containing CD or CD J and first three letters of the artist's last name or band.

Adult Ex: The Sweet Escape by Gwen Stefani — CD
STE

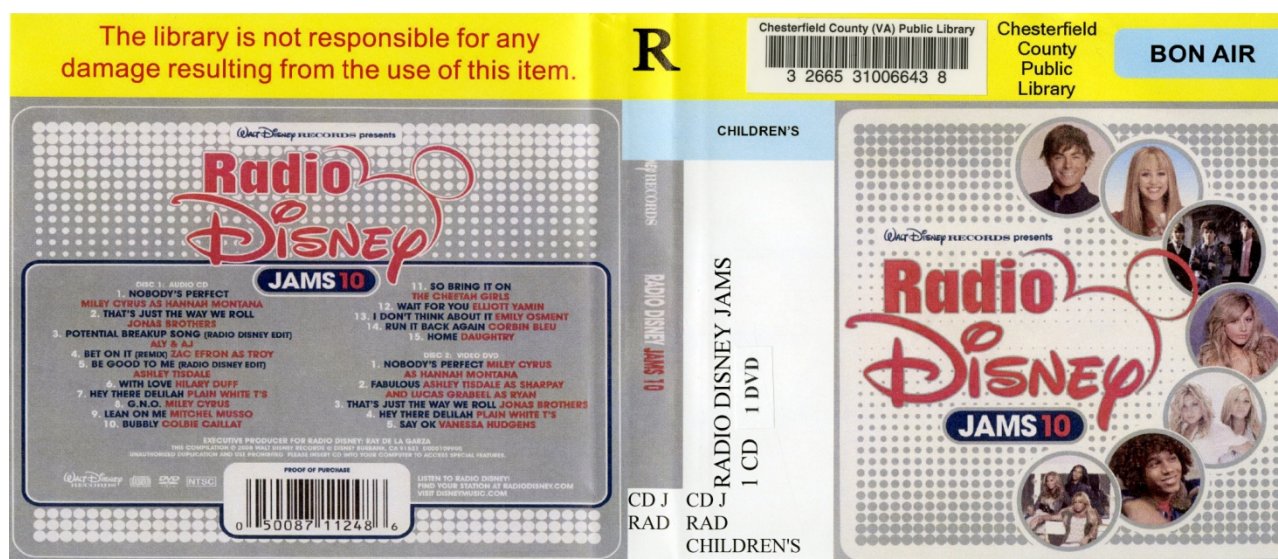
Juvenile Ex: Here Comes the Big Red Car by The Wiggles — CD J
WIG

The second spine label will be located on the front of the artwork in the lower left corner containing CD or CD J, first three letters of the artists last name or band, and genre.

Adult Ex: The Sweet Escape by Gwen Stefani — CD
STE
POP/ROCK

Juvenile Ex: Here Comes the Big Red Car by The Wiggles — CD J
WIG
CHILDREN'S

5. Bibliographic Label—Located on the front of the artwork in the vertical side band. This will contain the artist's name or band, the title, and number of discs.



6. Branch Specific Label — Located on the front of the artwork in the right corner of the top band.
7. Responsibility Label — Located on the back of the artwork in the top band.
8. Alpha Letter sticker — First letter of the artist's last name or first letter of band's name (from the statement of responsibility) or default to first letter of title when no statement of responsibility is found. Alpha letter to be affixed at the top of the spine in the top band.
9. Genre Label — A color-coded genre label will appear at the top of the spine, under alpha letter sticker following through to the side band where the genre will be listed.
10. Donut Label — A donut label will be applied to all discs by the Contractor and include system name and barcode.
11. The artwork and discs will be transferred into uniform packaging.
12. Locking cases should be an option.
13. Samples will be provided upon request.

**CDs with 1 – 2 discs will be processed as a single CD using the outer (set) artwork. **

D. Processing Specifications for Audiobook CDs

Processing includes barcodes, branch location, donut, and spine labels. Processing specifications will parallel above guidelines for AV as applicable and transferred into uniform packaging.

1. Shrink-wrap will be removed.
2. Top Band — Located at the top of the artwork, white for adult, yellow for juvenile, and blue for YA.
3. Side Band — Located vertically on the left front of the artwork.
4. Spine Label (x2) One will be located flush at the bottom of the spine containing CD FIC or CD J FIC and first three letters of the author's last name.

Adult Ex: Dark Witch by Nora Roberts –

CD
FIC
ROB

Young Adult Ex: Mockingjay by Suzanne Collins – CD YA

FIC
COL

Juvenile Ex: Paperboy by Vince Vawter — CD J

FIC
VAW

The library is not responsible for any
damage resulting from the use of this item.

From #1 New York Times bestselling author Nora Roberts comes a trilogy about the land we're drawn to, the family we learn to cherish, and the people we long to love...
With indifferent parents, Iona Sheelhan grew up craving devotion and acceptance. From her maternal grandmother, she learned where to find both: a land of lush forests, dazzling lakes, and centuries-old legends.
Ireland.
County Mayo, to be exact. Where her ancestors' blood and magic have flowed through generations—and where her destiny awaits.
Iona arrives in Ireland with nothing but her Nan's directions, an unfailingly optimistic attitude, and an innate talent with horses. Not far from the luxurious castle where she is spending a week, she finds her cousins, Branna and Connor O'Dwyer. And since family is family, they invite her into their home and their lives.
When Iona lands a job at the local stables, she meets the owner, Boyle McGrath. Cowboy, pirate, wild tribal horseman, he's three of her biggest fantasy weaknesses all in one big, bold package.
Iona realizes that here she can make a home for herself—and live her life as she wants, even if that means falling head over heels for Boyle. But nothing is as it seems. An ancient evil has wound its way around Iona's family tree and must be defeated. Family and friends will fight with each other and for each other to keep the promise of hope—and love—alive.



Performed by Katherine Kellgren

Katherine Kellgren has recorded over seventy-five audiobooks, including winners of the Audie Award, the American Library Association's Obornow Honor, the Explains Award, the Publishers Weekly Listen Up Award, and Foreword magazine's Audiobook of the Year. She was named one of AudioFile magazine's Best Voices of the Year for 2008, and in 2009 received the Audie Award for Best Solo Narration – Female. She has appeared onstage in London and New York, and is a graduate of The London Academy of Music and Dramatic Art.

Presented on 9 discs / 10 hours : 47 minutes

Director: Susan Macintosh

Visit the author at www.norahroberts.com

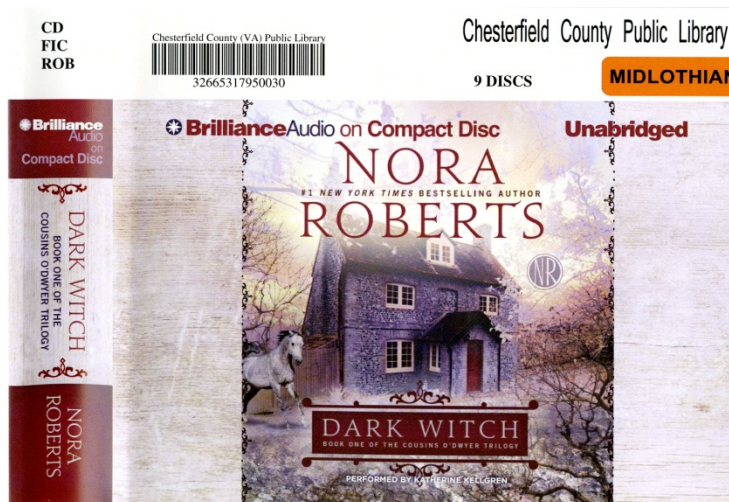
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5. Branch Specific Label — Located on the front of the artwork in the right corner of the top band.
6. Responsibility Label — Located on the back of the artwork in the top band.
7. Donut Label — A donut label will be applied to all discs by the Contractor and include system name and barcode.
8. The artwork and discs will be transferred into uniform packaging.
9. Samples will be provided upon request.

APPENDIX 5: Sample Acceptable Load Profiles

Chesterfield load profiles and setup information.

Purpose of loading records:

- 1) MARC record with order creation tags (960/961).
 - Records will contain a 907 tag containing a BIB # for overlaying. If there is a 907 tag then the order records are created and bib record is not modified. If there is no 907 tag, then a new bib record is created with order records.
- 2) MARC record with item creation tags (949).
 - Records will contain a 907 tag containing an ORDER # for overlaying. Order records are created and bib record is replaced.

			data in the call number field in the ordering system.
949	n	Note	Goes in processing notes area of web ordering as 1: then the note 2: then note two 3: then note 3 etc.
949	d	Note 2	
949	e	Note 3	would like notes 2,3,and 4 as above
949	h	Note 4	
949	q	Icode1	If no I: in processing notes field, then 949 q defaults to a 0 (zero) , if there is an I: and text, then that maps to the 949 q.

- 907 tag is used to find matching title in innovative and replace the bib record.
 - Load profile will look at the ICODE2 and if it is an "e" then the bib record is not replaced.
- | | | | |
|-----|---|---------|------------------------------------|
| 907 | a | Order # | Value comes from electronic order. |
|-----|---|---------|------------------------------------|