

To Whom It May Concern:

The City of Roseville's Library is opening a Request for Proposal for Library Materials.

The opening date of the proposal is January 29, 2010.

All proposals are due: March 5, 2010.

Vendors will be chosen: April 5, 2010.

All negotiations will be completed by May 3, 2010.

Questions concerning this RFP, email to Joan Goff
jgoff@roseville.ca.us

Or send to Joan Goff, Riley Library 1501 Pleasant Grove Blvd.
Roseville, Ca. 95747

No questions will be answered by phone.

Thank you for your interest.

Request for Proposal (RFP) Library Materials Vendor

I. INTRODUCTION

The Roseville Public Library ("RPL" or "Library") is requesting proposals from vendors to supply library books, in print, audio, digital and electronic formats, and non-print media, otherwise known as media, including without limitation, software, videogames, music and spoken word CDs, and DVDs (separately and collectively, "Library Materials") which will be ordered on an as needed basis. Vendors selected for the supplier list will not be guaranteed a specific amount of dollars in sales, but shall be used by RPL on an as needed basis for a period of one (1) year, with up to 4 renewal options for additional one year periods at the sole discretion of RPL. RPL in its sole discretion shall decide which vendor on the supplier list is most suitable to provide required materials and services for each order. RPL estimates the amount to be covered by contract(s) with vendors on the supplier list is projected to be approximately One Hundred Twenty Eight thousand dollars (\$128,000). Past patterns indicate that expenditures will likely be divided as stated below, page 2. Changing community needs and service patterns could, however, result in a different mix of purchases. The annual figures above and the percentages stated below are estimates. There is no guarantee as to the actual amounts that will be purchased from any vendor, or the total amount of RPL's expenditure. At this time RPL is not purchasing any downloadable ebooks, however, we are strongly considering adding this type of collection and wish to explore our options.

The City of Roseville may award to multiple vendors for each product category.

RPL's Library Materials budget supports the collection at the Downtown Library, the Maidu Library and the Martha Riley Community Library.

RPL currently uses Horizon integrated library system (ILS). RPL uses the following modules: acquisitions, cataloging, circulation and online public access catalog (OPAC). RPL is exploring open integrated library systems Evergreen and Koha. Awarded vendors must be compatible with open source ILS Evergreen and Koha.

Vendors may submit proposals for any one or more of six categories identified below (individual "Category" and collectively "Categories"). Each Category will be rated separately. A vendor may be selected for more than one Category and a Category may have more than one successful vendor. Vendors must identify the Categories for which they propose to provide services. Each Category will be evaluated separately. RPL expects to select one (1) vendor for each Category.

Vendors submitting proposals for Category 5 must include Cataloging and Processing Services for that Category as described in Section II. K, below. Vendors submitting proposals for Categories 1, 2, 3, and 4 should indicate whether or not they offer Cataloging and Processing services for each of those categories as described in Section II.K below. Vendors submitting proposals for Category 6 must include cataloging services as described in Section II, K, below.

PROPOSAL CATEGORIES

Category	Material Description	FY 2009/10 Materials Budget	Percentage of Materials Budget
1. Adult Fiction and Non Fiction Processed	All regular items of popular fiction, non-fiction and miscellaneous print materials which dealers can buy at a "long" discount, Processed. Includes Standing Orders.	\$51,000.	40%
2. Fiction and Non Fiction Adult/Teen/Juvenile Lease Program	All regular items of popular print materials. Processed. Provided on a lease or rental program	\$12,000.	10%
3. Juvenile/Teen Fiction & non-Fiction Processed	Popular non-fiction and fiction print materials. Processed Materials may include the following: paperbacks, board books, and big books. Includes Standing Orders.	\$30,000.	23%
4. Academic & Business Processed	Educational and technological print materials that are not "long" discount publications. Miscellaneous publications from publishers whose discount to dealers varies from the discount allowed on books in other Categories. Processed. Includes Standing Orders.	\$5,000.	4%
5. Media Cataloged & Processed	DVD and Blu-ray recordings, spoken word CDs, Playaways, music CDs, and non-music CD-ROMs, software. Cataloged and Processed. Recordings may be educational, informational or entertainment materials.	\$30,000.	23%
6 eBooks	Popular Fiction and Nonfiction downloadable books in audio and digital formats for adults, teens and juveniles	Not available	Not available

II. SCOPE OF WORK

It is the intent of this Scope of Work to describe the specifications and essential services for the provision of Library Materials to RPL on an as needed basis. The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

SPECIFICATIONS AND ESSENTIAL SERVICES

For each of the services specified in the following sections, Customer Services, Selection, Stocks, Ordering and Order Fulfillment, Returns, Invoicing, Delivery of Orders, Subscriptions, Standing Orders, and Cataloging and Processing, each vendor shall indicate its ability to comply with the specifications of service; describe how that service shall be provided to RPL on an as needed basis; and, provide specific information as requested below in Section III.

A. CUSTOMER SERVICES

1. Vendor(s) shall designate one customer service representative at the vendor's office and a sales representative to serve as the vendor's representatives to RPL.
2. Vendor(s) that provide value added services, such as Cataloging and Processing, shall designate one specialist in that service to serve as the vendor's contact for that service to RPL.
3. Vendor(s) shall provide toll-free customer service phone numbers.

B. SELECTION

1. The vendor(s) shall operate a website(s) or comparable resource that provides RPL with bibliographic information, stock information, full text literary reviews from professional magazines (such as *Publishers' Weekly*, *Library Journal*, *School Library Journal* and *Booklist*) and/or review citations which cite the magazines in which the literary reviews appear. The website or other resource shall provide RPL with the ability to create multi-user "shopping carts" or similar "collections" which serve as a way for the Library to select titles and save those titles in lists on the vendor's website or other resource. The website or other resource shall also provide RPL with the ability to batch import such orders with brief MARC 21 (Machine Readable Cataloging) records into Horizon and an open source ILS such as Evergreen and Koha.

C. STOCKS/INVENTORY

1. Vendors submitting proposals for Categories 1, 2, 3, and 5 shall be able to provide quantities from 1 to 5 copies for most materials and 1 to 20 copies for Popular Titles, as requested by RPL. See Section III, p. 9, for definition of "Popular Titles."
2. It is essential that the vendor(s) be able to provide a broad spectrum of Library Materials in quantities sufficient to meet the needs of a medium municipal library system.

D. ORDERING AND ORDER FULFILLMENT

1. Delivery of in-stock materials shall be made within 10 business days after receipt of order.
2. RPL requires that backordered materials be supplied within 90 days. After 90 days such backordered materials shall automatically be deemed to be cancelled
3. The exceptions to the time limit of 10 business days delivery applies only to media (DVDs, CDs, Music CDs, Playaways, software, video games, etc.) and materials from academic/technical presses.

E. RETURNS

1. The vendor shall permit the Library to return an item for replacement that is found to be defective after ten (10) circulations at no cost to RPL.
1. The vendor shall allow return for credit or replacement, items damaged in transit, defective items and items different from those ordered within a thirty (30) day period at no cost to the library.

F. INVOICING

1. Invoices shall display titles, ISBNs, individual purchase order numbers, quantities, list prices and the percentage discounted from list price for each title.
2. The vendor shall produce separate invoices for each purchase order and include two copies of the invoice with the shipment.

G. DELIVERY OF ORDERS

1. Unless otherwise specified by RPL, Library Materials are to be delivered to: Technical Services Division, Roseville Public Library, 225 Taylor Street, Roseville CA 95678.
2. All contents of shipping cartons shall be shrink-wrapped or protected in a comparable manner within the shipping carton.

G. DELIVERY OF ORDERS (continued)

3. Shipping cartons, including contents, shall not weigh more than 50 pounds.
4. The shipping label on each carton shall include the carton number (for example 1 of 4), weight of the carton, and the shipper's tracking number.

H. LEASE OR RENTAL PROGRAM

1. The lease or rental program shall provide print books, most often titles from the bestseller lists in the San Francisco Chronicle and the New York Times. The books will be minimally processed and on loan to RPL for use. Books are returned when the library no longer needs them. The Vendor shall agree to a price quota/point ratio to a cost that reflects what 75% of bestsellers are listed for at the undiscounted retail price (1 quota/point = 75% bestseller's undiscounted price)

I. DOWNLOADABLE EBOOKS

1. Vendors that propose Category 6 shall have the ability to provide popular fiction and nonfiction in audio or in digital downloadable format.
2. Audio downloadables shall be compatible with iPods and mp3/4 formats.
3. Digital formats shall be compatible with Apple and PC computers.

J. STANDING ORDERS FOR CATEGORIES 1, 3 AND 4

1. Vendors that propose Categories 1, 3 and 4 shall have the ability to provide serially issued publications as a standing order service.
2. The vendor shall be able to furnish titles in varying subscription cycles that are specified by RPL.
3. The vendor shall have an online database or other comparable resource of titles available as standing orders that RPL can use to order new titles, modify quantities of titles on order, cancel titles or claim issues that the RPL has not received.

K. ADDITIONAL PRODUCT SPECIFICATIONS: CATALOGING AND PROCESSING

RPL may purchase Processing or Processing and Cataloging services as specified, if available, for books and Media in Categories 1, 3, 4 and 5. Vendors submitting proposals for Category 5 must provide Cataloging and Processing for that Category. RPL's detailed specifications for Cataloging and Processing are available upon request by contacting Joan Goff at jgooff@roseville.ca.us. Summaries of specifications for these services are as follows:

K. (continued)

1. PHYSICAL PROCESSING

- a. Book Processing (physical processing of items without Cataloging):
 - Apply library-supplied barcode and number only labels
 - Supply and apply 3M security strips
 - Supply and apply mylar covers on hardback books with dust jackets
 - Supply and apply Kapco covers on paperback books
- b. Media Processing:
 - Supply and apply 3M security labels appropriate to medium
 - Apply library-supplied barcode and number only labels
 - Supply cases and repackage (cut and insert graphics into display sleeves)

The vendor(s) providing Cataloging and Processing services shall maintain an Error rate acceptable to RPL. An acceptable Error rate is as follows: of the total number of titles Processed in one month, no more than 3% of those titles shall contain Errors in the in Processing. The vendor shall be expected to perform at or better than the RPL acceptable Error rate beginning no later than three (3) months following the start of service. The start of service shall be considered the date of the first order received from RPL. RPL shall be credited for fees charged by the vendor for Cataloging titles and Processing items that exceed the acceptable Error rate. Accommodation for unforeseen circumstances, such as migration to a new cataloging system, shall be taken into account in negotiating acceptable Error rate levels.

2. CATALOGING

- a. All Cataloging must be prepared for access on RPL's Horizon system by provision of bibliographic and item records by one of the following methods – FTP (File Transfer Protocol) or live online.
- b. Cataloging for Library Materials purchased for the Adult and Teen Collection:
 - Full MARC 21 description to Library of Congress ("LC") standard
 - Non Fiction: Complete and unique DDC22 (Dewey Decimal Classification, 22nd edition) classification number with Cutter number
 - Fiction: Simplified call number with author letters as Cutter
- c. Cataloging for Library Materials purchased for the children's collection:
 - Full MARC 21 description to LC standard and additional Children's LC subject headings
 - Non Fiction: DDC22 class number with main entry letters as Cutter
 - Fiction: Simplified call number with author letters as Cutter

CATALOGING (continued)

- d. Subject and name headings must be verified by vendor using current Library of Congress Subject Headings ("LCSH") or Library of Congress Name Authorities ("LCNA") as appropriate.
- e. Items are added to RPL-specified MARC field in the bibliographic record or entered directly to RPL's Horizon or an open ILS such as Evergreen and Koha.
- f. Vendors shall adhere to LC cataloging standards including changes that occur to those standards during the life of the contract.

The vendor(s) providing Cataloging and Processing services shall maintain an Error rate acceptable to RPL. An acceptable Error rate is as follows: of the total number of titles Cataloged in one month, no more than 5% of those titles shall contain Errors, in the cataloged bibliographic record. The vendor shall be expected to perform at or better than the RPL acceptable Error rate beginning no later than three (3) months following the start of service. The start of service shall be considered the date of the first order received from RPL. RPL shall be credited for fees charged by the vendor for Cataloging titles and Processing items that exceed the acceptable Error rate. Accommodation for unforeseen circumstances, such as migration to a new cataloging system, shall be taken into account in negotiating acceptable Error rate levels.

III. SUBMISSION REQUIREMENTS

A. TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Proposals will be received at the **City Clerks Office, City of Roseville, 311 Vernon Street, Roseville, CA 95678** at 3:00 p.m. on **March 5, 2010**. No late proposals will be accepted.

B. FORMAT AND CONTENT OF PROPOSALS

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. INTRODUCTION AND EXECUTIVE SUMMARY (up to 2 pages)

Submit a letter of introduction and executive summary of the proposal. Be sure to specify which Categories you are addressing in your proposal, and whether you are proposing Processing and/or Cataloging and Processing services for each of those Categories. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments

INTRODUCTION AND EXECUTIVE SUMMARY (continued)

contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. SERVICE APPROACH (up to 15 pages)

- a. For each Category proposed, state whether Processing and/or Cataloging and Processing are offered.
- b. For each Category, detail your firm's capabilities for each point described in Section II, Scope of Work, Specifications and Essential Services, paragraphs A through K as follows. If, in your opinion, your firm does not provide a described service, indicate that such service is not available (N/A).

CUSTOMER SERVICES

1. List primary vendor representatives for proposed services to RPL, including name, title and qualifications.
2. List primary Cataloging and Processing representatives for RPL if value added services are part of this proposal, including name, title and qualifications.

SELECTION

1. State the availability of, and describe your firm's website and/or any other online resource for selection of Library Materials by RPL.
2. For each Category, provide detailed information on the following: (a) of the titles listed on the website or other resource for RPL's selection and ordering in that Category, what is the percentage that is in stock and the percentage that is out of stock; (b) whether the title records are in MARC 21 communications format; (c) examples of the information contained in title records; (d) a description of how RPL would access and download those records from the vendor website or other resource to the RPL's Horizon system and open source ILS such as Evergreen and Koha (e) the cost of selection lists and other aids and options in selection.
3. State the ability of vendor to grant RPL temporary access to their inventory database/selection tool for review purposes.

STOCKS/INVENTORY

1. For each Category, describe the breadth of subject matter of the titles available and formats of materials available in quantities sufficient to meet the needs of a medium municipal library system such as RPL.
2. For each Category, identify quantities available, including, without limitation, typical numbers of copies available for most titles and numbers of copies available for Popular Titles, defined below. Popular Titles are relevant only for Categories 1, 2, 3, and 5.

For purposes of this RFP, "Popular Titles" relevant to books are defined as those titles that are listed on either or both the Sunday New York Times Book List and the San Francisco Chronicle Sunday Book List, which reflects local best sellers. "Popular Titles" relevant to media materials are defined as currently available feature films on DVDs, on Blu-ray, including Disney, and music CDs that are on *Billboard's* top sales chart in the various media and subject categories (Rock, Jazz, HipHop, R&B, etc.)

Include information about titles listed as PRINT ON DEMAND and explain what "Print on Demand" means, costs, fees, discounts as they apply to those titles. Include the number of titles listed as PRINT ON DEMAND that are part of the total unique titles your company offers.

For media materials, indicate the number of copies the vendor can provide of Popular Titles before the titles become unavailable for purchase.

For vendors submitting proposals for any Categories, the proposal shall list the number of titles and the number of items that are in stock for each Category.

Submit information regarding stock and inventory title and item quantities in Attachment A.

ORDERING AND ORDER FULFILLMENT

1. For each Category, specify all formats in which RPL orders can be accepted.
2. If your firm can accept BISAC (Book Industry Standards and Communications) orders, EDIFACT (Electronic Data Interchange for Administration, Commerce and Transport) orders, provide electronic invoices, and/or provide online cataloging and inventory services, indicate whether your firm currently provides these services to libraries using Horizon and open source ILS such as Evergreen and Koha.
3. For each proposal, indicate the status of compliance with the EDIFACT

ORDERING AND ORDER FULFILLMENT (continued)

standards for invoicing with Horizon and open source ILS such as Evergreen and Koha.

4. For each proposal, indicate how title and inventory confirmation shall be delivered to RPL and within what time period of an order being placed the confirmation will be sent.
5. For each proposal, indicate how many business days after the receipt of the order the materials will be delivered to RPL.
6. For each proposal, indicate how your firm shall comply with RPL's requirement that back ordered materials be supplied or canceled within 90 days.
7. For each proposal, indicate how errors in shipments, such as, but not limited to, damaged materials (damage done after publication), damage during shipping, defective materials (something wrong at time of publication like missing or upside down pages), quantity received is less than quantity invoiced, wrong title, short shipped (quantity received matches invoice but less than we ordered), will be corrected and the time frame within which such correction will take place.
8. For each proposal, indicate what percentage of items ordered will be delivered within the designated order service periods specified in Section II. D. 1 above.

INVOICING

1. For each proposal, identify all information that will appear on invoices and include a sample of an invoice for each Category.
2. For each proposal, indicate whether you will produce separate invoices for each purchase order.
4. For each proposal, indicate whether you will include at least two copies of the invoice with each shipment.
5. For each proposal in Categories 1, 2, 3, 4, 5, and 6 indicate your ability to provide invoices in electronic format that can be loaded into the acquisitions module of Horizon and open source ILS such as Evergreen and Koha.

DELIVERY OF ORDERS

1. For each proposal, indicate Library's and/or vendor's responsibility for all shipping and handling costs for delivery directly to the Technical Services Division of the Library. RPL does not accept deliveries left outside the Library building.
2. For each proposal, indicate your firm's willingness to guarantee the condition of all items ordered by RPL; your firm's replacement policy for items that are damaged and the timeframe for delivery of replacements after notification from RPL.
3. For each proposal, describe protection treatment, such as shrink-wrapping or other comparable protection, for contents of shipping boxes or cartons.
4. For each proposal, state the weight of your firm's shipping cartons when filled with Library Materials.
5. For each proposal, identify all information appearing on your shipping label and include a sample of a typical shipping label.

REPORTS

1. For each proposal, describe project reports available to assist the Library in monitoring titles ordered, back ordered, cancelled, etc. State the frequency and any costs associated with these reports.

STANDING ORDERS

For vendors submitting proposals for Categories 1, 3 and 4, provide a description of your firm's standing order service, including:

1. Ability to provide serials and continuation titles as a standing order service;
2. Whether you utilize consolidated ordering and itemized invoicing; and
3. Ability to furnish titles in varying subscription cycles that are specified by the Library and the resource, such as an online database, of continuations/standing orders titles that the Library can use to order new titles, modify quantities of titles on order, cancel titles, or claim issues that have not been received by RPL.

LEASING PROGRAM

For vendors submitting proposals for Category 2, provide a description of your company's leasing plan, including:

LEASING PROGRAM (continued)

1. Provide minimally processed books for lease
2. Describe the type of books available for lease, for example: bestsellers, paperbacks, hardbacks, fiction, nonfiction, youth, adult, teens
3. Details of leasing plan including: quota or points per price amounts, materials retail price, quotas/points price, for example, 1 quota/point = \$ xxx. and what retail price 1 quota/point covers. Include whether you agree to ratio cost to quota/points that reflects what 75% of the bestsellers are listed for at the undiscounted retail price.

Specify in Attachment C, a sample list of 2009/2010 titles available, including their undiscounted cost, the number of quotas or point they "cost" and the number of copies available.

DOWNLOADABLE EBOOKS

For vendors submitting proposals for Category 6, provide a description of your company's ebook service including:

1. Availability of audio books in iPod and mp3/4 formats and/or digital books in Mac, PC and other compatible formats.
2. Amount of available stock, number of unique titles, average cost per title, discounted cost per title of audio and/or digital formats, and number of titles held which have been published in 2008/09.
3. Number of customers who can access simultaneously, check out time length, minimum number of titles that must be purchased and, any other limits or specifications. Indicate which of these parameters can be controlled by the library and which are set by the vendor.
4. Costs and fees for setup, access, platforms, annual subscriptions, etc., Cost and fees for any processing/required formatting or service.
5. What platforms digital downloadable books are compatible with, for example, PC, Mac, etc. Indicate if there any cost differentials between available platforms.

Specify in Attachment D a sampling of titles in audio and/or digital format, including costs, discounts and number of simultaneous users for each item.

CATALOGING AND PROCESSING

1. For each Category, indicate whether your firm can provide any Cataloging and Processing services to RPL. If so, the proposal shall provide the

CATALOGING AND PROCESSING (continued)

information requested below, and include unit costs for Cataloging and Processing services as specified in Section III-6 below.

2. A detailed description of how Cataloging records and inventory of items will be provided to the Library.
3. A description of how Cataloging is done, including examples of original Cataloging.
4. A description of the quality control measures in place to review Cataloging and Processing prior to delivery of records and Library Materials to the RPL.

3. FIRM QUALIFICATIONS (up to 4 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person;
- b. A brief description of your firm, as well as how any joint venture or association would be structured;
- c. A description of not more than four libraries similar to RPL in size and scope serviced by your firm. Descriptions should include type of service provided.

4. TEAM QUALIFICATIONS – FOR CATALOGING AND PROCESSING SERVICES (up to 2 pages)

Provide a list identifying: (a.) each key person to be assigned to RPL, (b) their qualifications, (c) the role each will play, and (d) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without five (5) business days' prior notice to RPL, and the approval of RPL.

5. REFERENCES (up to 4 pages)

Provide the names, addresses, contact person(s) and contact information for a minimum of three (3) library clients for whom similar work is being provided or was provided within the last two years. If the proposal includes Cataloging and Processing services, the vendor shall include names and contact information for a minimum of three library clients for whom these services are or were provided within the last two years.

6. FEE PROPOSAL

The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are determined to be non-responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

Discounts that are applicable to each of the Categories for which you are submitting a proposal. Discounts should be from list prices ("Discount Rate"). Additional fees or handling charges ("Fees"), if any, should also be indicated. Fee and Discount Rate proposals shall be submitted in the format listed below. Include the price your firm would charge RPL for the example items in the following categories (include vendor discount and handling charges in Attachment B).

IV. EVALUATION AND SELECTION CRITERIA

A. MINIMUM QUALIFICATIONS

Vendors must document at least two years of satisfactory service to a library of comparable size to RPL. Each vendor must also provide a written commitment that if awarded a contract, it shall be able to meet the requirements of Section II above. Any proposal that does not demonstrate that the vendor meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of contract.

B. SELECTION CRITERIA

1. CRITERIA FOR BASIC SERVICES

Each proposal for a Category, as itemized in Section I above, will be evaluated by a selection committee selected by the City. RPL intends to evaluate and rank the proposals generally in accordance with the criteria below:

Criteria	Description	Points
1. Experience/Service	Evaluation will be based on the information obtained from responses to the Customer Services, Firm Qualifications and Team Qualifications paragraphs of Section III above, and from information obtained from interviews of listed references.	10
2. Selection	Evaluation will be based on the vendor's ability to provide appropriate selection resources(s)	10
3. Stocks/Inventory	Evaluation will be based on quantity and scope of materials kept in stock for each proposed Category.	20
4. Order/Invoicing	Evaluation will be based on the vendor's ability to provide ordering and invoicing appropriate to RPL as described herein.	20
5. Special services (Cataloging/Processing)	Evaluation will be based on the vendor's ability to offer Processing services	10
	Prices	5
	Evaluation will be based on the proposer's ability to offer Cataloging services	5
	Prices	5
6. Delivery	Evaluation will be based on the proposer's ability to provide delivery services appropriate to RPL as described herein.	5
7. Discount/Fees	Evaluation will be based on the highest discount from list prices and lowest fees that will apply to each category	20
TOTAL		110

- The maximum number of points that a vendor may receive for Categories 1, 3, 4 and 5 is 110 points.
- The maximum number of points that a vendor may receive for Categories 2 and 6 is 85.

C. CONTRACT AWARD

The RPL will select vendors with whom Library staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time RPL, in its sole discretion, may terminate negotiations with the proposer(s) and begin contract negotiations with the next highest ranked proposers(s). As stated above, it is expected that more than one vendor will be selected to fulfill the Library's acquisition requirements on an as needed basis.

D. REQUEST FOR ADDITIONAL INFORMATION

Please send questions and requests for additional information by email to jgoff@roseville.ca.us or in writing to Joan Goff at Riley Library, 1501 Pleasant Grove Blvd. Roseville, Ca. *Questions will not be accepted from phone calls.*

E. SUBMITTAL REQUIREMENTS

Vendor must include one original and 2 copies of all proposals. Vendors must complete all attachments for any categories they are submitting. Incomplete proposals will not be considered.

All submittals must be delivered to the **CITY CLERKS OFFICE, CITY OF ROSEVILLE, 311 VERNON STREET, ROSEVILLE, CA 95678 BY 3:00 P.M. March 5, 2010.**

STOCK AND INVENTORY AMOUNTS –ATTACHMENT A

Collection	Material Description	Titles Number in stock	Items Number in stock
1. Adult Fiction	General trade		
2. Adult Non Fiction	General trade		
3. Juvenile/Teen Fiction	General trade		
4. Juvenile/Teen Non Fiction	General trade		
5. Academic/Technical/ Business books	Non trade		
6. Mass Market Paperbacks Adult	General trade		
7. Mass Market Paperbacks Juvenile	General trade		
8. Large Print	General trade		
9. Graphic Novels Teens			
10. Graphic Novels Juvenile			
11. Media	DVD		
	Spoken word CD		
	Music CD		
	Blueray DVD		
	Playaways		
	Video games for computers		
	Wii, Xbox 360, PS3 games		

DISCOUNT RATES AND FEES BY CATEGORY- ATTACHMENT B

Category	Material Description	% Discount Rate	\$ Fees/Handling Charges per order, per title or per item (please specify)
1. Adult Fiction <i>Tracy Chevalier Remarkable Creatures</i> 9780525951452	General trade		
1. Adult Non Fiction <i>Elizabeth Gilbert Committed</i> 9780670021659	General trade		
3. Juvenile/Teen Fiction <i>James Patterson Witches & Wizards</i> 9780316036245	General trade		
3. Juvenile/Teen Non Fiction <i>Simon Beecroft</i> <i>LEGO Star Wars: The Visual Dictionary</i> 9780756655297	General trade		
4. Academic/Business Books <i>Hoover's Handbook of Private Companies 2010</i> 9781573111379	Non-trade		
5. Media <i>The Hangover Warner Home Video 2009</i> <i>ASIN: B002Q4VBPQ</i>	DVD		
<i>Susan Boyle's</i> <i>I Dreamed A Dream</i> ASIN: B0026P3G12	CD		
<i>NPR Road Trips. Postcards from Around the Globe</i> 9781615747931	Playaway		
<i>New Super Mario Bros</i> ASIN: B002BRZ9G0	Wii		
<i>Resume Buzz Words</i> 9781440500824	Digital Download		

LEASING PLAN INFORMATION – ATTACHMENT C

Example of Title and Format Available	Retail Cost Undiscounted	Quota/ Point for Title	Number of Titles Available
<i>Example: The Lost Symbol / HC only</i>	<i>29.99</i>	<i>1</i>	<i>500,000</i>

DOWNLOADABLE EBOOKS – ATTACHMENT D

Example of Title and Format Available	Retail Cost	Discount	Number of simultaneous users
<i>The Lost Symbol</i> Audio download for iPod & mp3	\$50.00	50%	1
<i>Resume Buzz Words</i> Digital download	\$9.95	None	

POINT ALLOCATION FOR DISCOUNT RATES AND FEE PROPOSALS – ATTACHMENT E

Each Category (Category 1-6) will be rated separately. For each Category, the vendor with the highest overall Discount Rates will receive 10 points and the vendor with the lowest overall Fees will receive 10 points. Vendors with lower Discount Rates and vendors with higher Fees will each receive points as shown below:

Discount Rate	Fees
Highest % = 10	Lowest Fee = 10
Highest %-1 = 8	Next Lowest = 8
Highest %-2 = 7	Next Lowest = 7
Highest %-3 = 6	Next Lowest = 6
Highest %-4 = 5	Next Lowest = 5
Highest %-5 = 4	Next Lowest = 4
Highest %>5 = 3	Next Lowest = 3
	Higher Fees = 0

UNIT COSTS FOR CATALOGING AND PROCESSING SERVICES – ATTACHMENT F

If your firm proposes to provide any Cataloging and Processing services to RPL, provide the information requested below detailing unit prices for Cataloging and Processing services for each Category you propose to service:

Books – Price per title or item as specified below:

Service	\$ Cost
1. Cataloging, price per title	
a. New to RPL, price per title	
b. Added copy edited, price per title	
2. Physical processing, price per item	

Media Materials – Price per title or item as specified below:

Service	\$ Cost
1. Cataloging, price per title	
a. New to RPL, price per title	
b. Added copy edited, price per title	
2. Physical processing, price per item	
a. Price per single piece item (one physical piece)	
b. Price per multiple-piece item (multiple physical pieces packaged together)	

POINT ALLOCATION FOR CATALOGING AND PROCESSING SERVICES – ATTACHMENT G

The vendor with the lowest average Cataloging costs will receive 5 points; and, the vendor with the lowest average Processing costs will receive 5 points. Vendors with higher Cataloging and Processing costs will each receive points as shown below:

<u>Cataloging costs</u>	<u>Processing costs</u>
Lowest \$ = 5	Lowest \$ = 5
Next Lowest \$ = 4	Next Lowest \$ = 4
Next Lowest \$ = 3	Next Lowest \$ = 3
Next Lowest \$ = 2	Next Lowest \$ = 2
Higher Costs = 0	Higher Costs = 0