

## REQUEST FOR PROPOSALS

The Livingston Parish Library is soliciting competitive sealed proposals from qualified professional vendors to provide a firm discount and net pricing for the services and purchases of all types of library materials, both domestic and foreign, including, but not limited to, the following: books in print, and out-of-print; standing orders for both serial and monographic publications; ephemeral publications; pre-bound books; pre-processed books; non-print media including, but not limited to, discs and pre-loaded content players, and book processing. Qualified companies must have the capability to provide products and service in all respects in accordance with the solicitation documents.

Proposals will be accepted no later than 2:00 p.m. central time, April 16, 2021. Proposals received after this time will not be accepted.

Mark all documents **RFP Library Materials**. Mail or deliver all proposals and accessory documents to:

USPS Mailing Address:  
Livingston Parish Library  
P. O. Box 397  
Livingston, LA 70754

Physical Shipping Address:  
Livingston Parish Library  
13986 Florida Blvd.  
Livingston, LA 70754

Please submit 4 (four) sets of your proposal, including completed Price Schedules A and B. Clearly mark the original copy as "ORIGINAL" on the cover.

The RFP, including the Specifications, may be obtained at the Administrative Office of the Livingston Parish Library, 13986 Florida Blvd., Livingston, Louisiana, 70754 or online at Livingston Parish Library website <http://www.mylpl.info/rfp>.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the Library until an agreement has been executed.

Giovanni J. Tairov, Library Director  
Issued on 03/17/2021.

Publication Dates: 3/25/2021, 04/01/2021

## **Livingston Parish Library Request for Proposals**

### **LIBRARY MATERIALS/SERVICES**

#### **PURPOSE**

The Livingston Parish Library (LPL) invites interested Vendors to submit a firm discount on Library Materials and Services in accordance with the following terms and conditions. The intent is to obtain the most cost effective pricing for these goods, while maximizing the quality and level of service. Qualified companies must have the capability to provide products and service in all respects in accordance with the solicitation documents.

This bid is for discount and net pricing bid for the services and purchases of all types of library materials, both domestic and foreign, including, but not limited to, the following: books in print, and out-of-print; standing orders for both serial and monographic publications; ephemeral publications; pre-bound books; pre-processed books; non-print media including, but not limited to, discs and pre-loaded content players, and book processing.

#### **BACKGROUND**

The Livingston Parish Library is a medium sized library in Southeastern Louisiana. Parish population is approximately 140,000. The library's annual budget for its physical materials collection is \$350,000. The library uses Edelweiss to evaluate, monitor and manage the collection.

#### **RESULTING CONTRACT**

The successful Respondent(s) agrees to enter into LPL's standard Professional Services Contract.

#### **CONTRACTUAL PERIOD**

The Library intends to award all items for a period not to exceed sixty (60) months.

#### **CUSTOMER SERVICE/SUPPORT**

The Contractor shall have in operation an email address and toll-free number of a Customer Service Representative assigned to this contract in order to facilitate and expedite orders in process and other routine business. The Contractor should have the capability to service extraordinary requests or orders by email, telephone, or fax.

#### **ORDERS**

- A. Orders may be placed by library online, by email, facsimile, mail, and telephone.
- B. Contractor shall provide confirmation of order receipts and credit returns at the discretion of the end user.
- C. Contractor shall have in place a process to notify the ordering library of any issues related to the order, i.e. pricing, incorrect stock numbers, unit of measures, out of stock, backordered, etc. within one week of receipt of order, in order to provide the ordering library timely resolutions.
- D. Library materials which cannot be supplied within **thirty (30)** days will be indicated with a status report, electronic or paper. The report on library materials shall list the title, author, ISBN/ISSN, number of copies ordered, the publisher, the reason for current unavailability, and the order account name(s) and number(s).

All orders discovered to be unavailable or indefinitely out of stock at the publishing source shall be cancelled, and notice of such provided to the ordering library.

- E. Contractor shall maintain an adequate supply of all items in order to meet specified delivery. Evidence of inability to perform or intentional delay may be cause for contract cancellation.
- F. Online ordering gateway has no cost and all features are free of charge including small orders, platform fees, subscription fees with no minimum order requirement.
- H. Contractor will provide MARC records in currently accepted standard (AACR2, RDA, etc.)

### **ONLINE ORDERING**

- Provide an online ordering system, including online ordering status information via a secured Internet website.
- This ordering system shall have a searchable database of titles.
- This ordering mechanism should be capable of delivering order confirmation and support electronic data interchange protocols such as EDIFACT, X12, etc.
- Vendor must provide online selection tools that give access for unlimited users to login simultaneously at multiple locations, provide at least monthly generated selection lists based on our library profile, and interface with our library catalog for duplicate checking.
- Vendor must provide grids to use for creating branch distribution profiles as well as title reviews.
- Grids, generated selection lists based on our library profile, duplicate checking, unlimited users, interfacing with Polaris ILS and title reviews must be provided without additional fees. If fees are charged for title reviews the vendor is required to submit a list of fees in a separate document.
- Vendor should provide access to a stock management interface for evaluating and maintaining the library's collection.
- Electronic order records must be able to be immediately loaded into the Polaris acquisition module.

To promote transparency in the contracts the vendors will be required to assign a unique password to accounts that can be publically accessed to view MSRP pricing, contracted percent discount, and net price. Customer and user information cannot be sold or given to an outside interest

The Contractor shall be responsible for training library personnel in the use of this ordering tool. Training can be done online, in person, or over the phone.

The following information will not be associated with or allowed on any vendor website. If the website is found to have any of the features below the contract will be suspended until such time the reason for the suspension has been resolved.

- Drawings for prizes
- Free give-aways
- Inappropriate advertising of products not approved for sale through this catalog contract
- Terms and conditions that are in conflict with the laws of the State of Louisiana

Any such electronic shopping/order system shall be in compliance with all applicable patent, copyright and/or property right laws for such electronic systems.

### **DELIVERY AND FULFILLMENT EXPECTATIONS**

Titles on an order (except for pre-publication orders) shall be supplied by the Contractor within thirty (30) days after receipt of the order. **Pre-publication orders shall be supplied by the contractor within fifteen (15) days after release of publication.** Consistent failure to maintain this minimum time consideration may be considered grounds for cancellation.

### **CREDIT MEMORANDA AND REPLACEMENTS**

The Contractor will provide libraries appropriate forms for the preparation of credit memoranda to be used in the event of incorrect or incomplete shipments or similar problems. Replacement at **NO** charge for materials discovered to be defective will be made by the Contractor for up to one (1) year after receipt of the material at libraries, regardless of whether the material has been processed.

### **TRANSPORTATION**

Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. **Transportation of goods shall be FOB Destination. Transportation of all orders must be inside delivery.**

### **INVOICING**

- A. The Contractor shall be able to customize invoices at the discretion of the library. Separate accounts and account numbers as needed must be maintained. Invoices must be provided in the manner requested by the library. An invoice copy should accompany each shipment of materials as a packing check. All items should be alphabetically arranged by title and should also include the following: author, ISBN/ISSN (International Standard Bunch Number/International Standard Serial Number), number of copies, list price, discount rate, unit price after discount, extended price, and order or Purchase Order number, if applicable.
- B. The Contractor shall be required to offer a “bill complete” invoice (a single invoice per purchase order, regardless of the number of shipments required to complete the order) or a “bill by shipment” invoice (receive one (1) bill per delivery) at the discretion of the ordering library.
- C. The Contractor shall maintain a monthly invoicing accuracy rate of at least 95% on all invoices processed. Invoices that are credited for returns due to ordering library’s error are not to be counted as inaccurate on the Contractor’s part.
- D. The Contractor shall submit the invoice in accordance with the “bill to” instructions on the ordering library’s order.

### **TAXES**

Contractor **shall not charge** any sales taxes to Livingston Parish Library as it is a tax-exempt entity. A copy of the library’s tax-exempt form will be provided to winning bidder(s).

### **BASIS FOR AWARD**

It is the Library’s intent to award to the responsive, responsible bidder offering the highest discount off the publisher’s list (MSRP) prices in each Category listed on Price Schedules A and B and having highest score of Vendor Response Evaluation Criteria.

However, the Library reserves the right to award to one (1) or two (2) or three (3) or four (4) or five (5) or six (6) or seven (7) or eight (8) or nine (9) or ten (10) vendors meeting the requirements of the solicitation. When ordering the library will first consider the vendor offering the greatest discount. In the event that delivery, availability, or other considerations cannot meet the program requirements, the contract vendor offering the next best price may be used for the product/service required.

Vendor is required to provide discount off their published price list on the Pricing Schedules. Vendors should submit their list prices (published) with their bid.

<b>Vendor Response Evaluation Criteria</b>	<b>Points</b>
Price	50
Software interfaces with Polaris	20
Firm's Capacity	10
Company's experience providing requested service	10
Financial Resources	10

The Library further reserves the right to purchase the following from outside of this RFP award: specialty or sole-source items not generally offered through jobbers.

**BIDDING REQUIREMENTS AND INSTRUCTIONS**

Proposals will be accepted no later than 2:00 p.m. central time, April 16, 2021. Proposals received after this time will not be accepted.

Bidders are hereby advised that the U.S. Postal Service does not make deliveries to our physical location.

Bids may be mailed through the U.S. Postal Service to our box at:

Livingston Parish Library  
 P.O. Box 397  
 Livingston, LA 70754

Bids may be delivered by hand or courier service to our physical location as follows:

Livingston Parish Library Administration  
 13986 Florida Blvd.  
 Livingston, LA 70754

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Livingston Parish Library is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date & time shall result in rejection of the bid.

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 Publicizing Awards: In accordance with L.A.C.34:I.535, unsuccessful bidders will be notified of the award provided that they submit with their bid a self-addressed stamped envelope requesting this information.  
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- 1) **Terms and Conditions:** This solicitation contains all terms and conditions with respect to the commodities herein. Any vendor contracts, forms, terms, or other materials submitted with bid may cause bid to be rejected.
- 2) **Deliveries:** Contractors will maintain an adequate supply of all items in order to meet specified delivery.
- 3) **Acceptance:** Unless otherwise specified, bids on this contract will be assumed to be firm and acceptance for a minimum of 60 days. If accepted, prices must be firm for the specified contract period.

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- 4) **Scope of Contract:** Submittal of any terms and conditions contrary to those of the Livingston Parish Library may cause your bid to be rejected. Terms and conditions which may be included in your bid are nullified and contractor agrees that this contract shall be construed in accordance with and governed by the Livingston Parish Library.
- 5) **No Guarantee of Quantities:** The quantities referenced in the solicitation are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the Livingston Parish Library to increase or decrease the amount, at the unit price stated in the bid. Livingston Parish Library does not obligate itself to contract for or accept more than its actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.
- 6) **Cancellation:** The Livingston Parish Library reserves the right to cancel this contract with thirty (30) days written notice.
- 7) **Merchandise Inspection:** Livingston Parish Library reserves the right to inspect and test the delivered merchandise for compliance with the specifications. If merchandise fails to meet the specifications, the cost of test and inspection will be paid by the contractor. If the merchandise is in compliance, cost of all test will be paid by the using agency.
- 8) **Usage:** Successful vendor is to keep a record of all orders issued against the contract during the contract period.

<b>PRICE SCHEDULE A</b>			
<b>Library Materials and Services</b>			
<b>GROUP</b>	<b>CATEGORY ( Provide % off MSRP)</b>	<b>Sub-Category (Provide % Discount off Vendor's Price List)</b>	<b>% DISCOUNT</b>
<b>1. Books</b>	<b>1.1 Adult Trade Hardcover</b>		<b>%</b>
		<b>Sub-Category (Vendor's Price List required)</b>	
		<b>1.1.1 Shelf-ready Package<sup>1</sup></b>	<b>%</b>
		<b>1.1.2 catalog card set</b>	<b>%</b>
		<b>1.1.3 MARC records (Internet download)</b>	<b>%</b>
		<b>1.1.4 customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.1.5 mylar/dust jacket</b>	<b>%</b>
		<b>1.1.6 generic barcode according to library specifications</b>	<b>%</b>
		<b>1.1.7 customized barcode</b>	<b>%</b>
		<b>1.1.8 EM tag/label</b>	<b>%</b>
		<b>1.1.9 ownership/property label</b>	<b>%</b>
		<b>1.1.10 reading program label/sticker</b>	<b>%</b>
		<b>1.1.11 spine label</b>	<b>%</b>
		<b>1.1.12 label protector</b>	<b>%</b>
		<b>1.1.13 List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.2 Juvenile Trade Hardcover</b>		<b>%</b>
		<b>Sub-Category (Vendor's Price List required)</b>	
		<b>1.2.1 Shelf-ready Package</b>	<b>%</b>
		<b>1.2.2 Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>1.2.3 MARC records (Internet download)</b>	<b>%</b>
		<b>1.2.4 customized MARC records (Internet download)</b>	<b>%</b>

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	<b>1.2.5</b>	<b>mylar/dust jacket</b>	<b>%</b>
	<b>1.2.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.2.7</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.2.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.2.9</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.2.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.2.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.2.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.2.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.3 Adult Quality Paperback (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.3.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.3.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.3.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>1.3.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.3.5</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
	<b>1.3.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.3.7</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.3.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.3.9</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.3.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.3.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.3.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.3.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.4 Juvenile Quality Paperback (% Discount off MSRP)</b>		<b>%</b>

		<b>Sub-Category (% Discount off Vendor's Price List)</b>		
		<b>1.4.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
		<b>1.4.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>1.4.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
		<b>1.4.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.4.5</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
		<b>1.4.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>1.4.7</b>	<b>customized barcode</b>	<b>%</b>
		<b>1.4.8</b>	<b>EM tag/label</b>	<b>%</b>
		<b>1.4.9</b>	<b>ownership/property label</b>	<b>%</b>
		<b>1.4.10</b>	<b>reading program label/sticker</b>	<b>%</b>
		<b>1.4.11</b>	<b>spine label</b>	<b>%</b>
		<b>1.4.12</b>	<b>label protector</b>	<b>%</b>
		<b>1.4.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.5 Mass Market Paperback (% Discount off MSRP)</b>		<b>%</b>	
		<b>Sub-Category (% Discount off Vendor's Price List)</b>		
		<b>1.5.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
		<b>1.5.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>1.5.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
		<b>1.5.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.5.5</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
		<b>1.5.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>1.5.7</b>	<b>customized barcode</b>	<b>%</b>
		<b>1.5.8</b>	<b>EM tag/label</b>	<b>%</b>

	<b>1.5.9</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.5.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.5.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.5.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.5.17</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.6 Library Binding (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.6.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.6.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.6.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>1.6.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.6.5</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.6.6</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.6.7</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.6.8</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.6.9</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.6.10</b>	<b>spine label</b>	<b>%</b>
	<b>1.6.11</b>	<b>label protector</b>	<b>%</b>
	<b>1.6.12</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.7 Board Books (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.7.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.7.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.7.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>

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	<b>1.7.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.7.5</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.7.6</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.7.7</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.7.8</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.7.9</b>	<b>spine label</b>	<b>%</b>
	<b>1.7.10</b>	<b>label protector</b>	<b>%</b>
	<b>1.7.11</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.8 Graphic Novels/Comic Books (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.8.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.8.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.8.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>1.8.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.8.5</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
	<b>1.8.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.8.7</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.8.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.8.9</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.8.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.8.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.8.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.8.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. Books</b>	<b>1.9 Foreign Language Books (% Discount off MSRP)</b>		<b>%</b>

		<b>Sub-Category (% Discount off Vendor's Price List)</b>		
		<b>1.9.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
		<b>1.9.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>1.9.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
		<b>1.9.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.9.5</b>	<b>mylar/dust jacket</b>	<b>%</b>
		<b>1.9.6</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
		<b>1.9.7</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>1.9.8</b>	<b>customized barcode</b>	<b>%</b>
		<b>1.9.9</b>	<b>EM tag/label</b>	<b>%</b>
		<b>1.9.10</b>	<b>ownership/property label</b>	<b>%</b>
		<b>1.9.11</b>	<b>reading program label/sticker</b>	<b>%</b>
		<b>1.9.12</b>	<b>spine label</b>	<b>%</b>
		<b>1.9.13</b>	<b>label protector</b>	<b>%</b>
		<b>1.9.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. BOOKS</b>	<b>1.10 Large Print Adult Trade Hardcover (% Discount off MSRP)</b>		<b>%</b>	
		<b>Sub-Category (% Discount off Vendor's Price List)</b>		
		<b>1.10.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
		<b>1.10.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>1.10.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
		<b>1.10.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.10.5</b>	<b>mylar/dust jacket</b>	<b>%</b>
		<b>1.10.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>1.10.7</b>	<b>customized barcode</b>	<b>%</b>

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	<b>1.10.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.10.9</b>	<b>ownership/property label – book</b>	<b>%</b>
	<b>1.10.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.10.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.10.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.10.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. BOOKS</b>	<b>1.11 Large Print Juvenile Trade Hardcover (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.11.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.11.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.11.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>1.11.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.11.5</b>	<b>mylar/dust jacket</b>	<b>%</b>
	<b>1.11.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.11.7</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.11.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.11.9</b>	<b>ownership/property label – book</b>	<b>%</b>
	<b>1.11.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.11.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.11.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.11.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. BOOKS</b>	<b>1.12 Large Print Adult Quality Paperback (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.12.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.12.2</b>	<b>Automated Package (includes shelf-ready</b>	<b>%</b>

		package plus MARC record or card set)	
	1.12.3	MARC records (Internet download)	%
	1.12.4	customized MARC records (Internet download)	%
	1.12.5	plastic lamination or cover-up	%
	1.12.6	generic barcode according to library specifications	%
	1.12.7	customized barcode	%
	1.12.8	EM tag/label	%
	1.12.9	ownership/property label	%
	1.12.10	reading program label/sticker	%
	1.12.11	spine label	%
	1.12.12	label protector	%
	1.12.13	List other options available and the % Discount off vendor's price list	%
<b>1. BOOKS</b>	<b>1.13 Large Print Juvenile Quality Paperback (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	1.13.1	Shelf-ready Package	%
	1.13.2	Automated Package (includes shelf-ready package plus MARC record or card set)	%
	1.13.3	MARC records (Internet download)	%
	1.13.4	customized MARC records (Internet download)	%
	1.13.5	plastic lamination or cover-up	%
	1.13.6	generic barcode according to library specifications	%
	1.13.7	customized barcode	%
	1.13.8	EM tag/label	%
	1.13.9	ownership/property label	%
	1.13.10	reading program label/sticker	%

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	<b>1.13.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.13.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.13.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. BOOKS</b>	<b>1.14 Large Print Mass Market Paperback (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.14.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.14.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.14.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>1.14.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>1.14.5</b>	<b>plastic lamination or cover-up</b>	<b>%</b>
	<b>1.14.6</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>1.14.7</b>	<b>customized barcode</b>	<b>%</b>
	<b>1.14.8</b>	<b>EM tag/label</b>	<b>%</b>
	<b>1.14.9</b>	<b>ownership/property label</b>	<b>%</b>
	<b>1.14.10</b>	<b>reading program label/sticker</b>	<b>%</b>
	<b>1.14.11</b>	<b>spine label</b>	<b>%</b>
	<b>1.14.12</b>	<b>label protector</b>	<b>%</b>
	<b>1.14.13</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>1. BOOKS</b>	<b>1.15 Large Print Library Binding (% Discount off MSRP)</b>		<b>%</b>
<b>0.6</b>	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>1.15.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>1.15.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>1.15.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>

		<b>1.15.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>1.15.5</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>1.15.6</b>	<b>customized barcode</b>	<b>%</b>
		<b>1.15.7</b>	<b>EM tag/label</b>	<b>%</b>
		<b>1.15.8</b>	<b>ownership/property label</b>	<b>%</b>
		<b>1.15.9</b>	<b>reading program label/sticker</b>	<b>%</b>
		<b>1.15.10</b>	<b>spine label</b>	<b>%</b>
		<b>1.15.11</b>	<b>label protector</b>	<b>%</b>
		<b>1.15.12</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>2. AUDIOVISUAL</b>	<b>2.1 Adult Audiobooks (% Discount off MSRP)</b>			<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>			
		<b>2.1.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
		<b>2.1.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
		<b>2.1.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
		<b>2.1.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
		<b>2.1.5</b>	<b>shrink-wrap and security seals removed</b>	<b>%</b>
		<b>2.1.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>	<b>%</b>
		<b>2.1.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>	<b>%</b>
		<b>2.1.8</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>2.1.9</b>	<b>customized barcode</b>	<b>%</b>
		<b>2.1.10</b>	<b>EM tag/label</b>	<b>%</b>
		<b>2.1.11</b>	<b>ownership/property label</b>	<b>%</b>
		<b>2.1.12</b>	<b>spine label</b>	<b>%</b>

	<b>2.1.13</b>	<b>label protector</b>	<b>%</b>
	<b>2.1.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>2. AUDIOVISUAL</b>	<b>2.2 Juvenile Audiobooks (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>2.2.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>2.2.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>2.2.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>2.2.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>2.2.5</b>	<b>shrink-wrap and security seals removed</b>	<b>%</b>
	<b>2.2.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>	<b>%</b>
	<b>2.2.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>	<b>%</b>
	<b>2.2.8</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>2.2.9</b>	<b>customized barcode</b>	<b>%</b>
	<b>2.2.10</b>	<b>EM tag/label</b>	<b>%</b>
	<b>2.2.11</b>	<b>ownership/property label</b>	<b>%</b>
	<b>2.2.12</b>	<b>spine label</b>	<b>%</b>
	<b>2.2.13</b>	<b>label protector</b>	<b>%</b>
	<b>2.2.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>2. AUDIOVISUAL</b>	<b>2.3 Nonfiction Audiobooks (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	<b>2.3.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>2.3.2</b>	<b>Automated Package (includes shelf-ready</b>	<b>%</b>

		package plus MARC record or card set)	
	2.3.3	MARC records (Internet download)	%
	2.3.4	customized MARC records (Internet download)	%
	2.3.5	shrink-wrap and security seals removed	%
	2.3.6	shrink-wrap removed, repackaged in secure case	%
	2.3.7	shrink-wrap removed, repackaged in plastic case	%
	2.3.8	generic barcode according to library specifications	%
	2.3.9	customized barcode	%
	2.3.10	EM tag/label	%
	2.3.11	ownership/property label	%
	2.3.12	spine label	%
	2.3.13	label protector	%
	2.3.14	List other options available and the % Discount off vendor's price list	%
<b>2. AUDIOVISUAL</b>	<b>2.4 Reference, Small Press, or Limited Publication Audiobooks (% Discount off MSRP)</b>		<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>		
	2.4.1	Shelf-ready Package	%
	2.4.2	Automated Package (includes shelf-ready package plus MARC record or card set)	%
	2.4.3	MARC records (Internet download)	%
	2.4.4	customized MARC records (Internet download)	%
	2.4.5	shrink-wrap and security seals removed	%
	2.4.6	shrink-wrap removed, repackaged in secure case	%

		<b>2.4.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>	<b>%</b>
		<b>2.4.8</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
		<b>2.4.9</b>	<b>customized barcode</b>	<b>%</b>
		<b>2.4.10</b>	<b>EM tag/label</b>	<b>%</b>
		<b>2.4.11</b>	<b>ownership/property label</b>	<b>%</b>
		<b>2.4.12</b>	<b>spine label</b>	<b>%</b>
		<b>2.4.13</b>	<b>label protector</b>	<b>%</b>
		<b>2.4.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>2. AUDIOVISUAL</b>	<b>2.5 Compact Discs (spoken word or music, adult or juvenile) (% Discount off MSRP)</b>			<b>%</b>
	<b>Sub-Category (% Discount off Vendor's Price List)</b>			
	<b>2.5.1</b>	<b>Shelf-ready Package</b>		<b>%</b>
	<b>2.5.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>		<b>%</b>
	<b>2.5.3</b>	<b>MARC records (Internet download)</b>		<b>%</b>
	<b>2.5.4</b>	<b>customized MARC records (Internet download)</b>		<b>%</b>
	<b>2.5.5</b>	<b>shrink-wrap and security seals removed</b>		<b>%</b>
	<b>2.5.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>		<b>%</b>
	<b>2.5.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>		<b>%</b>
	<b>2.5.8</b>	<b>generic barcode according to library specifications</b>		<b>%</b>
	<b>2.5.9</b>	<b>customized barcode</b>		<b>%</b>
	<b>2.5.10</b>	<b>EM tag/label</b>		<b>%</b>
	<b>2.5.11</b>	<b>ownership/property label</b>		<b>%</b>
	<b>2.5.12</b>	<b>spine label</b>		<b>%</b>
	<b>2.5.13</b>	<b>label protector</b>		<b>%</b>

	<b>2.5.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
<b>2. AUDIOVISUAL</b>	<b>2.6 Digital Videodiscs (entertainment, adult or juvenile, including video games) (% Discount off MSRP)</b>		<b>%</b>
		<b>Sub-Category (% Discount off Vendor's Price List)</b>	
		<b>2.6.1</b>	<b>Shelf-ready Package</b>
		<b>2.6.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>
		<b>2.6.3</b>	<b>MARC records (Internet download)</b>
		<b>2.6.4</b>	<b>customized MARC records (Internet download)</b>
		<b>2.6.5</b>	<b>shrink-wrap and security seals removed</b>
		<b>2.6.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>
		<b>2.6.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>
		<b>2.6.8</b>	<b>generic barcode according to library specifications</b>
		<b>2.6.9</b>	<b>customized barcode</b>
		<b>2.6.10</b>	<b>EM tag/label</b>
		<b>2.6.11</b>	<b>ownership/property label</b>
		<b>2.6.12</b>	<b>due date slip</b>
		<b>2.6.13</b>	<b>pocket</b>
		<b>2.6.14</b>	<b>spine label</b>
		<b>2.6.15</b>	<b>label protector</b>
		<b>2.6.16</b>	<b>List other options available and the % Discount off vendor's price list</b>
<b>2. AUDIOVISUAL</b>	<b>2.7 Digital Videodiscs (instructional, educational, or training materials, adult or juvenile) (% Discount off MSRP)</b>		<b>%</b>
		<b>Sub-Category (% Discount off Vendor's Price List)</b>	
		<b>2.7.2</b>	<b>Shelf-ready Package</b>

	<b>2.7.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>2.7.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>2.7.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>2.7.5</b>	<b>shrink-wrap and security seals removed</b>	<b>%</b>
	<b>2.7.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>	<b>%</b>
	<b>2.7.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>	<b>%</b>
	<b>2.7.8</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>2.7.9</b>	<b>customized barcode</b>	<b>%</b>
	<b>2.7.10</b>	<b>EM tag/label</b>	<b>%</b>
	<b>2.7.11</b>	<b>ownership/property label</b>	<b>%</b>
	<b>2.7.12</b>	<b>spine label</b>	<b>%</b>
	<b>2.7.13</b>	<b>label protector</b>	<b>%</b>
	<b>2.7.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>
	<b>2. AUDIOVISUAL</b>	<b>2.8 Foreign Language Instructional Materials (CD, DVD, or mixed media, adult or juvenile) (% Discount off MSRP)</b>	
		<b>Sub-Category (% Discount off Vendor's Price List)</b>	
	<b>2.8.1</b>	<b>Shelf-ready Package</b>	<b>%</b>
	<b>2.8.2</b>	<b>Automated Package (includes shelf-ready package plus MARC record or card set)</b>	<b>%</b>
	<b>2.8.3</b>	<b>MARC records (Internet download)</b>	<b>%</b>
	<b>2.8.4</b>	<b>customized MARC records (Internet download)</b>	<b>%</b>
	<b>2.8.5</b>	<b>shrink-wrap and security seals removed</b>	<b>%</b>
	<b>2.8.6</b>	<b>shrink-wrap removed, repackaged in secure case</b>	<b>%</b>

	<b>2.8.7</b>	<b>shrink-wrap removed, repackaged in plastic case</b>	<b>%</b>
	<b>2.8.8</b>	<b>generic barcode according to library specifications</b>	<b>%</b>
	<b>2.8.9</b>	<b>customized barcode</b>	<b>%</b>
	<b>2.8.10</b>	<b>EM tag/label</b>	<b>%</b>
	<b>2.8.11</b>	<b>ownership/property label</b>	<b>%</b>
	<b>2.8.12</b>	<b>spine label</b>	<b>%</b>
	<b>2.8.13</b>	<b>label protector</b>	<b>%</b>
	<b>2.8.14</b>	<b>List other options available and the % Discount off vendor's price list</b>	<b>%</b>

<b>PRICE SCHEDULE B</b>			
<b>MISCELLANEOUS SPECIALTY MATERIALS</b>			
<b>CATEGORY ( Provide % off MSRP)</b>		<b>% DISCOUNT OFF MSRP</b>	
<b>1.</b>	<b>Books from university or small presses, or titles of limited availability</b>		
<b>2.</b>	<b>Playaway all-in-one audiobooks</b>		
<b>3.</b>	<b>Playaway Launchpads all-in-one game players</b>		
<b>4.</b>	<b>Playaway Bookpacks - Book + all-in-one audiobook kits</b>		
<b>5.</b>	<b>Playaway View all-in-one video players</b>		