



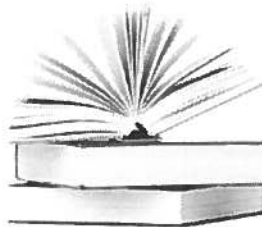
# THIS PROPOSAL SUBMITTED ON BEHALF OF BRODART

Brodart Co.  
500 Arch Street  
Williamsport, PA 17701  
800.233.8467

## City of Scottsdale

### REQUEST FOR PROPOSAL: NO. 21RP008 LIBRARY PRINT AND AUDIOVISUAL MATERIALS

Response Due: November 5, 2020 at 2:00 PM



101. Cataloging  
 102. Processing  
 103. Shelf-ready  
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**Cataloging**

**Processing**

**Shelf-ready**



**Brodart Books & Library Services**  
500 Arch Street, Williamsport, PA 17701  
P: 570•326•2461 F: 570•651•1639

October 30, 2020

City of Scottsdale  
Purchasing Department Front Desk, 2<sup>nd</sup> Floor  
Scottsdale Corporation Yard Building  
9191 E Salvador Dr.  
Scottsdale, AZ 85258

***RE: RFP #21RP008, Library Print and Audio Visual Materials***  
***DUE: November 5, 2020 @ 2:00 P.M.***

Dear Ms. Ingles:

Brodart is pleased to provide this document in response to the City of Scottsdale's request for proposal for Library Print and Audio Visual Materials for a three-year period with the option to renew for two additional one-year periods. We have reviewed the RFP and fully understand the needs and requirements of the Scottsdale Public Library. Brodart is bidding on LOT A – Print Materials.

For over 80 years Brodart has been the premier supplier of circulation-ready materials to public libraries. We are a full-service library company that delivers carefully vetted selections of cataloged and processed titles. Today Brodart offers book leasing through our McNaughton Lease program, state-of-the-art online tools, bibliographic services and consulting exclusively to public libraries.

Demonstrating our ongoing commitment to being the best supplier of shelf-ready print material, Brodart has once again set the standard for custom cataloging by launching a revolutionary line of cataloging and processing services which is superior to anything in the industry:

- In 2011 Brodart launched "Flex" to deliver a missing level of cataloging service to a major section of the public library market – offering the highest level of customization available in an automated solution.
- In 2015 Brodart launched a new "Compleat Service" with a new methodology in order to offer more options and faster service to our public library customers.

Brodart is responding to this RFP with our *Compleat Cataloging* methodology as it will meet all of your requirements for all of your collections.

Our Brodart Requirement Evaluation Team took the liberty of further evaluation of the Scottsdale RFP requirements in conjunction with the spectrum of cataloging services Brodart offers. We often take these extra steps in an effort to further provide cost savings options to the library for further consideration beyond what is normally requested in an RFP. Brodart offers a full spectrum of services and it's not uncommon for us to find areas of a collection that can be handled in a

complimentary level service offering faster delivery and/or significant cost reduction without sacrificing requirements. In our evaluation we focused primarily on your Adult Fiction requirements and found our Flex Service would be a perfect fit. There are other collections that at first glance could fit within Flex however we would need additional information or have some additional questions.

We have many customers who take advantage of our Flex Service in conjunction with our Compleat Service to expedite delivery of material and as a cost saving measure to reduce cataloging costs across the collection. Flex has the most flexible, robust and impactful programming available in the industry today and enhancements are added on a daily basis to meet our customers' customized requirements. We often recommend a mix and match of services between Compleat Service and Flex to help assist the library with saving money and taking full advantage of our complete spectrum of shelf ready services.


For questions about our products and services, please contact Deena Reynolds, Library Services Consultant, by calling 800.233.8467, ext. 6379 or e-mailing [Deena.Reynolds@brodart.com](mailto:Deena.Reynolds@brodart.com). Questions related to our bid response or notification of award should be directed to Lori Copp at 800.233.8437, ext. 6233, 500 Arch Street, Williamsport, PA 17701 or [bookbids@brodart.com](mailto:bookbids@brodart.com).

Brodart's partnerships with libraries are built on experience, trust, and communication. We appreciate this opportunity to submit our proposal for your consideration and request an official tabulation of competitive bidding.

Sincerely,

*Lori Gray*

Lori Gray  
Director of Sales

<b>ISSUING AGENCY – CITY OF SCOTTSDALE</b>	
	<b>FORMAL REQUEST FOR PROPOSAL</b> <b>LIBRARY PRINT AND AUDIO VISUAL MATERIALS</b> <b>RFP #21RP008</b>

<b>CRITICAL DATES</b>	
<b>PROPOSAL SUBMITTAL DUE:</b>	<b><u>2:00 P.M., LOCAL TIME, NOVEMBER 5, 2020</u></b>
<b>QUESTIONS DUE:</b>	<b><u>2:00 P.M., LOCAL TIME, OCTOBER 28, 2020</u></b>

<b>SUBMITTAL RECEIPT AND OPENING</b>	
<p><b>SEALED SOLICITATION SUBMITTALS WILL BE RECEIVED</b> until the time and date stated above in the CRITICAL DATES section of the solicitation, at the Purchasing Department Front Desk, located on the second floor of the Scottsdale Corporation Yard Building at 9191 E. San Salvador Dr., Scottsdale, AZ 85258. <b><u>All submittals must be date and time stamped at the Purchasing Department front desk on or before the submittal receipt time and date.</u></b> <b>LATE SUBMITTALS WILL NOT BE ACCEPTED.</b> In order to accommodate current social distancing guidelines, the Purchasing office will conduct a Microsoft Teams Live Stream meeting for the public to view the scheduled bid openings online. To attend this meeting, visit us online by clicking the following link <b><u>Live Bid Opening 21RP008</u></b></p>	

<b>INFORMATION REQUESTS</b>	
<p><b>Requests for any information relating to this solicitation should be directed to the purchasing staff listed below:</b></p> <p style="text-align: center;"> Karie Ingles, CPPB  Bid &amp; Contract Specialist  480-312-5744  <a href="mailto:kingles@scottsdaleaz.gov">kingles@scottsdaleaz.gov</a> </p> <p>Bidders shall not contact any City of Scottsdale employee, officer, or director other than purchasing regarding this solicitation until after the award of a contract. Any such unauthorized contact may result in bidder being disqualified from further consideration.</p>	

<b>INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS</b>	
<p>The Instructions to Bidders and General Terms and Conditions for formal solicitations, are listed as attachments A and B as outlined below and shall be downloaded by prospective Bidders as part of the solicitation.</p> <p><b>Attachment A - Formal Solicitation Instructions to Bidders</b> (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).</p> <p><b>Attachment B - Formal Solicitation General Terms and Conditions</b> (current version at time of posting). Applies to all formal Invitation for Bids (IFB) and Request for Proposals (RFP).</p>	

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## SECTION 1 - INTRODUCTION



### LIBRARY PRINT AND AUDIO VISUAL MATERIALS

RFP #21RP008

#### A. INTENT

The intent of this Request for Proposal (RFP) is to establish multiple sources of supply for books and audio visual materials to be used as circulating and reference materials at Scottsdale Public Library. This RFP is for books and audio visual materials and corresponding value added services and does not encompass e-materials, periodicals or other library resources such as databases. The Library intends to have the contractor(s) provide shelf-ready value-added services including cataloging and processing for most of the purchases. The shelf ready materials will be cataloged and processed by the contractor(s) in accordance with Exhibit A: Scottsdale Public Library Cataloging and Processing Vendor Manual. The City intends to award contracts to multiple vendors that can satisfy the Library's requirements at the time orders are placed. The Library's orders will be allocated among contracted vendors based upon inventory availability, quality of cataloging and processing, turnaround time and price. For any items or services not able to be satisfied by Awardees, the City reserves the right to utilize any publisher, dealer, or distributor outside of any award made from the solicitation.

The Scottsdale Public Library system consists of four libraries. The Library's physical collection includes more than 365,000 items. All items purchased will be delivered FOB, inside delivery, to the loading dock of Civic Center Library, 3839 N. Drinkwater Blvd. Scottsdale, AZ 85251.

The Library's estimated FY20/21 budget for this contract is expected to range between \$300,000 - \$500,00. The FY19/20 annual budget was \$600,000; however due to the 2020 pandemic budgets have been reduced and future budgets are uncertain at this time. Therefore, this information is not to be construed as a guarantee from the City to purchase this amount of library materials annually, rather, it is an estimate to aid the Offeror in the preparation of this bid and internal planning.

Only those Offerors with experience and expertise in the sale of materials to library will be considered. The financial scale and importance of this contract requires that proposals be submitted from Offerors who are established wholesale suppliers with current urban public library accounts. Contractors must have proven operational results and performance ability. **The Library uses Innovative Interfaces' Polaris integrated library system (ILS) and the contractor's acquisition processes must integrate with Polaris via EDI for an offeror to be considered for this contract.**

Pricing quotes for print and audio visual materials have been separated into Lots. Lot A is for print materials and Lot B is for audio visual materials. Various categories of print and audio visual materials are listed within the specifications. An Offeror is not required to offer all categories. Offerors may submit a proposal for Lot A and/or Lot B.

#### B. PRICING

The Offeror is encouraged to offer additional pricing for related items, products and services, which are not specifically addressed as line items in this Solicitation but are directly related to print and non-print library materials. A description of these additional products and services with pricing should be noted separately within the Offeror's submittal document. Please include services such as leasing, buy-back programs and authority control. If leasing services are available, the quote should be based on a purchase of 4,000 copies annually.

Pricing shall be calculated as a percentage discount applied against publisher retail price list (i.e. twenty-five percent [25%] off of list price). The discount structure quoted by the Offeror shall be applicable during the entire term of the contract, including all applicable extensions. The prices listed on the Pricing Proposal Form pages **MUST** reflect the pricing discount structure contained within this solicitation.

**SECTION 2 – STATEMENT OF NEED**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**

**RFP #21RP008**

**A. OFFEROR INVENTORY**

Provide the number of titles and corresponding quantities currently in stock for each of the categories below at the single primary warehouse location that would serve our account.

<b>LOT A - Print Materials</b>			
<b>1.0</b>	<b>Material</b>	<b>Number of Titles Available</b>	<b>Number of Corresponding Quantities Available</b>
1.1	Adult and Teen Hardcover (including Library Binding)	22,800	253,000
1.2	Adult and Teen Paperbacks	<b>25,700</b>	<b>225,000</b>
1.3	Juvenile Hardcover (including Library Binding)	<b>19,500</b>	<b>128,000</b>
1.4	Juvenile Paperbacks	<b>15,500</b>	<b>64,000</b>
1.5	Spanish Language titles (Adult and Juvenile)	<b>6,800</b>	<b>87,000</b>

<b>LOT B - Audio Visual Materials</b>			<b>NO BID</b>
<b>2.0</b>	<b>Material</b>	<b>Number of Titles Available</b>	<b>Number of Corresponding Quantities Available</b>
2.1	Audiobooks		
2.2	Blu-rays		
2.3	DVDs		
2.4	Music CDs		

<b>LOT A and LOT B - Print and Audio Visual Materials</b>	
3.1	What percentage of your online catalog is available, on average, in your warehouse? <small>Brodart orders from our publishing partners on a daily basis for any title not in stock – we do not require minimum purchases in an effort to order larger quantities from our publishing partners which can often result in delayed publisher ordering and delivery. Because of our close proximity to the major publishers in New York and the surrounding area we take pride in our ability to order and receive much faster than our competitors who have warehouses further away.</small>
3.2	If an order is placed for an item not currently in the warehouse, what percentage are filled within 6 months? 85% of our in-stock titles are fulfilled within three months. 98% of our out-of-stock titles are fulfilled within 120 days.

**COMPANY NAME:** Brodart Co.

**B. OFFEROR SERVICE CAPABILITIES QUESTIONNAIRE**

Listed below are the vendor service capabilities desired to meet the needs of the Scottsdale Public Library. Please mark "Yes" or "No" to indicate if you can satisfy each listed criterion. Please explain all exceptions in comments section.

<b>1.0 Contractor Sales Support</b>	
1.1	Contractor will assign a sales associate to our account to facilitate communication and problem resolution. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
1.2	Comprehensive explanation and training (as needed) on all upgrades, changes and improvements of contractor tools used by the library. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
1.3	Contractor staff to meet in person with Scottsdale Public Library staff upon request. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:

<b>2.0 Interoperability with Polaris Integrated Library System</b>	
2.1	Do you currently provide integrated electronic acquisitions and cataloging services for at least 3 libraries that use Polaris? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
2.2	Any specialized software required by contractor to interface with Polaris will be supplied to the Library at no cost. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:

<b>3.0 Selection and Ordering Tool</b>	
3.1	Contractors inventory/ordering tool shows complete bibliographic information for current and forthcoming inventory. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments: Bibz
3.2	Inventory/ordering tool provides accurate, real time, title availability. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:

**COMPANY NAME:** Brodart Co.

3.0	Selection and Ordering Tool
3.3	Inventory/ordering tool provides current inventory data. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.4	Inventory/ordering tool includes duplicate check capability across SPL user accounts and previous orders. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.5	Inventory/ordering tool allows online creation and modification of orders. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.6	Online access to library order history. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.7	Online access to invoices <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.8	Online access to order details at the title level including shipment status. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.9	Contractor will provide free unlimited, simultaneous access to all Scottsdale Public Library selectors and other appropriate staff to the inventory/ordering tool. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.10	Contractor will maintain multiple order accounts based on various funding or processing requirements. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:
3.11	Profile driven selection lists will be provided at no charge as requested. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:

**COMPANY NAME:** Brodart Co.

3.0	Selection and Ordering Tool
3.12	<p>If requested, contractor will provide a minimum of one annual in-person training session to library staff on using the Contractor's inventory system at one of our libraries.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
3.13	<p>Technical support available M-F 8:00 a.m. to 5:00 p.m.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
3.14	<p>Timely notification of any new releases/upgrades to inventory system, and assistance in their implementation.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
3.15	<p><b>Print material only:</b> Inventory/ordering tool includes ability to check ISBN in SPL library catalog</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>

**COMPANY NAME:** Brodart Co.

4.0	Ordering & Receiving		
4.1	Ability to rush / prioritize orders <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.2	Ability to accept electronic transmission of orders via EDIFACT, email or FTP from Polaris. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.3	Confirmation of electronic order via email that includes purchase order numbers and titles. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.4	Provide brief order records that can be downloaded into Polaris. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.5	Automatic cancellation of back orders 270 days after date order was received from Scottsdale Public Library. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.6	Overall fill rate, for each year of the contract, to be at least 85% of displayed inventory for all items ordered. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.7	Supply at least 80% of all items back ordered and available from the publisher, within 270 days of receipt of Scottsdale Public Library order. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.8	<b>Print material only:</b> Ability to automatically supply best sellers delivered by the publisher's release/street date. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
4.9	<b>Print material only:</b> Ability to provide pre-selected standing order series titles on an auto-shipment plan. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	

COMPANY NAME: Brodart Co.

5.0	Invoicing & Shipping
5.1	<p>Invoices will include each of the following fields:</p> <ul style="list-style-type: none"> <li>• Vendor Name</li> <li>• "Bill to" and "Ship to" name and address</li> <li>• Remit to Address</li> <li>• Purchase order number or individual title order number</li> <li>• Invoice Date/Number</li> <li>• Description and date service/work (ordered/completed)</li> <li>• Reference/link to packing slip</li> <li>• Title</li> <li>• Author</li> <li>• Binding (hardcover, paperback, library binding, etc.) – <b>for print materials only</b></li> <li>• Number of copies</li> <li>• List price of title</li> <li>• Discount percentage</li> <li>• Discounted cost for material</li> <li>• Itemized list of all charges (quantity, description, unit pricing per the contract)</li> <li>• Net total cost for all copies of material</li> <li>• Processing and cataloging cost for materials listed on invoice</li> <li>• Total Invoice Amount</li> </ul> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.2	<p>Electronic transmission of invoices to the library that interfaces with Polaris and utilizes EDIFACT standard.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.3	<p>Each packed box will weigh no more than 30 pounds.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.4	<p>All multiple carton shipments will clearly have cartons labeled on the side of the carton so Scottsdale Public Library staff can discern a complete shipment. Carton containing the invoice must be clearly marked.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.5	<p>Packing lists are required if an invoice is not included in the shipment. Packing lists will include:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Quantity</li> <li>• ISBN, if applicable</li> <li>• "Bill to" and "Ship to" addresses.</li> </ul> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>

COMPANY NAME: Brodart Co.

5.0	<b>Invoicing &amp; Shipping</b>
5.6	<p>Boxes will contain materials from only one invoice.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.7	<p>All materials will be delivered FOB, inside delivery, to the loading dock of Civic Center Library in Scottsdale, AZ 85251.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.8	<p>Shipping included at no cost to the City of Scottsdale from primary and at least one secondary warehouse if more than one warehouse is utilized by vendor.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.9	<p>Contractor will maintain an annual 98% rate of accuracy (e.g. materials shipped represent the order received) and completeness (e.g. all materials appearing on the invoice/packing list are shipped) throughout the life of the contract.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.10	<p>Print material bids only: Invoices for print materials will be listed in alphabetical order by author</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.11	<p><b>Print material only:</b> Shipments of pre-release orders will arrive at Scottsdale Public Library processed on or prior to the street release date.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.12	<p><b>Print material only:</b> Street dates will be included in shipment paperwork for applicable materials</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
5.13	<p><b>Audio visual material only:</b> Invoices for non-print materials will be listed in alphabetical order by title</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      Comments: No Bid A/V material.</p>

**COMPANY NAME:** Brodart Co.

6.0	Cataloging & Processing
6.1	<p>A MARC order record will be provided free of charge for each firm order at the time the order is placed.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.2	<p>OCLC Full MARC Records will be used as the primary source of records. SPL will provide access if needed.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.3	<p>If non-OCLC records are used, they will conform to current U.S. cataloging (including RDA) standards.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.4	<p>Ability to temporarily postpone cataloging library materials any time vendor is unable to access and download OCLC records.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.5	<p>Ability to view the Library's current bibliographic database so that the item to be cataloged can be matched against the Library's collection.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.6	<p>Ability to attach holdings in OCLC.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.7	<p>Ability to customize cataloging and processing according to local Library practices.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.8	<p>Ability to provide MARC catalog records electronically with appended holdings data that can be loaded, indexed, and retrieved by Polaris.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>

**COMPANY NAME:** Brodart Co.

6.0	Cataloging & Processing
6.9	<p>Ability to provide library processing services including but not limited to:</p> <ul style="list-style-type: none"> <li>• Jacket covers</li> <li>• Property stamps</li> <li>• Stickers</li> <li>• RFID tags and overlays. (affixed and programmed)</li> <li>• Application of spine and barcode labels</li> </ul> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.10	<p>Ability to follow Library specific processing standards. See included manual.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.11	<p>Vendor provided barcodes will meet library scanning requirements or a suitable replacement will be used.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.12	<p>Ability to accommodate reasonable changes to cataloging and processing specifications without additional charges.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.13	<p>After 60-day learning period from date of contract signing, contractor will be required to maintain an error rate not to exceed 3% semi-annually for cataloging and processing combined.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.14	<p>Contractor will implement appropriate training and/or corrective action in response to Library reported cataloging and processing errors.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
6.15	<p><b>Audio visual material only:</b> Media will be delivered in circulation-ready packaging with original container art and program materials included.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      Comments: No Bid A/V Materials</p>
6.16	<p><b>Audio visual material only:</b> Ability to provide digitized media processing.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      Comments: No Bid A/V Materials</p>

COMPANY NAME: Brodart Co.

7.0	<b>Credits &amp; Returns</b>
7.1	<p>Contractor will provide full credit for cataloging and processing charges for reported errors that exceed more than 3% of the items in a shipment.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
7.2	<p>Full credit provided for returns if an item was ordered based on inaccurate data in the inventory/ordering tool.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
7.3	<p>Defective volumes or discs from multi-part sets may be returned for full credit or replaced for free within one year of purchase, even if items have circulated.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
7.4	<p>Prepaid shipping labels will be provided to the Library for all authorized returns.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
7.5	<p>Credit memos (not account credits) will be issued for all returns.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>
7.6	<p>Credit memos will include reference to original order invoice number.</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Comments:</p>

**COMPANY NAME:** Brodart Co.

8.0	Reporting	
8.1	Ability to provide a monthly report indicating the status of current unfilled orders. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:	
8.2	Ability to provide a cancellation report showing orders with an expired term or cancelled for another reason. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:	
8.3	Ability to provide a report showing items on back order. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:	
8.4	Ability to provide a quarterly performance report which includes order fulfillment rate and order turnaround time. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Comments:	

**COMPANY NAME:** Brodart Co.

9.0	<b>Offeror Samples</b> <b>Please provide a sample of each of the following. Each sample <u>MUST</u> be identified with offeror's name and the RFP date. Samples will not be returned.</b>
9.1	<b>For print material only:</b> Book with Mylar jacket including barcode, spine label and 3M RFID tag Sample provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No        Comments:
9.2	<b>For print material only:</b> Vendor MARC record for a book Sample provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No        Comments:
9.3	<b>For audio visual material only:</b> Digitized processing for DVD including case, barcode, spine label and 3M RFID overlay Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material
9.4	<b>For audio visual material only:</b> Digitized processing for a music CD including case, barcode, spine label and 3M RFID overlay Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material
9.5	<b>For audio visual material only:</b> Digitized processing for an audiobook including case with CD pockets, barcode, spine label and 3M RFID overlay Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material
9.6	<b>For audio visual material only:</b> Vendor MARC record for a DVD Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material
9.7	<b>For audio visual material only:</b> Vendor MARC record for a music CD Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material
9.8	<b>For audio visual material only:</b> Vendor MARC record for an audiobook Sample provided: <input type="checkbox"/> Yes <input type="checkbox"/> No        Comments: No Bid, A/V Material

**COMPANY NAME:** Brodart Co.

## SECTION 3 - SPECIAL TERMS AND CONDITIONS



### LIBRARY PRINT AND AUDIO VISUAL MATERIALS

RFP #21RP008

#### 1. **ACCEPTANCE / AGREEMENT**

Contractor shall act under the authority and approval of the Contract Administrator for the City, further named herein, to provide the services required by this Contract.

If for any reason the Offeror should fail to accept in writing, any conduct by Offeror which recognizes the existence of a Contract/Agreement pertaining to the subject matter hereof shall constitute acceptance by Offeror of the Contract/Agreement and all of its terms and conditions. Any terms proposed in Offeror's acceptance of City's Contract which adds to, varies from or conflicts with the terms herein are hereby rejected by the City. Any such proposed terms shall be void and the terms herein shall constitute the complete and exclusive statement of the terms and conditions of the Contract/Agreement between the parties.

#### 2. **CONTRACT ADMINISTRATION**

The Contract Administrator for the resulting contract shall be the Library Senior Manager, Support Services, or designee.

The Contract Administrator, as identified in the Statement of Need shall audit the billings, approve payments, establish schedules, approve addenda to the contract, and generally be responsible for overseeing the execution of the contract.

#### 3. **DELAYS AND EXTENSIONS**

During the course of this Contract, if deemed in the best interest of the City of Scottsdale, an extension of time may be granted. However, any time extension so granted shall not constitute or operate as a waiver by the City of Scottsdale of any of its rights herein.

#### 4. **FREIGHT**

All shipments of goods covered under the scope of this Contract are F.O.B. City of Scottsdale. All standard freight and/or delivery charges shall be included in the unit pricing quoted/bid herein. The only allowable freight and/or delivery charges shall be if the Contract Administrator specifically requests other than standard freight and/or delivery (e.g., overnight delivery, etc.). Special freight charges shall be quoted to and authorized by the Contract Administrator prior to invoicing.

#### 5. **INSURANCE REQUIREMENTS**

##### Insurance Representations and Requirements

##### General

Contractor agrees to comply with all applicable City ordinances and state and federal laws and regulations.

Without limiting any obligations or liabilities of Contractor, must purchase and maintain, at its own expense, this Contract's stipulated minimum insurance with insurance companies properly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of B ++ 6 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to City of Scottsdale. Failure to maintain insurance as specified may result in termination of this Contract at City of Scottsdale's option.

#### No Representation of Coverage Adequacy

By requiring the insurance stated in this Contract, the City of Scottsdale does not represent that coverage and limits will be adequate to protect Contractor. City of Scottsdale reserves the right to review any and all of the insurance policies and/or endorsements required by this Contract but have no obligation to do so. Failure to demand any evidence of full compliance with the insurance requirements stated in this Contract or failure to identify any insurance deficiency does not relieve Contractor from, nor may it be construed or considered a waiver of Contractor's obligation to maintain the required insurance at all times during the performance of this Contract.

#### Coverage Term

All insurance required by this Contract must be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily performed, completed and formally accepted by The City of Scottsdale, unless specified otherwise in this Contract.

#### Claims Made

In the event any insurance policies required by this Contract are written on a "claims made" basis, coverage shall continue uninterrupted throughout the term of this Contract by keeping coverage in force using the effective date of this Contract as the retroactive date on all "claims made" policies. The retroactive date for exclusion of claims must be on or before the effective date of this Contract and can never be after the effective date of this Contract. Upon completion or termination of this Contract, the "claims made" coverage shall be extended for an additional three (3) years using the original retroactive date, either through purchasing an extended reporting option; or by continued renewal of the original insurance policies. Submission of annual Certificates of Insurance, citing the applicable coverages and provisions specified herein, shall continue for three (3) years past the completion or termination of this Contract.

#### Policy Deductibles and or Self-Insured Retentions

The policy requirements may provide coverage which contains deductibles or self-insured retention amounts. Any deductibles or self-insured retention are not applicable to the policy limits provided to City of Scottsdale. Contractor is solely responsible for any deductible or self-insured retention amount. City of Scottsdale, at its option, may require Contractor to secure payment of any deductible or self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

#### Use of Subcontractors

If any work under this Contract is subcontracted in any way, Contractor must execute a written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements as stated in this Contract protecting City of Scottsdale and Contractor. Contractor will be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

#### Evidence of Insurance and Required Endorsements

Before starting any work or services under this Contract, Contractor must furnish City of Scottsdale with Certificate(s) of Insurance, or formal endorsements as required by this Contract, issued by Contractor's insurer(s) as evidence that policies are placed with acceptable insurers as specified in this Contract and provide the required coverage, conditions, and limits of coverage and that this coverage and the provisions are in full force and effect. If a Certificate of Insurance is submitted as verification of coverage, City of Scottsdale will reasonably rely upon the Certificate of Insurance as evidence of coverage, but this acceptance and reliance will not waive or alter in

any way the insurance requirements or obligations of this agreement. If any of the above cited policies expire during the life of this Contract, it is Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates must specifically cite the following provisions endorsed to the Contractor's policy:

1. City of Scottsdale, its agents, representatives, officers, directors, officials and employees must be named an Additional Insured under the following policies:
  - a) Commercial General Liability
  - b) Auto Liability
  - c) Excess Liability - Follow Form to underlying insurance as required.
2. Contractor's insurance must be primary insurance as respects performance of subject contract.
3. All policies, except Professional Liability Insurance, if applicable, waive rights of recovery (subrogation) against City of Scottsdale, its agents, representatives, officers, directors, officials and employees for any claims arising out of work or services performed by Contractor under this Contract.
4. If the Contractor's receives notice that any of the required policies of insurance are materially reduced or cancelled, it will be Contractor's responsibility to provide prompt notice of same to the City, unless such coverage is immediately replaced with similar policies.

### **Required Coverage**

#### **Commercial General Liability**

Contractor must maintain "occurrence" form Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy must cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this section, the Excess insurance must be "follow form" equal or broader in coverage scope than underlying.

### **6. *INVOICING***

All invoices submitted for work done under the scope of this Contract **MUST BE ITEMIZED**. Itemized invoices shall contain a **MINIMUM** of the following information as stated above in Item 5.0 Invoicing & Shipping.

The Contractor shall submit invoices with all supporting documentation within thirty (30) days after the service/work is completed and approved by the Contract Administrator.

### **7. *MULTIPLE AWARDS***

If deemed to be in the City of Scottsdale's best interests, the City reserves the right to award multiple Contracts as a result of the solicitation process.

### **8. *PRICE ESCALATION***

Price for services such as cataloging, and processing shall be listed on the Pricing Proposal Form as a set cost per item. Prices quoted by the Offerors shall be applicable during the entire initial term of the Contract.

A change in pricing for services such as cataloging and processing shall be requested by the Contractor, a maximum of sixty (60) days prior to the annual anniversary date of the Contract. Failure to do so may result in the denial of any increase requested.

A requested price increase will become effective only after approval by the Contract Administrator and the Purchasing Director or designee. Approved price increases will be applied to the unit pricing in the Contract as a percentage increase.

The percentage increase in the unit pricing may not exceed the percent in the U.S. City Average "Consumer Price Index" (C.P.I.) All Items, 1982-84=100 for All Urban Consumers for the Percentage Change from the previous twelve (12) months, as published by the U. S. Department of Labor Bureau of Labor Statistics. This can be found at: [www.bls.gov/cpi/](http://www.bls.gov/cpi/)

A change in pricing for print and audio visual materials may be requested by the Contractor, sixty (60) days prior to the annual anniversary date of the Contract. The **ONLY** allowable change in pricing shall be an update of the publisher retail price list. The price sheet structure **MUST** remain the same and the **ONLY** change the Contractor can request in regard to pricing is to replace the previous publishers retail price list. No change to the discount percentage shall be allowed. Updated price list sheets will become effective upon the new contract period. Failure to request a price sheet change in the timeframe specified herein may result in the denial of any increase requested.

## **9. PRICING**

Pricing shall be listed on the Pricing Proposal Form. Prices quoted by the Offeror shall be applicable during the entire initial term of the Contract.

For reasons of clarity all submissions of pricing shall be priced in the same unit (size, volume, quantity, weight, etc.) as requested on the Pricing Proposal Form herein. Offerors failing to comply with this requirement may be declared non-responsive.

All charges associated with this Contract **MUST** be shown on the Pricing Proposal Form returned by the Offeror or other supporting documentation. Any charges not listed on the Pricing Proposal Form or supporting documentation submitted with the Offeror's proposal response shall not be allowed during the Contract period and any applicable extensions.

Unit prices quoted herein shall be all inclusive and include all pertinent additional fees normally associated with this type of service. This shall include, but not be limited to, environmental fees, shop supplies, clean-up, transportation, etc. No additional charges beyond the quoted unit price (except applicable sales tax) shall be allowed, unless authorized by the Contract Administrator before final invoicing.

Unit prices quoted shall be applicable for any quantity ordered by the City of Scottsdale or differentiated on the Pricing Proposal Form or other supporting documentation.

## **10. PURCHASING PROCEDURE**

All orders require a City of Scottsdale purchase order that will be communicated by phone, fax or e-mail. No parts or commodities or work shall be rendered/are to be delivered without the issuance of a City of Scottsdale purchase order. Any invoices received from the Contractor without a City of Scottsdale purchase order number, referenced on the invoice, may remain unpaid.

All shipments from the Contractor shall contain a priced packing slip or invoice. Shipments will be checked in by City Staff only. All priced packing slips must match the final invoice sent to the City of Scottsdale's Accounts Payable department.

## **11. QUANTITY**

The Library's estimated FY20/21 budget for this contract is expected to range between \$300,000 - \$500,000 for both library print and audio visual materials.

Actual purchases will vary based on the needs of the City. Actual service requests, and service requests for future years may be more or less, and any quantities listed herein should be used for informational purposes only.

The Items herein are indicative to the types and quantities of library print and audio visual materials currently utilized by the City of Scottsdale. The list is not to be construed as the complete inventory utilized by the City of Scottsdale and is not to be construed as requiring the City of Scottsdale to purchase any specific items or quantities. The list of items and quantities as stated on the Pricing Proposal Form are furnished to aid the Bidder in internal planning and as a basis of award.

**12. TERM OF AGREEMENT**

The initial term of this Contract shall be a three (3) year period from the effective date of the contract award.

The City and Contractor may mutually agree to extend this Contract for two (2) additional one (1) year periods, upon the recommendation of the Contract Administrator, concurrence of the Purchasing Director and/or City Council, depending on the Contract.

**13. THIRD PARTY BENEFICIARY**

Nothing under the Contract Documents will be construed to give any rights or benefits in the Contract Documents to anyone other than the City and the Consultant, and all duties and responsibilities undertaken in accordance with the Contract Documents will be for the sole and exclusive benefit of the City and the Consultant and not for the benefit of any other party.

**14. UNPREDICTABLE MARKET CHANGE**

In the event of an unpredictable change in the market, which affects the then current Contract price, Contractor may submit justification for a price adjustment. Contract Administrator and Purchasing Director shall review justification and determine applicable price adjustment. Upon return to normal market conditions, the price will be adjusted to the price established by the original Contract terms.

The Purchasing Director shall be the final authority on any price adjustment due to unpredictable market change.

**15. WARRANTY REQUIREMENTS**

All workmanship and materials provided under the scope of this solicitation shall be warranted for a **MINIMUM** of twelve (12) months or as identified in the Statement of Need.

**ALL WARRANTIES SHALL START FROM THE CITY OF SCOTTSDALE IN SERVICE DATE.**

All warranty items/issues/concerns shall be resolved at no charge to the City of Scottsdale. This shall include, but not be limited to, parts, labor, freight, travel, etc. All warranty items/issues/concerns shall be resolved within a time frame determined by the Contract Administrator.

## SECTION 4 – EVALUATION CRITERIA



### LIBRARY PRINT AND AUDIO VISUAL MATERIALS

RFP #21RP008

#### A. EVALUATION CRITERIA

##### GENERAL

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Proposal Evaluation Committee.

##### PROPOSAL EVALUATION

All responsive proposals shall be evaluated by the Proposal Evaluation Committee using the weighting and criteria listed below. The recommendation for contract award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the City when applying the following criteria and weighting.

The following is the weighting of criteria that will be used to review the proposals:

DESCRIPTION	WEIGHTING
Pricing	35%
Offeror Service Capabilities including exceptions to the service capabilities	25%
Firm Qualifications / References	20%
Offeror Inventory / Samples	15%
Exceptions	5%
<b>TOTAL</b>	<b>100%</b>

The following items may be used by the Proposal Evaluation Committee to evaluate each proposal submitted:

1. Cost factors associated with performing the work required by the contract.
2. The Offeror's demonstrated experience on similar types of projects, including satisfactory reference checks relating to past work relationships, past performance on projects of similar scope and size, level of knowledge, reliability, flexibility and ability to meet project deadlines.
3. The ability and willingness of the Offeror to meet or exceed the specifications and standards of this solicitation and Offeror's understanding and perceived perception of the scope of work contained herein.
4. The content and quality of the Offeror's proposal and other presentation materials.

## SECTION 5 – SUBMITTAL PREPARATION REQUIREMENTS



### LIBRARY PRINT AND AUDIO VISUAL MATERIALS

RFP #21RP008

Offerors are **not** required to return a copy of the solicitation and/or any addenda issued by the City of Scottsdale, with your proposal. Please review the submittal requirements below for the list of information to be included with your proposal.

It is preferred that all submittals be prepared on 8½" X 11" paper and printed on one (1) side only. Foldout pages should be kept to a minimum. Offerors are reminded that the Evaluation Committee's ability to evaluate the proposals is dependent upon the organization, detail and readability of the submittal documents. A clear, complete and adequate response is very important. Please format your response to correspond with the areas listed below in the order they are listed below.

To constitute a valid responsive bid by the Bidder to this solicitation, the Bidder's submittal **MUST** include a **MINIMUM** of the following and the **REQUIRED FORMS**:

**Firm and Staff Qualifications**

The Offeror shall submit a Firm and Staff Qualifications document which illustrates the Offeror's understanding of the objectives of this solicitation, as well as the qualifications, experience, training and other credentials that illustrate the Offeror and employee's abilities to successfully complete the scope of work represented in this solicitation.

The Firm and Staff Qualifications documents shall include, at a **MINIMUM**, the following items:

- Offeror's document shall contain a synopsis of the firm's history, including a statement indicating the length of time the Offeror has been doing business with urban public library accounts within and outside the Phoenix/Scottsdale Metropolitan area.
- Offeror's document shall demonstrate previous experience performing work similar to the size and scope of the work identified herein.
- Offeror's document shall demonstrate an understanding of the goals identified herein for this contract and provide a basic overview for the accomplishment of these goals.
- Offeror's document shall identify the key issues and potential obstacles with respect to the scope of work identified herein. Offer's documents should provide a basic methodology to address and overcome all identified issues and obstacles.
- Offeror's document shall contain a comprehensive description of all services that shall be provided.
- Offeror's document shall contain an organizational chart that identified key project personnel by name, title and contact information.

**Offeror Services Capabilities Questionnaire (COS Form)**

Offeror shall fully complete and submit with proposal Offeror's Services Capabilities Questionnaire including any exceptions to the City's requirements for service capabilities. All exceptions shall be clearly explained. Reference the corresponding Scope of Work/Services or Specifications that the Offeror is taking exceptions/deviations to.

**Offeror Samples**

Offeror shall provide samples for the items indicated in the Scope of Work herein. Each sample must be marked with offeror's name and the RFP date.

- Offeror Inventory**  
Offeror shall fully complete and submit with proposal Offeror's Inventory form provided herein.
- Exceptions** – Offeror shall include all exceptions taken in regard to the terms and conditions as specified in this solicitation document, any award documents, or attached contracts. All exceptions taken by the Offeror shall be clearly defined and the changes requested clearly identified in their submittal document. Exceptions taken by the Offeror shall be used in the evaluation process. If the Offeror does not indicate exceptions in their submittal document this will signify to the City that the Offeror is in full agreement with all areas of the solicitation document, attached award documents and contracts, and agree to all terms as stated.
- REQUIRED FORMS** – See next section of required forms. All required forms **MUST** be submitted with your submittal.
- Proposal/Proposal Copies** – Offeror shall identify and submit one (1) unbound original with ink signature and four (4) copies of the Offeror's proposal (Proposal copies can be bound if the Offer so desires).

In addition, Offeror may provide an electronic copy of the Offeror's complete proposal. This electronic copy shall be one (1) file, on a Compact Disc (CD) or Kingston Zip Drive, in Adobe® Acrobat format (PDF), and be an electronic representation of the Offeror's complete proposal document (signature page, quotation page, sample documents, all attachments, brochures, pamphlets, etc.).

**NOTE:**

"Please **do not** return a copy of the solicitation/addenda(s) with your proposal/submittal. Return only the required documents as referenced on the Submittal Checklist."

All submittals are to be completed on the City of Scottsdale (**COS**) forms without any alterations; failure to do so may result in your submittal being rejected.

SECTION 6 – REQUIRED FORMS



LIBRARY PRINT AND AUDIO VISUAL MATERIALS

RFP #21RP008

**REQUIRED FORMS**

- Offer/Acceptance Document (COS Form)** – Complete Offer portion of the document, signed in **ink**.
- Pricing Proposal Form (COS Form)** – Fully completed Pricing Proposal Form(s).
- References (COS Form)** - Fully completed References Form.
- Bidder Questionnaire Form - Company Information (COS Form)** – Fully completed Bidder Questionnaire Form Company Information
- General Disclosure Form (COS Form)** – Fully completed General Disclosure Form, signed in **ink**.
- Litigation Disclosure Form (COS Form)** – Fully completed Litigation Disclosure Form, signed in **ink**.



OFFER AND ACCEPTANCE

City of Scottsdale
Purchasing Division
9191 E. San Salvador Dr.
Scottsdale, AZ 85258
Phone: 480-312-5700 - Fax: 480-312-5701

SOLICITATION # 21RP008 SOLICITATION TITLE: LIBRARY PRINT AND AUDIO VISUAL MATERIALS

OFFER

TO THE CITY OF SCOTTSDALE:

The undersigned hereby offers and agrees, in accordance with the undersigned's written offer submitted in response to this solicitation, to furnish the material and/or service(s) in compliance with all terms, conditions, specifications, scope of work, and addendums in the solicitation listed above, including written exceptions that are subject to the approval of the City prior to acceptance.

The Offeror's signature on this Offer form certifies that he has read; understands and will comply with all terms, conditions and specifications stated in all documents constituting the solicitation. The bidder also certifies it is in compliance with the Non-Collusion and all Federal and Arizona State Immigration Laws.

OFFER MADE - COMPANY INFORMATION

FOR CLARIFICATION OF THIS OFFER, CONTACT:

Company Name Brodart Co.

Printed Name Lori Gray

Address 500 Arch Street

Title Director of Sales

City Williamsport State PA Zip 17701

Phone 800-233-8467 ext. 6375

Signature for Offeror Lisa Miosi 10/30/2020

Fax E Mail Lori.Gray@Brodart.com

Printed Name and Title of Authorized Signatory Lisa Miosi, Vice President of Customer Care, Books & Supplies

Address (if different from Company info)

Federal Employer Tax ID # or SSN as per W9 Statement

City, State, Zip (if different from Company info)

ACCEPTANCE OF OFFER, NOTICE OF CONTRACT AWARD (for City of Scottsdale Use Only)

The Contractor's offer is hereby accepted by the City of Scottsdale. The Contractor is now bound to sell the materials and/or service(s) and perform based upon the above solicitation, including all terms, conditions, specifications, scope of work, and addendums contained in the solicitation, as well as any written exceptions that have been separately accepted by the City.

This contract shall henceforth be referred to as Contract #

The contract consists of the following documents: 1) Solicitation # 21RP008 and all addendums (if applicable) as issued by the City; 2) The Contractor's response to the City's solicitation; 3) This signed offer and acceptance and any other applicable contractual agreements, 4) All written exceptions and/or modifications to the solicitation requirements as agreed to by the City and the Contractor as per attachment, dated.

The Contractor is hereby cautioned not to commence any billable work or provide any material or service under this contract until the Contractor receives a purchase order document from the City.

The Contractor must provide the following checked items within ten (10) calendar days from the date of this Acceptance of Offer, Notice of Contract Award in order for the City to issue the required Purchase Order: [ ] Payment Bond [ ] Performance Bond, [ ] Insurance Certificate(s), [ ] I.R.S. Form W-9/Taxpayer ID No. & Certification, [ ] other documentation as identified. If the Contractor fails to furnish the required documents within the stated ten (10) calendar days, they may be considered in default and may be at risk of forfeiture of any applicable Bid Bond posted. All required documents are to be sent to the Bid & Contract Specialist listed in the solicitation.

This document has been approved as to form on the 22nd day of July, 2012 by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

City of Scottsdale, a municipal corporation Offer Accepted and Awarded this day of , 20

Risk Management issues reviewed and approved as to form , 20 by City of Scottsdale Risk Management Director

Robert Schoepe, Purchasing Director, CPM

Recommended award approved , 20 by City of Scottsdale Contract Administrator

Or Designee As City of Scottsdale Purchasing Director

**PRICING PROPOSAL FORM**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**  
**RFP #21RP008**

Offeror **MUST** indicate below, the discount percentage offered off of publishers' list price for the listed categories.

**LOT A – PRINT MATERIALS**

<b>A1</b>	<b>Material Type</b>	<b>Discount Percentage</b>	<b>Notes &amp; Exceptions</b>
A1.1	Hardcover books	<b>46.7%</b>	Trade & Hardcover Reinforced
A1.2	Trade paperbacks	<b>41.5%</b>	
A1.3	Mass market paperbacks	<b>41.5%</b>	
A1.4	Large Print	46.7% Trade Hardcover	<b>41.5% Paperback</b>
A1.5	Standing Order Titles	46.7% Trade Hardcover	<b>41.5% Paperback</b>
A1.6	Teen, hardcover	<b>46.7%</b>	Trade & Hardcover Reinforced
A1.7	Teen, (Publishers Library Binding)	<b>24.0%</b>	
A1.8	Teen, paperback	<b>41.5%</b>	
A1.9	Children's books, hardcover	<b>46.7%</b>	Trade & Hardcover Reinforced
A1.10	Children's books (Library Binding)	<b>24.0%</b>	
A1.11	Children's books, paperback	<b>41.5%</b>	
A1.12	Graphic Novels	46.7% Trade Hardcover	<b>41.5% Paperback</b>
A1.13	Small Press	<b>13.9%</b>	Non-trade Hardcover and Paperback
A1.14	Academic or University Press	<b>13.9%</b>	Non-trade Hardcover and Paperback
A1.15	Technical and Reference	<b>13.9%</b>	Non-trade Hardcover and Paperback
A1.16	Spanish Language, hardcover	<b>46.7%</b>	
A1.17	Spanish Language, paperback	<b>41.5%</b>	
A1.18	Non-Trade hardcover and paperback	<b>13.9%</b>	
A1.19	Other formats:		
A1.20	List publishers for which you are unable to provide a discount:	We do not have a list of publishers for which we are unable to provide a discount.	
A1.21	List publishers for which you are the sole source:	None	

COMPANY NAME: Brodart Co.

Exception for all discounts: Items on which Brodart receives minimal or no discount and / or the publisher requires prepayment may be discount at the non-trade discount (13.9%) or invoiced at the publisher's list price.

**PRICING PROPOSAL FORM**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**

**RFP #21RP008**

Offeror shall indicate the price for the services listed below. If there are additional processing services not listed below, the processing services and per item cost must be noted on a separate attachment to the Offeror's submittal document.

- \* If vendor does not offer bundled cataloging and processing pricing, please provide an itemized price list of specific the cataloging and processing services listed below so a price comparison can be completed.

**LOT A – PRINT MATERIALS**

<b>A2</b>	<b>Processing Pricing</b>	<b>Cost Per Item</b>	<b>Notes / Exceptions</b>
A2.1	Applied barcode	\$ Included in A4	
A2.2	Cover barcode with label protector	\$ Included in A4	
A2.3	Applied spine labels	\$ Included in A4	
A2.4	Cover spine label with label protector	\$ Included in A4	
A2.5	Library stickers (genre, holiday, etc.)	\$ Included in A4	
A2.6	Mylar jackets on hardcover books	\$ Included in A4	
A2.7	Laminated covering of paperbacks	\$ 1.90	BrodartGuard
A2.8	Vendor provided 3M RFID tag, affixed and programmed	\$ Included in A4	
A2.9	Property stamp on the top of the book	\$ Included in A4	

<b>A3</b>	<b>Cataloging Pricing</b>	<b>Cost Per Item</b>	<b>Notes/Exceptions</b>
A3.1	Copy Cataloging: 1) Full OCLC MARC Record 2) No custom editing 3) Holdings attached in OCLC 4) Downloadable into current & subsequent Innovative Polaris releases	\$ _____ Book	Included in A4
A3.2	Custom Cataloging: 1) Full OCLC MARC Record 2) Custom editing per local Library practices (per addendum SPL Library Cataloging and Processing Vendor manual) 3) Holdings attached in OCLC 4) Downloadable into current & subsequent Innovative Polaris releases.	\$ _____ Book	Included in A4
<b>A4</b>	<b>Bundled Cataloging &amp; Processing*</b>	<b>Cost Per Item</b>	<b>Notes/Exceptions</b>
A4.1	Fully shelf ready processing and system ready cataloging  Processing includes barcode with label protector, vendor provided affixed and programmed 3M RFID tag, one property stamp, spine label with protector, New sticker if applicable and Mylar jacket.	\$ 3.65 per _____ Book	Compleat Cataloging & Processing. Also includes OCLC records, genre & holiday labels, and reference stamp.

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**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**  
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Offeror **MUST** indicate below, the discount percentage offered off of publishers' list price for the listed categories.

**LOT B – AUDIO VISUAL MATERIALS      NO BID, AV MATERIALS**

<b>B1</b>	<b>Material Type</b>	<b>Discount Percentage</b>	<b>Notes &amp; Exceptions</b>
B1.1	Blu-ray		
B1.2	DVD		
B1.3	Music CD		
B1.4	Spoken Word, Unabridged		
B1.5	Other formats available / categories not listed		

Offeror shall indicate the price for the services listed below. If there are additional processing services not listed below, the processing services and per item cost must be noted on a separate attachment to the Offeror's submittal document.

<b>B2</b>	<b>Processing Pricing</b>	<b>Cost Per Item</b>	<b>Notes / Exceptions</b>
B2.1	Applied barcode including hub sticker(s) for media	\$	
B2.2	Cover barcode with label protector	\$	
B2.3	Applied spine labels	\$	
B2.4	Cover spine label with label protector	\$	
B2.5	Library stickers (genre, holiday, etc.)	\$	
B2.6	Vendor provided 3M RFID security overlay (stingray style) on single sided DVD/CD, affixed and programmed	\$	
B2.7	Replacement of original media case	\$	
B2.8	Digitized media processing for music CD, audiobook, DVD and Blu-ray	\$	
B2.9	Non-digital media processing for music CD, audiobook, DVD and Blu-ray	\$	

COMPANY NAME: Brodart Co.

**PRICING PROPOSAL FORM**



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Offeror shall indicate the price for the services listed below.

\* If vendor does not offer bundled cataloging and processing pricing, please provide an itemized price list of specific the cataloging and processing services listed below so a price comparison can be completed.

**LOT B – AUDIO VISUAL MATERIALS NO BID, A/V MATERIALS**

<b>B3</b>	<b>Cataloging Pricing</b>	<b>Cost Per Item</b>	<b>Notes/Exceptions</b>
B3.1	<b>Copy Cataloging:</b> 1) Full OCLC MARC Record 2) No custom editing 3) Holdings attached in OCLC 4) Downloadable into current & subsequent Innovative Polaris releases.	\$ _____ Audiobook \$ _____ Music CD \$ _____ DVD	
B3.2	<b>Custom Cataloging:</b> 1) Full OCLC MARC Record 2) Custom editing per SPL practices (per Exhibit A: SPL Library Cataloging and Processing Vendor Manual) 3) Holdings attached in OCLC 4) Downloadable into current & subsequent Innovative Polaris releases.	\$ _____ Audiobook \$ _____ Music CD \$ _____ DVD	
B3.3	<b>Other Cataloging:</b> 1) MARC record item tag field for added copy 2) Other services available	\$ _____ per item	

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**LOT B – AUDIO VISUAL MATERIALS**

**NO BID, A/V MATERIALS**

<b>B4</b>	<b>Bundled Cataloging &amp; Processing*</b>	<b>Cost Per Item</b>	<b>Notes/Exceptions</b>
B4.1	<p>Fully shelf ready non-digital processing and system ready cataloging</p> <p>Processing includes barcode with label protector, vendor provided affixed and programmed 3M RFID overlay on first and last disc, one property stamp, spine label with protector, New sticker if applicable and Mylar jacket.</p> <p>Cataloging includes full OCLC MARC record, custom editing per SPL practices, holdings attached in OCLC and downloadable into Polaris.</p>	<p>\$ _____ Audiobook                  \$ _____ Music CD                  \$ _____ DVD (single)                  \$ _____ DVD (multi)</p>	
B4.2	<p>Fully shelf ready <b>digital</b> processing and system ready cataloging.</p> <p>Processing includes barcode with label protector, vendor provided affixed and programmed 3M RFID overlay on first and last disc, one property stamp, spine label with protector.</p> <p>Cataloging includes full OCLC MARC record, custom editing per SPL practices, holdings attached in OCLC and downloadable into Polaris.</p>	<p>\$ _____ Audiobook                  \$ _____ Music CD                  \$ _____ DVD (single)                  \$ _____ DVD (multi)</p>	

**COMPANY NAME:** Brodart Co.

**PRICING PROPOSAL FORM**



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**\*\*TAXES**

1. Do not include any use, or federal excise tax in your bid. The City is exempt from the payment of federal excise tax and will add use tax as applicable.
2. Library Materials, per ARS 42-5159.A.12 are exempt from state use tax.

***DELIVERY DESTINATION***

Delivery Location: Civic Center Library, 3839 North Drinkwater Blvd., Scottsdale, AZ 85251

1. Delivery terms are F.O.B. destination.
2. Prices quoted herein are effective through completion of delivery against this Contract.

***ADDENDA***

The Bidder hereby acknowledges that his bid/proposal pricing is based on all of the addenda that were issued by the City prior to the opening of this bid/proposal.

**NO BID:** If no bid please state reason:

Although we can provide and process A/V materials, our expertise rests in the printed materials and services area.

**COMPANY NAME:** Brodart Co.

REFERENCES



LIBRARY PRINT AND AUDIO VISUAL MATERIALS  
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List minimum of three (3) Arizona customers for whom your company has provided service(s) of a similar scope as this Request for Proposal, during the past three years. Include the length of any contracts listed. Offerors may make multiple copies of this document as needed.

The following questions are asked to enable the evaluation team to assess the qualifications of Offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

Company Name: Glendale Public Library System  
Company Address: 5959 W Brown St  
City/State/Zip: Glendale, AZ 85302  
Contact Person: Tami Miller Telephone #: 623-930-3587  
Email: tmiller2@glendaleaz.com Length of Contract: 18 years  
Type of Service Provided: Shelf-ready cataloging & processing services, leasing program

Company Name: Maricopa County Library System  
Company Address: 2700 N Central Ave  
City/State/Zip: Phoenix, AZ 85004  
Contact Person: Jeremy Reeder Telephone #: 602-652-3036  
Email: JeremyReeder@mclldaz.org Length of Contract: 18 years  
Type of Service Provided: Shelf-ready cataloging and processing services

Company Name: Phoenix Public Library System  
Company Address: 1221 N Central Ave  
City/State/Zip: Phoenix, AZ 85004  
Contact Person: Hana Kopic Telephone #: 602-495-5403  
Email: hana.kopic@phoenix.gov Length of Contract: 12 years  
Type of Service Provided: Shelf-ready cataloging and processing services

YOUR COMPANY NAME: Brodart Co.

**BIDDER QUESTIONNAIRE – COMPANY INFORMATION**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**  
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**COMPANY INFORMATION**

Company Local Office Physical Address 500 Arch Street, Williamsport, PA 17701  
Office Daytime Phone Number 1-800-233-8467  
Office Fax Number 570-651-1639  
Telephone Ordering Phone Number(s) \_\_\_\_\_  
Company Email Address bookbids@brodart.com  
Company Operating Hours (Monday – Friday) 8 AM to 5 PM EST  
Company Hours (Saturday) Closed

**NAME OF MAIN CONTACT**  
*(assigned to this contract)*

Office Phone Number of Main Contract 1-800-233-8467 x. 6375  
Cellular Phone Number of Main Contact 520-500-5867  
Email of Main Contact lori.gray@brodart.com

**NAME OF COMPANY MANAGER**

Office Phone Number of Company Manager 1-800-233-8467 x. 6166  
Email of Company Manager lisa.miosi@brodart.com  
After Hour/Emergency Phone Number(s) 520-500-5867

Signature *Lisa Miosi*  
Printed Name: Lisa Miosi  
Title Vice President of Customer Care, Books & Supplies  
Company Brodart Co.

**BIDDER GENERAL DISCLOSURE FORM**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**

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Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

**Debarment / Suspension Information** – Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

YES

NO

If "YES", in an attachment to this form identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

**Surety Information** – Has the Respondent or any of its principals ever had a bond or surety cancelled or forfeited?

YES

NO

If "YES", in an attachment to this form identify the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

**Bankruptcy Information** – Has the Respondent or any of its principals ever been declared bankrupt or filed for protection from creditors under State or Federal proceeding in the last seven (7) years?

YES

NO

If "YES", in an attachment to this form identify the date, court, jurisdiction, case number, amount of liabilities and amount of assets.

*Lisa Miosi*  
Signature  
Lisa Miosi  
Printed Name

Vice President of Customer Care, Books & Supplies  
Title  
October 30, 2020  
Date

**COMPANY NAME:** Brodart Co.

BIDDER LITIGATION DISCLOSURE FORM



LIBRARY PRINT AND AUDIO VISUAL MATERIALS

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Bidder shall respond to each of the questions below by checking the appropriate box and provide supplemental information as needed. Failure to fully and truthfully disclose the information required by this disclosure form may result in the disqualification of your submittal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this contract ever been indicted or convicted of a felony or a misdemeanor involving theft or moral turpitude in the last five (5) years?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been terminated (for cause or otherwise) from any work being performed for the City of Scottsdale or any other Federal, State or Local Government?

YES

NO

Have you or any member of your Firm or Team to be assigned to this contract ever been involved in any claim or litigation with the City of Scottsdale or any other Federal, State or Local Government during the last ten (10) years?

YES

NO

If you answered "YES", to any of the above questions, in an attachment to this form, please indicate the name(s) of the person(s), the nature, and status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable.

Lisa Miosi  
Signature

Vice President of Customer Care, Books & Supplies  
Title

Lisa Miosi  
Printed Name

October 30, 2020  
Date

COMPANY NAME: Brodart Co.

**SECTION 7 - ATTACHMENTS**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**

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- A. INSTRUCTIONS TO BIDDERS – Shall be downloaded as part of this solicitation**
- B. GENERAL TERMS AND CONDITIONS - Shall be downloaded as part of this solicitation**

**SECTION 8 – EXHIBITS**



**LIBRARY PRINT AND AUDIO VISUAL MATERIALS**

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Any Exhibits referenced in this solicitation are located in this Section.

***A. Scottsdale Public Library – Cataloging & Processing Manual***