



**LIBRARY**

**REQUEST FOR PROPOSALS #26-34-LB**

**PUBLIC LIBRARY MATERIALS AND PROCESSING SERVICES**

**Date of Issue: March 30, 2026**

**Questions Due Date: Monday, April 20, 2026 at 12:00 PM**

**Pr Due Date: Friday, May 1, 2026 at 2:00 PM**

**Direct all inquiries concerning this RFP to:**

Sophia Pate

Purchasing Manager

Email: [CumberlandPurchasing@cumberlandcountync.gov](mailto:CumberlandPurchasing@cumberlandcountync.gov)

Phone: 910-678-7743

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

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## 1.0 PURPOSE AND BACKGROUND

The Cumberland County Public Library (CCPL) requests proposals from qualified vendors for the supply of library books, DVDs and audio books.

The total number of items added for the fiscal year 2025 (July 1, 2024 – June 30, 2025) equaled approximately 44,500 of which 41,000 were books and 3,500 were audiovisual materials. We currently catalog and process all audiovisual materials in-house and approximately 75% of our books are cataloged and processed by the vendor.

CCPL currently uses the Evergreen Integrated Library System (ILS) version 3.15.5 and has fully implemented Evergreen’s Acquisitions module, including electronic ordering and invoicing using Electronic Data Interchange (EDI) standards.

In order to obtain the widest range of services, vendors will be given an opportunity to bid on all or part of the RFP. Vendors may bid on each category, more than one category, or all categories as described.

The Library seeks to enter into a one-year agreement beginning July 1, 2026, with the option to renew for two additional one-year terms. The Library may opt to designate Primary and Secondary vendors for each category (Books/AV) with Primary vendor receiving approximately 85-90% of the amount covered by this bid.

## 2.0 PROPOSAL INSTRUCTIONS & REQUIREMENTS

### 2.1 REQUEST FOR PROPOSALS DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any contract award are incorporated herein by reference. By submitting a proposal, the vendor agrees to meet all stated requirements in this section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the County to receive a better proposal, the vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.3.

Vendors shall populate all attachments of this RFP that require the vendor to provide information and include an authorized signature where requested. Failure to include required documents and/or signatures, where requested, will result in rejection of submitted proposals.

### 2.2 PROPOSAL SUBMITTAL

Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below.

<b>Mailing address for delivery of proposal via US Postal Service</b>	<b>Office address of delivery by any other method (special delivery, overnight, or any other carrier)</b>
<p style="text-align: center;"><i>PROPOSAL TITLE:</i> <i>RFP #26-34-LB Public Library Materials and Processing Services</i></p> <p style="text-align: center;"><i>Cumberland County Purchasing Office</i> <i>Attn: Sophia Pate</i> <i>PO Box 1829</i> <i>Fayetteville, NC 28302</i></p>	<p style="text-align: center;"><i>PROPOSAL TITLE:</i> <i>RFP #26-34-LB Public Library Materials and Processing Services</i></p> <p style="text-align: center;"><i>Cumberland County Purchasing Office</i> <i>Attn: Sophia Pate</i> <i>117 Dick Street</i> <i>4<sup>th</sup> Floor, Room 451</i> <i>Fayetteville, NC 28301</i></p>

**IMPORTANT NOTE:** All proposals shall be physically delivered to the office address listed above **on or before 2:00 PM as per the clock in the Purchasing Office of the Finance Department on Friday, May 1, 2026 regardless of the method of delivery.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the vendor. It is the sole responsibility of the vendor to have the proposal to the County department specified by the specified time and date of opening. Any proposal received after the proposal submission deadline will be rejected. Public bid opening will be held at **2:00 PM**, as per the clock in the Purchasing Office of the Finance Department on **Friday, May 1, 2026**, at 117 Dick Street, 4<sup>th</sup> Floor, Room 451, Fayetteville, NC 28301.

- a) Submit **one (1) signed, original executed** proposal response, **one (1) photocopy**, and **one (1) electronic copy** on a flash drive.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. Proposals will be subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) The electronic copy of your proposal must be provided on a flash drive. The files **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel.

All bid addendums and/or corrections will be posted on the Cumberland County Vendor Self Service site <https://ccmunis.co.cumberland.nc.us/vss/Vendors/VBids/Default.aspx> . Vendors who submit a notice of intent to bid to [Cumberlandpurchasing@cumberlandcountync.gov](mailto:Cumberlandpurchasing@cumberlandcountync.gov) will receive addendums by email.

### 2.3 PROPOSAL QUESTIONS

Written questions shall be e-mailed to [Cumberlandpurchasing@cumberlandcountync.gov](mailto:Cumberlandpurchasing@cumberlandcountync.gov) by **12:00 PM on Monday, April 20, 2026**. Vendors should enter “**RFP #26-34-LB Public Library Materials and Processing Services: Questions**” as the subject for the e-mail. Questions will not be answered by phone. Question submittals should include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Cumberland County Vendor Self Service Site, <https://ccmunis.co.cumberland.nc.us/vss/Vendors/default.aspx> and shall become an Addendum to this RFP. **Vendors who submit an intent to bid will receive addendums by e-mail.** Vendors shall rely *only* on written material contained in an Addendum to this RFP. **Vendors should not contact any other County employees, besides those listed above, during the bid process. Vendors who contact any other County employees may be disqualified.**

Any questions considered minute in nature or that point to an error in the RFP or that the County determines will produce information required in order for all vendors to submit a responsible proposal, may be answered at the County’s discretion after the specified date and time. Such questions that are received after the deadline are not guaranteed to be answered and if the questions qualify as “minute in nature” shall be determined at the sole discretion of the County.

### 2.4 RFP TERMS & CONDITIONS

It shall be the vendor’s responsibility to read the instructions, the County’s terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP, and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

Questions, issues, or exceptions regarding any term, condition, or other component within this RFP, must be submitted as questions in accordance with the instructions in Section 2.3 PROPOSAL QUESTIONS. Vendor’s proposal shall constitute a firm offer.

If a vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the County. It is the County's sole discretion to accept or reject requested modifications and/or exceptions.

### 3.0 NOTICES TO VENDOR

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#### 3.1 PROHIBITED COMMUNICATIONS AND CONFIDENTIALITY

**PROHIBITED COMMUNICATION:** Each vendor submitting a proposal, including its representatives, subcontractors, and suppliers, is prohibited from having any communication with any employees or members of the board of commissioners of the County except those employees of the County's Finance Department as designated in this RFP. A vendor who does not comply with this provision may be disqualified from award of a contract.

**!IMPORTANT INFORMATION!** **CONFIDENTIAL INFORMATION:** The proposal must not contain any information marked as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Trade Secrets Protection Act ( the "Act") as set out in Article 24 of Chapter 66 of the North Carolina General Statutes, **unless the vendor has noticed the County Finance Department of its intent to designate any information in the proposal as such and received permission from the County Finance Department to do so in writing.** Vendor's notice to the County Finance Department must be in writing and must describe the information for which confidentiality is requested and explain how the information is a "trade secret" as defined in G.S. § 66-152(3). If the County Finance Department determines the information for which confidentiality is requested is a "trade secret" covered by the Act, it will notify the vendor how to mark the information in the proposal and will identify the measures that County will take to protect the confidentiality of the information. Vendor's submission of a proposal after receipt of this notice from the County Finance Department shall be deemed to be acceptance of the County Finance Department's statement of how it will maintain confidentiality. If the County Finance Department determines the information for which confidentiality is requested is not a "trade secret" covered by the Act, it will notify vendor of that determination. Any proposal marked with any information as "confidential" or as a "trade secret" or in any other manner as to indicate that it is information protected by the Act in violation of this section shall be regarded as not responsive to the request for proposals and shall not be considered.

#### 3.2 PROPOSAL COMPLIANCE

It is in the best interest of vendors to submit proposals that are clear, concise, and easily understood. Proposals should provide information essential for a straightforward and concise description of vendor capabilities to satisfy the requirements of the RFP specifications.

Vendor may include any optional data not provided for elsewhere and considered to be pertinent to this proposal as an addendum.

Vendors are urged and cautioned to read the RFP completely through as noncompliance with requirements may result in bid rejection. Section 4.0 requirements and request for information must be in the same order with the same titles as listed in Section 4.0. Vendor proposals should be easy to follow and all sections should be easily identified.

The specifications included in this package describe the services that the County feels are necessary to meet the performance requirements of this RFP, and shall be considered the minimum standards expected of the Bidder. However, the specifications are not intended to exclude potential bidders.

If the vendor is unable to meet any of the specifications as outlined therein, vendors are advised to submit questions and concerns regarding the specifications during the question and answer period described in Section 2.3.

If the vendor does not indicate or submit questions or concerns regarding the specifications, the County shall assume it is able to fully comply with these specifications. The County shall be the sole and final judge of compliance with all specifications.

The County further reserves the right to determine the acceptability or unacceptability of any and all alternatives or deviations.

### 3.3 PROPOSAL EVALUATION PROCESS

The County shall review all responses to this RFP to confirm that they meet the specifications and requirements of the RFP. The County shall not be required to hold interviews; however, depending on the number of responses and the information contained in the responses, the County may decide to conduct interviews with firms of its choice.

Vendors may be asked to provide samples of some items prior to contract execution. Sample must be provided within seven (7) business days from the date of request and at no cost to the County.

The County reserves the right to request clarification of information submitted.

The County reserves the right to reject any and all proposals.

### 3.4 EVALUATION CRITERIA

All proposals will be evaluated and award made based on considering the following criteria to result in an award most advantageous to the County. Vendors should not minimize the importance of an adequate response to each of the factors below.

Category	Points	Comments
Price of Materials	45 Points	Best cost options for the County.
Order Fulfillment	15 Points	Prompt fulfillment as close to release date as possible, especially important with new materials, best sellers, and unexpected hot titles.
Cataloging/Processing	15 Points	Based on responses to Section 4.2 C <i>Cataloging/Processing</i> . Demonstration to perform as required.
Customer Service	8 Points	Library staff must be available to contact vendor via phone as well as email. Meet expectation to provide timely communication as to cancelled publications/changes in publication dates and other issues. Provide curated ordering/selection suggestion lists – especially with AV materials.
Electronic Ordering System	10 Points	For selectors: Must be easy to use, able to easily view and alter selections in carts. For Tech Services: ability to track status of orders & to cancel orders.

References	2 Points	Demonstration of ability to perform in accordance with specifications.
Additional Criteria	5 Points	Specialty services offered, previous experience with company.

**3.5 METHOD OF AWARD**

RFP will be awarded based on overall best value method of award.

The County reserves the right to make separate awards to different vendors, to not award, or to cancel this RFP in its entirety without awarding a contract, if it is considered to be most advantageous to the County to do so.

The County reserves the right to reject all original offers and request one or more of the vendors submitting bids within a competitive range to submit a best and final offer (BAFO), based on discussions and negotiations with the County, if the initial responses to the RFP have been evaluated and determined to be unsatisfactory.

**4.0 SCOPE OF WORK & VENDOR’S PROPOSAL CONTENT REQUIREMENTS**

**4.1 SCOPE OF WORK**

The CCPL system has one Headquarters Library located in downtown Fayetteville & seven branch libraries (4 regional sized – 14-24,000 sf, and 3 community sized – 10-12,000 sf). There are approximately 398,000 items in the collection. Of these items, approximately 364,500 are books (hardback and paperback), and 33,500 are audiovisual materials.

CCPL estimates it will place approximately \$659,000 worth of orders during each budget year. Since the annual materials budget is subject to change, these estimates cannot be binding. The library reserves the right to buy direct from the publisher or alternate sources when titles requested are not available through the vendor.

The successful vendor shall furnish and deliver the requested items in accordance with the specifications, all terms and conditions that constitute this proposal, and the best practices of the trade.

**A. SERVICE REQUIREMENTS**

**1. ORDERING:**

The vendor must provide an electronic ordering system which can be accessed through the Internet. Access to a test interface is preferred for review purposes.

The ordering system must include options for multiple branch orders, EDI capabilities, and compatibility with the Evergreen ILS.

No substitutes shall be sent to CCPL without prior written authorization from the library.

The vendor shall provide the following ordering assistance at no cost to the library:

- a. Regularly issued catalogs and selection lists (online or print) for print and audiovisual materials.
- b. A toll-free number for all calls the library makes to the vendor.

**2. BINDING:**

Binding must be the same quality that is commercially sold by publishers for use by public libraries.

**3. REPORTING SYSTEM:**

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An order confirmation must be available at least every seven days, which includes quantity ordered, author, title, ISBN, unit price, discount, and net price.

If a title cannot be supplied, the vendor must provide a cancellation list, showing titles that cannot be supplied, and the reason (i.e., not yet printed, must order direct, vendor not responding, publication canceled, etc.).

Those titles not in stock at the time of the order will be supplied within one hundred and twenty (120) days. If the titles are still not available, a status report should be supplied reflecting the reason.

#### **4. CANCELLATIONS:**

The system must allow for quick cancellation of any title ordered by CCPL, with weekly (preferred) or monthly cancelled items reports sent to designated Library staff.

#### **5. NEW TITLES:**

The vendor should supply the latest edition of a title, unless an earlier edition is specified. When newer editions of an ordered title are available, the vendor should provide the edition ordered based on the ISBN.

#### **6. DEFECTIVE BOOKS:**

The library reserves the right to return defective materials at the vendor's expense.

#### **7. INVOICING:**

Paper invoices shall be alphabetical by title and will include author's last name, list price, discount price, unit cost, and total cost.

There will be separate invoices for each purchase order. Each invoice must reference the purchase order number.

Monthly itemized statements will be provided.

Electronic invoicing should be an available option.

#### **8. CATALOGING PROVIDED BY VENDOR:**

Cataloging that is provided by the vendor must conform to the RDA or AACR2 standards and MARC21 with preference for the ability to conform to local cataloging standards.

CCPL uses the Dewey classification system and LC Subject Headings. Fiction titles will have subject and genre subject headings added as appropriate. CIP records will be changed to full cataloging, including all appropriate subject headings. Physical description, titles, and subtitle information will be verified and changed as appropriate.

Cataloging must be provided for no less than 95% of books supplied. For those titles which the vendor cannot catalog, CCPL will be notified to supply the cataloging record.

#### **9. BOOK PROCESSING:**

The vendor must be able to provide full or partial processing (barcodes, encoded RFID tags, property labels, spine labels, and Mylar book jackets).

All books cataloged by vendor or provided by CCPL will be processed in the general manner described below:

Book jackets must be covered with plastic or Mylar book covers. The jackets must be sealed or secured to the book, unless there is a map or chart on the end papers.

There must be a spine label affixed to the book on top of the plastic or Mylar cover (preferred), unless the book has no cataloging record, and thus there is no classification number available for a spine label.

Detailed processing specifications will be provided by CCPL to the vendor awarded the bid contract(s). Accuracy rate must be ninety-five percent (95%) for all titles shipped, which would include the correct title, edition, and number of

copies per title. If processing errors in excess of 2% occur, vendor will issue a credit of one-third of processing charges.

## **10. DELIVERY:**

The successful vendor shall deliver the materials to the Cumberland County Public Library, 300 Maiden Lane, FOB Destination, Inside Delivery, as soon as possible, but within the time frames stated within the proposal. Materials purchased for special projects may be delivered to a different location but under the same conditions stated above.

## **B. PRODUCT SPECIFICATIONS**

### **1. BOOK CATEGORIES**

#### **Category I: Adult and Teen Books Ordered**

The library orders approximately 2,500 volumes a month in this category.

Eighty-five percent (85%) of books in this group require cataloging and processing as described above under the heading SERVICE REQUIREMENTS.

Fifteen percent (15%) of books in this group are ordered non-processed or with minimal processing (Mylar jackets only).

#### **Category II: Juvenile Books Ordered**

The library orders approximately 2,000 volumes a month in this category.

Ninety percent (90%) of books in this group require cataloging and processing, which is described above under the heading SERVICE REQUIREMENTS.

Ten percent (10%) of books in this group are ordered non-processed or with minimal processing (Mylar jackets only).

#### **Category III: Continuous (Standing) Orders Processed**

The vendor is required to maintain continuous orders with publishers for titles specified by CCPL, and send notification lists/carts of new titles/volumes/editions to library staff regularly, monthly or twice monthly preferred. Library staff will select quantities and submit titles for ordering.

Specific requirements are the vendor must:

Supply CCPL annually with a status list of current continuous order titles.

Fill the orders in quantities specified.

Supply a cancellation report indicating which titles have been canceled, and the reason for cancellation. Supply reports of any title changes.

Provide selection assistance free of charge by regularly produced or issued catalogs and book lists as well as assistance by telephone and/or written correspondence.

Provide a list delineating which of the titles on the attached list of continuous orders your company can supply. (*Attachment E: Standing Book Titles*).

These materials will be with minimal processing (Mylar jacketing as needed). The library will catalog and complete processing.

#### **Category IV: Adult Paperback Books without Processing**

The library orders up to 100 volumes per month in this group, most of which are ordered in multiple copies of each title. Books in this category do not require catalog records, labels, or stamps.

Continuous orders must be available for the attached list (*Attachment F: Standing Order Paperback Titles*).

#### **Category V: Juvenile Paperback Books without Processing**

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The library orders up to 250 volumes per month in this group, most of which are ordered in multiple copies of each title. Books in this category do not require catalog records, labels, or stamps.

Continuous orders must be available for the attached list (*Attachment F: Standing Order Paperback Titles*).

**2. AUDIOVISUAL CATEGORIES**

**A/V Category I: Adult/Children Feature Films (DVD)**

The library purchases approximately 2,100 items annually in this category. No cataloging or processing of these items is currently required. The library usually purchases multiple copies of each film.

**A/V Category II: Information/Documentary Films (DVD)**

The library purchases approximately 500 items annually in this category. No cataloging or processing of these items is currently required. The library usually purchases multiple copies of each film.

**A/V Category III: Children/Adult Spoken Word (CD)**

The library purchases approximately 900 items annually in this category. The library buys only unabridged titles. The library usually purchases multiple copies of each title. No cataloging or processing of these items is currently required.

**4.2 VENDOR'S PROPOSAL REQUIREMENTS**

The vendor's proposal must include the required information below. Proposals shall be tabbed, using the titles identified in this section, to identify the required information. Tabs must be in the same order as listed below. Failure to submit this information may render its proposal non-responsive. **Vendors are urged and cautioned to read the notices in Section 3.1. Noncompliance with the confidentiality requirements will result in a proposal being considered nonresponsive.**

**A. PRICE OF MATERIALS**

Cost must be submitted using *Attachment D: Proposal Cost*. Prices stated on the Cost page shall include all costs associated with providing materials in accordance with the specifications, terms, and conditions, and the best practices of the trade, to include but not be limited to, the cost of the materials, any shipping charges, profit, overhead, and any other costs. If discount is available for prompt payment, identify terms so it may be considered in analyzing proposal.

**B. ORDER FULFILLMENT**

The library requests that each company submitting a proposal fill in the following questionnaire:

- i. Number of publishers represented (trade) \_\_\_\_\_
- ii. Number of publishers represented (non-trade) \_\_\_\_\_
- iii. Number of publishers represented (special non-profit) \_\_\_\_\_
- iv. Number of titles normally carried in stock \_\_\_\_\_
- v. Number of adult volumes normally carried in stock \_\_\_\_\_
- vi. Number of juvenile volumes normally carried in stock \_\_\_\_\_
- vii. Percentage of titles listed in database actually in stock \_\_\_\_\_
- viii. Percentage of in stock orders filled on first shipment \_\_\_\_\_
- ix. Distance of jobber to Fayetteville on direct shipping \_\_\_\_\_

- x. Credit-return policy allows for issuance of credits \_\_\_\_\_

### C. CATALOGING/PROCESSING

Describe your ability to provide cataloging/processing services required by the library. These services may be contracted for a particular type of material (e.g., adult fiction) or for special project (e.g., opening day collection for one location).

- i. Catalog services, including contractor-supplied bibliographic and item records. Ability to provide fully cataloged and processed books in shelf ready condition.
- ii. The cataloging standard is full-level cataloging according to current National rules and standards, piece in hand.
- iii. Descriptive cataloging must conform to RDA standards, with the flexibility to apply local cataloging practices as directed by the Library.
- iv. Bibliographic records must be in the appropriate and complete MARC 21 format and incorporate all changes implemented by format integration. Bib records must include linked item records.
- v. Subject headings must be Library of Congress Subject Headings, Bilindex (bidex), or Homosaurus (homoit) controlled vocabularies. All other subject headings should be removed from the record. Classification must be assigned according to the most recent unabridged edition of the Dewey decimal classification, and allow for local options (e.g., classing bibliographies with the subject).
- vi. System requirements. MARC records must be supplied in the UTF-8 format. Each bibliographic record must include a unique 001 field to preclude overlay of existing bibliographic records and include the correct 020 (ISBN). **What is the turnaround time for cataloging and processing of materials?**
- vii. Ability to provide physical processing as described in Section 3.0, including bar codes property labels, ownership stamps, Mylar jackets, and encoded RFID tags.
- viii. Preferred: Ability to receive pre-cataloging/processing orders via EDI with enriched data from the Evergreen ILS (item quantity, acquisition number/copy ID, location, and fund)

### D. CUSTOMER SERVICE

#### SELECTION SERVICES

- i. Ability for library staff to contact Contractor via phone as well as e-mail for questions and technical assistance and to receive a timely response. [24-48 hours Monday-Friday]
- ii. Ability for library staff, using the Contractor's database, to access or create selection lists from current review journals specified. The lists should include the following information for each title: author, title, publisher, publication date, binding, edition, list price, discount price, ISBN, LCCN, availability status, and ordering blanks.
- iii. Contractor created selections lists. These selection lists may be used to order books for a "shelf-ready" project or to enhance areas of the collection. Lists should include the following information on each title: author, title, publisher, publication date, binding, and edition. List price, discount price, ISBN, LCCN, availability status, ordering blanks and the library's current holdings. Lists need to be divided into the following example categories: adult, juvenile, fiction, nonfiction, by Dewey number, easy (picture) books, and young adult.

- iv. Contractor created selection lists for audiovisual materials. These selection lists may be used to order new materials, materials for a “shelf-ready” project or to enhance areas of the collection. Lists should include the following information on each title: author/director/main actor/narrator, title distributor, release date, edition, list price, discount price, ISBN, LCCN, availability status, ordering blanks, and the library’s current holdings. Lists need to be divided into the following example categories: adult, juvenile, fiction, and nonfiction.
- v. Contractor generated “special” selection lists, catalogs and/or bibliographies for books and audiovisual materials on specific subjects or categories available through Contractor. Explain frequency and topic/subjects provided.
- vi. Provide information on any other Collection Development services pertaining to the selection of adult and juvenile cataloged books and audiovisual materials. Include a description of capabilities for accessing selection lists or bibliographies by computer interfacing with the library’s automation system.

## **E. ELECTRONIC ORDERING SYSTEM**

### **ORDERING**

Describe ordering procedures. Include the following:

- i. Online access capability & any charges that apply.
- ii. Compatibility with the Evergreen ILS.
- iii. EDI capabilities: transmitting orders, electronic invoicing, and compatibility with enriched data for pre-cataloged and processed orders.
- iv. Ordering items which are not currently in stock. Do these incur extra freight charges?
- v. Allowing library to designate the locations which are to receive specific quantities of a given title (Can it handle orders for multiple branches (grid ordering)?
- vi. Checking for duplicate orders but allowing additional copies to be ordered.
- vii. Describe training available for library staff on the acquisition procedure.
- viii. Ability for library staff to track status of orders and to cancel orders using the Contractor’s database.

## **F. ADDITIONAL CRITERIA**

### **VENDOR EXPERIENCE**

Provide a detailed statement of your expertise, experience, and background for the provision of adult, teen and juvenile cataloged books and services to library systems. Vendor should have minimum of five years of online cataloging experience with libraries. This shall include, but not be limited to:

- Adult books
- Teen books
- Juvenile books
- Audiovisual materials
- An electronic ordering system

- Custom processing and cataloging system

**G. REFERENCES**

Vendors shall provide at least three (3) references for contracts similar in size and scope to this RFP, which have been awarded to your company by State, County, or Municipal Governments. Public library contracts preferred.

(Use additional sheets if necessary)

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL ADDRESS

**5.0 CONTRACT TERMS AND CONDITIONS**

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**5.1 IRAN DIVESTMENT ACT**

As provided in N.C.G.S. 147-86.55-69, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the North Carolina State Treasurer pursuant to G.S. 147-86.57(6) c, is ineligible to contract with the County of North Carolina or any political subdivision of the COUNTY.

**5.2 E-VERIFY**

CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

**5.3 DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL**

The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

**5.4 CONTRACT CHANGES**

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the COUNTY and CONTRACTOR.

**5.5 CONTRACT TERM**

The Contract shall have an initial term of one (1) year, beginning July 1, 2026 (the “Effective Date”). At the end of the Contract’s current term, the COUNTY shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to a total of two additional one-year terms.

**5.6 PRICING**

Bid price shall constitute the total cost for complete performance in accordance with the requirements and specifications herein, including all applicable charges handling, administrative and other similar fees. CONTRACTOR shall not invoice for any amounts not specifically allowed for in this RFP.

## 5.7 ADDITIONAL QUANTITIES

The COUNTY reserves the right to purchase additional quantities of materials specified herein during the period of firm pricing. Any purchase of materials at established prices after the period of firm pricing will be subject to CONTRACTOR'S acceptance.

## 5.8 INVOICES

- a) Invoices must be submitted to the following address: Cumberland County Public Library  
300 Maiden Lane  
Fayetteville, NC 28301
- b) Any applicable taxes shall be invoiced as a separate item.

## 5.9 PAYMENT TERMS

The CONTRACTOR will be paid net thirty (30) calendar days after the CONTRACTOR'S invoice is approved by the COUNTY.

## 5.10 APPROPRIATION OF FUNDS

The parties intend that contractual performances by either party beyond the first fiscal year after the execution of this agreement be contingent upon the continued funding and appropriation by the County Board of Commissioners. Therefore, the parties agree that services provided and payment due under this agreement will be provided upon a year-to-year basis contingent upon continued funding and appropriation. The fiscal year for Cumberland County begins on July 1 and ends June 30<sup>th</sup>.

## 5.11 FINANCIAL STABILITY

CONTRACTOR warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that CONTRACTOR has no constructive or actual knowledge of an actual or potential legal proceeding being brought against CONTRACTOR that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

## 5.12 INSURANCE:

Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR and is of the essence of this Contract. All such insurance shall meet all laws of the County of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR'S liability and obligations under the Contract. During the term of the Contract, the CONTRACTOR at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract.

## 5.13 GENERAL INDEMNITY

The CONTRACTOR shall hold and save the COUNTY, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the CONTRACTOR in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the CONTRACTOR provided that the CONTRACTOR is notified in writing within 30 days that the COUNTY has knowledge of such claims. The CONTRACTOR represents and warrants that it shall make no claim of any kind or

nature against the COUNTY's agents who are involved in the delivery or processing of CONTRACTOR goods or services to the COUNTY. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

#### **5.14 ENTIRE CONTRACT**

The contract formally entered into by the parties after the vendor is selected constitutes the entire understanding of the parties. In the event of a conflict between the COUNTY'S contract terms and the CONTRACTOR'S contract terms, the COUNTY'S terms shall be the overriding determining factor.

#### **5.15 CONTRACT CANCELLATION**

The COUNTY may terminate this contract at any time by providing 30 days' notice in writing from the COUNTY to the CONTRACTOR. In that event, all finished or unfinished deliverable items prepared by the CONTRACTOR under this contract shall, at the option of the COUNTY, become its property. If the contract is terminated by the COUNTY as provided in this section, the COUNTY shall pay for services satisfactorily completed by the CONTRACTOR, less any payment or compensation previously made.

#### **5.16 LAWS AND ORDINANCES**

The contract will be governed by North Carolina law.

#### **5.17 COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.

#### **5.18 LIQUIDATED DAMAGES**

Should the selected CONTRACTOR fail to perform the delivery with the time frame stated in the Bid Proposal, it is understood that the library will deduct from the invoice an amount equal to fifty dollars (\$50.00) per calendar day, until such time as the proper items are delivered in accordance with the specifications, and the terms and conditions of the proposal. As evidenced by submitting a proposal, it is also understood that this is not a penalty, but is in fact a liquidated damage.

#### **5.19 CONTRACTOR REPRESENTATIONS**

CONTRACTOR warrants that qualified personnel shall provide services under this Contract in a professional manner. "Professional manner" means that the personnel performing the services will possess the skill and competence consistent with the prevailing business standards in the industry. CONTRACTOR agrees that it will not enter any agreement with a third party that may abridge any rights of the COUNTY under this Contract.

If any services, deliverables, functions, or responsibilities not specifically described in this Contract are required for CONTRACTOR'S proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, CONTRACTOR will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the CONTRACTOR to provide and deliver the Services and Deliverables.

**CONTRACTOR certifies that it has not previously or currently:**

*Proposal Number: RFP #26-34-LB Public Library Materials and Processing Services*

- a. Had any criminal felony conviction, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of CONTRACTOR, its officers or directors, or any of its employees or other personnel to provide services on this project, of which CONTRACTOR has knowledge.
- b. Had any regulatory sanctions levied against CONTRACTOR or any of its officers, directors or its professional employees expected to provide services on this project by any governmental regulatory agencies within the past three years. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings.
- c. Had any civil judgments against CONTRACTOR during the three (3) years preceding submission of its proposal herein.

Any personnel or agent of the CONTRACTOR performing services under any contract arising from this RFP may be required to undergo a background check at the expense of the CONTRACTOR, if so requested by the COUNTY.

The COUNTY may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the COUNTY may request acceptable substitute personnel or terminate the contract services provided by such personnel.

**Attachments to this RFP begin on the next page.**

## **ATTACHMENT A: INSTRUCTIONS TO VENDORS**

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1. **READ, REVIEW AND COMPLY:** It shall be the vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the vendor's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The County reserves the right to reject any and all proposals, to waive minor informality in proposals and to reject proposal with non-minor informalities, based on the sole discretion of the County.
4. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
5. **GIFTS:** Gifts and favors to the County of any kind in any amount are prohibited.
6. **SUSTAINABILITY:** To support the sustainability efforts of the County of Cumberland we solicit your cooperation in this effort. All copies of the proposal are printed double-sided.
7. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Pursuant to General Statute 143-48 and Executive Order #150 (1999), the County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.
8. **INFORMAL COMMENTS:** The County shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the County during the competitive process or after award. The County is bound only by information provided in this RFP and in formal Addenda issued through the State's IPS and the County's Vendor Self Service website.
9. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by vendor in preparing or submitting offers are the Vendor's sole responsibility; the County of Cumberland will not reimburse any vendor for any costs incurred.
10. **VENDOR'S REPRESENTATIVE:** Each vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
11. **SUBCONTRACTING:** The Contractor shall not assign or subcontract the work, or any part thereof, without the previous consent of Cumberland County, nor shall it assign, by power of attorney, operation of law, or otherwise, any moneys payable under the Contract without prior written consent of the County.  
  
If the vendor proposes to subcontract work in this project, the subcontractor and the activity in this project are to be identified in the proposal.  
  
All subcontractors must be approved by the County and must conform to and comply with the same terms, standards and specifications applicable to the contracting firm.  
  
The vendor shall be fully responsible and accountable to the County for the acts and omissions of its subcontractors, and of persons directly or indirectly employed by him.
12. **INSPECTION AT VENDOR'S SITE:** The County reserves the right to inspect, at a reasonable time, the

equipment/item, plant or other facilities of a prospective vendor prior to Contract award, and during the Contract term as necessary for the County determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

- 13. AFFIRMATIVE ACTION:** The vendor will take affirmative action in complying with all Federal and County requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
- 14. VENDOR REGISTRATION:** Vendors are not required to register as a vendor in our system in order to submit a proposal; however, registration is recommended so that vendor information is available for future opportunities. New vendors can register by visiting the following URL:  
<https://ccmunis.co.cumberland.nc.us/vss/Vendors/default.aspx> .

*This Space is Intentionally Left Blank*

**ATTACHMENT B: EXECUTION OF PROPOSAL**

**EXECUTION**

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned vendor offers and agrees to furnish and deliver any or all items/services upon which prices are proposed. By executing this proposal, the undersigned vendor certifies that this proposal is submitted competitively and without collusion, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible from covered transactions by any Federal or State department or agency. Furthermore, the undersigned vendor certifies that it and its principals are not presently listed on the Department of State Treasurer’s Final Divestment List as per N.C.G.S 147-86.55-69.

The potential Contractor certifies and/or understands the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ The County has the right to reject any and all proposals or reject specific proposals with deviated/omitted information, based on the County’s discretion if the omitted information is considered a minor deviation or omission. The County will not contact vendors to request required information/documentation that is missing from a bid packet. Additionally, if the County determines it is in its best interest to do so, the County reserves the right to award to one or more vendors and/or to award only a part of the items/services specified in the RFP.
- \_\_\_\_\_ This proposal was signed by an authorized representative of the Contractor.
- \_\_\_\_\_ The potential Contractor has determined the cost and availability of all materials and supplies associated and any services outlined herein.
- \_\_\_\_\_ All labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_\_\_ The potential Contractor agrees to the conditions as set forth in this RFP with no exceptions.
- \_\_\_\_\_ Selection of a contract represents a preliminary determination as to the qualifications of the vendor. Vendor understands and agrees that no legally binding acceptance offer occurs until the Cumberland County Board of Commissioners, or its designee, executes a formal contract and/or purchase order.

Therefore, in compliance with the foregoing RFP, and subject to all terms and conditions thereof, the undersigned offers and agrees to furnish the services for the prices quoted within the timeframe required. Vendor agrees to hold firm offer through contract execution.

**Failure to complete, execute/sign (E-signature or handwritten) proposal prior to submittal shall render the proposal invalid and it WILL BE REJECTED.**

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & COUNTY & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR’S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

**ATTACHMENT C: CERTIFICATION OF FINANCIAL CONDITION**

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Name of Vendor: \_\_\_\_\_

The undersigned hereby certifies that: [check all applicable boxes]

The vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: \_\_\_\_\_

The vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The vendor is current in all amounts due for payments of federal and County taxes and required employment-related contributions and withholdings.

The vendor is not the subject of any current litigation or findings of noncompliance under federal or County law.

The vendor has no findings in any past litigation, or findings of noncompliance under federal or County law that may impact in any way its ability to fulfill the requirements of this Contract.

He or she is authorized to make the foregoing statements on behalf of the vendor.

**Note:** This is a continuing certification and vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

**If any one or more of the foregoing boxes is NOT checked, vendor shall explain the reason in the space below:**



\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

**[This Certification must be signed by an individual authorized to speak for the vendor]**

**ATTACHMENT D: PROPOSAL COST**

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**CUMBERLAND COUNTY PUBLIC LIBRARY PROPOSED DISCOUNTS**

**1. Cataloging and Processing Fees**

- i. Full Book Processing & Customized Copy Cataloging costs per Book. (Including encoded RFID tags) \$ \_\_\_\_\_
- ii. Original cataloging Price per Book. \$ \_\_\_\_\_
- iii. Price per Book for Mylar cover only. \$ \_\_\_\_\_

**2. Library Books**

State any discount allowed from the publishers list price where indicated.

**Category I – Adult and Teen Books (85% processed) (estimate \$300,000)**

- |   | <u>Discount Allowed</u> |
|---|-------------------------|
| i. Trade Books (Fiction and Nonfiction) | _____ %                 |
| ii. Non-Trade Books                     | _____ %                 |
| iii. Library Bindings                   | _____ %                 |
| iv. Mass Market Paperbacks              | _____ %                 |

**Category II – Juvenile Books (85% processed) (estimate \$180,000)**

- |   | <u>Discount Allowed</u> |
|---|-------------------------|
| i. Trade Books (Fiction and Nonfiction) | _____ %                 |
| ii. Non-Trade Books                     | _____ %                 |
| iii. Library Bindings                   | _____ %                 |
| iv. Mass Market Paperbacks              | _____ %                 |

**Category III – Continuous (Standing Order) (estimate \$52,000)**

- |  | <u>Discount Allowed</u> |
|--|-------------------------|
| i. Trade Books   | _____ %                 |
| ii. Non-Trade Books  | _____ %                 |
| iii. Number of Titles Able to Supply on<br><i>Attachment E, include a list of those titles</i> | _____                   |

**Category IV – Adult Paperbacks Without Processing (estimate \$16,000)**

- |                           | 1-10 Books Discount | > 10 Books Discount |
|---------------------------|---------------------|---------------------|
| i. Mass Market Paperbacks | _____ %             | _____ %             |

**Category V – Juvenile Paperbacks Without Processing (estimate \$40,000)**

	1-10 Books Discount	> 10 Books Discount
i. Mass Market Paperbacks	_____ %	_____ %

**Category VI - Continuous Orders**

- i. Number of titles for all categories on the Continuous Orders, listed on Attachment F, that can be provided.
- ii. Also include a list of the specific titles you can provide.

**Exceptions for all book categories (See 2.4 RFP Terms & Conditions for exception instructions): (If no exceptions taken state none)**

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**3. Library Audiovisual Materials**

State any discount allowed from the publishers list price where indicated.

**Category I – Feature (adult & children) Films (DVD) (estimate \$38,200) \_\_\_\_\_ %**

Exceptions: (If no exceptions taken state none) (See 2.4 RFP Terms & Conditions for exception instructions)

**Category II – Information/Documentary Films (DVD) (estimate \$5,300) \_\_\_\_\_ %**

Exceptions: (If no exceptions taken state none) (See 2.4 RFP Terms & Conditions for exception instructions)

**Category III – Children/Adult/Teen Spoken Word (CD) (estimate \$13,500) \_\_\_\_\_ %**

Exceptions: (If no exceptions taken state none) (See 2.4 RFP Terms & Conditions for exception instructions)

**ATTACHMENT E: STANDING BOOK TITLES**

	FREQ	CALL
ARMY OFFICERS GUIDE	IRR	355 ARM
BECKETT BASEBALL CARD PRICE GUIDE	ANN	796.357 BEC
BEST AMER. SHORT STORIES	ANN	F BEST
BEST SHORT STORIES	ANN	F PRIZE
BIRNBAUM'S WALT DISNEY WORLD	ANN	917.592 BIR
BUDGET OF THE U.S.	ANN	R352.4 UNI
CHASE'S CALENDAR OF EVENTS	ANN	R394.26 CHA
CHILDRENS WRITER'S & ILLUSTRATOR'S MARKET	IRR	070.52 CHI
CHRISTMAS W/SOUTHERN LIVING	ANN	745.594 CHR
CURRENT MEDICAL DIAGNOSIS & TREATMENT	ANN	616.075 CUR
ECONOMIC REPORT OF THE PRESIDENT	ANN	R330.973 UNI
FODOR'S THE CAROLINAS & GEORGIA	BIE	917.5604 FOD
FODOR'S WALT DISNEY WORLD RESORT	IRR	917.5924 FOD
GOOD SAM RV TRAVEL/SAVINGS GUIDE	ANN	917 GOO
GUIDE BOOK OF US COINS	ANN	737.4 YEO
GUINNESS WORLD RECORDS	ANN	J032 GUI

GUN DIGEST	ANN	683.4 GUN
HANDBOOK OF NONPRESCRIPT DRUGS	IRR	R615.1 HAN
HANDBOOK OF US COINS	ANN	737.4 YEO
J K LASSER'S YOUR INCOME TAX	ANN	336.242 JKL
K&W GUIDE: COLLEGES FOR STUDENTS W/LEARNING DISABILITIES OR ADD	BIE	371.9047 KW
KAPLAN ASVAB	IRR	355.0076 ASV
KAPLAN NCLEX-PN TEST PREP	IRR	610.73 IRW
KOVELS' ANTIQIQUES. & COLLECTABLES. PRICE LIST	ANN	745.102 KOV
MASTER THE GED	IRR	373.1262 P
MASTER THE GRE	IRR	378.1662 P
MASTER THE SAT	IRR	378.1662 P
NATIONAL ELECTRICAL CODE	TRI	692.3 N
NATIONAL ELEC CODE HANDBK	TRI	692.3 N
NOLO'S BUYING YOUR FIRST HOME	IRR	643.12 B
NOLO'S CHILD CUSTUSTODY & SUPPORT	IRR	346.73 DOS
NOLO'S COMPLETE IEP	IRR	371.9097 S
NOLO'S DIVORCE	BIE	346.7301 N
NOLO'S ENCYCLOPEDIA OF EVERYDAY LAW	TRI	349.73 N
NOLO'S PATENTS	TRI	346.0486 P
NOLO'S QUICK LLC	BIE	346.0668 M
NOLO'S SOCIAL SECURITY AND DISABILITY	BIE	368.386 N
NOVEL & SHORT STORY WRITERS MARKET	IRR	808.02 N
OCCUPATIONAL OUTLOOK HANDBOOK	ANN	371.42 OCC

OCCUPATIONAL OUTLOOK HANDBOOK	ANN	R371.42 OCC
OLD FARMER'S ALMANAC	ANN	317.3 O
POET'S MARKET	IRR	070.502 P
RAND MCNALLY ROAD ATLAS	ANN	912 R
SCOTT US POCKET STAMP CAT	ANN	769.56 S
SHOOTER'S BIBLE	ANN	683.4 S
SOCIAL SECURITY HANDBOOK	ANN	368.43 SOC
SOUTHERN LIVING ANNUAL RECIPES	ANN	641.5 S
STATISTICAL ABSTRACT OF THE US	ANN	R317.3 P
UuNONOFFICIAL GUIDE TO WALT DISNEY WORLD	ANN	917.5924 U
WHAT EVERY VETERAN SHOULD KNOW	ANN	362.86 W
WORLD ALMANAC & BOOK OF FACTS	ANN	317.3 W
WRITER'S MARKET	IRR	070.5202 W
WTS AFRICA	ANN	960 A
WTS CANADA	ANN	971 C
WTS EAST & SE ASIA	ANN	959 E
WTS LATIN AMERICA	ANN	980 L
WTS MIDDLE EAST & S ASIA	ANN	950 M
WTS NORDIC, CENTRAL & SE EUROPE	ANN	948 N
WTS RUSSIA & EURASIA	ANN	947 R
WTS USA & WORLD	ANN	973 K
WTS WESTERN EUROPE	ANN	940 T

## Attachment F: Paperback Standing Orders

TITLE	CALL#
5 Minute Stories	J
AFTER GOD	AGRA
Ancient Magus' Bride	TGRA
Apothecary Diaries (PBK)	TGRA
Babysitter's Club Graphix	J
Batman	TGRA
Big Nate (PBK)	JPBK
Black Butler	TGRA
Black Clover (PBK)	TGRA
Black Panther	TGRA
Blue Lock (PBK)	TGRA
Blue Period (PBK)	AGRA
Bluey (8x8) (PBK)	J
Bluey (PBK)	J
Boxcar Children Mysteries (PBK)	JPBK
Boynton On Board (BOARD)	J
BUNGO STRAY DOGS	TGRA
By the Grace of the Gods (PBK)	TGRA
CAPTAIN AMERICA	TGRA
Captain Awesome (PBK)	JPBK
CASE CLOSED	TGRA
Chainsaw Man (PBK)	AGRA
Chloe (PBK)	JPBK
Clifford (8X8) (PBK)	J
CRITTER CLUB (PBK)	JPBK
CURIOUS GEORGE (HC)	EASY
D. GRAY-MAN (PBK)	TGRA
Dandadan (GN, PBK)	AGRA

<b>DEATH MARCH TO THE PARELLEL WORLD</b>	<b>TGRA</b>
<b>DESMOND COLE GHOST PATROL (PBK)</b>	<b>JPBK</b>
<b>DIARY OF A WIMPY KID (HC)</b>	<b>JFIC</b>
<b>DOG MAN (HC)</b>	<b>JFIC</b>
<b>DORK DIARIES (HC)</b>	<b>JFIC</b>
<b>DR. STONE</b>	<b>TGRA</b>
<b>DRAGON BALL SUPER (PBK)</b>	<b>TGRA</b>
<b>Drifting Dragons (PBK)</b>	<b>TGRA</b>
<b>Frieren (PBK)</b>	<b>TGRA</b>
<b>GARFIELD (FOLLETT)</b>	<b>JGRA</b>
<b>GERONIMO STILTON (PBK)</b>	<b>JPBK</b>
<b>Goblin Slayer</b>	<b>AGRA</b>
<b>GODDESS GIRLS (PBK)</b>	<b>JPBK</b>
<b>HARDY BOYS ADVENTURES (PBK)</b>	<b>JPBK</b>
<b>HARLEQUIN INTRIGUE</b>	<b>APBK</b>
<b>HARLEQUIN PRESENTS</b>	<b>APBK</b>
<b>HARLEQUIN PRESENTS LP</b>	<b>APBK</b>
<b>HARLEQUIN ROMANTIC SUSPENSE</b>	<b>APBK</b>
<b>Hello Darkness (GN, PBK)</b>	<b>AGRA</b>
<b>How to Catch (HC)</b>	<b>J</b>
<b>I CAN READ (HC)</b>	<b>EASY</b>
<b>I LIKE TO READ (HC)</b>	<b>EASY</b>
<b>I SURVIVED (PBK)</b>	<b>JPBK</b>
<b>Jojo's Bizarre Adventure (HC)</b>	<b>AGRA</b>
<b>JUJUTSU KAISEN</b>	<b>TGRA</b>
<b>Kaiju No. 8 (PBK)</b>	<b>TGRA</b>
<b>KING AND KAYLA (PBK)</b>	<b>JPBK</b>
<b>Kitty Corn</b>	<b>J</b>
<b>KOMI CAN'T COMMUNICATE</b>	<b>TGRA</b>

<b>Little Blue Truck (BOARD)</b>	<b>J</b>
<b>Llama Llama (Reinforced)</b>	<b>J</b>
<b>LLama Llama (8X8) (PBK)</b>	<b>J</b>
<b>Llama Llama (BOARD)</b>	<b>J</b>
<b>LOVE INSPIRED LP</b>	<b>APBK</b>
<b>LOVE INSPIRED SUSPENSE</b>	<b>APBK</b>
<b>Made in Abyss (GN, PBK)</b>	<b>AGRA</b>
<b>MAGIC TREE HOUSE (PBK)</b>	<b>JPBK</b>
<b>Magus of the Library (PBK)</b>	<b>TGRA</b>
<b>MAISY (HC)</b>	<b>EASY</b>
<b>MAO (PBK)</b>	<b>TGRA</b>
<b>MICROSAURS (PBK)</b>	<b>JPBK</b>
<b>MILES MORALES SPIDER-MAN (GN)</b>	<b>TGRA</b>
<b>MINECRAFT (HC, LIB BIND)</b>	<b>JGRA</b>
<b>MINECRAFT (PBK)</b>	<b>JGRA</b>
<b>Miss Kobayashi's Dragon Maid (GN, PBK, MANGA)</b>	<b>AGRA</b>
<b>Mob Psycho 100 PBK</b>	<b>TGRA</b>
<b>Ms. Marvel (PBK)</b>	<b>TGRA</b>
<b>MY FIRST I CAN READ (HC)</b>	<b>EASY</b>
<b>MY HERO ACADEMIA (PBK)</b>	<b>TGRA</b>
<b>MY LITTLE PONY (HC)</b>	<b>JGRA</b>
<b>NANCY DREW CLUE BOOK (PBK)</b>	<b>JPBK</b>
<b>NANCY DREW DIARIES (PBK)</b>	<b>JPBK</b>
<b>ONE PIECE (PBK)</b>	<b>TGRA</b>
<b>ONE PUNCH MAN (PBK)</b>	<b>TGRA</b>
<b>OWL DIARIES (PBK)</b>	<b>JPBK</b>
<b>Paw Patrol (Step into Reading) (LIB.ED.)</b>	<b>J</b>
<b>Paw Patrol (Step into Reading) (PBK)</b>	<b>J</b>
<b>Paw Patrol (8x8)(PBK)</b>	<b>J</b>
<b>Penguin Young Reader Level 2 (PBK)</b>	<b>J</b>

Penguin Young Reader Level 3 (HC)	J
Penguin Young Reader Level 3 (PBK)	J
Penguin Young Reader Level 4 (HC)	J
Penguin Young Reader Level 4 (PBK)	J
Penguin Young Reader (PBK)	J
Penguin Young Reader Level 2 (HC)	J
Penguin Young Reader Level 1 (PBK)	J
PEPPA PIG (HC)	EASY
Pig the Pug (BOARD)	J
Pigeon	J
Pinkalicious (I CAN READ) (HC)	J
Pinkalicious (I CAN READ) (PBK)	J
PLANTS VS. ZOMBIES (HC)	JGRA
POUT POUT FISH (BOARD)	EASY
PRINCE FREYA	TGRA
PUPPY PLACE (PBK)	JPBK
QUEEN'S QUALITY	TGRA
READY-TO-READ (FOLLETT)	EASY
Record of Ragnarok (PBK)	TGRA
SCIENCE COMICS (PBK)	JGRA
SERAPH OF THE END	TGRA
Sign of Affection(PBK)	TGRA
SMURFS (PBK)	JGRA
SOLO LEVELING (PBK)	TGRA
SONIC THE HEDGEHOG	JGRA
SONIC THE HEDGEHOG(PBK)	JGRA
Spy School (By Stuart Gibbs)	JPBK
Spy X Family (PBK)	TGRA
STANLEY (BY BEE)	EASY

Strange House (GN, PBK)	AGRA
Stephen McCranie's Space Boy(PBK)	TGRA
STEPPING STONE (LIB ED)	JPBK
SUPERMAN	TGRA
TEEN TITANS (PBK)	TGRA
THAT TIME I GOT REINCARNATED AS A SLIME	TGRA
THEA STILTON	JPBK
There was an old lady (PBK)	J
TOILET-BOUND HANAKO-KUN	TGRA
Undead Unluck (GN, PBK, MANGA)	AGRA
UNICORN DIARIES (HC)	JGRA
UNICORN DIARIES (PBK)	JGRA
Uzaki-chan Wants to Hang Out (GN, PBK)	AGRA
Vinland Saga (HC)	TGRA
WARRIORS (PBK)	JPBK
WHAT WAS...? (LIB ED)	JNF
WHATEVER AFTER (PBK)	JPBK
WHERE IS... (LIB ED)	JNF
WHO WAS...? (LIB ED)	JNF
Witch Hat Atelier (PBK)	TGRA
WONDER WOMAN	TGRA
YONA OF THE DAWN (PBK)	TGRA