

**CONNECTICUT LIBRARY CONSORTIUM**  
**INVITATION FOR BID**

**LIBRARY BOOKS, PROCESSING SERVICES AND K-12 CONTENT SPECIFIC TEXTBOOKS**

Connecticut Library Consortium (CLC), on behalf of the members of CLC, invites sealed bids for the purchase of library books and related processing services for the period commencing July 1, 2011 and ending June 30, 2013 until:

**1:00 P.M.**  
**WEDNESDAY**  
**APRIL 6, 2011**

Information for bidders, specifications, and bid forms may be obtained at the office of the Connecticut Library Consortium, 234 Court Street, Middletown, CT 06457, Telephone: (860) 344-8777 or www.ctlibrarians.org. **Respondents are asked to indicate the bid # CLC 2011-01 on the outer envelope/box (e.g., Fed Ex, Priority, etc.) to ensure that their bid is recorded in response to the correct solicitation.**

IT IS SUGGESTED THAT VENDORS MAIL BIDS AT LEAST ONE WEEK PRIOR TO THE CLOSING DATE ON ACCOUNT OF UNCERTAIN MAIL DELIVERIES. CONNECTICUT LIBRARY CONSORTIUM IS NOT PERMITTED, UNDER ANY CIRCUMSTANCES, TO HONOR ANY BID RECEIVED AFTER THE ADVERTISED CLOSING TIME.

CLC DOES NOT ACCEPT EMAILED OR FAXED BIDS.

**PLEASE ENCLOSE ONE (1) COPY OF YOUR BID PROPOSAL ALONG WITH THE ORIGINAL.**

The right is reserved to reject any or all bids or any part of any or all bids, if such action is deemed to be in the best interest of the participating libraries.

**I. GENERAL CONDITIONS**

**All bidders shall observe the following instructions and specifications:**

**BACKGROUND AND INTENT**

Connecticut Library Consortium is a statewide membership collaborative serving all types of Connecticut libraries by initiating and facilitating cost-effective services to strengthen their ability to serve their users. As part of its mission, CLC strives to provide deep discounts on the books, media and supplies libraries use every day by sponsoring related cooperative bidding opportunities.

The intent of these specifications is to furnish library books as required by the members of CLC during the contract period **beginning July 1, 2011 and ending June 30, 2013**. It shall be understood that any of the 800 eligible members of CLC may participate under the terms of this bid solicitation, including the public schools and school districts whose school libraries are CLC members. It should also be understood that only current members of CLC shall be eligible to purchase books under this contract.

All decisions rendered by Connecticut Library Consortium shall be considered final and shall not be subject to revision if unintentional calculation errors made during the evaluation process are subsequently discovered.

**PRODUCTS SCOPE**

This bid covers books (fiction and nonfiction, academic, adult, children, large print and textbooks) as well as processing and cataloging.

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**BID FORMS**

All bids shall be submitted on the proposal forms furnished. Such forms may be obtained from Connecticut Library Consortium, 234 Court Street, Middletown, CT 06457, Telephone: (860) 344-8777 or [www.ctlibrarians.org](http://www.ctlibrarians.org).

All forms must be completed in their entirety and all supporting documentation requested herein must be included as part of the bid submission. Incomplete bids may be rejected from consideration.

To hand-deliver a bid, call 860-344-8777 to make arrangements.

In the event that the office of the Connecticut Library Consortium is closed on the bid opening day due to weather or other emergency, the bids will be opened on the next business day.

**BID AWARD**

Awards will be made by Connecticut Library Consortium, acting in consultation with and on behalf of CLC members, based on the following criteria: *amount of discount/savings; selection; timeliness/accuracy; service (scope and quality of); ease of ordering; and value-added services.* However, the award process may also include additional considerations, such as the information provided on the bid forms, the bidder's perceived ability to fulfill his/her obligations as presented by these specifications, and his/her ability to show evidence of having satisfactorily carried out a similar contract. Such information shall be weighted accordingly to determine the lowest responsive and responsible bidder(s).

**It is the intent of Connecticut Library Consortium to make awards in three general categories:**

- 1. Full service providers with processing (i.e., those that can supply general public/academic and children's/school books, as well as cataloging/processing services)**
- 2. Full service providers without processing (i.e., those that can supply general public/academic and children's/school books, but no cataloging/processing services)**
- 3. Single-source providers, such as large print publishers, textbook publishers, or small/independent publishers, with or without cataloging/processing services.**

Connecticut Library Consortium reserves the right to make multiple awards in any category if such action is deemed to be in the best interest of the member libraries.

It is projected that all bid awards shall be made within 45 days of the bid submission deadline.

**QUANTITIES**

Based on library expenditures for books last year, awards resulting from this bidding effort could represent as much as **\$15 million** in business to the selected vendor(s). However, actual quantities will be contingent upon the total number of libraries and schools that decide to make a purchase from resulting contracts (as participation is voluntary) and the annual book needs of these libraries and schools. Accordingly, Connecticut Library Consortium does not guarantee that any specific amount of business will be generated as a result of this process.

**BID PRICES/DISCOUNTS**

The bid prices quoted for each item shall: include handling and inside delivery (F.O.B. Delivery Point); remain in effect through June 30, 2013; and not include any local, state or federal taxes, as the majority of participating libraries are tax-exempt. The terms of any price escalations must be indicated as part of the bid submission. Special conditions affecting unit costs or the total amount of any order must also be spelled out on the quotation forms. In the

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absence of any such notations, the prices/discounts bid shall apply throughout the term of the contract and shall be deemed all-inclusive.

**(Note: The unilateral imposition of additional surcharges (e.g., fuel, delivery, etc.) at any point during the contract term is strictly prohibited.)**

**Please note the following additional pricing requirements:**

1. All discounts must be computed from the publisher's lowest list price.  
**ONE of the following MUST be submitted with the Bid Document: (1) Access information for a temporary online account (list URL, user name and password); OR (2) A copy of the bidder's latest catalog.**
2. A single discount shall be quoted against each category listed on the discount schedule. Range bids shall not be permitted.
3. Discounts quoted shall apply to all accounts of each member library.
4. Prices and discounts quoted in this Invitation to Bid are better than those quoted to other consortia, institutions or agencies in Connecticut. The vendor agrees that current CLC members will get the best pricing in Connecticut through this contract, and that Connecticut libraries and schools that are not current CLC members will not be eligible for this pricing.

**SAMPLES**

The right is reserved to request samples of any or all materials bid if such action is required to verify compliance with bid specifications. Samples shall be furnished free of charge. Bidders shall state if samples must be returned. It is expected that all subsequent deliveries shall have at least the same material quality as the accepted bid sample(s).

**DELIVERIES**

All deliveries shall be made to such locations and in such quantities as shall be designated by each participating library/school.

**PURCHASE ORDERS/PAYMENT TERMS**

No delivery shall become due or be acceptable without a written order issued by the library /school concerned, unless otherwise provided in the Proposal. Such order will identify the items required, quantities, time of delivery and other important data. Billing will be made to each library/school separately in accordance with the terms set forth on each respective purchase order.

In general, payment terms shall be Net 30 Days, although each responding vendor is asked to specify any percentage discounts that may be applied to earlier payments.

Note that each participating library/school reserves the right to require that it be invoiced after July 1<sup>st</sup> to accommodate specific fiscal year appropriations.

**RETURN POLICY INFORMATION**

Bidders are required to include a copy of their return policies with their bid submission. Include any restocking fees, return postage fees, or other fees that apply. Note whether or not libraries must receive authorization before making returns. Changes in return policies shall not be accepted during the contract term

**EXCEPTIONS TO SPECIFICATIONS**

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation to Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts.

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**RIGHT TO WAIVE ANY INFORMALITY**

Connecticut Library Consortium, acting in consultation with and on behalf of CLC member libraries and schools, reserves the right to waive any informality in a bid when such a waiver is in its best interest.

**WITHDRAWAL OF BIDS**

No bid submitted may be withdrawn, in whole or in part, without the written consent of Connecticut Library Consortium, acting in consultation with and on behalf of CLC member libraries.

**REJECTION AND/OR CANCELLATION OF BIDS**

Connecticut Library Consortium, acting in consultation with and on behalf of the CLC member libraries, reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

**BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES**

Failure of any successful bidder to adhere to specifications, prices, discounts, terms or conditions of the agreement during the course of the contract period may preclude such bidder from bidding on future bids in addition to any action that CLC may take as a result of the vendor's failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make the proper delivery within the time frame specified or if the ordering library/schools rejects the delivery, the library may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

**CONTRACT EXTENSION**

Contracts arising as a result of this Invitation for Bid may be extended upon mutual agreement of both parties.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

Connecticut Library Consortium subscribes to the Policies on Equal Employment Opportunity and Affirmative Action, and pledges its support and cooperation to all agencies in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the Bid Document relative to Equal Employment Opportunity and Minority/Female Business Enterprise.

**SEVERABILITY**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

**REFERENCES**

Upon request, vendors shall supply names of similarly-sized consortia or other customers as references.

**CLARIFICATIONS/REVISIONS**

Prior to award, CLC reserves the right to seek clarifications, request bid revisions, or to request any information deemed necessary for proper evaluation of bids from all bidders deemed to be eligible for the contract award. Failure to provide requested information may result in rejection of the bid.

**QUESTIONS:**

General questions should be directed to Pattie Noren, Manager, Discounts & Negotiations at:

Connecticut Library Consortium  
234 Court Street  
Middletown, CT 06457  
Tel.: (860) 344-8777  
Fax: (860) 344-9199  
E-Mail: pnoren@ctlibrarians.org

However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, faxed to (860) 344-9199, or emailed to [pnoren@ctlibrarians.org](mailto:pnoren@ctlibrarians.org). To receive consideration, such questions must be received at least seven (7) calendar days before the established date for receipt of bids.

The Manager, Discounts & Negotiations will arrange as addenda, which shall be made a part of this Invitation to Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least five (5) days prior to the receipt of bids, the Manager, Discounts & Negotiations will post a copy of any addenda to CLC's website, located at [www.ctlibrarians.org](http://www.ctlibrarians.org). It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

**ADDENDA**

Each responding vendor shall be responsible for determining and acknowledging any addenda issued in connection with this solicitation.

**II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS**

**QUALIFICATIONS OF BIDDER**

The bidder shall have a permanent place of business from which books are sold, and shall employ sufficient number of qualified personnel to ensure that the bidder can perform in accordance with all contractual requirements. The bidder shall maintain an institutional customer service department capable of processing and invoicing orders from CLC members.

**FINANCIAL STABILITY OF BIDDER**

The bidder must be financially stable and able to service a contract of this dollar volume and scope. If requested, the bidder must submit its company financial statements within 5 days of the request.

**ORDERING REQUIREMENTS**

The following ordering requirements shall apply:

1. Vendors shall maintain a large enough inventory to fill the majority of a library/school's order within one week of order placement or within 3 weeks if processing is required.
2. A packing slip or invoice must be included in each shipment. Status reports are required for titles unavailable for immediate shipment. Reports shall explain the reason for cancellation and expected shipping date for back orders, and shall accompany the shipment if possible. If not, a copy of the invoice shall accompany the status report when sent.
3. The vendor shall submit, when called upon to do so, satisfactory evidence from the publisher of an increase in price or unavailability of a specific title.
4. Incorrect items delivered due to vendor error shall be returnable with no charge to the library/school regardless of pre-processing; vendor shall reimburse or credit return shipping fees.
5. No minimum order requirements shall apply.

**CONDITION OF MATERIALS**

Vendor will be held strictly responsible for furnishing new and perfect materials and will be required to replace any damaged or defective materials without cost to the ordering library/school, regardless of pre-processing or library markings. All return shipping and carrying charges for defective items are to be paid by the vendor.

**CUSTOMER SERVICE**

The awarded vendor shall be responsible for: (1) providing an introductory package explaining all services to new CLC members and schools who are added during the contract period; (2) providing toll-free telephone numbers for ordering and customer service; (3) providing basic-level electronic ordering, at no cost; (4) designating at least one customer service/bid representative to be the primary contact for the awarded contract. This representative shall maintain ongoing communications with CLC and notify CLC of any pertinent corporate changes.

CLC requires that all promotional materials (i.e. direct mailings or online) directed to CLC member libraries/schools referencing this bid number or the awarded discount percentages be approved by CLC prior to mailing.

**REPORT OF CONTRACT PURCHASES**

The vendor shall furnish a report electronically in Microsoft Excel to [clc@ctlibrarians.org](mailto:clc@ctlibrarians.org) outlining CLC member purchases. This document is to include library, list price, CLC price and total savings for each library for the following periods.

**Time period:**

July 1, 2011 to December 31, 2011  
January 1, 2012 to June 30, 2012  
July 1, 2012 to December 31, 2012  
January 1, 2013 to June 30, 2013

**Report to CLC office by:**

February 1, 2012  
August 1, 2012  
February 1, 2013  
August 1, 2013

**SAMPLE ORDERS**

CLC is not issuing a mock/sample order for this bid.

**SPECIAL SERVICES**

Vendors should include any pertinent information and pricing schedules on special services or value-added services to be offered as part of a contract (such as standing order services, collection development services, etc.).

**LIBRARY RESPONSIBILITIES**

All business transactions resulting from this bid, including ordering, invoicing, payments, status reporting, shipping and customer service shall be handled by each participating library/school. CLC will assume no business functions or responsibilities on behalf of their member libraries/schools, nor will they make bulk orders on behalf of member libraries/schools.

**CLC RESPONSIBILITIES**

CLC will provide an up-to-date member list to awardees at the beginning of the contract period, as well as periodic updates on changes in member status that may occur throughout the contract period. If CLC is dissolved during the contract period as a result of a re-organization, any and all contracts resulting from this bidding process shall be held by CLC's designated successor organization, which shall conduct programs consistent with CLC's objectives. All previously negotiated contract terms and conditions shall remain in full force and effect and shall be administered by said successor accordingly.

**BID PROPOSAL**

Connecticut Library Consortium  
234 Court Street  
Middletown, Connecticut 06457

The undersigned: agrees to furnish the materials bid on below in accordance with the terms and conditions specified in the Invitation for Bid; is aware that CLC may reject any or all bids; recognizes that the quantities listed herein are estimates only; has not included any state or federal taxes for which the participants are not liable; and is making this bid without collusion with any other person, individual or corporate.

COMPANY \_\_\_\_\_

BID CATEGORY *(Choose one. See page 2, "Bid Award," for more information.)*  
1. Full service provider with processing  
2. Full service provider without processing  
3. Single-source/specialized/independent provider

REPRESENTATIVE \_\_\_\_\_

POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ (ZIP) \_\_\_\_\_

FAX # \_\_\_\_\_

EMAIL \_\_\_\_\_

URL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ [DATE] \_\_\_\_\_

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**PLEASE SIGN BELOW (as per the Affirmative Action provision presented in the General Conditions section of these specifications).**

The undersigned certifies that the company designated above is an Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

\_\_\_\_\_  
(Bidder's Signature)

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**IF APPLICABLE:**

The undersigned also certifies that the company designated above is a Minority/Female Business Enterprise and is in compliance with federal and State rules and regulations pertaining to Minority/Female Business Enterprise designations.

\_\_\_\_\_  
(Bidder's Signature)

**Connecticut Library Consortium Book Bid 2011-2013**

**Book Discount Schedule**

*Complete as many categories as applicable.*

Vendor:

Bid Representative:

Phone:

Email:

**\* Attach a separate sheet with your definition of the book categories listed below.**

<b>Discount Categories</b>	<b>% Discount</b>	<b>Note any applicable fees</b>
<b>General Books</b>	-----	-----
Trade *		
Non-trade and short discount *		
Net books		
University press *		
Technical books/textbooks *		
Government publications		
Quality paperbacks *		
Mass market paperbacks * - 1 copy		
.....2+ copies		
Foreign language		
Continuation/Standing Order *		
Trade		
Non-trade		
Net		
<b>Children's/Juvenile/YA Books</b>	-----	-----
Trade		
Reinforced trade *		
Library binding *		
Quality paperbacks		
Mass market paperbacks - 1 copy		
.....2+ copies		
Foreign language		
<b>Large Print</b>		
<b>Content Specific K-12 Textbooks</b>	-----	-----
Foreign Language		
Math		
English		
Social Studies		
Science		
Business Ed		



**Connecticut Library Consortium Book Bid 2011-2013**

**Cataloging & Processing Discount Schedule**

*Complete as many categories as applicable. Category 1 vendors must complete.*

Vendor:

Bid Representative:

Phone:

Email:

***If you are not bidding on any cataloging/processing services, check box:***

	<b>Fee</b>	<b>Specifications or comments</b>
MARC record & barcode		
MARC record		
Barcode		
Spine label		
Jacket, affixed (Note Plastic or Mylar)		
Jacket, loose (Note Plastic or Mylar)		
Theft detection (please specify type)		
Catalog kit (please specify)		
Fully processed (please specify)		
Other (please specify)		
Approx. what % of supplied cataloging is LC?	-----	
What is source for non-LC records (in-house, OCLC, etc.)?	-----	

**Connecticut Library Consortium Book Bid 2011-2013**  
**Other Information**

Vendor:

Bid Representative:

Phone:

Email:

**1. Inventory**

Inventory size (approx. # of titles in stock)	
.....academic/univ. division if separate	
.....juvenile/school division if separate	
Approx. # of publishers you distribute, if applicable (List should be available upon request.)	

**2. Ordering Information**

	Number/URL	Cost if any	Comments/Instructions
Toll-free phone order number		Free	
Toll-free customer service number		Free	
Fax order number			
Electronic ordering		Basic level - Free	

List library automation systems from which you offer direct ordering.

List all other fees or service charges and explain.

**continued next page**

**Connecticut Library Consortium Book Bid 2011-2013**  
**Other Information - continued**

Vendor:

Bid Representative:

Phone:

Email:

**3. Other Discounts Available**

<b>Discount Type</b>	<b>Amount/%</b>	<b>Terms</b>
Electronic Ordering Discount		
Prepayment Discount		
Deposit Account Discount		
Approval Plan Discount		
Early Payment Discount		
Other – Please Explain		

**4. Temporary Online Account Access**

Website address	
User ID	
Password	
Instructions/Notes	

# **VENDOR CONTACT INFORMATION**

**CONNECTICUT LIBRARY CONSORTIUM  
INVITATION FOR BID FOR LIBRARY BOOKS, PROCESSING SERVICES AND  
K-12 CONTENT SPECIFIC TEXTBOOKS  
BID # CLC 2011-01 JULY 1, 2011 – JUNE 30, 2013**

Please complete the following information for our records.

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Address (URL): \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Bid Rep Print Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

\_\_\_\_\_

Designated Sales Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Designated Customer Service Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

# VENDOR CHECKLIST

## CONNECTICUT LIBRARY CONSORTIUM INVITATION FOR BID FOR LIBRARY BOOKS, PROCESSING SERVICES AND K-12 CONTENT SPECIFIC TEXTBOOKS BID # CLC 2011-01 JULY 1, 2011 – JUNE 30, 2013

In accordance with the bid specifications enclosed herein, please be advised that the following materials and/or supporting documentation must be included with each bid submission. Failure to provide the requisite information could result in the rejection of a bid.

1. One (1) **completed** copy, in addition to the original, of:  
Bid Proposal form  
Book Discount Schedule  
Cataloging & Processing Discount Schedule  
Other Information sheets (2 pages)  
Vendor Contact Information Sheet
2. A copy of the bidder's latest catalog(s) OR the information for accessing a temporary online account.
3. A copy of the bidder's return policy
4. A signed copy of this checklist.

Moreover, in the interest of ensuring that each bidder fully understands the requirements and instructions specified as part of this solicitation, it should be noted that the following provisional changes have been made to this year's bid package:

1. **CLC's address, telephone, and fax numbers have changed.**
2. **Sample orders are no longer required.**
3. **CLC invites bids from 3 categories of providers: (1) Full service providers with processing; (2) Full service providers without processing; (3) Single-source/specialized/independent providers (see page 2)**
4. **New language regarding best pricing for CLC members (see page 3)**
5. **New reporting requirement (see page 6)**

***\*\*\*Despite the fact that several of the changes to this year's bid have been highlighted as part of this checklist, it is the responsibility of all responding vendors to review the invitation to bid package in its entirety.\*\*\****

The undersigned agrees that s/he understands the scope of information presented in these specifications and has respectfully submitted all required documentation.

\_\_\_\_\_  
Authorizing Signature

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date