**SUBJECT: Library Materials**

**BID #:** ESC-0371-22 **OPEN DATE:** 7/15/2022

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** Service Contract – Three (3) years from completion of award with three (3) one (1) year renewal options.

**AGENCY:** Jacksonville Public Library

**BASIS OF AWARD:** Highest Scoring Bidder Based on Evaluation Criteria

**NUMBER OF BIDS INVITED:** 33 **NUMBER RECEIVED:** 7 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval of bid rejection for Multicultural Books and Video for failure to meet the minimum requirements. Recommended approval to move forward with award to the top ranked primary and secondary suppliers as outlined below. Period of services is three (3) years from date of contract execution with three (3) one year renewal options. Total estimated expenditure amount is $567,181.39.

**Primary Suppliers:**
**Books:** Baker and Taylor: $320,000.00
**Audio & Visual and Digital Materials:** Midwest Tape, $147,181.39

**Secondary Suppliers:**
**Audio & Visual Materials:** Baker and Taylor, TBD
**Digital Materials:** Overdrive, $100,000.00

Funding for this award to be executed by formal contract through the Office of General Counsel and encumbered by the following accounts: 00111.185102.566010.000000.00000000.0000.0000000 – $367,181.39; 1408.185101.549006.010009.00000000.00000.0000000 - $200,000.00

Attachments: Recommendation Memo, Tabulation and Scores, Rejection Letter, Evaluation Criteria and Scope of Work

**ANALYST:** _____ JACLYN STAMOS **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Stephanie Miller, Senior Manager, Jacksonville Public Library

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE PUBLIC LIBRARY Start Here. Go Anywhere.

TO: Gregory Pease,
Chief of Procurement Division

FROM: Stephanie Miller, Senior Manager of Library Collections
Jacksonville Public Library (JPL)

CC: Leslie Jones, Assistant Director of Finance & Administrative Services (JPL)
Gretchen Mitchell, Deputy Director of Support Services

SUBJECT: ESC-0371-22 Library Materials

DATE: July 14, 2022

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The library received seven (7) proposals for evaluation for the subject project and found the following six of the seven to be responsive, interested, qualified and available to provide the services required in the Competitive Sealed Proposal:

- Baker & Taylor
- Bibliotheca
- Brodart
- Ingram
- Midwest Tapes
- Overdrive

Multicultural Books and Videos, the seventh vendor, does not meet the minimum vendor requirements stated in 1.4.2 for this RFP as they could not provide references from five (5) urban libraries to which the bidder has supplied at least $500,000 of library materials on an annual basis for three (3) years with cataloging services and was therefore not evaluated.

Six (6) proposals were evaluated for each type of library material and requested in the bid and sold by each respective vendor. The evaluation matrix approved for this CSPEC bid was used to evaluate each vendor's response by library material type. Each firm's cost data sheets are also attached for your information.

Based on the above, the following firms are listed in ranked order for each material type. The ranking of first, second and third designates the order of qualification of these firms to perform the required services.

For books:

1. Baker & Taylor
2. Brodart
3. Ingram

For audiovisual materials:

1. Midwest Tape

2. Baker & Taylor
3. Ingram

For digital materials:
1. Midwest Tape
2. Overdrive
3. Baker & Taylor
4. Bibliotheca

We are requesting to enter into contract with the vendors below for each library material type as primary or secondary vendors, as follows, due to the nature of library material availability.

- Primary vendor for books: Baker & Taylor
- Primary vendor for audiovisual materials: Midwest Tape
- Secondary vendor for audiovisual materials: Baker & Taylor
- Primary vendor for digital materials: Midwest Tape
- Secondary vendor for digital materials: Overdrive, Inc.

**For fiscal year 2021-2022, the library requests the amounts below be encumbered by a three-year contract with three one-year renewal options from the specified funding sources for each vendor as described below:**

Baker and Taylor: estimated $320,000 to be encumbered from General funds 00111.185102.566010.000000.00000000.00000.0000000.

Midwest Tape LLC: estimated $47,181.39 to be encumbered from General funds 00111.185102.566010.000000.00000000.00000.0000000 and $100,000 to be encumbered with State Aid 11408.185101.549006.010009.00000000.00000.0000000.

Overdrive, Inc.: estimated $100,000 to be encumbered with State Aid 11408.185101.549006.010009.00000000.00000.0000000.

Included with this letter are Tab Sheet with Evaluation Matrix 2022; Exhibit A, Scope of Goods and Services for Baker & Taylor, Midwest Tape, and Overdrive; and Services and Deliverables Evaluation Matrix 2022.

The library recommends the above list be forwarded to the Mayor for approval.

Attachments:
- Tab sheet with Evaluation Matrix 2022
- Exhibit A: Scope of Goods and Services for Baker & Taylor, Midwest Tape, and Overdrive
- Services and Deliverables Evaluation Matrix 2022

# BID TABULATION

TITLE: LIBRARY MATERIALS
BID NO.: ESC-0371-22
OPEN DATE: June 15, 2022 @ 2:00 P.M.
BUYER: Jaclyn Stamos
No. Invited: (33 ) No. Received ( 7 ) No Bids: ( 0 )
Recorded By: Melissa Pierce Announcer: Michelle Spitler

| ITEM | DESCRIPTION | ISBN | OVERDRIVE LIST PRICE | OVERDRIVE DISCOUNT PERCENTAGE | OVERDRIVE DISCOUNT PRICE | MIDWEST TAPE, INC. LIST PRICE | MIDWEST TAPE, INC. DISCOUNT PERCENTAGE | MIDWEST TAPE, INC. DISCOUNT PRICE | MULTICULTURAL BOOKS AND VIDEOS LIST PRICE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PERCENTAGE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PRICE | BIBLIOTHECA LIST PRICE | BIBLIOTHECA DISCOUNT PERCENTAGE | BIBLIOTHECA DISCOUNT PRICE | BRODART LIST PRICE | BRODART DISCOUNT PERCENTAGE | BRODART DISCOUNT PRICE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BOOK TITLES | | | | | | | | | | | | | | | | | |
| | Tempting the Laird | 9781335477897 | $7.99 | 0% | $7.99 | $9.19 | 0.00% | $ 9.19 | | | | $9.19 | 25% | $6.89 | $26.90 | 46.50% | $14.44 |
| | In the Lion's Den | 9781250187420 | $40.00 | 0% | $40.00 | $5.99 | 0.00% | $ 5.99 | | | | $40.00 | 25% | $30.00 | $28.99 | 46.50% | $15.51 |
| | The Bone Code | 9781982139964 | $59.99 | 0% | $59.99 | $59.99 | 0.00% | $ 59.99 | | | | $59.99 | 25% | $44.99 | $27.00 | 46.50% | $14.45 |
| | As If on Cue | 9781534445802 | $43.99 | 0% | $43.99 | $43.99 | 0.00% | $ 43.99 | | | | $43.99 | 25% | $32.99 | $19.99 | 46.50% | $10.69 |
| | Light Years From Home | 9780778311797 | $18.99 | 0% | $18.99 | $21.84 | 0.00% | $ 21.84 | | | | $21.84 | 25% | $16.38 | $27.99 | 46.50% | $14.97 |
| | Field Guide to Getting Lost | 9781534438501 | $27.50 | 0% | $27.50 | $43.99 | 0.00% | $ 43.99 | | | | $43.99 | 25% | $32.99 | $7.99 | 41.00% | $4.71 |
| | Pepper and Poe | 9780545683579 | $16.99 | 0% | $16.99 | $0.00 | 0.00% | $0.00 | | | | $16.99 | 25% | $12.74 | $18.99 | 46.50% | $9.09 |
| | Happy and Sad, Grouchy and Glad | 9781524715782 | $5.00 | 0% | $5.00 | $5.00 | 0.00% | $ 5.00 | | | | $5.00 | 25% | $3.75 | $4.99 | 46.50% | $2.67 |
| | Todas Las Haddas Del Reino | 9781101912515 | $0.00 | 0% | $0.00 | $0.00 | 0.00% | $0.00 | | | | $21.81 | 25% | $16.36 | $15.95 | 46.50% | $8.53 |
| | The Catalyst | 9781982108649 | $55.99 | 0% | $55.99 | $55.99 | 0.00% | $5.99 | | | | $55.99 | 25% | $41.99 | $17.99 | 41.00% | $10.61 |
| | | TOTAL | $276.44 | | $276.44 | $246.96 | | $ 246.96 | | | | $316.79 | | $239.08 | $184.79 | | $106.47 |

Spoken Word Titles

| ITEM | DESCRIPTION | ISBN | OVERDRIVE LIST PRICE | OVERDRIVE DISCOUNT PERCENTAGE | OVERDRIVE DISCOUNT PRICE | MIDWEST TAPE, INC. LIST PRICE | MIDWEST TAPE, INC. DISCOUNT PERCENTAGE | MIDWEST TAPE, INC. DISCOUNT PRICE | MULTICULTURAL BOOKS AND VIDEOS LIST PRICE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PERCENTAGE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PRICE | BIBLIOTHECA LIST PRICE | BIBLIOTHECA DISCOUNT PERCENTAGE | BIBLIOTHECA DISCOUNT PRICE | BRODART LIST PRICE | BRODART DISCOUNT PERCENTAGE | BRODART DISCOUNT PRICE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BOOK TITLES | | | | | | | | | | | | | | | | | |
| | Washington | 9780142428603 | $95.00 | 0.00% | $95.00 | $55.99 | 20% | $ 44.79 | | | | 47.50 | 25% | 35.63 | | | |
| | Bad Dog (a love story) | 9781611747485 | $85.00 | 0.00% | $85.00 | $ 13.21 | 0% | $ 13.21 | | | | 45.50 | 25% | 34.13 | | | |
| | Gray Mountain | 9780385366533 | $95.00 | 0.00% | $95.00 | $ 47.50 | 0% | $ 47.50 | | | | 47.50 | 25% | 35.63 | | | |
| | The Bright Lands | 9781094104645 | $82.37 | 0.00% | $82.37 | $ 82.37 | 0% | $ 82.37 | | | | 82.37 | 25% | 61.78 | | | |
| | I (even) Funnier | 9781478925156 | $85.00 | 0.00% | $85.00 | $ 65.00 | 0% | $ 65.00 | | | | 65.00 | 25% | 48.75 | | | |
| | How high we go in the dark | 9798200851768 | $72.07 | 0.00% | $72.07 | $ 72.07 | 0% | $ 72.07 | | | | 72.07 | 25% | 54.05 | | | |
| | | Total | $474.44 | | $474.44 | $336.14 | | $ 324.94 | | | | 359.94 | | 269.97 | | | |

DVD TITLES

| ITEM | DESCRIPTION | ISBN | OVERDRIVE LIST PRICE | OVERDRIVE DISCOUNT PERCENTAGE | OVERDRIVE DISCOUNT PRICE | MIDWEST TAPE, INC. LIST PRICE | MIDWEST TAPE, INC. DISCOUNT PERCENTAGE | MIDWEST TAPE, INC. DISCOUNT PRICE | MULTICULTURAL BOOKS AND VIDEOS LIST PRICE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PERCENTAGE | MULTICULTURAL BOOKS AND VIDEOS DISCOUNT PRICE | BIBLIOTHECA LIST PRICE | BIBLIOTHECA DISCOUNT PERCENTAGE | BIBLIOTHECA DISCOUNT PRICE | BRODART LIST PRICE | BRODART DISCOUNT PERCENTAGE | BRODART DISCOUNT PRICE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 0 | | | | | | | | | | | | |
| | Nomandland | | 0 | 0% | 0 | $ 25.99 | 30% | $ 18.99 | | | | | | | | | |
| | How to be single | 794043159930 | 0 | 0% | 0 | $ 5.99 | 30% | $ 4.19 | | | | | | | | | |
| | Kite Runner | 97361179742 | 2.00 per play | 0% | 2.00 per play | $ 5.99 | 30% | $ 4.19 | | | | | | | | | |
| | Don't Let the Pigeon Drive the Bus (Scholastic Storyb | 9781561645299 | 5.00 per play | 0% | 5.00 per play | $ 59.99 | 30% | $ 41.99 | | | | | | | | | |
| | Summerslam 2021 | 651191958276 | 0 | 0% | 0 | $ 14.99 | 30% | $ 10.49 | | | | | | | | | |
| | | Total | 0 | | 0 | $ 112.95 | | $ 79.85 | | | | $0.00 | | $0.00 | | | |
| | | Grand Total | $750.88 | | 750.88 | $695.07 | | $ 650.77 | $0.00 | | $0.00 | $678.73 | | $509.05 | | | |
| | REFRENCES: | | Y | | | Y | | | Y | | | Y | | | Y | | |
| | CONFLICT OF INTEREST: | | Y | | | Y | | | Y | | | Y | | | Y | | |
| | ADDENDUM(S): ( 5 ) ACKNOWLEDGED: | | N | | | Y | | | N (ONLY 4) | | | Y | | | Y | | |
| | SAMPLES: | | Y | | | Y | | | Y | | | Y | | | Y | | |
| | NOTES | | | | | ONLY DIGITAL MATERIALS | | | FORGIEN BOOKS AND MATERIALS ONLY. NO PRICES GIVEN | | | | | | OFFERS MONTLY SUBSCRIPTIONS AND OTHER PROPOSAL PLANS | | |

## Library Materials

## ESC-0371-22 OVERALL

| Total Points | 40 Points | 20 Points | 30 Points | 10 Points | OVERALL (100) | Rank |
|---|---|---|---|---|---|---|
| Vendors | SERVICE AND DELIVERABLES | QUALIFICATIONS AND STAFFING | COST | PAST RECORD OF PROFESSIONAL ACCOMPLISHMENTS | | |
| **BOOKS** | | | | | | |
| OVERDRIVE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MIDWEST TAPE INC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| MULTICULTURAL BOOKS AND VIDEOS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BIBLIOTHECA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BRODART | 23.19 | 14.56 | 20.48 | 6.00 | 64.23 | 2 |
| BAKER AND TAYLOR | **27.40** | **13.20** | **20.48** | **10.00** | **71.08** | 1 |
| INGRAM | 21.28 | 13.28 | 13.22 | 8.30 | 56.08 | 3 |
| | | | | | | |
| **AUDIOVISUAL MATERIALS** | | | | | | |
| OVERDRIVE | | | | | | |
| MIDWEST TAPE INC | **27.71** | **14.56** | **23.88** | **9.32** | **75.47** | 1 |
| MULTICULTURAL BOOKS AND VIDEOS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BIBLIOTHECA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BRODART | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BAKER AND TAYLOR | **27.40** | **13.20** | **20.48** | **10.00** | **71.08** | 2 |
| INGRAM | 16.66 | 12.62 | 13.22 | 8.30 | 50.80 | 3 |
| | | | | | | |
| **DIGITAL MATERIALS** | | | | | | |
| OVERDRIVE | **27.40** | **14.60** | **17.84** | **10.00** | **69.84** | 2 |
| MIDWEST TAPE INC | **28.07** | **13.24** | **23.88** | **9.32** | **74.51** | 1 |
| MULTICULTURAL BOOKS AND VIDEOS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BIBLIOTHECA | 17.54 | 11.88 | 22.21 | 5.00 | 56.63 | 4 |
| BRODART | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| BAKER AND TAYLOR | 27.40 | 11.88 | 13.88 | 10.00 | 63.16 | 3 |
| INGRAM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

**PROCUREMENT DIVISION**

## NOTIFICATION OF RECOMMENDED BID REJECTION

**Date:** July 26, 2022

**Via Email:** service@mcbv.com

**Bidder's Name:** Multicultural Books and Videos

**Address:** 30007 Jon R Road, Madison Heights, MI 48071

**Contact Name:** Rakesh Kumar

**Bid No:** ESC-0371-22

**Title:** Library Materials

**Date Opened:** 15 June 2022

**REASON FOR RECOMMENDED BID REJECTION:** The suppliers equivalent model bid does not meet specifications in the Terms and Conditions.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

**NOTE:** This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, July 28, 2022 at 1:00 p.m.

**Purchasing Analyst's Signature:** _____

Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

## Stamos, Jaclyn

**From:** Stamos, Jaclyn
**Sent:** Tuesday, July 26, 2022 11:57 AM
**To:** 'service@mcbv.com'
**Subject:** ESC-0371-22 LIBRARY MATERIALS
**Attachments:** Multicultural Books and Videos Bid Rejection.pdf

Good morning,
Please find this letter and email as a formal notification for Multicultural Books and Video's Bid Rejection for ESC-0371-22 Library Materials.

v/r
Jaclyn L Stamos
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(P) 904-255-8844
Email: jstamos@coj.net

REQUEST FOR PROPOSAL

# LIBRARY MATERIALS

For

City of Jacksonville, Florida

## SECTION 1
## (Specific Information Regarding this RFP)

**1.1 Introduction**

The City of Jacksonville ("**Buyer**") intends to hire one or more firms (**Bidders**) to provide the services described in Section 1.2 of this Request for Proposal ("**RFP**"). Persons interested in submitting a response to this RFP (a "**Response**") should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

| | |
|---|---|
| Section 1 | Specific Information Regarding This RFP |
| Section 2 | General Instructions |
| Section 3 | General Terms and Conditions of Agreement |
| Section 4 | Description of Services and Deliverables |
| Section 5 | Program Requirements |
| Section 6 | General Terms and Conditions |
| Section 7 | Instructions for responding to the RFP |
| | |
| Attachment A | Response Format |
| Attachment B | Evaluation Criteria |
| Attachment C | Equal Business Opportunity Program (Encouragement Plan) |
| Attachment D | Service Contract |
| Attachment E | Disqualified/Probationary Suppliers List |
| Attachment F | Indemnification |
| Attachment G | Insurance Requirements |
| Attachment H | Protest Procedures |
| | |
| Form 1 | Price Sheet |
| Form 2 | Conflict of Interest Certificate |
| Form 3 | Library References |
| Form 4 | No Bid Form |
| | |
| Exhibit A | Cataloging Policy Manual 2017 |
| Exhibit B | Jacksonville Public Library Support Services, Physical Processing Manual-th Edition |

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 4, Section 2, Section 3, the Attachments, and the Forms.

**1.2 Scope of Services.**

The services sought under this RFP are generally described as follows: The City of Jacksonville, Public Library is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for library materials as listed in the RFP, see Section 4.

**1.3 Term of Agreement.**

The term of this agreement will be three (3) years from date of contract execution with three (3) one (1) year renewal options. The contract is subject to early termination as set forth elsewhere in this RFP.

**1.4 Minimum Vendor Requirements**

Contractors must satisfy the following minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

1. Suppliers must have been actively engaged in the library wholesale business for five (5) or more years. Additionally, vendors must have been actively engaged in providing value added services to libraries for selection, cataloging, and processing for three (3) or more years.

2. References: Must provide a list of references from five (5) large urban public libraries to which the bidder has supplied at least $500,000.00 of library materials on an annual basis for three (3) years, with cataloging services. Must submit Form Three (3) to submit references.

   For each reference include:
   - Library name and address
   - Library website address
   - Contact person, title, mailing address, phone, and e-mail

**1.5 Equal Business Opportunity Program.**

It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the Equal Business Opportunity Program Encouragement Plan, which is fully described on Attachment C to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

**1.6 Documents Available for Inspection.**

N/A

**1.7 Federal Funds.**

Federal funds will not be used as part of this solicitation.

**1.8 Pre-Proposal Meeting.**

TBD

**1.9 Response Due Date.**

The deadline for submitting responses to this RFP is 15 June 2022 at 2:00 p.m. EST. Please see Sections 2.3 and 2.4 for more details.

**1.10 Response Delivery Location.**

Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
Attention: Bid Room
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

**1.11 Response Opening.**
Responses received shall be publicly announced and recorded at 2:00 PM on the Response Due Date in meeting room #110, 1st Floor, Ed Ball Bldg, 214 N. Hogan Street.

**1.12 Contact Person.**
If any questions arise during the request for proposal period of this Project, contact Jaclyn Stamos, Purchasing Analyst Procurement Division, at JStamos@coj.net.

Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFP.

**1.13 Questions and Requests for Amendments.**
Any questions, requests for information or requests for amendments to this RFP must be submitted in accordance with Section 2.2 of this RFP.

**1.14 Special Instructions:**
The following special instructions shall apply to this RFP and shall supersede any conflicting provisions in Section 2 (General Instructions):
The City of Jacksonville will award to the Bidder receiving the highest score based onthe selection criteria provided herein and subsequent formal interviews, if applicable.

**1.15 Special Contract Terms**: The following special contract terms shall apply to this RFP and shall supersede any conflicting provisions in Section 3 (General Terms and Conditions of Agreement):

**A. Performance Standards: N/A**

**B. Proposal Bond:** As a guarantee that Contractor will enter into the Contract under the terms and conditions set forth in this RFP, all Contractors shall submit a proposal bond in the amount of $5,000 made payable to Buyer, and such proposal bond shall accompany the Response when submitted. The bond shall be issued by a surety company licensed to conduct business in Florida and approved by the United States Treasury Department. Cash and/or checks of any kind are not acceptable. RESPONSES RECEIVED WITHOUT THE REQUIRED BOND WILL BE CONSIDERED NON-RESPONSIVE. Proposal bonds will NOT be returned to Contractors after the Contract award has been made. The proposal bond of the successful Contractor shall remain in full force and effect until receipt of the performance bond and execution of the Contract.

**C. Performance Bond:** The successful Contractor shall execute and furnish to the Buyer a bond, and only one bond, issued by the same surety company that issued the proposal bond. The performance bond shall (i) be equal to the contract price, (ii) be submitted within Three (3) business days after the Buyer's notification of award of the Contract, (iii) be in the Buyer's standard format, and (iv) remain continuously in effect. Any renewal bond shall be provided at least thirty (30) days prior to the expiration of the existing bond.

**D. Other Provisions:** The City of Jacksonville reserves the right to terminate or renegotiate the contract if there are any industry changes that i) lower the hourly rate or ii) require new hardware

**1.16 Submission of questions deadline on TBD, 4:00pm.**

**Section 4**
**Description of Services and Deliverables**

## 4.0 Purpose

1. The purpose of this Request for Proposal (RFP) is to solicit proposals from commercially and technically qualified and experienced vendors for a contract to furnish, on an as needed basis, books, audiovisual materials, and digital materials in a variety of formats, including but not limited to hardcover books, trade paperbacks, mass-market paperbacks, library editions, CDs, DVD's, spoken word audio CDs, digital e-books, e-audio, e-music and e-video. The supplier may be responsible for the acquisition, original cataloging, copy cataloging, item linking (online linking of item-level, copy specific information to appropriate bibliographic records), processing and delivery of the materials.

2. The supplier must be able to provide a broad spectrum of library material in quantities to meet the needs of a large public library system. This request for proposal does not restrict or limit the library's acquisition of books and related materials in other or similar formats from other vendors, publishers, or groups of publishers, in any way. The Jacksonville Public Library (JPL) is soliciting proposals from applicants so that the proposals can be evaluated to ensure that the vendors selected will meet the needs of the JPL. Vendors may respond to the RFP in total or to specific areas (i.e., print materials only, CDs/DVDs only, etc.).

3. The JPL recognizes that some vendors may specialize in one format or type of material and the library will consider partial proposals. Vendor responses for each format or type of material will be evaluated separately. This may result in contracts with multiple vendors. When appropriate, a vendor may submit multiple alternatives with associated costs that reflect different solution strategies. This three (3) year agreement commences at the start of the contract, with three (3) one (1) year renewal options. Renewal options will be exercised at the sole discretion of the City based on bidder performance, their ability to meet contract obligations (specifications), and the availability of funds.

4. The JPL is comprised of a Main Library and 20 branch libraries of three sizes ranging from large regional branches to medium size community branches to small neighborhood branches. The University Park Library building is a multi-use building where the Support Service Department of the library is located. The library is a department of the City of Jacksonville but is governed by The Board of Library Trustees.

5. The JPL's holdings number over 961,479 titles and just over 2,000,000 physical items. Approximately 827,563 borrowers are currently registered. Annual circulation was more than 3,800,000 items in fiscal year 2021.

6. The estimated materials budget range for the JPL for fiscal year 2022 is between $4 million and $5 million. Of that, *approximately* $1,200,000 and $1,700,000 will spend on print adult, children's, teen and standing orders materials, $60,000 and $70,000 on DVD's, $8,000 and $12,000 on music CD's, $60, 000 and $70,000 on books on CD's and $1,500,000 and 2,500,000 on popular digital format books, audio, music and video.

7. Vendors must fully respond to the requested specifications in all sections. If a vendor is responding for specific materials only (print materials only, CDs/DVDs only, digital materials only, etc.) full responses in all sections applicable to material type responding about is the minimum requirement.

8. Vendors must demonstrate the ability, experience, organization, technical qualifications, stock, facilities and standard services common to the wholesale library materials trade that would allow the vendor to supply at least five hundred thousand dollars ($500,000) of library materials on a

yearly basis. If a vendor is responding to a specific material, please state the amount in dollars that could be supplied yearly.

9. The JPL uses the Sirsi Dynix Symphony integrated library system version 3.7.1 for acquisitions, cataloging, circulation and our online public access catalog is Enterprise version 5.1.0. Vendors must be capable of interfacing with our integrated library system.

**4.1 Order formats.**

Vendor must be able to accept orders transmitted in the following formats:

1. Electronic ordering via vendor's proprietary system with 9XX information that can be used to create an order record in Sirsi Dynix Symphony.
2. Electronic Data Interchange (EDI) via Sirsi Dynix Symphony.
3. Accept orders by phone.
4. Accept orders by e mail.
5. Accept printed purchase orders.
6. Accept orders online.

**4.2 Collection Development & Selection Services.**

1. Vendor shall provide a web-based online bibliographic database that interfaces effectively with the JPL's Sirsi Dynix Symphony integrated library system to facilitate the creation of ordered lists. No cost access to vendor's database is highly desirable. If there is a cost for the vendor's database please provide the cost. Vendors are asked to provide trial access to their database to assist in the evaluation of RFP responses.

2. Vendor's proprietary database shall be able to perform the following functions:

   a. Ability to search the system by ISBN, title, author, subject, series, UPC, keyword on major fields, publisher, and Dewey Decimal classification system to Dewey ones (e.g. 640, 641, 642...).

   b. Ability to search on a combination of fields.

   c. Ability to limit search by grade level, language, publication date, binding, material type, e-content platform, stock status and initial print run.

   d. Ability to search by review source and its publication date desired, especially for Library Journal, Booklist, Kirkus Reviews, School Library Journal, Publisher's Weekly, Audiofile, and New York Times Book Review.

   e. Ability to sort retrieved records by publication date, author, title, Dewey Classification System and series title. Sorting by local note field is highly desirable.

   f. Ability to accurately show the vendor's current real-time inventory of items in the bibliographic database including items in stock and items on order.

   g. Ability to mark items retrieved and add or delete these items to a shopping cart–like list.

   h. Ability for multiple users to have access to a list and for the JPL to control users' access to lists for both viewing and editing purposes.

   i. Ability to know during a search if an item is already on another JPL order list. Duplicate checking by title as well as ISBN is required.

j. Ability to download the bibliographic records in MARC format to the Sirsi Dynix Symphony system.

k. Ability to download the bibliographic records in MARC format to Microsoft Excel and Microsoft Access, with the ability to customize MARC fields.

l. Availability of at least two (2) note fields with a minimum of 250 characters for each item note field that can be downloaded as part of the order list.

m. Ability to automatically generate a report of expenditures from a single list by fund and location.

n. Ability to link from a title to records for all other formats of the same title listed in vendor's database. Formats shall include but not be limited to large print, audio book, eBook and DVD.

o. Ability to add orders to an item using a template with multiple locations and funds. As an example—an order of 30 copies of one title that will be distributed to 15 locations and using two different funding sources.

p. Ability for the JPL to set up grid templates for ordering.

q. Ability to set exact library discounts and value-added service costs for material types in order to reflect accurate cost of each item.

r. Ability to globally add or change funds, locations, quantities, and local notes for all items in a list is highly desirable.

s. Access to pre-built specialty lists. For example: lists organized by material type, bestseller status, subject matter, specific international languages, pre-publication lists of upcoming popular releases.

t. Availability of customizable standing order plans for books, DVD, and spoken audio that the JPL can receive monthly and edit to our specifications prior to ordering.

u. Ability to offer a street release date program for books, audiobooks, and DVDs is required.

v. Availability of a robust collection management database that provides collection analysis and collection maintenance reporting. If vendor requires a platform agreement, please include with response.

**4.3 Fill Rate.**

The JPL is aware that there are some factors beyond a vendor's control such as shipping delays and insufficient print runs. Given that the majority of the orders under this contract will be for easily obtainable material, vendor must be able to:

1. Meet fill rate for each year of the contract which must meet or exceed ninety percent (90%) for all items ordered.

2. Provide fully cataloged and processed priority, rush orders sent within 5 working days of receipt of books from the publisher to the vendor.

3. Ship from stock 85% of orders for available new titles within 20 days from the receipt of the order, including cataloging and processing time, if the library chooses to have these services provided.

4. Send 80% of all items back ordered and available from the publisher, cataloged and processed (if specified), within 120 days of receipt of order.

5. Vendor shall explain how they will meet the above criteria.

**4.4 Inventory.**

For each format bid on, the vendor shall demonstrate the ability to provide a broad comprehensive spectrum of library materials in quantities to meet the needs of a large urban public library system.

1. The JPL collects materials in hardback and paperback; juvenile, teen and adult nonfiction in all Dewey subject ranges; adult, teen and juvenile fiction; adult and juvenile reference materials; mass market paperbacks, print and audiovisual international language materials; graphic novels juvenile picture, easy reader and board books. The JPL purchases new releases as well as back-list titles and purchases limited research and technical materials. Non-print purchasing includes materials such as DVDs, spoken word CDs, music CDs, e-books, e-audiobooks, e-music, and e-videos. Orders for quantities from one (1) to over 200 volumes per title may be placed by the JPL. Provide evidence of breadth and quantity of all formats of titles routinely held in inventory:

    a. State areas of materials that are supplied by vendor.
    b. State areas of materials that are not supplied by vendor.
    c. State the quantity of vendor's inventory.
    d. State vendor's number of service centers or warehouses and their locations.
    e. State the number of new titles added annually.
    f. Provide list of publishers stocked.
    g. Provide a list of International languages supplied.

2. Vendor shall have the ability to provide bestselling and high demand materials by street release date. This is important for DVDs and bestselling print authors in particular.

**4.5 Cataloging**

Vendor shall be able to provide cataloging and item-level holding services based upon the specifications outlined in the following sections.

1. Vendor shall demonstrate the ability to provide original and copy cataloging in accordance with the JPL's Cataloging Policy Manual 2017 (Exhibit A). The JPL is seeking vendors with the ability to provide OCLC records and catalog print books and AV materials. The JPL requires the vendor provide only OCLC catalog records modified in accordance with the library's cataloging policy. Original cataloging will be done as OCLC-defined full-level MARC records. Less than full level records (minimal, core and level 3) will not be acceptable. The vendor shall explain how they will meet these criteria and provide the MARC record and fully processed item of each of the following based on the JPL's policies:

    a. For print material: adult hardcover fiction title and juvenile paperback reader title.

    b. For non-print material: non-fiction spoken word, feature film DVD, multi disc (3 or more discs) DVD, and popular music compact disc.

    c. A MARC record for an e-book title.

2. The vendor shall be able to provide MARC catalog records with appended 949 holding records that can be loaded, indexed and retrieved by the Sirsi Dynix Symphony integrated library system. Each vendor-supplied order record and its corresponding fully cataloged MARC record must contain matching OCLC numbers in the 001 MARC field. The vendor shall notify the library when the OCLC number in the 001 field of the order record differs from the fully cataloged MARC record.

3. Vendor shall have successfully produced bibliographic records with appended 949 holdings that could be successfully exported and loaded into a Sirsi Dynix Symphony bibliographic database in order to be considered for selection. Vendor shall supply a list of library customers for whom the vendor has successfully created bibliographic records containing 949 holdings tags that have been loaded in Sirsi Dynix Symphony.

4. Vendor shall ensure that the OCLC database is updated to reflect the JPL holdings of titles cataloged by the vendor.

5. **Vendor shall state the per unit processing and cataloging charges for print and AV shelf ready materials.**

6. MARC catalog records provided by the vendor shall fall into two categories:

    a. Added copy records:

        i. Vendor must be able to view the JPL's existing bibliographic database via an active Z39.50 interface accessed through a VPN. Vendor must be able to search the JPL's database and determine, according to the requirements in the Cataloging Policy Manual, that the item in hand exactly matches an existing record in the JPL database. The vendor must supply a bibliographic record containing the matching 001 field, with new holdings record(s) appended in 949 tag(s). Call numbers must match existing library holdings. If more than one call number is on the record, the vendor is to email the JPL contact to confirm the preferred call number prior to completing the order. Vendor shall supply added copy records in a separate file.

    b. New catalog records:

        i. The vendor must provide catalog records for items new to the JPL catalog through the editing of existing records in the OCLC Bibliographic Database.

7. Catalog records must conform to RDA (most current edition and revision) with Library of Congress Policy Statements (LCPS) applied, USMARC standards and OCLC Bibliographic Formats & Standards. Records shall also reflect any formally adopted changes to these standards throughout the life of a resulting contract. All serial records shall conform to CONSER standards.

8. All name, series and subject headings shall reflect the latest authoritative version appearing in the online Library of Congress name and subject authority files.

9. Call numbers shall be assigned using the appropriate 09X MARC field, according to the JPL policy. The current edition of the Dewey Decimal Classification Scheme shall be used (for the JPL this is currently the 23rd ed.) and any subsequent published updates, except as modified by the JPL practice, provided in the JPL's Cataloging Policy Manual 2017.

10. Catalog records shall conform fully to the library's requirements for cataloging in the JPL Cataloging Policy Manual 2017.

11. Changing cataloging practices within the JPL may result in changes to cataloging requirements as outlined in the library's Cataloging Policy Manual. These changes will be incorporated into procedures by the mutual consent of the JPL and the vendor, which consent may not be unreasonably withheld, and shall be fully implemented by the vendor, within 30 days of written notification of change from the JPL.

12. Bibliographic records shall be transmitted to the JPL via FTP.

    a. FTP transmittal of records must arrive at least 48 hours before receipt of the items by the library. Each FTP transmittal shall provide all bibliographic and holdings creation fields

for a complete order shipment so that items are not received for which there are no records, and records are not received for which there are no corresponding items.

13. At the time of each FTP transmittal, the vendor shall provide a report via email to designated JPL staff or via a cloud-based portal, indicating the following:

    a. Date and time of the transmission.

    b. Location to which the files were transmitted (complete file path).

    c. The number of bibliographic records and holdings records, included in the shipment.

    d. Attached file which lists the title, ISBN (or other specified standard number), and OCLC number of the bibliographic record for all items included in the shipment as well as the 001 number on the order record, if it differs from the OCLC number on the cataloged record and a checkmark when the order record lacks an 001 number. The JPL determines the format and currently requires an Excel spreadsheet.

14. Records that fail to be transmitted to the library must be corrected and retransmitted within 24 hours of the notification from the JPL that an error occurred.

15. Vendor's Cataloging Staff:

    a. The preparation of cataloging and holdings records shall be managed by a vendor's staff member with an ALA accredited Masters of Library Science degree and significant professional cataloging experience. Vendor shall provide a brief resume for the cataloging manager, as part of the vendor's bid response.

    b. The vendor shall indicate the number of staff members that will routinely prepare cataloging and holdings records for the JPL and shall indicate the educational level (high school, B.S./B.A., M.L.S/M.A.) and years of cataloging experience for each staff member.

**4.6 Processing.**

1. Vendor shall be able to provide library specific processing on all purchased materials and formats with a vendor generated label set and, for media, digital cover art, following processing procedures outlined in Exhibit B JPL Support Services Physical Processing Manual- 14th Edition - April 2022.

    a. Bar codes: Vendor will supply barcodes that meet the JPL standards, scan correctly, and operate with the JPL's scanners and self-check machines. It must be in the required format which is code 3 of 9 with a start number to be determined by the library. A sample shall be provided to be tested by the library.
    b. Spine labels
    c. Branch Labels
    d. Date labels - MM/YYYY
    e. Mylar Book jackets
    f. Public performance label
    g. Closed caption label
    h. Cases
    i. 3M overlays
    j. Label protectors on spine labels not covered by book jackets

2. Vendor shall provide samples of each type of material listed below with the JPL specified processing as part of their proposal, including:

    a. hardcover with Mylar jacket to cover and protect dust jacket
    b. mass market paperback
    c. trade paperback

d. children's book
e. compact disc (single disc and multi disc set)
f. spoken word on CD
g. DVD (single disc and multi disc set)

**4.7 Error Rates/Performance.**

1. Cataloging error rate shall not exceed 1%. After a 60-day learning period, the vendor shall be contractually required to credit the JPL for one third the shelf ready cost of each affected record for all catalog record errors in excess of 1% of the number sampled. This credit will reimburse the City for its efforts in correcting the work of the vendor.

2. Item linking error rate shall not exceed 1%. After a 60-day learning period, the vendor shall be contractually required to credit the JPL for one third the shelf ready cost of each affected record for all linking record errors in excess of 1% of the number sampled. This credit will reimburse the City for its efforts in correcting the work of the vendor.

3. Processing error rate shall not exceed 1%. After a 60-day learning period, the vendor shall be contractually required to credit the JPL for one third the shelf ready cost of each affected record for all processing record errors in excess of 1% of the number sampled. This credit will reimburse the City for its efforts in correcting the work of the vendor.

**4.8 Bestsellers/Automatic Shipment Plans.**

1. The JPL may request automatic shipment of processed high-demand material based on selection criteria supplied by the library. Examples of criteria might be all fiction, excluding short stories, published by specific best-selling authors; books on ephemeral subjects like computers; all titles on a specified nationwide reading list; or juvenile or teen series titles in print, audio, or DVD. Please provide a list of available plans.

2. Notification and verification of materials to be sent as part of the plan(s) must be made to the JPL at least 60 days prior to shipment.

**4.9 Standing Orders.**

Vendor shall identify materials available as standing orders including specific titles, series and formats.

**4.10 Order status.**

1. Electronic confirmations are required for electronic and EDI orders placed and accessible through FTP web address.

2. Vendor shall provide a monthly status report, indicating the status of current unfilled orders. Vendor shall provide a sample status report as part of the bid and provide definitions for all status codes.

3. Vendor shall automatically cancel back orders at time periods specified by the JPL (cancellation times vary by material type). Cancellation of orders whose term has expired must be reported to the JPL on a monthly basis.

**4.11 Deliveries.**

1. Shipments shall be to:

Jacksonville Public Library

University Park Branch/Support Services Department
3435 University Blvd. N., Rear of Building
Jacksonville, FL 32277

2. Shipments must arrive between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Delivery to the Support Services Department is to be made at the rear of the building and must be made to the inside of the building.

3. Freight carriers are to be notified by vendors that shipments must arrive inside the University Park/Support Services building. Bills of lading must clearly state that deliveries are inside the library building.

4. Shipping and delivery, including fuel surcharges, must be included at no cost to the JPL.

5. All shipments shall include a packing slip, listing quantities, titles, ISBNs, unit price and purchase order number(s). Packing slip must list "bill to" and "ship to" addresses. Packing slip must reference the corresponding invoice number.

6. Single shipments shall not exceed fifty boxes.

7. Multiple carton shipments will clearly have numbering of cartons labeled on the side of each carton so that the JPL can discern a total shipment (e.g. 1 of 4, 2 of 4, 3 of 4, 4 of 4). Total shipment indicators must be 16-point font or larger in order to be easily read. The carton which contains the packing slip must be clearly marked, "Packing slip included." Please include a sample packing list.

8. Vendor shall be able to drop ship to multiple addresses/branch locations upon request.

**4.12 Returns.**

1. Unless otherwise specified, all items shall be guaranteed, whether processed or not, for a minimum period of 60 days against defects in materials. During this period if a defect is found and it is determined not to be caused by misuse, the vendor shall replace the item free of charge to the JPL.

2. Damaged, defective, or incorrectly shipped materials shall be returned to the vendor at the vendor's expense, prepaid upon the request of the JPL. The vendor shall issue a U.P.S. call tag or the equivalent.

3. The JPL shall return for replacement or credit damaged or defective items at the vendor's expense even if they have been marked, stamped, or otherwise processed by the JPL. This includes audiovisual product defects which are often not detected until the first time they are used.

4. In the event of an error requiring the JPL to receive credit, a printed credit memo must be issued.

5. A copy of the vendor's return policy and credit memo procedures shall be included with vendor's response.

**4.13 Accounts.**

Vendor shall be able to provide and maintain multiple accounts for the JPL. Such accounts shall include, but not be limited to:

1. Books, partially processed
2. Books shelf ready
3. Rush shelf ready orders
4. Rush orders, not processed
5. Board Books
6. Automatic Bestseller/Lease

7. Spoken materials, not processed
8. Spoken materials, shelf ready
9. Music CDs
10. Automatic shipment orders
11. Standing orders/continuations
12. Gift orders
13. DVD, shelf ready
14. DVD, partially processed
15. E-books or e-materials
16. International language materials
17. Opening day accounts

**4.14 Customer Support/Management Plan.**

1. Vendor shall provide support personnel for the JPL who will provide the following products or services.

   a. Problem resolution, with a guaranteed response time of 24 hours for all phone calls or correspondence received from the JPL.

   b. Authority to approve and implement any requested changes to the JPL specifications received from the library.

2. Vendor shall provision various reports at the request of the JPL. For instance, a weekly report of items back ordered, pending and shipped for requested accounts. Provide examples of vendor generated reports.

3. Vendor shall assist in the development of new shelf-ready functionalities to reflect the changing needs of the JPL.

4. Vendor shall identify the management team that will handle the JPL's account including key personnel responsible for functions such as Collection Development Services, Orders, Cataloging, Linking, Processing, Standing Orders, Invoicing and Accounts Receivable. The vendor shall indicate the educational level (high school, B.S./B.A., M.L.S/M.A.) and years of experience for these key personnel.

5. Vendor shall describe their management plan to deal with the various functions they would be performing for the JPL, including their internal reporting structure and their internal and external communication methods.

6. Vendor shall indicate how changes during the term of the contract in various JPL specifications will be accommodated, i.e., changes in cataloging or processing specifications or changes in software.

7. Respond within 30 days of receipt of the JPL's notice of reconciliation issues.

**4.15 Invoicing.**

Vendor shall provide:

1. Evidence of invoice generating flexibility, including ability to produce consolidated invoices.

2. Invoices must include at a minimum:

   a. "Bill to" name and address

b. "Ship to" name and address
c. Vendor name and address
d. Vendor remit to address
e. City of Jacksonville Blanket order or contract number
f. Integrated library system generated Purchase order number
g. Author/Title
h. Binding
i. List price of item
j. Number of Copies
k. Total list price for all copies
l. Discount (percentage)
m. Total cost for all copies after discount
n. Itemized shelf-ready costs
o. Shipping costs (if any)

3. Invoice to be supplied in duplicate, with a packing list specific to that invoice in the shipment of materials. Box with invoice and packing list shall be clearly marked.

4. Separate invoices for each integrated library system generated purchase order number are not required, but separate invoices shall be required for different billing accounts.

5. Vendor-issued corrected invoices, in the event an invoice is incorrect, as well as a credit memo to void the incorrect billing.

6. Vendor shall provide an accounts receivable representative assigned to the JPL account with toll free telephone and e mail address for customer service.

7. Please attach a sample of invoice and monthly statement.

**4.16 Special Projects and Conditions.**

Vendor shall have the ability to be flexible and have a willingness to work with the library to meet any special circumstances, changing needs or unforeseen problems that may occur during the contract period. For instance, issues that may arise from ILS upgrades, ideas from vendors on improving turn-around times and workflow improvement.

1. In the event the JPL upgrades its Sirsi Dynix Symphony integrated library system version 3.7.1 or changes to a different integrated library system during the term of the contract, the vendor shall assist in coordinating the implementation and changes. The vendor shall work with system upgrades to insure seamless and efficient transfer as it affects ordering, cataloging, processing and any other relevant or related function or operation.

2. The vendor must be willing to allow the City of Jacksonville's legal counsel to negotiate changes to any required end user license agreements required by the vendor for electronic materials platforms or other services requiring an end user license as part of the overall library materials contract.

3. The JPL may wish to use the vendor's services for special projects to enhance existing collections or for a possible future opening day collection project.

4. If opening day collection services or collection enhancement services are required, based on detailed collection development profiles, vendor shall provide selection lists and aids from which JPL staff can select materials for the collection. Such lists shall be provided via the vendor's web based online bibliographic software and, upon request, via Excel.

5. If opening day collection services are required, comparison of selections to library holdings upon successful holdings load shall be required.

6. Cataloging, linking and processing for opening day or collection enhancement materials shall be based on standards as outlined in Exhibits A and B of this proposal.

7. If opening day collection services are required, storage and delivery of materials in shelf order as specified by the JPL shall be required. Vendor shall provide materials storage fee schedule, if applicable.

8. Delivery of materials may be to the primary point of delivery as outlined in section 4.11.1 of this proposal. Other possibilities shall be shipment to a secondary delivery point or storage by the vendor in a fully insured, climate-controlled warehouse facility until appropriate date for delivery is determined by the JPL.

9. Ability to add RFID tags instead of 3M tattle tape if a RFID conversion project is authorized at a future date. Vendor shall provide RFID tag samples and cost sheets.

**Attachment B**

Evaluation Criteria

The evaluations will be based upon the following criteria, and contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each o the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that **100 points** is the maximum total.

| Evaluation Criteria | Max. Points |
|---|---|
| Services and Deliverables | 40 |
| Qualifications and Staffing | 20 |
| Cost | 30 |
| Past Record of Professional Accomplishments | 10 |
| Total Points | 100 |

1. Services and Deliverables (40 Maximum Points)

   Description: Provide complete responses to all items in section 4 including requests for samples and other items in bold type. Responses should provide accurate, detailed information describing your services and solutions for all items listed in Section 4. Responses should correspond to each particular sub-section of the RFP and should be labeled accordingly. Repeat, rather than cross-reference, information considered a response to another section. Additional services can be described under the heading "Other Services".

2. Qualifications and Staffing (20 Maximum Points)

   Description: Provide information on the education, training and experience in the kind of project to be undertaken, confirm adequate personnel, equipment and facilities for the project. Provide experience of key staff members to be assigned to the project, specifying for each: name, job title, years of experience in position, years of experience working with library projects, experience on similar projects. (4/10 for cataloging; 4/10 for cust. Serv.; 2/10 for adequate facilities; 4/10 for inventory; 2/10 for processing; 4/10 for experience= total 20).

3. Cost (30 Maximum Points)

   Description: Provide complete quotation of rates, discounts, costs and other detailed cost proposal or cost breakdown information. Items that should be addressed are discounts by material type, average processing cost per item by material type, average cataloging cost per item by material type and any cost for vendor database access or electronic materials platforms. (2/30 d.b. cost; 18/30 for category & processing costs; 10/30 for discounts consisting of; 6 points for spreadsheet price responses; 4 point for discounts, except music all points for discounts= total 30).

4. Past Record of Professional Accomplishments (10 Maximum Points)

Description: Provide a list of completed projects of similar scope and complexity to the project under consideration. Include a narrative giving a brief description of the project, name of lead project manager and other key personnel involved in the project. Describe any outstanding accomplishments, including awards won and/or letters of commendation received by the vendor that relate to the specific services being sought. Specifically mention all projects completed for Jacksonville Public Library in the past five (5) years. If the vendor has not performed any work for the City of Jacksonville for the past five (5) year, this should be clearly stated. (2/10 customer service & mang. Plan; 5/10 projects completed for JPL past 5 years; 3/10 completed projects of similar scope = total 10).