# Request for Proposal

The **Gallia-Vinton Educational Service Center** is anticipating the awarding of a bid to purchase library books for school buildings through grant funds and other funds available to the district. Vendors are invited to submit a bid per the guidelines as listed. The expected amount of funding available for purchasing is between $225,000.00 and $485,000.00 over a two year period.

Bid Number: **TNF/21C/2018**

Bid Name: **Literacy Collaborative**

Date of Issue: **June 29, 2018**

Due date of bid: **July 27, 2018 at Noon (EST)**

Address for bid submission: **Gallia-Vinton ESC**

 **Attn: Library Bid**

 **P.O. 178**

 **60 Ridge Avenue, Room 131, Wood Hall**

 **Rio Grande, OH 45674**

Clarification questions can be directed to: **Dr. Denise Shockley**

 **Superintendent**

**90\_dshockley@seovec.org**

 **(740) 245-0593**

 **(740) 245-0596 FAX**

**Deadline for submission of clarification questions is July 27, 2018 at Noon (EST)**

# Evaluation and Award

The Gallia-Vinton Educational Service Center may elect to award the bid to either a single vendor or to multiple vendors.

*Bids are to be received in a sealed envelope by* **July 27, 2018 at Noon (EST)**

at the following address:

**Gallia-Vinton ESC**

 **Attn: Library Bid**

 **P.O. 178**

 **60 Ridge Avenue, Room 131, Wood Hall**

 **Rio Grande, OH 45674**

The outside of the envelope is to be marked:

Bid Number: **TNF/21C/2018**

Bid Name: **Literacy Collaborative**

Proposals will be reviewed between July 30 and August 3, 2018.

The Notice of Award will be issued on August 8, 2018 by 5:30 p.m.

Library should outline evaluation criteria to be used in determining award.

The scope of bid will include:

* Project materials budget (Between $225,000.00 and $485,000.00)
* 100% Print Collection to be purchased:
* Automated Processing and Cataloging services to be Mylar Jacket, Pocket, Spine Label, Barcode, MARC Record, Accelerated Reader, Fountas, Pinelle, and Lexile Levels and INFO OHIO Formatted (XXX Option)
* ILS Automation system to be utilized is both Sirsi Dynix and Follett Destiny

**VENDOR BACKGROUND**

Vendor is to provide information on their qualifications for this project, years in business, references of similar projects, and inventory information including number of titles and units on hand.

Include a “**Debarment Certification**”: A statement from a vendor or service provider that their company, and it's principals have not been **debarred**, suspended, proposed for **debarment**, declared ineligible, are not in the process of being **debarred**, or are voluntarily excluded from conducting business with a federal department or from doing business with individuals/companies/recipients who pose a business risk to the government.

**DISCOUNTS:**

Vendor is to provide the discount allowed for each binding type/press listed below:

|  |  |
| --- | --- |
| Trade Hardcover | % |
| Quality/Trade Paperback | % |
| Publisher’s Library Binding | % |
| School Library Binding | % |

Vendor is to explain criteria for determining which titles receive less than full trade discounts.

**CATALOGING AND PROCESSING**

Vendor is to outline charges for providing processing and cataloging services as requested.

* Automated Processing and Cataloging services to be Mylar Jacket, Pocket, Spine Label, Barcode, MARC Record, Accelerated Reader, Fountas, Pinelle, and Lexile Levels and INFO OHIO Formatted (FTP Option for records loading)
* ILS Automation system to be utilized is Sirsi Dynix and Follett Destiny

**SERVICE CHARGES:**

Vendor is to state whether they apply a service charge for special orders.

 If yes, what is the amount of the service charge?

 Is the charge applied per unit or per title?

If yes, what percent of titles would be classified as Special orders in a project of the size outlined?

Vendor is to state whether certain titles require prepayment from the publisher.

 If yes, what is the amount of the service charge?

 Is the charge applied per unit or per title?

Please specify any additional charges for materials purchased under the terms of this bid. Any charges not stated cannot be added to materials purchased under the terms of this bid without written consent of the Gallia-Vinton ESC Superintendent.

**SELECTION TOOLS**

Vendor is to describe selection tools available to the Library.

What are the charges for these tools?

**REPORTING**

Vendor is to describe project reports available to assist the Library in monitoring titles ordered, backordered, cancelled.

What is the frequency of these reports?

What is the charge for each report?

**INVOICING**

Vendor is to provide 2 copies of each invoice.

* Detail how invoices will be provided (with shipment, mail, fax, electronically) and explain if items are invoiced before or after shipping.
* Invoice is to show for each title the number of copies, title, author, publisher, unit price, discount percent, unit price after discount, and extended price.
* Detail how cataloging and processing services will be invoiced. Vendor is to state the payment terms for this project.

**RETURNS POLICY**

* What is the procedure for canceling items?
* Are there any restocking fees applied to returns? □ Yes □ No
If yes, what is the charge? Per unit
* Vendor must accept any publisher defective book up to one year and issue full credit with no restocking fee.
* Vendor is to state their entire Returns policy, including procedures for returns and time limits.
* Does the returns policy differ for cataloged/processed items?
* Will the vendor issue a call tag for items needing to be returned?
* Is the Library required to obtain a return authorization before returning damaged or defective items, or shipment errors?

Sealed bids due at **Noon (EST), Friday, July 27, 2018** to:

Gallia-Vinton Educational Service Center

Attn: Library Bid

PO Box 178

60 Ridge Avenue, Wood Hall, Room 131
Rio Grande, OH 45674.

**The Gallia-Vinton Educational Service Center Governing Board reserves the right to reject any and all bids received.**