

Baker & Taylor offers categories of material other than those listed below.
 Please see Attachment A for a complete discount outline and Attachment B for Category Definitions.

RFP P05-16/17

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PROPOSAL FORM

The bidder hereby offers, subject to all specifications, terms and conditions, and general provisions herein, to furnish the City of Chula Vista LIBRARY BOOKS AND AUDIO-VISUAL MATERIALS for a period of twenty-four (24) months as follows.

<u>Item</u>	<u>Description</u>	<u>Estimated 24-Month Projection</u>	<u>Percentage Discount</u>
	<i>1 - 7 Print Material</i>		
1	Adult Trade Books, General Readership (Fiction & Non-Fiction) <i>Category I, Attachment B. (Hardcover)</i>	\$150,000	<u>46.0%</u>
2	Juvenile Trade Books (Fiction & Non-Fiction) <i>Category II, Attachment B. (Hardcover)</i>	\$90,000	<u>46.0%</u>
3	Bestsellers <i>Categories I & II, Attachment B. (Hardcover)</i>	\$70,000	<u>46.0%</u>
4	Reference/Technical Textbooks <i>Categories VIII, IX & XI, Attachment B.</i>	\$20,000	<u>10.0% *</u>
5	Mass Market Paperbacks <i>Category V, Attachment B.</i>	\$10,000	<u>1-4 copies/title 40.0%</u> <u>5+ copies/title 41.5%</u>
6	Books of a Trade Nature (Small Publishers Not Included in Annual Trade List) <i>Category IX, Attachment B.</i>	\$10,000	<u>10.0% *</u>
7	Publisher's Library Bindings <i>Category VII, Attachment B.</i>	\$20,000	<u>22.5%</u>
8	Audio-Visual Materials:	\$70,000	<u>see below</u>
	A. Spoken Word Compact Discs	45.0% (popular editions) - Category XII **	
	B. DVD's	30.0%	
	C. Blu-Rays	30.0%	

Interface and Electronic Links

Bidder shall provide an online ordering tool that accurately displays publication date, availability, current stock on hand and status of existing order. Bidder shall provide this tool at no additional or minimal cost. Bidder shall provide an ability to view, download and print invoices and statements.. Bidder shall provide the ability to electronically interface with the Library's *Innovative Interfaces Sierra* system. Bidder shall describe any electronic mechanism for invoicing. Bidder shall provide

titles which receive minimal publisher discount will be invoiced at publisher's list price. Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price plus a \$4.95/unit service charge.

** This discount will apply to popular editions from widely distributed publishers. Not all spoken word audio editions meet these criteria. Other editions will be discounted per Categories I, II, VII, IX, X or XI (Attachment A).

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at least two (2) public library accounts and contact person with telephone numbers that have an operational interface between the Bidder's system and the library's *Innovative Interfaces Sierra* system:

Name of Public Library	Contact Person	Phone #
<u>San Diego County Library (San Diego, CA)</u>	<u>Jennifer Lawson</u>	<u>858-694-2460</u>
<u>Pasadena Public Library (Pasadena, CA)</u>	<u>Brigida Campos</u>	<u>626-744-4037</u>

Fulfillment and Delivery

Bidder shall state ability to provide bestseller books, DVDs, and Blu-Rays prior to the scheduled release date, to confirm status of items ordered, and the average period of time such confirmation occurs:

Please see our attached bid response.

Bidder shall state what percentage of an order, on average, will be delivered within 30 days after receipt of the order:

90 - 96 % *for in-print and available materials*

Bidder shall specify the average number of days after receipt of order (ARO) to the point of delivery:

2-3 Days ARO *for in-stock titles with no processing or mylar jacket only*

Bidder shall state the average percentage of out of stock items and the average time for delivery:

5 % * Days ARO

Bidder shall describe routines for dealing with "out of stock items", e.g. frequency of back orders, any factors making backordering impossible, minimum size (if any) of order allowing backorders to be placed:

No minimum order size is required to allow backorders. Any titles not immediately available from our inventory will be promptly backordered. Please see our proposal for additional details.

* Based upon orders for titles that are in-print and available. Delivery time is dependent upon publisher availability.

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Fulfillment and Delivery (Continued)

Bidder shall specify rush order mechanisms available, e.g. 24-hour delivery, ordering requirements, minimum quantities for such orders:

Rush orders are available, however, overnight delivery charges, if requested, will be the responsibility of the City of Chula Vista.

Bidder shall specify if multiple copies of a title ordered would be shipped as quantities permit or when all quantities ordered are available. Also, if Library may select a preference:

The Library may opt to receive partial quantities or to receive full quantities only. Please see our proposal for additional details.

Bidder shall describe any other fulfillment and delivery mechanisms available, how long they operate, and how long they take:

Please see our response for information on profiled automatic shipment services.

Location and Capacity of Warehouse

Bidder shall state the location of the nearest full capacity warehouse:

Reno, NV

Bidder shall state the present stock in volumes and titles:

Baker & Taylor has a national inventory of 18 million units, including over 1,000,000 titles.

Bidder shall state the approximate number of publishers represented in the warehouse:

76,000+ publishers and imprints

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Customer Service

Bidder shall state the location of the nearest point of contact to Chula Vista:

Sales Consultant, Janice Lentz, is based out of Oceanside, CA.

Regional Director, Dave Hargrave, is based out of Paso Robles, CA.

Bidder shall state the name of the account representative assigned to the City and his/her role and responsibilities:

Donna Elam, Customer Service Representative - Books & Spoken Word Audio = (800) 775-1200, ext. 2746

Bob Williams, Inside Account Representative - Music / DVD = (800) 775-2600, ext. 5815

Toll free number: *please see above*

Customer Service Hours: *5:00am to 4:00pm (PST) Books / Spoken Word Audio*

7:00am to 4:00pm (PST) Music / DVD

Sustainability Efforts (Environmental Responsibility)

Bidders shall describe conservation efforts used by company and suggestions to help the City of Chula Vista reduce our carbon footprint:.

Please see our bid response.

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References

Bidder shall list the five (5) largest public library accounts to which they have been a major supplier for the last three years

Name of Public Library	Contact Person	Phone #	\$ Value of Business
1. <u>Los Angeles County Library</u> (Los Angeles, CA)	<u>Wendy Crutcher</u>	<u>562-940-8503</u>	<u>*</u>
2. <u>San Diego Public Library</u> (San Diego, CA)	<u>Robyn Gage-Norquist</u>	<u>619-236-5803</u>	<u>*</u>
3. <u>San Diego County Library</u> (San Diego, CA)	<u>Jennifer Lawson</u>	<u>858-694-2460</u>	<u>*</u>
4. <u>Phoenix Public Library</u> (Phoenix, AZ)	<u>Rita Hamilton</u>	<u>602-262-4735</u>	<u>*</u>
5. <u>Pima Public Library</u> (Pima, AZ)	<u>Diane Ward</u>	<u>520-594-5629</u>	<u>*</u>

Payment Terms

Terms: Net % 30 Days

Prompt payment discounts offered for less than fifteen (15) days will *not* be considered in evaluating proposals for award. However, discounts offered of less than fifteen (15) days will be taken if payment is made by the City within the discount period. In the absence of terms, payment shall be Net Thirty (30) Days.

* Annual purchases from each of these clients is \$1 million or more.

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Public Agency Participation

Other public agencies (e.g. city, county, public corporation, political subdivision, school district, or water authority) may want to participate in any award as a result of this proposal. The City of Chula Vista shall incur no financial responsibility in connection with any purchase by another public agency. The public agency shall accept sole responsibility for placing orders and making payments to the successful Bidder. This option will *not* be considered in proposal evaluation. Please indicate whether this will be granted.

Yes X No

PUBLIC DISCLOSURE

All bids submitted in response to this RFB become the property of the City and public records, and as such may be subject to public review. Under the California Public Records Act (California Government Code Section 6250 et seq.) records in the custody of a public entity generally have to be disclosed unless the information being sought falls into one or more of the exemptions to disclosure set out in Government Code Sections 6254 through 6255.

A cover letter submitted with the bid should contain a paragraph that states whether or not Bidder (Contractor or Vendor) believes that its bid does or does not contain information that falls into one of the exemptions of Government Code Sections 6254 through 6255 and whether or not Bidder (Contractor or Vendor) considers such information to be confidential.

In the absence of a declaration, the City may be obligated to disclose the bid to any party that requests it. Regardless of assertions of confidentiality, bid contents may still be disclosed if City, or a court with jurisdiction, determines that such bid is a public record requiring disclosure

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PROPOSAL AND OFFER TO CONTRACT

The Bidder (hereinafter sometimes called Proposer, Contractor or Vendor) submits a bid and offers to enter into this contract with the City of Chula Vista (hereinafter called City) this 3rd day of October, 2016 as follows:

This Proposal and Offer, subject to the specifications, terms and conditions, and general provisions herein, when duly accepted by the City, shall constitute the contract between the parties.

In consideration of the payments to be provided by the City, and in accordance with the conditions expressed in the proposal forms and specifications attached and by this reference incorporated herein, contractor agrees to furnish the City of Chula Vista with **Library Books and Audio-Visual Materials.**

The following section must be filled in completely:

Company Name Baker & Taylor, LLC

Address 2550 W. Tyvola Road, Suite 300

City Charlotte State NC Zip 28217

Telephone 800-775-7930, ext. 3245 Fax 704-998-3260

Email bids@baker-taylor.com

Print Name Lee Ann Queen Title Director, Pricing Services

Signature Lee Ann Queen Date September 29, 2016

Bidders shall submit three (3) complete sets of their proposal. Three (3) current published price lists shall be included with the proposal. Additionally please provide a compact disk or USB Flash Drive of the proposal submitted and the current published price list.

Price List

Please see our website for title listings. Title data is updated on a daily basis. Access the Title Source site at:

<http://publiclibrary.btol.com>

Login: CHULAVISTA

Password: BOOKS1122