

**Request for Proposal for Library Materials
For the
Fargo Public Library**

102 3rd St N Fargo, ND 58102

Proposals accepted until July 10th 5PM 2020

Contact: Timothy Dirks, Director

tdirks@fargolibrary.org

Fargo Public Library
Library Materials Request for Proposal

Table of Contents

- I. Fargo Public Library Organizational Overview
- II. Scope of Work
- III. Deadline and Delivery of Proposal
- IV. Indemnification
- V. Terms of Proposal
- VI. Award and Execution of Contract
- VII. Proposal Format and Qualifying Vendor Information

I. Fargo Public Library Organization Overview

The Fargo Public Library is a department of the City of Fargo with a materials budget of just over \$700,000. The library has three locations with the Main Library, the Dr. James Carlson Branch, and the Northport Branch.

II. Scope of Work

The Fargo Public Library issues this Request for Proposal to solicit proposals from vendors that supply books, audiovisual materials, and electronic resources (collectively identified as "Library Materials"). Library Materials must comply with current copyright and intellectual property laws.

The information submitted in the proposals will be used to evaluate and qualify vendors to supply Library Materials. The Fargo Public Library reserves the right to reject all submitted proposals. The acceptance of a proposal by the Fargo Public Library does not guarantee the specific amount which will be purchased from the vendor. The contract will not be exclusive, as Fargo Public Library will continue to purchase Library Materials from a number of vendors.

The selected vendors will provide Fargo Public Library with Library Materials for a period of one (1) years, starting on August 1st 2020 and continuing until July 31st 2021. Fargo Public Library will seek two (2) one (1) year extensions based upon mutually-agreed-upon discounts for successive years to be established and agreed-upon in advance of each successive term.

III. Deadline and Delivery of Proposal

Proposals must be concise with no more than twenty-five (25) pages. The ability of the vendor to meet the proposal specifications will be evaluated. Interested parties should email proposals to: tdirks@fargolibrary.org no later than: **July 10th 5PM 2020**

Notification of receipt of the proposals will be sent to the email listed on the contact.

Proposals will be reviewed by the Administrative Team of the Fargo Public Library.

IV. Indemnification

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to reasonable attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of or resulting from the successful Proposer's work or services. The successful Proposer's duty to defend, hold harmless, and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of the successful Proposer, anyone successful Proposer directly or indirectly employs or is contracted for employment.

V. Terms of Proposal

Vendor agrees that any proposal submitted will remain valid for a period of one hundred and twenty (120) days from the date received by **July 10th 5PM 2020**. Fargo Public Library reserves the rights to add, delete, and/or modify any article or clause in the Request for Proposal prior to the awarding of a contract. In addition, any resulting contract may include other provisions mutually agreed upon or as required by law.

VI. Award and Execution of Contract

The successful vendor will be notified on or about **July 24th 2020**. At the option of Fargo Public Library, the Request for Proposal may be part of the contract. Any proposed changes should be included in your submission. The decision will be made by a Review Committee of no less than three (3) people selected by the Director and the proposal will be evaluated based upon the following factors:

Customer Service	20%
Order Fulfillment	30%
Product Pricing	40%
<u>Item Processing</u>	<u>10%</u>
	100%

VII. Proposal Format and Qualifying Vendor Information

Please provide your company name(s), email address and phone number of contact to answer questions regarding proposal.

In order for the proposal to be considered, all information requested in the Request For Proposal must be furnished and must be answered in the same format as it is presented in the Request For Proposal. If question does not apply, "N/A" should be used.

Qualifications for Vendors

Materials and stock

1. Book vendor - Vendor shall provide Fiction and Nonfiction titles for all age ranges. Vendor shall provide books in Large Print format.
2. Media vendor - Vendor shall provide Blu-rays, DVDs, Music CDs, and Audiobooks on CD for all age ranges.
3. Vendors may also provide access to additional materials and formats, such as video games.

Customer services

1. The vendor shall designate a sales representative to serve as the vendor's representative to FPL.
2. The vendor shall provide toll-free customer service phone numbers and e-mail addresses for primary contacts and service specialists, for use by FPL staff.
3. The vendor will demonstrate prior successful provision of Library Materials to similar libraries as verified by references.

Selection and collection development

1. The vendor shall operate a website that provides FPL with bibliographic information and stock information.
2. The website shall provide FPL with the ability to create individual shopping carts that can be managed by a central FPL administrative account.
3. The vendor shall provide suggested/optional selection lists for all materials. These selection lists shall be created by vendor's staff.
4. The vendor shall provide full-text reviews from professional journals (such as Publishers' Weekly, Library Journal, School Library Journal, VOYA, and Booklist).

Ordering and order fulfillment

1. The vendor will agree to impose no minimum order per shipping location requirement during the life of this contract.
2. The vendor shall offer the ability to place standing orders via its website or some similar means. FPL shall be able to place standing orders for new titles, cancel standing order titles, and claim volumes in standing orders that were not received.
3. The vendor shall provide monthly reports on items ordered and their status.

Physical Processing

1. Vendor must provide physical pre-processing including but not limited to: call number/spine labels, book covers, property stamps, barcodes, RFID tags, media cover art, media locking cases.
2. Vendor pre-processed call numbers should be fully customizable and adhere to FPL specifications.
3. Vendor shall provide the ability to process similar items differently, i.e. Adult Fiction versus Juvenile Fiction, via different processing accounts or similar means.

ILS integration

1. Vendor must support EDI for ordering and invoicing.
2. Vendor must be compatible with Community Koha ILS.
3. Vendor must provide brief MARC bibliographic records that can be downloaded free of charge.
4. Vendor must provide Grid/9xx ordering. FPL must be able to easily manipulate Grid/9xx fields.

Invoicing

1. Vendor must support both print/email invoices and electronic invoices via EDI.
2. Print invoices shall display "Fargo Public Library," FPL's account number, PO#, and be itemized with the following information: titles, authors, ISBNs, quantities, list prices, and the percentage discounted from publisher's list price for each title, net cost after discount/extended price, processing costs, and shipping costs.
3. Terms of payment shall be no less than 30 days.
4. PO# should appear on the invoice, with a separate invoice for each PO#
5. Any additional charges, such as processing, should appear on the same invoice as materials ordered

Shipping and delivery

1. Unless otherwise specified by FPL, library materials are to be delivered to: Fargo Public Library, 102 3rd St N, Fargo, ND 58102.
2. The vendor shall not charge shipping fees that exceed standard USPS or UPS shipping rates.
3. All Library Materials must be adequately protected to prevent damage during shipping.

Returns

- Returns for credit or replacement of damaged or defective items, items not ordered, and/or items deemed not appropriate shall be allowed without requesting authorization, at no cost. Vendor shall detail all returns policies in their proposal.

Library materials and Charges

Discounts:

Indicate the discounts from publisher's list price that you would provide on materials ordered during 2020. Discounted charges for library materials shall be firm and fixed for the specified contract period. Vendor shall base all discounts on publisher's list price. Please provide a single number for each category, rather than a range of discounts or an average discount. Note that any change in discount must be negotiated with FPL.

Format	Discount
Trade Hardcover	%
Quality/Trade Paperback	%
Mass Market Paperback	%
Publisher's Library Binding	%
School Library Binding	%
Large Print Trade Hardcover	%
Large Print Quality/Trade Paperback	%
Short Discount	%
Audiobook on CD	%
DVD	%
Blu-ray	%
Music CD	%

Additional Charges:

Please list any additional charges for the following:

Shipping & Handling _____

Other (please itemize): _____

Do you offer the replacement of single CDs or DVDs for damaged discs in a set?

___ Yes ___ No

Are there any restocking fees applied to returns?

___ Yes ___ No

If so, what is the charge? _____

Please list any rush fees that you charge.

Please list any and describe additional fees and charges.

Ability to meet required qualifications

Materials and Stock:

How many titles do you typically have in stock?

What is your usual first fill rate? Choose one.

____ 91-100%

____ 76-90%

____ 50-75%

____ less than 50%

Identify the types of materials you provide (Check all that apply):

___ Adult trade hardcover books

___ Adult trade paperback books

___ Adult mass market paperback books

___ Teen trade hardcover books

___ Teen trade paperback books

___ Juvenile trade hardcover books

___ Juvenile trade paperback books

___ Publisher-bound library binding books

___ Vendor-bound library binding books

___ Large print trade hardcover books

___ Large print trade paperback books

___ Audiobooks on CD

___ Replacement CDs for audiobooks

___ DVDs

___ Blu-rays

___ Replacement DVDs/Blu-rays for DVD/Blu-ray sets (e.g. television series)

___ Music CDs

Selection and collection development:

What selection tools are available to the Library for selecting Library Materials from your firm? Check all that apply.

Print catalogs

Online catalogs

Customized book lists

Professional reviews:

Other selection tools:

If your firm provides customized selection lists, please list three (3) examples.

Does your ordering interface provide individual shopping carts that can be managed by a central library administrative account?

Yes No

Does your ordering interface notify selectors when they attempt to order materials that have been previously purchased by the library?

Yes No

Ordering and order fulfillment:

Can you accept orders placed electronically using EDI?

Yes No

Do you support Grid/9xx ordering?

Yes No

Is there a charge for Grid/9xx ordering?

Yes No

If so, what is the charge for Grid/9xx ordering?

Do you support interface with the Community Koha Acquisitions Module via EDI?

Yes No

Can you provide monthly reports on items ordered and their status?

Yes No

Is there a charge to access these reports?

Yes No

If so, what is the charge for each report?

Do you impose a minimum order per shipping location requirement?

Yes No

Do you support the placement and cancellation of standing orders?

Yes No

Shipping and delivery:

What is your standard order service period (from date of order to receipt by Library)?

_____ days

Returns:

Do you allow returns to be claimed on your website?

Yes No

Will you accept the return of publisher defective books up to one year from receipt by FPL and issue full credit with no restocking fee?

Yes No

Does the returns policy differ for cataloged/processed items?

Yes No

If so, how?

Is the Library required to obtain a return authorization before returning damaged or defective items, or shipment errors?

Yes No

Invoicing:

Can you provide electronic invoicing via EDI?

Yes No

Can you provide print invoices by PO#?

Yes No

Can you provide email invoices by PO#?

Yes No

Are processing charges on the same invoice as materials?

Yes No

Are processing charges estimated at point of order?

Yes No

Are your terms of payment 30 days or more?

Yes No

Processing:

Can you provide pre-processed materials, such as spine labels and barcodes, applied per library standards?

Yes No

Do you provide brief MARC records for free?

Yes No

Are you able to classify items according to the current edition of Dewey Decimal Classification?

Yes No

How much do you charge for each MARC record?

Please list your charges for the following:

Processing	Cost
Book cover (hardcover)	
Book cover (paperback)	
Property stamp (supplied by library)	
Spine label/call number	
Barcode	
RFID tag (book)	
RFID tag (media)	
DVD/Blu-ray Locking Case	
Audiobook Case	
Music CD Case	
Donut Label for discs	
Custom Media Artwork	

Please attach a complete list of processing options and charges available.

Support:

Do you provide a dedicated Sales Representative to the library?

Yes No

Do you provide training opportunities for staff, such as webinars?

Yes No

Do you provide documentation online on how to utilize your website?

Yes No