



City of
SANTA CLARITA



NOTICE INVITING PROPOSALS

City of Santa Clarita Library Materials

RFP # LIB-17-18-50

The SCPL is looking for multiple vendors to furnish, deliver, catalog, and process our print and/or audiovisual materials.

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REQUEST FOR PROPOSALS

Proposal responses must be received ***electronically*** before 11:00 AM on May 17, 2018, by the Purchasing Agent of the City of Santa Clarita. Electronic bids may be viewed at:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=16840#>

PROPOSAL # LIB-17-18-50

City Of Santa Clarita Library Materials

Specifications for this proposal may be downloaded from the City's Purchasing website at <http://www.santa-clarita.com/city-hall/departments/administrative-services/purchasing>. Please refer to specifications for complete details and proposal requirements.

The specifications in this notice shall be considered a part of any contract made pursuant thereto.

Purchasing
(661) 255-4399

CITY OF SANTA CLARITA
REQUEST FOR PROPOSAL INVITATION

PROPOSAL # LIB-17-18-50

ELECTRONIC PROPOSALS ARE DUE BEFORE: 11:00 AM, Thursday, May 17, 2018

The City of Santa Clarita invites electronic proposals for:

City Of Santa Clarita Library Materials

1. Proposal responses must be uploaded to Planet Bids at:
<http://www.planetbids.com/portal/portal.cfm?CompanyID=16840#>
2. Prices shall be D.D.P. Destination or for the service rendered.
3. Proposer shall honor proposal prices for One Hundred Twenty (120) days or for the stated contract period, whichever is longer.
4. Proposals must include this Proposal form and be signed by the contractor's authorized representative. This signature acknowledges the proposer has read and understands the requirements contained on pages 1 to 19 and attachments A-D.
5. **The last day for questions will be 10:00 AM, Thursday, May 10, 2018.** Questions should be submitted *electronically* to:
<http://www.planetbids.com/portal/portal.cfm?CompanyID=16840#>
6. **The contractor is responsible for the accuracy and completeness of any solicitation form not obtained directly from the City.**

PROPOSER TO READ

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

Company: _____ Address: _____

Name (Print): _____ Signature: _____

Company Phone No.: _____ Title of Person Signing Bid: _____

A.

PROPOSAL INSTRUCTIONS

1. **Submitting Proposals.** (a) The response must be submitted on this form and include the notice, Request for Proposal Schedule, and all forms or information included in or required by Section B, Specifications, (attachments accepted) (b) All documentation of unit pricing or other cost breakdowns as outlined in this RFP must be submitted to support the total proposal price. (c) Proposals/corrections received after the closing time will not be opened. The City will not be responsible for proposals not properly marked and delivered. Upon award, all submissions become a matter of public record.
2. **Alternatives.** Any changes or alternatives must be set forth in a letter attached to this proposal. The City has the option of accepting or rejecting any alternative proposal.
3. **Currency.** All references to dollar amounts in this solicitation and in proposers' response refer to United States currency. Payment will be made in United States currency.
4. **Preparation.** The proposal documents must be prepared as requested in the scope of work and uploaded via the PlanetBids website.
5. **Environmentally Preferable Purchasing.** The City of Santa Clarita being fully aware of the limited nature of our resources and the leadership role government agencies have, supports the Environmentally Preferable Purchasing (EPP) program. With changes in technology and industries occurring rapidly it is frequently difficult to be aware of the latest innovations. Therefore, it is the intent of the City of Santa Clarita to seek out those products which result in less energy usage, least impact on natural resources and greatest reuse of post-industrial and post-consumer material. Proposers are strongly encouraged to offer products and services meeting these criteria and point out those specific aspects or features in their proposal. In accordance with Public Contract Code 22152 proposers are required to certify in writing the minimum, if not exact, percentage of postconsumer materials in the products, materials, goods, or supplies, offered or sold.
6. **Failure to Submit Proposal.** Your name may be removed from the mailing list if the City receives no response to this proposal.
7. **Taxes, Charges and Extras.** (a) Proposer must show as a separate item California State Sales and/or Use Tax. (b) The City is exempt from Federal Excise Tax. (c) Charges for transportation, containers, packing, etc. will not be paid unless specified in proposal.
8. **Awards.** The City may make an award based on partial items unless the proposal submitted is marked "All or none." Proposer selection is based upon multiple award criteria as specified in Section C, Statement of Work and Format. A list of responding vendors may be posted on the City's website at www.santa-clarita.com/purchasing, normally within 24 hours.
9. **Cooperative Bidding.** Other public agencies may be extended the opportunity to purchase off this RFP with the agreement of the successful proposer(s) and the City of Santa Clarita. The lack of exception to this clause in proposer's response will be considered agreement. However, the City

of Santa Clarita is not an agent of, partner to or representative of these outside agencies and is not obligated or liable for any action or debts that may arise out of such independently negotiated "piggy-back" procurements.

10. Default. In case of default by the proposer of any of the conditions of this proposal or contract resulting from this proposal, the proposer agrees that the City may procure the articles or services from other sources and may deduct from the unpaid balance due the proposer, or collect against the bond or surety, or may invoice the proposer for excess costs so paid, and prices paid by the City shall be considered the prevailing market price at the time such purchase is made.
11. Assignment. No assignment by the proposer of contract or any part hereof, or of funds to be received hereunder, is binding upon the City unless the City gave written consent before such assignment.
12. Subcontractors. The Proposer must list any subcontractors that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.
13. Protection of Resident Workers. The City of Santa Clarita actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The proposer shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.
14. Termination. The City may terminate any service or requirement contract, with or without cause, either verbally or in writing any time.
15. Indemnification. The proposer is required to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of any agreement entered into between the parties. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, the proposer must defend the City (at the City's request and with counsel satisfactory to the City) and indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise.
16. Bonds. *No bonds are necessary for this Request For Proposal.*
17. Insurance. For contracts involving services the City requires insurance. Proof of insurance shall be provided by using an ACORD certificate of insurance and shall be provided prior to contract signing. Insurance shall be "Primary and Non-Contributory" and must name the "City of Santa Clarita" as an additional insured. The certificate shall list coverage for General Liability (limit of \$1,000,000 CSL or \$1,000,000 per occurrence with a \$2,000,000 aggregate), Auto Liability (limit of \$1,000,000), and Worker's Compensation (statutory requirement). For professional services,

Professional Liability with a limit of \$1,000,000 may also be required. Insurance shall not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City. Specific insurance requirements will be set forth in any contract awarded to a proposer.

18. Payment. (a) Proposer shall state payment terms offered. (b) Payment will be made on the pay period after receipt and acceptance of goods and/or services and upon using department confirmation of such acceptance.
19. On-Site Inspection. When deemed necessary by the City, an on-site inspection date and time will be so designated. Proposer is responsible for inspecting and understanding the total scope of the projects (i.e., specifications, quality, and quantity of work to be performed.)
20. Specifications. Materials differing from stated specifications may be considered, provided such differences are clearly noted and described, and provided further that such articles are considered by a City official to be in all essential respects in compliance with the specifications.
21. Brand Names. The use of the name of a manufacturer, or any specific brand or make, in describing any item contained in the proposal does not restrict proposers to the manufacturer or specific article, this means is being used simply to indicate a quality and utility of the article desired; but the goods on which proposals are submitted must in all cases be equal in quality and utility to those referred to. This exception applies solely to the material items in question and does not supercede any other specifications or requirements cited. Documentation of equivalency must be submitted with the proposal.
22. At a minimum the documentation must demonstrate equivalency in form, fit, function, quality, performance and all other stated requirements. The City is final determiner of equivalency. Exception is made on those items wherein identical supply has been determined a necessity and the notation NO SUBSTITUTE has been used in the specifications.
23. Proposal Rejection. The City reserves the right to reject any or all proposals and to waive any informality in any proposal. The City may reject the proposal of any proposer who has previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a proposer who is not in a position to perform such a contract satisfactorily. The City may reject the proposal of any proposer who is in default of the payment of taxes, licenses or other monies due to the City of Santa Clarita. The City reserves the right to reject any or all proposals and to waive any informality in any proposal.
24. Addenda. The City will not accept responsibility for incomplete packages or missing addenda. Addenda must also be acknowledged on PlanetBids. It is the proposer responsibility to contact the project manager, for public projects, or Purchasing prior to submission of the quote to make certain the package is complete and all required addenda are included. This information will also be available from the City's website if the quote was downloaded.
25. Price Reductions. If at any time during the life of this contract, the successful proposer reduces his price or prices to others purchasing approximately the same quantities as contemplated by this contract, the contract prices must be reduced accordingly, and the proposer/vendor will immediately notify the Purchasing Agent, City of Santa Clarita.

26. Contract Pricing. Except as otherwise provided, price proposals must remain consistent through the term of this contract. The City does not pay “surcharges” of any type unless identified in the response to this proposal. All costs will be included in the pricing provided to the City.
27. Non-Appropriation of Funds. The City’s obligation is payable only and solely from funds appropriated for the purpose of this agreement. All funds for payment after June 30 of the current fiscal year are subject to City’s legislative appropriation for this purpose. In the event the governing body appropriating funds does not allocate sufficient funds for the next succeeding fiscal year’s payments. Then the affected deliveries/services may be (1) terminated without penalty in their entirety, or (2) reduced in accordance with available funding as deemed necessary by the City. The City shall notify the proposer in writing of any such non-allocation of funds at the earliest possible date.
28. Safety. Proposer agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 (or latest revision), the State of California Safety Orders, and regulations issued thereunder, and certifies that all items furnished under this proposal will conform and comply with the indemnity and hold harmless clause for all damages assessed against buyer as a result of suppliers failure to comply with the Act and the standards issued thereunder and for the failure of the items furnished under this order to so comply.
29. Gratuities. The City may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this agreement, if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing an agreement or securing favorable treatment with respect to the award or amending, or the making of any determinations with respect to the performance of such agreement; provided, that the existence of the facts upon which the City makes findings shall be in issue and may be reviewed in any competent court. In the event of such termination, the City shall be entitled to pursue the same remedies against the Contractor as the City could pursue in the event of default by the Contractor.
30. Delivery. Unless otherwise specified, delivery shall be D.D.P., the City of Santa Clarita, site of user division and contract delivery may begin no later than fifteen (15) calendar days from receipt of order.
31. Invoices. Invoices will be forwarded to:

City of Santa Clarita
NS -Santa Clarita Public Library
23743 W. Valencia Blvd.
Santa Clarita, CA 91355-2196

Invoices will reflect the purchase order # and goods or service delivered in accordance with the terms of the contract. Invoice processing begins on receipt of the material or invoice, whichever is later.

32. Proposal Questions. Questions should be submitted *electronically* to:
<http://www.planetbids.com/portal/portal.cfm?CompanyID=16840#>

The last day for questions will be 10:00 AM, Thursday, May 10, 2018.

33. Renewal. Contracts entered into pursuant to this Request for Proposals may be renewed annually, up to four times, in accordance with the terms of the contract. If not otherwise stated, the contract may be renewed if the new pricing of the contract does not change more than the Consumer Price Index - All Urban Consumers (not seasonally adjusted), Los Angeles Area-Riverside-Orange county area and prevailing wage rates, if applicable. Price adjustments may be increases or decreases as appropriate and must be requested at least 90 days prior to the expiration/renewal of the contract. The index level for the month preceding the month of solicitation advertisement will become the beginning index. The price adjustment limit will be the percentage change based on the difference between the beginning level or the adjustment level last used and the index level for the period 90 days prior to the expiration of the contract. If not renewed prior to the anniversary date, the contract may continue on a month to month basis until renewed or awarded to a new contractor.

The City of Santa Clarita's "Terms and Conditions" is found on a separate attachment in PlanetBids.

B.

SCOPE OF WORK AND MATERIALS SPECIFICATIONS

PROPOSAL # LIB-17-18-50

City Of Santa Clarita Library Materials

I. BACKGROUND

The Santa Clarita Public Library (SCPL) was created on July 1, 2011 when public library services transferred to the City of Santa Clarita. SCPL operates three libraries: Canyon Country (17,000 square feet), Valencia (25,000 square feet) and Old Town Newhall (30,000 square feet). SCPL serves the City of Santa Clarita’s population of approximately 220,000 people over a 64.4-square-mile area.

SCPL’s current integrated library system (ILS) is Polaris. Circulation for Fiscal Year (FY) 2016-17 (July 1, 2016 through June 30, 2017) was 1,270,216. Also in FY 16-17, the SCPL website received 570,552 visits.

II. TENTATIVE TIMELINE

<u>EVENT</u>	<u>DATE</u>
Solicitation advertisement	April 13, 2018
Last day for questions	May 3, 2018
Return of proposals	May 14, 2018
Evaluations of proposals	May 14 - 25, 2018
Interviews (if necessary)	May 28 - 31, 2018
Contract award	June 26, 2018

III. SCOPE OF WORK

The SCPL is looking for a vendor to furnish, deliver, catalog, and process our print and/or audiovisual materials. Our materials budget for FY 2018-2019 is \$800,000 for printed materials, media, and databases. We reserve the right to award contracts to multiple vendors for materials as needed.

A. The City of Santa Clarita is seeking qualified Contractor(s) to furnish the SCPL as outlined in the general specifications below. SCPL utilizes the Polaris Integrated Library System (ILS) Acquisitions platform and does not require vendors to use compatible systems.

1. Service

- a. The Contractor shall provide a dedicated Account Representative and Customer Service Representative. All Contractors’ Account Representative(s) shall respond to messages within two (2) business days.
- b. The Contractor will provide MSRP for the following item types as well as the discounted rate. Contractor should include method for computing these discounts:
 - a. Adult Hardcover
 - b. YA Hardcover
 - c. J Hardcover

- d. Large Print
 - e. Adult Trade Paperbacks
 - f. YA Trade Paperbacks
 - g. DVDS
 - h. J Spoken word
 - i. YA/Adult Spoken word
 - j. Mass Market Paperbacks
 - k. Board Books
 - l. J Graphic Novels
 - m. YA/ Adult Graphic Novels
- c. The Contractor shall provide account management services that will include the following information and must have compatibility with the Polaris ILS Acquisition platform:
- 1) Account activity by period, account, and purchase order;
 - 2) Open items;
 - 3) Open invoices
 - 4) Purchase order status; and
 - 5) Shipment status, including recently shipped orders.
- d. The Contractor shall accept orders in one or more of the following formats:
- 1) Internet Transmission;
 - 2) Tele-Facsimile Orders; or
 - 3) Telephone Orders
- e. Contractor acknowledges that SCPL maintains subscriptions with several contractors that provide databases, e-books, and other electronic resources. SCPL reserves the right to purchase print versions of these resources directly from these contractors.

2. **Shipping and Receiving**

- a. Individual boxes shall weigh no more than fifty (50) pounds.
- b. All boxes must clearly display an address label with SCPL purchase order number and the total number of boxes in the shipment showing the number of each box within that shipment, e.g., Box 1 of 6, Box 2 of 6, etc.
- c. Packing slips shall accompany each shipment and be placed in either the first or the last box. This box must be clearly marked, "Packing Slip Included". Packing slips shall be sorted alphabetically by title and shall include the following information:
 - 1) Date sent;
 - 2) Library account number;
 - 3) Library purchase order number;
 - 4) Contractor tracking number;
 - 5) Author/Title/Publisher of item ordered;
 - 6) Quantity ordered;
 - 7) Quantity Shipped;
 - 8) Unit list price;
 - 9) Percentage discount from list price;
 - 10) Unit price after discount; and
 - 11) ISBN
- d. A sample of a packing slip shall be submitted with the bid.

3. Returns

- a. Books or other materials, including processed items, shall be returned for replacement or credit, at no charge to SCPL, if the books received were not those ordered or are in imperfect condition due to manufacturing defects or shipping damage.
- b. Returns shall be allowed up to six (6) months from invoice date.
- c. The Contractor shall pay all transportation charges of such returns.

4. Cancellations

- a. The Contractor shall provide SCPL with a cancellation report of all items cancelled. This will be done within ten (10) working days of being notified by the publisher. The cancellation report shall include the City's purchase order number, quantity ordered, price, author, title, publisher, and reason for the cancellation.
- b. Any orders not received after five (5) months will be automatically cancelled. Contractor shall report cancellation of orders whose term has expired to SCPL monthly. This time period is subject to review and change at the discretion of the City.
- c. The City may cancel individual line items after a purchase order is released if the contractor has not yet filled the order for the item. This will be done at no charge or penalty to the City.
- d. If an entire purchase order is open and no line items have been filled, the City may cancel the purchase order in its entirety and is not required to cancel each title individually. This will be done at no charge or penalty to the City.

5. Invoices

- a. Invoices shall include the same information as the packing slip. Additionally invoices shall itemize processing charges and tax. Invoices shall include page total and invoice total.
- b. Contractor shall not invoice back ordered items. All invoiced items must be shipped prior to issuance of an invoice.
- c. A sample invoice shall be submitted with the bid.

B. In addition to the general specifications, the following specifications are also required of Contractors bidding on print materials. SCPL will provide cataloging requirements, these are subject to change.

1. Service

- a. Contractor shall provide a toll free number for SCPL to contact technical support staff who can answer questions related to their online database of stock data and selection lists during normal business hours, Pacific Time.
- b. The Contractor shall have a real-time, web based database of its inventory and warehouse availability that includes the following:
 - i. Ability to create selection lists that can be used as electronic orders
 - 1) Unlimited number of individual user accounts for staff at any SCPL facilities.

2. Selection List

The Contractor (s) shall provide a website that provides SCPL with bibliographic information, stock information, and full text literary reviews from professional magazines such as Publisher's Weekly, Library Journal, School Library Journal and Booklist. The website shall provide SCPL with the ability

to create multi-user “shopping carts” or similar “collections” which serve as a way for the library to select titles and save those titles in lists on the contractor’s website. The website shall also provide SCPL with the ability to batch import such orders with brief MARC (Machine Readable Cataloging) records into the library’s Polaris ILS platform.

3. Fulfillment and Delivery

- a. The Contractor shall provide confirmation and status of items ordered within twenty-four (24) hours of placement of order.
- b. Initial shipments of processed materials must be made within two (2) weeks.
- c. The Contractor shall notify SCPL within one (1) week after the receipt of order as to any order materials Contractor is unable to supply.
- d. If the Contractor experiences a delay in fulfilling order, the Contractor shall notify SCPL to inform the reason for the delay and give a projected date of delivery.
- e. The Contractor shall give monthly status updates on open orders.
- f. Priority, rush pre-processed (if specified) materials must be mailed or shipped so that materials arrive at SCPL within five (5) working days of Contractor’s receipt of order.
- g. SCPL orders of best sellers must arrive at SCPL on or prior to release date.
- h. Continuations (Standing Orders) are to be shipped within three (3) weeks of publication. Unless otherwise indicated on an order, the latest edition published is to be supplied. Substitutions or additions of titles or editions shall not be permitted unless approved by SCPL. SCPL reserves the right to cancel serial titles at any time. The Contractor shall be responsible for shipments made of cancelled items. Contractor shall notify SCPL of:
 - 1) Ceased publications;
 - 2) Suspended publications;
 - 3) Publication Delays; and
 - 4) Price Changes

4. Training

Within thirty (30) days from award of contract, Contractor(s) shall supply on-site training of employees from the library’s Technical Services Section at no cost to the City. Contractor shall provide all necessary training materials at no additional cost to the City.

Training will include but not be limited to: access, title searching and data entry, list creation, transmitting of orders, invoice management, report generation, and any other information necessary for City staff to be able to navigate the Contractor’s ordering system.

Contractor shall provide training anytime the Contractor’s system is updated and/or any changes in procedures are made at no additional cost to the City.

5. Large Print Books

Large print materials must meet the National Association for the Visually Handicapped (NAVH) standards

6. Processing Services

SCPL will procure library materials with no processing services required or with full physical processing. For full physical processing, Contractor shall furnish all supplies and packaging except for: radio-frequency identification (RFID) tags, Property Label (City seal stickers), and Branch

indicator labels, which will be supplied by SCPL. SCPL will provide barcode ranges for use by Contractor.

Below are processing and classification specifications. Processing requirements for each "type of material" are listed on attachments.

Books

- a. Barcode placement: Back cover outside, upper right corner - 1/2" from edges & no more than 2" from spine. Horizontally and always in primary location with a protective label/cover.
- b. RFID Tags: will be encoded but not locked, located inside the back cover close to the spine.
- c. Spine Labels: 1/2" from the bottom of the spine. Reading horizontally with all information visible. If not possible, placed vertically reading from top to bottom. Up to 8 characters included.
- d. Property Label: Flush with top of spine label.
- e. Branch Label: Upper right-hand corner of back outside cover, covered with a protector.
- f. System stamp: Top text block.

DVD's

- a. Use black plastic case with full outer sleeve if repackaging is necessary.
- b. Color reproduction artwork should be used with library logo on top band.
- c. Print spine label, branch label, barcode directly on art.
- d. Spine label should be flush with bottom of artwork.
- e. Branch Label on the back, top right hand side.
- f. Barcode ranges will be assigned, barcodes should be printed on back, top left hand side.
- g. RFID tag should be placed on back side of artwork as far away from center as possible, encoded but not locked.
- h. DVD sets should be in multi disc cases processed as one item.
- i. Donut/ Hub labels should be placed on each disc with the library's name printed on them.

Spoken Word

- a. Use black or grey plastic case with full outer sleeve.
- b. Color Reproduction artwork should be used with library logo on top band.
- c. Print spine label, branch label, barcode directly on art.
- d. Spine label should be flush with bottom of artwork.
- e. Branch Label on the back, top right hand side.
- f. Barcode ranges will be assigned, barcodes should be printed on back, top left hand side.
- g. RFID tag should be placed on back side of artwork as far away from center as possible, encoded but not locked.
- h. Spoken word set discs should be in clear plastic sleeves.
- i. Donut/ Hub labels should be placed on each disc with the library's name printed on them.

Classification Scheme

- a. Non-fiction call numbers, with the exception of single biographies, will be assigned using Abridged Dewey Classification. The call number shall never go beyond four (4) numbers past the decimal point.
- b. All call numbers with the exception of single biographies shall be cuttered with the author's surname or the first word of the main entry if there are multiple authors.
- c. All letters in call numbers should be capitalized.
- d. Juvenile non-fiction call numbers will have prefix J.
- e. Young Adult non-fiction will have prefix YA.
- f. Adult fiction will be given the prefix FIC and cuttered with the author's surname or first word of the main entry if there are multiple authors.
- g. Graphic Novels shall have the prefix of GN, J GN or YA GN.
- h. Short stories by a single author shall be treated like fiction. Short stories by multiple authors shall be given a Dewey number.
- i. Juvenile fiction shall be given a call number of J and cuttered with the author's surname or the first word of the main entry if there are multiple authors.
- j. Juvenile Easy Readers, Picture books and board books shall have the prefix EB and cuttered with the author's surname or the first word of the main entry if there are multiple authors.
- k. Young Adult fiction shall be given the prefix YA and be cuttered with the author's surname or the first word of the main entry if there are multiple authors.
- l. Biographies of a single person shall have a prefix BIO, J BIO or YA BIO and cuttered with the surname of the subject followed by a suffix of the year of publication.
- m. Collective biographies shall be given a Dewey number and cuttered with the surname of the author and given a suffix of the year of publication.
- n. For spoken word compact discs the call number shall have a prefix of SR, J SR or YA SR.
- o. DVDs shall have the call number prefix of VR, J VR.
- p. Graphic novels, foreign language and series items will be processed according to SCPL specifications.

7. Standing Orders and Automatic Purchase Plans

- a. Contractor shall have the ability to provide standing order services for serials.
- b. Contractor shall provide access to an online database of titles available as standing orders that SCPL can use to order new titles. Modify quantities of titles on order.
- c. Categories shall include but not limited to:
 - 1) Reference Books
 - 2) Test Books
 - 3) Consumer Buying Guides
- d. SCPL reserves the right to utilize standing order plans from other contractors.
- e. Standing order plans should be provided at no additional cost to the City.

Automatic Purchase Plans

- a. Contractors shall have the ability to provide purchase plans based on reviews for new fiction and nonfiction materials (adult, young adult and children's book materials).
- b. Automatic Purchase Plans may also include:

- 1) Children's and Adult DVD releases
 - 2) Children's and Adult Audiobook releases
 - 3) Large Print Releases
- c. Requested services for these types of plans include, but are not limited to:
- 1) Access to Contractor's order history database, at no additional cost to the City. This will assist SCPL in determining if they have already placed an order for the titles selected.
 - 2) Electronic transmission of Selection Report to SCPL.
 - 3) Adjustments to orders as requested.
- d. SCPL reserves the right to utilize Automatic Purchase plans from other contractors.
- e. Automatic Purchase plans shall be provided at no additional cost to the City.

IV. PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in this section. Failure to adhere to these specifications may be cause for rejection of proposal.

1. Signature. An authorized representative of the bidder should sign all proposals.
2. Due Date. All proposals must be received as noted in the "Instructions" section. Late bids/proposals will not be accepted. Any correction or resubmission done by the proposer will not extend the submittal due date.
3. Addenda. City may modify the proposal and/or issue supplementary information or guidelines relating to the Request for Proposal (RFP) during the proposal preparation period of 4/17/18 to 5/17/18. Proposers are cautioned against relying on verbal information in the preparation of proposal responses. All official information and guidance will be provided as part of this solicitation or written addenda published through PlanetBids.
4. Rejection. A proposal may be deemed non-responsive and may be immediately rejected if:
 - a. It is received at any time after the exact date and time set for receipt of proposals and/or;
 - b. It is not prepared in the format prescribed and/or;
 - c. It is signed by an individual not authorized to represent the firm.
5. Disposition of Proposals. The City reserves the right to reject any or all proposals. All responses become the property of the City. A copy of the proposal shall be retained for City files.
6. Proposal Changes. Once submitted, proposals, including the composition of the contracting team, cannot be altered without the prior written consent of the City. All proposals constitute

an offer to the City and may not be withdrawn for a period of one hundred and twenty (120) days after the last day to accept proposals.

7. Proposal Evaluation and Contractor Selection. An evaluation panel comprised of representatives from the requesting department will evaluate all proposals to determine responsiveness to the RFP. The panel will recommend the selection of the responsible Proposer whose proposal is most advantageous to the City. Accordingly, the City may not necessarily make an award to the Proposer with the highest technical ranking nor award to the Proposer with the lowest Price Proposal if doing so would not be in the overall best interest of the City.

A. Tech Proposal

In addition to the submission of information required under Section III, the vendor is required to submit the following information with their proposal.

- Cover Letter - Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the firm.
- Table of Contents - Clearly identify material contained in the proposal by section and page number.
- Introduction - Contents to be determined by Proposer.
- Nature of Proposed Program - Describe the overall approach to providing the services required. Contractor qualifications, number of days for processing, and shipping estimated for both standard and rush services. The information requested from section III. should be provided here.
- A sample of a packing slip (as specified in Section III, paragraph A.2.d).
- A sample of an invoice (as specified in Section III, paragraph A.5.c).
- Additional Data (optional) - Provide other essential data that may assist in the evaluation of this proposal.

B. Cost Proposal

The cost proposal should be a separate file of proposal response.

- Name and Address - The Cost Proposal must list the name and complete address of the bidder.
- Cost Proposal - The cost proposal should include all of the cost information requested in section III. in addition to the completed price sheet provided in this document. You may

include any additional cost information that may assist in the evaluation of this proposal.

V. SELECTION CRITERIA

The overall criteria is listed below. As proposals are considered by the City to be more equal in their technical merit, the evaluated cost or price becomes more important so that when technical proposals are evaluated as essentially equal, cost or price may be the deciding factor.

Proposal Evaluation and Contractor Selection.

- Contractor qualifications and number of days for processing and shipping estimated for both standard and rush services
- Thoroughness of proposal, approach to providing sound services and ability to provide services to meet objectives and standards
- Cost of materials and services provided as well as discounts offered

During the selection process, the evaluation panel may wish to interview bidders with scores above a natural break. Should an interview process take place the results of the interview will carry great weight in the selection process. The City reserves the right to make a selection solely on the basis of the proposals without further contact.

DESIGNATION OF SUBCONTRACTORS

PROPOSAL # LIB-17-18-50

City Of Santa Clarita Library Materials

City of Santa Clarita, California

Fill out this form completely and upload it with your proposal. If no subcontractors will be used put NA.

Subcontractor		DBE STATUS:	Dollar Value of Work
Age of firm:		Certifying Agency:	Annual Gross Receipts:
Location and Place of Business			
Bid Schedule Item Nos:		Description of Work	
License No.	Exp. Date: / /		Phone ()

Subcontractor		DBE STATUS:	Dollar Value of Work
Age of firm:		Certifying Agency:	Annual Gross Receipts:
Location and Place of Business			
Bid Schedule Item Nos:		Description of Work	
License No.	Exp. Date: / /		Phone ()

Subcontractor		DBE STATUS:	Dollar Value of Work
Age of firm:		Certifying Agency:	Annual Gross Receipts:
Location and Place of Business			
Bid Schedule Item Nos:		Description of Work	
License No.	Exp. Date: / /		Phone ()

NOTE: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5 of the Labor Code. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

REFERENCES

PROPOSAL # LIB-17-18-50

City Of Santa Clarita Library Materials

City of Santa Clarita, California

The following are the names, addresses, and telephone numbers of three public agencies for which BIDDER has performed work of a similar scope and size within the past 3 years. If the instructions on this form conflict with the references requested in the scope of work, the scope of work shall govern. Complete this form out accordingly. Fill out this form completely and upload it with your proposal.

1. _____
Name and Address of Owner / Agency

Name and Telephone Number of Person Familiar with Project

Contract Amount	Type of Work	Date Completed
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2. _____
Name and Address of Owner / Agency

Name and Telephone Number of Person Familiar with Project

Contract Amount	Type of Work	Date Completed
-----------------	--------------	----------------

3. _____
Name and Address of Owner / Agency

Name and Telephone Number of Person Familiar with Project

Contract Amount	Type of Work	Date Completed
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The following are the names, addresses, and telephone numbers of all brokers and sureties from whom BIDDER intends to procure insurance bonds:

DOCUMENTS CHECKLIST

PROPOSAL # LIB-17-18-50

City Of Santa Clarita Library Materials

In addition to the items requested for the proposal the following documents are required to be completed and submitted by the proposer.

- Request for Proposal Invitation page filled out
- Any addendum published through Planetbids – signed form and acknowledgement through planet bids
- Designation of Subcontractors form – *if none, write "n/a"; Do NOT leave blank*
- Reference Page
- Cost Proposal
- Technical Proposal