



Addendum: RFP No. 2021.09.15: Library Materials

1. General Questions – October 6, 2021

Q: I see that the response has a 25-page limit. We'd like to provide a well-rounded and complete response; will referenced exhibits and samples count against the 25-page limit?

A: Exhibits and samples will not count against the 25-page limit.

Q: Are DVD, Music CD, and Spoken Word Audio CD product excluded from the scope of this RFP?

A: Yes, this RFP is for books only.

Q: Is the DELIVERY REQUIREMENT below asking if we can provide MARC records with embedded circulation item data via FTP or e-mail prior to delivery? If not, please clarify the request.

5.7 The Library purchases some items shelf-ready – fully processed and available with item records. The Library will provide call numbers for these items. Can the Proposer provide access to item records – via a vendor FTP site or email – before items arrive on-site?

A: Yes, that is correct.

Q: What specific components do you require for “shelf-ready materials”?

1.4 Provide details and cost information for other available processing services or packages, including shelf-ready materials, cataloging services, additional labels, etc., and any restrictions that apply.

A: MARC records, spine labels, barcodes, Mylar jackets (if applicable for collection), and any other labels like genre/interest (can vary by collection).

Q: Please clarify if the request for 1.6 is to be interpreted as: “Can the list price of the item be automatically included in a specified subfield of each embedded circulation item field in the MARC record.”?

1.6 Can the list price of the item be automatically included in a specified subfield in each MARC tag?

A: Yes, that is correct.

Q: Please confirm that you do indeed want 1 printed copy of the bid response mailed and 1 full copy emailed. There are somewhat conflicting instructions provided:

- Oral, telephonic, telefaxed, electronic or telegraphic Proposals are invalid and will not receive consideration.
- The interested firm or group must provide one (1) printed sealed copy and one (1) electronic copy of the proposal (to vendorsubmissions@sno-isle.org) subsequent to the opening of proposals.

A: Sno-Isle Libraries' internal policies dictate that we receive hard-copy proposals and make the opening of the proposals available to the public. We are requesting that one (1) electronic copy of the proposal be sent to our bid submissions email address so that we don't have to tear apart the original document and scan it to the evaluators for review. Apologies for the confusion.

Q: Is the intent to award to a single vendor or multiple vendors?

A: Sno-Isle Libraries will award a primary book contract to a single vendor, but will continue to do business with other vendors as needed and appropriate.

Q: If multi-vendor award, will the library accept discounts/terms for primary vendor award with an alternate offer for secondary award?

A: N/A

Q: Since this is a multi-year award, should the vendor experience unexpected cost increases, are price adjustments permitted during renewal?

A: Sno-Isle Libraries would expect the pricing quoted to be supported for the initial 2-year term, with any adjustments to be negotiated at the optional renewals. If there are significant external factors that impact the pricing (e.g., increase in shipping costs outside of the vendor's control), potential changes could be negotiated.

Q: We note that you have requested the names and contact information of our associates that would work on this account if awarded. As you may be aware, privacy laws that are applicable to you and us, including the Colorado Privacy Act, significantly restrict the disclosure of personal information. To ensure compliance with such laws, we propose that we provide you with the title and general experience of the associates that would be working on this account for purposes of this bid. When and if we are awarded the bid, we would provide you with the appropriate name and contact information. Please let us know whether this will be acceptable.

A: This is acceptable – thank you.

END OF ADDENDUM