MEMORANDUM

TO:

Judge Robert Hebert

County Judge

BIM-006 (1) 9-3-13 # 21 L

FROM:

Debbie Kaminski

Assistant Purchasing Agent

SUBJECT:

Please sign and date the attached contract(s) approved in

Commissioners Court on September 3, 2013. Thank you.

DATE:

September 4, 2013

PECEVED SEP OU 20th

RETURN TO:

Norma Weaver

a-5

Administrative Assistant Purchasing Department 301 Jackson, Suite 201 Richmond, Texas 77469

Fort Bend County, Texas



Bid #14-006 Purchase of Trade Books for the Fort Bend County Library System

Due Date: August 15, 2013 at 1:30 P.M.

Submitted By:

One Ingram Blvd. La Vergne, TN 37086-1986 Federal ID # 62-1746696

INGRAM

August 7, 2013

Fort Bend County Purchasing Department Rosenberg Annex 4520 Reading Road, Suite A Rosenberg, TX 77471

Re: Invitation for Bid #14-006

Trade Books

Due: August 15, 2013 at 1:30 p.m.

Dear Purchasing Agent:

Thank you for including Ingram Library Services Inc. in your search for a vendor to provide Trade books to the Fort Bend County Libraries. It has been a pleasure serving your library under the current contract, and we appreciate the opportunity to continue this relationship with our enclosed proposal for Bid#14-006. The completed bid documents are attached.

With years of experience in distributing library materials, we serve libraries like yours with the **largest on-hand inventory in the industry**. We offer a wide range of collection development, processing, and cataloging services that are guaranteed to enhance your collection and please both your staff and patrons. As you read through our response, you will see we are prepared to meet and surpass requirements outlined in the proposal.

Ingram enjoys an outstanding reputation gained through integrity in our approach to pricing and fairness in the marketplace. This approach puts more books on the shelves of your libraries.

We would appreciate the opportunity to continue our partnership with the Fort Bend County Library System on this latest initiative.

Best regards,

Daniel S. Sheehan

Vice President and General Manager

Fort Bend County, Texas Invitation for Bid



Term Contract for Purchase of Trade Books for Fort Bend County Library System BID 14-006

SUBMIT BIDS TO:

Fort Bend County Purchasing Department Travis Annex 301 Jackson, Suite 201 Richmond, TX 77469

**NOTE:

All correspondence must include the term "Purchasing Department" in address to assist in proper delivery

SUBMIT NO LATER THAN:

Thursday, August 15, 2013 1:30 PM (Central)

MARK ENVELOPE:

BID 14-006 Trade Books

ALL BIDS MUST BE RECEIVED IN COUNTY PURCHASING OFFICE BEFORE RECEIVING DATE AND TIME SPECIFIED.
BIDS RECEIVED WILL THEN BE OPENED AND PUBLICLY READ.
BIDS RECEIVED AFTER THE SPECIFIED TIME WILL BE RETURNED UNOPENED.

Results will not be given by phone. Results will be provided to bidders in writing after Commissioners Court award. Fort Bend County is always conscious and extremely appreciative of your effort in the preparation of this bid. Requests for information must be in writing and directed to:

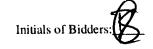
Debbie Kaminski, CPPB
Assistant County Purchasing Agent
Debbie.Kaminski@fortbendcountytx.gov

Prepared: 06/08/13 Issued: 07/31/13

Vendor Information

Ingram Library Services Inc.	
Legal Name of Contracting Company	
Federal ID Number (Company or Corporation	n) or Social Security Number (Individual)
800-837-5300 x35736	615-213-6004
Telephone Number	Facsimile Number
One Ingram Blvd.	
Complete Mailing Address (for Corresponde	nce)
LaVergne, TN 37086	
City, State and Zip Code	
P.O. Box 502779	
Complete Remittance Address (if different fr	om above)
St. Louis, MO 63150-2779	
City, State and Zip Code	
Daniel S. Sheehan, Vice President and	d General Manager
Authorized Representative and Title (printed)
ilsbids@ingramcontent.com	
Authorized Representative's Email Address	
Daul SShi	

Signature of Authorized Representative

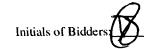


1.0 GENERAL REQUIREMENTS:

- 1.1 Read this entire document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.
- 1.2 General Requirements apply to all advertised bids, however, these may be superseded, whole or in part, by the scope, special requirements, specifications, special specifications or other data contained herein.
- 1.3 Governing Law: Bidder is advised that these requirements shall be fully governed by the laws of the State of Texas and that Fort Bend County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.
- 1.4 Bid Form Completion: Fill out, sign, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder must sign the Contract Sheet. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is not acceptable and may result in the disqualification of bid. If an error is made, vendor must draw a line through error and initial each change.
- 1.5 Bid Returns: Bidders must return all completed bids to the Fort Bend County Purchasing Department at 301 Jackson, Suite 201, Richmond, Texas no later than 1:30 P.M. on the date specified. Late bids will not be accepted. Bids must be submitted in a sealed envelope, addressed as follows: Fort Bend County Purchasing Agent, Travis Annex, 301 Jackson, Suite 201, Richmond, Texas 77469.
- 1.6 Governing Forms: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Fort Bend County's interpretation shall govern.
- 1.7 Addendums: When specifications are revised, the Fort Bend County Purchasing Department will issue an addendum addressing the nature of the change. Bidders must sign and include it in the returned bid package.



- 1.8 Hold Harmless Agreement: Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.
- 1.9 Waiver of Subrogation: Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Fort Bend County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.
- 1.10 Severability: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
- 1.11 Bonds: If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable.
- 1.12 Taxes: Fort Bend County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Fort Bend County claims exemption from all sales and/or use taxes under Chapter 20, Title 122a, Vernon's Texas Civil Statutes, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Fort Bend County Purchasing Department.
- 1.13 Fiscal Funding: A multi-year lease or lease/purchase arrangement (if requested by the specifications), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void. After expiration of the lease, leased equipment shall be removed by the bidder from the using department without penalty of any kind or form to Fort Bend County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the bidder.



- 1.14 Pricing: Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate the items required and attendant costs or forfeit the right to payment for such items.
- 1.15 Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.
- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.
- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.



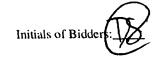
- 1.19 Color Selection: Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.
- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.
- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.



- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject any or all bids. In the event the lowest dollar bidder meeting specifications is not awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.
- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.
- 1.28 Contract Obligation: Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 Title Transfer: Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.



- Purchase Order and Delivery: The successful bidder shall not deliver products or 1.30 provide services without a Fort Bend County Purchase Order, signed by an authorized agent of the Fort Bend County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the bidder in the proper place on the bid sheet. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. inside delivery unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.
- 1.31 Contract Extension: Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 Termination: Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.
- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 Interlocal Participation: Additional governmental entities, within Fort Bend County, may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.



1.35 Escalation Clause: Successful bidder may apply for a price increase to the Fort Bend County Commissioners Court. Price increase will be the amount increased to the vendor from his supplier. Written documentation of the increase must be provided to the Purchasing Agent. No application for a price increase may be submitted within the first four (4) months of this contract. Increases of more that 25% of the original bid price will not be considered.

2.0 TERMS AND CONDITIONS:

- 2.1 Seller to Package Goods: Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) Container number and total number of containers (e.g. box 1 of 4 boxes); and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Fort Bend County's count or weight shall be final and conclusive on shipments not accompanied by packing list.
- 2.2 Shipment Under Reservation Prohibited: Seller is not authorized to ship goods under reservation and no tender of a bill of lading will operate as a tender of goods.
- 2.3 Title and Risk of Loss: The title and risk of loss of the goods shall not pass to the County until a County employee actually receives and takes possession of the goods at the point or points of delivery.
- 2.4 Delivery Terms: F.O.B. Destination Freight Prepaid, Inside Delivery, unless delivery terms are specified otherwise on Purchase Order.
- 2.5 No Replacement of Defective Tender: Every tender or delivery of goods must fully comply with all provisions of the Purchase Order as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 2.6 Place of Delivery: The place of delivery shall be that set forth in the block of the purchase order entitled "Ship To". Any change thereto shall be effective by modification as provided for in Clause number 2.20 "Modifications", hereof. The terms of this agreement are "no arrival, no sale", at the discretion of Fort Bend County.



2.7 Invoices and Payments:

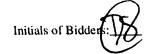
- 2.7.1 Seller shall submit separate invoices, in duplicate. Invoices shall indicate the purchase order number and the bid number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight waybill when applicable should be attached to the invoice.
- 2.7.2 Fort Bend County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to Seller by the county.
- 2.7.3 Do not include Federal Excise, State, or City Sales Tax. Fort Bend County is a tax-exempt governmental entity.
- 2.8 Gratuities: Fort Bend County may, by written notice to the Seller, cancel any order without liability, if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the Seller, or any agent or representative of the Seller to any officer or employee of Fort Bend County with a view toward securing an order. In the event an order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
- 2.9 Special Tools and Test Equipment: If the price stated on the face of an order includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filing this order, such special tooling equipment and any process sheets related thereto shall become the property of the County and to the extent feasible shall be identified by the Seller as such.

2.10 Warranty/Price:

2.10.1 The price to be paid by the County shall be that contained in Seller's quote or bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by an order for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty the prices of the items shall be reduced to the Seller's current prices on orders by others. Fort Bend County may cancel this contract without liability.



- 2.10.2 The Seller warrants that no person or selling agency has been employed or retained to solicit or secure any County order based upon any agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. A breach or violation of this warranty gives the County the right, in addition to any other right or rights, to cancel this contract without liability.
- 2.11 Warranty Product: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render an order voidable at the option of the County. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation and purchase order as applicable, and to the sample(s) furnished by Seller if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
- 2.12 Safety Warranty: Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.
- 2.13 No Warranty by Fort Bend County Against Infringements: As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 Right of Inspection: The County shall have the right to inspect the goods at delivery before accepting them.



- 2.15 Cancellation: Fort Bend County shall have the right to cancel for default all or any part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.
- 2.16 Termination: The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 Force Majeure: Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors. In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions. If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.
- 2.18 Assignment-Delegation: No right or interest in an order shall be assigned or delegation of any obligation made by Seller without the written permission of Fort Bend County. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 2.19 Waiver: No claim or right arising out of a breach of any contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waived or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.20 Modification: A Purchase Order can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.



- 2.21 Parol Evidence: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trace shall be relevant to supplement or explain any terms rendered under this agreement and shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
- 2.22 Applicable Law: This agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas and in effective on the date of the purchase order.
- 2.23 Advertising: Seller shall not advertise or publish, without the County's prior consent the fact that Fort Bend County has entered into any contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
- 2.24 Right to Assurance: Whenever the County in good faith has reason to question the other party's intent to perform. The County may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five (5) days, the County may treat this failure as an anticipatory repudiation of the contract.
- 2.25 Venue: Both parties agree that venue for any litigation arising from this contract shall lie in Richmond, Fort Bend County, Texas.
- 2.26 Prohibition Against Personal Interest in Contracts: No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, or service, except on behalf of the County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with the County shall render the contract involved voidable by the County Commissioners Court.

3.0 SCOPE:

It is the intent of Fort Bend County to contract with one (1) vendor to acquire, classify, and process trade books. Fort Bend County reserves the option of purchasing materials needed through other sources. Fort Bend County Libraries shall be referred to a s FBCL in this solicitation.



4.0 PERIOD OF CONTRACT:

This contract is for the period 1 October 2013 through 30 September 2014, renewable annually for four (4) years (through 30 September 2018) under the terms and conditions if mutually agreeable to both parties. Either party for any reason may terminate this contract by giving thirty (30) days written notice of the intent to terminate.

5.0 BID FORM COMPLETION:

Fill out, initial each page, SIGN CONTRACT SHEET, and return to the Fort Bend County Purchasing Department ONE (1) complete bid form. An authorized representative of the bidder MUST sign the contract sheet. The bid must be in a sealed envelope and marked with the appropriate bid number. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of liquid paper is NOT acceptable and may result in the disqualification of bid. If an error is made, vendor MUST draw a line through error and initial each change.

6.0 PLANNING INFORMATION:

At present there are eight (8) libraries.

7.0 DELIVERY:

Shipments must be F.O.B. inside delivery to:

Fort Bend County Libraries Acquisitions 1001 Golfview Drive Richmond Texas 77469-5141

8.0 ABBREVIATIONS USED IN THIS BID:

- 1. FBCL = Fort Bend County Library
- 2. BISAC = Book Industry Systems Advisory Committee
- 3. ISBN = International Standard Book Number
- 4. OCLC = Online Computer Library Center

9.0 **BIDDING REQUIREMENT:**

Vendor must bid discount for trade books (hardback and quality paperback trade books). Vendor must pay shipping charges. Discount must be from Publishers List Price.



10.0 REFERENCES:

Vendor must provide, WITH BID, three (3) references of current customers for which cataloging and processing services are provided as desired herein. References must include contact person, telephone number, mailing address and terms of existing contract.

11.0 REQUIRED ELEMENTS OF SERVICE:

11.1 FBCL is automated with the Polaris Automation System version 4.1.8.07 or higher. The library system has the acquisition module and uses it for ordering and tracking funds. Vendor shall be able to provide a seamless interface with the Polaris Automation System. We may also use the Vendor's website for ordering. When the Vendor's website is used for ordering, the information on materials ordered must be easily imported into our Polaris Automation System.

Can the vendor interface with the Polaris Automation System?

Yes	X	No
res		190

11.2 The vendor must have an online database that can be used both for searching titles and ordering titles. The database shall allow access to an unlimited number of library staff user's IDs. It should be updated every working day and be searchable by author, title, subject and ISBN. The database shall list materials to which the Vendor has access, giving status of the item such as "in stock," "on order," "must order direct," etc.

Does the vendor have an online database that can be used for both searching and ordering titles?

Yes	X	No	
100		110	

Is the database updated every working day and searchable by author, title, subject and ISBN?

Does the database give the status of items the vendor has access to using terms such as "in stock," "on order" or other appropriate language?



11.3	The database of available materials must contain full-text reviews of items reviewed
	in the following listed journals: Library Journal, Booklist, School Library Journal,
	Kirkus Reviews, Publisher's Weekly, Horn Book and The Bulletin of the Center for
	Children's Books. FBCL may add additional titles to this list if we determine they
	are needed. These reviews shall be available on the database and viewable in full-text
	to each user ID. The reviews must contain the publication date and page number of
	the journal they are found in.

Does the database contain full-text reviews of items reviewed in the following journals: Library Journal, Booklist, School Library Journal, Kirkus Reviews, Publisher's Weekly, Horn Book and The Bulletin of the Center for Children's Books?

Y	es	X	No	
•	CO		110	

11.4 The Vendor must be able to provide ongoing selection lists on their website with complete order information, classification, subject categories, title descriptors, media indicators, age range, and full-text reviews from journals Library Journal, Booklist, School Library Journal, Kirkus Reviews, Publisher's Weekly, Horn Book, etc. These lists would allow Fort Bend County Libraries to easily access titles Vendor has on a specific subject or topic (i.e. graphic novels or award winning books).

Is the Vendor able to provide selection lists of a subject or topic nature that may be used for ordering?

11.5 The Vendor must be able to provide a leasing option for Adult High Demand materials and Juvenile High Demand materials. Vendor shall send a representative to Fort Bend County at the vendor's expense (fees and expenses) or submit in print or online details about pricing and qualifications for returns before the leasing option is implemented.

Is the Vendor able to provide a leasing option for Adult High Demand materials and Juvenile High Demand materials?

_8.			* Please see our proposal for
* Yes	X	No	alternative solution.

11.6 Vendor must maintain an inventory of a minimum of 50,000 titles with not less than 500,000 volumes on hand.

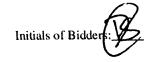
Does the Vendor have an inventory that meets the above specification of 50,000 titles and 500,000 volumes on hand?



11./	Unfilled back orders shall be automatically canceled after 90 calendar days. Vendor must supply library with printed notification of all cancellations with reasons for cancellations.
	Can the vendor supply 60% of in-print titles ordered within thirty calendar days of receipt of order?
	Yes No
	Will unfilled back orders be automatically canceled after 90 calendar days?
	Yes No
	Can the vendor supply the library with printed notification of all cancellations with reasons for the cancellation?
	Yes No
11.8	Vendor must supply ISBN as ordered. Any substitutions to that ISBN must first be brought to FBCL's attention before shipment. ISBN's not available may be backordered or cancelled by the vendor.
	Can the Vendor supply materials by ISBN?
	Yes No
	Will the vendor contact FBCL before making any ISBN substitutions?
	YesX No
11.9	Vendor must supply a Continuation Service of titles published by United States companies in single to multiple copies. Attached is a working list of titles that FBCI currently acquires. FBCL reserves the right to add or delete from this list after Vendor has been awarded the contract for service.
	Does the vendor have a Continuation Service for titles published by United States companies?
	YesX No



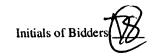
11.10	Vendor must supply a monthly status report of the Continuation Service titles requested by FBCL which includes current prices and the publisher's ship dates. The report may be hard copy or electronic, but must include all titles currently requested but not yet available. Our fiscal year is from October 1 through September 30 so a report issued in January would show all titles on our continuations report and the expected publication date through September 30.
	Can the vendor supply a monthly status report of the Continuation Service titles requested by FBCL which include current prices and the publisher's ship date?
	Yes No
	Will the report, either in hard copy or electronic, include all titles requested by FBCL but not yet available through the end of our fiscal year?
	YesX No
11.11	Vendor must supply notification of title changes and discontinued titles if titles are part of FBCL continuation's package.
	Can the vendor supply notification of title changes and discontinued titles that are part of FBCL continuations package?
	Yes X No
11.12	Vendor must be able to provide an online list or a downloadable file with the title names, price and quantity purchased per branch library at the time each PO is submitted.
	Can the vendor supply this information online or provide a downloadable file with the title names, price and quantity purchased per branch library at the time each PO is submitted?
	Yes No



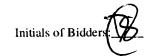
11.13	When materials are shipped to FBCL, Vendor must provide a packing list which is broken down first by PO# and then alphabetical by title within that purchase order number. This break down by PO# and then alphabetically by title must occur on all packing slips even if there are only 5 to 10 titles on the packing slip. Multiple purchase orders may be shipped together but must be listed separately on the packing list.
	Can the Vendor provide a packing list which is broken down first by PO# and then alphabetically by title within that purchase order no matter how few titles are on the packing list?
	Yes No
11.14	For each shipment, Vendor must submit under separate cover or electronically an itemized invoice which includes:
	 Fort Bend County purchase order number Batch order number Books, listed within batch order number, alphabetically by title For each title: Quantity shipped, Publisher's Unit List Price, discount percentage, discounted unit price, and extension price Vendor's name and address Library's name, address, and account number Invoice number The term: "Fort Bend County Bid #" Federal Tax ID# Invoice date
	Can the vendor provide an invoice with all of the above information on it?
	Yes No
11.15	Vendor shall list all service charges and processing fees on invoices separately from book prices or discounts.
	Will all service charges and processing fees be listed separately from book prices or discounts on the invoice?
	Yes X No



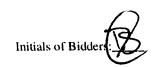
11.16	Mailing labels on cartons shipped need to include a line in the address designating department, Adult, Juvenile or Continuations.
	Can the vendor ship cartons with address labels that designate department, Adult, Juvenile or Continuations?
	Yes No
11.17	Vendor must provide free shipping from the warehouse.
	Will the vendor provide free shipping from the warehouse?
	Yes No
11.18	Vendor must provide credit memos and allow issuance of no charge replacements for short shipments in regular orders and continuations.
	Does the vendor provide credit memos?
	Yes No
	Will the vendor allow issuance of no charge replacements for short shipments?
	Yes No
11.19	Books that are damaged, defective or not-as-ordered must be replaced free of charge by the jobber within 120 calendar days of receipt regardless of library attached markings. The Vendor shall have a return policy listing such information as return fees, restocking fees, etc.
	Will the vendor replace free of charge within 120 calendar days damaged or not as ordered books regardless of library attached markings? *Please see our proposal for our
	Yes No complete returns policy.
	Does the vendor have a return policy listing such information as return fees, restocking fees, etc?
	Yes X No
	If west inlease attach



11.20	Vendor shall accept any publisher-defective materials back up to one year regardless of attached markings and issue full credit with no restocking fee or will replace it at no charge.
	Will the vendor accept any publisher-defective material back up to one year regardless of attached markings and issue full credit with no restocking fee or replace the item at no charge?
	Yes X No
11.21	Vendor shall issue FBCL prepaid labels to allow for return of defective, damaged or not-as-ordered materials when requested.
	Can the Vendor issue FBCL prepaid mailing labels to allow for the return of defective, damaged or not-as-ordered materials when requested?
	Yes
11.22	FBCL orders adult hardcover materials processed to shelf-ready status. Shelf-ready means a book that is cataloged, linked in the FBCL Polaris database and processed according to FBCL specifications. Trade paperback and Mass Market paperback materials should be processed but not cataloged. Vendor must be able to provide shelf-ready processing for all adult books according to FBCL specifications included as section "Cataloging, Classification and Processing-General Guidelines" (13, 14, 15, 16, 17 and 18) in this document. These specifications are to be used as a guideline for bidding. FBCL reserves the right to change the specifications after bid is awarded and a meeting has been arranged with the Vendor.
	Is the Vendor able to provide adult materials that are shelf-ready or only processed according to FBCL specifications included as section "Cataloging, Classification and Processing-General Guidelines" (13, 14, 15, 16, 17 and 18) in this document?
	Yes No
	Does vendor acknowledge that these specifications are guidelines for bidding purposes and may be changed by FBCL after a Vendor has been selected?
	Yes No

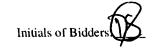


11.23	Juvenile materials are ordered unprocessed or processed, but not catalogued. Vendor must be able, therefore, to accept orders from FBCL for materials to arrive unprocessed, processed to purchaser's specifications or fully shelf-ready. FBCL will clearly designate the level of processing and cataloging desired on each purchase order.
	Will the vendor be able to accept and process orders at the levels of "unprocessed," "processed to purchaser's specifications" or "shelf-ready?"
	Yes
11.24	For materials ordered processed, FBCL expects the following to be done to the materials:
	 Property stamp (Exhibit 1) Plastic book jacket cover Security tags (currently Checkpoint system) Spine labels to include information specified in Section 16 (Exhibits 3, 4 & 5) Barcodes supplied by FBCL and placed (Exhibit 2c) Circulation label with book information (Exhibit 2d) Branch label (Exhibit 2a)
	Is the Vendor able to process a book with the above items? YesX No
	Will the Vendor allow FBCL to supply barcodes for processing? Yes No
11.25	Vendor must provide a description of their quality control for processing materials
	Is the Vendor able to provide a description of their quality control for processing materials?
	Y



11.26	FBCL uses the Dewey Decimal scheme for classification. We go no further than three (3) decimal places, or second segment of the classification, given by LC, whichever comes first. For consistency we need a Vendor that is able and willing to meet this requirement.		
	Is the Vendor able to process books using the Dewey Decimal scheme going no further than three (3) decimal places or second segment of the classification whichever comes first?		
	Yes No		
	Can you insure that you will process to three decimal places or the second segment of classification as the standard procedure for books being processed but not going the final step to shelf-ready?		
	YesX No		
11.27	It is a good business practice to review cataloging and processing specifications every four (4) years to conform to book bid length with the selected Vendor. Vendor shall send a representative to Fort Bend County at the vendor's expense (fees and expenses). This representative will work with FBCL to review cataloging and processing specifications and establish a profile for FBCL that will be used to process and catalog materials purchased.		
	Is the Vendor willing to send a representative to FBCL at Vendor's expense to review cataloging and processing specifications and establish a profile for FBCL?		
	Yes No		
11.28	When processing books to shelf-ready status Vendor must have the ability to work live in the FBCL database once permissions have been given and guidelines established. This will allow for a seamless flow of materials from the Vendor to FBCL and its patrons.		
	Does the Vendor have the ability once permissions have been given to work live in the FBCL database to assist in the preparation of shelf-ready materials?		
	YesXNo		
11.29	Vendor must be able to interface with the FBCL database via an SSH/SSL (Secure Shell) program.		
	Is the Vendor able to interface with the FBCL database via an SSH/SSL program?		
	Yes X No		
	Initials of Bidder 23		

Is the Vendor able to give FBCL either a static IP address or a range of state addresses that will be used to access the FBCL database? Yes	abase. static sed to
11.31 FBCL currently uses OCLC for cataloging. Vendor must be able to interface OCLC on behalf of FBCL, once permissions are given.	ıtic IP
OCLC on behalf of FBCL, once permissions are given.	
Can the Vendor interface with OCLC on behalf of FBCL for cataloging of mate	e with
Cuit the . Chaot interture with Conce on Committee of Donator wanted in got many	erials?
YesX No	
11.32 Vendor must be able to add FBCL's OCLC symbol (FTX) to bib records when are processed to shelf-ready status.	books
Is the vendor able to add FBCL's OCLC symbol (FTX) to bib records when are processed to shelf-ready status?	books
Yes No	
11.33 The adult Continuation titles are included in material FBCL wants processed as ready. The juvenile Continuation titles are ordered unprocessed and not catalogous continuation titles are ordered unprocessed and not catalogous continuation.	
Is the Vendor able to process the adult Continuation Titles as shelf-ready ma and the juvenile Continuation titles as unprocessed?	terials
Yes No	



11.34	Plantation Branch and University Branch. FBCL will be supplying the selected Vendor with these tags for insertion into materials ordered.
	Is the Vendor able to insert and program 3M ISO 5055 RFID tags with barcodes into ordered materials?
	Yes X No
	Will Vendor allow FBCL to supply the RFID tags to them?
	Yes X No
11.35	FBCL will be using both Checkpoint security and an RFID system for several years until we are able to do a full conversion. The vendor will need to work with FBCI on the location of the RFID tags.
	Is the Vendor able to work with FBCL on the placement of RFID tags in books?
	Yes No
11.36	FBCL uses RFID at George Memorial Library, Sienna Plantation Branch and University Library. We may order the same title for all locations but need RFID in the copies ordered for only three locations. The other locations would receive the title processed using Checkpoint security.
	Can the Vendor supply RFID only for designated locations while other materials are processed using standard processing?
	Yes X No
11.37	The Vendor must provide contact names, phone numbers or email addresses of persons that can assist with issues related to shipping, processing, cataloging invoicing and technical support.
	Can the Vendor provide contact names, phone numbers or email addresses of person that can assist with issues related to shipping, processing, cataloging, invoicing and technical support?
	YesXNo



12.0 CATALOGING, CLASSIFICATION AND PROCESSING-GENERAL GUIDELINES:

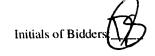
The following should answer questions about how FBCL would like material processed, catalogued and classified. Specific guidelines will be agreed upon at a meeting of Fort Bend County Libraries collection development and cataloging staff and representatives of successful vendor.

- 12.1 Vendor-supplied processing with call numbers shall meet specifications as outlined in this and succeeding paragraphs and the related appendices. Should a bibliographic record for a title being cataloged already exist in the FBCL database, that cataloging record should be used if the book in hand and the data in the record are an exact match in the following areas: author; title, edition statement; publisher; and/or copyright date. If no acceptable record exists in the FBCL database, a record from OCLC should be supplied.
- 12.2 FBCL's name authority follows LC guidelines and should be used by the vendor for all materials.
- 12.3 FBCL's classification scheme follows DDC 23 guidelines with local modifications and should be used by the vendor throughout the project. Local classification policies are listed in Sections 14 and 15.
- When a copy is added to an existing record in the FBCL database, the call number in the record shall be duplicated if all copies have the same number. If the record has multiple call numbers, the number that matches the purchase order (adult vs. juvenile, or reference vs. circulating) shall be used. If the correct number cannot be determined, the number with the most locations shall be used.
- 12.5 If no matching record exists in the FBCL database, the Dewey number in the LC cataloging record shall be used. Dewey numbers should not exceed 3 places beyond the decimal point (See Section 14).

13.0 PREPARATION FOR THE SHELVES-GENERAL GUIDELINES:

Specific guidelines will be decided upon at a meeting of Fort Bend County Libraries Collection Development and Cataloguing staff and representative of the successful vendor.

- 13.1 Vendor shall prepare books for the shelves in accordance with the processing specifications of FBCL. These specifications and format for spines appear in Sections 14 and 15. Exhibits 3, 4 and 5 give examples of placement of labels.
- 13.2 The processing costs and specifications shall include:
 - ➤ Property stamp (Exhibit 1)
 - > Plastic book jacket cover



- ➤ Barcode supplied by FBCL
- > Spine labels to include information specified in Section 16 (Exhibits 3, 4 and 5).
- 13.3 Vendor shall perform the functions detailed in this section such that all materials are processed.

14.0 CALL NUMBER FORMAT-GENERAL GUIDELINES:

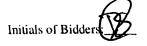
Specific guidelines will be agreed upon at a meeting of Fort Bend County Libraries collection development and cataloguing staff and representatives of successful vendor.

- 14.1 Fort Bend County Libraries uses Dewey Decimal scheme for classification. The call number shall go no further than three (3) decimal places or second segment of the classification given by LC, whichever comes first.
- 14.2 The call number, in all cases except biographies, consists of the classification assigned to the book and the first three letters of the main entry in upper case. The call numbers for Adult nonfiction, Adult continuations and Juvenile continuations should include the year. For biographies, the entire last name of the person the biography is about is designated as the call number although the spine label is truncated to eight (8) characters or less. Fiction books use the first three letters of the main entry as the call number. Main entries that begin with numbers or initials require that the call number be built as if the number or initial is spelled out.

15.0 SPINE LABEL-GENERAL GUIDELINES:

- 15.1 Start each line of label on left margin.
- 15.2 Start a new line between different elements or fields of the call number, i.e., between stamp or prefix and call number and between call number and Cutter.

<u>Item</u>	<u>Call number</u>	Spine label
Adult Non-fiction		
Circulating	248.4 PEA 2010	248.4 PEA 2010
Reference	REF 344.73 DRU 2011	REF 344.73 DRU 2011



LP LP 629.13 MCC 2009 Large print

629.13 MCC 2009

Biographies

Individual **B STETSON** В

STETSON

Individual with name longer than 8 characters.

For example, a book about Eisenhower would be done in the following way with the call number containing the entire name, but the spine label truncated.

B EISENHOWER В

EISENHOW

920 Collective 920 ROC 2006

ROC

2006

Collection of short stories

808.83 By different authors 808.83 ASI 2007

ASI 2007

FIC By one author FIC ASI

ASI

Adult fiction

FIC Regular fiction FIC GRI

GRI

Spine label Call number <u>Item</u>

Children

J J 398.245 ROS Circulating

398.245 ROS

Initials of Bidder

Reference	J REF 911 ATL		J REF 911 ATL
Juvenile fiction	J FIC WIL		J FIC WIL
Easy picture books	E KAR		E KAR
Easy readers	EZR SEU		EZR SEU
Picture books without word	ls are classed under 372.4 J 372.4 ROC		J 372.4 ROC
Young adult	YA FIC HEW		YA FIC HEW
	YA 305.8 CUT		YA 305.8 CUT
	YA B FRANK	YA	B FRANK
Large print	JLP FIC CLE		J LP FIC CLE

<u>Item</u>	<u>Call number</u>	Spine label
	JLP B FRANK	J LP B FRANK
	YALP FIC LEA	YA LP FIC LEA

16.0 PROCESSING SPECIFICATIONS-GENERAL GUIDELINES:

Specific guidelines will be agreed upon at a meeting of Fort Bend County Libraries collection development and cataloguing staff and representatives of successful vendor.

16.1 Property stamp

- ➤ Use black ink Carter's Brand Micropore stamp pad #Den 21281
- > Stamp top edge of the book (Exhibit 1)

16.2 Branch labels

➤ Affix pre-printed branch labels on the left bottom corner of the back of the book cover (Exhibit 2a)

16.3 Circulation labels

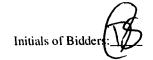
➤ Affix circulation label (Exhibit 2d) on the bottom corner of the book above the Branch label (Exhibit 2a) (Label covers, Gaylord KA-R324, must be used on hardcover books without a jacket)

16.4 Spine labels

- Affix white spine label 3/4 inch from the base of the spine (Exhibit 3)
- > Cover spine label with plastic-label protector on books without jackets (Cover with label protector, Gaylord KA-PR821)
- > If spine is very narrow on children's books, spine label may wrap
- > around to front (Exhibit 5)
- ➤ If spine is narrow on adult books, spine label is affixed sidewise (Exhibit 4)
- > Spine tags for mystery, western, science fiction, and Christmas are applied above the call number (Exhibit 7). Genre labels will be supplied by FBCL.
- > Durability of label and label protector shall be sufficient to with-stand 5 years of repeated use
- ➤ Label shall still be legible after 5 years (ink shall not fade)

16.5 Plastic book jacket covers

- ➤ Place plastic book jacket on all books with dust cover
- > Tape to inside of front and back cover



16.6 Barcode labels

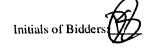
➤ All materials require a barcode in the upper right corner of the back cover of the book being processed (Exhibit 2c) (Label cover, Gaylord PR320, must be used on hardcover books with a jacket)

17.0 SHELF-READY CATALOGUING:

- 17.1 Should a bibliographic record for a title being cataloged already exist in the FBCL database, that cataloging record should be used if the book in hand and the data in the record agree in the following areas: author; title, edition statement; publisher; and/or copyright date. If no acceptable record exists in the FBCL database, a call number shall be supplied. If Library of Congress cataloging in MARC (Machine Readable Cataloging) format is available in the vendor's database, the applicable Dewey call number should be chosen and modified according to the following specifications.
- 17.2 FBCL's authority for names is its own catalog and the OCLC/Library of Congress with one exception: should the author's name which appears on the title page differ from FBCL's or LC's record (e.g., pseudonym rather than real name), the name on the title page should be chosen. Should the difference be only in fullness of name, the form in the FBCL database or the LC record should be used.
- 17.3 Classification shall be in accordance with the Dewey Decimal Classification, Latest Edition, as modified in accordance with local practice. Local classification policies are listed in Section 14.
- 17.4 When a copy is added to an existing record in the FBCL database, the call number in the record shall be duplicated if all copies have the same number. If the record has multiple call numbers, the number that matches the purchase order (adult vs. juvenile) and the title designation (reference vs. circulating) shall be used. If the correct number cannot be determined, the number with the most locations shall be used.
- 17.5 If no matching record exists in the FBCL database, the Dewey number in the LC cataloging record shall be used. Dewey numbers should not exceed 3 places beyond the decimal point (See Section 14).

18.0 ATTACHMENTS:

- 18.1 Completed "Detailed Pricing and Information Sheet" on County form.
- 18.2 Completed "Types of Materials and Discounts Given" on County form.
- 18.3 List of FBCL Continuations you can supply from FBCL's master list



- 18.4 Return Policy
- 18.5 References

19.0 FORT BEND COUNTY REPRESENTATIVE:

Point of contact for this contract is Debbie Kaminski, CPPB, Assistant County Purchasing Agent, Debbie.Kaminski@fortbendcountytx.gov.

20.0 REQUIRED FORMS:

All vendors submitting are required to complete the attached and return with submission:

- 20.1 Vendor Form
- 20.2 W9 Form
- 20.3 Tax Form/Debt/Residence Certification

21.0 DETAILED PRICING AND INFORMATION SHEET:

Database:	Cost to use the Database for unlimited user IDs:	\$ <u>0.00</u>	
	Additional charges (amount and explain)		

Full-text Reviews:

Number of Free Journals with full text reviews: #_All available to Ingram

Cost per additional Journal with full text reviews: \$_0.00____

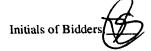
Processing Cost: to include property stamp, plastic book jacket cover, security tag, barcode, circulation label, branch label and spine label:

Cost per item: \$ 1.45

Cataloguing cost for one title to full shelf-ready status - non-tiered pricing:

Please give dollar amount for cataloguing one title or attach information with cataloguing

cost breakdown: \$2.50 or attachment † Yes† No



Restocking	or	Return Fee	s: Per item	: \$ <u></u>
------------	----	-------------------	-------------	--------------

Continuations:

Do you use an across-the-board discount or do you use a title-by-title discount?

Across-the-board discount: 16%

Title-by-title discount percent range: 0 - 47.3%

Inventory:

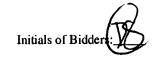
Number of titles: 12,000,000 +

Number of volumes: 20,000,000 +

Fort Bend County Libraries Types of Materials and Discounts Given:

Туре	Definition	Discount
Adult Trade Hardcover	High demand, widely distributed publishers	47.3%
Juvenile Trade Hardcover	High demand, widely distributed publishers	47.3%
Juvenile library reinforced bindings	Hardcover with reinforced bindings	23.0%
Adult Trade/Quality Paperback	Larger than mass market, fiction/non-fiction	43.0%
Juvenile Trade/Quality Paperback	Larger than mass market, fiction/non-fiction	43.0%
Mass Market Paperback	Rack size paperback	43.0%
Non-trade hardcover	Smaller publishers including universities	12.0%
Non-trade paperback	Smaller publishers including universities	12.0%
Continuations	List from FBCL	Same as firm orders

^{**}All Net titles sold at 0% discount.**



THE STATE OF TEXAS COUNTY OF FORT BEND

CONTRACT SHEET Bid # B14-006

	310 September
This memorandum of agreement made and entered into or	n the 15- day of August , 20 13, by and between Fort
Bend County in the State of Texas (hereinaster designated	d County), acting herein by County Judge Robert Hebert, by virtue
of an order of Fort Bend County Commissioners Court, a	
(hereinaster designated Contractor).	(company name)
WITNESSETH:	
The Contractor and the County agree that the bid and speci	ifications for Trade Books, which are hereto attached and made a part
hereof, together with this instrument and the bond (when re	equired) shall constitute the full agreement and contract between parties
and for furnishing the items set out and described; the Co	unty agrees to pay the prices stipulated in the accepted bid.
It is further agreed that this contract shall not become bind	ling or effective until signed by the parties hereto and a purchase order
authorizing the items desired has been issued.	
Executed at Richmond, Texas this _5 \day of	September 20 13.
Ву:	Clober Deleci
By.	County Judge
Ву:	Signature of Contractor
By:	Daniel S. Sheehan, Vice President and General Manager

Printed Name and Title

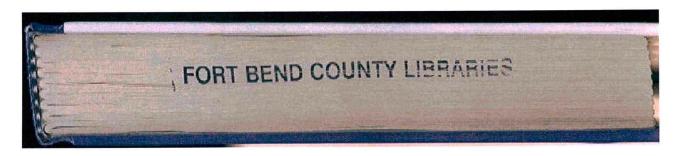


Exhibit 1. Property stamp on top edge of book. (Do not stamp book if top edge is less than ½ inch.)

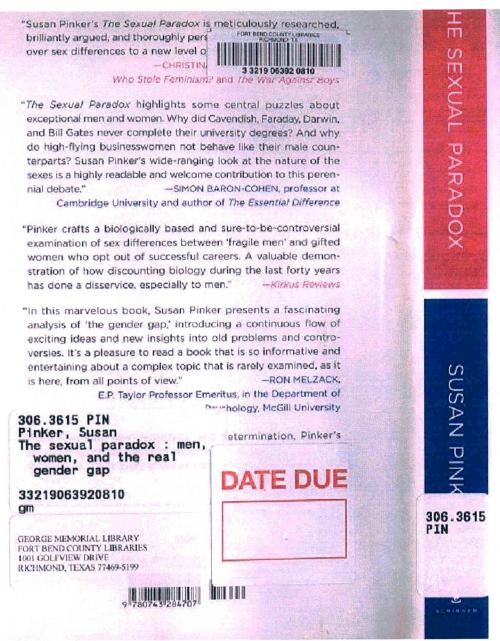


Exhibit 2. Placement of

- a) Branch label
- b) Security beeper [affixed ¾ inch from the bottom edge of back cover] c) Barcode
 - d) Circulation label.

Velue

theocracy

PERL

e Complete Book of



NATIONAL WILDLIFE ATTRACTING BIRDS, BUTTERFLIES AND OTHER MIZEJEWSKI 639.92 E

Exhibit 4. Spine label affixed horizontally on adult book with narrow spine.

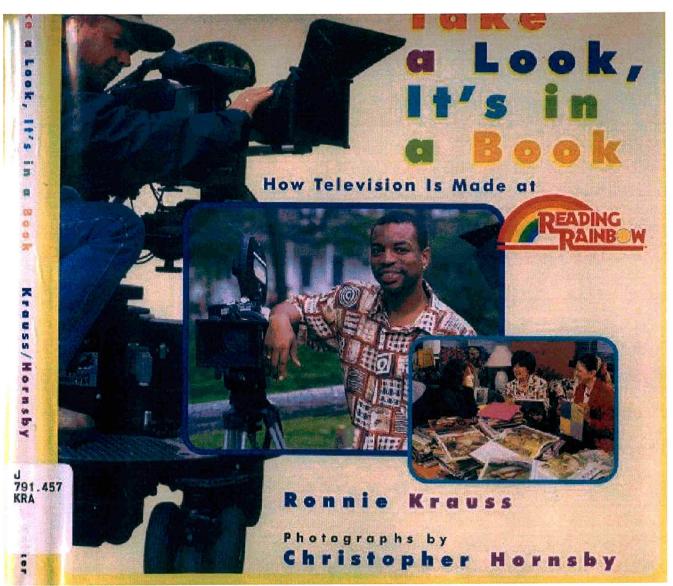


Exhibit 5. Spine label affixed vertically on juvenile book with narrow spine.

THE NAME YOU CAN 33219 06308 5143 THE SOURCE TO USE!

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Exhibit 6. Security beeper affixed on reference book.

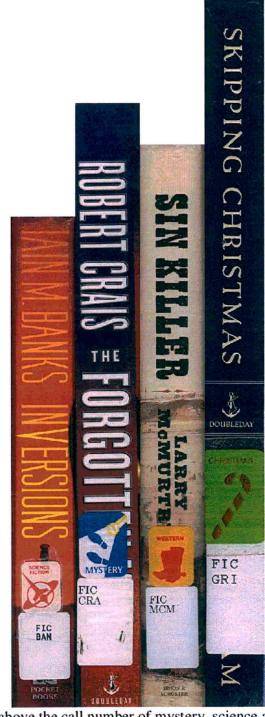


Exhibit 7. Spine tags affixed above the call number of mystery, science and western fiction and Christmas books.

Standing Orders for Book Bid

2009

	2009		Datasa	Tatal
<u>Title</u>	Class	Quantity	Estimated Price	Total <u>Price</u>
101 LAW FORMS FOR PERSONAL USE	CIRC	ı	29.99	\$29.99
101 LAW FORMS FOR PERSONAL USE	REF	4	29.99	\$119.96
ALMANAC OF AMERICAN POLITICS	REF	4	89.98	\$359.92
ALMANAC OF BUSINESS & INDUST'L FINANC	CIAL REF	2	165.00	\$330.00
ALMANAC OF THE 50 STATES	REF	4	75.00	\$300.00
ANNUAL STATEMENT STUDIES(ROBERT MC	ORRIS) REF	3	209.00	\$627.00
ARTIST AND GRAPHIC DESIGNERS MARKET	REF	3	26.99	\$80.97
A'S & B'S ACADEMIC SCHOLARSHIPS	CIRC	2	12.00	\$24.00
A'S & B'S ACADEMIC SCHOLARSHIPS	REF	4	12.00	\$48.00
BARRONS GUIDE TO MEDICAL & DENTAL SCHOOL	REF	5	18.99	\$94.95
BEST AMERICAN SHORT STORIES	CIRC	1	28.00	\$28.00
BEST PLAYS (THE (Guernsey/Burns)	CIRC	1	47.50	\$47.50
BIRNBAUMS'S DISNEYLAND RESORT	CIRC	5	14.95	\$74.75
BIRNBAUMS'S WALT DISNEY WORLD FOR K	CIDS CIRC	7	12.95	\$90.65
BIRNBAUMS'S WALT DISNEY WORLD W/OU'KIDS	T CIRC	7	12.95	\$90.65
BOOK OF THE STATES	REF	1	99.00	\$99.00
BUDGET OF THE U.S. GOV'T FISCAL YEAR	REF	3	39.00	\$117.00
CAR BOOK (JACK GILLIS)	REF	7	16.95	\$118.65
CHASE'S CALENDAR OF EVENTS (PAPERBAG	CK) J-REF	2	64.95	\$129.90
CHASE'S CALENDAR OF EVENTS (PAPERBAG	CK) REF	8	64.95	\$519.60
CITIES RANKED&RATED:Guide to Great Place	REF	7	24.99	\$174.93
CITIES RANKED&RATED:Guide to Great Place	CIRC	2	24.99	\$49.98

CLEP (Official Study Guide)	CIRC	7	22.95	\$160.65
COMPLETE GUIDE BED & BREAKFASTS INNS	REF	1	16.95	\$16.95
COMPLETE GUIDE BED & BREAKFASTS INNS	CIRC	5	16.95	\$84.75
COMPLETE NON-PROFIT CORPORATION KIT	REF	2	34.95	\$69.90
COMPLETE NON-PROFIT CORPORATION KIT	CIRC	1	34.95	\$34.95
CONSUMER DRUG REFERENCE (CON REPORTS)	CIRC	1	44.95	\$44.95
CONSUMER DRUG REFERENCE (CON REPORTS)	REF	2	44.95	\$89.90
CONSUMER REPORTS BUYING GUIDE	REF	1	9.99	\$9.99
CQ GD TO CURRENT AMERICAN GOVT	REF	2	28.00	\$56.00
CSG STATE DIRECTORY (v. 3 ADMIN OFFLS)	REF	4	49.99	\$199.96
CURRENT MEDICAL DIAGNOSIS & TREATMENT	REF	5	64.95	\$324.75
DIRECTORY OF EXECUTIVE RECRUITERS	REF	2	59.95	\$119.90
EDITOR AND PUBLISHER MARKET GUIDE	REF	2	150.00	\$300.00
ENHANCED OCCUPATIONAL OTLK HBOOK (HARD)	REF	1	49.95	\$49.95
ESPN SPORTS ALMANAC	REF	i	12.99	\$12.99
ESPN SPORTS ALMANAC	CIRC	1	12.99	\$12.99
EVERY TENANT'S LEGAL GUIDE	CIRC	1	29.99	\$29.99
EVERY TENANT'S LEGAL GUIDE	REF	1	29.99	\$29.99
FEDERAL REGULATORY DIRECTORY	REF	4	165.00	\$660.00
FODORS ALASKA	CIRC	4	19.95	\$79.80
FODORS ARGENTINA	CIRC	1	0.00	\$0.00
FODORS ARIZONA	CIRC	5	19.95	\$99.75
FODORS AUSTRALIA	CIRC	3	23.95	\$71.85
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FODORS CANADA	CIRC	7	22.00	\$154.00

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FODORS CARIBBEAN	CIRC	7	21.00	\$147.00
FODORS CHINA	CIRC	3	22.00	\$66.00
FODORS COLORADO	CIRC	6	16.95	\$101.70
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FODORS EASTERN AND CENTRAL EUROPE	CIRC	1	21.95	\$21.95
FODORS EUROPE	CIRC	7	23.95	\$167.65
FODORS FLORIDA	CIRC	6	20.00	\$120.00
FODORS FRANCE	CIRC	6	22.95	\$137.70
FODORS GERMANY	CIRC	4	24.95	\$99.80
FODORS GREAT BRITAIN	CIRC	6	22.95	\$137.70
FODORS GREECE	CIRC	2	21.95	\$43.90
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FODORS HONG KONG	CIRC	1	19.95	\$19.95
FODORS INDIA INCLUDING NEPAL	CIRC	2	21.00	\$42.00
FODORS IRELAND	CIRC	3	20.95	\$62.85
FODORS ITALY	CIRC	4	23.95	\$95.80
FODORS JAPAN	CIRC	2	25.95	\$51.90
FODORS LAS VEGAS	CIRC	5	16.95	\$84.75
FODORS LONDON	CIRC	6	16.95	\$101.70
FODORS LOS ANGELES	CIRC	2	16.95	\$33.90
FODORS MEXICO	CIRC	7	21.00	\$147.00
FODORS NEW ENGLAND	CIRC	4	21.00	\$84.00
FODORS NEW MEXICO	CIRC	2	17.95	\$35.90
FODORS NEW ORLEANS	CIRC	6	16.95	\$101.70

FODORS NEW YORK CITY	CIRC	5	16.95	\$84.75
FODORS PACIFIC NORTHWEST	CIRC	5	19.95	\$99.75
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FODORS SCOTLAND	CIRC	1	20.00	\$20.00
FODORS SKIING U.S.A	CIRC	2	18.95	\$37.90
FODORS SOUTH	CIRC	4	21.00	\$84.00
FODORS SOUTH AMERICA	CIRC	4	27.95	\$111.80
FODORS SOUTHEAST ASIA	CIRC	3	22.00	\$66.00
FODORS SPAIN	CIRC	4	21.95	\$87.80
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FODORS UNITED STATES OF AMERICA	CIRC	2	23.95	\$47.90
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FODORS WASHINGTON D.C.	CIRC	6	16.95	\$101.70
FOUNDATION DIRECTORY (Part I - HB)	REF	5	170.00	\$850.00
FOUNDATION DIRECTORY (PART II - PBK)	REF	5	185.00	\$925.00
FOUNDATION DIRECTORY (Supplement)	REF	5	125.00	\$625.00
FROMMER'S CRUISES & PORTS OF CALL	CIRC	7	21.99	\$153.93
GERMANS TO AMERICA	GEN	1	180.00	\$180.00
GOLDMINE PRICE GUIDE TO 45 RPM RECORDS	CIRC	1	27.99	\$27.99
GOLDMINE RECORD ALBUM PRICE GUIDE	CIRC	1	24.99	\$24.99
GRANTS REGISTER	REF	5	275.00	\$1,375.00
GUINNESS WORLD RECORDS (HARDBACK)	CIRC	i	27.95	\$27.95

GUINNESS WORLD RECORDS (HARDBACK)	J-REF	7	27.95	\$195.65
GUINNESS WORLD RECORDS (HARDBACK)	REF	7	27.95	\$195.65
GUINNESS WORLD RECORDS (HARDBACK)	J-CIRC	7	27.95	\$195.65
GUINNESS WORLD RECORDS (PAPERBACK)	CIRC	3	7.50	\$22.50
GUINNESS WORLD RECORDS (PAPERBACK)	J-CIRC	6	7.50	\$45.00
GUN DIGEST	CIRC	2	27.99	\$55.98
GUN DIGEST	REF	1	27.99	\$27.99
HALLIWELL'S FILM AND VIDEO GUIDE	REF	2	39.95	\$79.90
HANDBOOK OF PRIVATE SCHOOLS	REF	1	99.00	\$99.00
HANDBOOK OF UNITED STATES COINS	CIRC	1	9.95	\$9.95
HANDBOOK OF UNITED STATES COINS	REF	7	9.95	\$69.65
HEADQUARTERS U.S.A	REF	1	195.00	\$195.00
HOOVERS HANDBOOK OF PRIVATE COMPANIES	REF	5	175.00	\$875.00
HOOVER'S HANDBOOK OF WORLD BUSINESS	REF	5	190.00	\$950.00
HOOVERS H'BOOK OF AMERICAN BUSINESS	REF	3	240.00	\$720.00
HOOVERS H'BOOK OF EMERGING COMPANIES	REF	2	150.00	\$300.00
HOUSTON JOB BANK	REF	5	17.95	\$89.75
HOW TO DO YOUR OWN DIVORCE IN TEXAS	REF	8	29.95	\$239.60
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HOW TO PREPARE FOR THE ASVAB	CIRC	8	14.95	\$119.60
HOW TO WRITE A BUSINESS PLAN	CIRC	2	34.99	\$69.98
INTERNATIONAL CODES (PAPERBACK)	REF	l	553.75	\$553.75
J.K. LASSER'S YOUR INCOME TAX	CIRC	10	17.95	\$179.50
J.K. LASSER'S YOUR INCOME TAX	REF	6	17.95	\$107.70
KOVEL'S ANTIQUE & COLLECTIBLE PRICE LIST	CIRC	1	19.95	\$19.95

KOVEL'S ANTIQUE & COLLECTIBLE PRICE LIST	REF	7	19.95	\$139.65
LEASES & RENTAL AGREEMENTS	REF	3	29.99	\$89.97
LEASES & RENTAL AGREEMENTS	CIRC	1	29.99	\$29.99
LEGAL GD FOR STARTING/RUNNING SMALL BUS	CIRC	2	34.99	\$69.98
LEGAL GD FOR STARTING/RUNNING SMALL BUS	REF	2	34.99	\$69.98
LEONARD MALTIN'S TV MOVIE & VIDEO GD.	AV-REF	1	8.99	\$8.99
LEONARD MALTIN'S TV MOVIE & VIDEO GD.	REF	5	8.99	\$44.95
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LETS GO EUROPE	CIRC	4	15.99	\$63.96
MERCK MANUAL OF DIAGNOSIS/THERAPY	REF	7	55.00	\$385.00
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MOBIL TRAVEL GUIDE COASTAL SOUTHEAST	CIRC	8	17.95	\$143.60
MOBIL TRAVEL GUIDE FLORIDA	CIRC	3	17.95	\$53.85
MOBIL TRAVEL GUIDE GREAT PLAINS	CIRC	7	17.95	\$125.65
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MOBIL TRAVEL GUIDE NEW YORK	CIRC	7	18.95	\$132.65
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MOBIL TRAVEL GUIDE NORTHERN PLAINS	CIRC	7	15.95	\$111.65
MOBIL TRAVEL GUIDE NORTHWEST & ALASKA	CIRC	7	18.95	\$132.65
MOBIL TRAVEL GUIDE SOUTH	CIRC	7	17.95	\$125.65
MOBIL TRAVEL GUIDE SOUTHERN CALIFORNIA	CIRC	7	16.95	\$118.65
MOBIL TRAVEL GUIDE SOUTHERN GREAT LAKES	CIRC	7	17.95	\$125.65

MOBIL TRAVEL GUIDE SOUTHWEST	CIRC	8	19.95	\$159.60
MOBIL TRAVEL GUIDE TEXAS	CIRC	8	16.95	\$135.60
MUNICIPAL YEAR BOOK	REF	2	84.95	\$169.90
NAT'L 5-DIGIT ZIP CODE/P.O. DIR	REF	6	35.00	\$210.00
NAT'L 5-DIGIT ZIP CODE/P.O. DIR	ADM	1	35.00	\$35.00
NAT'L 5-DIGIT ZIP CODE/P.O. DIR	SS	1	35.00	\$35.00
NAT'L BUILDING COST MANUAL	REF	5	28.00	\$140.00
NAT'L CONSTRUCTION ESTIMATOR	REF	4	52.50	\$210.00
NAT'L ELECTRICAL CODE HANDBOOK	REF	5	103.50	\$517.50
NAT'L ELECTRICAL ESTIMATOR	REF	2	52.75	\$105.50
NAT'L PAINTING COST ESTIMATOR	REF	2	53.00	\$106.00
NAT'L PLUMBING & HVAC ESTIMATOR	REF	3	53.25	\$159.75
NAT'L RENOVA'N & INSURANCE REPAIR EST'M	REF	3	54.50	\$163.50
NAT'L REPAIR & REMODELING ESTIMATOR	REF	2	53.50	\$107.00
NOLO'S SIMPLE WILL BOOK	REF	4	36.99	\$147.96
NOLO'S SIMPLE WILL BOOK	CIRC	2	36.99	\$73.98
OCCUPATIONAL OUTLOOK HNDBK (HARDBACK)	REF	7	57.00	\$399.00
OFFICIAL BECKETT PRICE GD BASEBALL CARDS	CIRC	3	7.99	\$23.97
OFFICIAL BECKETT PRICE GD BASEBALL CARDS	REF	1	7.99	\$7.99
OFFICIAL BECKETT PRICE GD FOOTBALL CARDS	REF	1	7.99	\$7.99
OFFICIAL BECKETT PRICE GD FOOTBALL CARDS	CIRC	3	7.99	\$23.97
OFFICIAL BLACKBK PRICE GD US POST STAMPS	REF	6	8.99	\$53.94
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OFFICIAL PRICE GUIDE TO BASKETBALL CARDS	REF	1	7.99	\$7.99

OFF'L ABMS DIR OF BD CERT'D MED'L SPEC	REF	1	699.00	\$699.00
OLD FARMER'S ALMANAC (PAPERBACK)	REF	7	6.95	\$48.65
OLD FARMER'S ALMANAC (PAPERBACK)	CIRC	1	6.95	\$6.95
PAPERS OF JEFFERSON DAVIS	GEN	1	85.00	\$85.00
PATENT, COPYRIGHT & TRADEMARK	REF	3	39.99	\$119.97
PATENT, COPYRIGHT & TRADEMARK	CIRC	l	39.99	\$39.99
PATTERSON'S AMERICAN EDUCATION	REF	5	94.00	\$470.00
PETERSON' 440 COLLEGES FOR TOP STUDENTS	CIRC	2	19.00	\$38.00
PETERSON'S COLLEGE MONEY HANDBOOK	CIRC	3	32.00	\$96.00
PETERSON'S COLLEGE MONEY HANDBOOK	REF	6	32.00	\$192.00
PETERSON'S GD/FOUR-YEAR COLLEGES	CIRC	1	32.00	\$32.00
PETERSON'S GD/FOUR-YEAR COLLEGES	REF	7	29.95	\$209.65
PETERSON'S GD/TWO-YEAR COLLEGES	REF	5	27.00	\$135.00
PETERSONS PRIVATE SECONDARY SCHOOLS	REF	5	30.00	\$150.00
PETERSONS VOCATIONAL & TECH SCHOOLS EAST	REF	5	42.00	\$210.00
PETERSONS VOCATIONAL & TECH SCHOOLS WEST	REF	5	42.00	\$210.00
PHYSICIAN'S DESK REFERENCE (W/O SUPPL)	REF	8	94.95	\$759.60
PHYS'N DESK REFERENCE NON-P'SCRIPTN DRUG	REF	6	59.95	\$359.70
PLACES RATED ALMANAC	CIRC	5	0.00	\$0.00
POET'S MARKET	REF	2	24.99	\$49.98
POSTAL SERVICE GUIDE TO U.S. STAMPS	CIRC	1	23.00	\$23.00
RAND McNALLY ROAD ATLAS (PAPER)	REF	8	11.95	\$95.60
RAND McNALLY ROAD ATLAS (PAPER)	J-REF	1	13.95	\$13.95
RENTER'S RIGHTS	CIRC	3	24.99	\$74.97
RENTER'S RIGHTS	REF	1	24.99	\$24.99

SCHOLARSHIP BK:GD TO PRIVATE S'SHIPS	REF	6	30.00	\$180.00
SCHOLARSHIP BK:GD TO PRIVATE S'SHIPS	CIRC	3	30,00	\$90.00
SCOTT SPECIALIZED CATALOG OF U.S. STAMPS	REF	i	57.99	\$57.99
SCOTT STAND POST STAMP CATALOG (v. 1-6)	REF	2	57.99	\$115.98
SHOOTERS BIBLE	CIRC	3	23.95	\$71.85
SMALL BUSINESS START-UP KIT	CIRC	2	14.95	\$29.90
SMALL BUSINESS START-UP KIT	REF	1	14.95	\$14.95
SONGWRITER'S MARKET	REF	3	26.99	\$80.97
STANDARD CATALOG WORLD COINS:1901-PRESE	REF	1	65.00	\$65.00
STANDARD CATALOG WORLD COINS: 1901-PRESE	CIRC	1	65.00	\$65.00
STATESMAN'S YEAR BOOK	REF	5	200.00	\$1,000.00
STATIS'L ABSTRACT OF THE U.S. (HARDBACK)	REF	7	39.00	\$273.00
TAX SAVVY FOR SMALL BUSINESS	CIRC	2	36.99	\$73.98
TEXAS ALMANAC GUIDE (HARDBACK)	GEN	1	19.95	\$19.95
TEXAS ALMANAC GUIDE (HARDBACK)	J-REF	6	19.95	\$119.70
TEXAS ALMANAC GUIDE (HARDBACK)	J-CIRC	4	19.95	\$79.80
TEXAS ALMANAC GUIDE (HARDBACK)	REF	8	19.95	\$159.60
TEXAS ALMANAC GUIDE (PAPERBACK)	CIRC	2	19.95	\$39.90
TEXAS LEGISLATIVE HANDBOOK	REF	5	5.95	\$29.75
TEXAS MANUFACTURERS REGISTER	REF	6	199.00	\$1,194.00
TIME ALMANAC (PAPERBACK)	J-REF	2	12.99	\$25.98
TIME ALMANAC (PAPERBACK)	REF	7	12.99	\$90.93
TOP 10 OF EVERYTHING	REF	1	24.95	\$24.95
UNIFORM CRIME REPORTS FOR THE U.S.	REF	3	53.00	\$159.00
US GOVERNMENT MANUAL	REF	7	23.00	\$161.00

W.T.S (AFRICA)	REF	8	15.50	\$124.00
W.T.S (CANADA)	REF	8	15.00	\$120.00
W.T.S (EAST S'EAST ASIA&WESTERN PACIFIC)	REF	8	15.50	\$124.00
W.T.S (LATIN AMERICA)	REF	8	15.50	\$124.00
W.T.S (MIDDLE EAST AND SOUTH ASIA)	REF	8	15.50	\$124.00
W.T.S (NORDIC CENTRAL &S'EASTERN EUROPE)	REF	8	16.00	\$128.00
W.T.S (RUSSIA & CWEALTH of INDEP STATES	REF	8	15.00	\$120.00
W.T.S (WESTERN EUROPE)	REF	8	15.50	\$124.00
WARMAN'S ANTIQUE & COLLECTIBLES PRICE GD	REF	6	24.99	\$149.94
WASHINGTON INFORMATION DIRECTORY	REF	7	120.00	\$840.00
WHAT COLOR IS YOUR PARACHUTE?(PAPERBACK)	CIRC	6	17.95	\$107.70
WHO WAS WHO IN AMERICA	REF	1	155.95	\$155.95
WOODALL'S N'AMERICAN CAMPGROUND D'TORY	REF	4	23.95	\$95.80
WOODALL'S N'AMERICAN CAMPGROUND D'TORY	CIRC	2	23.95	\$47.90
WORLD ALMANAC & BOOK OF FACTS (HARDBACK)	REF	8	32.99	\$263.92
WORLD ALMANAC & BOOK OF FACTS(PAPERBACK)	CIRC	2	12.99	\$25.98
WORLD ALMANAC & BOOK OF FACTS(PAPERBACK)	J-CIRC	5	12.99	\$64.95
WORLD ALMANAC & BOOK OF FACTS(PAPERBACK)	J-REF	6	12.99	\$77.94
WORLD CHAMBER OF COMMERCE DIRECTORY	REF	7	40.00	\$280.00
WORLD FACTBOOK (HARDBACK)	REF	6	60.00	\$360.00
WRITER'S MARKET	REF	7	29.99	\$209.93
YOUR RIGHTS IN THE WORKPLACE	CIRC	2	29.99	\$59.98
YOUR RIGHTS IN THE WORKPLACE	REF	2	29.99	\$59.98 \$33,634.46





						N	Invoice	Exte	Extended		
Qty	Title	Publisher	List	List Price*	Disc*	Price*		Price		Format	P/0
-	101 LAW FORMS FOR PERSONAL USE	OTON	₩	29.99	0.43	€	17.09	8	17.09	QUALITY PAPER	Circ
4	101 LAW FORMS FOR PERSONAL USE	NOLO	↔	29.99	0.43	8	17.09	69	68.36	QUALITY PAPER	Ref
4	ALMANAC OF AMER POLITICS	Univ of Chicago	₩	90.00	0.43	S	51.30	€9	205.20	QUALITY PAPER	Ref
2	ALMANAC OF BUSINESS & INDUST	CCH Inc	↔	241.95	0.12	8	212.92	69	425.84	QUALITY PAPER	Ref
4	Almanac of the 50 States	Info Pub	8	•	0	S	1	69		Order Direct	
8	Annual Statement Studies (RM	Robert Morris	€		0	69		69		Order Direct	
ო	ARTISTS & GRAPHIC DESIGNE	North Light Bks	€	34.99	0.43	↔	19.94	↔	59.82	QUALITY PAPER	Ref
2	A's & B's of Academic Scholarships	Octameron	69		0	4		€		Order Direct	
4	A's & B's of Academic Scholarships	Octameron	69	1	0	8	•	69	•	Order Direct	
2	BARRON GT MEDICAL & DENTAL SCH	Barron's Edu	↔	18.99	0.43	↔	10.82	↔	54.10	QUALITY PAPER	Ref
-	BEST AMER SHORT STORIES	Houghton Mifflin	€	28.00	0.473	S	14.76	€	14.76	HARD COVER	Circ
~	BEST PLAYS THEATER YEARBK	Limelight Edit	↔	49.99	0.473	69	26.34	↔	26.34	HARD COVER	Circ
2	BIRNBAUMS DISNEYLAND RESORT	Disney Editions	69	15.99	0.43	€	9.11	↔	45.55	QUALITY PAPER	Circ
7	Birnbaum's Walt Disney World For Kids	Disney Editions	8		0	69	•	\$		Not Lib Friendly	games
7	Birnbaum's Walt Disney World W/O Kid	Disney Editions	69		0	69		8		Ceased	
-	Book of the States	Concil of State Gov	69	•	0	8	1	49	•	Order Direct	
8	Budget of the U S Gov: Fiscal Year	Gov Print Office	69	•	0	8		49		Order Direct	
7	Car Book (now: Ultimate Car Book)	Harper Collins	69		0	₩		€9	•	Order Direct	
2	CHASES CAL OF EVENTS	McGraw-Hill	↔	80.00	0	↔	80.00	€	160.00	QUALITY PAPER	J-Ref
00	CHASES CAL OF EVENTS	McGraw-Hill	↔	80.00	0	↔	80.00	↔	640.00	QUALITY PAPER	Ref
7	Cities Ranked & Rated	ohn Wiley & Sons	69		0	69		€9	•	Ceased	
2	Cities Ranked & Rated	ohn Wiley & Sons	€9		0	69		4	•	Ceased	
7	CLEP OFF SG	College Board	69	24.99	0.43	↔	14.24	↔	89.68	QUALITY PAPER	
_	COMP GT B&B INNS & GUESTHOUSES	Lanier Travel	↔	19.95	0.43	8	11.37	↔	11.37	QUALITY PAPER	Ref
2	COMP GT B&B INNS & GUESTHOUSES	Lanier Travel	₩	19.95	0.43	S	11.37	€	56.85	QUALITY PAPER	Circ
2	COMP NONPROFIT CORP KIT	Sphinx Pub	₩	34.95	0.43	8	19.92	69	39.84	QUALITY PAPER	Ref
~	COMP NONPROFIT CORP KIT	Sphinx Pub	₩	34.95	0.43	8	19.92	€	19.92	QUALITY PAPER	Circ
-	Consumer Drug Reference	Consumer Reports	↔		0	69		€9		Ceased	
2	Consumer Drug Reference	Consumer Reports	€9		0	8		s	•	Ceased	
~	Consumer Buying Guide	Consumer Guide	€	•	0	69		8		Ceased	
2	Guide to Current American Government	CQ Inc	49		0	8		8	•	Ceased	
4	CSG State Directory: Administrative	CSG	€	1	0	8		49		Order Direct	

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Editor & Publisher \$.	Direct	tory of Executive & Professional	Kennedy Info Pub	69		0.00	4		8		Ceased	
NOLO	Editor	& Publisher Market Guide	Editor & Publisher	\$		0.00	8		69		Order Direct	
NOLO	ENH/	ANCED OCCUPATIONAL OUT	JIST Works	↔	49.95	0.12	↔	43.96	↔	43.96	HARD COVER	Ref
NOLO	ESPI	N Sports Almanac		\$ 0		00.00	4		69		Ceased	
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Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 14.82 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 13.05 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.24 \$ 14.22 \$ 14.24 \$ 14.24 \$ 14.24	FOD	OR ALASKA	Fodor's Travel Pub	↔	21.99	0.43	69	12.53	↔	50.12	QUALITY PAPER	Circ
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Fodor's Travel Pub 5	FOD	OR ARIZONA & THE GRAND CANY	Fodor's Travel Pub	↔	25.99	0.43	Ø	14.81	s	74.05		Circ
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& CENTRAL EU Fodor's Travel Pub \$ 24.95 0.43 \$ 14.22 <td>FOD</td> <td>OR COSTA RICA 2014</td> <td>Fodor's Travel Pub</td> <td>↔</td> <td>21.99</td> <td>0.43</td> <td>₩</td> <td>12.53</td> <td>€</td> <td>12.53</td> <td>QUALITY PAPER</td> <td>Circ</td>	FOD	OR COSTA RICA 2014	Fodor's Travel Pub	↔	21.99	0.43	₩	12.53	€	12.53	QUALITY PAPER	Circ
LEUROPE Fodor's Travel Pub \$ 24.95 0.43 \$ 14.22 \$ 99.54 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY NG Fodor's Travel Pub \$ 22.99 0.43 \$ 14.24 \$ 85.44 QUALITY NG Fodor's Travel Pub \$ 22.99 0.43 \$ 14.24 \$ 78.60 QUALITY NG Fodor's Travel Pub \$ 25.99 0.43 \$ 11.39 \$ 11.39 A4.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY	FOD	OR EASTERN & CENTRAL EU	Fodor's Travel Pub	€9	24.95	0.43	↔	14.22	4	14.22	QUALITY PAPER	Circ
Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 22.99 0.43 \$ 14.24 \$ 85.48 QUALITY Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 11.39 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY	FOD	OR ESSENTIAL EUROPE	Fodor's Travel Pub	€9	24.95	0.43	₩	14.22	↔	99.54		Circ
Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 66.96 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 22.99 0.43 \$ 13.10 \$ 78.60 QUALITY NG Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 11.39 QUALITY NG Fodor's Travel Pub \$ 25.99 0.43 \$ 14.24 \$ 44.43 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.24 \$ 42.72 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub	FOD	OR FLORIDA	Fodor's Travel Pub	8	24.99	0.43	₩	14.24	€	85.44		Circ
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Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 85.44 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 28.48 QUALITY NG Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39	FOD	OR GERMANY	Fodor's Travel Pub	49	24.99	0.43	€	14.24	↔	56.96	QUALITY PAPER	Circ
Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 28.48 QUALITY Fodor's Travel Pub \$ 22.99 0.43 \$ 11.39 \$ 11.39 \$ 11.39 \$ 11.39 \$ 11.39 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.62 QUALITY	FOD	OR ENGLAND	Fodor's Travel Pub	€	24.99	0.43	€	14.24	↔	85.44		Circ
Fodor's Travel Pub \$ 22.99 0.43 \$ 13.10 \$ 78.60 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 42.72 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 19.99 0.43 \$ 14.81 \$ 59.24 QUALITY	FOD	OR GREECE	Fodor's Travel Pub	€	24.99	0.43	↔	14.24	69	28.48	QUALITY PAPER	Circ
Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 11.39 \$ 11.39 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.24 \$ 42.72 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 QUALITY	FOD	OR HAWAII	Fodor's Travel Pub	€	22.99	0.43	₩	13.10	↔	78.60		Circ
Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 44.43 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.24 \$ 59.24 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY Fodor's Travel Pub \$ 19.99 0.43 \$ 14.81 \$ 29.62 QUALITY Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 QUALITY	FOD	OR HONG KONG	Fodor's Travel Pub	€9	19.99	0.43	€	11.39	₩	11.39		Circ
Fodor's Travel Pub \$ 24.99 0.43 \$ 14.24 \$ 42.72 QUALITY Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY AS Fodor's Travel Pub \$ 19.99 0.43 \$ 14.81 \$ 29.62 QUALITY AS Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 QUALITY	FOD	OR ESSENTIAL INDIA		€	25.99	0.43	€	14.81	↔	44.43		Circ
Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 59.24 QUALITY N FOGOr's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 QUALITY EGAS FOGOr's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 QUALITY	FOD	OR IRELAND	Fodor's Travel Pub	છ	24.99	0.43	€	14.24	₩.	42.72		Circ
Fodor's Travel Pub \$ 25.99 0.43 \$ 14.81 \$ 29.62 or Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 or Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 or Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95 or Fodor's Travel Pub	FOD	OR ITALY	Fodor's Travel Pub	€9	25.99	0.43	8	14.81	↔	59.24	QUALITY PAPER	Circ
Fodor's Travel Pub \$ 19.99 0.43 \$ 11.39 \$ 56.95	FOL	OR JAPAN	Fodor's Travel Pub	4	25.99	0.43	8	14.81	8	29.62	QUALITY PAPER	Circ
	FOL	OR LAS VEGAS	Fodor's Travel Pub	₩	19.99	0.43	€	11.39	↔	56.95	QUALITY PAPER	Circ



INGRAM CO. NT GROUP Continuations Quote

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QUALITY PAPER QUALITY PAPER QUALITY PAPER	QUALITY PAPER QUALITY PAPER QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER Ceased	Ceased	QUALITY PAPER	Ceased	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	Order Direct	Order Direct	Order Direct	Ceased	Ceased	QUALITY PAPER	QUALITY PAPER	HARD COVER	HARD COVER	HARD COVER	HARD COVER	HARD COVER
	21.64 (68.34 (56.95 (12.53	•	63.72 (-		39.30		11.39	91.12	68.34 (1			•		15.95	15.95	1,950.00	15.26	106.82	106.82	106.82
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11.39 11.39 19.35	10.82	14.24	13.65	12.53		15.93	1	14.81	13.10	14.81	11.39	11.39	11.39			•			15.95	15.95	390.00	15.26	15.26	15.26	15.26
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0.43 0.43 0.43	0.43	0.43	0.43	0.43	0	0.43	0	0.43	0.43	0.43	0.43	0.43	0.43	0	0	0	0	0	0.43	0.43	0	0.473	0.473	0.473	0.473
19.99 19.99 21.99 23.99	19.99	24.99	23.95	21.99	•	27.95	•	25.99	22.99	19.99	19.99	19.99	19.99			1		•	27.99	27.99	390.00	28.95	28.95	28.95	28.95
6 6 6 6 F	• • •	· • •	· 69 (es es	69	↔	€9	↔	69 6	e e	69	€9	s	69	69	69	€	49	€	↔	s	↔	8	8	↔
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FODOR LONDON FODOR LOS ANGELES FODOR MEXICO FODOR NEW ENGLAND	FODOR NEW MEXICO FODOR NEW ORLEANS FODOR NEW YORK CITY	FODOR PACIFIC NORTHWEST	FODOR ESSENTIAL SCANDINAVIA	FODOR SCOTLAND Fodor's Skiing USA	Fodor's South	FODOR SOUTH AMER	Fodor's Southeast Asia	FODOR SPAIN	FODOR SWITZERLAND	FODOR US & BRITISH VIRGIN ISLA FODOR ESSENTIAL USA	FODOR VIRGINIA & MARYLAND	FODOR WALT DISNEY WORLD	FODOR WASHINGTON DC	Foundation Directory	Foundation Directory Part 2	Foundation Directory Supplement	Frommer's Cruises & Ports of Call	Germans to America	GOLDMINE RECORD ALBUM PRICE	GOLDMINE RECORD ALBUM PRICE	GRANTS REGISTER	GUINNESS WORLD RECORDS	GUINNESS WORLD RECORDS	GUINNESS WORLD RECORDS	GUINNESS WORLD RECORDS
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25.62 51.24 39.88 19.94		5.67	39.69	190.08		•				136.56	119.49	86.56	39.88		142.20	85.32	15.93	111.51	51.27	17.09	45.58	45.58	6.26	31.30	22.74	45.56	455.56		
4 4 4 4 8 8 8 8	es e	\$ 70	\$ 2	\$ 80	69	49	€\$	\$	€9	\$ 20	\$ 20	32 \$	34 \$		22 \$	22 \$	33 \$	33 \$	\$ 60	\$ 60	\$ 62	\$ 62	\$ 97	\$ 97	37 \$	\$ 68	\$ 80	₩.	€
8.54 8.54 19.94		5.67	5.67	190.08						17.07	17.07	10.82	19.94		14.22	14.22	15.93	15.93	17.09	17.09	22.79	22.79	6.26	6.26	11.37	11.39	65.08		
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Guinness World Guinness World Gun Digest Books Gun Digest Books	4		Whitman Pub \$	Rich's Business \$	Hoover's, Inc. \$	Hoover's, Inc. \$	Hoover's, Inc. \$	Hoover's, Inc. \$	Adams Media Corp \$	Nolo Press Occidental \$	Nolo Press Occidental \$	Barron's Edu Series \$	\$ OTON		John Wiley & Sons \$	John Wiley & Sons \$	Black Dog & Leventhal \$	Black Dog & Leventhal \$	NOLO \$	NOLO \$	\$ NOLO	\$ NOIO	Signet Book \$	Signet Book \$	Let's Go:	Let's Go \$	Merck Pub \$	Mobil Travel \$	Mobil Travel \$
GUINNESS WORLD RECORDS Guinness World GUINNESS WORLD RECORDS Guinness World GUN DIGEST GUN DIGEST GUN DIGEST GUN DIGEST	e Movies That Matter Collins (UK)	Whitman Pub	OFF BLUE BK U S COINS Whitman Pub \$	HEADQUARTERS USA Rich's Business \$	Hoover's Handbook of Private Co Hoover's, Inc. \$	5 Hoover's Handbook of World Business Hoover's, Inc. \$	Hoover's Handbook of Amer Business Hoover's, Inc. \$	Hoover's Handbook of Emerging Busin Hoover's, Inc. \$	5 Houston JobBank Adams Media Corp \$	8 HT DO YOUR OWN DIVORCE IN TEXA Nolo Press Occidental \$	7 HT DO YOUR OWN DIVORCE IN TEXA Nolo Press Occidental \$	3 BARRON ASVAB Barron's Edu Series \$	2 HT WRITE A BUSINESS PLAN NOLO \$	International Codes (Paperback	10 JK LASSERS YOUR INCOME TAX 201 John Wiley & Sons \$	3 JK LASSERS YOUR INCOME TAX 202 John Wiley & Sons \$	KOVELS ANTIQUES & COLLECTIBLES Black Dog & Leventhal \$		3 LEASES & RENTAL AGREEMENTS NOLO \$	LEASES & RENTAL AGREEMENTS NOLO \$	2 LEGAL GD FOR STARTING & RUNNIN NOLO \$	010	gnet Book	gnet Book					7 Mobil Travel Guide: Canada Mobil Travel \$

INGRAM CO. NT GROUP Continuations Quote

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\$ 73.50 0.43 \$ 41.90 \$ 83.80 QUALITY PAPER
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INGRAM CONT GROUP Continuations Quote

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7)	Official Price GT Football Cards (Beckett)	House of Collectible	A		0	A		A		Ceased	
9	OFF BLACKBOOK PGT US POST	House of Collectible	↔	8.99	0.43	↔	5.12	€9	30.72	QUALITY PAPER	Ref
9	OFF CONGRESSIONAL DIRECT	Gov Print Office	€	53.25	0.12	8	46.86	69	281.16	HARD COVER	Ref
3	Official PGT Basketball Cards	House of Collectible	4		0	₩	•	\$		Ceased	
Ţ,	Official PGT Basketball Cards	House of Collectible	49		0	69		69		Ceased	
-	Official ABMS Directory of Board	W. B. Saunders Co	\$		0	€	٠	69		Order Direct	
7	OLD FARMERS ALMANAC	Old Farmer's Alm	€	7.95	0.43	69	4.53	€	31.71	QUALITY PAPER	Ref
_	OLD FARMERS ALMANAC	Old Farmer's Alm	S	7.95	0.43	€9	4.53	€	4.53	QUALITY PAPER	Circ
_	PAPERS OF JEFFERSON DAVIS	Louisiana State Univ	⇔	105.00	0.12	69	92.40	€	92.40	HARD COVER	Gen
က	PATENT COPYRIGHT & TRADEMARK	NOLO	€	44.99	0.43	↔	25.64	₩	76.92	QUALITY PAPER	Ref
_	PATENT COPYRIGHT & TRADEMARK	NOLO	€	44.99	0.43	69	25.64	₩	25.64	QUALITY PAPER	Circ
2	Patterson's American Education	Educational Direct	69		0	8	1	69		Order Direct	
2	PETG 440 GRT COLLEGES	Peterson's Nelnet Co	69	19.95	0.43	↔	11.37	€	22.74	QUALITY PAPER	Circ
က	PETG HT GET MONEY FOR COL	Peterson's Nelnet Co	69	29.95	0.43	8	17.07	€9	51.21	QUALITY PAPER	Circ
9	PETG HT GET MONEY FOR COL	Peterson's Nelnet Co	69	29.95	0.43	€	17.07	€	102.42	QUALITY PAPER	Ref
_	PETG 4 YEAR COLLEGES	Peterson's Nelnet Co	69	32.95	0.43	↔	18.78	€	18.78	QUALITY PAPER	Circ
7	PETG 4 YEAR COLLEGES	Peterson's Nelnet Co	s	32.95	0.43	8	18.78	8	131.46	QUALITY PAPER	Ref
2	PETG 2-YEAR COLLEGES	Peterson's Nelnet Co	8	29.95	0.43	69	17.07	8	85.35	QUALITY PAPER	Ref
2	PRIVATE SECONDARY SCHOOLS	Peterson's Nelnet Co	69	39.95	0.43	€9	22.77	€9	113.85	QUALITY PAPER	Ref
2	PETG VOCATIONAL & TECHNIC EAST	Peterson's NeInet Co	69	44.95	0.43	69	25.62	€	128.10	QUALITY PAPER	Ref
2	PETG VOCATIONAL & TECHNIC WEST	Peterson's Nelnet Co	↔	44.95	0.43	69	25.62	€	128.10	QUALITY PAPER	Ref
00	PHYSICIANS DESK REFERENCE	PDR Network	€	97.95	0.12	s	86.20	€	689.60	HARD COVER	Ref
9	PDR FOR NONPRESCRIPTION DRUGS	PDR Network	↔	59.95	0.12	s	52.76	ss	316.56	HARD COVER	Ref
2	Places Rated Almanac	John Wiley & Sons	69		0	69		\$		Ceased	
2	POETS MARKET	Writer's Digest Bks	₩	29.99	0.43	ss	17.09	₩	34.18	QUALITY PAPER	Ref
-	Postal Service Guide to U.S. Stamps	Collins	€9		0	69		\$		Ceased	
∞	RM ROAD ATLAS	Rand McNally & Co	↔	13.95	0.43	€9	7.95	€	63.60	QUALITY PAPER	Ref
~	RM ROAD ATLAS	Rand McNally & Co	↔	13.95	0.43	€>	7.95	₩	7.95	QUALITY PAPER	J-Ref
8	RENTERS RIGHTS	NOLO	₩	24.99	0.43	₩	14.24	€	42.72	QUALITY PAPER	Circ
~	RENTERS RIGHTS	NOLO	₩	24.99	0.43	₩	14.24	₩	14.24	QUALITY PAPER	Ref
9	SCHOLARSHIP BK 13/E	Prentice Hall Press	↔	32.50	0.12	₩	28.60	₩.	171.60	QUALITY PAPER	Ref
က	SCHOLARSHIP BK 13/E	Prentice Hall Press	↔	32.50	0.12	↔	28.60	₩	85.80	QUALITY PAPER	Circ
_	SCOTT SPECIALIZE CATALOG	Scott Publishing Co	↔	119.99	0.12	↔	105.59	€9	105.59	QUALITY PAPER	Ref
7	SCOTT STANDARD POSTAGE ST V 1	Scott Publishing Co	₩	119.99	0.12	€	105.59	€	211.18	QUALITY PAPER	Ref

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INGRAM CO NT GROUP Continuations Quote

Ref Ref	Ref	Ref	Ref	Circ	Circ	Ref	Ref	Ref	Circ	Ref	Ref	Circ	Gen	J-Ref	J-Circ	Ref	Circ			J-Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref	Ref
QUALITY PAPER QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	HARD COVER	HARD COVER	QUALITY PAPER	HARD COVER	HARD COVER	HARD COVER	HARD COVER	QUALITY PAPER	Order Direct	Order Direct	QUALITY PAPER	QUALITY PAPER	HARD COVER	HARD COVER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER	QUALITY PAPER
211.18	211.18	211.18	211.18	51.21	34.18	17.09	46.14	39.90	39.90	1,625.00	271.04	45.58	21.05	126.30	84.20	168.40	28.44		1	15.86	55.51	14.73	277.20	215.60	130.24	126.72	130.24	133.76	130.24	133.76	126.72	133.76
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105.59	105.59	105.59	105.59	17.07	17.09	17.09	15.38	39.90	39.90	325.00	38.72	22.79	21.05	21.05	21.05	21.05	14.22	1	į	7.93	7.93	14.73	92.40	30.80	16.28	15.84	16.28	16.72	16.28	16.72	15.84	16.72
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0.12	0.12	0.12	0.12	0.43	0.43	0.43	0.43	0.43	0.43	0	0.12	0.43	0.473	0.473	0.473	0.473	0.43	0	0	0.43	0.43	0.473	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12	0.12
119.99	119.99	119.99	119.99	29.95	29.99	29.99	26.99	70.00	70.00	325.00	44.00	39.99	39.95	39.95	39.95	39.95	24.95			13.92	13.92	27.95	105.00	35.00	18.50	18.00	18.50	19.00	18.50	19.00	18.00	19.00
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SCOTT STANDARD POSTAGE ST V 2 SCOTT STANDARD POSTAGE ST V 3	SCOTT STANDARD POSTAGE ST V4	SCOTT STANDARD POSTAGE ST V 5	SCOTT STANDARD POSTAGE ST V 6	SHOOTERS BIBLE	SMALL BUSINESS START-UP KIT	SMALL BUSINESS START-UP KIT	SONGWRITERS MARKET	STANDARD CATALOG OF WORLD	STANDARD CATALOG OF WORLD	STATESMANS YEARBK	STATISTICAL ABSTRACT OF U-	TAX SAVVY FOR SMALL BUSINESS	TEXAS ALMANAC GENERAL	TEXAS ALMANAC GENERAL	TEXAS ALMANAC GENERAL	TEXAS ALMANAC GENERAL	TEXAS ALMANAC	Texas Legislative Guide	Texas Manufacturers Register	TIME ALMANAC	TIME ALMANAC	TOP 10 OF EVERYTHING	CRIME IN THE US	US GOVERNMENT MANUAL	WTS AFRICA	WTS CANADA	WTS EAST & SOUTHEAST ASIA	WTS LATIN AMER	WTS MIDDLE EAST & SOUTH ASIA	WTS NORDIC CENTRAL & SE	WTS RUSSIA & THE COMMONWEALTH	WTS WESTERN EUROPE
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Continuations Quote

WARMANS ANTIQUES & COLLECTIBLE	Krause Pub	₽	29.99	0.43	↔	17.09	₩	102.54	QUALITY PAPER	Ref
ON INFO DIRECT	CQ Press	↔	160.00	0.12	↔	140.80	₩	985.60	HARD COVER	Ref
OR IS YOUR PARACHUTE	Ten Speed Press	↔	18.99	0.43	↔	10.82	↔	64.92	QUALITY PAPER	Circ
O IN AMER	Marquis Who's Who	↔	931.50	0.12	↔	819.72	↔	819.72	HARD COVER	Ref
I RV TRAVEL GD & CAMP	Good Sam Pub	₩	25.95	0.43	↔	14.79	↔	59.16	QUALITY PAPER	Ref
1 RV TRAVEL GD & CAMP	Good Sam Pub	↔	25.95	0.43	↔	14.79	↔	29.58	QUALITY PAPER	Circ
MANAC & BK OF FACTS	World Almanac Bks	↔	34.95	0.473	↔	18.42	↔	147.36	HARD COVER	Ref
MANAC & BK OF FACTS	World Almanac Bks	⇔	13.99	0.43	↔	7.97	↔	15.94	QUALITY PAPER	Circ
MANAC & BK OF FACTS	World Almanac Bks	⇔	13.99	0.43	⇔	7.97	⇔	39.85	QUALITY PAPER	J-Circ
MANAC & BK OF FACTS	World Almanac Bks	↔	13.99	0.43	↔	7.97	↔	47.82	QUALITY PAPER	J-Ref
HAMBER OF COMMERCE	World Chamber	₩	67.50	0.12	↔	59.40	↔	415.80	QUALITY PAPER	Ref
CTBK	Potomac Books	↔	100.00	0.473	↔	52.70	↔	52.70	HARD COVER	Ref
MARKET	Writer's Digest Books	⇔	29.99	0.43	↔	17.09	€	119.63	QUALITY PAPER	Ref
HTS IN THE WORKPLAC-9E	NOLO	↔	29.99	0.43	↔	17.09	69	34.18	QUALITY PAPER	Circ
HTS IN THE WORKPLAC-9E	NOLO	↔	29.99	0.43	↔	17.09	₩	34.18	QUALITY PAPER	Ref
7 T T & & O O O O O O M F F F	WASHINGTON INFO DIRECT WHAT COLOR IS YOUR PARACHUTE WHOS WHO IN AMER GOOD SAM RV TRAVEL GD & CAMP GOOD SAM RV TRAVEL GD & CAMP WORLD ALMANAC & BK OF FACTS WORLD FACTBK YOUR RIGHTS IN THE WORKPLAC-9E YOUR RIGHTS IN THE WORKPLAC-9E			CQ Press \$ 1 Ten Speed Press \$ 1 Marquis Who's Who \$ 9 Good Sam Pub \$ 5 Good Sam Pub \$ 5 World Almanac Bks \$ \$ 1 World Chamber \$ 2 World Chamber \$ 3 World Cha	CQ Press \$ 160.00 Ten Speed Press \$ 18.99 Marquis Who's Who \$ 931.50 Good Sam Pub \$ 25.95 Good Sam Pub \$ 25.95 World Almanac Bks \$ 13.99 World Almanac Bks \$ 67.50 Potomac Books \$ 29.99 Writer's Digest Books \$ 29.99 MOLO \$ 29.99	CQ Press \$ 160.00 Ten Speed Press \$ 18.99 Marquis Who's Who \$ 931.50 Good Sam Pub \$ 25.95 Good Sam Pub \$ 25.95 World Almanac Bks \$ 13.99 World Chamber \$ 67.50 Potomac Books \$ 29.99 Writer's Digest Books \$ 29.99	CQ Press \$ 160.00 0.12 \$ 1 Ten Speed Press \$ 18.99 0.43 \$ 600d Sam Pub \$ 25.95 0.43 \$ 600d Sam Pub \$ 25.95 0.43 \$ 800d Sam Pub \$ 25.95 0.43 \$ 80d Sam Pub \$ 25.95 0.43 \$	CQ Press \$ 160.00 0.12 \$ 1 Ten Speed Press \$ 18.99 0.43 \$ 60.00 Sam Pub \$ 25.95 0.43 \$ 60.00 Sam Pub \$ 25.95 0.43 \$ 8 8 90.00 Sam Pub \$ 25.95 0.43 \$ 90.000 Sam Pub \$	CQ Press \$ 160.00 0.12 \$ 140.80 \$ 9 Ten Speed Press \$ 18.99 0.43 \$ 10.82 \$ Marquis Who's Who \$ 931.50 0.12 \$ 819.72 \$ 8 Good Sam Pub \$ 25.95 0.43 \$ 14.79 \$ 14.79 \$ 8 World Almanac Bks \$ 34.95 0.473 \$ 18.42 \$ 1 14.79 \$ 8 World Almanac Bks \$ 13.99 0.43 \$ 7.97 \$ 8 World Almanac Bks \$ 13.99 0.43 \$ 7.97 \$ 8 World Almanac Bks \$ 13.99 0.43 \$ 7.97 \$ 8 World Chamber \$ 67.50 0.12 \$ 59.40 \$ 8 World Chamber \$ 67.50 0.42 \$ 17.09 \$ 18 World Chamber \$ 29.99 0.43 \$ 17.09 \$ 18 NOLO \$ 29.99 0.43 \$ 17.09 \$ 17.09 \$ 18 NOLO \$ 29.99 0.43 \$ 17.09 \$ 17.09 \$ 18 NOLO \$ 29.99 0.43 \$ 17.09 \$ 17.09 \$ 11 NOLO \$ 29.99 0.43 \$ 20.00 \$ 11 NOLO \$ 29.99 0.43 \$ 20.00	CQ Press \$ 160.00 0.12 \$ 140.80 \$ 985.60 I I I I I I I I I I I I I I I I I I I

ESTIMATED ONE-TIME PURCHASE OF ALL TITLES TOTAL QUATITY SELECTED 714 TOTAL UNITS SELECTED 182

23,202.49 ψ,



COUNTY PURCHASING AGENT

Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB County Purchasing Agent (281) 341-8640 Fax (281) 341-8642 or 341-8645

Vendor Information

Federal ID # or	Dun and Bradstreet #
S.S #	121599042
a cr	X Corporation/LLC Sole Proprietor/Individual
Type of Business	Partnership Tax Exempt Organization Year Pusinger was Established 1998
Legal Company	Ingram Library Services Inc. Year Business was Established 1998
Name	5 ,
Remittance	P.O. Box 502779
Address	
City/State/Zip	St. Louis, MO 63150-2779
Physical Address	One Ingram Blvd.
City/State/Zip	LaVergne, TN 37086
County	Fort Bend County Other: Rutherford County, TN
Phone/Fax	Phone: Fax: 615.212.6004
Number	800-837-5300 x35736 615-213-6004
Contact Person	Sean Adams
E-mail	ilsbids@ingramcontent.com
Special Notes	
The Company listed above is a (check all	DBE-Disadvantaged Business Enterprise Certification #
that apply and	SBE-Small Business Enterprise Certification #
attached	HUB-Texas Historically Underutilized Business Certification #
certificate).	<u> </u>
	WBE-Women's Business Enterprise Certification #
	MBE-Minority Business Enterprise
Company's gross	<\$500,000\$500,000-\$4,999,999\$5,000,000-\$16.999.999
annual receipts:	\$17,000,000-\$22,399,999>\$22,400,000 <u>X</u> Ingram is a privately held corporation and declines to make this information public. However, bank references are available upon request.
NAICs codes	423990
(Please enter all	424920
that apply).	
	519120

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system

Form (Rev. December 2011)
Department of the Treasury
Internal Rovenue Service

number to be issued),

2. Certify that you are not subject to backup withholding, or

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

	Name (as shown on your income tax return) Ingram Library Services Inc.			
20 20	Business name/disregarded entity name, if different from above			
Print or type Specific instructions on page	Check appropriate box for federal tax classification: Individual/sole proprietor X C Corporation 8 Corporation Limited fiability company. Enter the tax classification (C=C corporation, S	Partnership Tre		Exempt payee
Print Instr	☐ Other (see Instructions) ▶			
_ #	Address (number, street, and apt. or suite no.)	F	Requester's name and address (opti	oust)
g g	One Ingram Blvd. P.O. Box 3006 City, state, and ZIP code			
Sea	La Vergne, TN 37086			
	List account number(s) here (optional)		V	
Par				
nesider entities TIN on Note.	rour TIN in the appropriate box. The TIN provided must match the nan id backup withholding. For individuals, this is your social security num it alien, sole proprietor, or disregarded entity, see the Part I instruction is, it is your employer identification number (EIN). If you do not have a page 3. If the account is in more than one name, see the chart on page 4 for g	tber (SSN). However, for a ns on page 3. For other number, see <i>How to get a</i>	•	Imber
numbe	er to entier.		<u> </u>	
Part	11 Certification			
	penalties of perjury, I certify that:			_
	number shown on this form is my correct taxpayer identification num	•		
Ser	n not subject to backup withholding because: (a) I am exempt from ba vice (IRS) that I am subject to backup withholding as a result of a fallu onger subject to backup withholding, and	sckup withholding, or (b) i ire to report all interest or	have not been notified by the li dividends, or (c) the IRS has no	nternal Revenue olified me that I am
3. I an	a U.S. citizen or other U.S. person (defined below).			
becaus interes genera instruc	cation instructions. You must cross out item 2 above if you have bee you have failed to report all interest and dividends on your tax return t paid, acquisition or abandonment of secured property, cancellation ally, payments other than interest and dividends, you are not required tools on page 4.	m. For real estate transac of debt, contributions to	tions, item 2 does not apply. Fo an individual retirement arrange	r mortgage ment (IRA), and
Sign Here	Signature of U.S. person >	Date	▶ 08/15/2013	
Gen	eral Instructions		ves you a form other than Form	
Section	references are to the Internal Revenue Code unless otherwise	to this Form W-9.	e the requester's form if it is sub	•
*****	ose of Form	Definition of a U.S. per considered a U.S. pers	arson. For federal tax purposes, ion if you are:	, you are
	on who is required to file an information return with the IRS must		a U.S. citizen or U.S. resident al	· · ·
example	your correct taxpayer identification number (TIN) to report, for le, thoome paid to you, real estate transactions, mortgage interest id, acquisition or abandonment of secured property, cancellation	organized in the United	ration, company, or association d States or under the laws of the	
of debt	, or contributions you made to an IRA.	An estate (other than A domestic trust (se.)	a toreign estate), or defined in Regulations section 3	101 770 1-7
alien), t	Form W-9 only if you are a U.S. person (including a resident to provide your correct TIN to the person requesting it (the ter) and, when applicable, to:	Special rules for part business in the United	nerships. Partnerships that con States are generally required to ners' share of income from such	duct a trade or pay a withholding
1. Ce	ertify that the TIN you are giving is correct (or you are waiting for a		s where a Form W-9 has not be	

partnership is required to presume that a partner is a foreign person,

partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

and pay the withholding tax. Therefore, if you are a U.S. person that is a

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities)

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- 1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
 - 2. The treaty article addressing the income.
- 3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- 4. The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester,
- 2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
- 3. The IRS tells the requester that you furnished an incorrect TIN

- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see Special rules for partnerships on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

- 1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
- 2. The United States or any of its agencies or instrumentalities,
- 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
- 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
- 5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

- 6. A corporation,
- 7. A foreign central bank of issue,
- A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- A futures commission merchant registered with the Commodity Futures Trading Commission,
 - A real estate investment trust.
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
- 12. A common trust fund operated by a bank under section 584(a),
 - 13. A financial institution,
- 14. A middleman known in the investment community as a nominee or custodian, or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for	THEN the payment is exempt for
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000	Generally, exempt payees 1 through 7

See Form 1099-MISC, Miscellaneous Income, and its instructions.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited liability company (LLC) on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

- **3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

	For this type of account:	Give name and SSN of:
	Individual Two or more individuals (joint account)	The individual The actual owner of the account or, if combined funds, the first individual on the account
3.	Custodian account of a minor (Uniform Gift to Minors Act)	The minor
4.	The usual revocable savings trust (grantor is also trustee)	The grantor-trustee '
	b. So-called trust account that is not a legal or valid trust under state law	The actual owner
5.	Sole proprietorship or disregarded entity owned by an individual	The owner '
	For this type of account:	Give name and EIN of:
6.	Disregarded entity not owned by an individual	The owner
7.	A valid trust, estate, or pension trust	Legal entity ¹
8.	Corporate or LLC electing corporate status on Form 8832	The corporation
9.	Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10.	Partnership or multi-member LLC	The partnership
11.	A broker or registered nominee	The broker or nominee
12.	Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- · Protect your SSN,
- · Ensure your employer is protecting your SSN, and
- · Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: <code>spam@uce.gov</code> or contact them at <code>www.consumer.gov/idtheft</code> or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not fumish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

Job No	.:	TAX FORM/DEBT/ PROTECTION ()
Taxpay	er Identific	ation Number (T.I.N.).
Compa	ny Name si	abmitting Bid/Proposal: Ingram Library Services Inc.
Mailing	g Address:	One Ingram Blvd. LaVergne, TN 37086
Are yo	u registered	to do business in the State of Texas? Yes No
		idual, list the names and addresses of any partnership of which you are a general partner or any under which you operate your business
Ι.		List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a clude real and personal property as well as mineral interest accounts. (Use a second sheet of paper if
Fort Be	end County	Tax Acct. No.* Property address or location** N/A
** For	r real prop ress where be stored o	erty account identification number assigned by the Fort Bend County Appraisal District. erty, specify the property address or legal description. For business personal property, specify the the property is located. For example, office equipment will normally be at your office, but inventory at a warehouse or other location. 1 County Debt - Do you owe any debts to Fort Bend County (taxes on properties listed in I above,
	tickets, fir	(No) If yes, attach a separate page explaining the debt.
III.	Residence requests F	<u>e Certification</u> - Pursuant to Texas Government Code §2252.001 et seq., as amended, Fort Bend County tesidence Certification. §2252.001 et seq. of the Government Code provides some restrictions on the of governmental contracts; pertinent provisions of §2252.001 are stated below:
	(3) "No	nresident bidder" refers to a person who is not a resident.
	c	sident bidder" refers to a person whose principal place of business is in this state, including a outractor whose ultimate parent company or majority owner has its principal place of business in is state.
		is a Resident Bidder of Texas as defined in Government Code [Company Name] 52.001.
	I ce	rtify that Ingram Library Services Inc is a Nonresident Bidder as defined in Government Code
	§22	[Company Name] 52.001 and our principal place of business is LaVergne, TN [City and State]

1.0 General Requirements

Ingram has read and understands the General Requirements. We would like to elaborate upon the following specific items:

1.13

The Library may cancel their account at the end of the fiscal year if it is determined that funding is not available to extend the contract. However, the Library is responsible for canceling any open items, and is responsible for any items ordered until written request for cancellation is processed.

1.20

Ingram understands the factors to be considered in awarding the bid. Throughout our proposal we have outlined the services we offer that will best meet the needs of the Library. We are happy to provide any further information that may assist you in your evaluation process.

We appreciate that flexibility on the part of both the vendor and the Library is key to the success of this project. Ingram associates are willing and able to assist Library staff during this project to make the anticipated transitions as efficient as possible. Ingram will provide highly efficient ordering, processing, and delivery of materials. We welcome additional suggestions on ways we can make this project as easy as possible for you. As our relationship evolves, we will continue to find new ways of serving you, and helping you serve your patrons.

1.29

Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are actually delivered to the Library. Once the items have been delivered, liability lies with the receiving agency.

1.30

As Ingram accepts orders via phone and fax, we will accept orders without a written Purchase Order. If an official purchase order number is required, the ordering agency should provide this number to Ingram's order entry personnel when phoning orders, and include the purchase order number when faxing, mailing, or submitting electronic orders. We request that each ordering agency inform their staff members of the importance of always using an official purchase order number when placing an order. Ingram will reference this purchase order number on packing slips and invoices when provided by the ordering library.

In-stock, non-processed and non-cataloged book orders are shipped within 24 hours or on the same business day if placed before local cut-off time at your designated Ingram distribution center. In-stock processed books not requiring original cataloging will ship within 48 hours of receipt of order. This service level is available currently from our La Vergne distribution center.



Inside Delivery

When requested by a customer, and if the carrier's operating conditions permit, the carrier may perform inside delivery. This service is provided to ground floors and those floors where elevator or escalator service is available. Please note that the carrier's only obligation is to get the freight inside the door or onto a dock. It is the Library's responsibility to transfer the material to other desired destinations. If inside delivery is desired, the Library must specify this when establishing/updating their account(s). Where inside delivery is not provided, the carrier's only obligation is to move the freight to the back of the truck. Inside delivery will be clearly designated on the shipper's bill of lading but not on the Ingram shipping label.

1.32

In the event of contract cancellation, Any items invoiced by Ingram are due and payable upon termination.

1.33

Ingram is a distributor and not a manufacturer or publisher, therefore we do not control the material makeup of the products we distribute. We do attempt to use recycled products as much as possible in our day-to-day operations. The shipping cartons Ingram uses have the highest recycled content allowed to maintain burst strength.

1.34

The discounts and terms reflected in this response are offered only to the Fort Bend County Libraries. They are not extended to schools or other government agencies. In drafting a contract, Ingram bases pricing upon several factors including dollar value of commitment, actual expenditure, number of accounts and shipping locations. Ingram reserves the right to offer pricing and services to any customer based solely on Ingram management criteria.

2.0 Terms and Conditions

2.1 Seller to Package Goods

In preparing books for shipment, Ingram's standard procedure is to stack the books on a cardboard base as a tight cube shape. The books are then wrapped in plastic and placed in a high test-weight box. Ingram is known for using the best boxes in the industry with the highest test weights. The test weight of our larger corrugated boxes is 250 pounds, and our smaller boxes have a test weight of 200 pounds. Paper and/or air pillows as dunnage are placed as needed in the carton before the box is closed and sealed.

Each carton in a single shipment will be plainly marked with the number of boxes in shipment, Ingram's name and address, the library address, the purchase order number, and an Order Entry Number which can be used to cross reference the invoice when it is received. The packing slip will be placed in the last box of the shipment.



2.2 Shipment Under Reservation Prohibited,

2.3 Title and Risk of Loss, and

2.4 Delivery Terms

Please see Section 7.0, Delivery for Ingram's delivery terms for this contract. Deliveries will be made FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are actually delivered to the Library. Once the items have been delivered, liability lies with the receiving agency.

2.5 No Replacement of Defective Tender

Ingram's delivery terms and returns policies for defective or damaged goods are outlined in our proposal.

2.6 Place of Delivery

The shipping location is part of the Library's account profile. Ingram can provide multiple shipping accounts, as necessary.

2.7 Invoices and Payments

Details on Ingram's invoicing policies are provided in Sections 12.12 - 12.13.

Payment terms under this offer shall be 1% 10 Days/Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped. Ingram offers a 1% cash discount on payments made within 10 days of statement date. Credit card payments are not eligible for this discount. Payments must be postmarked by the 10th of the month to qualify for the 1% discount. This discount is shown on your invoice and must be taken at the time the invoice is paid and cannot be taken retroactively. These additional savings can be substantial when you take advantage of the prompt payment discount.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

2.8 Gratuities

Ingram agrees to this specification.

2.9 Special Tools and Test Equipment

No special tools or special test equipment will be required for the purpose of filling this order. Any equipment required by the Library to order through a library acquisition interface is the responsibility of the Library. Flashback software and ipage Basic are offered free of charge to Ingram customers.



2.10 Warranty/Price

Ingram bases pricing upon several factors including dollar value of commitment, actual expenditure, number of accounts and shipping locations. Ingram reserves the right to offer pricing and services to any customer based solely on Ingram management criteria.

2.11 Warranty Product,

2.12 Safety Warranty, and

2.13 No Warranty By Fort Bend County Against Infringements

Ingram is a distributor and not a manufacturer of book, spoken audio, and DVD. Ingram's Order Entry system is ISBN driven. Ingram does not substitute titles unless the ISBN has been forwarded to a new edition. Only those items ordered will be shipped. Libraries may cancel any new title orders without penalty prior to their order being shipped.

2.14 Right of Inspection

Damaged or defective goods may be returned according to our Returns Policy outlined in Sections 12.17 – 12.18.

2.15 Cancellation

Ingram would ask that the Library exercise due diligence in reporting any contract problems immediately to allow for verification and resolution before declaring a breach of contract.

2.16 Termination

Ingram understands per Section 4.0, Period of Contract, that this contract may be terminated by either party for any reason by giving thirty (30) days written notice of the intent to terminate. In the event of contract cancellation for any reason, all items invoiced to the Library are due and payable.

2.17 Force Majeure

Neither the Library nor Ingram shall be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other act not within the control of the Library or Ingram and which by the exercise of reasonable diligence the Library or Ingram is unable to prevent.

2.18 Assignment Delegation

2.19 Waiver

2.20 Modification

Ingram agrees to the conditions of these sections.

2.21 Parol Evidence

Ingram's proposal constitutes our entire offer, and is fully incorporated by reference into any resulting contract. Any items not covered under this proposal will need to be added via written addendum, and pricing negotiated based on final specifications.



2.22 Applicable Law
2.23 Advertising
2.24 Right To Assurance
2.25 Venue
2.26 Prohibition Against Personal Interest In Contracts
Ingram agrees to the conditions of these sections.

3.0 Scope

Ingram understands the intent of the County is to contract with one vendor to acquire, classify, and process trade books. Should we be the awarded vendor, Ingram would ask that the Library attempt to purchase materials from Ingram prior to seeking other sources.

Ingram recognizes that the complex needs of a library are not always served by a single vendor. For example, while a vendor may offer certain services that a library desires, materials may not be delivered in a timely manner. Ingram provides an unmatched fill rate and the largest on-hand inventory in the book industry. With an <u>active</u> inventory of over 12 million titles and 20+ million volumes, Ingram offers an initial fill rate of 85-90% with a fill rate of 95 to 100% shipped or reported within 90 days, on items in Ingram's database.

4.0 Period of Contract

Ingram understands the contract period is October 1, 2013 through September 30, 2014, with four (4) optional one-year renewals under the same terms and conditions. We ask that the request to renew be submitted in writing a minimum of 90 days before the initial contract year is due to expire, to avoid any possible disruption in service. Ingram's discounts will remain firm for the term of the contract. Prices of individual library materials are set by the publisher/manufacturer, and not by Ingram as distributor. Therefore, Ingram cannot guarantee that the retail/list price of an item will not change.

Please be advised that Ingram cannot backdate contracts. Any contract shall be effective within two working days of Ingram's receipt of written notification of award or contract start date, whichever is later.

Should this contract be terminated by either party for any reason, all items invoiced to the Library are due and payable.

5.0 Bid Form Completion

Ingram has completed the bid form, as required.

6.0 Planning Information

Ingram understands there are eight libraries.

7.0 Delivery

Delivery will be made to Fort Bend County Libraries Acquisitions at 1001 Golfview Drive, Richmond, TX 77469-5141. Our proposal is based on delivery to this central location.



Orders will ship FOB Destination with Ingram-paid freight from your Ingram-designated primary and secondary distribution centers. Designation is subject to change by Ingram to provide the best service for your Library. No handling fees or other charges are added. Ingram normally ships items via UPS ground transportation, Ingram delivery, or common carrier.

FOB Destination

Ingram defines FOB Destination as Ingram being responsible for the products until they are actually delivered to the Library. Once the items have been delivered, liability lies with the receiving agency.

Inside Delivery

When requested by a customer, and if the carrier's operating conditions permit, the carrier may perform inside delivery. This service is provided to ground floors and those floors where elevator or escalator service is available. Please note that the carrier's only obligation is to get the freight inside the door or onto a dock. It is the Library's responsibility to transfer the material to other desired destinations. If inside delivery is desired, the Library must specify this when establishing/updating their account(s). Where inside delivery is not provided, the carrier's only obligation is to move the freight to the back of the truck. Inside delivery will be clearly designated on the shipper's bill of lading but not on the Ingram shipping label.

8.0 Abbreviations Used In This Bid

Ingram acknowledges.

9.0 Bidding Requirements

Ingram understands the vendor is to bid discounts for trade books. Book discounts are off of publisher's current suggested list price. Please see 7.0. Delivery, above, for complete shipping information.

10.0 References

Please see our references included in section 18.5.

11.0 Required Elements of the Service

11.1

Ingram can accept orders by toll-free phone, toll-free fax, mail, electronically, (email and/or EDI − Electronic Data Interchange), through FlashBack[™], or through ipage. All orders receive immediate online order entry; phone and electronic orders receive title and stock verification. For ease and efficiency, we can confidently claim to be the best in the business in order entry.



We recommend that your orders include either ISBN's or Ingram title codes. Inclusion of this information will increase both the speed and the accuracy of processing your order. Ingram title codes are readily found in many Ingram selection tools. Orders placed via Ingram's Electronic Order Interfaces must contain the ISBN or they will be rejected. Placing your account number on all orders or price quotation requests will ensure that the order is placed on the proper account.

Ingram Library Services is the industry leader in Electronic Data Interchange (EDI) offerings for Library Automation Systems. With a group of specialists dedicated to this effort, Ingram cultivates strong partnerships with libraries and their automation vendors to provide EDI services that utilize the most current book industry formats, transactions, and communications methods. Ingram is also a strong participant in the Book Industry Standards and Communications (BISAC) Organization that develops EDI and barcode formats for the Book and Serials Industry.

Don Kaiser serves as Director of ILS Administration and Technology Services. Don comes to us with over 25 years of experience in the library market, with library automation companies such as The Library Corporation, CARL Corporation, Geac Computers, and OCLC. Don has also worked as a consultant helping libraries with their automation needs.

Ingram has partnered with Polaris Library Systems to offer a variety of EDI offerings. Ingram will continue to work with the Library and Polaris on making processing as efficient as possible as your automation vendor enhances their software.

Ingram supports EDI Transaction types and formats based on the capabilities of the library automation system. Ingram EDI offerings include:

- X12 Order, Enriched Order*, Order Acknowledgment, and Invoice. We also support the recent addition of the Advance Ship Notification (ASN) messaging in EDI.
- Communications for all EDI formats and transactions is supported via FTP.
- To support multiple accounts, multiple Polaris Supplier records are created each with its own Ingram account number.
- For orders placed via Polaris, Ingram sends full order acknowledgements in text format via email to user-specified email address.

Through Polaris, Ingram supports EDI orders, order responses, invoices, and the Advance Ship Notification (ASN). The ASN is a new function supported by Polaris and will allow MPL to receive an entire box of materials by scanning the label on the outside of the box, resulting in a large time-savings for the Library. Ingram also now supports summary invoices for Polaris so the Library may receive and process one invoice per week from Ingram, which is an additional staff time-savings.



*Enriched (EDI) Order - This enhanced order transaction allows users to send additional distribution information in the EDI order record that provides Ingram with all the information necessary to create complete holdings records to match the items shipped. The holdings records are loaded with MARC bibliographic records and overlay the on-order items. When the materials arrive from Ingram, they are shelf and circulating ready. Also with Enriched EDI we offer the ability to drop ship to branches as well as simplify account management through ordering on a single account and having Ingram separate orders based upon the enriched data that allows us to process orders per the library's specifications and route them to the correct branch.

MARC Records

Ingram's BookMARC (full MARC) records and Ingram's ipage (brief MARC-formatted) records are compatible with all library automation systems in the marketplace today. We can now include the Polaris Bib# to the 035 tag on your MARC records from Ingram.

ipage offers a brief MARC-formatted interface that allows users to enter any or all of the 9XX tag and subfield data supported by Polaris such as location, quantity, fund, item type, etc. for selection list titles on the ipage site. Brief MARC records containing this information can then be loaded into the library automation system to create orders and brief bib records.

11.2

ipage is Ingram's web-based title selection, ordering, and account management tool. Customers with a current, active Ingram account are eligible for a free subscription to ipage, which offers libraries easy-to-use ordering capabilities and other features at no cost.

Libraries recognize ipage as an integral timesaving tool whose collection development and acquisitions capabilities, along with its various account management tools, make day-to-day ordering and receiving tasks virtually hasslefree.

As a web-based tool, ipage offers 24/7 real-time inventory information, the ability to search by thousands of categories, as well as a robust array of publicity and product news sources. Here are just a few ipage features:

- ❖ Simple search by Title, ISBN, Author, Keyword, Series, Dewey[®], and more
- ❖ Ingram stock information and real-time stock check
- Title descriptions
- ❖ Physical Information, LC Subjects, LCCN, Dewey
- Ability to create, edit, download, and/or order lists by clicking titles within ipage, importing a document to ipage, or pasting EANs into ipage.
- ❖ Sort by Author, Title, Binding, Dewey, ISBN, Price, Pub Date, Publisher, Standard Retail Price, Ingram Demand, and more



- List sharing options
- Download brief MARC records
- Ordering and order status information
- Account management and reports
- ipage selection lists created by Ingram staff librarians
- Current publicity information
- Online catalogs
- Annotations and citations
- Cover images for selected titles
- Power search
- Boolean search
- Access to all titles in our Extended database
- Additional publicity information
- Excerpts for selected titles
- Review Citations
- ❖ Full text reviews for selected journals (nominal annual subscription fee required)

ipage is now more customer-driven, and **allows users to individually customize their ipage experience**. Users now have even better tools to assist in prioritizing the critical information they need to search, order, and deliver more content to more consumers and patrons. ipage focuses on personalization and intuitive functionality. Customizable widgets allow users to design their own homepage with the tools they use most. Users can easily track bestsellers, access online catalogs, view custom lists, and bookmark favorite destinations in and outside of ipage.





The homepage has been fully revamped using some of the best website design tools and standards to create a truly up-to-date, efficient, and user-friendly face for ipage. The benefits of this new homepage include:

- A simplified menu structure that allows our customers to find what they are looking for faster
- Roll-over drop-down menu options for each functional area of ipage that enable users to get to content with less effort
- More suggestions from Ingram product experts in our Ingram Lists & Picks area on the Browse menu
- More ability to customize the homepage, including the ability to remove widgets and the ability to choose a background theme
- Enhanced Simple Search options, including the ability to search across multiple product types

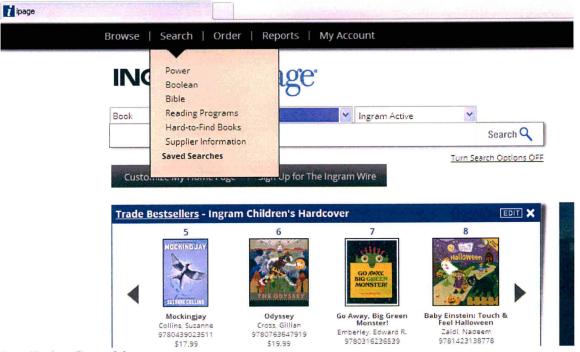
ipage Searching

ipage users do a fast and quick search for items using Simple Search. Simple Search is displayed at the top of every page within ipage.



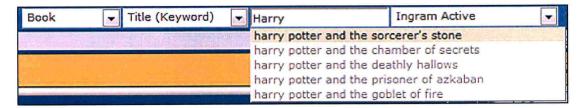
Boolean Search and Power Search are also available. Power Search allows ipage users to focus their search to a much narrower list of titles by using some or all of a specific set of search criteria. This feature is invaluable when the user has only limited information about a specific title, or when the user wants a set of titles that fit within certain parameters.





Predictive Searching

Predictive search functionality is now available on ipage, allowing for more accurate and efficient searches across our entire database. This technology uses our top-demanded product data to offer suggested completions of the search term you are typing into the search bar:



Search within Results

To the left of your results, you will see a box for searching within your results. Enter your search words and click the **Search** button. You can further refine your results as needed using the options and search feature located on the left.



A filter has been added to Search Filters to provide a better search experience for customers who do not purchase compilations, collections of public information, or reproductions of previously published public domain titles. This filter allows you to hide these product types from your search results.





Whether Ingram-created or user-created, ipage selection lists may be downloaded to a file to import into your acquisition system. Once the OPAC Look Up feature is set up, the OPAC graphic is visible on selection lists views, which easily allows you to see if you already own an item on the list before ordering it from Ingram.

Title Details

A Title Detail page may include: title, contributor (author, illustrator, editor, etc.), ISBN/EAN, publisher, suggested retail price, binding, pub date, publisher marketing, annotation, BISAC categories, LC subjects, themes, OCLC number, Dewey, LC subjects, series, features, initial print run, physical info, content quantity, description, review citations, and full text reviews.





iMatchsm

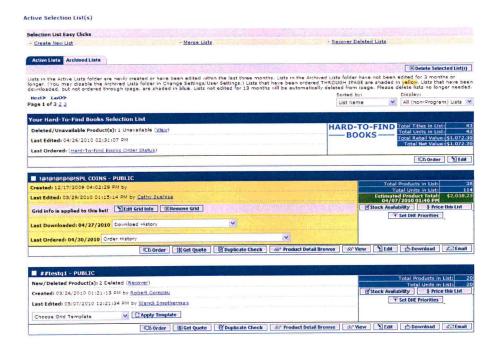
Ingram's iMatch collection matching service on ipage® matches titles in a selection list with the titles already in your library collection, saving you time comparing potential purchases. This powerful tool utilizes the industry standard Z39.50 protocol to access your library's catalog and retrieve your collection information. Then it works with ipage to identify title matches within your selection lists. iMatch matches at the branch level enabling users to check just their collection in a shared database. iMatch is compatible with Polaris.

ipage Selection Lists

ipage selection lists, similar to the shopping cart functionality found in other Internet sites, are among the most versatile features on ipage. They're the starting points for using ipage for ordering. Once you create a list, you may add products, delete products, move products to other selection lists, or send it as an online order. You may also download the list to a file on your computer to import into an electronic ordering program, inventory management system, or acquisition system.

Ordering online using our selection list functionality enables the Library to create multiple title lists. These can be downloaded in a variety of formats such as BISAC, FlashBack®, or brief MARC records for import into your ordering or library automation system, provided that one or more of these formats is compatible.

In ipage, click **Selection List View** under the **Shortcuts** section on ipage's **Home Page** or click the **Selection Lists** link under the **Order** tab. A **Selection List** overview page appears. This page is the starting place for you to navigate to your selection lists or orders, or to manage your selection lists.





At the Selection List over view page you can:

- ✓ create a new list
- ✓ merge lists (from two to ten lists at a time)
- ✓ recover deleted lists
- ✓ review order history
- ✓ view, order, edit lists
- ✓ check for duplicates
- ✓ download lists
- ✓ delete a selection list or order

The **View Selection List** page sorts items alphabetically by title. To change the sort order, click the arrow in the **Sorted By** box and then click the sort option you want. Users can sort by title, author, ISBN or product code, binding, publisher, pub date, and US SRP (U.S. suggested retail price).

ipage allows you to create the following types of selection lists:

- For a **Private List**, only the user who created the list and the user's ipage Administrator can view or edit it.
- For a **Public List**, only users who are in the same ipage account as the user who created the list can view or edit it.
- For a **Shared List**, only users who are in the same Ship to account as the user who created the list can view or edit it.

The creator of a selection list also has the ability to lock lists to prevent others in the account from making various changes. There are two levels of list locking:

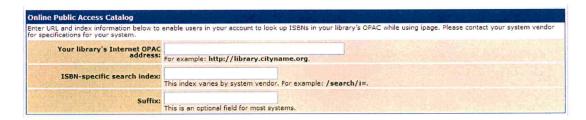
- **Title Lock:** Other users in the account can view the existing list and can add notes, quantities, or grid information. Users other than the creator or administrator cannot add or takeaway titles from the list. This includes the ability to "see" this list name when adding items from search results or title detail.
- List Lock: No edits can be made to the list at all, including the changing of quantities, adding or taking away items from the list, etc.

OPAC View

Libraries also have a feature that allows them to look into their Online Public Access Catalog (OPAC) from titles within ipage. The feature requires a one-time setup by the administrator of the account. The administrator needs to provide the following information in this setup:

- OPAC web address
- Their vendor's specific ISBN search index
- For some vendors, a search suffix is also required





Once the administrator of the account has set up this feature, users in the ipage account will start to see a button/graphic attached to titles in search results and selection lists. Clicking this button will open a new browser window and point to this ISBN within the customer's web-based OPAC system. Since this feature is ISBN driven, the button will not appear with titles that do not have ISBN's (videos, music, etc).

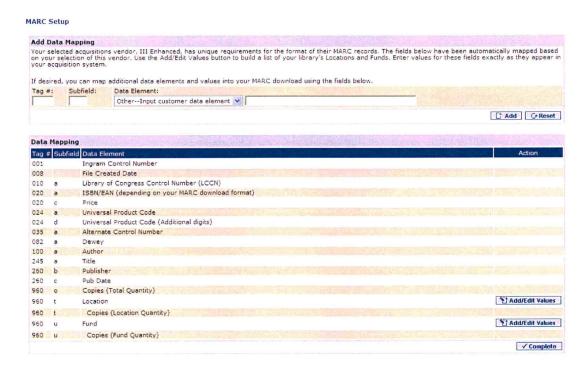
Custom MARC Grid Creation

Ingram's ipage features an option available in all levels of ipage called Custom MARC. Custom MARC gives libraries the ability to create and map a custom MARC record profile for downloading brief MARC records for loading to their Integrated Library System (ILS).

Libraries can use grids to allocate multiple copies of an item across their funds, locations, etc. The grid features are an addition to the Custom MARC functionality, with the Custom MARC mapped fields and values feeding the grid.

Once Custom MARC data has been added to an account by the administrator, a user can create a grid template, selecting which Custom MARC mapped data elements to use. After a template is created, it can be applied to an entire selection list or at a line item level within a list. As a template is applied, quantities for each item are increased as necessary and individual allocations are made across the library's funds and locations. The selection list is then downloaded in Custom MARC format, and subsequently uploaded into the library's acquisition system for order placement via EDI. Unlike other library book vendors, Ingram offers grid creation capabilities <u>free of charge</u>.





11.3

ipage includes review citations and full text reviews from:

- Booklist
- The Bulletin of the Center for Children's Books
- Criticas
- Foreword Magazine
- Hornbook Guide
- Hornbook Magazine
- Kirkus
- Library Journal
- Publishers Weekly
- School Library Journal
- VOYA



Publishers Weekly (0/11/1/2010):
At the beach with his father, Greg strays from his beach umbrella, but stays calm and remembers the two things Dad told him: Dont go in the water, and don't leave Sandy. Sandy is a lion Greg has drawn in the sand, and because Greg hasnt lifted the stick with which he has drawn Sandys long, long tall (circling, as he goes, a jellyfish, a horseshoe crab, and other beachside marvels), hes able to retrace his steps to find his father, whos delighted to see him. Cooper (The Blacker the Berry') draws a startlingly real Greg in a series of tight closeups; readers will feel they can reach out and touch him. Grainy pastel and washed-out color evoke the seashores bleached palette, while Gregs reverent attention to the treasures he finds is the focus of every page. The representation of an African-American father and child in a nonurban setting is welcome, while Williamss (Four Feet, Two Sandals') even pacing and soothing text reassure children without losing momentum. Most valuable, though, is Williams sellief in Greg and his resourcefulness; quiet satisfaction pervades his story. Ages 37. (Feb.)* Copyright 2010 Reed Business Information.

Kirkus Review - Children (02/15/2010): While Greg and his dad enjoy a beach day, Dad sets two rules: "Don't go in the water," and don't leave Sandy," a lion Greg has drawn in the sand. As the little boy continues drawing the lion's tail, he discovers myriad items along the shore. Williams's rhythmic, nonmatopoeic Swish-swood of the waves and the clear, descriptive text transport readers into Greg's experiences, which range from spotting a gooey purple jellyfish to watching a "tiny ghost creb" / seury sideways into his dark, round hole. "Cooper's mastery with spaties results in a grainy, sun-washed effect that conjures a hot seaside day. Most stunning are the endearing, intimate close-ups of Greg immers in artistic play. Children will relate to his adventure, which pivots on the moment he realizes he has lost sight of his dad. But a winning combination of good memory and self-reliance lead to a most satisfactory ending. Scoop up this tale for its strength as a unique beach story and for its warm portrayal of an African-American son and father enjoying the outdoor (cicture book, 3-6)(COPYRIGHT (2010) KIRKUS REVIEWS/NIELSEN BUSINESS MEDIA, INC. ALL RIGHTS RESERVED.) Kirkus Review - Children (02/15/2010):

School Library Journal (03/01/2010):

PreS-Gr 2A charming tale of creativity and discovery. When Gregory draws a lion in the sand, his father suggests that it needs a tail and a name. As the child begins making a tail with a stick, Dad reminds him, 'Don't go into the water, and don't leave Sandy.' Although Gregory does not go into the water, his interpretation of not leaving Sandy is highly suspect. As he continues to draw the tail, it leads him a long way down the beach. Gregory winds it around a purple jellyrish, a sandcastle, a horseshoe crab, and more, until he reaches a jetty. He turns around and has lost sight of Dad, but fortunately is clever enough to follow the tail back past his landmarks, until he finds part of Sandy, whose body has been washed away. Gregory is happy and relieved to see his father sitting under the blue umbrella on the dolphin towel. The pastel illustrations use a soft, muted palette and have a grainy, beachikic feel to them. Cooper does an outstanding job of using perspective to underscore the immensity of the beach and sea. Gregory's facial expressions are full of wonder and curiosity as he finds small discoveries during his adventure. A wonderful summer tale to share one-on-one or with a group. 'Anne Beier, Hendrick Hudson Free Library, Montrose, NY" Copyright 2010 Reed Business Information. School Library Journal (03/01/2010):

Booklist (04/15/2010):

Preschool-G The titular-tail refers here to a lion drawn in the sand by Gregory, an intrepid boy who, in extending the tail with a stick, winds up exploring a broad length of beach without quite disobeying his dads directive to not wander eway. As the boy goes further and further, he comes across such common seaside sights as a jellytish, a crumbling sand castle, a horseshoe crab, and a ghost crab. Finally realizing the distance he has traveled, he traces his tail, with its swifts and zigzags, back past the objects he has found. Williams, who always takes readers on a worthwhile journey, accentuates her straightforward telling with the repetitive sounds of the shore (Swish-swoosh), which also punctuate Gregorys embellishments of the long tail. Coopers warm, peachy-brown palette splenddidy evokes the seaside setting, and his talent for expressive faces and texture (he won the 2009 Coretta Scott King Award for The Blacker the Berry) works to draw in viewers. A lovely collaboration suited for every collection.(Reprinted with permission of Booklist, copyright 2010, American Library Association.)

- Booklist 04/15/2010 pg. 49 (EAN 9781590787120, Hardcover)
 Kirkus Review Children 02/15/2010 (EAN 9781590787120, Hardcover) "Starred Review
 Publishers Weekly 01/11/2010 pg. 46 (EAN 9781590787120, Hardcover)
 School Library Journal 03/01/2010 pg. 136 (EAN 9781590787120, Hardcover) "Starred Review

11.4

Ingram Library Services' MLS-degreed librarians can provide specialized selection lists for the Library. These lists will be provided via ipage, on the Library's Home Page Right. ipage selection lists include quantity, title, author, ISBN, binding, publisher, pub date, and list price. While viewing a selection list on ipage, the Library can view the title detail page for each title, including real-time stock information. The title detail page contains all the informational details about products, including title, contributor, language (for products that are not in English and/or which are multi-lingual), and price. You can also see additional information about the title, including excerpts, table of contents, if it's part of a series, physical descriptions, the themes or categories under which it's classified, and more.

11.5

Libraries have found using Ingram's standing order programs in conjunction with our partnership with Better World Books is an efficient, cost effective and eco-friendly alternative to a traditional lease program. Fort Bend could purchase multiple copies as required of all the most popular/best-selling titles and once they are no longer circulating, donate them to Better World Books (BWB) in exchange for credit with Ingram that can be used to purchase new materials. Even better, there are no commitments with this process – no monthly fees and no minimums required.

Founded in 2002, Better World Books sells the surplus books of more than 3,000 libraries and 500 bookstores on a consignment basis. A portion of each book sold



funds high-impact literacy projects in the United States and around the world. In the process, Better World Books has generated millions of dollars in unrestricted funding for libraries and literacy.

With Better World Books:

- The Library collects and boxes discards and donations
- BWB supplies shipping cartons and coordinates pickup of materials
- BWB scans, inventories, and prices materials and lists them for sale
- Books are sold on BetterWorldBooks.com and 52 additional channels
- A percentage of each sale is remitted to a non-profit literacy agency selected by each library.
- A percentage of each sale is remitted to Ingram, and the proceeds of the sale are credited to individual library accounts by Ingram for use on new materials
- Unsalable items are donated or recycled nothing gets thrown away.

With libraries facing limited physical space and reduced budgets, donating books and receiving credits for the purchase of new materials means that the Library is able to meet its goal of providing current content to its patrons. By participating in Ingram's partnership with Better World Books, the Library can serve not only their local patrons, but their donations will help promote literacy programs world-wide.

11.6

Ingram leads the industry in maintaining the largest inventory of over **12 million available titles**, representing over 15,000 publishers and 66,500 imprints. For print materials, ipage has over 10,800,000 active adult titles and nearly 284,000 active juvenile titles.

Our on-hand inventory represents the largest range of publishers in the wholesale distribution business today including all binding types and formats as well as university press, small press and specialty publishing houses. Ingram stocks not only new best sellers, but also a deep inventory of midlist and backlist titles. Ingram can provide adult, young adult, and juvenile fiction and nonfiction titles in all subjects in a variety of bindings, including trade hardcover, trade paper, mass market paper, large print, short discount and small press, university press, single library editions, publisher's library editions, graphic novels, board books, easy readers, picture books, prebound books, and big books.

11.7

After receiving an order, Ingram will ship all titles currently in stock. Any remaining titles normally available through Ingram will then be placed on backorder for a period of time specified by you. At the end of the backorder period, all unfilled titles will automatically cancel, except for titles Not Yet Received from the publisher. Status Reports will be sent to each ordering agency to keep them updated on the status of their order(s).



Ingram offers the highest fill rate in the industry on first shipment of an order. Initial fill rates are usually 85-90%. Ingram can deliver 100% of an order within 90 days if publisher stock is available, meaning those that are not out of print, out of stock indefinitely with the publisher, or those not yet published.

Status Reports

The packing slip, which is enclosed in the initial shipment, will supply you with the status of any book that has been shipped, backordered, or is out of print. The packing slip will be alphabetized by title. Titles that were not included in the initial shipment will have a "B" in the "BO" column if they have been backordered. An "S/W" will identify those titles that will be shipped from your secondary distribution center. Titles that cannot be supplied in your normal backorder period will automatically cancel. These titles will be identified with a blank space in the "BO" column.

The Title Status Report is sent to customers on a monthly basis. This report will update customers on current backorder status information as well as indicate which titles could not be supplied within your normal backorder period. Listed below are the most frequently used stock abbreviations that will appear on the Title Status Report:

B/O = Out of stock at this time and on backorder for you

NLS = Title is no longer stocked by Ingram

NYR = Title is not yet received by Ingram into the distribution center

OSI = Out of stock indefinitely by the publisher
PPD = Title has been postponed by the publisher
OP = Title is now out of print at the publisher

CANC = Title has been cancelled at this time by the publisher

With ipage, the Library can also view backordered items. Under the Order tab, simply click Acquisitions Status for a listing of Order Easy Clicks, including backordered items.

11.8

Ingram will supply books as ordered by the Library. Binding provided is determined by the ISBN, UPC, or Ingram Title Code provided by the Library with their order. Ingram does not substitute titles unless an ISBN has been forwarded to a new edition. Only those items ordered will be shipped. When checking titles on ipage, the librarian will have access to search for alternate bindings of a title. Through ipage, the Library can also check real-time stock status of any title and get immediate information on availability.

11.9 - 11.11

Our Continuations Program offers an easy way to update reference, professional, travel, and other important series and serial collections. Our experienced MLS-degreed librarians track the publications, changes, cessations, or postponements of more than 13,000 titles.



New titles are added to our database several months in advance of publication. Based on the parameters set forth in your custom-created profile, these titles are automatically placed on order for your library. For added convenience, we offer you the flexibility to change your order before new titles are shipped.

Customers can use ipage to review their Standing Order Lists and shipments/invoices, as well as current titles and available dates of titles. They can also view pending shipments and invoices from ipage.

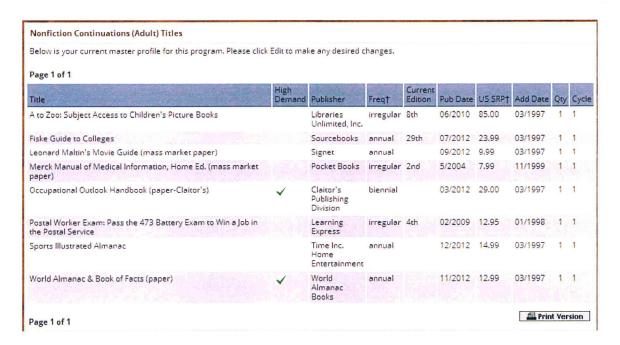
Ingram provides simple on-line enrollment for all of our programs. In addition, customers can download the enrollment options into an Excel spreadsheet for each standing order program with the click of a button.

Changes are communicated through our *Collection Development* newsletter, and simple title changes will not impact their enrollments or receipt of materials.

We provide many options to easily track standing orders, and if the library uses Autoship, you will not have to make any requests beyond the initial enrollment.

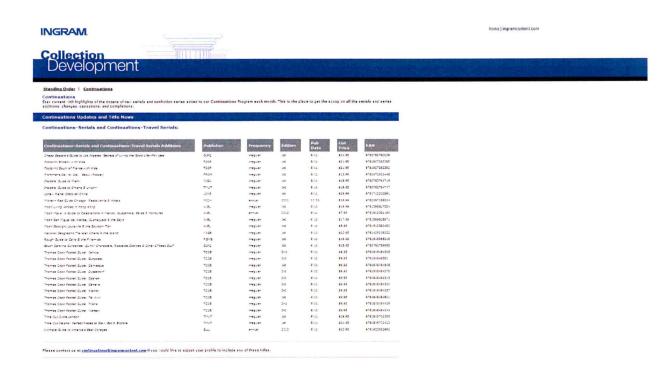
Ingram also offers many reporting options:

Master Profile: These enrollment forms list everything you currently have on standing order and are available online via ipage.



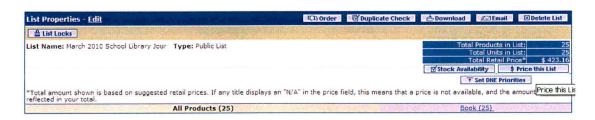
Title News: This report advises of title changes and revised publication schedules as well as cessations and other pertinent factors needed to manage your profile. This information arrives as part of our electronic newsletter, *Collection Development*.





11.12

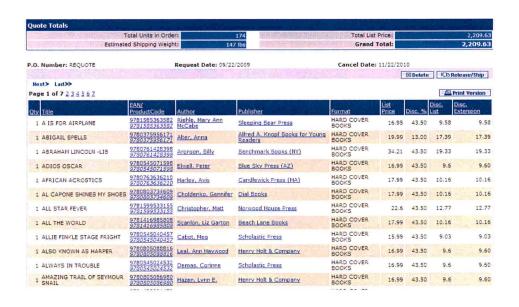
ipage shows current list price. Libraries can submit selection lists for account-specific pricing. On the "list of lists" page, libraries will see a button labeled Price this List. Clicking this button will send the list as a pseudo-order using the active ship-to account of the ipage user. The total price of this selection list will display on the "list of lists" page in a green box. This pricing will disappear from the site if the selection list is changed or edited in any way. Additionally, libraries can view items on this list that cannot ship from Ingram by clicking on the Estimated Product Total link.



Online Quotations

ipage subscribers can set up a selection list of titles and then request a price quotation for that list. ipage will display the quote within the *Order* section under a function labeled *View Quotes*. From the *View Quotes* area, all ipage users on an account can review existing quotes and print the quote. Those users who have ordering capability on ipage can delete the quote if desired or release it as an order. Quotes are valid for 60 days. To revise a list (including changing quantities) and request that it be requoted, simply return to the *Selection List* function, edit the list they want quoted, and resubmit it for quotation.





11.13

To offer you the shortest turnaround time, Ingram ships your order prior to creating an invoice. For your convenience, Ingram will include one packing slip with each shipment, which can be cross-referenced to the invoice.

Each box in a single shipment will be plainly marked with the number of boxes in shipment, the library address, and a control number that can be used to cross reference the invoice when it is received. The packing slip can be sorted by purchase order number. The shipping label on the carton includes the customer name, address, and customer purchase order number. The carton containing the packing slip is marked.

Items will be packaged according to account number, and may contain multiple purchase orders for that account. Invoices may contain multiple purchase order numbers combined in shipping. Items ordered on one account will not combine with orders placed on another distinct account. Each account will be assigned an individual account number.

Ingram's Packing Slip contains the following information:

- Library shipping and billing address
- Quantity ordered
- ♦ Title
- ♦ ISBN

- Purchase Order Number
- ♦ List Price
- Discount

11.14

Ingram will mail after your order is shipped. Book invoices are listed in the following order:



- Purchase Order Number
- Quantity Ordered
- Quantity Shipped
- Author
- Title
- Publisher Abbreviation
- Binding Code
- ISBN
- Unit Price
- Discount (percentage)
- Unit Price after discount
- Extended Price
- Total Cost after discount

All invoices have page numbers, your account number, the purchase order number (can be up to 22 characters in length), and our Federal ID number. The bid number can be embedded in the address field so that it will appear on all invoices, as well.

Also included on the invoice is a code for each binding type. Please refer to the list below for definitions. If a title is a Publisher's Library Binding, it may be designated as such by the notation LIB after the title.

R = Trade Hardcover

Q = Trade "Quality" Paperback

P = Mass Market Paperback

W = Spoken Word Audio

With ipage, the Library is able to view all open items, reference credit memos, and open invoices, including invoice details. The Library can also look at its last statement and view the last six payments received by Ingram.

11.15

Ingram can invoice for processing and cataloging on the same invoice as the product or on a separate invoice. Processing and cataloging charges appear as the last line items when billed together with product. Please note that processing will be an accumulated charge, not an individual line item per title.

11.16

Ingram can include the department name as part of the shipping address so that the shipping labels do include the designated department.



11.17

Orders will ship FOB Destination with Ingram-paid freight from your Ingram-designated primary and secondary distribution centers. Designation is subject to change by Ingram to provide the best service for your Library. No handling fees or other charges are added. Ingram normally ships items via UPS ground transportation, Ingram delivery, or common carrier.

11.18 - 11.20

Any single copy of a non-processed/non-cataloged book ordered in good faith that is found to be damaged or unsuitable, whether it is due to Ingram's error or the purchaser's error, may be returned under the following Hassle Free Return Policy. Ingram will pay return charges only on damaged/defective books or books shipped in error by Ingram. Ingram is not responsible for shipping and carrying charges on books returned for any other reason. Cataloged and processed books that are not damaged, defective, or shipped in error by Ingram cannot be returned. Ingram does not charge a re-stocking or service fee for returned items.

HASSLE-FREE Book Returns Policy - Ingram recognizes that libraries occasionally need to return books. Expeditious handling and returning of books that are damaged, defective, or shipped in error by Ingram can be assured by using a Hassle Free form. These forms are provided on the back of each packing list page. Ingram's standard return policy is that discrepancy reports or returns should be postmarked no later than 60 days after invoice date, but for Fort Bend we will extend that policy to 120 days. Detailed instructions for returns are included on each packing list with a handy cut-out shipping label.

This policy does not apply to items designated as non-returnable. Ingram will pay return charges only on damaged/defective books or books shipped in error by Ingram. Ingram is not responsible for shipping and carrying charges on books returned for any other reason. Cataloged and processed books that are not damaged or defective cannot be returned.

A book with a publisher's defect may be returned for up to one year from receipt. Defects include pages missing, contents out of sequence, book bound upside down, contents different than cover/title, ink or printing issues, crooked pages, and blank pages.

A credit memo will be mailed listing the item(s), dollar amount, and purchase order number credited. Credits will be reflected on the monthly statement with reference to the purchase order number. The credit memo includes title information, including list price, discount, and extended price, and number of copies returned.

Upon receipt of the returned titles in our distribution center, Ingram will credit the Library for the cost of the item(s) plus freight charges calculated at the standard UPS rate for the weight of the items returned that are damaged, defective, or shipped in error by Ingram.



The account management feature of ipage offers the ability to transmit certain returns information. You can create Hassle Free Returns forms and may also report shortages with the feature. After returns have been submitted, you may check the status of these returns including credit information.



As an alternate to a credit, customers may call our Customer Care Department for a No Charge Replacement for any item that is damaged, defective, or shipped in error. The Customer Care Representative will either mail or fax a No Charge Replacement Authorization form to your library. The customer must mail this form along with the returned item and the original packing slip for a replacement copy. Ingram agrees that if no replacement copy is available, the Library will be credited.

11.21

The Library should return item(s) by using the Hassle Free Returns policy described above. Upon receipt of the returned titles in our distribution center, Ingram will credit the Library for the cost of the item(s) plus freight charges calculated at the standard UPS rate for the weight of the items returned that are damaged, defective, or shipped in error by Ingram. While Ingram's standard practice is to not issue a Call Tag for items needing to be returned, we will provide this option to FBCL if we are the awarded vendor for this contract.

11.22 - 12.30

Ingram Library Services can customize our offerings to suit your specialized processing and cataloging requirements with our Customized Library Services. Through our Customized Library, Ingram can provide your adult materials and your Continuations processed to shelf-ready status. We also offer the flexibility to provide your juvenile materials unprocessed or processed, but not catalogued.

Customized Library Processing

With over 100 different options, processing can be customized per the Library's specifications. Ingram will help the Library to complete an Ingram Processing Specification Profile to ensure consistency of book appearance. Included details are physical processing rules such as label location, taping requirements, and jacketing needs.

To ensure that Ingram accurately interprets your processing and cataloging specifications, Ingram will request a sample for each unique cataloging and processing profile you wish to establish. In turn, Ingram will provide the Library with a fully processed and cataloged sample of each commodity for approval before we start final processing and cataloging procedures. This procedure ensures the highest quality and accuracy of cataloged and processed materials.



Processing and/or cataloging is profiled on an account level, and any item ordered on an individual account will receive the appropriate processing services. Ingram is able to change your account profile upon written notification and receipt at the designated Ingram distribution center of any processing supplies to be provided by the Library, but changes to specifications cannot be made retroactively, nor on an order by order basis.

Customized Library Cataloging

With Ingram's exclusive BookMARC® cataloging service, we can give you the most authoritative cataloging available. Our staff of MLS professionals understands the importance of following strict cataloging guidelines. Ingram Library Services provides cataloging services for only those products purchased through Ingram.

We provide access to full-level MARC records through BookMARC, our proprietary cataloging database. BookMARC includes the complete LC MARC database (with over eight million bibliographic records), as well as tens of thousands of entries created by Ingram's MLS-degreed catalogers. It also contains LC Name Authority and Subject Authority records; our MARC records reflect the latest LC-recognized contributor, uniform title, series, and subject and geographic headings. Ingram is a NACO contributor to the name and series authority files, the first vendor to have been accorded that honor.

Ingram cataloging is in accordance with the latest editions and versions of the Anglo-American Cataloguing Rules, MARC21 Format, OCLC Bibliographic Formats and Standards, Library of Congress Classification Schedules, Dewey Decimal Classification, Sears List of Subject Headings, and Library of Congress Subject Headings. Our cataloging is consistent with LC rule interpretations and cataloging practices as established and reported in LC's Cataloging Service Bulletin.

Ingram is a trading partner with OCLC, wherein our CIP upgrades and MARC record originals are accepted by OCLC for inclusion in WorldCat.

In the paragraphs that follow, we have provided information on our **Custom Cataloging** service and outlined the cataloging procedures that we recommend for this project.

Custom Cataloging Steps

- 1. The library's online catalog is searched through a telnet, SSH, Z39.50 or other appropriate connection to determine if a MARC record exists at the library site.
- 2. If a MARC record exists in the Library's catalog, it is pulled into the Ingram MARC editor where the newly acquired title/bar code is added to the existing record. All edited records are saved to a file and then transmitted via FTP to the customer at the end of each day, so the customer can pull the updated records into their online catalog. Ingram does not modify or upgrade records already in the Library's database.



- 3. If a cataloging record does not already exist in the Library's online catalog, Ingram Library Services' in-house BookMARC system is searched. Ingram will also search OCLC using the Library's log-in and password. If a cataloging record is located in OCLC, the Ingram cataloging associate pulls the record into the Ingram MARC editor, where the barcode and local call number are added to the record. All new records are saved to a file and then transmitted to the customer via FTP at the end of each day, so the customer can pull the new records into their online catalog. Please note that Ingram does not correct or upgrade records from OCLC or the Library of Congress unless the Library has requested this service.
- 4. If the required record is not found in BookMARC or OCLC, an Ingram cataloger can create an original record, or upgrade a previously-existing record in accordance with all national cataloging standards. The records to be upgraded are CIP records, existing BookMARC records that are not full MARC records, and contributed records that have previously not been reviewed by a cataloger. Upgrading cataloging records involves taking a CIP record, or a record from another source that is less than a full cataloging record, and upgrading it to full MARC status.

In addition to standard MARC records, Ingram's MLS-degreed catalogers can review and update records to meet local policy requirements. Examples include applying local exceptions to LC or Dewey classification; adding contents, summary, target audience, or local notes; and applying local subject headings or local exceptions to standard subject headings lists. Pricing for customized services is reflective of the complexity of the Library's technical services instructions.

Should the Library require OCLC Holdings Updates, Ingram can provide this service at no charge, utilizing OCLC Batch Load Services.

Ingram's cataloguing fee of \$2.50 per unit includes the following services:

- > Z39.50, including linking
- ➤ BookMARC record
- ➤ CIP/OCLC upgrade (Book)
- ➤ Original (Book)
- > OCLC Batch holding update

11.34

Our standard Ingram RFID tag is provided by UPM Raflatac. UPM Raflatac tag is a "universal" tag meaning that we can program any type of encoding or programming into this tag (ex.: 3M, Bibliotecha, Tech Logic, ITG, Envisionware, etc.). The tags are ISO 15693 compliant. Additionally, we can provide pre-programmed tags with barcodes sets. We can also encode customer supplied tags, as well.



11.35

Through account profiles, Ingram can provide RFID or Checkpoint security for separate locations.

12.0 CATALOGING, CLASSIFICATION, AND PROCESSING - GENERAL GUIDELINES 13.0 PREPARATION FOR THE SHELVES

Ingram acknowledges. We strive to avoid a cookie-cutter approach to cataloging and processing services, while simultaneously providing the same high standards and practices to each library we serve. We have outlined the Customized Library Service our suggested processing and cataloging steps in sections 11.22 through 11.35, above.

14.0 CALL NUMBER FORMAT FOR SPINE LABELS

Ingram acknowledges.

15.0 SPINE LABEL - GENERAL GUIDELINES

Ingram acknowledges.

16.0 PROCESSING SPECIFICATIONS - GENERAL GUIDELINES

Pricing is based on the use of Ingram's standard supplies. If Ingram standard processing supplies do not meet the Library's requirements, then those processing supplies will need to be provided by the Library. If the Library requires that Ingram procure all processing supplies, pricing will be negotiated and finalized based on our cost to obtain those processing supplies.

17.0 SHELF-READY CATALOGING

Ingram Catalogers are experienced in working with Library Technical Services and Cataloging staff to ensure that the cataloging services we perform accurately reflects the library's local standards and conventions. With Ingram, your project will be given top priority by our cataloging staff. A team of professional MLS-degreed catalogers and professionals experienced in working with the Polaris system will be assigned to your project.

The Ingram team works closely with library staff during set-up and throughout the project to maintain open lines of communication regarding cataloging issues. Ingram Library Services will send and receive samples at the beginning of the project, plus continue discussion via conference calls and email between Ingram Cataloging specialists and Library staff throughout the project in order to assure compliance with Library specifications.

18.0 ATTACHMENTS REQUESTED

18.1

Please see the completed "Detailed Pricing and Information Sheet."

18.2

Please see the completed "Types of Materials and Discounts Given."



18.3.

Ingram can provide all titles on the Master List that are currently available to from publishers to distributors. Please note that some series have been ceased by the publisher, and are no longer available. Also, some series are from direct order publishers that deal only directly with libraries or other "end users," and not distributors. Please see the enclosed quotation for details.

18.4

Any single copy of a non-processed/non-cataloged book ordered in good faith that is found to be damaged or unsuitable, whether it is due to Ingram's error or the purchaser's error, may be returned under the following Hassle Free Return Policy. Ingram will pay return charges only on damaged/defective books or books shipped in error by Ingram. Ingram is not responsible for shipping and carrying charges on books returned for any other reason. Cataloged and processed books that are not damaged, defective, or shipped in error by Ingram cannot be returned. Ingram does not charge a re-stocking or service fee for returned items.

HASSLE-FREE Book Returns Policy - Ingram recognizes that libraries occasionally need to return books. Expeditious handling and returning of books that are damaged, defective, or shipped in error by Ingram can be assured by using a Hassle Free form. These forms are provided on the back of each packing list page. Ingram's standard return policy is that discrepancy reports or returns should be postmarked no later than 60 days after invoice date, but for Fort Bend we will extend that policy to 120 days. Detailed instructions for returns are included on each packing list with a handy cut-out shipping label.

This policy does not apply to items designated as non-returnable. Ingram will pay return charges only on damaged/defective books or books shipped in error by Ingram. Ingram is not responsible for shipping and carrying charges on books returned for any other reason. Cataloged and processed books that are not damaged or defective cannot be returned.

A book with a publisher's defect may be returned for up to one year from receipt. Defects include pages missing, contents out of sequence, book bound upside down, contents different than cover/title, ink or printing issues, crooked pages, and blank pages.

A credit memo will be mailed listing the item(s), dollar amount, and purchase order number credited. Credits will be reflected on the monthly statement with reference to the purchase order number. The credit memo includes title information, including list price, discount, and extended price, and number of copies returned.

Upon receipt of the returned titles in our distribution center, Ingram will credit the Library for the cost of the item(s) plus freight charges calculated at the standard UPS rate for the weight of the items returned that are damaged, defective, or shipped in error by Ingram.



The account management feature of ipage offers the ability to transmit certain returns information. You can create Hassle Free Returns forms and may also report shortages with the feature. After returns have been submitted, you may check the status of these returns including credit information.



As an alternate to a credit, customers may call our Customer Care Department for a No Charge Replacement for any item that is damaged, defective, or shipped in error. The Customer Care Representative will either mail or fax a No Charge Replacement Authorization form to your library. The customer must mail this form along with the returned item and the original packing slip for a replacement copy. Ingram agrees that if no replacement copy is available, the Library will be credited.

18.5

Dallas Public Library

1515 Young Street Dallas, TX 75201

Contact: Mr. Randy Shadel Telephone: (214)670-7904

Email: randy.shadel@dallaslibrary.org

Austin Public Library

651 N. Pleasant Valley Road Austin, TX 78768 Contact: Ms. Zady Chouinard Purchasing Supervisor Austin Public Library Phone 512.974.7477 zady.chouinard@austintexas.gov

Williamson County Public Library

1314 Columbia Avenue Franklin, TN 37064

Contact: Dolores Greenwald Phone: (615) 595-1245

Email: dgreenwald@williamson-tn.org



19.0 Fort Bend County Representative

Ingram understands. For questions regarding Ingram's proposal, please feel free to contact Sean Adams, Contract Management Specialist at (800) 937-5300, extension 35736 or Christi Copous, Manager of Contracts and Sales Analysis, at extension 35733. Either may be reached by email at ilsbids@ingramcontent.com or by fax at (615) 213-5196.

20.0 DETAILED PRICING AND INFORMATION SHEET

Please see the IFB document for complete pricing information.

ADDITIONAL INFORMATION

Contact List

Stephen Casey serves as Senior Sales Manager for Ingram Library Services for the State of Texas. Stephen is very familiar with Ingram's programs and policies, and will contact the Library on a regular basis to monitor progress, discuss new programs and provide training as well as gather feedback from Library staff.

FBCL has toll-free telephone access to any Ingram point of contact. To reach Ingram Library Services dial (800) 937-5300. Your call will be answered by an automated voice system that will offer several prompts to assist you in reaching the correct department:

•	Stephen Casey, Senior Sales Representative Email: stephen.casey@ingramcontent.com	Ext. 37473					
•	Customer Care	Press Option 1, then 1					
	To discuss concerns or issues regarding your accor	unt					
•	To Place an Order	Press Option 1, then 2					
•	Account Services	Press Option 1, then 3					
	Email: <u>customer.requirements@ingrambook.com</u>						
	To Set Up / Update an Account or for Information on Programs and Services						
•	To Check Stock Status	Press Option 1, then 4					
•	Toll-Free FAX Ordering	800-677-5116					
•	Credit Department						
•	Technical Support						

Company History

Ingram Content Group Inc. is part of the long tradition of successful companies built by the Ingram family of Nashville, Tennessee. Dedicated to helping content reach its destination by providing a broad range of physical and digital services to the book industry, Ingram has been a partner to librarians, educators, publishers, and booksellers, for more than four decades.

As a leader in distribution, print-on-demand and digital solutions, Ingram provides librarians with immediate access to the largest selection of trade books, e-books, interactive textbooks, audio, magazines, and other book-related products in the industry.



Publishers rely on Ingram as a key provider of demand-driven printing, digital, and marketing solutions. We provide secure, cutting-edge, and answers to the questions our publisher partners have about the changing opportunities in the book industry. No other single source has the comparable experience, expertise, and connectivity in bringing supply chain management, archive, and print and digital solutions to the market.

Ingram's operating units are Ingram Book Company, Ingram International Inc., Ingram Library Services Inc., Ingram Publisher Services Inc., Ingram Periodicals Inc., Ingram Marketing Group Inc., Ingram Digital, Lightning Source Inc., Spring Arbor Distributors Inc., Tennessee Book Company LLC, and Coutts Information Services Inc.

Ingram is a privately held, family-owned corporation operating under the same ownership since our inception. The Ingram family is actively involved in the day-to-day operations of our company and has a vested interest in our customers' satisfaction. A tremendous advantage of being a family-owned company is the history and stability of ownership backing our long-term plans to remain the number one book vendor and service provider in the library market. Our primary mission is to serve our customers with world class services and timely delivery of our customers' orders. This enables your libraries to fulfill their mission to their patrons — by circulating as quickly as possible the titles they are looking for and need for their enrichment and reading or listening pleasures.

Ingram Library Services Inc.

To better support the unique needs of libraries, Ingram Library Services grew from a specialized department of Ingram Book Company in 1970 to a full-service library vendor. Because of our growth and success, Ingram Library Services incorporated in 1998 as a subsidiary of Ingram Industries Inc. Today we offer "one-stop shopping" for our library customers that includes our comprehensive Collection Development support, including our Standing Order and Continuations programs, as well as all-inclusive cataloging and processing services. Libraries may order books, spoken word audio materials, music, DVD, and e-books, as well as receive a full range of library value added services customized to the library's individual needs.

Ingram Library Services Inc. is headquartered in La Vergne, Tennessee, where our Inside Sales, Customer Care, Collection Development, Custom Cataloging and Processing, and Executive and Sales staffs are located.





As an Ingram Content Group company, Ingram Library Services enjoys the benefit of being part of largest wholesale distributor of book-related product in the world, including physical book distribution, print on demand, and digital solutions. As such, we have established publisher relationships, inventory, and infrastructure in place to provide our customers with an unparalleled speed of delivery.

Due to our extensive physical and digital infrastructures, Ingram is the supplier best able to develop and implement innovative and cost-saving services for libraries. It is also best placed to innovate in the future. As an Ingram Content Group company, we have already brought new services, content, and added-value to libraries. The Ingram Content companies offer a broad range of physical and digital services to the book industry and provide immediate access to the largest selection of books and book-related products in the North America. The financial, professional and technological resources we are able to draw on, position us at the forefront of industry developments. Ingram is in a strong position both financially and structurally to serve the needs of FBCL.

Distribution Centers

Ingram operates four regional distribution centers, totaling more than 1.7 million square feet and employing nearly 3,000 associates. We ship over 146,000,000 units across the nation annually.





Definitions of Binding Types and Presses

Discounts are applied to the publisher's current list price at the time of shipment and publisher's list price is subject to change without notice. Prior to placing an order, the Library can determine a title's estimated discount by utilizing the "Price this List" feature on ipage, or use the ipage Quotation service.

<u>Trade Hardcover:</u> High demand fiction and nonfiction books published with a glued binding and a hardcover. These titles are typically for the general consumer and produced by widely distributed publishers. Trade bindings may also be referred to as retail trade editions, trade books, hardbound books, hardback books, cloth bound books or cloth cover books. Publishers normally produce these titles in larger print runs. *

Quality Paperback: High demand fiction and nonfiction books with paper covers and generally no size restriction. Any illustrations or graphics may be placed throughout the book; both paper and printing are high quality. These titles are typically for the general consumer and produced by widely distributed publishers. This binding may also be referred to as trade paper or trade paperback. *

<u>Mass Market Paperback:</u> High demand books with paper covers that are produced in a size to fit a standard retail store display and generally deal with subjects of mass appeal. Any illustrations are grouped together in one section of the book. *

<u>Library Bindings:</u> Books of higher quality publisher bindings, usually fanned and glued, and may also be sewn. Books are identified as Library Bindings on ipage.

Prebound Books: Paperback books bound into a hardback edition. Our inventory also includes over 14,000 prebound titles from Perfection Learning and San Val (Turtleback Books), and are identified on ipage as Prebound-Sewn or Prebound-Glued

Short Discount: Lower demand, small print-run books in various bindings, and includes technical, reference, scientific, and medical titles as defined by Ingram subject categories.



Titles may be published by small or university presses. Also included are titles purchased at lower than full trade discount; titles with limited sales volume; and/or titles from publishers not in compliance with Ingram's purchasing requirements. Ingram is pleased to make this broad base of titles available to our customers with no service charges.

<u>University Press:</u> The binding types may vary for these titles (i.e. Hardcover and/or Paperback), but all are published by a University Press.

<u>Picture Books, Board Books, Easy Readers, and Big Books:</u> These juvenile genre categories are not discounting categories used by Ingram. These books will receive the discount appropriate to the specific binding/press ordered as outlined above. We estimate that at least 80% would receive the full trade discount.

<u>Large Print:</u> Ingram does not recognize the large print title as a separate binding type for discount purposes. Large print titles will receive discounts according to the binding/press assigned to the ISBN ordered as outlined above.

Spanish Language Materials: Ingram does not recognize Spanish language (or any foreign languages) as a discounting category. These books will receive the discount appropriate to the specific binding/press ordered as outlined above.

Spoken Word Audio: Audiobooks produced for the general consumer and dealing with subjects of mass appeal. Spoken Word audio may be abridged or unabridged and are generally sold by publishers at full trade discounts, however some titles may be short discounted by the publisher.

Book and spoken word audio kits will receive discounts based upon classification of the title, typically by the publisher, as a book or as a spoken word audio. If classified as a book, it will receive the discount appropriate to the specific binding/press assigned to the ISBN ordered.

<u>DVD</u> and <u>Blu-ray:</u> Currently, Ingram provides pre-recorded titles in these categories under one flat discount. However, should a new format of DVD emerge in the industry for which studios apply different purchasing terms, Ingram will notify the Library of the discount applicable to that new format.

<u>Net:</u> Low demand, small print run books in various binds upon which Ingram receives minimal or no purchase discount. This category of book will receive a 0% discount. Ingram is pleased to make this broad base of titles available to our customers with **no service charges**.

*See Short Discount for explanation on titles that may fall outside of this discount category.



Training

Your Ingram Senior Sales Representative, Stephen Casey, will be happy to provide training on ipage to Library staff, with special focus given to the recent updates and upgrades. Stephen can train the library staff on how to build lists and submit orders through ipage, along with using ipage account management and reporting tools. We will set up a training meeting to be held once or twice a year as necessary. These training sessions will be held at a central location for Mesa staff or be held via WebEx, and are offered **free of charge**.

It has been our experience that limiting these training sessions to 30–35 staff members allows for the best exchange of information. Please note that Mesa must provide the computers and high speed internet connection if the training is to be hands-on training for the staff members.

ipage offers a downloadable and printable User Guide. Site Help provides a step by step guide to working with ipage features and account management tools, including the newest available features. Site Help, available along with a Frequently Asked Questions feature, is available at your convenience 24 hours a day, seven days a week. Upcoming WebEx training courses will include general training for new users and we will also offer customized training for specific needs.



Wednesdays with Ingram Webinar Series

Maximize your ipage experience by attending our Wednesdays with Ingram webinar series. Every Wednesday from 1:00 p.m. -2:00 p.m. CST, join Lisa Johnson or one of her team members as they host ipage tutorial webinars. From basic functionality to high-level navigation, Lisa, a 20-year veteran of Ingram, will equip you with the knowledge you need to make ipage work harder for you. Example topics include:



- Basic Navigation
- ❖ Home Page Using the Widgets
- Browse and Search
- Standing Order Programs

Catalogs

Ingram's comprehensive family of trade catalogs showcases forthcoming and recently published titles in an attractive and easy-to-follow layout. Our catalogs also feature relevant and timely editorial content including author interviews, merchandising tips, and product news to help librarians stay abreast of trends in the book world. For those who like to shop from their computer, online access to catalog content is available to all ipage subscribers. E-Catalogs transform existing print publications into enhanced web versions with multiple browsing options and interactive features including keyword search, zoom and magnifier functions, sticky notes, e-mail options, and easy ordering.

Simply click any of the E-Catalog links on ipage to start browsing.





E-Communications

Ingram Library Services Inc. offers a host of free electronic newsletters designed to inform, entertain, and offer ideas and resources for collection development. Examples of these newsletters are *Adult Librarian News & Reviews, News and Reviews for the Youth Librarian*, and our *Collection Development* newsletter including important information on Ingram's Standing Order programs.



The Ingram Wire

Relevant book news and collection development information is delivered directly to your desktop with the Ingram Wire. Through this user-friendly downloadable desktop app, built on Adobe® AIRTM and compatible with both PC and Mac, librarians receive stock news on fast-moving products specific to their assigned distribution center, alerts on top awards and breaking events, as well as "backorder now" messages to ensure they are among the first for allocations. From the desktop, users can click directly to ipage to place orders. Libraries can download the application at www.ingramwire.com.

The Ingran	nWire	DS FROM OUR BU	IYERS TO YOU		Connected
Please select the distribution center(s) you prefer to receive updates from. Tip: Uncheck all to stop receiving updates.					
Retailer: Indiana	Oregon	Pennsylvania	Tennessee		
Librarian: 🗸 Indiana	✓ Oregon	✓ Pennsylvania	✓ Tennessee		
Publisher: Indiana	Oregon	Pennsylvania	Tennessee		
Your e-mail		Save Settings			
Updates Archive FAO	Uninstall Fee	dback Privacy Poli	су		

Sample Selection Lists

ipage provides a number of Ingram-created selection lists featuring titles of interest to libraries. The ipage browse tab allows browsing by product type, classification, Ingram lists and picks, Industry lists and picks, and publisher lists and picks.

Using your ipage access, from the ipage Home Page, MPL selectors can click on the Browse tag, top left. You will then see a link to browse by Ingram Lists & Picks. Examples are Bestsellers, High Interest Categories / Titles, and Standing Order Lists. We also have lists for non-print materials such as Audiobooks, Video, Video Games and Music.





ipage lists offer a variety of subjects and can be imported into your own selections lists to simplify the selection process. Lists are updated regularly and available 24/7 on ipage.

This screenshot shows the variety of lists available under the Bestsellers link under Ingram Lists & Picks:



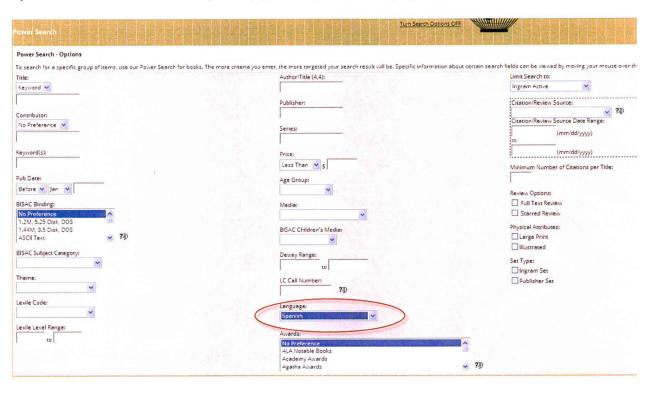


Spanish Language Materials

Ingram currently inventories over **230,000 Spanish titles** in our distribution centers, including adult and children's titles. We provide a limited number of spoken word audio titles in Spanish language. We also provide domestic video titles that have been dubbed or subtitled in Spanish and non-domestic Spanish video.

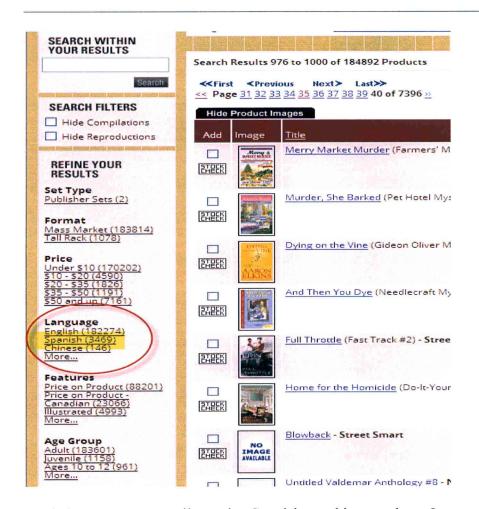
iSelect, Ingram's build-your-own standing order program described in Section, includes a language option so customers can build multiple profiles to include Spanish language, or titles not in English or Spanish.

To view a list of all available Spanish language materials in our database, the ipage **Power Search** option tab offers a **language** filter. From here, the search can be refined by additional filters such as keyword(s), author, title, and age group.



When looking at a list of titles in ipage, you also have filters for language available on the left of the screen:

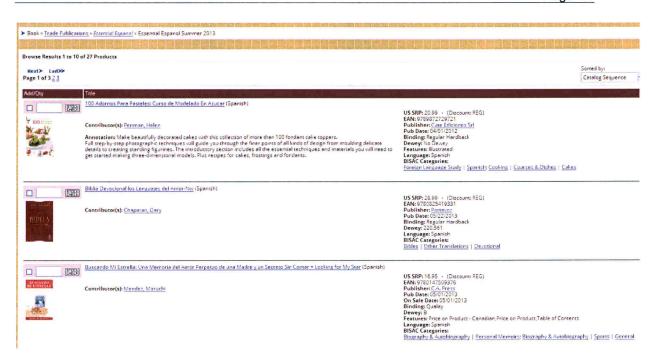




To help you more easily assist Spanish-speaking readers, Ingram quarterly delivers *Essential Español*. Featuring great books for both adult and young readers, this publication highlights a wide selection of titles needed by every library serving the fastest-growing segment of the U.S. population.

Essential Español is now available as a fully searchable and interactive e-catalog. View titles, make selections, and conveniently place your order directly on ipage.





Standing Orders

Ingram has a wide array of no-commitment Standing Order and Continuations Programs for our library customers. These Programs allow libraries to keep important portions of their collections up-to-date automatically and to more fully develop parts of the collection to meet community needs. Each Program is specially designed to provide the latest releases with full customization, minimum hassle, and standard discounts. There is no extra charge for participating in our Programs.

Ingram's 22 standing order programs offer the ability to create multiple profiles, and we cover every area of the library, as well as offering dedicated customer service representatives to help customers set up and manage their profiles. On average, our lists are generally provided 60-120 days prepublication, although drop-in titles and publication date changes from the publisher impacts some titles. Our selection plans include:

Programs—Adult_Author – Adult Fiction

Provides the latest hardcover (and simultaneously released large print, audio, & e-book) releases from customer-selected bestselling adult fiction authors 3 months prepublication - our most popular Program. Runs on the 1st and 15th of each month.

Forthcoming Popular Nonfiction (Adult)

Provides the best forthcoming nonfiction titles each month customizable by Dewey® Century and hand-selected by our expert librarians. Offers options for large, medium, and small libraries 3-4 months prepublication. Runs on the 8th of each month.



Inspirational Fiction

Includes the hottest trade paperback fiction titles by customer-selected bestselling inspirational fiction authors 2-3 months prepublication. Runs on the 1st and 15th of each month.

Mass Market Genre Fiction

Gives customers the top five new titles each month in the fiction genres they select, including General Fiction A & B; General Romance A, B, & C; Historical Romance A & B; Mystery A, B, & C; Speculative Fiction; Street Lit; and Westerns 1-2 months prepublication. Runs on the 1st of each month.

Nonfiction Continuations (Adult)

Notification of regularly updated nonfiction titles in a variety of subject areas from atlases to writing handbooks 2-4 months prepublication. Runs on the 8th and 23rd of each month.

Nonfiction Series (Adult)

Provides the latest series nonfiction geared toward adults, including For Dummies, Barron's How To..., and hundreds of others 2-4 months prepublication. Runs on the 8th and 23rd of each month.

Paperback Original Fiction

Provides lists of the original mass market paperbacks (20/mth) and original trade paperbacks (20/mth) that we forecast to have the highest demand 1-2 months prepublication. Runs on the 1st of each month.

Popular Series (Adult)

Sends customers the newest and hottest titles from customer-selected popular adult fiction series 2-3 months prepublication. Runs on the 1st and 15th of each month.

ReviewALERT^(SM) (Adult) & (Adult Reference)

Notifies customers when titles receive a review in their selected journals; can be limited by Dewey® Century, Fiction, and Graphic Novels to save time. Runs on the 1st and 15th of each month.

Travel Continuations (Adult)

Offers a flexible method of receiving regularly updated travel guide titles 2-3 months prepublication. Runs on the 8th and 23rd of each month.

Programs—Youth Author/Illustrator (Children's)

Offers the newest titles by customer-selected bestselling children's authors and illustrators (ages 0-12) 2-3 months prepublication. Runs on the 1st and 15th of each month.



Author (Teen)

Offers the newest titles by customer-selected bestselling YA authors (ages 12-17) 2-3 months prepublication. Runs on the 1st and 15th of each month.

Easy Reader

Sends customers the newest titles from customer-selected leveled beginning reader series 2-3 months prepublication. Runs on the 1st and 15th of each month.

Nonfiction Series (Youth)

Provides the latest series nonfiction geared toward youth, including DK Eyewitness Books, Childhood of Famous Americans, and hundreds of others 2-4 months prepublication. Runs on the 8th and 23rd of each month.

Popular Series (Youth)

Sends customers the newest titles from customer-selected popular youth fiction series 2-3 months prepublication. Runs on the 1st and 15th of each month.

ReviewALERT^(SM) (Youth) & (Youth Reference)

Notifies customers when titles receive a review in their selected journals; can be limited by industry standard age ranges and Graphic Novels to save time. Runs on the 1st and 15th of each month.

Programs—For All Ages Awards*Book Clubs*State Lists

Offers new award winners and honor books, major book club picks, and state lists. Runs when each award is announced.

Graphic Novel (Adult & Youth)

Features expertly hand-selected and age-ranged graphic novel series 2-4 months prepublication. Runs on the 1st and 15th of each month.

iSelect®

Ingram's own build-your-own Standing Order Program includes subject categories and sub-categories selected by the customer and is based on Ingram buy level; can also be used to view or exclude titles from specific publishers, and to view or exclude titles within Ingram Categories, including localities, ethnic groups, holidays, historical time periods, and other themes that will assist in finding titles for a special collection or to customize a selection to each library. This program selects titles 3-6 months prepublication and runs every Sunday.

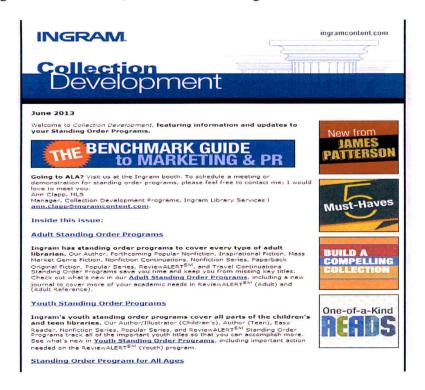
Popular Video (Adult & Youth)

Provides weekly notification of the latest blockbusters, independent films, foreign films, classics debuting on DVD, TV series (Youth), TV series (Adult), TV movies/mini-series (Youth), TV movies/mini-series (Adult), documentaries, anime, family film, on DVD, Blu-ray, DVD/Blu-ray combo, and Blu-ray 3D when they are announced by the studios. Runs every Wednesday.



Collection Development

Our Collection Development e-newsletter includes pertinent information on Ingram Library programs and services, such as the Standing Order and Continuations programs.



Street Smart

Ingram acknowledges the importance of shipping titles in a priority manner to accommodate the Library's patrons. The **Street Smart** program helps libraries receive inventory of high visibility book titles on or before the on-sale date. Titles included in the program typically have large print runs and major publicity scheduled. A minimum purchase may be required to participate in the early delivery program. The publisher of a title designates it as a Street Smart title by assigning an on-sale date for a new title. Processing and cataloging may add additional time to shipment of titles, depending upon the level of customization required.

We require a signed affidavit in which you agree not to display, sell, or loan for advanced reading any title before the publisher-assigned on-sale date. Ingram will send you an annual affidavit renewal notice. Without this agreement, Ingram will not ship Street Smart titles until the published on-sale date. Delivery within the allotted time frame is contingent upon the publisher providing books to Ingram in a timely manner. Ingram is a distributor, and not a publisher, and so does not control street date.



Publishers designate releases as affidavit titles for Ingram at their discretion. If the publisher designates a title as such, by law Ingram cannot ship titles to arrive before their street date. Ingram will make every available effort to ship non-affidavit titles to arrive on the street date; however we cannot guarantee arrival on street date due to late shipment by publishers. Publishers often change street dates, so check ipage as the scheduled street date approaches to ensure no change has been made.

Some titles may be designated by Ingram as **Street Smart Select**. Ingram will send advance notification of these titles, including minimum order and order deadlines via email or fax. The difference between a "Street Smart" title and "Street Smart Select" title is that the Street Smart Select titles have an order minimum, and the Street Smart Select customers who place minimum orders at least 14 days before the on-sale date will get a reminder notice about adhering to the on-sale date.

The Street Smart list page includes a drop-down box with sort options. When you select **Initial Buy** in the drop-down box, ipage re-sorts the titles in the Street Smart list by largest quantities initially purchased by our buyers. This helps you see immediately what items Ingram professionals believe will be in demand. The list sorts in descending order, with largest quantities at the top of the list.

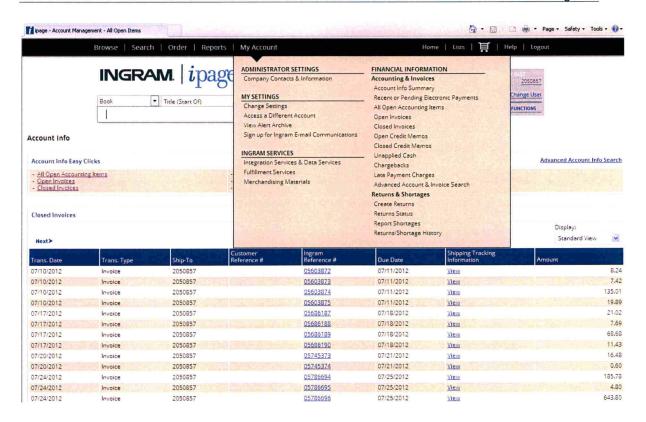
Ingram will ship pre-ordered street date titles requiring cataloging and processing in time to arrive on street date.

Online Account Management

ipage has many account management tools. Through ipage, you can:

- Review your current account information, such as standard backorder instructions, primary distribution center, and more.
- Keep your contacts up-to-date with Ingram and make sure the right people receive the information they need to help you manage your account.
- Review your average discount.



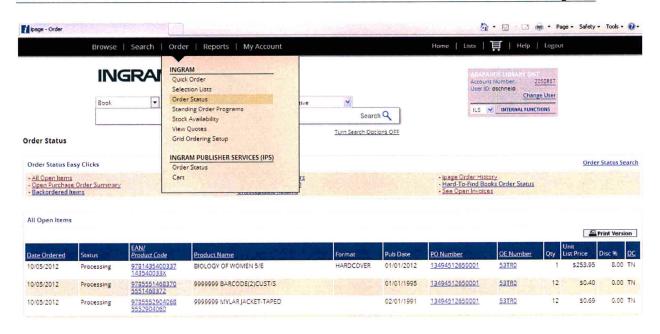


Acquisitions Status

Under the Order tab, simply click Order Status for a listing of Order Easy Clicks, including:

- All Open Items
- Open Purchase Order Summary, which includes the PO number, date ordered, total units open, units in process, and units backordered
- Backordered Items, which includes date ordered, product code, product name, format, PO number, quantity, and warehouse
- Recently Shipped Orders, which includes date shipped, order entry number, number of cartons, and shipping tracking number
- ipage order history, which shows order date and time, PO number, and who the order was placed by. It also provides a link to an Order Confirmation which gives a detailed summary of the order, including title, author, ISBN, whether the item is shipped or backordered, and retail price





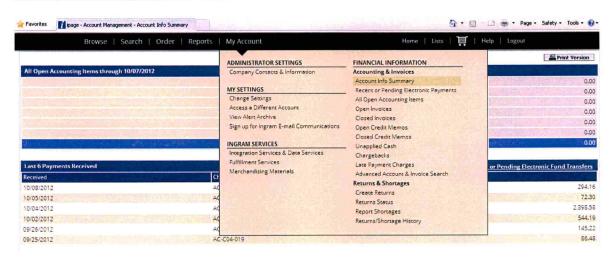
ipage Order History is posted for 6 months, and can be sorter by order date, PO number, or "placed by."



Financial Information includes open and closed invoices and credit memos.

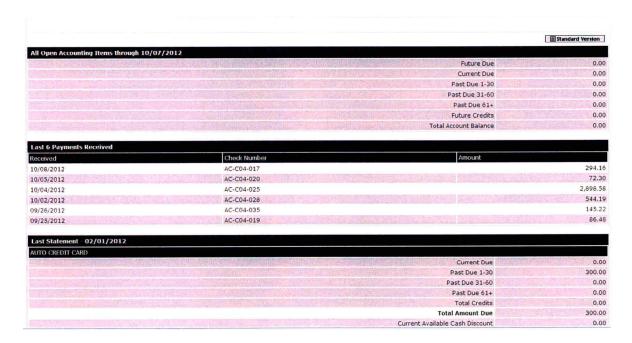


ILS . INTERNAL FUNCTIONS



Reports are also available for printing by clicking on the "print version" button. ARAPAHOE LIBRARY DIST Account Number: 2050857 ARAPAHUE 2050857 Account Number: 2050857 User ID: dschneid Change User





Collection Development Reports

Libraries can view master profile reports of ongoing standing orders on ipage. The reports contain item information including title, author, publisher, quantity, PO number, etc. Some reports also have program-specific information like frequency, cycle, and series title. Note: These reports are only available to those accounts that subscribe to the corresponding standing order programs and to those users who have been given access to reports by their ipage administrators.



Program Reports

	Total Number of Titles: 143		4-0	STATE OF STREET	Total Quantity of A	li Titles: 14
ionfiction Master Profile Report Detail	s (1 to 25 of 143 Items)					
This report is updated weekly						09/21/200
Next> Last>>					E Pr	int Version
Page 1 of 6 2 3 4 5 5	AND THE PROPERTY OF THE PARTY O	D. History	Disting	Frequency	Cycle Start Edition	DO Numbe
Oty Serial/Series Title 1 Fodor's Australia		FODORS	TRADE	ANNUAL	1 09/1997	CONTI
			TRADE			CONTI
1 Fodor's Boston		FODORS	PAPER	ANNUAL	1 08/1997	CONTI
1 Fodor's California		FODORS	PAPER	ANNUAL	1 10/1997	CONTI
1 Fodor's Canada		FODORS	TRADE	IRREGULAR	1 09/1997	CONTI
1 Fodor's Caribbean		FODORS	TRADE	ANNUAL	1 08/1997	CONTI
1 Fodor's England		FODORS	TRADE	ANNUAL	1 09/1997	CONTI
1 Fodor's Europe		FODORS	TRADE	IRREGULAR	1 09/1997	CONTI
1 Fodor's France		FODORS	TRADE PAPER	ANNUAL	1 09/1997	CONTI
1 Fodor's Germany		FODORS	TRADE	IRREGULAR	1 09/1997	CONTI
1 Fodor's Hawaii		FODORS	TRADE PAPER	ANNUAL	1 08/1997	CONTI
1 Fodor's Ireland		FODORS	TRADE	ANNUAL	1 01/1998	CONTI
1 Fodor's Italy		FODORS	TRADE	ANNUAL	1 09/1997	CONTI
1 Fodor's London		FODORS	TRADE	ANNUAL	1 08/1997	CONTI
1 Fodor's Mexico		FODORS	TRADE	ANNUAL	1 08/1997	CONTI
1 Fodor's New England		FODORS	TRADE	IRREGULAR	1 08/1997	CONTI
1 Fodor's New York City		FODORS	TRADE	ANNUAL	1 08/1997	CONTI
1 Fodor's New Zealand		FODORS	TRADE	ANNUAL	1 5th Ed.,d.	CONT



NOTICE OF CONTRACT

Any contract resulting from Ingram's response to Invitation for Bid shall fully incorporate by reference this entire bid response as part of said contract. Ingram's proposal constitutes our entire offer.

A Letter of Award should be sent to the attention of Bids and Contracts before you order under this contract.

It is the responsibility of Fort Bend County Library to inform Ingram's Account Services Department that they wish to set up a new account or maintenance an existing account under the terms of this bid/contract.

Ingram cannot issue credits for accounts failing to follow the proper notification and account set up procedures. Libraries wishing to establish a new account will be asked to complete an Ingram New Account Application and Terms of Sale Form. When setting up an account under the terms of the contract, the Library will be asked to provide a copy of their tax exemption certificate.

Any item ordered prior to the contract start date will not receive the discounts offered herein. This includes both standing orders and previous backorders. Should the Library receive a previously ordered item after the contract is in effect, previous discounts will apply.

The Fort Bend County Library may currently be purchasing library materials from Ingram under a separate pricing agreement or contract. Upon award of this contract, the Library may choose to purchase under their current agreement, or under the new contract. The Library will not be able to purchase under both contracts.

The discounts and terms reflected in this response are offered only to the Fort Bend County Library. They are not extended to other libraries or government agencies. Library staff and friends group accounts that do not bill directly to the Library may be subject to Ingram's private institution account application requirements.

In drafting a contract, Ingram bases pricing upon several factors including dollar value of commitment, actual expenditure, number of accounts and shipping locations. Ingram reserves the right to offer pricing and services to any customer based solely on Ingram management criteria.

Ingram Library Services company payment terms are 1% 10 days from date of monthly statement, net 30 days from date of monthly statement. Accounts may be subject to a late charge of 1.5% (18% per annum) on all past due invoices. Orders may not be shipped if an account is past due and any collection fee (including attorney fees) and related costs will be borne by that account. All terms and conditions of the Ingram Library Services trade policies are subject to change at any time.

No terms or conditions of the Library's purchase orders different from the terms of Ingram Library Services will become part of any sales agreement, purchase order, or other document unless specifically approved in writing by Ingram.

The library shall not display or loan any title before the publisher-assigned on-sale date. If Ingram receives proof that the Library has displayed or loaned a title before the assigned on-sale date, Ingram reserves the right to hold future shipments of high-visibility on-sale titles until the on-sale date has passed.

