

## MEMORANDUM

**TO:** Judge Robert Hebert  
County Judge

B15-012

99-14  
#224

**FROM:** Debbie Kaminski  
Assistant Purchasing Agent

**SUBJECT:** Please sign and date the attached contract(s) approved in  
Commissioners Court on September 11, 2014. Thank you.

**DATE:** October 3, 2014

**RETURN TO:** Norma Weaver  
Administrative Assistant  
Purchasing Department  
301 Jackson, Suite 201  
Richmond, Texas 77469

**Baker & Taylor**

August 5, 2014

Ms. Cheryl Krejci, Senior Buyer  
Fort Bend County  
Purchasing Department  
Travis Annex  
301 Jackson, Suite 201  
Richmond, TX 77469

**RE: Invitation for Bid 15-012, Term Contract for Purchase of Trade Books for Fort Bend County Library System**  
**DUE: August 7, 2014 at 1:30 P.M.**

Dear Ms. Krejci,

Thank you for the opportunity to respond to Fort Bend County's IFB for Trade Books for Fort Bend County Library System. We are confident that you will find through our response and our references that Baker & Taylor has the experience and the resources to meet the unique requirements of the Fort Bend County Library.

Upon award of this contract, we look forward to meeting with the library to discuss the library's workflow and processes to determine how Baker & Taylor's Customized Library Services can best meet the needs of the Fort Bend County Library.

**Polaris Acquisitions Integration**

Baker & Taylor is able to fully integrate with the Library's Polaris acquisitions system. If EDI ordering is used to place orders, Baker & Taylor offers ASN services, which are available exclusively by Baker & Taylor. Baker & Taylor and Polaris have partnered to offer Advance Shipment Notices (ASN). As the name suggests, these notices are sent when the items are shipped and are used in the receiving process. By scanning the barcode on your Baker & Taylor box, the library will be able to receive the titles without scanning each title. If the items on the list match the ones in the box, all items can be received; only exceptions will need to be addressed – improving the productivity of the receiver. The ASNs are also used in conjunction with electronic invoices. When the invoice is loaded and matched to the ASN, exceptions will be highlighted. Invoice approval process will also be streamlined. This greatly reduces the amount of time necessary to receive and approve invoices in Polaris.

### **collectionHQ Services**

collectionHQ, used by FBCL and many of the top library systems in the U.S., U.K. and Australasia, is based on the proven Evidence-Based Stock Management (EBSM) methodology. By analyzing detailed circulation patterns, the methodology provides action plans to help librarians develop and manage collections, saving time and money, improving circulation and aligning the collection with local demand. From collection maintenance to collection development, collectionHQ eases workloads and frees up staff's time to work on other important areas within the library.

collectionHQ harnesses evidence of a collection's usage. This allows FBCL to analyze their demand and use that to influence subsequent purchases based on the proven EBSM methodology. This allows for detailed spending plans to be quickly created at the branch level. Additionally, collectionHQ's unique and powerful 'Discovery tool' gives FBCL access to circulation data collected from over 150 North American Public Libraries. Using 'Discovery', they are able to carry out searches on this data and compare this against their own holdings. They may also identify specific items that are circulating well in other Public Libraries which FBCL does not have in their own collection at present.

Having access to this very powerful library circulation data allows selectors to make more informed selection decisions, both quickly and efficiently, with the added peace of mind that decisions have been backed up by hard evidence.

A few of the services that are currently being offered by Baker and Taylor for collectionHQ customers include:

#### **ESP – Evidence-Based Selection Planning**

Baker & Taylor, in conjunction with collectionHQ, has developed a dynamic new service that will combine the expertise and experience of the Baker & Taylor collection development staff with the powerful collection analytics of collectionHQ. ESP brings the art of Baker & Taylor's collection building expertise together with the science of collectionHQ's data analytics to create a sophisticated predictive tool for selection and collection development. This service will empower the library staff with distributed, vendor-supplied, evidence-based selection lists delivered straight to your Title Source 360 ID.

ESP is a service that will support the purchasing of new materials using evidence from collectionHQ and the title identification from Baker & Taylor. This new service will support end-to-end selection in order to equip FBCL with the forthcoming titles your patrons are demanding. collectionHQ will be used to determine the right quantity and locations, all while monitoring spending plans to effectively use the library's budget. Baker & Taylor will determine final pricing when this service becomes available.

#### **Discover Cart Integration – Cart creation**

When Discovery reports are created by collectionHQ, title information can be sent directly from the collectionHQ wish list to TS360 as a completed cart. This eliminates any keying by the staff of title specific information and also enables the selector to have the robust data information by title available to them directly within TS360.

### Holds Analysis – Cart creation

Holds Analysis reports which identify titles that are over the FBCL holds threshold are created by collectionHQ – title information can be sent directly to TS360 as a completed cart. This eliminates any keying by the staff of the individual titles that will need to be ordered to full fill patron holds. This time saving step enables the selector to have a pre-populated cart of titles which can be immediately released for Polaris EDI acquisition or ordering directly from TS360.

Baker & Taylor, based in Charlotte, NC is the leading full-line distributor of books, DVD and music products to library facilities in the world today, with annual sales of more than 63 million books from over 75,000 publishers and imprints. Our contacts and experience in the library marketplace have enabled us to establish the most comprehensive coverage of materials and range of services in the industry. As the oldest book distributor in the United States, Baker & Taylor has provided economical pricing and excellent services for over 185 years.

We are pleased to waive all surcharges for our Enhanced Service Program titles, which provide a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

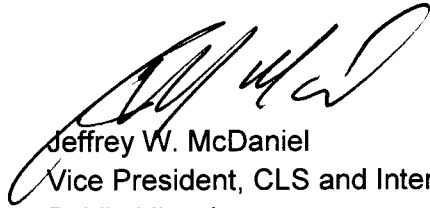
Baker & Taylor is fully equipped to handle any level of services that the Fort Bend County Public Library requires. Our Customized Library Services division will provide many of the services described in the IFB. The formation of Baker & Taylor's Customized Library Services brought with it the development of a project-oriented approach to Opening Day Collections, Ongoing Collection Development, and Ongoing Online Cataloging and Processing. This approach allows CLS management to schedule all facets of a project or ongoing service, including resources, and provides the foundation and framework for the entire project while creating a mutual understanding of the requirements of both the Library and CLS.

Currently, our national distribution network is comprised of four book and audio visual distribution centers that maintain a combined inventory of over 17.5 million items representing over 1,000,000 unique media and book titles. We supply all categories of materials for all levels of library patrons, including general adult readers, researchers, professionals, and Children and Teens. In addition to items that are stocked in our distribution centers, we maintain a product database that contains over 7 million items.

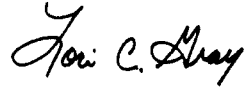
We offer an extensive array of collection development assistance through our print and online catalogs, FirstLook Programs, and Collection Development services. Baker & Taylor's Title Source 360 is the most authoritative database of bibliographic acquisitions information for U.S. publications in the industry. No other company can offer the breadth of services and depth of product that Baker & Taylor can provide. We look forward to putting our expertise, experience, and skill set to work for the Fort Bend County Library.

Should you have any questions regarding this proposal, please do not hesitate to contact your Sales Manager Lori Gray or myself. We will be happy to assist you in any way possible and look forward to working with you.

Sincerely,



Jeffrey W. McDaniel  
Vice President, CLS and International  
Public Libraries  
Baker & Taylor, Inc.  
2550 W. Tyvola Road, Suite 300  
Charlotte, NC 28217  
Office: 800-775-7930 ext. 3212  
Fax: 704-998-3308  
[jeff.mcdaniel@baker-taylor.com](mailto:jeff.mcdaniel@baker-taylor.com)



Lori Gray  
Sales Manager, Western Region  
Customized Library Services  
Baker & Taylor, Inc.  
2550 W. Tyvola Road, Suite 300  
Charlotte, NC 28217  
Phone: 928-607-8225  
[lori.gray@baker-taylor.com](mailto:lori.gray@baker-taylor.com)

**Baker & Taylor's Response**  
**Invitation for Bid 15-012**  
**Term Contract for Purchase of Trade Books for**  
**Fort Bend County Library System**

**1.0 GENERAL REQUIREMENTS**

**1.14 Pricing:**

Baker & Taylor has completed the Detailed Pricing and Information Sheet (Section 17.0) as requested.

In addition, the pricing outlined in Appendix 1 is for CLS shelf ready services and is a blended unit price based on the volume of material to be ordered, processing components requested, and the complexities of the library's cataloging requirements. Our unit price is all inclusive of the services requested by the library including, but not limited to cataloging, processing, and project management. This price does not include Laminate Covers, the Vinabind process or Original Cataloging. CLS processing means the library receives and shelves the material right out of the cartons. CLS truly means system and shelf ready. Please refer to Appendix 1 for additional information.

Baker & Taylor/CLS reserves the right to adjust pricing if the Library's requirements change at any time throughout the contract period. Pricing is based upon the Library's RFP requirements. Should the Library require additional services in collection development, cataloging, processing, reporting, storage, or shipment outside of what is outlined in this RFP, Baker & Taylor/CLS may adjust pricing accordingly upon negotiations of pricing for additional services and mutual agreement to the pricing.

Baker & Taylor is pleased to offer discounts from the publisher's list price for book materials. Discounts will remain firm for the life of the contract, however, publisher's list prices are subject to change without notice. Your discounts will be applied to the publisher's current list price at the time of shipment. Please refer to Appendix 2 for detailed discount information. Please see Appendix 3 for Baker & Taylor's Category Definitions.

"Baker & Taylor's Enhanced Services Program" (Appendix 4) describes in detail a valuable service that will save time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the Library can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

**1.30 Purchase Order and Delivery:**

Baker & Taylor will send all items Free Shipping, FOB Destination with inside delivery. Staff accounts, offered as a courtesy to our customers for personal use, will receive FOB Shipping Point, Charge Shipping and will be taxed as appropriate.

- 1.31 **Contract Extension:**  
Baker & Taylor reserves the right to renew the terms and conditions of the contract if mutually agreeable to the contracting parties.
- 1.34 **Interlocal Participation:**  
Baker & Taylor agrees to allow additional governmental entities within Fort Bend County to purchase on this agreement and to invoice each entity separately. Pricing and discounts will be based upon each entity's specific customized requirements submitted to Baker & Taylor.

## **2.0 TERMS AND CONDITIONS**

- 2.1 **Seller to Package Goods:**  
Packing List  
Baker & Taylor has developed a detailed packing list which enables the library to check in the order title by title, noting the price and quantity. Titles are listed alphabetically, by title. Baker & Taylor's ATS number (authorization to ship) is included on each invoice and packing slip and will allow the library to match the packing slips to invoices. For book materials, each box can contain a packing slip, or boxes containing a master packing slip are indicated with a capital 'M' on the address label.

Baker & Taylor's enhanced shipping label includes the pack date, freight carrier, purchase order number, account number, Baker & Taylor's picklist number, carton number and individual carton weight. Each carton in a shipment is numbered, and the final carton also indicates total carton count (e.g. 1,2,3, and 4 of 4).

The packing list includes a tear off claim form to assist in returns, however, please contact your Account Coordinator for a return authorization number to expedite credit or a no charge replacement.

- 2.4 **Delivery Terms:**  
Baker & Taylor will send all items Free Shipping, FOB Destination with inside delivery. Staff accounts, offered as a courtesy to our customers for personal use, will receive FOB Shipping Point, Charge Shipping and will be taxed as appropriate.

- 2.7 **Invoices and Payments:**

2.7.1

Baker & Taylor will provide invoices in duplicate as requested.

Baker & Taylor's book and spoken word invoices include the bill to address, ship to address, unit price, unit discount, quantity, total discount price, ISBN and purchase order number. The library may choose the order in which books appear on the invoice: in the same order as the original purchase order, or alphabetically by title, author, or publisher. Cataloging and processing charges can be included in each line's extended price, summarized at the bottom of each invoice, or shown on a separate invoice. In addition,

Baker & Taylor's ATS number (authorization to ship) is included on each invoice and packing slip and will allow the library to match the packing slips to invoices.

Baker & Taylor can supply the bill of landing and/or the freight waybill with invoices for Opening Day Collections and separately for ongoing services. We will work with Fort Bend County on delivering the appropriate freight documentation upon award.

Baker & Taylor's payment terms are net 30 days from the date of invoice.

### 2.7.3

Baker & Taylor will follow the appropriate tax laws; any sales tax that is assessed from the sales of material from Baker & Taylor to the library is the responsibility of the library. Upon award, please provide tax exemption information and certificates as appropriate.

### 2.10 Warranty/Price:

Baker & Taylor will accept the authorized return of items that are damaged, defective, or incorrectly shipped. Please see the enclosed returns policies, Appendix 5, for further details on credits and returns. To make a return, simply contact your Account Coordinator within the time period specified to obtain an authorization number for your return. Once the authorization has been obtained, the library can either have a no charge replacement shipped to the library, or may have the credit applied to the invoice in question.

## 10.0 REFERENCES:

Please see Baker & Taylor's Appendix 6 for reference information.

## 11.0 REQUIRED ELEMENTS OF SERVICE

Please see Baker & Taylor's responses to the Required Elements of Service items included on the Fort Bend bid document as requested.

## 12.0 CATALOGING, CLASSIFICATION AND PROCESSING – GENERAL GUIDELINES

Baker & Taylor understands and will comply with these requirements.

## 13.0 PREPARATION FOR THE SHELVES – GENERAL GUIDELINES

Baker & Taylor understands and will comply with these requirements.

## 14.0 CALL NUMBER FORMAT – GENERAL GUIDELINES

Baker & Taylor understands and will comply with these requirements.

## 15.0 SPINE LABEL – GENERAL GUIDELINES

Baker & Taylor understands and will comply with these requirements.



## **16.0 PROCESSING SPECIFICATIONS – GENERAL GUIDELINES**

Baker & Taylor understands and will comply with these requirements.

## **17.0 DETAILED PRICING AND INFORMATION SHEET**

Please see Baker & Taylor's responses as indicated on the Fort Bend bid document.  
Please also refer to Baker & Taylor's Appendices 1 – 4 for detailed pricing information.

**Fort Bend County, Texas  
Invitation for Bid**



**Term Contract for Purchase of Trade Books for Fort Bend County Library System  
BID 15-012**

**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 7, 2014  
1:30 PM (Central)

**LABEL ENVELOPE:**

**BID 15-012  
TRADE BOOKS**

***ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE PURCHASING  
OFFICE OF FORT BEND COUNTY BEFORE THE SPECIFIED TIME/DATE STATED ABOVE.***

***BIDS RECEIVED AS REQUIRED 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 the 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:

Cheryl Krejci, CPPB  
Senior Buyer  
[Cheryl.Krejci@fortbendcountytexas.gov](mailto:Cheryl.Krejci@fortbendcountytexas.gov)

**Vendor Information**

Baker & Taylor, Inc.

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Legal Name of Contracting Company

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Federal ID Number (Company or Corporation) or Social Security Number (Individual)

800-775-7930

704-998-3308

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Telephone Number

Facsimile Number

2550 West Tyvola Road, Suite 300

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Complete Mailing Address (for Correspondence)

Charlotte, NC 28217

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City, State and Zip Code

P.O. Box 277930

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Complete Remittance Address (if different from above)

Atlanta, GA 30384-7930

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City, State and Zip Code

Jeffrey W. McDaniel

Vice President, Customized Library Services and International Public Libraries

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Authorized Representative and Title (printed)

jeff.mcdaniel@baker-taylor.com

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Authorized Representative's Email Address

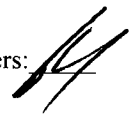
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Signature of Authorized Representative

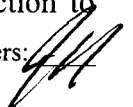
Initials of Bidders:

## 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.

Initials of Bidders: 

- 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

Initials of Bidders: 

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.

Initials of Bidders:

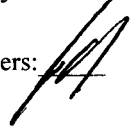


- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an 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.

Initials of Bidders



- 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.
- 1.30 Purchase Order and Delivery: The successful bidder shall not deliver products or 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.

Initials of Bidders: 



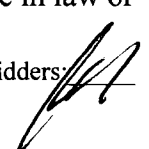
- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining 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 than 25% of the original bid price will not be considered.

## **2.0 TERMS AND CONDITIONS:**

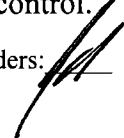
- 2.1 Seller to Package Goods: Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) 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.

Initials of Bidders: 

- 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 trade 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.

Initials of Bidders: 

- 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 as FBCL in this solicitation.

### **4.0 PERIOD OF CONTRACT:**

This contract is for the period **1 October 2014** through **30 September 2015**, renewable annually for four (4) years (through 30 September 2019) 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 ten (10) 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.

Initials of Bidders: 

## 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.

Baker & Taylor is the only vendor able to offer full integration with Polaris, to include Advance Shipment Notices (ASN). Please see our cover letter for additional information.

Can the vendor interface with the Polaris Automation System?

Yes   X   No           

- 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           

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

Yes   X   No           

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?

Yes   X   No

- 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*?

Yes   X   No           

- 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?

Yes   X   No           

- 11.5 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?

Yes   X   No



- 11.6 Vendor must supply 60% of in-print titles ordered within thirty (30) calendar days. 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   X   No           

Will unfilled back orders be automatically canceled after 90 calendar days?

Yes   X   No           

Can the vendor supply the library with printed notification of all cancellations with reasons for the cancellation?

Yes   X   No           

- 11.7 Vendor must supply ISBN as ordered. Any substitutions to that ISBN must first be approved by FBCL before shipment. ISBN's not available may be backordered or cancelled by the vendor.

Can the Vendor supply materials by ISBN?

Yes   X   No           

Will the vendor contact FBCL before making any ISBN substitutions?

Yes   X   No           

- 11.8 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 FBCL 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?

Yes   X   No

- 11.9 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   X   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?

Yes   X   No           

- 11.10 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           

- 11.11 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   X   No

- 11.12 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   X   No           

- 11.13 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   X   No           

- 11.14 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           

Initials of Bidders: 

- 11.15 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   X   No           

- 11.16 Vendor must provide free shipping from the warehouse.

Will the vendor provide free shipping from the warehouse?

Yes   X   No           

- 11.17 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   X   No           

Will the vendor allow issuance of no charge replacements for short shipments?

Yes   X   No           

- 11.18 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?


Yes   X   No           

Does the vendor have a return policy listing such information as return fees, restocking fees, etc?

Yes   X   No           

If yes, please attach.

Please see our Returns Policies attached as Appendix 5. Baker & Taylor does not charge returns fees or restocking fees.

Initials of Bidders: 

- 11.19 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           

- 11.20 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   X   No           

- 11.21 FBCL adult orders will be unprocessed. However, vendor should be able to provide materials as shelf-ready, processed and unprocessed. Shelf-ready means a book that is cataloged, linked in the FBCL Polaris database and processed according to FBCL specifications. FBCL reserves the right to request items shelf-ready or processed after the bid is awarded and a meeting has been arranged with the Vendor.

If FBCL requires it, the Vendor must be able to provide shelf-ready processing for all adult books according to FBCL specifications included in the 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, processed or unprocessed according to FBCL specifications included as section "Cataloging, Classification and Processing-General Guidelines" (13, 14, 15, 16, 17 and 18) in this document?

Yes   X   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   X   No

- 11.22 Juvenile materials will be unprocessed. However, vendor should be able to provide materials as processed or unprocessed. FBCL reserves the right to request items processed after the bid is awarded and a meeting has been arranged with the Vendor. FBCL will clearly designate the level of processing and cataloging desired on each purchase order if processing is requested.

If FBCL requires it, the Vendor must be able to provide processing for all juvenile books according to FBCL specifications included in the section "Cataloging, Classification and Processing-General Guidelines" (13, 14, 15 and 16) 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.

Will the vendor be able to accept and process orders at the levels of "unprocessed," or "processed to purchaser's specifications"?

Yes   X   No           

- 11.23 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 and RFID tags)
- Spine labels to include information specified in Section 16 (Exhibits 3, 4 & 5) with Call
- Numbers from the FBCL database or from FBCL's OCLC account if available.
- 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?

Yes   X   No           

Will the Vendor allow FBCL to supply barcodes for processing?

Yes   X   No

- 11.24 Vendor must provide a written description of their quality control for processing materials.

Is the Vendor able to provide a written description of their quality control for processing materials?

Yes   X   No           

- 11.25 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   X   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?

Yes   X   No           

- 11.26 After the bid has been awarded, vendor must send a representative to FBCL within 15 business days. 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. 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).

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   X   No           

- 11.27 The first shipment should be received 60 days after the bid is awarded.

Is the Vendor able to set up the account to enable ordering and shipment of materials to FBCL within 60 days of the bid being awarded?

Yes   X   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?

Yes   X   No           

- 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           

- 11.30 As FBCL is receiving books shelf-ready, the Vendor will need access to our database. To establish this connection, the Vendor must be able to give to FBCL either a static IP (Internet Protocol) address or a range of static IP addresses that will be used to access the FBCL database.

Is the Vendor able to give FBCL either a static IP address or a range of static IP addresses that will be used to access the FBCL database?

Yes   X   No           

- 11.31 FBCL currently uses OCLC for cataloging. Vendor must be able to interface with OCLC on behalf of FBCL, once permissions are given.

Can the Vendor interface with OCLC on behalf of FBCL for cataloging of materials?

Yes   X   No           

- 11.32 Vendor must be able to add FBCL's OCLC symbol (FTX) to bib records when books are processed to shelf-ready status.

Is the vendor able to add FBCL's OCLC symbol (FTX) to bib records when books are processed to shelf-ready status?

Yes   X   No



- 11.33 The adult Continuation titles are included in material FBCL are ordered unprocessed and not catalogued. However, vendor should be able to provide adult Continuation titles as shelf-ready or, processed according to FBCL specifications. The juvenile Continuation titles are ordered unprocessed and not catalogued.

Is the Vendor able to provide the adult Continuation Titles at the levels of "unprocessed," or "processed to purchaser's specifications"?

Yes   X   No           

Is the Vendor able to provide the juvenile Continuation titles as unprocessed?

Yes   X   No           

- 11.34 FBCL will use RFID tags ISO 5055 from 3M at George Memorial Library, Sienna Plantation Branch and University Branch with the possibility of other branches being added in the future. 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 FBCL on the location of the RFID tags.

Is the Vendor able to work with FBCL on the placement of RFID tags in books?

Yes   X   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 persons that can assist with issues related to shipping, processing, cataloging, invoicing and technical support?

Yes     X     No                     

## **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.
- 12.4 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, 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 and 16. 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).
  - For existing bibliographic records, the call number must be derived from FBCL database or from FBCL's OCLC account if available.
- 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>	<u>Spine label</u>
-------------	--------------------	--------------------

### *Adult Non-fiction*

Circulating	248.4 PEA 2010	248.4 PEA 2010
-------------	----------------	----------------------

Reference	REF 344.73 DRU 2011	REF 344.73 DRU 2011
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Large print	LP 629.13 MCC 2009	LP 629.13 MCC 2009
-------------	--------------------	-----------------------------

### *Biographies*

Individual	B STETSON	B 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	B EISENHOW
Collective	920 ROC 2006	920 ROC 2006

<u>Item</u>	<u>Call number</u>	<u>Spine label</u>
<b><i>Collection of short stories</i></b>		
By different authors	808.83 ASI 2007	808.83 ASI 2007
By one author	FIC ASI	FIC ASI
<b><i>Adult fiction</i></b>		
Regular fiction	FIC GRI	FIC GRI
<b><i>Children</i></b>		
Circulating	J 398.245 ROS	J 398.245 ROS
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

<u>Item</u>	<u>Call number</u>	<u>Spine label</u>
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
	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 flush with 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)
- For existing bibliographic records, the call number must be derived from FBCL database or from FBCL's OCLC account if available.

#### 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 DETAILED PRICING AND INFORMATION SHEET:

**Database:** Cost to use the Database for unlimited user IDs: \$ Free of charge


Additional charges (amount and explain) \_\_\_\_\_

We are pleased to offer a subscription to Title Source 360 free of charge. This subscription package will include one admin ID, unlimited user IDs, grid ordering, full text reviews, and MARC profiler for creation of on-order records.

#### **Full-text Reviews:**

Number of Free Journals with full text reviews: # 19

Cost per additional Journal with full text reviews: \$ Free of charge

Initials of Bidders: 

**Processing Cost:** to include property stamp, plastic book jacket cover, security tag, barcode, circulation label, branch label and spine label with call number derived from the FBCL database or FBCL's OCLC account.

Complete Actual Cost for each below:

Property stamp	\$ <u>.10/unit</u>
Plastic book jacket cover	\$ <u>.59/unit</u>
Security tag	\$ <u>.41/unit</u>
Barcode	\$ <u>.10/unit</u>
Circulation label	\$ <u>.10/unit</u>
Branch label	\$ <u>.10/unit</u>
Spine label with call number	\$ <u>1.60/unit *</u>

Total Processing Cost per item: \$ 3.10/unit \*

\* The spine label with call number will require a search of the FBCL database via a z39.50 server, per your request. Baker & Taylor can also work with the library to potentially transmit the call number information through TS360 and/or your Polaris acquisitions system for a potential cost savings of \$1.50/unit. Please see Baker & Taylor's Appendix 1 for more information.

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

Cataloguing cost for one title:

Provide dollar amount for cataloguing one title or attach information with cataloguing.

Cost breakdown: Copy Cataloging \$ 3.70/unit\*\*  
Original Cataloging \$ Free of charge  
or attachment Yes No

Please see Baker & Taylor's Appendix 1 for more details.

Shelf-ready cost (see 18.1) for one title with:


\*\* The CLS pricing outlined is a blended unit price based on the volume of material to be ordered, processing components requested, and the complexities of the library's cataloging requirements. Our unit price is all inclusive of the services requested by the library including, but not limited to, cataloging, processing and project management. This price does not include laminate covers, the Vinabind process, or Original Cataloging. Please refer to

Copy Cataloging \$ 3.70/unit\*\*  
Original Cataloging \$ Free of charge  
or attachment Yes No

Please see Baker & Taylor's Appendix 1 for more details.

Appendix 1 for additional information.

Restocking or Return Fees: Per item: \$ 0.00

Initials of Bidders: 



**Continuations:**

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

Across-the-board discount: \_\_\_\_\_

Title-by-title discount percent range: Discounts are based on each title's category of material. Please refer to Appendix 2 for an outline of discounts by category and Appendix 3 for Baker & Taylor's category definitions.

**Inventory:**

Number of titles: 930,000+

Number of volumes: 15.5 million+


**Fort Bend County Libraries Types of Materials and Discounts Given:**

Type	Definition	Discount
Adult Trade Hardcover <b>Category I</b>	High demand, widely distributed publishers	47.1%
Juvenile Trade Hardcover <b>Category II</b>	High demand, widely distributed publishers	47.1%
Juvenile library reinforced bindings <b>Category VII</b>	Hardcover with reinforced bindings	23.0%
Adult Trade/Quality Paperback <b>Category III</b>	Larger than mass market, fiction/non-fiction	41.2%
Juvenile Trade/Quality Paperback <b>Category IV</b>	Larger than mass market, fiction/non-fiction	41.2%
Mass Market Paperback <b>Category V</b>	Rack size paperback	41.2%
Non-trade hardcover <b>Category VIII, IX, X</b>	Smaller publishers including universities	10.0%*
Non-trade paperback <b>Category VIII, IX, X</b>	Smaller publishers including universities	10.0%*
Continuations	List from FBCL	Same as firm order discounts**

Please refer to Appendix 2 for a complete discount schedule for Ongoing Print materials and Continuation Services materials. Appendix 3 provides a list of our Category Definitions. We have included the corresponding Baker & Taylor category number for each of the product types listed above.

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

\*\* Please refer to Appendix 2 for a complete discount schedule for Continuations Services. Please see Appendix 7 for a list of exceptions and a detailed title quotation.

Initials of Bidders: 

**18.0 FORT BEND COUNTY REPRESENTATIVE:**

Point of contact for this contract is Cheryl Krejci, CPPB, Senior Buyer,  
[cheryl.krejci@fortbendcountytexas.gov](mailto:cheryl.krejci@fortbendcountytexas.gov).

**19.0 REQUIRED FORMS:**

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

19.1 Vendor Form

19.2 W9 Form

19.3 Tax Form/Debt/Residence Certification

**20.0 ADDITIONAL REQUIRED DOCUMENTATION:**

All vendors submitted are required to provide the below information with submission:

- 20.1 List of FBCL Continuations you can supply from FBCL's master list  
Please see Appendix 2 for complete discount schedule and Appendix 7 for
- 20.2 Return Policy  
Please see Appendix 5. a list of exceptions and a detailed title quotation.
- 20.3 References  
Please see Appendix 6.

**CONTRACT SHEET**  
**BID 15-012**

**THE STATE OF TEXAS**  
**COUNTY OF FORT BEND**


This memorandum of agreement made and entered into on the 9<sup>th</sup> day of September, 20 14  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge Robert Hebert, by virtue of an order of Fort Bend County Commissioners Court, and  
Baker & Taylor, Inc. (hereinafter designated Contractor).  
(company name)

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **Trade Books**, which are hereto  
attached and made a part hereof, together with this instrument and the bond (when required) shall constitute  
the full agreement and contract between parties and for furnishing the items set out and described; the  
County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this 7<sup>th</sup> day of October, 20 14

By:  Comm. Ct. 9-9-14  
County Judge

By:   
Signature of Contractor

By: Jeffrey W. McDaniel, Vice President, CLS  
Printed Name and Title



**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 S.S #		Dun and Bradstreet # <b>787724772</b>
Type of Business	<input checked="" type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	<b>Baker &amp; Taylor, Inc.</b> Year Business was Established <u>1828</u>	
Remittance Address	<b>P.O. Box 277930</b>	
City/State/Zip	<b>Atlanta, GA 30384-7930</b>	
Physical Address	<b>2550 West Tyvola Road, Suite 300</b>	
City/State/Zip	<b>Charlotte, NC 28217</b>	
County	<input type="checkbox"/> Fort Bend County <input type="checkbox"/> Other: <b>Mecklenburg County</b>	
Phone/Fax number	Phone: <b>800-775-7930</b> Fax: <b>704-998-3308</b>	
Contact Person	<b>Jeffrey W. McDaniel</b>	
E-mail	<b>clsinfo@baker-taylor.com</b>	
Special Notes		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> SBE-Small Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business <b>Certification #</b> _____ <input type="checkbox"/> WBE-Women's Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> MBE-Minority Business Enterprise <b>Certification #</b> _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).	<b>423990, 424920</b>	

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

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>BAKER &amp; TAYLOR, INC.</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) <b>PO BOX 277930</b> City, state, and ZIP code <b>ATLANTA, GA 30384-7930</b> List account number(s) here (optional)	
Requester's name and address (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number	

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

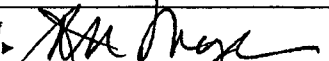
Employer identification number	
5	

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 1/15/2014
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a 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.

Job No.: 15-012

**TAX FORM/DEBT/RESIDENCE CERTIFICATION**  
**(for Advertised Projects)**

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Company Name submitting Bid/Proposal: Baker & Taylor, Inc.

Mailing Address: 2550 West Tyvola Road, Suite 300, Charlotte, NC 28217

Are you registered to do business in the State of Texas? ☒ Yes ☐ No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

\_\_\_\_\_

\_\_\_\_\_

I. **Property:** List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a names. Include real and personal property as well as mineral interest accounts. (Use a second sheet of paper if necessary.)

Fort Bend County Tax Acct. No.\*

Property address or location\*\*

N/A

N/A

\* This is the property account identification number assigned by the Fort Bend County Appraisal District.

\* For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

II. **Fort Bend County Debt** - Do you owe any debts to Fort Bend County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?

☐ Yes ☒ No

If yes, attach a separate page explaining the debt.

III. **Residence Certification** - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Fort Bend County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that \_\_\_\_\_ is a Resident Bidder of Texas as defined in Government Code §2252.001.  
[Company Name]

☒ I certify that Baker & Taylor, Inc. is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is Charlotte, NC.  
[Company Name] [City and State]

## **APPENDIX 1**

### **PRINT MATERIAL PRICING PROPOSAL**

Based on the information contained in your IFB document we are pleased to propose the following pricing for **print and spoken word material**. BAKER & TAYLOR/CLS reserves the right to adjust pricing if the Library's requirements change at any time throughout the project. Should the library require additional services in collection development, cataloging, processing, reporting, storage, or shipment, BAKER & TAYLOR/CLS may adjust pricing accordingly. All items will be supplied by CLS unless otherwise noted:

**ONGOING SERVICES – PRINT MATERIAL (SHELF READY).....\$3.70/UNIT**

INCLUDES:

1. ADAPTIVE AND COPY CATALOGING WITH CIP UPGRADES WHERE NEEDED, UTILIZING Z39.50  
PROTOCOL OR WORKING LIVE IN THE LIBRARY'S DATABASE
2. ITEM LINKING
3. PROJECT MANAGEMENT SUPPORT
4. MYLAR JACKET
5. SPINE LABEL
6. GENRE LABEL
7. BARCODE LABEL
8. CHECKPOINT THEFT DETECTION
9. LINK & AFFIX LIBRARY SUPPLIED RFID TAGS (AS NEEDED FOR SPECIFIC BRANCHES)

**ONGOING SERVICES – PRINT MATERIAL WITH PROCESSING ONLY.....\$3.10/UNIT**

INCLUDES:

1. PROJECT MANAGEMENT SUPPORT
2. PROPERTY STAMP
3. MYLAR JACKET
4. CHECKPOINT THEFT DETECTION
5. BARCODE LABEL
6. CIRCULATION LABEL
7. BRANCH LABEL
8. SPINE LABEL WITH CALL NUMBER (LOCAL CALL NUMBER VERIFIED THROUGH Z39.50 SEARCH)

**ALTERNATIVE METHOD - PRINT MATERIAL WITH PROCESSING ONLY.....\$1.50/UNIT**

INCLUDES:

1. PROJECT MANAGEMENT SUPPORT
2. PROPERTY STAMP
3. MYLAR JACKET
4. CHECKPOINT THEFT DETECTION
5. BARCODE LABEL
6. CIRCULATION LABEL
7. BRANCH LABEL
8. SPINE LABEL WITH CALL NUMBER (CALL NUMBER TRANSMITTED TO BAKER & TAYLOR)

**ADDITIONAL SERVICES AT THE LIBRARY'S REQUEST:**

**SPOKEN WORD AUDIO/JUVENILE KITS CATALOGING AND PROCESSING (ADDITIONAL).....\$2.50/UNIT**

**VINABIND (ADDITIONAL) .....\$4.75/UNIT**

**LAMINATE COVERS (ADDITIONAL).....\$1.99/UNIT**

**ORIGINAL CATALOGING .....FREE OF CHARGE**

- ♦ BAKER & TAYLOR'S PAYMENT TERMS ARE NET 30 DAYS FROM THE DATE OF INVOICE. INVOICING WILL OCCUR ON THE DATE CATALOGING AND PROCESSING IS COMPLETED AND THE MATERIALS ARE EITHER SHIPPED, OR PLACED IN STORAGE AT A BAKER & TAYLOR FACILITY. IF STORAGE IS REQUIRED, BAKER & TAYLOR WILL STORE THE MATERIALS IN A FULLY INSURED AND CLIMATE CONTROLLED FACILITY UNTIL THE DESIRED SHIPMENT DATES. INVOICES ARE MAILED TO THE LIBRARY AT THE TIME INVOICING OCCURS.

## APPENDIX 2

### DISCOUNT TERMS AND CONDITIONS OF SALE

**Baker & Taylor, Inc.**

**Fort Bend County Library (Firm Order Book/Spoken Word Audio and Continuations Materials)**

Baker & Taylor, Inc. is pleased to offer the discount terms and conditions listed below. The pricing grid below provides discounts for each product category offered by Baker & Taylor.

Product Category	Category Definition *	Price Indicator	Discount	
I.	Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction)	0 (zero) (Hardcover Trade Editions) C (Hardcover Computer Books)	47.1%	
II.	Juvenile Trade Hardcover Editions (Popular Fiction & Non-Fiction)	J	47.1%	
III.	Adult Quality Paperback Editions (Popular Fiction & Non-Fiction)	B (Paperback Trade Editions) C (Paperback Computer Books)	41.2%	
IV.	Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)	G	41.2%	
V.	Mass Market Paperback Editions	P	41.2%	
VI.	Single Edition Reinforced (Juvenile)	R	23.0%	
VII.	Publisher's Library Edition (Juvenile)	Z	23.0%	
VIII.	University Press Trade Editions	A	10.0%	
IX.	Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (May be of any binding and includes non-trade University Press titles and some spoken word audio)	S/X/N (Text, Technical, or Reference Editions) L (Hardcover Editions from Small, Specialty Publishers and/or Titles of Limited Demand) M (Paperback Editions from Small, Specialty Publishers and/or Titles of Limited Demand) T/U/V/W/4/7/Letter O (Specialty Textbooks) 5/6/8 (Professional Medical Titles)	S = 10.0% X = 10.0% N = 0.0% <sup>(2)</sup> L = 10.0% <sup>(3)</sup> M = 10.0% <sup>(3)</sup> T = 0.0% U = 0.0% V = 0.0% W = 0.0%	4 = 10.0% 7 = 10.0% Letter O = 10.0%  5 = 0.0% 6 = 0.0% 8 = 0.0%
X.	Imported English and Non-English Language Editions	F/K/I/3	F = 0.0% K = 0.0% I = 0.0% 3 = 0.0%	
XI.	Enhanced Service Program	Y / Q	0.0 % <sup>(4)</sup>	
XII.	Spoken Word Audio	H	45.0% <sup>(5)</sup>	
XIII.	Board Books	I	23.0%	
XIV.	Novelty Items/Activity Books	I	23.0%	
XV.	Special Programs, such as: - PawPrints Editions - Turtleback Editions - Playaway	D E All Playaway Audio Editions	D = 0.0% E = 10.0% Playaway = 15.0 %	

- (1) Please see the attached category definitions, which are attached hereto and incorporated herein by reference. Materials produced for TextStream print-on-demand services may fall into any category, depending upon the relationship established with the individual content suppliers.
- (2) Titles which receive minimal publisher discount will be invoiced at publisher's list price.
- (3) Represents publishers with limited sales volume, based upon a semi-annual review and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Also represents individual titles which do not qualify for preferred stock status, based upon quarterly review. These titles may be of any binding type or publisher of origin.
- (4) Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price.
- (5) Category XII in Baker & Taylor's Category Definitions. Approximately 92% of Spoken Word Audio Materials purchased fall into Category XII. The remainder of Spoken Word Materials may be classified as Category I, VII, VIII, IX, or XI. Discounts are based on the categories as described in our proposal.



**Baker & Taylor, Inc.**  
**Discount Terms and Conditions of Sale**

**Also, please note that:**

- Publisher's list price is subject to change without notice.
- Except where otherwise noted, book discounts are applied to current publisher's list price at the time of shipment.
- Baker & Taylor reserves the sole right to be the final determinant of product categories, category definitions and price indicators. The discounts vary based on this determination.
- Titles are categorized by Baker & Taylor for pricing purposes by considering the binding, general marketing categories, demand for certain titles, preferred stock status, cost of acquisition, cost of distribution, and the size or type of publisher, as well as factors related to relationships with publishers such as shipping terms, payment terms, publisher's discount, returnability to publishers and other factors.
- Product categories, category definitions and price indicators are subject to change at Baker & Taylor's sole discretion, without notice, based upon the above-described factors for categorizing titles.
- For domestic titles where no publisher list price is assigned by the publisher, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For imported titles where no publisher list price is assigned by the publisher for the U.S. market, Baker & Taylor will assign such titles a U.S. dollar price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For PawPrints editions, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- Titles of limited demand or from small or specialty publishers generally are included in Product Category IX or Product Category XI.
- The discount terms and conditions listed do not apply to Baker & Taylor's Approval Programs.
- Baker & Taylor provides an invoice that identifies the publisher's current list price, the discount offered, and the exact price charged for each title ordered.

## **APPENDIX 3**

### **CATEGORY DEFINITIONS**

- I. **Adult Trade Hardcover Editions (O, C)** *(may include some spoken word audio materials)*  
High demand materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: The Broker by John Grisham, ISBN: 0385510454.
- II. **Juvenile Trade Hardcover Editions (J)**  
High demand, juvenile materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: A Light in the Attic by Shel Silverstein, ISBN: 0060256737.
- III. **Adult Quality Paperback Editions (B, C)**  
High demand paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: My Sister's Keeper by Jodi Picoult, ISBN: 0743454537.
- IV. **Juvenile Quality Paperback Editions (G)**  
High demand, juvenile paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: Charlotte's Web by E.B. White, ISBN: 0064400557.
- V. **Mass Market Paperback Editions (P)**  
A standard rack size paperback typically found in bookstores or other retail outlets. An example of a mass market paperback would be: The Girl Who Loved Tom Gordon by Stephen King, ISBN: 0671042858.
- VI. **Single Edition Reinforced (R)**  
A high quality binding designed to provide a long shelf life in a heavy use environment. Although the binding is fanned and glued it may not be sewn, which is typically found in the publisher library edition. Subject content can include both fictional and non-fiction works appealing to juveniles as well as adults. These bindings are identified by the publisher to Baker & Taylor. An example of a single edition reinforced binding would be: Bunnicula Strikes Again! By James Howe, ISBN 0689814631.
- VII. **Publisher Library Editions (Z)**  
Fiction as well as non-fiction materials appealing to both juveniles and adults, designed with the rugged durability required of the environment typically found in a library setting. Publisher Library Editions are traditionally of the highest quality, usually fanned, sewn and glued to provide the greatest possible shelf life of any binding. These bindings are identified by the publisher to Baker & Taylor. An example of a publisher library edition would be: If You Give A Pig A Pancake by Laura Joffe Numeroff, ISBN: 0060266872.
- VIII. **University Press Trade Editions (A)** *(may include some spoken word audio materials)*  
This category would include any University Press Trade Editions, both adult and juvenile, and are subject to publisher reclassification. An example of a university press trade edition would be: The Oxford Companion to the Garden by Oxford University Press, ISBN: 0199551979.
- IX. **Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (S, X, N, L, M, V, T, U, W, Letter O, 4, 5, 6, 7, 8)**  
Category of materials includes, but is not limited to, text, technical, reference, professional medical, small press, and some university press titles (excluding University Press Trade Editions). It includes titles purchased from publishers on a non-returnable basis, those publishers that extend little discount to Baker & Taylor, and publishers whose titles have limited sales volume based upon a semi-annual review. It includes individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Additionally, any publisher which is not in compliance with some of Baker & Taylor's purchasing requirements could be in this category. Materials in this category are both adult and juvenile and may be of any binding. Examples within this category would be: The Merck Index, ISBN: 0911910131, Strategies That Work, ISBN: 1571103104 and Beauty and the East ISBN: 1566563879.
- X. **Imported English and Non-English Language Editions (F,K,1,3)**  
Titles produced and distributed outside of the domestic US. These titles may be of any binding type and represent various publishers.
- XI. **Enhanced Service Program Titles (Y/Q)**  
This category includes materials where Baker & Taylor receives no discount from the publisher, or prepayment is required by the publisher, or publishers which have restrictions on returns, or books of small or non-commercial publishers with limited sales volume based upon a semi-annual review. Any publisher which is not in compliance with Baker & Taylor's purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will receive no discount and are subject to a service charge. An example within this category would be: Paths to Recovery, ISBN: 0910034311.
- XII. **Spoken Word Audio (H)**  
Materials designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles can be either fiction or current non-fiction. An example of a primarily abridged spoken word audio would be: The Broker by John Grisham, ISBN: 0739316443.
- XIII. **Board Books (I)**  
Durable materials from widely distributed domestic publishers designed for young children; pages are manufactured of heavy gauge cardboard to prevent tearing. These editions typically feature few pages, simple themes and colorful illustrations or photographs. An example of a board book would be: Runaway Bunny by Margaret Wise Brown, ISBN: 0061074292.
- XIV. **Novelty Items/Activity Books (I)**  
Specially packaged gift set or novelty item related to a book product or attached as an accessory to a book product. These items would include a book with toy, rag books, washable cloth books, books with accessories or kits, electronic sound books, sticker books, tracing books or coloring books. This category also includes any non-book merchandise such as model kits, hobby kits, flash cards or jigsaw puzzles. An example of an item in this category would be: Chesterfield the Pig: Book and Toy, ISBN 0307145077.
- XV. **Special Programs (D and E)**  
Programs, formats, or editions offered only by Baker & Taylor or not included in any other category. These programs include but may not be limited to PawPrints and Turtleback editions. Examples of items in this category would be: Clifford's Valentines Day by Norman Bridwell, ISBN 1435201736 (PawPrints prebound edition) and Mr. Putter and Tabby Spin the Yarn by Cynthia Rylant, ISBN 1417795565 (Turtleback prebound edition).

**APPENDIX 4**  
**BAKER & TAYLOR, INC.'S**  
**ENHANCED SERVICES PROGRAM**

Baker & Taylor is pleased to offer a service that will save your library time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the library can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

Baker & Taylor's Enhanced Services Program provides the library with access to millions of active book titles representing over 66,000 imprints. This breadth of coverage is greater than that of any other book industry wholesaler.

The "ESP" program builds on B&T's already outstanding publisher relations by:

- Expanding our vendor relations team responsible for the follow-up of all publisher orders, improving the speed of delivery of all titles to the library;
- Widening our publisher base to include hundreds of small non-commercial publishers formerly considered apply direct by the book industry; and
- Increasing our reporting capabilities by providing order status reports for 100% of all titles not yet published and by supplying anticipated publication release dates for all out of stock items.

This category includes material where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or books of small, limited in demand and/or non-commercial publishers. Any publisher which is not in compliance with Baker & Taylor's purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will be invoiced at list price.

For libraries concerned about purchasing these types of titles, B&T's Title Source for Windows can assist the librarian in researching a particular item's category and format. Surcharge titles will appear with a Y or Q in the discount code field. Additionally, you may contact your Customer Service representative or Information Services via phone, fax, or e-mail ([btinfo@baker-taylor.com](mailto:btinfo@baker-taylor.com)) to determine surcharge titles before placing an order.

As a convenience to the library, B&T can exclude these titles from all orders by adjusting your account profile setup. Please contact your Customer Service Representative for additional information.

## **APPENDIX 5**

### **INSTITUTIONAL RETURNS POLICY**

(Revised August 2007)

The following guidelines are required to ensure prompt handling of your return. All product returns (**excluding Book Leasing programs**) require prior authorization from a Customer Service Representative. *You may contact your appropriate representative via the toll-free number listed on your packing list.*

#### *How to Obtain Return Authorization*

Please use the Return Authorization Form from your shipment's packing list to make all returns. Contact your Customer Service Representative for return authorization. ***All claims must be made within 45 days from the date of invoice.***

1. When calling for return authorization, please have the following information available:
  - A. Return Authorization Form
  - B. Your account number and ATS# from the shipment's packing list (located mid-page under the Return Authorization Form explanation)
  - C. Reason for the claim/return
  - D. Action being requested -
    1. Replacement of product
    2. Credit to your account; no replacement product necessary
2. Your Customer Service Representative will assign your return an authorization number (RTA#). To expedite the process, please clearly mark the RTA# on the Return Authorization Form and on the outside of the carton in the upper right corner from the shipping label.
3. Make your return via an insured and traceable carrier; Baker & Taylor is not liable for returns lost in transit.
4. ***Products incorrectly shipped by Baker & Taylor may be returned with authorization within 45 days of the product's date of invoice.*** Product(s) meeting the definition of Publisher defective may be returned with prior authorization within six months of the product's date of invoice. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable.

**DAMAGED SHIPMENTS:** If you receive a damaged carton(s) which resulted in damaged product(s), please hold the product(s) and save the carton for Carrier inspection. If the damage is visible at the time of delivery, bring it to the Carrier's attention and note it on the Bill of Lading. Then, contact your Baker & Taylor Customer Service Representative via the toll-free number listed on the packing list.

**CLAIMING SHORTAGES:** Please check your packing list or invoice before claiming shortages. ***All claims must be made within 45 days from the product's invoice date.*** Please ensure you have received all cartons of a shipment prior to signing for receipt from the Carrier. Cartons you have signed for as received from the Carrier are not claimable as shortages from Baker & Taylor.

**INTERNATIONAL CUSTOMERS ONLY:** For information on making returns of damaged, defective, or incorrect products, please contact your local International Sales Office or our International Customer Service Department in Momence, Illinois (FAX: 815-472-9886). You may also refer to the website at <http://www.btol.com/international/return>.

All returns should be sent to:

**Baker & Taylor Returns Center  
Department R  
5055 W. 79<sup>th</sup> St.  
Indianapolis, IN 46268**

## **APPENDIX 6**

### **BAKER & TAYLOR REFERENCES**

#### **Houston Public Library**

Syma Zerkow, Chief of Technical Services  
500 McKinney Avenue  
Houston, TX 77002  
Phone: (832) 393-1484  
[syma.zerkow@cityofhouston.net](mailto:syma.zerkow@cityofhouston.net)

CLS has been working with the Houston Public Library since 1986 providing system and shelf ready material on an ongoing basis. HPL uses a full breadth of CLS services to provide their patrons with a level of service unmatched in Texas and in the southwest. CLS also provides monthly collection development lists the library uses as a key component of their collection development workflow.

#### **Johnson County Library**

Jason Barnes, Manager of Bibliographic Services  
9875 West 87<sup>th</sup> Street  
Overland Park, KS 66212  
Phone: (913) 826-4600, ext. 64493  
[barnesj@jocolibrary.org](mailto:barnesj@jocolibrary.org)

CLS has been working with the Johnson County Library since 2004, providing system and shelf ready material on an ongoing basis.

#### **Maricopa County Library District**

Cindy Kolaczynski, Director  
2700 N Central Ave, Suite 700  
Phoenix, AZ 85004  
Phone: (602) 506-5751  
[CindyKolaczynski@mclldaz.org](mailto:CindyKolaczynski@mclldaz.org)

CLS currently provides full shelf ready services for the library and has completed 4 Opening Day Collections. Maricopa has been a CLS customer for 7 years.

**APPENDIX 7**

**CONTINUATION SERVICES EXCEPTIONS LIST**  
**AND DETAILED TITLE QUOTATION**

Baker & Taylor can provide all series requested by the Fort Bend County Library with the exception of the following titles:

Series ID	Title	Notes
0008391	A's & B's ACADEMIC SCHOLARSHIPS	OUT OF BUSINESS
	COMPLETE NONPROFIT CORPORATION KIT	NOT A CONTINUATIONS TITLE - OUT OF PRINT
3484235	FODORS SOUTHEAST ASIA	CEASED. FODOR'S THAILAND, SERIES ID: 3484631 IS AVAILABLE.
4098505	HANDBOOK OF PRIVATE SCHOOLS	CEASED PUBLICATION
4343703	HOUSTON JOB BANK	CEASED
2368330	PETERSON'S 440 COLLEGES FOR TOP STUDENTS	CEASED PUBLICATION
3993144	PLACES RATED ALMANAC	APPLY DIRECT
2240828	POSTAL SERVICE GUIDE TO US STAMPS	APPLY DIRECT
	S&P MANUAL/OUTLOOK	APPLY DIRECT
4527552	TIME ALMANAC (PBK.)	CEASED PUBLICATION

**Fort Bend County - CS Title Quote**  
**Richmond, TX**  
**Baker & Taylor, Inc.**  
**IFB 15-012, Trade Books**

<u>ISBN/Binding</u>	<u>ISBN 13</u>	<u>Author / Editor</u>	<u>Title</u>	<u>Publisher</u>	<u>Qty</u>	<u>Key</u>	<u>List Price</u>	<u>Discount</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>NOTES</u>
1413319130 : PAP	9781413319132	Editors of Nolo (COR)	101 law forms for personal use /	Ingram Pub Services	1	B	\$29.99	41.20%	\$17.63	\$17.63	B&T Continuation: 0007901739
022610544X : PAP	9780226105444	Barone, Michael,	The almanac of American politics, 2014 :	Univ of Chicago Pr	1	A	\$90.00	10.00%	\$81.00	\$81.00	B&T Continuation: 0000268037
080803829X : PAP	9780808038290	Troy, Leo, Ph.D.	Almanac of Business and Industrial Financial Ratios 2015	Cch Inc	1	X	\$272.95	10.00%	\$245.66	\$245.66	B&T Continuation: 0000268144
1440335680 : PAP	9781440335686	Bostic, Mary Burzlaff (EDT)	Artist's & Graphic Designer's Market 2015	F & W Media Inc	1	B	\$34.99	41.20%	\$20.57	\$20.57	B&T Continuation: 00008933400
0764147935 : PAP	9780764147937	Duran, Terry L.	Barron's ASVAB :	Barron's,	1	B	\$18.99	41.20%	\$11.17	\$11.17	B&T Continuation: 0004345716
0764147528 : PAP	9780764147524	Wischnitzer, Saul,	Guide to medical & dental schools /	Barron's,	1	B	\$18.99	41.20%	\$11.17	\$11.17	B&T Continuation: 0001045053
0547868863 : PAP	9780547868868	Egan, Jennifer (EDT)/ Pitlor, Heidi (EDT)	The Best American Short Stories 2014	Houghton Mifflin Harcourt	1	B	\$14.95	41.20%	\$8.79	\$8.79	B&T Continuation: 0001165539
1423194098 : PAP	9781423194095	Birnbaum Travel	Birnbaum's 2015 Disneyland Resort :	Hyperion Books	1	B	\$15.99	41.20%	\$9.40	\$9.40	B&T Continuation: 0001362508
1423194136 : PAP	9781423194132	Guides (COR)	Birnbaum's 2015 Walt Disney World for Kids :	Hyperion Books	1	B	\$12.99	41.20%	\$7.64	\$7.64	B&T Continuation: 0002240851
1423117050 : PAP	9781423117056	Guides (COR)	Birnbaum's Walt Disney World without kids :	Disney Editions and Hearst Business Pub.,	1	B	\$13.95	41.20%	\$8.20	\$8.20	B&T Continuation: 0006260707
0872927911 : PAP	9780872927919	Weiers, Pamela S. Council of State Governments (COR)/ Adkins, David (FRW)	The Book of the States 2014	Council of State Government	1	Y	\$99.00	0.00%	\$99.00	\$99.00	B&T Continuation: 0006263263
1598047329 : PAP	9781598047325	Office of Management and Budget (COR)	Budget of the U.S. Government Fiscal Year 2015	Claitors Pub Div	1	X	\$39.00	10.00%	\$35.10	\$35.10	B&T Continuation: 0009547688
0984173447 : PAP	9780984173440	Gillis, Jack,	The car book 2014 /	Gillis Pub Group	1	M	\$23.95	10.00%	\$21.56	\$21.56	B&T Continuation: 0005392618
007183544X : PAP	9780071835442	Chase's Calendar of Events (EDT)	Chase's Calendar of Events 2015	McGraw-Hill	1	B	\$80.00	41.20%	\$47.04	\$47.04	B&T Continuation: 0001989003
1457303221 : PAP	9781457303227	College Board (COR)	CLEP :	Henry Holt & Co	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0004027314
0451240227 : PAP	9780451240224	Gibbs, William T,	Coin world guide to U.S. coins, prices & value trends /	Penguin Group USA	1	P	\$8.99	41.20%	\$5.29	\$5.29	B&T Continuation: 0002152015
0965406679 : PAP	9780965406673	Lanier, Pamela	The Complete Guide to Bed and Breakfasts, Inns and Guesthouses International	Natl Book Network	1	B	\$19.95	41.20%	\$11.73	\$11.73	B&T Continuation: 0002369965 PRODUCT CANCELLED
0804124973 : PAP	9780804124973	Robinson, Adam/ Blenel, Kevin/ Myers, Mindy Eve (CON)/ Spruill, Bob (CON)/ Brody, Andrew (CON)	The Princeton Review Cracking the LSAT Premium Edition 2015	Random House Inc	1	B	\$38.99	41.20%	\$22.93	\$22.93	B&T Continuation: 0004904736
1482208679 : HRD	9781482208672	Haynes, W. M., Ph.D. (EDT)/ Lide, David R., Ph.D. (EDT)/ Bruno, Thomas J., Ph.D. (EDT)	CRC handbook of chemistry and physics : Crime in the United States	Taylor & Francis	1	N	\$169.95	0.00%	\$169.95	\$169.95	B&T Continuation: 0001658954
1598887173 : HRD	9781598887174	Bernan Press (COR)	Crime in the United States	Bernan Assoc	1	N	\$105.00	0.00%	\$105.00	\$105.00	B&T Continuation: 0009460833
087292789X : PAP	9780872927896	Council of State Governments (COR)	The Council of State Governments State Directory 2014 :	Council of State Government	1	Y	\$65.00	0.00%	\$65.00	\$65.00	B&T Continuation: 0001433044
0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	B&T Continuation: 0002632008



0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	B&T Continuation: 0002632008 B&T Continuation: 0002831709
1934717266 : PAP	9781934717264	Kennedy Information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information	1	M	\$69.95	10.00%	\$62.96	\$62.96	Publisher still not sure if a new edition will published.
1593575483 : HRD	9781593575489	JIST Works, Inc. (COR)		Jist Works	1	L	\$49.95	10.00%	\$44.96	\$44.96	B&T Continuation: 0005386727
0345515900 : PAP	9780345515902	Brown, Gerry (EDT)/ Morrison, Mike (EDT)	Eson Sports Almanac 2010	Random House Inc	1	B	\$12.99	41.20%	\$7.64	\$7.64	B&T Continuation: 0004527859
1413317154 : PAP	9781413317152	Portman, Janet.	Every tenant's legal guide /	Nolo.	2	B	\$34.99	41.20%	\$20.57	\$20.57	PRODUCT CANCELLED B&T Continuation: 0007900632
1452283206 : HRD	9781452283203	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory	Cq Pr	1	N	\$205.00	0.00%	\$205.00	\$205.00	B&T Continuation: 0003362829
0804142866 : PAP	9780804142861	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Alaska	Random House Inc	1	B	\$22.99	41.20%	\$13.52	\$13.52	B&T Continuation: 0003479185
0804142858 : PAP	9780804142854	Fodor's Travel Publications, Inc. (COR)	Fodor's Argentina :	Random House Inc	1	B	\$25.99	41.20%	\$15.28	\$15.28	B&T Continuation: 0003211471
0804142769 : PAP	9780804142762	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Arizona & the Grand Canyon	Random House Inc	1	B	\$22.99	41.20%	\$13.52	\$13.52	B&T Continuation: 0003481306
0804142181 : PAP	9780804142182	Atkinson, Lee.	Fodor's Australia /	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003479813
0804142734 : PAP	9780804142731	Fodor's Travel Publications, Inc. (COR)	Fodor's California 2015	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003480324
1400007348 : PAP	9781400007349	Fodor's Travel Publications, Inc. (COR)	Fodor's Canada.	Fodor's Travel Publications :	1	B	\$22.95	41.20%	\$13.49	\$13.49	B&T Continuation: 0003480316
0770432239 : PAP	9780770432232	Kast, Marlise Elizabeth, Fodor's Travel Publications, Inc. (COR)	Fodor's 2014 Canc��n and the Riviera Maya /	Random House Inc	1	B	\$19.99	41.20%	\$11.75	\$11.75	B&T Continuation: 0003480274
0804142629 : PAP	9780804142625	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Caribbean	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003480407
0770432093 : PAP	9780770432096	Friedman, Sophie, Baca, Ricardo,	Fodor's China /	Random House Inc	1	B	\$29.99	41.20%	\$17.63	\$17.63	B&T Continuation: 0003483781
0804141878 : PAP	9780804141871	Fodor's Travel Publications, Inc. (COR)	Fodor's Colorado /	Random House Inc	1	B	\$19.99	41.20%	\$11.75	\$11.75	B&T Continuation: 0003480498
0804142688 : PAP	9780804142687	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Costa Rica	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003480464
1400019109 : PAP	9781400019106	Fodor's Travel Publications, Inc. (COR)	Fodor's Eastern & Central Europe	Random House Inc	1	B	\$24.95	41.20%	\$14.67	\$14.67	B&T Continuation: 0003480704 PERMANENTLY OUT OF STOCK
1400003393 : PAP	9781400003396	Fodor's Travel Publications, Inc. (COR)	Fodor's Essential South :	Random House Inc	1	B	\$21.99	41.20%	\$12.93	\$12.93	B&T Continuation: 0003484144 PERMANENTLY OUT OF STOCK
0804142718 : PAP	9780804142717	Fodor's Travel Publications, Inc. (COR)	Fodor's Florida 2015	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003481173
0804142696 : PAP	9780804142694	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 France	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003481207
0804141975 : PAP	9780804141970	Adeane, Leonie, Fodor's Travel Publications, Inc. (COR)	Fodor's Germany /	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003481413 B&T Continuation: 0005727946 TITLE CHANGED FROM: FODORS GREAT BRITAIN
0804142092 : PAP	9780804142090	Fisher, Robert I. (EDT)/ Amvrazi, Alexia (CON)/ Carson, Elizabeth (CON)/ Carson, Jeffrey (CON)/ Coffman, Linda (CON)	Fodor's Essential Great Britain :	Random House Inc	1	B	\$24.99	41.20%	\$14.69	\$14.69	
0307929167 : PAP	9780307929167	Fodor's Travel Publications :	Fodor's Greece /	Fodor's Travel Publications :	1	B	\$24.99	41.20%	\$14.69	\$14.69	B&T Continuation: 0003481819



0071824863 : PAP	780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill		1	6	\$85.00	0.00%	\$85.00	\$85.00	\$85.00	B&T Continuation: 0002632008 B&T Continuation: 0002831709
1934717266 : PAP	781934717264	Kennedy Information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information,		1	M	\$69.95	10.00%	\$62.96	\$62.96	\$62.96	Publisher still not sure if a new edition will be published.
1593575483 : HRD	781593575489	JIST Works, Inc. (COR)		Jist Works		1	L	\$49.95	10.00%	\$44.96	\$44.96	\$44.96	B&T Continuation: 0005386727 B&T Continuation: 0004527859
0345515900 : PAP	780345515902	Brown, Gerry (EDT)/ Morrison, Mike (EDT)	Espn Sports Almanac 2010	Random House Inc		1	B	\$12.99	41.20%	\$7.64	\$7.64	\$7.64	PRODUCT CANCELLED
1413317154 : PAP	781413317152	Portman, Janet.	Every tenant's legal guide /	Nolo,		2	B	\$34.99	41.20%	\$20.57	\$20.57	\$20.57	B&T Continuation: 0007900632
1452283206 : HRD	781452283203	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory	Cq Pr		1	N	\$205.00	0.00%	\$205.00	\$205.00	\$205.00	B&T Continuation: 0003362829
140006864 : PAP	78140006861	Fodor's Travel Publications, Inc. (COR)	Fodor's South America.	Fodor's Travel Publications :		1	B	\$27.95	41.20%	\$16.43	\$16.43	\$16.43	B&T Continuation: 0003484219 PERMANENTLY OUT OF STOCK
0804142785 : PAP	780804142786	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Spain	Random House Inc		1	B	\$25.99	41.20%	\$15.28	\$15.28	\$15.28	B&T Continuation: 0003484417
0891419519 : PAP	780891419518	Fodor's Travel Publications, Inc. (COR)	Fodor's Switzerland /	Fodor's Travel Publications :		1	B	\$22.99	41.20%	\$13.52	\$13.52	\$13.52	B&T Continuation: 0003484607
0770432433 : PAP	780770432430	Bareuther, Carol,	Fodor's U.S. & British Virgin Islands /	Random House Inc		1	B	\$19.99	41.20%	\$11.75	\$11.75	\$11.75	B&T Continuation: 0003484888 B&T Continuation: 0003484839 TITLE CHANGED FROM: FODORS USA
0307480585 : PAP	780307480583	Fodor's Travel Publications, Inc. (COR)	Fodor's essential USA.	Fodor's Travel Publications,		1	B	\$25.99	41.20%	\$15.28	\$15.28	\$15.28	B&T Continuation: 0003484862 PERMANENTLY OUT OF STOCK
0307480526 : PAP	780307480521	Callaway, Nina/ Lillis, Mike/ McKeever, Amy/ Owens, Donna/ Powers, Alice	Fodor's Virginia & Maryland.	Fodor's Travel Publications,		1	B	\$19.99	41.20%	\$11.75	\$11.75	\$11.75	B&T Continuation: 0003484862 PERMANENTLY OUT OF STOCK
080414267X : PAP	780804142670	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Walt Disney World :	Random House Inc		1	B	\$19.99	41.20%	\$11.75	\$11.75	\$11.75	B&T Continuation: 0003481538
0804142742 : PAP	780804142748	Fodor's Travel Publications, Inc. (COR)	Fodor's 2015 Washington, D.C. :	Random House Inc		1	B	\$19.99	41.20%	\$11.75	\$11.75	\$11.75	B&T Continuation: 0003484904 B&T Continuation: 0003197183
0470636130 : PAP	780470636138	Sarna, Heidi.	Frommer's cruises & ports of call /	Wiley,		1	B	\$24.99	41.20%	\$14.69	\$14.69	\$14.69	OUT OF PRINT
1137367342 : HRD	781137367341	Palgrave Macmillan (COR)	The grants register, 2015.	Palgrave Macmillan		1	N	\$415.00	0.00%	\$415.00	\$415.00	\$415.00	B&T Continuation: 0003868007
1908843632 : HRD	781908843630	Guinness World Records (COR)	Guinness World Records 2015	St Martins Pr		2	O	\$28.95	47.10%	\$15.31	\$15.31	\$15.31	B&T Continuation: 0004040002
0553390554 : PAP	780553390551	Glenday, Craig (EDT)	Guinness World Records 2014 /	Random House		1	P	\$7.99	41.20%	\$4.70	\$4.70	\$4.70	B&T Continuation: 0004040010
1440239126 : PAP	781440239120	Lee, Jerry (EDT)	Gun Digest 2015	F & W Media Inc		1	B	\$34.99	41.20%	\$20.57	\$20.57	\$20.57	B&T Continuation: 0004043501
0794842240 : PAP	780794842246	Yeoman, R. S./ Bressett, Kenneth (EDT)	Handbook of United States Coins :	Whitman Pub Lic		1	B	\$9.95	41.20%	\$5.85	\$5.85	\$5.85	B&T Continuation: 0004105003
163053000X : HRD	781630530006	Mergent (COR)	Hoover's handbook of American business, 2014.	Mergent,		1	N	\$312.00	0.00%	\$312.00	\$312.00	\$312.00	B&T Continuation: 0004331252
1630530026 : HRD	781630530020	Mergent (COR)	Hoover's Handbook of Private Companies 2014	Mergent Inc		1	N	\$245.00	0.00%	\$245.00	\$245.00	\$245.00	B&T Continuation: 0002851830
1630530018 : HRD	781630530013	Mergent, Inc. (COR)	Hoover's handbook of world business, 2014.	Mergent,		1	N	\$257.00	0.00%	\$257.00	\$257.00	\$257.00	B&T Continuation: 0004331286
0944508901 : PAP	780944508909	Sherman, Charles Edward,	How to do your own divorce in Texas, 2013-2015 /	Pgw		2	B	\$29.95	41.20%	\$17.61	\$17.61	\$17.61	B&T Continuation: 0008411241
1118922018 : PAP	781118922019	Lasser, J. K. (COR)	J.K. Lasser's Your Income Tax 2015 :	John Wiley & Sons Inc		2	B	\$24.95	41.20%	\$14.67	\$14.67	\$14.67	B&T Continuation: 0005051305
1579129773 : PAP	781579129774	Kovel, Terry H,	Kovel's antiques & collectibles price guide 2015 /	Black Dog & Leventhal Pub		1	B	\$27.95	41.20%	\$16.43	\$16.43	\$16.43	B&T Continuation: 0002369007
1413319394 : PAP	781413319392	Stewart, Marcia,	Leases & rental agreements /	Ingram Pub Services		2	B	\$29.99	41.20%	\$17.63	\$17.63	\$17.63	B&T Continuation: 0008875528
1413317391 : PAP	781413317398	Steingold, Fred.	Legal guide for starting & running a small business /	Nolo,		2	B	\$39.99	41.20%	\$23.51	\$23.51	\$23.51	B&T Continuation: 0005462163
0142181765 : PAP	780142181768	Mallin, Leonard	Leonard Mallin's 2015 Movie Guide :	Penguin Group USA		2	B	\$25.00	41.20%	\$14.70	\$14.70	\$14.70	B&T Continuation: 0009105644

0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	\$85.00	B&T Continuation: 0002632008 B&T Continuation: 0002831709 Publisher still not sure if a new edition will be published.
1934717266 : PAP	9781934717264	Kennedy Information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information, Jist Works	1	M	\$69.95	10.00%	\$69.95	\$62.96	\$62.96	
1593575483 : HRD	9781593575489	JIST Works, Inc. (COR)			1	L	\$49.95	10.00%	\$49.95	\$44.96	\$44.96	B&T Continuation: 0005386727 B&T Continuation: 0004527859
0345515900 : PAP	9780345515902	Brown, Gerry (EDT)/ Morrison, Mike (EDT)	Espn Sports Almanac 2010	Random House Inc	1	B	\$12.99	41.20%	\$12.99	\$7.64	\$7.64	PRODUCT CANCELLED
1413317154 : PAP	9781413317152	Portman, Janet.	Every tenant's legal guide /	Nolo,	2	B	\$34.99	41.20%	\$34.99	\$20.57	\$20.57	B&T Continuation: 0007900632
1452283206 : HRD	9781452283203	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory	Cq Pr	1	N	\$205.00	0.00%	\$205.00	\$205.00	\$205.00	B&T Continuation: 0003362829
161237042X : PAP	9781612370422	Armstrong, Ian/ Booth, Serena/ Buffo, Heather/ Byrne, Adeline/ Friel, Kevin	Let's Go 2014 Europe :	Pgw	1	B	\$19.99	41.20%	\$19.99	\$11.75	\$11.75	B&T Continuation: 0005488200
1598807048 : PAP	9781598807042	Bush, Asa/ Lipson, Rachel/ Naddaff-Hafrey, Benjamin/ Houser, Meghan/ McLeod, Dorothy	Let's Go Great Britain with Belfast and Dublin :	Pgw	1	B	\$19.95	41.20%	\$19.95	\$11.73	\$11.73	B&T Continuation: 0005488168 OUT OF PRINT
1573874736 : PAP	9781573874731	Hallard, Karen (EDT)/ Purkayastha, Miltra (EDT)/ Sposobiec, Vivian (EDT)	LMP 2014 :	Information Today Inc	1	N	\$379.00	0.00%	\$379.00	\$379.00	\$379.00	B&T Continuation: 0005582002
0911910190 : HRD	9780911910193	Porter, Robert S. (EDT)/ Kaplan, Justin L., M.D. (EDT)	The Merck manual of diagnosis and therapy /	Merck Sharp & Dohme,	2	6	\$79.95	0.00%	\$79.95	\$79.95	\$159.90	B&T Continuation: 0005985502
1572182911 : PAP	9781572182912	Moselle, Ben (EDT)/ Knight, Laura (ILT)/ Quindoy, Devona (ILT)	2014 national building cost manual /	Craftsman Book Co	2	B	\$63.00	41.20%	\$63.00	\$37.04	\$74.08	B&T Continuation: 0001610211
157218292X : PAP	9781572182929	Pray, Richard (EDT)	National Construction Estimator 2014	Craftsman Book Co	2	B	\$72.50	41.20%	\$72.50	\$42.63	\$85.26	B&T Continuation: 0006489082
1455905445 : HRD	9781455905447	Earley, Mark W. (EDT)/ Coache, Christopher D. (EDT)/ Cloutier, Mark (EDT)/ Moniz, Gili (EDT)	National Electrical Code Handbook 2014	Natl Fire Protection Assn	1	Y	\$165.50	0.00%	\$165.50	\$165.50	\$165.50	B&T Continuation: 0006517346
1572182938 : PAP	9781572182936	Tyler, Mark C.	National Electrical Estimator 2014	Craftsman Book Co	1	B	\$72.75	41.20%	\$72.75	\$42.78	\$42.78	B&T Continuation: 0003073129
1598866983 : PAP	9781598866986	Bernan Press (COR)	National Zip Code Directory 2014 :	Rowman & Littlefield Pub Inc	1	N	\$83.00	0.00%	\$83.00	\$83.00	\$83.00	B&T Continuation: 0006517817
1572182954 : PAP	9781572182950	Gleason, Dennis D.	National Painting Cost Estimator 2014	Craftsman Book Co	1	B	\$73.00	41.20%	\$73.00	\$42.92	\$42.92	B&T Continuation: 0007143159
1572182962 : PAP	9781572182967	Thompson, James A.	National Plumbing & HVAC Estimator 2014	Craftsman Book Co	1	B	\$73.25	41.20%	\$73.25	\$43.07	\$43.07	B&T Continuation: 0006061907
1572182970 : PAP	9781572182974	Russell, Jonathon (EDT)	National Renovation & Insurance Repair Estimator 2014	Craftsman Book Co	2	B	\$74.50	41.20%	\$74.50	\$43.81	\$87.62	B&T Continuation: 0005397609
1572182989 : PAP	9781572182981	Paxton, Albert S.	2014 national repair & remodeling estimator /	Craftsman Book Co	1	B	\$73.50	41.20%	\$73.50	\$43.22	\$43.22	B&T Continuation: 0006551204
1413320783 : PAP	9781413320787	McKeever, Mike P.	How to write a business plan /	Ingram Pub Services	1	B	\$34.99	41.20%	\$34.99	\$20.57	\$20.57	B&T Continuation: 0008752529
1598047299 : HRD	9781598047295	U.S. Department of Labor (COR)/ U.S. Bureau of Labor Statistics (COR)	Occupational Outlook Handbook 2014-15	Claitors Pub Div	1	X	\$38.00	10.00%	\$38.00	\$34.20	\$34.20	B&T Continuation: 0009531674
0375723560 : PAP	9780375723568	Hudgeons, Marc,	The official 2015 blackbook price guide to United States paper money /	Random House	2	P	\$8.99	41.20%	\$8.99	\$5.29	\$10.58	B&T Continuation: 0006906705
0375723684 : PAP	9780375723681	Hudgeons, Marc,	The official 2015 price guide to world coins /	Random House	1	P	\$8.99	41.20%	\$8.99	\$5.29	\$5.29	B&T Continuation: 0004586830

0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	B&T Continuation: 0002632008 B&T Continuation: 0002831709
1934717266 : PAP	9781934717264	Kennedy Information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information,	1	M	\$69.95	10.00%	\$62.96	\$62.96	Publisher still not sure if a new edition will published.
1593575483 : HRD	9781593575489	JIST Works, Inc. (COR)		Jist Works	1	L	\$49.95	10.00%	\$44.96	\$44.96	B&T Continuation: 0005386727
0345515900 : PAP	9780345515902	Brown, Gerry (EDT)/ Morrison, Mike (EDT)	Espn Sports Almanac 2010	Random House Inc	1	B	\$12.99	41.20%	\$7.64	\$7.64	B&T Continuation: 0004527859
1413317154 : PAP	9781413317152	Portman, Janet.	Every tenant's legal guide /	Nolo,	2	B	\$34.99	41.20%	\$20.57	\$20.57	PRODUCT CANCELLED B&T Continuation: 0007900632
1452283206 : HRD	9781452283203	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory	Cq Pr	1	N	\$205.00	0.00%	\$205.00	\$205.00	B&T Continuation: 0003362829
1598047310 : HRD	9781598047318	Brown, Evangeline (EDT)/ Alston, Farnsworth (EDT)/ Bush, Michael (EDT)/ Carter, Mary Ann (EDT)/ Faxio-Douglas, Natoshka (EDT)		Claitors Pub Div	1	X	\$60.00	10.00%	\$54.00	\$54.00	B&T Continuation: 0006903694
1936681749 : PAP	9781936681747	Fleisher, Brian (EDT)/ Staff of Beckett Baseball (EDT)/ Beckett, James. III (CRT)	Congressional Directory 2013-2014 :		2	M	\$39.95	10.00%	\$35.96	\$35.96	B&T Continuation: 0001088996
1936681684 : PAP	9781936681686	Beckett Media (COR)	Beckett Baseball Card Price Guide 2014 :	Beckett Pubns	2	M	\$39.95	10.00%	\$35.96	\$35.96	B&T Continuation: 0003198934
193668165X : PAP	9781936681655	Beckett Media (COR)	Beckett Football Card Price Guide 2015	Beckett Pubns	2	M	\$39.95	10.00%	\$35.96	\$35.96	B&T Continuation: 0003485802
1571986367 : PAP	9781571986368	Old Farmer's Almanac (COR)	The Old Farmer's Almanac 2015	Houghton Mifflin Harcourt	1	B	\$7.95	41.20%	\$4.67	\$4.67	B&T Continuation: 0008669400
0807139068 : HRD	9780807139066	Davis, Jefferson,	The papers of Jefferson Davis /	Louisiana State University Press,	1	N	\$125.00	0.00%	\$125.00	\$125.00	B&T Continuation: 0002685501
1413319696 : PAP	9781413319699	Slm, Richard,	Patent, copyright & trademark :	Ingram Pub Services	2	B	\$44.99	41.20%	\$26.45	\$26.45	B&T Continuation: 0007900079
0988350025 : PAP	9780988350021	Moody, Wayne (EDT)/ Ostlick, Rita (EDT)/ Thiessen, James (EDT)		Educational Directoriies Inc	1	N	\$98.00	0.00%	\$98.00	\$98.00	B&T Continuation: 0007214000 B&T Continuation: 0002232569 TITLE CHANGED FROM: PETERSON'S COLLEGE MONEY
0768938686 : PAP	9780768938685	Petersons (COR)	How to Get Money for College 2015 :	Petersons	2	B	\$30.00	41.20%	\$17.64	\$35.28	B&T Continuation: 0000674101
0768938635 : PAP	9780768938630	Peterson's (COR)	Peterson's four-year colleges 2015.	Petersons	2	B	\$32.95	41.20%	\$19.37	\$38.74	B&T Continuation: 0000674101
0768938694 : PAP	9780768938692	Petersons (COR)	Peterson's Two Year Colleges, 2015	Petersons	1	B	\$30.00	41.20%	\$17.64	\$17.64	B&T Continuation: 0000674119
0768938643 : PAP	9780768938647	Peterson's (COR)	Peterson's nursing programs 2015.	Petersons	1	B	\$28.95	41.20%	\$17.02	\$17.02	B&T Continuation: 0004580049
0768938945 : PAP	9780768938944	Peterson's (COR)	Private Secondary Schools 2015-2016	Petersons	1	B	\$39.95	41.20%	\$23.49	\$23.49	B&T Continuation: 0007294200
1563638304 : HRD	9781563638305	PDR Staff (COR)	Physicians' Desk Reference 2015	Physicians Desk Reference Inc	1	8	\$97.95	0.00%	\$97.95	\$97.95	B&T Continuation: 0007347909
1563638274 : HRD	9781563638275	PDR Network, LLC (COR)	PDR for nonprescription drugs.	Physicians Desk Reference Inc	1	8	\$59.95	0.00%	\$59.95	\$59.95	B&T Continuation: 0007347925
0345549422 : PAP	9780345549426	Silverman, Harold M.	The Pill Book	Random House	1	P	\$8.99	41.20%	\$5.29	\$5.29	B&T Continuation: 0007366016
1599638444 : PAP	9781599638447	Brewer, Robert Lee (EDT)	Poet's Market 2015 :	F & W Media Inc	2	B	\$29.99	41.20%	\$17.63	\$35.26	B&T Continuation: 0007422553
052801143X : PAP	9780528011436	Rand McNally and Company (COR)	Road atlas 2015.	Rand McNally	1	B	\$13.95	41.20%	\$8.20	\$8.20	B&T Continuation: 0007814007
1413320929 : PAP	9781413320923	Portman, Janet/ Stewart, Marcia	Renters' Rights :	Ingram Pub Services	2	B	\$24.99	41.20%	\$14.69	\$29.38	B&T Continuation: 0008874232
0735204276 : PAP	9780735204270	Cassidy, Daniel J. (EDT)	The scholarship book :	Prentice Hall Press,	2	B	\$32.50	41.20%	\$19.11	\$38.22	B&T Continuation: 0008213019
0894874942 : PAP	9780894874949	Snee, Charles (EDT)/ Kloetzel, James E. (EDT)	Scott Specialized Catalogue of United States Stamps & Covers 2015 :	Scott Pub Inc Co	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303000

0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	B&T Continuation: 0002832008 B&T Continuation: 0002831709
1934717266 : PAP	9781934717264	Kennedy Information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information,	1	M	\$69.95	10.00%	\$62.96	\$62.96	Publisher still not sure if a new edition will published.
1593575483 : HRD	9781593575489	JIST Works, Inc. (COR) Brown, Gerry (EDT)/ Morrison, Mike (EDT)		Jist Works	1	L	\$49.95	10.00%	\$44.96	\$44.96	B&T Continuation: 0005386727 B&T Continuation: 0004527859
0345515900 : PAP	9780345515902	Portman, Janet.	Espn Sports Almanac 2010 Every tenant's legal guide /	Random House Inc Nolo,	1	B	\$12.99	41.20%	\$7.64	\$7.64	PRODUCT CANCELLED
1413317154 : PAP	9781413317152	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory Scott 2015 standard postage stamp catalogue /		2	B	\$34.99	41.20%	\$20.57	\$20.57	B&T Continuation: 0007900632
1452283206 : HRD	9781452283203	Snee, Charles (EDT) Snee, Charles (EDT)/ Houseman, Donna (EDT)/ Kloetzel, James E. (EDT)		Cq Pr	1	N	\$205.00	0.00%	\$205.00	\$205.00	B&T Continuation: 0003362829
0894874888 : PAP	9780894874888	Kloetzel, James E.	Scott Standard Postage Stamp Catalogue 2015 : Scott 2015 standard postage stamp catalogue /	Scott Publishing Co.,	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303307
0894874896 : PAP	9780894874895	Snee, Charles (EDT) Kloetzel, James E.		Scott Pub Inc Co	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303604
089487490X : PAP	9780894874901	Snee, Charles (EDT) Kloetzel, James E.		Scott Publishing Co.,	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303703
0894874918 : PAP	9780894874918	Snee, Charles (EDT) Kloetzel, James E.		Scott Publishing Co.,	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303737
0894874926 : PAP	9780894874925	Snee, Charles (EDT) Kloetzel, James E.		Scott Pub Inc Co	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303745
0894874934 : PAP	9780894874932	Snee, Charles (EDT) Kloetzel, James E.		Scott Pub Inc Co	1	N	\$119.99	0.00%	\$119.99	\$119.99	B&T Continuation: 0008303760
1629145599 : PAP	9781629145594	Cassell, Jay (EDT) Pakroo, Peri,	Shooter's Bible : The small business start-up kit / Songwriter's Market 2015 :	Perseus Distribution Services Ingram Pub Services F & W Media Inc	1	B	\$29.95	41.20%	\$17.61	\$17.61	B&T Continuation: 0008417008
1599638428 : PAP	9781599638423	Cuhaj, George S. (EDT)/ Michael, Thomas (CON)			2	B	\$29.99	41.20%	\$17.63	\$17.63	B&T Continuation: 0004784922
1440240396 : PAP	9781440240393	Turner, Barry (EDT)	2015 standard catalog of world coins 1901-2000 / The Statesman's Yearbook 2015 :	F & W Media Inc Palgrave Macmillan	1	B	\$29.99	41.20%	\$17.63	\$17.63	B&T Continuation: 0008588055
1137323248 : HRD	9781137323248	Daily, Frederick W./ Quinn, Jeffrey a	Tax Savvy for Small Business	Ingram Pub Services	1	B	\$39.99	41.20%	\$23.51	\$23.51	B&T Continuation: 0008720005 B&T Continuation: 0008760001
1413319467 : PAP	9781413319460	Alvarez, Elizabeth Cruce (EDT)/ Plocheck, Robert (EDT)			1	B	\$35.00	0.00%	\$35.00	\$35.00	B&T Continuation: 0004584520
1625110049 : HRD	9781625110046	Alvarez, Elizabeth Cruce (EDT)/ Plocheck, Robert (EDT)	Texas almanac, 2014-2015 /	Texas A & M Univ Pr	1	A	\$39.95	10.00%	\$35.96	\$35.96	B&T Continuation: 0009198292
1625110057 : PAP	9781625110053	Alvarez, Elizabeth Cruce (EDT)/ Plocheck, Robert (EDT)			1	A	\$24.95	10.00%	\$22.46	\$22.46	B&T Continuation: 0009198300
0934367701 : PAP	9780934367707	Texas State Directory Press, Inc. (COR)	Texas almanac, 2014-2015 /	Texas A & M Univ Pr	1	Y	\$6.95	0.00%	\$6.95	\$6.95	B&T Continuation: 0009204355
1582028362 : PAP	9781582028361	Manufacturers' News, Inc. (COR)	Texas Legislative Handbook 2013-2014 : Texas Manufacturers Register 2014 Top 10 of Everything 2015	Texas State Directory Pr Manufacturers News Firefly Books Ltd	1	N	\$211.00	0.00%	\$211.00	\$211.00	B&T Continuation: 0009204413
177085469X : HRD	9781770854697	Terry, Paul National Archives and Records Administration (COR)			1	O	\$24.95	47.10%	\$13.20	\$13.20	B&T Continuation: 0004586459
1601759002 : PAP	9781601759009	Fleisher, Noah, Congressional Quarterly, Inc. (COR)	The United States Government Manual 2013 Warman's antiques & collectibles 2015 / Washington Information Directory 2014- 2015	Bernan Assoc F & W Media Inc	1	N	\$35.00	0.00%	\$35.00	\$35.00	B&T Continuation: 0009547282
1440239436 : PAP	9781440239434	Fleisher, Noah, Congressional Quarterly, Inc. (COR)			1	B	\$29.99	41.20%	\$17.63	\$17.63	B&T Continuation: 0000709501
1483347923 : HRD	9781483347929	Bolles, Richard Nelson	What Color Is Your Parachute? 2015 :	Cq Pr Random House Inc	1	N	\$175.00	0.00%	\$175.00	\$175.00	B&T Continuation: 0009752858
160745550 : PAP	9781607455556				1	B	\$18.99	41.20%	\$11.17	\$11.17	B&T Continuation: 0009795550

0071824863 : PAP	9780071824866	Papadakis, Maxine/ McPhee, Stephen J./ Rabow, Michael W.	Current Medical Diagnosis and Treatment 2015	McGraw-Hill	1	6	\$85.00	0.00%	\$85.00	\$85.00	\$85.00	B&T Continuation: 0002632008 B&T Continuation: 0002831709 Publisher still not sure if a new edition will published.
1934717266 : PAP	9781934717264	Kennedy information (COR)	The directory of executive & professional recruiters / Enhanced Occupational Outlook Handbook	Kennedy Information,	1	M	\$69.95	10.00%	\$62.96	\$62.96	\$62.96	
1593575483 : HRD	9781593575489	JUST Works, Inc. (COR)		Jist Works	1	L	\$49.95	10.00%	\$44.96	\$44.96	\$44.96	B&T Continuation: 0005386727
0345515900 : PAP	9780345515902	Brown, Gerry(EDT)/ Morrison, Mike (EDT)	Espn Sports Almanac 2010	Random House Inc	1	B	\$12.99	41.20%	\$7.64	\$7.64	\$7.64	B&T Continuation: 0004527859 PRODUCT CANCELLED
1413317154 : PAP	9781413317152	Portman, Janet.	Every tenant's legal guide /	Nolo,	2	B	\$34.99	41.20%	\$20.57	\$20.57	\$41.14	B&T Continuation: 0007900632
1452283206 : HRD	9781452283203	Congressional Quarterly, Inc. (COR)	Federal Regulatory Directory	Cq Pr	1	N	\$205.00	0.00%	\$205.00	\$205.00	\$205.00	B&T Continuation: 0003362829
1600571905 : PAP	9781600571909	Janssen, Sarah (EDT)	World Almanac and Book of Facts 2015	Simon & Schuster	2	B	\$13.99	41.20%	\$8.23	\$8.23	\$16.46	B&T Continuation: 0009876228
0943581273 : PAP	9780943581279	Worldwide Chamber of Commerce Directory, Inc. (COR)	World chamber of commerce directory 2014.	World Chamber of Commerce directory	1	N	\$54.00	0.00%	\$54.00	\$54.00	\$54.00	B&T Continuation: 0009912551
1612346219 : HRD	9781612346212	Central Intelligence Agency (COR)	The World Factbook 2013 :	Potomac Books Inc	1	0	\$100.00	47.10%	\$52.90	\$52.90	\$52.90	B&T Continuation: 0009892993
147581237X : PAP	9781475812374	Dickovick, J. Tyler	Africa 2014	Rowman & Littlefield Pub Inc	2	N	\$20.50	0.00%	\$20.50	\$20.50	\$41.00	B&T Continuation: 0002924744
1475812396 : PAP	9781475812398	Thompson, Wayne C.	Canada 2014	Rowman & Littlefield Pub Inc	2	N	\$20.00	0.00%	\$20.00	\$20.00	\$40.00	B&T Continuation: 0001798362
1475812310 : PAP	9781475812312	Leibo, Steven	East and Southeast Asia 2014	Rowman & Littlefield Pub Inc	2	N	\$20.50	0.00%	\$20.50	\$20.50	\$41.00	B&T Continuation: 0004255550
1475812272 : PAP	9781475812275	Buckman, Robert T.	Latin America 2014	Rowman & Littlefield Pub Inc	2	N	\$21.00	0.00%	\$21.00	\$21.00	\$42.00	B&T Continuation: 0002590743
1475812353 : PAP	9781475812350	Russell, Malcolm	The Middle East and South Asia 2014	Rowman & Littlefield Pub Inc	2	N	\$20.50	0.00%	\$20.50	\$20.50	\$41.00	B&T Continuation: 0006118574
147581223X : PAP	9781475812237	Thompson, Wayne C.	Nordic, Central, and Southeastern Europe 2014	Rowman & Littlefield Pub Inc	2	N	\$21.00	0.00%	\$21.00	\$21.00	\$42.00	B&T Continuation: 0003487279
1475812256 : PAP	9781475812251	Shoemaker, M. Wesley	Russia and the Commonwealth of Independent States 2014	Rowman & Littlefield Pub Inc	2	N	\$20.00	0.00%	\$20.00	\$20.00	\$40.00	B&T Continuation: 0008402224
1475812299 : PAP	9781475812299	Thompson, Wayne C.	Western Europe 2014	Rowman & Littlefield Pub Inc	2	N	\$21.00	0.00%	\$21.00	\$21.00	\$42.00	B&T Continuation: 0001844448
1599638401 : PAP	9781599638409	Brewer, Robert Lee (EDT)	Writer's Market 2015 :	F & W Media Inc	2	B	\$29.99	41.20%	\$17.63	\$17.63	\$35.26	B&T Continuation: 0009922501
1413319084 : PAP	9781413319088	Repa, Barbara Kate	Your Rights in the Workplace	Ingram Pub Services	2	B	\$29.99	41.20%	\$17.63	\$17.63	\$35.26	B&T Continuation: 0009977166

***Fort Bend County Specification Download Acknowledgment***



***Invitation for Bid  
Term Contract for Purchase of Trade Books for Fort Bend County Library System  
Bid 15-012***

**VENDORS MUST IMMEDIATELY RETURN THIS FORM BY FAX TO 281-341-8645**

**Vendor Responsibilities:**

- Vendors are responsible to download and complete any addendums.  
(Addendums will be posted on the Fort Bend County Website no later than  
48 hours prior to Bid Opening)
- Vendors are required to deliver responses as required on cover of this document.
- Vendors may not submit responses via email or fax.

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Legal Name of Contracting Company

---

Contact Person

---

Complete Mailing Address

---

Telephone Number

---

Facsimile Number

---

Email Address

---

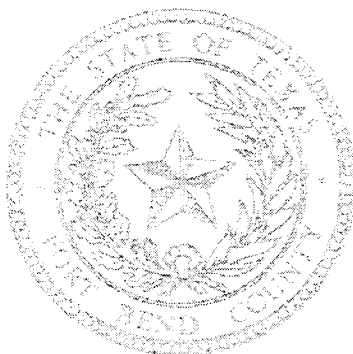
Signature

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Date



***Fort Bend County, Texas  
Invitation for Bid***



***Term Contract for Purchase of Trade Books for Fort Bend County Library System  
BID 15-012***

**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 7, 2014  
1:30 PM (Central)

**LABEL ENVELOPE:**

**BID 15-012  
TRADE BOOKS**

***ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE PURCHASING  
OFFICE OF FORT BEND COUNTY BEFORE THE SPECIFIED TIME/DATE STATED ABOVE.***

***BIDS RECEIVED AS REQUIRED 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 the 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:

Cheryl Krejci, CPPB  
Senior Buyer  
[Cheryl.Krejci@fortbendcountytexas.gov](mailto:Cheryl.Krejci@fortbendcountytexas.gov)

**Vendor Information**

---

Legal Name of Contracting Company

---

Federal ID Number (Company or Corporation) or Social Security Number (Individual)

---

Telephone Number

---

Facsimile Number

---

Complete Mailing Address (for Correspondence)

---

City, State and Zip Code

---

Complete Remittance Address (if different from above)

---

City, State and Zip Code

---

Authorized Representative and Title (printed)

---

Authorized Representative's Email Address

---

Signature of Authorized Representative

Initials of Bidders: \_\_\_\_\_

## **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.

Initials of Bidders: \_\_\_\_\_

- 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

Initials of Bidders: \_\_\_\_\_

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.

Initials of Bidders: \_\_\_\_\_

- 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.

Initials of Bidders: \_\_\_\_\_

- 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.
- 1.30 Purchase Order and Delivery: The successful bidder shall not deliver products or 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.

Initials of Bidders: \_\_\_\_\_

- 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 than 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.

Initials of Bidders: \_\_\_\_\_



- 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.

Initials of Bidders: \_\_\_\_\_

- 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 trade 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.

Initials of Bidders: \_\_\_\_\_

- 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 as FBCL in this solicitation.

### **4.0 PERIOD OF CONTRACT:**

This contract is for the period **1 October 2014** through **30 September 2015**, renewable annually for four (4) years (through 30 September 2019) 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.

Initials of Bidders: \_\_\_\_\_

## **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 ten (10) 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.

Initials of Bidders: \_\_\_\_\_

**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 \_\_\_\_\_ No \_\_\_\_\_

- 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 \_\_\_\_\_ No \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 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*?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.5 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.6 Vendor must supply 60% of in-print titles ordered within thirty (30) calendar days. 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 \_\_\_\_\_

- 11.7 Vendor must supply ISBN as ordered. Any substitutions to that ISBN must first be approved by FBCL 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.8 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 FBCL 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_



- 11.9 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.10 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 \_\_\_\_\_ No \_\_\_\_\_

- 11.11 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 \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.12 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 \_\_\_\_\_

- 11.13 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 \_\_\_\_\_

- 11.14 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 \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.15 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 \_\_\_\_\_

- 11.16 Vendor must provide free shipping from the warehouse.

Will the vendor provide free shipping from the warehouse?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.17 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 \_\_\_\_\_

- 11.18 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Does the vendor have a return policy listing such information as return fees, restocking fees, etc?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach.

- 11.19 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 \_\_\_\_\_ No \_\_\_\_\_

- 11.20 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 \_\_\_\_\_ No \_\_\_\_\_

- 11.21 FBCL adult orders will be unprocessed. However, vendor should be able to provide materials as shelf-ready, processed and unprocessed. Shelf-ready means a book that is cataloged, linked in the FBCL Polaris database and processed according to FBCL specifications. FBCL reserves the right to request items shelf-ready or processed after the bid is awarded and a meeting has been arranged with the Vendor.

If FBCL requires it, the Vendor must be able to provide shelf-ready processing for all adult books according to FBCL specifications included in the 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, processed or unprocessed 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 \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.22 Juvenile materials will be unprocessed. However, vendor should be able to provide materials as processed or unprocessed. FBCL reserves the right to request items processed after the bid is awarded and a meeting has been arranged with the Vendor. FBCL will clearly designate the level of processing and cataloging desired on each purchase order if processing is requested.

If FBCL requires it, the Vendor must be able to provide processing for all juvenile books according to FBCL specifications included in the section "Cataloging, Classification and Processing-General Guidelines" (13, 14, 15 and 16) 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.

Will the vendor be able to accept and process orders at the levels of "unprocessed," or "processed to purchaser's specifications"?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.23 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 and RFID tags)
- Spine labels to include information specified in Section 16 (Exhibits 3, 4 & 5) with Call
- Numbers from the FBCL database or from FBCL's OCLC account if available.
- 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will the Vendor allow FBCL to supply barcodes for processing?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.24 Vendor must provide a written description of their quality control for processing materials.

Is the Vendor able to provide a written description of their quality control for processing materials?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.25 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.26 After the bid has been awarded, vendor must send a representative to FBCL within 15 business days. 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. 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).

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 \_\_\_\_\_

- 11.27 The first shipment should be received 60 days after the bid is awarded.

Is the Vendor able to set up the account to enable ordering and shipment of materials to FBCL within 60 days of the bid being awarded?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 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 \_\_\_\_\_ No \_\_\_\_\_

- 11.30 As FBCL is receiving books shelf-ready, the Vendor will need access to our database. To establish this connection, the Vendor must be able to give to FBCL either a static IP (Internet Protocol) address or a range of static IP addresses that will be used to access the FBCL database.

Is the Vendor able to give FBCL either a static IP address or a range of static IP addresses that will be used to access the FBCL database?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.31 FBCL currently uses OCLC for cataloging. Vendor must be able to interface with OCLC on behalf of FBCL, once permissions are given.

Can the Vendor interface with OCLC on behalf of FBCL for cataloging of materials?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.32 Vendor must be able to add FBCL's OCLC symbol (FTX) to bib records when books are processed to shelf-ready status.

Is the vendor able to add FBCL's OCLC symbol (FTX) to bib records when books are processed to shelf-ready status?

Yes \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

- 11.33 The adult Continuation titles are included in material FBCL are ordered unprocessed and not catalogued. However, vendor should be able to provide adult Continuation titles as shelf-ready or, processed according to FBCL specifications. The juvenile Continuation titles are ordered unprocessed and not catalogued.

Is the Vendor able to provide the adult Continuation Titles at the levels of “unprocessed,” or “processed to purchaser’s specifications”?

Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Vendor able to provide the juvenile Continuation titles as unprocessed?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 11.34 FBCL will use RFID tags ISO 5055 from 3M at George Memorial Library, Sienna Plantation Branch and University Branch with the possibility of other branches being added in the future. 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 \_\_\_\_\_ No \_\_\_\_\_

Will Vendor allow FBCL to supply the RFID tags to them?

Yes \_\_\_\_\_ 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 FBCL 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 \_\_\_\_\_ No \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_



- 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 persons that can assist with issues related to shipping, processing, cataloging, invoicing and technical support?

Yes \_\_\_\_\_ No \_\_\_\_\_

## **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.
- 12.4 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, 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).

Initials of Bidders: \_\_\_\_\_

### **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 and 16. 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).
  - For existing bibliographic records, the call number must be derived from FBCL database or from FBCL's OCLC account if available.
- 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>	<u>Spine label</u>
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## ***Adult Non-fiction***

Circulating	248.4 PEA 2010	248.4 PEA 2010
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Reference	REF 344.73 DRU 2011	REF 344.73 DRU 2011
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Large print	LP 629.13 MCC 2009	LP 629.13 MCC 2009
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## ***Biographies***

Individual	B STETSON	B STETSON
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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	B EISENHOW
Collective	920 ROC 2006	920 ROC 2006

Initials of Bidders: \_\_\_\_\_

<u>Item</u>	<u>Call number</u>	<u>Spine label</u>
<i>Collection of short stories</i>		
By different authors	808.83 ASI 2007	808.83 ASI 2007
By one author	FIC ASI	FIC ASI
<i>Adult fiction</i>		
Regular fiction	FIC GRI	FIC GRI
<i>Children</i>		
Circulating	J 398.245 ROS	J 398.245 ROS
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

Initials of Bidders: \_\_\_\_\_

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

Initials of Bidders: \_\_\_\_\_

16.4 Spine labels

- Affix white spine label flush with 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)
- For existing bibliographic records, the call number must be derived from FBCL database or from FBCL's OCLC account if available.

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 DETAILED PRICING AND INFORMATION SHEET:**

**Database:** Cost to use the Database for unlimited user IDs: \$ \_\_\_\_\_

Additional charges (amount and explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Full-text Reviews:**

Number of Free Journals with full text reviews: # \_\_\_\_\_

Cost per additional Journal with full text reviews: \$ \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

**Processing Cost:** to include property stamp, plastic book jacket cover, security tag, barcode, circulation label, branch label and spine label with call number derived from the FBCL database or FBCL's OCLC account.

Complete Actual Cost for each below:

Property stamp \$ \_\_\_\_\_

Plastic book jacket cover \$ \_\_\_\_\_

Security tag \$ \_\_\_\_\_

Barcode \$ \_\_\_\_\_

Circulation label \$ \_\_\_\_\_

Branch label \$ \_\_\_\_\_

Spine label with call number \$ \_\_\_\_\_

Total Processing Cost per item: \$ \_\_\_\_\_

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

Cataloguing cost for one title:

Provide dollar amount for cataloguing one title or attach information with cataloguing.

Cost breakdown: Copy Cataloging \$ \_\_\_\_\_

Original Cataloging \$ \_\_\_\_\_

or attachment Yes No

Shelf-ready cost (see 18.1) for one title with:

Copy Cataloging \$ \_\_\_\_\_

Original Cataloging \$ \_\_\_\_\_

or attachment Yes No

Restocking or Return Fees: Per item: \$ \_\_\_\_\_

Initials of Bidders: \_\_\_\_\_

**Continuations:**

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

Across-the-board discount: \_\_\_\_\_

Title-by-title discount percent range: \_\_\_\_\_

**Inventory:**

Number of titles: \_\_\_\_\_

Number of volumes: \_\_\_\_\_

**Fort Bend County Libraries Types of Materials and Discounts Given:**

Type	Definition	Discount
Adult Trade Hardcover	High demand, widely distributed publishers	
Juvenile Trade Hardcover	High demand, widely distributed publishers	
Juvenile library reinforced bindings	Hardcover with reinforced bindings	
Adult Trade/Quality Paperback	Larger than mass market, fiction/non-fiction	
Juvenile Trade/Quality Paperback	Larger than mass market, fiction/non-fiction	
Mass Market Paperback	Rack size paperback	
Non-trade hardcover	Smaller publishers including universities	
Non-trade paperback	Smaller publishers including universities	
Continuations	List from FBCL	



**18.0 FORT BEND COUNTY REPRESENTATIVE:**

Point of contact for this contract is Cheryl Krejci, CPPB, Senior Buyer, [cheryl.krejci@fortbendcountytexas.gov](mailto:cheryl.krejci@fortbendcountytexas.gov).

**19.0 REQUIRED FORMS:**

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

19.1 Vendor Form

19.2 W9 Form

19.3 Tax Form/Debt/Residence Certification

**20.0 ADDITIONAL REQUIRED DOCUMENTATION:**

All vendors submitted are required to provide the below information with submission:

20.1 List of FBCL Continuations you can supply from FBCL's master list

20.2 Return Policy

20.3 References

**CONTRACT SHEET  
BID 15-012**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge Robert Hebert, by virtue of an order of Fort Bend County Commissioners Court, and  
\_\_\_\_\_  
(company name) (hereinafter designated Contractor).

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **Trade Books**, which are hereto  
attached and made a part hereof, together with this instrument and the bond (when required) shall constitute  
the full agreement and contract between parties and for furnishing the items set out and described; the  
County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

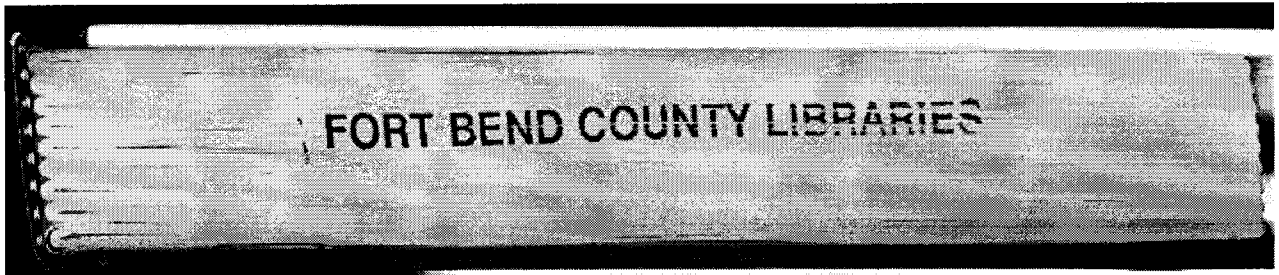
Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_  
County Judge

By: \_\_\_\_\_  
Signature of Contractor

By : \_\_\_\_\_  
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.

"Susan Pinker's *The Sexual Paradox* is meticulously researched, brilliantly argued, and thoroughly persuasive over sex differences to a new level of

—CHRISTINE

*Who Stole Feminism? and The War Against Boys*



"*The Sexual Paradox* highlights some central puzzles about exceptional men and women. Why did Cavendish, Faraday, Darwin, and Bill Gates never complete their university degrees? And why do high-flying businesswomen not behave like their male counterparts? Susan Pinker's wide-ranging look at the nature of the sexes is a highly readable and welcome contribution to this perennial debate."

—SIMON BARON-COHEN, professor at

Cambridge University and author of *The Essential Difference*

"Pinker crafts a biologically based and sure-to-be-controversial examination of sex differences between 'fragile men' and gifted women who opt out of successful careers. A valuable demonstration of how discounting biology during the last forty years has done a disservice, especially to men."

—Kirkus Reviews

"In this marvelous book, Susan Pinker presents a fascinating analysis of 'the gender gap,' introducing a continuous flow of exciting ideas and new insights into old problems and controversies. It's a pleasure to read a book that is so informative and entertaining about a complex topic that is rarely examined, as it is here, from all points of view."

—RON MELZACK,

E.P. Taylor Professor Emeritus, in the Department of  
Psychology, McGill University

**306.3615 PIN**

**Pinker, Susan**

**The sexual paradox : men,  
women, and the real  
gender gap**

**33219063920810**

gm

GEORGE MEMORIAL LIBRARY  
FORT BEND COUNTY LIBRARIES  
1001 GOLFVIEW DRIVE  
RICHMOND, TEXAS 77469-5199

etermination, Pinker's

**DATE DUE**

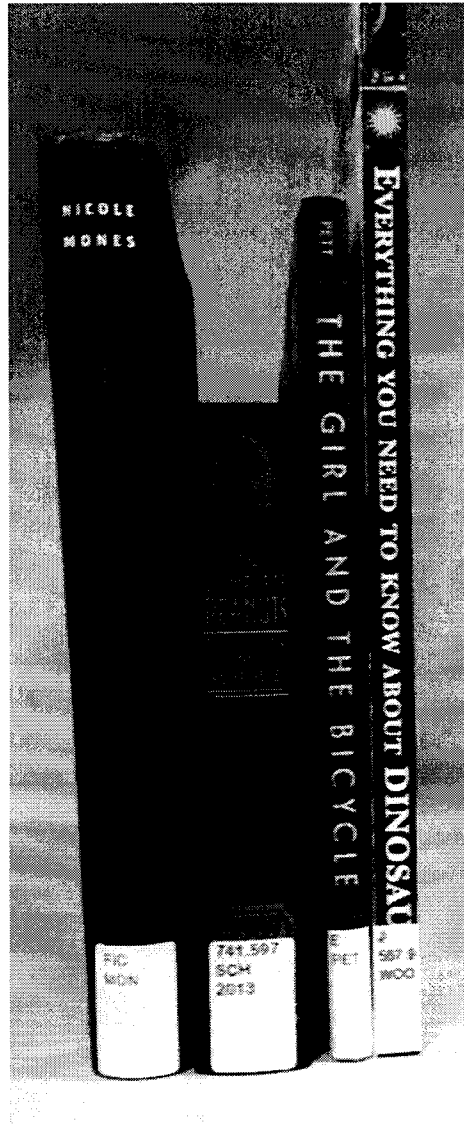


THE SEXUAL PARADOX

SUSAN PINKER

**306.3615  
PIN**

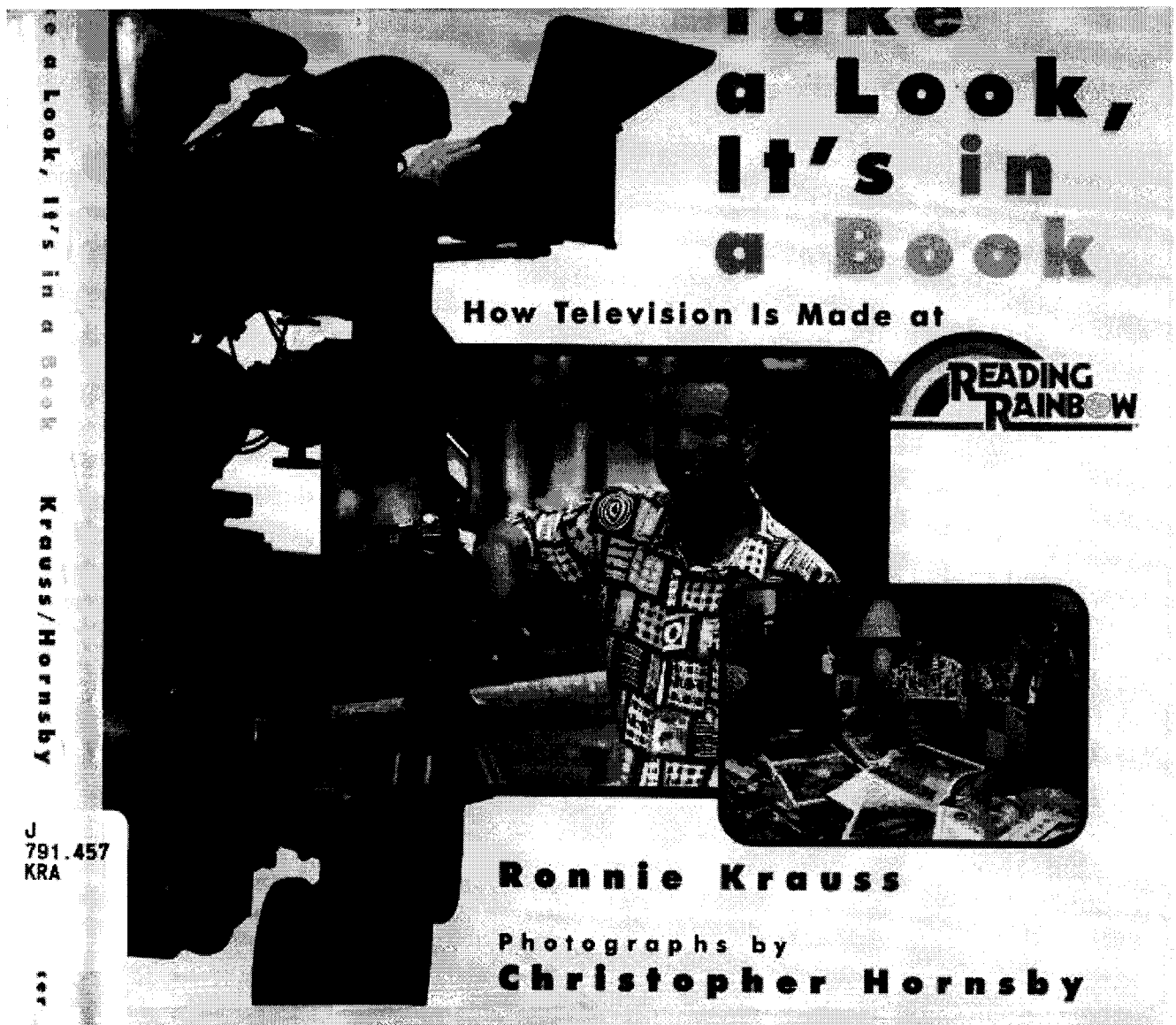
**Exhibit 3.** Spine labels affixed flush with the base of spine.



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



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



**Exhibit 6. Security beeper affixed on reference book**

\$29.95/ ANTIQUES AND COLLECTIBLES - COMICS  
(\$37.95 CANADA)

**THE NAME YOU CAN  
THE SOURCE TO USE!**



FORT BEND COUNTY LIBRARIES  
RICHMOND, TX

From Robert M. Overstreet, the undisputed authority for collectors, comes the most complete record of existing comics from the 1500s to the present—indexed, illustrated, and priced according to condition. This brand-new edition includes:

**LATEST PRICING INFORMATION**

On comic books, graphic novels, and Big Little Books

**BUYING AND SELLING KNOW-HOW**

Tips on grading, buying and selling comics, as well as terminology and practices

**FULLY ILLUSTRATED**

Over 2,000 black-and-white photographs and a brand new color section highlighting the top comics and the hidden gems of each comic book era

**EXCLUSIVE FEATURES IN THIS EDITION**

- The history of Marvel Comics' *Daredevil* by novelist and historian Will Murray
- An intriguing look at *Captain America* by writer Michael Kronenberg
- Up-to-date market reports
- A new **REF 741.509 OFF**  
**Official Overstreet comic**  
**book price guide**

**B U**  
**33219063085143**  
**gm**

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RICHMOND, TEXAS 77469-5199



HOUSE OF COLLECTIBLES  
NEW YORK  
WWW.HOUSEOFCOLLECTIBLES.COM

For Reference

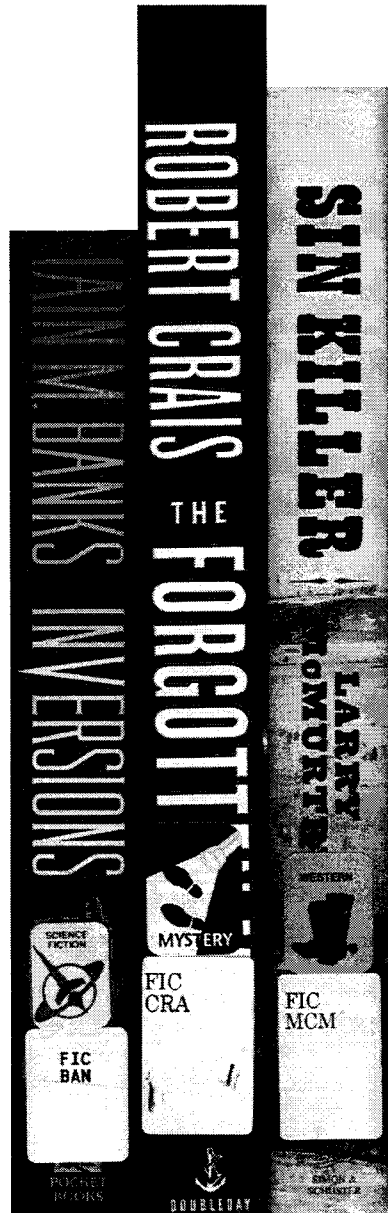
Not to be taken

from this library





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



## Standing Orders for Book Bid

<u>Title</u>	<u>Estimated Price</u>
101 LAW FORMS FOR PERSONAL USE	\$29.99
ALMANAC OF AMERICAN POLITICS	\$85.00
ALMANAC OF BUS & IND FINANCIAL	\$241.95
ARTIST'S AND GRAPHIC DESIGNERS MARKET	\$34.99
A's & B's ACADEMIC SCHOLARSHIPS	\$14.00
A's & B's ACADEMIC SCHOLARSHIPS	\$14.00
BARRON'S ASVAB	\$14.95
BARRON'S GUIDE TO MEDICAL & DENTAL SCHOOL	\$18.99
BEST AMERICAN SHORT STORIES	\$14.95
BIRNBAUM'S DISNEYLAND RESORT	\$15.99
BIRNBAUM'S WALT DISNEY WORLD FOR KIDS BY KIDS	\$12.99
BIRNBAUM'S WALT DISNEY WORLD W/OUT KIDS	\$13.95
BOOK OF THE STATES	\$79.20
BUDGET OF THE UNITED STATES GOVERNMENT FISCAL YEAR	\$39.00
CAR BOOK (JACK GILLIS)	\$22.95
CHASE'S CALENDAR OF EVENTS (PBK.)	\$89.70
CLEP	\$24.95
COIN WORLD-GUIDE TO U.S. COINS: PRICES & VALUE	\$8.99
COMPLETE GUIDE TO BED & BREAKFASTS	\$19.95
COMPLETE NONPROFIT CORPORATION KIT	\$34.95
COMPLETE NONPROFIT CORPORATION KIT	\$34.95
CRACKING THE LSAT	\$37.99
CRC HANDBOOK OF CHEM & PHYSICS	\$169.95
CRIME IN THE UNITED STATES (Uniform Crime Report)	\$115.00
CSG STATE DIRECTORY (v.3. Admin Off)	\$52.00
CURRENT MEDICAL DIAGNOSIS & TREATMENT	\$79.00
DIRECTORY OF EXECUTIVE & PROFESSIONAL RECRUITERS	\$69.95
ENHANCED OCCUPATIONAL OTLK (HBK)	\$49.95
ESPN SPORTS ALMANAC	\$12.99
EVERY TENANTS LEGAL GUIDE	\$34.99
EVERY TENANTS LEGAL GUIDE	\$34.99
FEDERAL REGULATORY DIRECTORY	\$195.00
FODORS ALASKA	\$21.99
FODORS ARGENTINA	\$25.99
FODORS ARIZONA	\$20.99
FODORS AUSTRALIA	\$26.99
FODORS CALIFORNIA	\$22.99
FODORS CANADA	\$22.95

FODORS CANCUN/COZMEL & YUCATAN PEN	\$19.99
FODORS CARIBBEAN	\$24.99
FODORS CHINA	\$26.99
FODORS COLORADO	\$18.99
FODORS COSTA RICA	\$21.99
FODORS EASTERN AND CENTRAL EUROPE	\$21.95
FODORS ESSENTIAL SOUTH	\$21.99
FODORS FLORIDA	\$22.99
FODORS FRANCE	\$24.99
FODORS GERMANY	\$24.99
FODORS GREAT BRITAIN	\$22.95
FODORS GREECE	\$24.99
FODORS HAWAII	\$22.99
FODORS HONG KONG	\$21.99
FODORS INDIA INCLUDING NEPAL	\$24.99
FODORS IRELAND	\$23.99
FODORS ITALY	\$25.99
FODORS JAPAN	\$25.99
FODORS LAS VEGAS	\$19.99
FODORS LONDON	\$19.99
FODORS LOS ANGELES	\$19.99
FODORS MEXICO	\$21.99
FODORS NEW ENGLAND	\$23.99
FODORS NEW MEXICO	\$18.99
FODORS NEW ORLEANS	\$19.99
FODORS NEW YORK CITY	\$19.99
FODORS PACIFIC NORTHWEST	\$22.99
FODORS SAN FRANCISCO	\$19.99
FODORS SCOTLAND	\$21.99
FODORS SOUTH AMERICA	\$27.95
FODORS SOUTHEAST ASIA	\$23.00
FODORS SPAIN	\$24.99
FODORS SWITZERLAND	\$22.99
FODORS THE U.S. AND BRITISH VIRGIN ISLANDS	\$18.99
FODORS UNITED STATES	\$23.95
FODORS VIRGINIA & MARYLAND	\$18.99
FODORS WALT DISNEY WORLD RESORT/UNIV STUDIO	\$19.99
FODORS WASHINGTON DC	\$19.99
FROMMERS CRUISES & PORT OF CALL	\$24.99
GRANTS REGISTER	\$375.00
GUINNESS WORLD RECORDS (HB)	\$28.95
GUINNESS WORLD RECORDS (HB)	\$28.95

GUINNESS WORLD RECORDS (PBK)	\$7.99
GUN DIGEST	\$34.99
HANDBOOK OF PRIVATE SCHOOLS	\$99.00
HANDBOOK OF UNITED STATES COINS	\$9.95
HOOVERS HANDBOOK OF AMERICAN BUSINESS	\$285.00
HOOVERS HANDBOOK OF PRIVATE COMPANIES	\$225.00
HOOVERS HANDBOOK OF WORLD BUSINESS	\$235.00
HOUSTON JOB BANK	\$12.95
HOW TO DO YOUR OWN DIVORCE IN TEXAS	\$29.95
HOW TO DO YOUR OWN DIVORCE IN TEXAS	\$29.95
J.K. LASSERS YOUR INCOME TAX	\$22.95
J.K. LASSERS YOUR INCOME TAX	\$22.95
KOVELS' ANTIQUES & COLLECTIBLES PRICE LIST	\$27.95
LEASES & RENTAL AGREEMENTS	\$29.99
LEASES & RENTAL AGREEMENTS	\$29.99
LEGAL GUIDE FOR STARTING & RUNNING A SMALL BUSINESS	\$39.99
LEGAL GUIDE STARTING/RUNNING SMALL BUS	\$39.99
LEONARD MALTINS MOVIE GUIDE	\$9.99
LEONARD MALTINS MOVIE GUIDE	\$9.99
LET'S GO EUROPE	\$24.99
LET'S GO GREAT BRITAIN (WITH BELFAST AND DUBLIN)	\$19.95
LITERARY MARKET PLACE	\$342.00
MERCK MANUAL OF DIAGNOSIS/THERAPY	\$79.95
MERCK MANUAL OF DIAGNOSIS/THERAPY	\$79.95
NATIONAL BUILDING COST MANUAL	\$63.00
NATIONAL BUILDING COST MANUAL	\$63.00
NATIONAL CONSTRUCTION ESTIMATOR	\$72.50
NATIONAL CONSTRUCTION ESTIMATOR	\$72.50
NATIONAL ELECTRICAL CODE HANDBOOK	\$149.00
NATIONAL ELECTRICAL ESTIMATOR	\$72.75
NATIONAL FIVE DIGIT ZIP CODE (2 Vols)	\$79.00
NATIONAL PAINTING COST ESTIMATOR	\$73.00
NATIONAL PLUMBING & HVAC ESTIMATOR	\$73.25
NATIONAL RENOVATION & INSURANCE REPAIR ESTIMATOR	\$74.50
NATIONAL RENOVATION & INSURANCE REPAIR ESTIMATOR	\$74.50
NATIONAL REPAIR AND REMODELING ESTIMATOR	\$73.50
NOLO-HOW TO WRITE A BUSINESS PLAN	\$34.99
OCCUPATIONAL OUTLOOK HANDBOOK (HB)	\$38.00
OFFICIAL BLACKBOOK PRICE GUIDE OF UNITED STATES PAPER MONEY	\$8.99
OFFICIAL BLACKBOOK PRICE GUIDE OF UNITED STATES POSTAGE STAMPS	\$8.99
OFFICIAL BLACKBOOK PRICE GUIDE TO WORLD COINS	\$7.99
OFFICIAL CONGRESSIONAL DIRECTORY	\$55.00

OFFICIAL PRICE GUIDE BASEBALL CARDS (BECKETT)	\$8.99
OFFICIAL PRICE GUIDE BASEBALL CARDS (BECKETT)	\$8.99
OFFICIAL PRICE GUIDE FOOTBALL CARDS (BECKETT)	\$8.99
OFFICIAL PRICE GUIDE FOOTBALL CARDS (BECKETT)	\$8.99
OFFICIAL PRICE GUIDE TO BASKETBALL CARDS (BECKETT)	\$8.99
OFFICIAL PRICE GUIDE TO BASKETBALL CARDS (BECKETT)	\$8.99
OLD FARMERS ALMANAC (PBK)	\$6.95
PAPERS OF JEFFERSON DAVIS (*Note: Last vol will be #15, no projected pub date)	\$112.00
PATENT COPYRIGHT & TRADEMARK	\$44.99
PATENT COPYRIGHT & TRADEMARK	\$44.99
PATTERSON'S AMERICAN EDUCATION	\$98.00
PETERSON'S 440 COLLEGES FOR TOP STUDENTS	\$19.95
PETERSON'S COLLEGE MONEY HANDBOOK	\$26.95
PETERSON'S COLLEGE MONEY HANDBOOK	\$26.95
PETERSON'S GUIDE TO FOUR YEAR COLLEGES	\$32.95
PETERSON'S GUIDE TO FOUR YEAR COLLEGES	\$32.95
PETERSON'S GUIDE TO TWO YEAR COLLEGES	\$29.95
PETERSON'S NURSING PROGRAMS	\$28.95
PETERSON'S PRIVATE SECONDARY SCHOOLS	\$39.95
PHYSICIANS DESK REFERENCE (W/O SUPPL)	\$97.95
PHYSICIANS' DESK REFERENCE FOR NON-PRESCRIPTION DRUGS AND DIETARY SUPPLEMENTS	\$59.95
PILL BOOK (The)	\$8.99
PLACES RATED ALMANAC	\$24.99
POETS MARKET	\$29.99
POETS MARKET	\$29.99
POSTAL SERVICE GUIDE TO US STAMPS	\$25.00
RAND MCNALLY ROAD ATLAS (PBK.)	\$13.95
RENTERS RIGHTS	\$24.99
RENTERS RIGHTS	\$24.99
S&P MANUAL/OUTLOOK	\$298.00
SCHOLARSHIP BOOK	\$32.50
SCHOLARSHIP BOOK	\$32.50
SCOTT SPECIALIZED CATALOGUE OF UNITED STATES STAMPS	\$99.99
SCOTT-STANDARD POSTAGE STAMP CATALOG (6 Vols)	\$599.94
SHOOTERS BIBLE	\$29.95
SMALL BUSINESS START-UP KIT	\$29.99
SMALL BUSINESS START-UP KIT	\$29.99
SONGWRITERS MARKET	\$29.99
STANDARD CATALOG WORLD COINS 1901-	\$70.00
STATESMANS YEAR BOOK	\$310.00
TAX SAVVY FOR SMALL BUSINESS	\$39.99

TEXAS ALMANAC (HB)	\$39.95
TEXAS ALMANAC (PBK.)	\$24.95
TEXAS LEGISLATIVE HANDBOOK	\$6.95
TEXAS MANUFACTURERS REGISTER	\$209.00
TIME ALMANAC (PBK.)	\$13.99
TOP 10 OF EVERYTHING	\$27.95
UNITED STATES GOVERNMENT MANUAL	\$34.00
WARMANS ANTIQUES AND COLLECTIBLES PRICE GUIDE	\$29.99
WASHINGTON INFORMATION DIRECTORY	\$165.00
WHAT COLOR IS YOUR PARACHUTE (PBK)	\$18.99
WORLD ALMANAC & BK OF FACTS (PBK) NOTE: now available in paperback only (see PO)	\$12.99
WORLD ALMANAC & BK OF FACTS (PBK) NOTE: now available in paperback only (see PO)	\$12.99
WORLD CHAMBER OF COMMERCE DIRECTORY	\$54.00
WORLD FACTBOOK (HB)	\$100.00
WORLD TODAY (AFRICA)	\$18.50
WORLD TODAY (AFRICA)	\$18.50
WORLD TODAY (CANADA)	\$18.00
WORLD TODAY (CANADA)	\$18.00
WORLD TODAY (EAST & SE ASIA & W PACIFIC)	\$18.50
WORLD TODAY (EAST & SE ASIA & W PACIFIC)	\$18.50
WORLD TODAY (LATIN AMERICA)	\$19.00
WORLD TODAY (LATIN AMERICA)	\$19.00
WORLD TODAY (MIDDLE EAST AND SOUTH ASIA)	\$18.50
WORLD TODAY (MIDDLE EAST AND SOUTH ASIA)	\$18.50
WORLD TODAY (NORDIC CENTRAL & SE EUROPE)	\$19.00
WORLD TODAY (NORDIC CENTRAL & SE EUROPE)	\$19.00
WORLD TODAY (RUSSIA & COMMONWEALTH OF INDEP STATES)	\$18.00
WORLD TODAY (RUSSIA & COMMONWEALTH OF INDEP STATES)	\$18.00
WORLD TODAY (WESTERN EUROPE)	\$19.00
WORLD TODAY (WESTERN EUROPE)	\$19.00
WRITERS MARKET	\$29.99
WRITERS MARKET	\$29.99
YOUR RIGHTS IN THE WORKPLACE	\$29.99
YOUR RIGHTS IN THE WORKPLACE	\$29.99



## 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 S.S #		Dun and Bradstreet #
Type of Business	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	Year Business was Established _____	
Remittance Address		
City/State/Zip		
Physical Address		
City/State/Zip		
County	<input type="checkbox"/> Fort Bend County <input type="checkbox"/> Other: _____	
Phone/Fax Number	Phone: _____ Fax: _____	
Contact Person		
E-mail		
Special Notes		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> SBE-Small Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business <b>Certification #</b> _____ <input type="checkbox"/> WBE-Women's Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> MBE-Minority Business Enterprise <b>Certification #</b> _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).		

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

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



- 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.
5. 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,

4. 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,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. 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 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup>See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup>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.

## 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](http://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](http://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](http://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.

**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:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
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 <sup>4</sup>
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

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You 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.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish 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.

**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](mailto: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: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://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.

Job No.: \_\_\_\_\_

**TAX FORM/DEBT/ RESIDENCE CERTIFICATION**  
**(for Advertised Projects)**

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Company Name submitting Bid/Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Are you registered to do business in the State of Texas? ☐ Yes ☐ No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

I. **Property:** List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a names. Include real and personal property as well as mineral interest accounts. (Use a second sheet of paper if necessary.)

Fort Bend County Tax Acct. No.\*

Property address or location\*\*

\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* This is the property account identification number assigned by the Fort Bend County Appraisal District.

\*\* For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.

II. **Fort Bend County Debt** - Do you owe any debts to Fort Bend County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?

☐ Yes ☐ No

If yes, attach a separate page explaining the debt.

III. **Residence Certification** - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Fort Bend County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that \_\_\_\_\_ is a Resident Bidder of Texas as defined in Government Code §2252.001.  
[Company Name]

☐ I certify that \_\_\_\_\_ is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is \_\_\_\_\_.

[City and State]