



Brodart Books & Library Services
500 Arch Street, Williamsport, PA 17701
P: 570•326•2461 F: 570•651•1639
www.brodartbooks.com

28D

August 10, 2017

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

RE: Invitation to Bid 17-091, Opening Day Collection for Mission Bend Branch Library for Fort Bend County

DUE: August 15, 2017 @ 2:00 p.m.

Dear Sir or Madam:

Brodart is pleased to provide this document in response to the Fort Bend County's invitation to bid for opening day collection services. Whether you are planning a new branch opening, a special project, or want to enhance an existing collection, Brodart's team of professionals will guide you from start to finish. From the proposal stage through our professional selection services, ordering, and the delivery of your new library materials, we have all the resources you need to successfully build your new collection. Please see Exhibit VIII for more details on our opening day collection services.

Brodart is the premier supplier of circulation-ready materials to libraries. A full-service library company since 1939, we deliver carefully selected, cataloged, and processed titles. Today, Brodart offers state-of-the-art online tools, bibliographic services, and consulting exclusively to libraries. Brodart's inventory and purchasing profiles are based on the library market. We do not supply books to the retail market.

Brodart has provided hundreds of libraries with opening day collection services over the last thirty years including the Fort Bend County Libraries (FBCL) with the most recent projects being the Sienna and University Branch libraries. We welcome the opportunity to work with you again on the Mission Bend Branch Library project; providing FBCL with the same level of expertise and service that you have come to expect from Brodart.

We do not take any exceptions to the specifications outlined in the invitation to bid. We are confident, if awarded the contract, we can meet all of your requirements.

Please feel free to contact Deborah Deats, Sales Representative, if you have any questions or need general information. To contact Deborah, call toll-free, 800.233.8467 ext. 6720 or e-mail Deborah.Deats@brodart.com. Questions related to our bid response or notification of award should be directed to Tara Miller at 800.233.8467, ext. 6233 or bids@brodart.com.

We appreciate this opportunity to submit our proposal for your consideration and request an official tabulation of competitive bidding.

Sincerely,

Lisa Miosi
Director, Customer Care

LM/eks

cc: Deborah Deats, Sales Representative

Books & Library Services

500 Arch St., Williamsport, PA 17701
P: 800•233•8467
www.brodartbooks.com

Contract Furniture

280 North Rd., McElhattan, PA 17748
P: 888•521•1884
www.brodartfurniture.com

Supplies & Furnishings

500 Arch St., Williamsport, PA 17701
P: 888•820•4377
www.shopbrodart.com

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



**Opening Day Collection for Mission Bend Branch Library
for Fort Bend County
BID 17-091**

SUBMIT BIDS TO:

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

****NOTE:**

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

SUBMIT NO LATER THAN:

**Tuesday, August 15, 2017
2:00 PM (Central)**

MARK ENVELOPE:

**BID 17-091
Opening Day Collection**

***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 bidder in writing
after Commissioners Court award.**

**Fort Bend County is always conscious
and extremely appreciative of your effort
in the preparation of this bid.**

**Requests for information must be in
Writing and directed to:**

**Jaime Kovar
Assistant County Purchasing Agent
Jaime.kovar@fortbendcountytexas.gov**

Vendor Information

Brodart Co.

Legal Name of Contracting Company

23-2248758

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

800.233.8467

Telephone Number

570.651.1639

Facsimile Number

500 Arch Street

Complete Mailing Address (for Correspondence)

Williamsport, PA 17701

City, State and Zip Code

L-3544

Complete Remittance Address (if different from above)

Columbus, OH 43260-0001

City, State and Zip Code

Lisa Miosi, Director, Customer Care

Authorized Representative and Title (printed)

bids@brodart.com

Authorized Representative's Email Address

Lisa Miosi

Signature of Authorized Representative

August 10, 2017

Date

Initials of Bidder: LM

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 2:00 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: Addenda: No interpretation of the meaning of the drawings, specifications or other bid documents will be made to any bidder orally. All requests for such interpretations must be made in writing addressed to Ms. Jaime Kovar, Assistant County Purchasing Agent, 301 Jackson, Suite 201, Richmond, Texas 77469, e-mail: jaim.kovar@fortbendcountytexas.gov. Any and all interpretations and any supplemental instructions will be in the form of written addenda to the contract documents which will be posted on Fort Bend County's website. Addenda will **ONLY** be issued by the Fort Bend County Purchasing Agent. It is the sole responsibility of each bidder to insure receipt of any and all addenda. All addenda issued will become part of the contract documents. Bidders must sign and include addendum in the returned bid package. Deadline for submission of questions and/or clarification is **Tuesday, August 8, 2017 at**

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9:00 a.m. (CST). Requests received after the deadline will not be responded to due to the time constraints of this bid process.

- 1.8 **Hold Harmless Agreement:** Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.
- 1.9 **Waiver of Subrogation:** 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. Bond/s or cashier's check must be complete with all required signatures.
- 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

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contract and shall be stated in the bid spreadsheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate the items required and attendant costs or forfeit the right to payment for such items.

- 1.15 Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.
- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.
- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.
- 1.19 Color Selection: Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall

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be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.

- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.
- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.
- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject any or all bids. In the event the lowest dollar bidder meeting specifications is not

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awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.

- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.
- 1.28 Contract Obligation: Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 Title Transfer: Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.
- 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

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time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.

- 1.31 Contract Extension: Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 Termination: Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.
- 1.33 Recycled Materials: Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 Interlocal Participation: Additional governmental entities 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 from supplier to vendor 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.
- 1.36 Modifications: This instrument contains the entire Contract between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

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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

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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

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shall govern.

- 2.12 **Safety Warranty:** Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.
- 2.13 **No Warranty by Fort Bend County Against Infringements:** As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 **Right of Inspection:** The County shall have the right to inspect the goods at delivery before accepting them.
- 2.15 **Cancellation:** Fort Bend County shall have the right to cancel for default all or any part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.
- 2.16 **Termination:** The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 **Force Majeure:** Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the

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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.
- 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 effect 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

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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 books for the opening-day collection of the Mission Bend Branch Library. Fort Bend County reserves the right to purchase materials needed through other sources. Fort Bend County Libraries shall be referred to as FBCL in this bid.

4.0 PERIOD OF CONTRACT:

The expected date of completion of the Mission Bend Branch Library is August 2018. The contract will commence after awarded in Commissioners Court and the successful vendor provided a purchase order.

5.0 BID DOCUMENT COMPLETION:

Vendor shall fill out, initial each page, SIGN CONTRACT SHEET, and return ONE (1) complete bid document to the Fort Bend County Purchasing Department. An authorized representative of the bidder MUST sign the contract sheet. The bid document, as provided on County's website, must be in the same sealed envelope marked with the appropriate bid number and title. The contract will be binding only when signed by the County Judge of Fort Bend County and a purchase order(s) authorizing the item(s) desired has been issued. The use of correction fluid 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. All response, typed or

Initials of Bidder: LM

written information, must be clear and legible.

6.0 TEXAS ETHICS COMMISSION FORM 1295:

- 6.1 Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contracts, contract amendments, renewals or change orders are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.
- 6.2 On-line instructions:
 - 6.2.1 Name of governmental entity is to read: Fort Bend County.
 - 6.2.2 Identification number used by the governmental entity is the solicitation number: B17-091.
 - 6.2.3 Description is the title of the solicitation: Opening Day Collection for Mission Bend Branch Library.
- 6.3 Apparent low bidder(s) will be required to provide the Form 1295 within three (3) calendar days from notification. In the event the vendor does not provide the document in the stated time period the vendor's response will be marked as disqualified and the next low bidder will be contacted.

7.0 ABBREVIATIONS USED IN THIS BID:

- FBCL = Fort Bend County Libraries
- DDC = Dewey Decimal Classification
- ISBN = International Standard Book Number
- OCLC = Online Computer Library Center
- ODC = Opening Day Collection
- MARC = Machine-Readable Cataloging

8.0 PLANNING INFORMATION:

FBCL is made up of the George Memorial Library and nine (9) branch libraries. The Mission Bend Branch Library will open in the late summer of 2018. It will be a one-story building of 23,779 square feet, with public meeting rooms, staff work areas, and a shelving capacity of about 90,000 volumes. This new library is located in a fast-growing area of Fort Bend County that is middle-class. Population in this service area is approximately 127,331. This library will offer materials of all types (including books, both hardcover and paperback, audio books on CD and MP3, music CDs, DVD and, possibly, new formats) for all ages from infant through senior

Initials of Bidder: LM

citizens. Technology in this library will be advanced, and an emphasis will be placed on self-checkout. Circulation of materials will be done using RFID (3M). Collection emphasis will be on popular materials and materials for independent learning. FBCL intends to have an opening-day collection at the Mission Bend Branch Library of approximately 35,000 to 45,000 items. A minimal number of items will come from materials currently owned by Fort Bend County Libraries.

9.0 DELIVERY:

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

Mission Bend Branch Library
8421 Addicks Clodine Rd.
Sugar Land, TX 77083

10.0 BIDDING REQUIREMENTS:

Vendor shall bid discount for trade books (hardback and quality paperback trade books). Vendor shall pay shipping charges. Discount shall be from Publishers List Price. Vendor shall provide a Cost/Discount schedule for the following and attach the schedule to the bid response:

Trade Hardcover
Trade Quality Paper
Mass Market Paper
Publisher's Library Bindings
Short Discount
University Press

FBCL will receive books in shelf-ready condition upon delivery; shelf-ready meaning cataloged, linked and processed according to FBCL specifications.

11.0 REFERENCES: Please see Exhibit I for Brodart's references.

Vendor shall provide, **WITH BID**, three (3) references of current customers for which vendor has done or is doing an Opening Day Collection (ODC). Current customers given as references must be using Polaris Version 5.1 Build 261 or higher and have an ODC size of 30,000 to 70,000 volumes.

12.0 REQUIRED ELEMENTS OF THE SERVICE:

Bid response failing to meet all required elements of service will be disqualified.

12.1 FBCL is automated with the Polaris Version 5.1 Build 261. 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 Integrated Library System.

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Can Library order items electronically from the Vendor using the Polaris Integrated Library System?

Yes No _____

12.2 Vendor shall also be able to accept orders online by ISBN number.

Can Vendor accept orders online by ISBN number?

Yes No _____

12.3 Vendor shall provide to the Library free access to its online database for unlimited library staff user's IDs; the online database shall be continuously updated every working day and searchable by author, title, subject and ISBN. The database shall list materials to which the Vendor has access, giving status of item such as "in stock," "on order," "must order direct," etc. The database of available materials shall contain full-text reviews of items from journals such as, but not limited to, *Library Journal*, *Booklist*, *School Library Journal*, *Publisher's Weekly*, *Horn Book*, etc. These reviews shall be available on the database and viewable in full-text, free, to each user ID.

Can Vendor provide free access to an online database of materials, which is updated every working day for unlimited library staff user's IDs?

Yes No _____

Bibz.com

Is the database searchable by author, title, subject and ISBN?

Yes No _____

Will such database indicate the status of a listed item such as "in stock," "on order," "must order direct," etc?

Yes No _____

Can vendor provide a database of available materials that contain full-text reviews of items from journals such as, but not limited to, *Library Journal*, *Booklist*, *School Library Journal*, *Publisher's Weekly*, *Horn Book*, etc?

Yes No _____

Will such reviews be viewable in full text and free to each user ID?

Yes No _____

12.4 Vendor shall provide collection-development support for all book formats, utilizing customized selection lists prepared by the Vendor. Vendor shall work

Initials of Bidder: LM

with the Coordinator of Adult Collection Development, the Youth Services Coordinator, as well as other selectors, to create a profile for the Mission Bend Branch Library consistent with FBCL guidelines for collection development. Selection lists will be developed using current FBCL holdings, bibliographies of recommended and award winning materials, and review sources such as *Library Journal*, *Booklist*, *School Library Journal*, *Horn Book*, etc. The customized selection lists shall be available in both online and paper format and shall give complete order information, classification, subject categories, title descriptors, media indicators and age range.

Can Vendor provide selection lists in both print and electronic format?

Yes No

Will customized selection lists give complete order information, classification, subject categories, title descriptors, media indicators and age range?

Yes No

Will the Vendor prepare or present a sample customized selection list of at least two pages for juvenile picture books, adult non-fiction DDC 610s, and young adult fiction? If yes, please attach to the bid response.

Yes No **Please see Exhibit II for details on the sample selection lists provided. These lists have been included on a disc as well as been posted to Bibz.com for your review.**

Does the Vendor have access to bibliographies of recommended and award-winning materials?

Yes No

Does the Vendor have access to various review sources such as, but not limited to, *Library Journal*, *Booklist*, *School Library Journal*, *Horn Book*, etc.?

Yes No

- 12.5 Vendor shall work with FBCL staff on the ODC collection for the Mission Bend Branch Library. Communication for said work shall be accomplished by phone, fax, email, and in person. Setting the initial parameters of what is needed and wanted in the collection is very important and is best accomplished with a meeting of the vendor and FBCL at the FBCL location. This meeting will include establishing a profile of the specifications Fort Bend County Libraries requires in the processing and cataloging of materials. The time frame for this project is expected to be just over one year from the beginning of the process to delivery of the books to the Mission Bend Branch Library.

Does the Vendor have collection-development staff in-house to work with FBCL

Initials of Bidder: LM

staff?

Yes No _____

Will the Vendor designate a lead person to work on this project?

Yes No _____

Will the Vendor send, at their expense, a person or persons to FBCL to begin the collection-development process after an initial P.O. is issued?

Yes No _____

Will lead person be available via phone, fax and/or email during normal business hours?

Yes No _____

Is Vendor prepared to complete this project in just over one year?

Yes No _____

- 12.6 The Vendor shall have the ability to load FBCL database onto its system and to produce customized selection lists that will indicate FBCL holdings at the location level.

Can the Vendor download a copy of our database into their system to view our current holdings?

Yes No _____

Can Vendor produce customized selection lists that indicate FBCL holdings at the location level?

Yes No _____

- 12.7 FBCL wants to match the titles from the last three (3) years at the Cinco Ranch Branch for the Mission Bend Branch Library. The vendor will need to supply at least one (1) copy of each book still available, excluding reference titles. FBCL will be able to supply the list of titles needed.

Can the vendor supply at least one copy of each book that is currently available from a list generated by Fort Bend County Libraries?

Yes No _____

Initials of Bidder: LM

- 12.8 Vendor shall provide shelf-ready processing for all books according to FBCL specifications, shelf-ready meaning cataloged, linked and processed according to FBCL specifications. Specifications are sections 12.0, 13.0 14.0 and 15.0 of this document. These specifications are written as guidelines until after a meeting is held between the Vendor and Fort Bend County Libraries collection development and cataloging staff.

Can the Vendor provide shelf-ready processing, including cataloging and linking, using FBCL specifications?

Yes No

Does Vendor accept that the specifications are guidelines to enable them to respond to this bid? Specifications will be finalized at a meeting between Fort Bend County Libraries collection development and cataloging staff and the Vendor.

Yes No

Brodart understands that specifications will be finalized during the profiling meeting. Please note, changes to the specifications as outlined in the bid may result in appropriate price adjustments.

- 12.9 As a condition of gaining access to Fort Bend County Libraries (FBCL) computer network and direct access to its integrated library system, every third party must secure its own connected systems in a manner consistent with FBCL requirements. FBCL reserves the right to audit the security measures in effect on these connected systems without prior warning. FBCL also reserves the right to immediately terminate network connections with all third party systems. Such a disconnection would be warranted if FBCL believes the third party is not meeting these requirements, or if the third party is providing an avenue of attack against FBCL systems.

Successful vendor will have adequate security measures to guard against unauthorized intrusion or usage of its own network and FBCL's network including but not limited to firewalls, secure FTP, password integrity measures, and intrusion detection.

Successful vendor will maintain confidentiality of all usernames and passwords necessary to gain access to FBCL's integrated library system. No personnel or department shall be allowed to share usernames or passwords.

Successful vendor shall report all compromises to FBCL Administration within 24 hours of the incident. This includes but is not limited to username/password integrity failure, changes in personnel that had direct access to FBCL's network or intrusions to FBCL's network via the vendor's network system.

Can the respondent to this bid successfully fulfill all of the above network security requirements?

Yes No

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12.10 All items shall be delivered fully MARC-cataloged, classified and processed on dates specified by FBCL. Cataloging, processing, bar-coding and application of RFID tags shall be done according to FBCL specifications. To complete this process, it will be necessary to interface with Polaris. FBCL recognizes that costs will be associated with producing a shelf-ready collection. FBCL shall see and approve samples of processing according to FBCL specifications within 30 days of issuing a P.O.

Will Vendor use FBCL specifications for cataloging, processing, bar-coding, and applying RFID tags?

Yes No _____

Can the Vendor interface with Polaris electronically, after receiving permission to do so?

Yes No _____

Can the Vendor download records into FBCL's Polaris Integrated Library System after receiving permission to do so?

Yes No _____

Will the cost of preparing a shelf-ready collection include linking, processing, storage and delivery?

Yes No _____

12.11 Fort Bend County Libraries does not want Mission Bend bibs and items to be entered into our database earlier than 1 month but no later than 1 week prior to opening day of the branch. Fort Bend County Libraries is prepared to provide a copy of our current bibs and items at vendor's request. Placing the bibs and items in the FBCL database will be done via an import carried out by FBCL staff. The vendor will provide ASCII delimited files of 25,000 bibs per file, listing all vendor-provided Mission Bend bibs and items.

Is the vendor able to accept a copy of our current bibs and items?

Yes No _____

If the vendor able to provide ASCII delimited files of 25,000 bibs per file, listing all vendor-provided Mission Bend bibs and items?

Yes No _____

12.12 Fort Bend County Libraries has transitioned to RFID. FBCL will be obtaining

Initials of Bidder: LM

RFID tag square from the Bibliotheca Company. These tags, along with the barcodes, will be shipped to the Vendor for processing of materials. The RFID tag square must be configured with the item's barcode (14 digits) and placed on the inside back cover of the book.

Can the Vendor insert on the inside back cover, process and configure with the item's barcode (14 digits) RFID tag square in books?

Yes No

Will Vendor accept RFID tags and barcodes purchased by Fort Bend County Libraries and shipped to them for processing of books?

Yes No

- 12.13 Vendor shall box and store materials in a climate-controlled environment to prevent damage. Material shall be boxed by shelf-list order and shipped according to FBCL's timetable. Contents of boxes shall be clearly visible on outside label. Inside delivery, to a location within the library identified by library staff, is required. Shipping from the warehouse to Mission Bend Branch Library must be FREE. This includes free shipping from any distribution center. FBCL may need to audit the materials in storage. FBCL needs for the pallets to be removed from the Mission Bend Branch Library.

Please see Exhibit III for additional information on Brodart's storage, sorting and shelving services.

Can the Vendor box and store materials in a climate-controlled environment?

Yes No

Can the materials be boxed by shelf-list order?

Yes No

Will the Vendor ship the materials on FBCL's timetable?

Yes No

Will the boxes be clearly labeled as to contents?

Yes No

Will delivery be made to a location within the library building as identified by library staff?

Yes No

Will Vendor provide lists of materials boxed and ready for shipment?

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Yes No _____

Can Vendor provide free storage for materials ordered for up to twelve months?

Yes No _____

Will Vendor provide free storage for an additional 60 days if building opening is delayed?

Yes No _____

Can the Vendor provide FREE shipping for ODC orders from ANY DISTRIBUTION CENTER?

Yes No _____

Can the Vendor provide FREE shipping of the ODC from the warehouse to inside the Mission Bend Branch Library?

Yes No _____

Will the vendor arrange for removal of the pallets after delivery?

Yes No _____

12.14 Fort Bend County Libraries would like a report in Excel (.xls) format at the time of delivery that would show all items delivered and include the library's barcode, call number, title, author and EAN as well as any enhanced data sent to the vendor as items were ordered such as PO number, branch, collection, item type and fund. We would also like to have the vendor's internal control number for each shipped package included on the report. The report should be delivered electronically and be able to be manipulated by the person receiving the report.

Can the vendor provide an Excel format report at the time of delivery that would include all specifics listed just above?

Yes No _____

Can the report be delivered electronically in a format that the person receiving the report can manipulate the report?

Yes No _____

12.15 Packing slips usually come in title order. To assist in checking the items against

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the packing slips FBCL would like to have the packing slips in Author order for Fiction and Dewey number for non-fiction. The packing slips need to match the invoices in the order the items are displayed.

Can the vendor provide packing slips in Author order for fiction and Dewey number for non-fiction?

Yes X No _____

Will the packing slips match the invoices in the order items are displayed, author order for fiction and Dewey number for non-fiction?

Yes X No _____

12.16 Vendor shall address methods and intervals of invoicing as well as payment requirements. Fort Bend County pays for materials upon delivery, after verification of the order and receipt of an invoice. All invoices shall be itemized and in duplicate or delivered electronically.

Will vendor agree to payment after books have been delivered to Mission Bend Branch Library, verified against packing slips and invoices?

Yes X No _____ **Please see Exhibit IV for information on Brodart's payment requirements.**

Can Vendor provide invoices in duplicate with the following information?

- Fort Bend county purchase-order number
- Batch-order number
- The books, listed with batch order, alphabetically by author for fiction and by Dewey number for non-fiction
- For each title: quantity ordered, quantity shipped, Publishers Unit List Price, discount percentage, discounted unit price, and extension price
- Vendor's name and address
- The library's name, address and account number
- Invoice number
- The term: "Fort Bend County Bid #"
- Federal Tax ID#
- Invoice date

Yes X No _____

Can Vendor provide electronic invoices?

An EDI invoice can be generated for orders placed electronically (EDI); however, the invoice will be generated when material has been cataloged, processed and placed into storage.

Yes X No _____

12.17 Vendor shall list all service charges and processing fees on invoices separately

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from book prices or discounts.

Can Vendor list all service charges and processing fees on invoices separately from book prices and discounts?

Yes X No _____

12.18 Fort Bend County Libraries is trying to cut down on the number of packing slips and invoices for an Opening Day Collection. FBCL realizes that there will be a certain number of single items coming with a packing slip and invoice. Items that had to be ordered will arrive at separate times for processing, cataloging and boxing. FBCL would like for the vendor to find a way for single items to be grouped in a box with one packing slip and invoice, even if they are from divergent parts of the collection.

Does the vendor have a way of grouping divergent single items into one box with one packing slip and one invoice?

Yes X No _____

12.19 Vendor shall create project-management reports at agreed-upon intervals (probably monthly) and shall offer on-site auditing of materials in storage if requested to do so by FBCL. Monthly reports may include, but are not limited to:

- List of materials processed and held in storage by collection area
- Percentage of each collection area selected and in storage.
- Percentage of budget spent on each collection area
- Budget report – retail price of item, discounted price, and cataloging and processing costs for each item completed that period
- Confirmation of titles on order
- Report of all titles ordered

Can the vendor create project-management reports at agreed-upon intervals?

Yes X No _____

Will the monthly reports include but not be limited to those listed above?

Yes X No _____

Can the Vendor provide a sample report? If yes, please attach to bid response.

Yes X No _____ **Please see Exhibit V for sample project reports.**

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Can the Vendor offer on-site auditing of materials in storage?

Yes No

12.20 Vendor shall meet a 95% fill rate one month prior to opening day. Vendor shall propose substitution of titles to meet fill rate. All books ordered shall be delivered or accounted for before December 1, 2018. Indicate size of recently completed ODC and provide actual fill rate.

Can the Vendor meet a 95% fill rate one month prior to opening day?

Yes No

Can the Vendor provide substitution of titles, with FBCL approval, to meet fill rate?

Yes No

Will these titles only be substituted after agreement of substitution policy with FBCL?

Yes No

Can the Vendor supply examples of two recently completed ODC with the actual fill rate? If yes, please attach to bid proposal.

Yes No

Can all books ordered be delivered or accounted for by December 1, 2018?

Yes No

12.21 Books do not always arrive in perfect condition. They may be damaged, defective or not as ordered. The Vendor shall have a return policy listing such information as return fees, restocking fees, etc. Vendor shall accept any publisher-defective materials back up to one year regardless of attached materials and issue full credit with no restocking fee or replace it at no charge. In some cases, books do not arrive at all. Vendor shall replace these at no charge.

Will Vendor provide information on or a copy of their return policy? If yes, please attach to bid proposal.

Please see Exhibit VI for Brodart's Return Policy.

Yes No

Will Vendor accept the return of any publisher-defective materials for one year and issue full credit with no restocking fee or replace at no cost regardless of

Initials of Bidder: LM

* Project Name	Books Ordered	²⁵ Books Cancelled	Fill Rate
Metropolitan Branch ODC	60,000	1,380	97.7%
South Fulton Branch ODC	55,000	825	98.5%
Southeast Branch ODC	41,000	574	98.6%

attached materials?

Yes No _____

Will Vendor replace missing books at no charge?

Yes No _____

12.22 FBCL may schedule an interview of qualified bidders.

Will the bidder attend such scheduled event at bidder's expense?

Yes No _____

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

Is Vendor's inventory a minimum of 50,000 titles with not less than 500,000 volumes on hand?

Yes No _____

12.24 Vendor shall provide processing-service requirements as specified on enclosure. Dewey classification numbers shall be obtained first from FBCL's database, second from OCLC and lastly from the vendor's database. FBCL currently catalogs using Dewey Decimal Classification 23. Where there is a discrepancy in the catalog please follow DDC23.

Can Vendor provide processing first from FBCL database, second from OCLC and lastly from the vendor's database?

Yes No _____

Will the vendor use DDC23 for cataloging, especially when there is a discrepancy in FBCL's database?

Yes No _____

Yes No _____

12.25 Taking delivery of an Opening Day Collection should involve pre-planning of the trucking and delivery needs, inspection of the materials being received, assistance with damaged or missing materials and coordination with the home office of the Vendor selected. FBCL is looking for a Vendor that is willing to send a representative to Mission Bend Branch on the day of delivery to assist our staff during the process.

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Will the Vendor send a representative to FBCL on the day of delivery to assist with trucking and delivery needs, inspection of the materials being received, respond to damaged or missing materials and coordinate any issues with the home office of the Vendor?

Yes X No _____

13.0 CATALOGING, CLASSIFICATION AND PROCESSING – GENERAL GUIDELINES: (Specific guidelines will be agreed upon during a meeting of Fort Bend County Libraries collection development and cataloging staff and representative(s) of the awarded Vendor.)

- 13.1 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 data base, 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.
- 13.2 FBCL's name authority follows Library of Congress guidelines with local modifications and should be used by the vendor throughout the project.
- 13.3 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 Section 14.0.
- 13.4 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.
- 13.5 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 14.0).

14.0 PREPARATION FOR THE SHELVES – GUIDELINES: (Specific guidelines will be agreed upon during a meeting of Fort Bend County Libraries collection development and cataloging staff and representative(s) of the awarded Vendor.)

- 14.1 Vendor shall prepare books for the shelves in accordance with the processing specifications of FBCL. These specifications and format for spines appear in Section 14.0. Section 20.0 gives examples of placement of labels. Vendor shall supply examples of books processed according to these specifications after a PO is issued and a planning meeting held.

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14.2 The processing costs and specifications shall include:

- Property stamp
- Plastic book jacket cover
- RFID tag square configured with the item barcode of 14 digits (See Section 20.0)
- Spine labels to include information specified in Section 14.0 and Samples in Section 20.0
- Barcodes

14.3 Vendor shall perform the functions detailed in this section such that all materials are processed before shipment to library.

15.0 CALL NUMBER FORMAT GUIDELINES: (Specific guidelines will be agreed upon during a meeting of Fort Bend County Libraries collection development and cataloging staff and representative(s) of the awarded Vendor.)

15.1 Fort Bend County Libraries uses Dewey Decimal scheme for classification. The Vendor shall go no further than three (3) decimal places or second segment of the classification given by LC, whichever comes first.

15.2 The call number consists of the classification assigned to the book and the first three letters of the main entry in upper case. (The first three letters of the main entry are used for the "Cutter," except for individual biography, where the full last name of person the biography is about is used. For fiction books, the Cutter would be the first 3 characters [in upper case] of the last name of the author of the book. For main entries beginning with number or initials, the Cutter is built as if the number or initial is spelled out.

16.0 SPINE LABEL GUIDELINES:

16.1 Start each line of label on left margin.

16.2 Start a new line:

16.2.1 When a space occurs;

16.2.2 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>
<u>Adult Non-fiction</u>		
Circulating	248.4 PEA 2010	248.4 PEA 2010
Reference	REF 344.73 DRU 2011	REF 344.73 DRU 2011
Large print	LP 629.13 MCC 2009	LP 629.13 MCC 2009
<u>Young Adult Non-fiction</u>		
	YA 305.8 CUT 2011	YA 305.8 CUT 2011
<u>Biographies</u>		
Individual	B STETSON	B STETSON
<u>Young Adult Biographies</u>		
	YA B FRANK	YA B FRANK
Individual with name longer than 8 characters.		
For example, a book about Eisenhower would be done in the following way:		
	B EISENHOWER	B EISENHOW
Collective	920 ROC	920 ROC

Initials of Bidder: LM

<u>Item</u>	<u>Call number</u>	<u>Spine label</u>
<u>Collection of short stories</u>		
By different authors	808.83 ASI2007	808.83 ASI 2007
By one author	FIC ASI	FIC ASI
<u>Adult fiction</u>		
Regular Fiction	FIC GRI	FIC GRI GRI
<u>Young Adult fiction</u>		
Young adult	YA FIC HEW	YA FIC HEW
<u>Children</u>		
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
Picture books without words	E KAR	E KAR

<u>Item</u>	<u>Call number</u>	<u>Spine label</u>
Middle Grades	MG FIC HEW	MG FIC HEW
	MG 305.8 CUT	MG 305.8 CUT
	MG B FRANK	MG B FRANK
Large print	J LP FIC CLE	J LP FIC CLE
	J LP B FRANK	J LP B FRANK
	MG LP FIC LEA	MG LP FIC LEA
Large print	J LP FIC CLE	J LP FIC CLE
	J LP B FRANK	J LP B FRANK

17.0 PROCESSING SPECIFICATIONS-GUIDELINES:

17.1 Property stamp

- Use black ink - Carter's Brand Micropore stamp pad #Den 21281
- Stamp top edge of the book (See Section 20.0)

17.2 Property label

- Affix pre-printed property labels on the left bottom corner of the back of the book cover (See Section 20.0)

Initials of Bidder: LM

17.3 Circulation labels

- Affix circulation label on the bottom corner of the book above the Property label (See Section 20.0) (Label covers, Gaylord KA-\$324, must be used on hardcover books without a jacket).

17.4 Spine labels

- Affix white spine label to the base of the spine (See Section 20.0)
- 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 (See Section 20.0)
- If spine is narrow on adult books, spine label is affixed sidewise (See Section 20.0)
- Spine tags for mystery, western, science fiction, and Christmas are applied above the call number (See Section 20.0)
- 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)

17.5 Plastic book jacket covers

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

17.6 Barcode labels

- All materials require a barcode in the upper right corner of the back cover of the book being processed (See Section 20.0) (Label cover, Gaylord PR320, must be used on hardcover books with a jacket).

17.7 RFID tag square (Bibliotheca)

- RFID tag square to be placed on inside back cover of every book with tag encoded with barcode (14 digits) of book. (See Section 20.0)

18.0 SUBMITTALS REQUESTED:

- 18.1 References
- 18.2 Sample customized selection list (as stated in Section 12)
- 18.3 Project Management Sample report (as stated in Section 12)
- 18.4 ODC examples and fill rate
- 18.5 Return Policy
- 18.6 Cost/Discount Schedule

19.0 BID PRICE:

Percent discount bid from publisher's list price for trade books:

Trade Hardcover	<u>47.0</u> % *	
Trade Quality Paper	<u>42.0</u> % *	
Mass Market Paper	<u>42.0</u> % *	
Publisher's Library Bindings	<u>21.5</u> %	
Short Discount (Non-trade)	<u>11.0</u> % *	*Hardcover and paperback titles on which Brodart receives little or no discount and/or the publisher requires prepayment may be discounted at the non-trade discount (11%) or invoiced at the publisher's list price.
University Press	<u>11.0</u> % *	

What is your processing (i.e. barcode, RFID, etc.) cost per item to prepare a shelf-ready book?

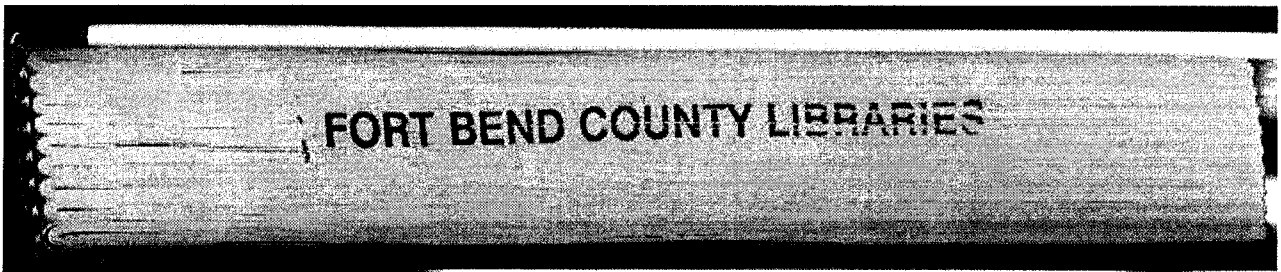
\$ 3.55/item**

FBCL would like to use tier pricing in the cataloging of books for shelf-ready status. Tier-pricing cost would vary based on the amount of cataloging expense incurred. Adding a holding to an existing record would cost less than creating a whole new record with original cataloging.

Please complete the chart below giving a cost per book for various levels of cataloging.

Copy cataloging	\$ <u>Included in price above</u>
Adaptive cataloging	\$ <u>Included in price above</u>
Upgrade cataloging	\$ <u>Included in price above</u>
Original cataloging	\$ <u>Included in price above</u>

20.0 SAMPLES:



Property stamp on top edge of book.
(Do not stamp book if top edge is less than 1/2 inch.)

Initials of Bidder: LM

**Price includes item linking and processing as described in Section 17: property stamp, property label, genre label (when applicable), circulation label, spine label, book jacket (label protectors on books without jackets), customer supplied barcode label, customer supplied Bibliotheca RFID tag (Brodart encodes item barcode number). Please add \$2.00 per item for Trade paperback material that requires Brodart's BrodartGuard lamination service. Please see Exhibit VII for more details on Brodart's Compleat Book-Serv Cataloging and Processing services.

Advance Praise for The



at

"In 1936 nine working-class American boys burst from the limelight, unexpectedly wiping the smile off Adolf Hitler's team to capture the Olympic gold medal. Daniel James Brown has written a robust, emotional snapshot of an era, a book you will recommend to your best friends."

-JAMES BRADLEY, author of *Flags of Our Fathers* and *Flyboys*

"*The Boys in the Boat* is not only a great and inspiring true story, it is a fascinating work of history."

-NATHANIEL PHILBRICK, author of *Mugflower* and *In the Heart of the Sea*

"I really can't rave enough about this book. Daniel James Brown has not only captured the hearts and souls of the University of Washington rowers who raced in the 1936 Olympics, he has conjured up an era of history. Brown's evocation of Seattle in the Depression years is dazzling; his handling of character, especially the hard-drabble hero Joe Rantz, is novelistic; his narration of the boat races and the sinister-ombed atmosphere of Berlin in 1936 is cinematic. I read the last fifty pages with white knuckles, and the last twenty-five with tears in my eyes. History, sports, human interest, weather, suspense, drama, physics, oppression, and inspiration—*The Boys in the Boat* has it all, and Brown does full justice to his terrific material. This is *Chariots of Fire* with oars."

-DAVID LASKIN, author of *The Children's Blizzard* and *The Family*

"A lovingly crafted saga of sweat and idealism that raised goose bumps from the first page. I was enthralled by the story's play of light and shadow, of mortality and immortality, and its multi-dimensional recreation of the pursuit of excellence. This meditation on human frailty and possibility sneaks up on you until it rushes past with the speed of an eight-oared boat."

-LAURENCE BERGREEN, author of *Columbus* and *Over the Edge of the World*

"*The Boys in the Boat* is an exciting blend of history and Olympic sport. I was drawn in as much by the personal stories as I was by the Olympic glory. A must read for anyone looking to be inspired!"

-LUKE MCGEE, coach, USRowing Men's National Team

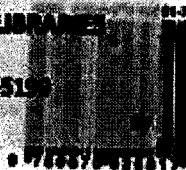
"For years I've stared at and wondered about the old wooden boat resting on the top rack of the UW boathouse. I knew the names of the boys that rowed it but never really knew who they were. After

797.123 BRO 2013
Brown, Daniel.
The boys in the boat
George Memorial Library
33219073481613

day and witness what it was truly like earning
nation showed by Joe and the rest of the boys
ever look at that wooden boat the same again."

2012 Olympic gold medal-winning coxswain,
women's eight-oared crew, 2006 and 2012

FORT BEND COUNTY LIBRARIES
1001 Golfview Drive
Richmond, Texas 77469-5199



- a) Barcode
- b) Circulation label
- c) Property label

Initials of Bidder: LM

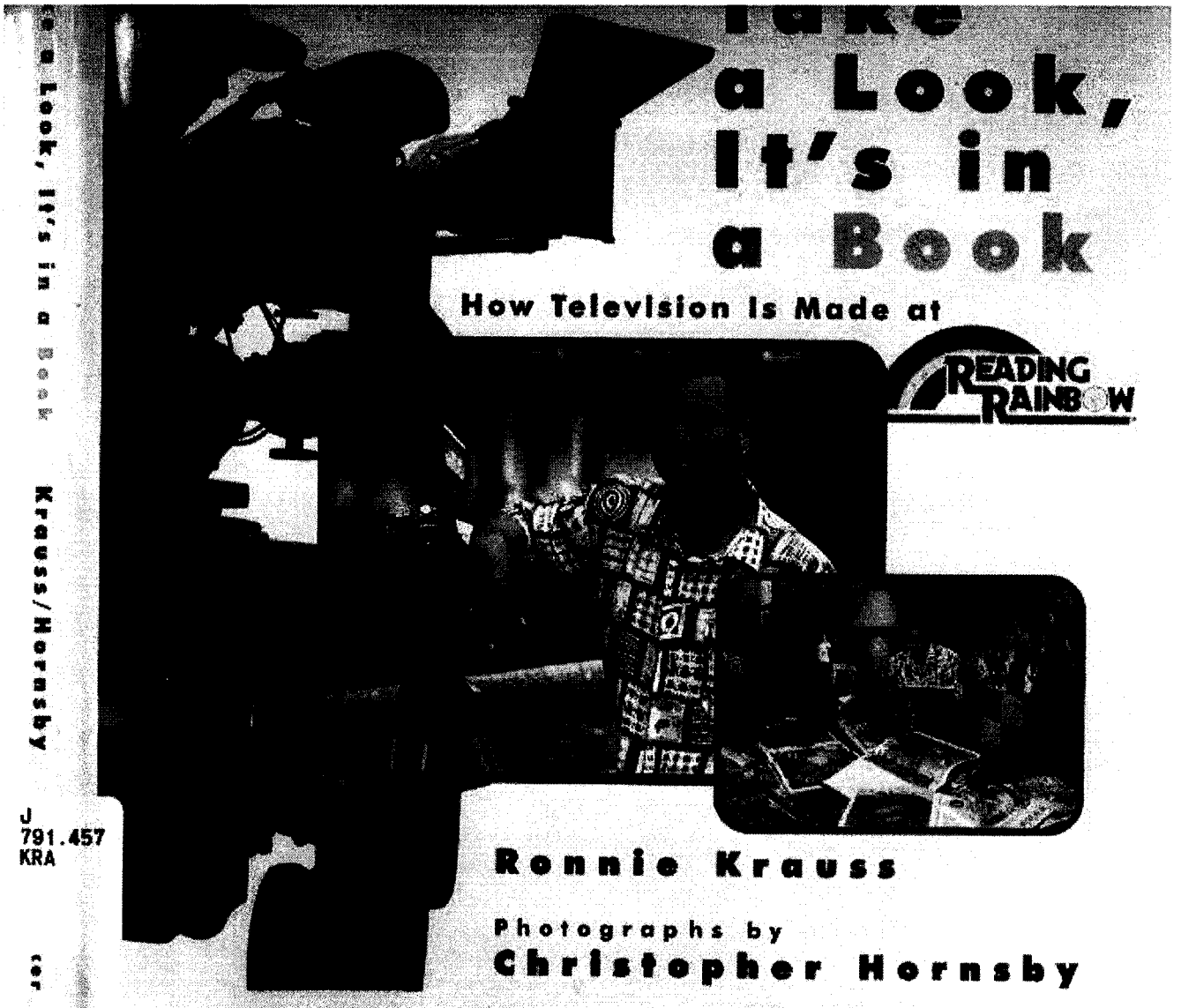


Spine labels affixed to the base of spine.

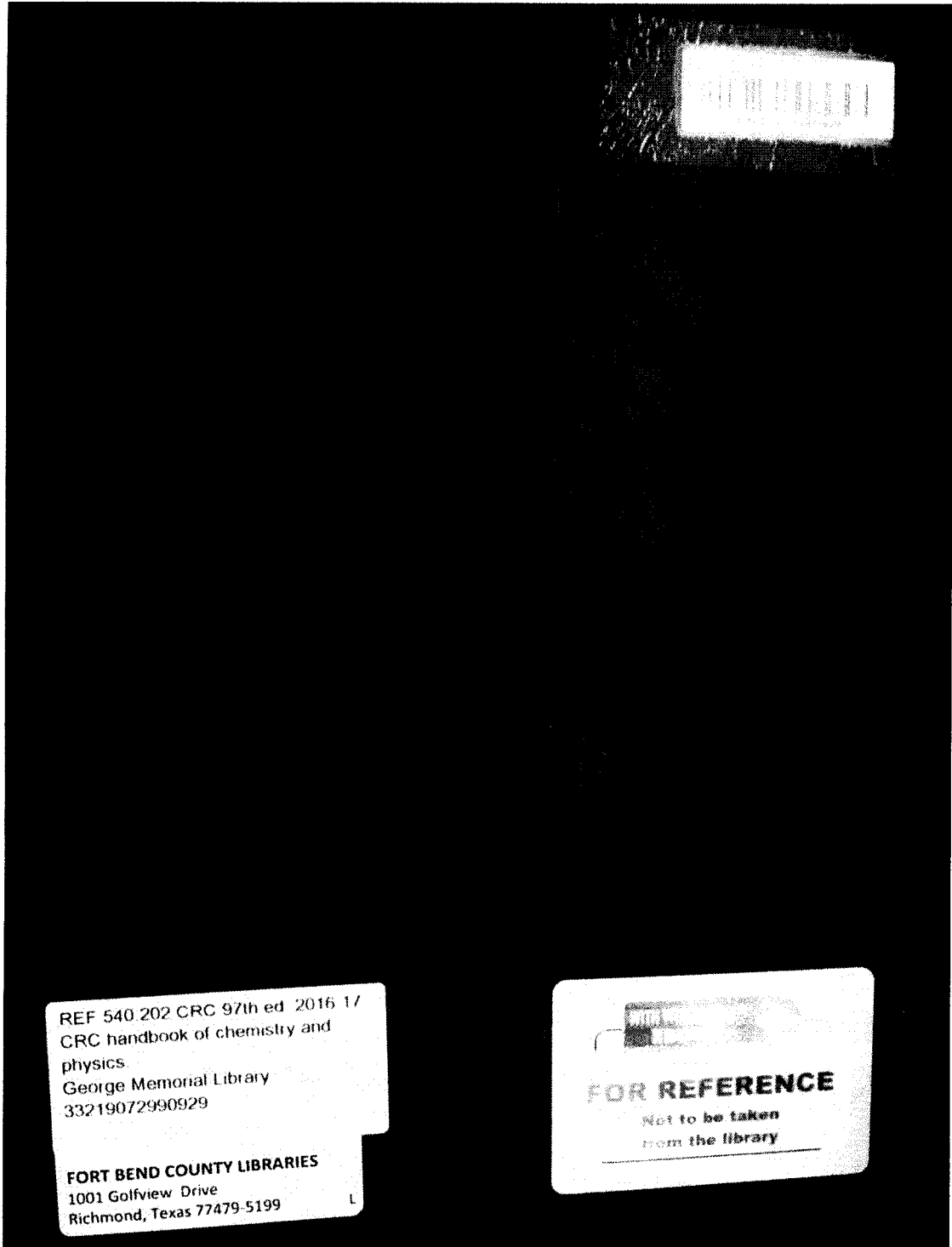


Spine label affixed horizontally on adult book with narrow spine.

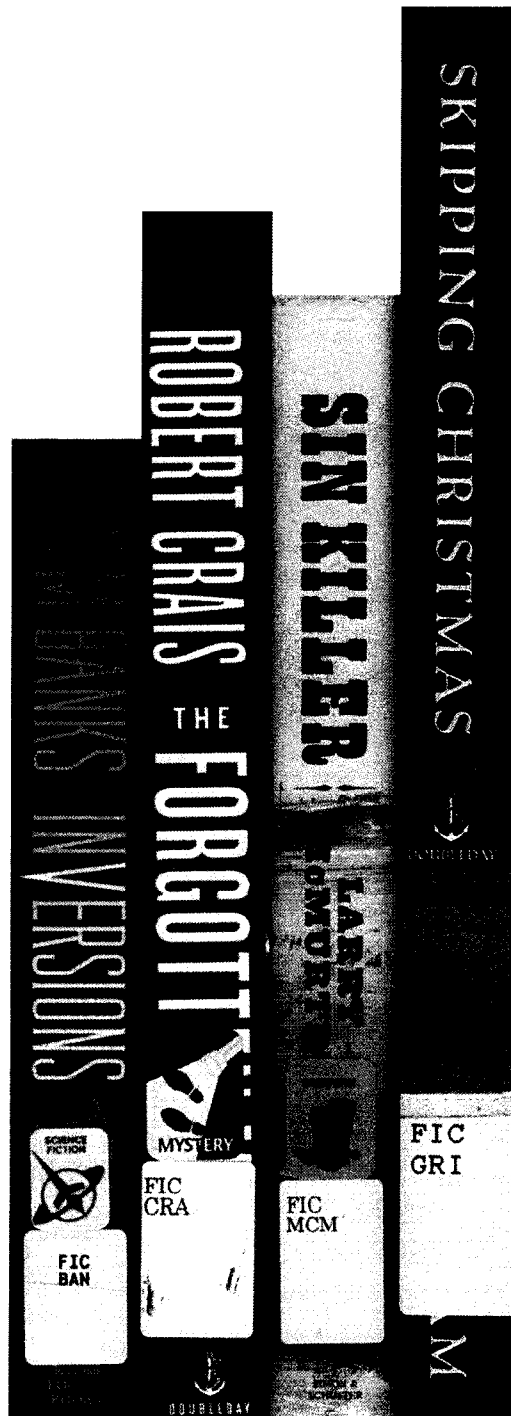
Initials of Bidder: LM



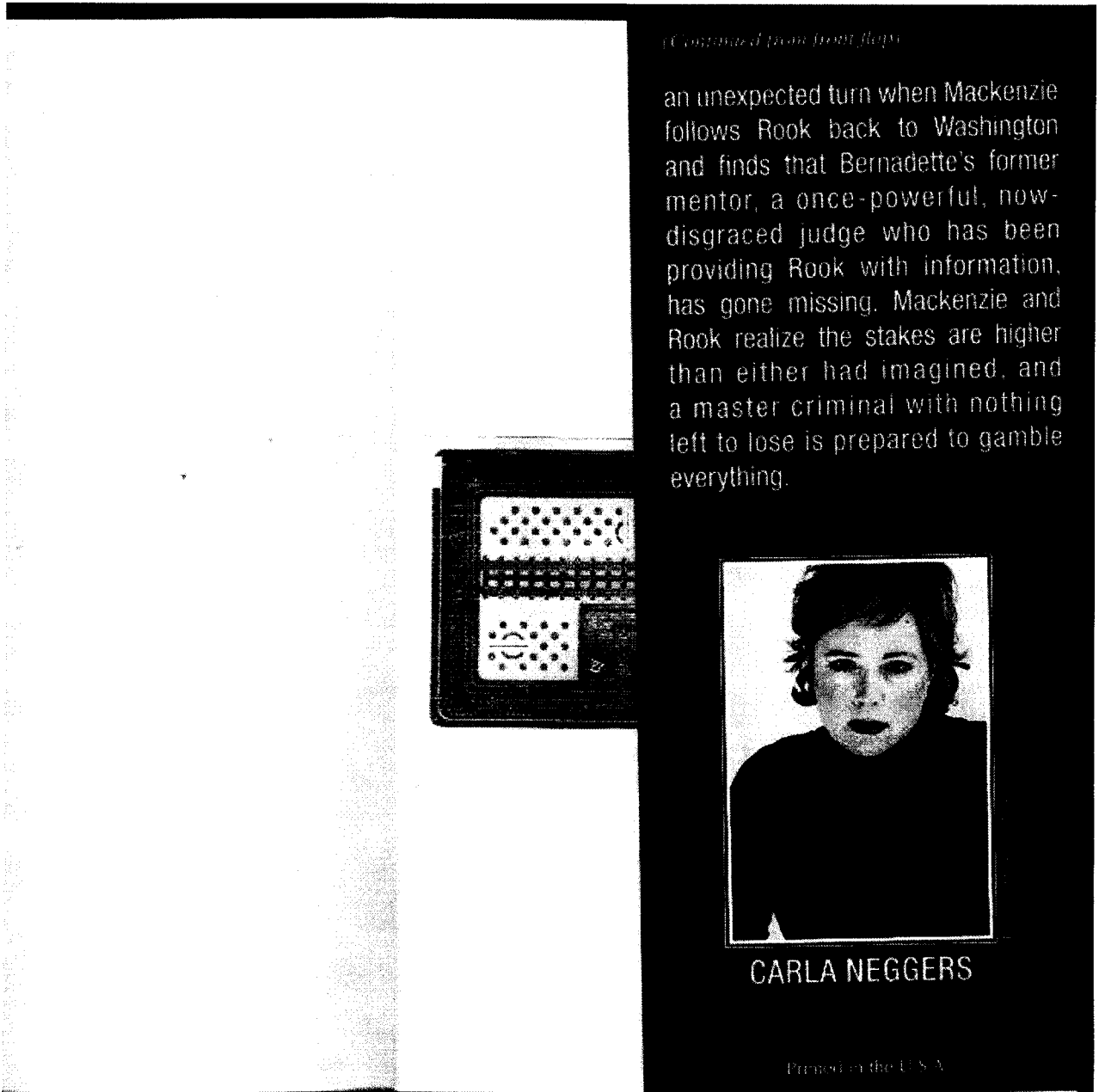
Spine label affixed vertically on juvenile book with narrow spine.



Barcode and circulation label affixed to reference book.



Genre labels affixed above the call number on mystery, science and western fiction and Christmas books.



RFID tag placed along spine on inside back cover.

21.0 REQUIRED FORMS:

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

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

Initials of Bidder: LM

CONTRACT SHEET
BID 17-091

THE STATE OF TEXAS
COUNTY OF FORT BEND

This memorandum of agreement made and entered into on the 12 day of September, 20 17,
10th day of August,
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
Brodart Co. (hereinafter designated Contractor).
(company name)

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **Opening Day Collection for Mission Bend Branch Library** 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 12 day of September, 20 17.

By: Robert Hebert
County Judge Robert E. Hebert
Fort Bend County, Texas

By: Lisa Miosi
Signature of Contractor

By: Lisa Miosi, Director, Customer Care
Printed Name and Title

Initials of Bidder: LM

RESOLUTION ADOPTED

BY

THE BOARD OF DIRECTORS OF NUBRO, INC.

December 1, 2016

WHEREAS, Nubro, Inc., is the general partner of Brojo, a New Jersey limited partnership; and

WHEREAS, Nubro, Inc. and Brojo have formed a New York general partnership doing business as Brodart Co.; and

WHEREAS, Nubro, Inc., as the general partner of Brojo, has the authority to designate those persons who are authorized to act on behalf of Brojo; and

WHEREAS, Nubro, Inc. as one of the two general partners of Brodart Co. and as the general partner of Brojo, the other general partner of Brodart Co., has the authority to designate those persons who are authorized to act on behalf of Brodart Co; and

WHEREAS, under the terms of Brodart Co.'s partnership agreement, a duly authorized officer of either partner is authorized to act on behalf of and to bind the partnership.

NOW, THEREFORE, be it

RESOLVED that each of the officers of Nubro, Inc., the names of such officers and their office(s) being set forth in the list of officers captioned "Exhibit 1 hereto, to be filed with the attached to the minutes of this meeting, is hereby authorized and empowered to act in such capacity on behalf of and in the name of Brodart Co. and Brojo, and in connection therewith, to execute and submit bids all on such terms as the chairman, the president or any vice-president of Nubro, Inc. shall, in their discretion, deem desirable and in the best interests of Brodart. Co. or Brojo; and

RESOLVED FURTHER, that each of the chairman, the president, the treasurer or any vice-president or the secretary/assistant secretary of Nubro, Inc. is hereby authorized and empowered to act in such capacity on behalf of and in the name of Brodart Co. and Brojo, and in connection therewith, to execute and submit bids, enter into contracts, make commitments for and to enter into real and personal property leases and renewals thereof all on such terms as the chairman, the president or any vice-president of Nubro, Inc. shall, in their sole discretion, deem desirable and in the best interests of Brodart Co. or Brojo; and

RESOLVED FURTHER, that the Secretary of this corporation is directed to file a copy of Exhibit 1 with the minutes of this meeting, to be incorporated as part of the minutes of this meeting.

EXHIBIT I

Denise Gatsche	Chairman and CEO, Secretary
Robert McAndrew	President and Chief Operating Officer
Richard Dill	Treasurer, Chief Financial Officer
Gretchen Herman	Assistant Secretary
Debbie Breidinger	Assistant Secretary
Michael Chefalo	Assistant Secretary
Robert Donnelly	Assistant Secretary
Cathi Egli	Assistant Secretary
Joanie Hill	Assistant Secretary
Shirley Hill	Assistant Secretary
Fred Long	Assistant Secretary
Lisa Miosi	Assistant Secretary
Mike Paul	Assistant Secretary
Ann Pepperman	Assistant Secretary
Walter Perchinski	Assistant Secretary
Lisa Marvin	Assistant Secretary
Paul Seif	Assistant Secretary



COUNTY PURCHASING AGENT
Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8645

Vendor Information

Federal ID # or S.S #	23-2248758	Dun and Bradstreet #	108048612
Type of Business	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization		
Legal Company Name	Brodart Co.	Year Business was Established	<u>1939</u>
Remittance Address	L-3544		
City/State/Zip	Columbus, OH 43260-0001		
Physical Address	500 Arch Street		
City/State/Zip	Williamsport, PA 17701		
County	<input type="checkbox"/> Fort Bend County Other: Lycoming		
Phone/Fax Number	Phone: 800.233.8467	Fax: 570.651.1639	
Contact Person	Tara Miller		
E-mail	bids@brodart.com		
Special Notes	N/A		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise Certification # _____ <input type="checkbox"/> SBE-Small Business Enterprise Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise Certification # _____		
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 checked="" type="checkbox"/> >\$22,400,000		
NAICs codes (Please enter all that apply).	424920, 337127, 423990		

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Brodart Co.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 500 Arch Street	
	6 City, state, and ZIP code Williamsport, PA 17701	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally 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 <i>How to get a TIN</i> on page 3.																																																							
Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																							
	<table border="1" style="margin: auto;"> <tr><th colspan="9">Social security number</th></tr> <tr><td>N/A</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p style="text-align: center;">or</p> <table border="1" style="margin: auto;"> <tr><th colspan="9">Employer identification number</th></tr> <tr><td>2</td><td>3</td><td></td><td>-</td><td>2</td><td>2</td><td>4</td><td>8</td><td>7</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>5</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>8</td></tr> </table>	Social security number									N/A			-						Employer identification number									2	3		-	2	2	4	8	7									5									8
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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); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
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 3.	

Sign Here	Signature of U.S. person ▶ <i>Lisa Mioni</i>	Date ▶ August 10, 2017
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. 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 line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 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 U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

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 this page), 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 SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting 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, apply for a TIN and 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 U.S. 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, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 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 made in settlement of payment card and third party network transactions, 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 ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The owner ²
	The grantor ³
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ 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.

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

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

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not 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 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

*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, 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.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

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

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

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

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

Visit 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 (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and 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. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Job No.: 17-091

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

Taxpayer Identification Number (T.I.N.): 23-2248758

Company Name submitting Bid/Proposal: Brodart Co.

Mailing Address: 500 Arch Street, Williamsport, PA 17701

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

N/A - Brodart is not an individual.

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.)

<u>Fort Bend County Tax Acct. No.*</u>	<u>Property address or location**</u>
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 Brodart Co. is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is Williamsport, PA.
[Company Name] [City and State]



EXHIBITS

References	Exhibit I
Sample Selection List	Exhibit II
Storage, Sorting and Shelving Services	Exhibit III
Payment Requirements.....	Exhibit IV
Project Reports.....	Exhibit V
○ Delivery Report	
○ Confirmation Report	
○ On Order Title Status Report	
○ Cancellation Report	
○ Fund Report	
○ Invoice	
Return Policy	Exhibit VI
Compleat Book-Serv Cataloging and Processing	Exhibit VII
Opening Day Collections	Exhibit VIII

REFERENCES

Brodart has provided opening day collection services for the following Polaris libraries.

Salt Lake City Public Library

210 East 400 South
Salt Lake City, UT 84111
Becky Butler, Head of Technical Services
801.524.5251
bbutler@slcpl.org

Denver Public Library

10 West 14th Ave. Parkway
Denver, CO 80204
Rachel Fewell, Collection Services Manager
720.865.1518
rfewell@denverlibrary.org

Dallas Public Library

1515 Young St.
Dallas, TX 75201
Andrew Wright, Senior Manager - Materials Management
214.671.9269
andrew.wright1@dallascityhall.com

Our experience with Polaris is not limited to opening day collection services. Brodart provides ongoing shelf-ready services for some of the largest Polaris libraries in the country including Fort Worth Public Library, Salt Lake County Library, Dallas Public Library and Siouxland Libraries. The combined total of materials cataloged, processed and delivered to these libraries exceeds 300,000 items per year.

SAMPLE SELECTION LISTS

Brodart is providing three sample selection lists as part of this bid.

- Adult Nonfiction 610s
- YA Fiction
- Picture Books

Lists were assembled based on starred reviews, awards, bestsellers lists, plus items with high demand. Brodart sources such as TOP Adult, Teen, and Children's Titles, Picks for Public Libraries, and Fresh Reads for Kids were also factored in. These lists are samples only since they are not based on profiled parameters for the Mission Bend Branch Library, but they show a good range of titles and the data elements available for those titles.

All lists have been posted to the username FBCLBIDS in Bibz.com. Go to www.bibz.com and log in with that username and the password of Welcome (neither is case sensitive). You will see these samples on the Lists tab under the My Lists header. Click on the >> symbol to the left of each list to open it. You can view the list in brief, expanded, or title detail displays.

Also included with this bid is a CD containing these same lists in Excel format. This shows the data elements available in Excel as well as the layout. Columns can be resized as needed. Lists can be resorted and/or filtered. Source codes for Fort Bend County Library holdings could be established and be visible for the relevant titles in column V (Source Codes). A key to these source codes would be provided should you choose to use Excel.

STORAGE, SORTING AND DELIVERY SERVICES

Levels of Sorting - For Dewey Classification

Brodart offers three levels of sorting ranging from an "approximate shelf order sort" to sorting books in exact shelf list order. The pricing outlined in section 18 reflects Level 1 sorting. Prices for the levels of "custom sorts" are available upon request.

Level 1 - Approximate Shelf Order Sort – **no charge**

- Fiction is sorted by the 1st initial of the author's last name
- Nonfiction is sorted by Dewey Hundred Divisions (i.e. all adult 400s will be boxed together)

Custom Sorts – we offer 2 options for custom sorting

Level 2 – Partial call number sort

- Fiction is sorted by the first 3 positions of the author's last name (**Christie**)
- Nonfiction is sorted up to the decimal point (**782.42**)

Level 3 – Exact shelvest order

- Fiction is sorted by entire author's last name, then by title
- Nonfiction is sorted by the entire Dewey class number, then by author's last name

Auditing Materials in Storage

Brodart understands that FBCL may require access to the purchased items in storage to ensure Brodart is meeting all the terms and conditions of the library's contract. An audit may be conducted at the library's expense. We request to be notified by telephone at least one day in advance. We will be happy to assist the library staff in any way possible.

Guarantee for Materials Processed by Brodart

Materials requiring storage for the new library will be stored at our facility in Pennsylvania. As a book wholesaler, our warehouse is designed for storage of books. Sufficient heat and humidity control is maintained to ensure the condition of the materials upon delivery.

All materials will be fully guaranteed and insured against physical loss, damage, or defect while in storage and until which time the books are delivered to the library. If any titles are found to be defective within one year of delivery, a credit or no-charge replacement will be issued.

Shipment and Delivery

Processed book shipments will be made by common carrier and will arrive prepaid for inside delivery. The number and timing of deliveries will be agreed upon by Brodart and FBCL.

Each motor freight shipment will be loaded by Brodart staff in such a way as to facilitate delivery. The truck will be arranged using FBCL's shelving sequence as a guide. The last boxes loaded will be the first, as designated by the FBCL shelving plan, to be shelved. The books will arrive in boxes that are shrink-wrapped on a pallet to insure proper protection during storage and shipping.

Upon request, a Brodart representative can be present to assist you on your delivery day. We have extensive experience with deliveries and shelving and we feel you will find our representatives a tremendous asset on delivery day. They will be responsible for coordinating all communication with the trucking company to ensure a timely delivery. In addition, they will manage the off loading of the pallets and the delivery of the pallets inside the building, as well as offer services to remove pallets for recycling. They are generally on-site for the entire shelving period to handle questions, no-charge replacements or processing errors that might require attention. There is no charge for the on-site delivery assistance our representatives provide.

PAYMENT REQUIREMENTS

We have offered free shipping and no charge for Brodart's insured storage services until the anticipated delivery (August 2018). Per the requirements in the invitation to bid, we are not requiring payment for material until it is shipped to the new Mission Bend Branch Library. We will also provide free storage for an additional six months if the opening of the new building is delayed.

PROJECT REPORTS

Brodart can provide a number of reports to assist the FBCL with monitoring the status of books supplied by Brodart. These reports can include nearly any combination of titles that have been ordered, cancelled, on backorder, in process, invoiced or in storage. They can contain acquisitions data received with your order, such as the purchase order number, branch information, fund code, collection code and item type. We can customize these reports during the profiling sessions to meet your needs. An example of a customized report is Brodart's Delivery Report (described in item 12.14). This report is available in Excel format and includes the library's barcode number, order number, account number, quantity ordered, purchase order number, branch code, collection code, fund code, item type, call number, title, author and EAN. We have attached a paper copy of the report for your review. In addition to Brodart's customized project reports, the following is a list of our standard reports.

Confirmation Report

Confirmation of titles ordered can be supplied to the library when orders are entered. The Confirmation Report will include the author/editor, title, ISBN, list price, discount, extended price, and status (not yet published, out of print, must order direct) and is available via e-mail or FTP. The confirmation reports are generated by account number, and titles will be arranged alpha by author or by title. Orders transmitted via EDI will receive an EDI acknowledgment within an hour stating the status of each item ordered. Web site orders transmitted through Bibz, Brodart's online collection development and ordering tool, will receive same-day order status information.

On-Order Title Status Report

Brodart's On-Order Title Status Report will identify, by account number, the status of all titles on order. This report includes the ISBN, quantity ordered, author, title, customer purchase order number, list price and order date. The On-Order Title Status Report is available weekly, monthly, or upon request via e-mail or FTP.

Cancellation Reports

Brodart will notify all libraries of cancellations on a title-by-title basis. The Cancellation Report will include the ISBN, quantity ordered, author, title, list price, purchase order number, and the reason the title was cancelled. Cancellation reports are available weekly or monthly via e-mail or FTP.

Invoices and Payment

Brodart offers a number of invoicing options:

- an invoice to match every packing slip
- a consolidated weekly invoice
- a consolidated monthly invoice

Brodart's invoices are available in duplicate and include the title, author, ISBN, publisher, published date, quantity, list price, discount, unit price, and extended price, as well as your purchase order number. Cataloging and processing charges can be either billed on a separate invoice or listed on an item invoice as a separate line item. Invoices are available in paper or electronically via e-mail or FTP. EDI formatted invoices are available for orders sent to Brodart in an EDI formatted purchase order transaction. Our payment terms are net 30 days from the date of the invoice.

Fund Reports

Brodart's Do-Not-Exceed (DNE) system will provide accurate fund accounting for all orders placed with Brodart for the opening day collection materials. The DNE system will allow the FBCL to specify the exact amount of money budgeted for each subject category and will fulfill all orders up to, but not exceed, the monetary limit.

Brodart's DNE system will encumber items at the actual invoice price (net price of the item plus processing charges). This will provide Fund Reports to ensure the cost of the collection does not exceed the budgeted amount.

EXHIBIT V

Your Fund Reports will include the dollar limit and the quantity and dollar amounts of items invoiced, cancelled, allocated, and in-process. The DNE system will continuously update the encumbrances, expenditures, and remaining balances as the orders move from one status to another. All charges paid by FBCL will be included in the Fund Report.

Paper samples of these reports are enclosed for your review.



Brodart Co.
500 Arch Street
Williamsport, PA 17701

SAMPLE

EXHIBIT V
This report is available in Excel format
DELIVERY REPORT FOR ABC LIBRARY

Order Number	Acct. Name	Ship To Account	EAN	Qty	Description	Author	Call Number	PO Number	Branch code	Collect. code	Fund code	Item type	Packing Slip/Control Number	Barcode Number
288188	ABC LIB	1234567	9780060891695	1	YOU'VE GOT TO READ	Canfield, Jack	028.8	A000	AB	acir	2151.201	abk	100925940000	32222138695673
260560	ABC LIB	1234567	9780743299480	1	PROJECT RENEWMENT	Bratter, Bernice	332.024	A330349	AB	acir	2151.201	abk	100837102000	32222138695582
260561	ABC LIB	1234567	9780882823331	1	VOICES OF STRENGTH	Fox, Judy Zoints	362.28	A350379	AB	acir	2151.201	abk	100837106000	32222138695541
289917	ABC LIB	1234567	9780312374785	1	IN SEARCH OF TIME	Falk, Dan	304.237	A500549	AB	acir	2151.201	abk	100925942000	32222138695632
289918	ABC LIB	1234567	9780520255586	1	ATLAS OF CLIMATE CH	Dow, Kirstin	551.6	A550599	AB	acir	2151.201	abk	100933454000	32222138694973
290584	ABC LIB	1234567	97818444835065	1	SUPERFOODS FOR HEA	Burney, Lucy	613.2083	A600619	AB	acir	2151.201	abk	100944430000	32222138694932
246678	ABC LIB	1234567	9781603580281	1	FRESH FOOD FROM SM	Ruppenthal, R. J.	635	A620639	AB	acir	2151.201	abk	100788037000	32222138695160
293674	ABC LIB	1234567	9780275991630	1	WORDS AND MUSIC OF	Bennighof, James	782.4216	A780799	AB	acir	2151.201	abk	100957912000	32222138694809
293674	ABC LIB	1234567	9780823084777	1	SIX STEPS TO SONGWF	Blume, Jason	782.4216	A780799	AB	acir	2151.201	abk	100933459000	32222138694841

8748771



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

EXHIBIT V

CONFIRMATION REPORT

DATE	PAGE
03/07/2017	1
THIS IS NOT AN INVOICE	

Phone: (800) 233-8467
(570) 326-2461
Fax: (800) 999-6799

Ship To Acct No. 0123451

FASTIPS ACCOUNT

ABC PUBLIC LIBRARY
123 MAIN STREET
ANYTOWN, US 12345

Bill To Acct No. 012345

ABC PUBLIC LIBRARY
123 MAIN STREET
ANYTOWN, US 12345

Order Source: BIBZ2

Profile No.: 153049

Cust PO No.: TEEN0304

Sales Order No.: 1319843

Brodart ID ISBN Format	Author Pub Date Status	Title	Qty	Branch Collection Fund	Customer Reference	List Price Discount Net Price	Ext Price Charge Code Cancel Code
117727059 9780425290330 Hardcover	Dessen, Sarah 06/06/2017 OrdRcvd [NYP]	Once and for All	1			\$19.99 45.0% \$10.99	\$10.99

	Titles	Qty	Item / Service	Qty	Price	Ext Price
Confirmed	1	1	Item Total	1		\$10.99
Cancelled	0	0	Total			\$10.99
Research / Error Items	0	0				

Status: **Cancelled** - Item has been cancelled **OrdRcvd** - Order has been received for processing **Research** - Item is being researched

Charge Code: 'S' Service Charge 'C' BrodartConvert 'L' BrodartGuard

Cancel Code:

CIT	Cannot Identify Title	NAO	Not Available as Ordered	PCF	Publisher Changed Format
ISR	Invalid Special Request	OP	Out of Print	POB	Publisher Out of Business
MOD	Must Order Direct from Publisher/ Distributor	OSI	Publisher Out of Stock Indefinitely	PPI	Publication Postponed Indefinitely
		PC	Publication Cancelled	USR	No US Rights

8657166



Brodart Co.
 500 Arch Street
 Williamsport, PA 17701-7809

On Order Title Status Notice

DATE	PAGE
02/06/2017	1

Phone: (800) 233-8467
 (570) 326-2461
 Fax: (800) 999-6799

Ship To Acct No. 012345

ABC PUBLIC LIBRARY
 123 MAIN STREET
 ANYTOWN, US 12345

Bill To Acct No. 012345

ABC PUBLIC LIBRARY
 123 MAIN STREET
 ANYTOWN, US 12345

Alloc	Title just received from publisher	InProc	Title being processed
Bkord	Title on order to publisher	InResv	Insufficient order life or insufficient funding available to provide this item
		Research	Item is being researched

Brodart No. Item No.	Author Pub Date	Title	Qty	Order Date	Customer Reference	PO No. Order No. Branch	List Price	Status
117784192 9780385514231	Brown, Dan 10/03/2017	Origin	1	01/11/2017		011117 1299946	\$29.95	Bkord [NYP]
117115886 9780062469687	Butler, Nickolas 03/07/2017	The Hearts of Men : A Novel	1	12/12/2016		121216 1291106	\$26.99	Bkord [NYP]
1178632 9781501139260	Oakley, Colleen 03/07/2017	Close Enough to Touch : A Novel	1	12/29/2016		122916 1296001	\$24.99	Bkord [NYP]
116088516 9781250096982	Lodato, Victor 03/07/2017	Edgar and Lucy : A Novel	1	12/29/2016		122916 1296001	\$27.99	Bkord [NYP]
116357029 9780812994049	Ruskovich, Emily 01/03/2017	Idaho : A Novel	1	12/29/2016		122916 1296001	\$27.00	Bkord
116087323 9781250056252	Berry, Steve 04/04/2017	The Lost Order : A Novel	1	12/29/2016		122916 1296001	\$28.99	Bkord [NYP]
116088915 9781250077752	Hepworth, Sally 02/21/2017	The Mother's Promise : A Novel	1	12/29/2016		122916 1296001	\$26.99	Bkord [NYP]
117085464 9780316311564	Lansdale, Joe R. 02/21/2017	Rusty Puppy	1	12/29/2016		122916 1296001	\$26.00	Bkord [NYP]

	<u>Titles</u>	<u>Qty</u>
Backordered:	1	1
Backordered (NYP):	7	7
Allocated:	0	0
In Process:	0	0
In Reserve:	0	0
Research / Error Items:	0	0
Grand Total:	8	8

8614818



Brodart Co.
 500 Arch Street
 Williamsport, PA 17701-7809

CANCELLATION NOTICE

DATE	PAGE
01/23/2017	1

Phone: (800) 233-8467
 (570) 326-2461
 Fax: (800) 999-6799

Ship To Acct No. 012345A

Bill To Acct No. 012345

FLEX ADULT PROCESSED ACCT

ABC PUBLIC LIBRARY
 123 MAIN STREET
 ANYTOWN, US 12345

ABC PUBLIC LIBRARY
 123 MAIN STREET
 ANYTOWN, US 12345

CAN	Cancelled Per Customer Request	ISR	Invalid Special Request	OSI	Publisher Out of Stock Indefinitely
CIT	Cannot Identify Title	MOD	Must Order Direct from Publisher/Distributor	PC	Publication Cancelled
EBL	End of Backorder Life	NAO	Not Available as Ordered	PCF	Publisher Changed Format
EDD	End Date for DNE Plan	NYP	Not Yet Published - Reorder, see pub date	POB	Publisher Out of Business
FPC	One Shipment Only - No Backorders	OP	Out of Print	PPI	Publication Postponed Indefinitely
INA	Inventory Not Available			USR	No US Rights

Brodart No. Item No.	Author Pub Date	Title	Qty	Customer Reference	PO No. Order No. Branch	List Price	Cancel Code
117561614 9781587675713	10/31/2016	Six Scary Stories, Short Stories	1	.o10440732	14821582820022 1293022 fab	\$24.95	OSI
117551333 9780062413208	Martini, Steve 02/20/2018	The Secret Partner : A Paul Madriani Novel	3	.o10441487	14842429040022 1300324 fab	\$27.99	PPI
117551333 9780062413208	Martini, Steve 02/20/2018	The Secret Partner : A Paul Madriani Novel	3	.o10441529	14848750610022 1302916 fab	\$27.99	PPI

Total Qty : 7



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

ABC PUBLIC LIBRARY ODC - SEPTEMBER 2016
DELIVERY
Fund Report

	BUDGET AMOUNT	BACKORDER AMOUNT	AMOUNT ALLOTTED	INVOICED AMOUNT	ACCOUNT BALANCE	BOOKS INVOICED	BOOKS CANCELLED	BOOKS ALLOCATED	BOOKS IN PROCESS	BOOKS ORDERED	BOOKS BACKORDERED
Juvenile											
Board Books 39056-191906	\$5,140	\$0	\$0	\$5,053	\$87	511	8	0	0	519	0
EFB 39058-191906	\$32,608	\$0	\$0	\$25,883	\$6,725	2235	91	0	0	2326	0
Easy Nonfiction 39152-191906	\$6,800	\$0	\$0	\$6,729	\$71	378	2	0	0	380	0
Juvenile Fiction 39059-191906	\$42,684	\$0	\$0	\$38,380	\$4,304	2678	29	0	0	2707	0
Juvenile Graphic Novels 39060-191906	\$12,024	\$0	\$0	\$10,964	\$1,060	844	70	0	0	914	0
Juvenile Nonfiction/Biograph y 39061-191906	\$97,275	\$96	\$0	\$61,206	\$35,973	2961	274	0	0	3240	5
Juvenile Spanish 39063-191906	\$8,490	\$0	\$0	\$6,820	\$1,670	511	96	0	0	607	0
Picture Books 39057-191906	\$104,529	\$45	\$0	\$60,605	\$43,879	3978	25	0	0	4006	3
Series Fiction 39062-191906	\$10,413	\$0	\$0	\$9,044	\$1,369	1015	9	0	0	1024	0
Juvenile Total	\$319,963	\$141	\$0	\$224,684	\$95,138	15111	604	0	0	15723	8
Teen											
Teen Classics 39066-191906	\$2,815	\$0	\$0	\$2,798	\$17	272	0	0	0	272	0
Teen Fiction 39064-191906	\$28,191	\$11	\$0	\$27,915	\$265	1815	19	0	0	1835	1



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ABC PUBLIC LIBRARY ODC - SEPTEMBER 2016
DELIVERY
Fund Report

	BUDGET AMOUNT	BACKORDER AMOUNT	AMOUNT ALLOTTED	INVOICED AMOUNT	ACCOUNT BALANCE	BOOKS INVOICED	BOOKS CANCELLED	BOOKS ALLOCATED	BOOKS IN PROCESS	BOOKS ORDERED	BOOKS BACKORDERED
Teen Graphic Novels 39065-191906	\$7,790	\$0	\$0	\$7,720	\$70	596	5	0	0	601	0
Teen Nonfiction 39067-191906	\$10,883	\$0	\$0	\$9,125	\$1,758	482	74	0	0	556	0
Teen	Total	\$49,679	\$11	\$0	\$47,558	\$2,110	3165	98	0	3264	1
GRAND TOTALS:	\$369,642	\$152	\$0	\$272,242	\$97,248	18276	702	0	0	18987	9

8750370

INVOICE: B4915476



Brodart Co.
 500 Arch Street
 Williamsport, PA 17701-7809

DATE	PAGE
03/07/2017	1

Phone: (800) 233-8467

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 ANYTOWN, US 12345

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 ABC PUBLIC LIBRARY
 123 MAIN STREET
 ANYTOWN, US 12345

Packing Slip No. 104364176000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
114939012 9781596439672 Hardcover	Barnett, Mac 03/07/2017 Roaring Brook Pre	Noisy Night, Picture Book	1	05JAN2017 1297717		\$16.99 45.0% \$9.34	\$9.34
114900590 9781481458979 Hardcover Reinforc	Bottner, Barbara 03/07/2017 Atheneum/Caitlyn	Priscilla Gorilla, Picture Book	1	05JAN2017 1297717		\$17.99 20.5% \$14.30	\$14.30
7115762 80062385680 Hardcover	Carter, Caela 03/07/2017 HarperCollins	Forever, or a Long, Long Time	1	02MAR2017 1318319		\$16.99 45.0% \$9.34	\$9.34
116956887 9781481415712 Hardcover Reinforc	Jackson, Richard 03/07/2017 Atheneum/Caitlyn	All Ears, All Eyes, Picture Book	1	02MAR2017 1318319		\$17.99 20.5% \$14.30	\$14.30
117562270 9781561459438 Hardcover	McCutcheon, John 03/01/2017 Peachtree Publish	Flowers for Sarajevo	1	02MAR2017 1318319		\$19.95 12.0% \$17.56	\$17.56
117086908 9781452152165 Hardcover	Rinker, Sherri Dus 02/14/2017 Chronicle Books	Mighty, Mighty Construction Site, Picture Book	1	02MAR2017 1318319		\$16.99 45.0% \$9.34	\$9.34
101206437 9780545326988 Hardcover	Telgemeier, Raina 09/01/2012 GRAPHIX	DRAMA	1	02MAR2017 1318319		\$24.99 45.0% \$13.74	\$13.74

Charge Description	Units	Unit Price	Ext Price
Cataloging and Processing	7	\$0.90	\$6.30

Total Quantity: 7
 Total Units: 7

Item Total: \$87.92
 C&P Charge: \$6.30

INVOICE TOTAL: \$94.22

8750370



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Acct : 012345
ABC PUBLIC LIBRARY

EXHIBIT V

INVOICE: B4915476

DATE
03/07/2017

Include this form with your payment to:

Brodart Co

L-3544

Columbus, OH 43260-0001

Fed. ID# 23-2248758

Terms: Net Due in 30 Days

Total Quantity: 7
Total Units: 7
INVOICE TOTAL: \$94.22

Amount Enclosed: _____



RETURN AND CANCELLATION POLICIES

Brodart Co., Books & Library Services

Return Policy

Authorization* from your Customer Care Associate is necessary prior to returning any item(s).

- Publisher defective and/or damaged products may be returned upon request within three months of the invoice date. Record the damaged and/or defective item on the reverse side of the packing slip and return to Brodart. You have the option of receiving a no-charge replacement or credit.**
- Vendor error relative to incorrect processing, title, bind, wrong year or edition, etc., materials may be returned upon request. Record the error on the reverse side of the packing slip and return to Brodart. Appropriate items will be reordered and invoices adjusted accordingly.
- Materials processed in accordance with account specifications or materials that have been stamped, marked, or accessioned by the library are non-returnable.
- Materials ordered and delivered as the result of customer error or duplication by another source are non-returnable.
- Approval to return material that is not suitable because of subject or language not reflected in review sources will be handled on an individual basis at the time of request. Approval in these situations will not allow for processing and/or freight charges to be refunded.

***A 15% handling fee may be applied for unauthorized returns to cover the cost of receiving and returning the material to inventory.**

**If you choose to receive a credit, please contact your Customer Care Associate. If you choose a no-charge replacement, Brodart can reorder the material for you and adjust invoices accordingly. Or, if the total retail price of the material is less than \$50.00, simply return the items with a copy of your invoice or packing slip, note the problem, and deduct the amount from the invoice.

Continuations Return Policy

Authorization from your Customer Care Associate is necessary prior to returning any item(s).

- Publisher defective and/or damaged products may be returned upon request within one year of the invoice date. Record the damaged and/or defective item on the reverse side of the packing slip and return to Brodart. A replacement will be ordered at no charge to your library.
- Vendor error relative to incorrect processing, title, bind, wrong year or edition, etc., materials may be returned upon request. Record the error on the reverse side of the packing slip and return to Brodart. Appropriate items will be reordered and invoices adjusted accordingly. Approved returns must be received at Brodart within 90 days of the invoice date.
- Materials processed in accordance with account specifications or materials that have been stamped, marked, or accessioned by the library are non-returnable.
- Materials ordered and delivered as the result of customer error or duplication by another source are non-returnable.

Continuations Cancellation Policy

You will receive a Monthly Status Report to help you quickly and effectively monitor your standing orders and avoid duplication or error. This report provides a listing of materials requested, itemization of editions or volumes on order, publication delays, and status of shipped titles.

To request title cancellation, contact the Continuations department at least **30 days prior** to the publication date. Cancellation requests received less than 30 days from the publication date can not be cancelled and will be shipped and invoiced.

COMPLEAT BOOK-SERV CATALOGING AND PROCESSING

Brodart's premier Compleat Book-Serv provides material-in-hand cataloging and processing. Our professional team provides expert service to ensure your library's specifications are followed down to the smallest detail.

This personalized service offers the assistance of an experienced installation team to work with your Technical Services Department to profile your local cataloging, classification, processing and account requirements. Your installation team will include a project manager, cataloging services librarian, and collection development librarian.

Compleat Book-Serv offers:

- item-in-hand cataloging
- customized bibliographic records in MARC format to meet your local practices
- classification tailored to fit within your library's existing collection
- customized holding records
- guaranteed full-level MARC and item records for every title received
- physical processing customized to your library's specifications

Brodart's Compleat Book-Serv cataloging and processing service provides book-in-hand cataloging and item level processing for English and Spanish-language material. Brodart will access your Polaris database via Z39.50. Our cataloging workflow includes Brodart searching your cataloging database to determine if a matching bibliographic record is present.

If a matching bibliographic record is found in the database, Brodart will use Z39.50 functionality to save the record to a local file. Using the existing call number found in the Polaris database, Brodart will create item-level data customized to meet Polaris 949/852 mapping for each item being added to the collection.

When new cataloging is required, catalogers will review, modify, and upgrade existing bibliographic records from our cataloging resource database or provide original cataloging. Local cataloging and classification practices as specified during the profiling process will be followed. Brodart will create item-level data customized to meet Polaris 949/852 mapping for each item being added to the collection.

Once the cataloging records are created to your specifications, spine labels will be printed and physical processing will be completed.

All bibliographic records with item-level data will be saved to files which will be available to the Library via FTP or email. An email notification will be sent to library personnel so the records can be retrieved and loaded into your database. These files will be posted upon request or upon completion of the project.

In addition, Brodart will update your holdings to OCLC.

Utilization of Compleat Book-Serv is based on an annual minimum commitment of \$200,000.

Brodart Cataloging Standards

You can be assured that you will always receive full-level, high quality cataloging records for your material. We base our descriptive cataloging on Anglo-American Cataloging Rules, 2nd edition revised (latest update) and accompanying Library of Congress Rule Interpretations, and RDA and the accompanying Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PSs). In addition, we use Library of Congress Subject Headings, latest edition, Dewey Decimal Classification, 23rd edition, MARC 21 specifications and Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD, 2nd Edition). We adhere to the Library of Congress rules for both MARC format and authority control.

RDA Practice

When an RDA record is available, we accept and modify the record according to RDA; when an AACR2r record is available, we accept and modify the record according to AACR2r. When both an RDA record and an AACR2r record are available, we will choose the RDA record and modify the record according to RDA. If no record is available, we catalog according to RDA and retain the RDA record even if LC later catalogs that same title.



Opening Day Collection Services

It all comes down to one day – Opening Day!

Brodart offers professional guidance from proposal through delivery. Whether you are building a new collection or expanding a current one, Brodart can assist with all aspects of your Opening Day Collection needs.

Opening Day Expertise

- Exclusive focus on libraries
- New collections and expansion projects
- Highly skilled team of specialists and librarians assigned to your library
- Detailed profiling to meet your library's specific needs

Planning

- Analyze and assess library's unique needs
- Discuss community description and demographics
- Identify collection categories
- Develop collection ratios
- Choose selection list delivery and ordering method
- Create selection and order schedule

Selection & Ordering

- Library chosen parameters are used to create selection lists
- Extensive menu of sources to incorporate in selection lists including awards, review journals and holding files
- Programmatic elimination of duplicate titles
- Training provided for Bibz®, Brodart's online collection development and ordering tool

Brodart Co.

500 Arch Street, Williamsport PA 17701
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Books & Library Services

Cataloging & Processing

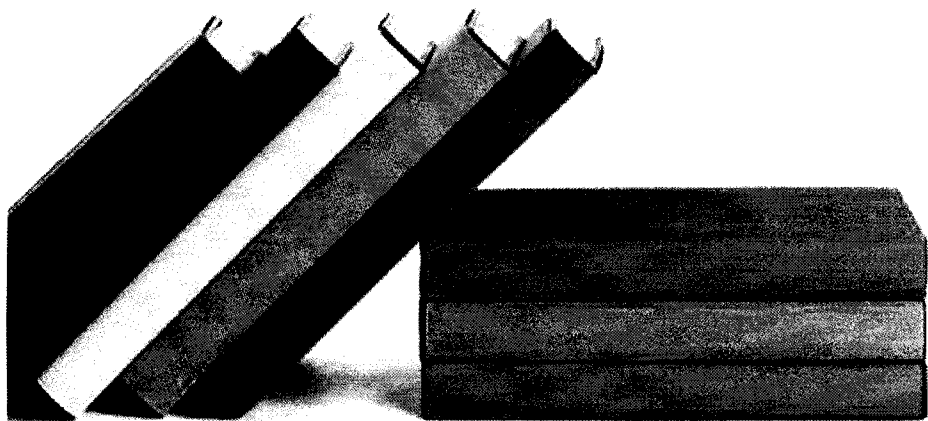
- Comprehensive profiling of your cataloging and processing requirements, from simple to shelf-ready
- Full MARC records conforming to industry standards
- 100% cataloging for selected service levels
- Customization for English and Spanish-language materials

Account Management

- Account Manager assigned to your library to monitor order receipt, entry and production workflows including quality control
- Tailored management reports and invoicing
- Sorting and shelving options
- Insured storage at our facility prior to delivery

Results

- On-time delivery
- Patron-ready material
- Opening Day success
- Ongoing business transition strategy



Brodart Co.

500 Arch Street, Williamsport PA 17701

P: 800.474.9816 • support@brodart.com

www.brodartbooks.com

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brodart Co.
Williamsport, PA United States

Certificate Number:
2017-243848

Date Filed:
08/01/2017

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Fort Bend County

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

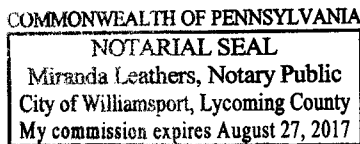
B17-091
Opening Day Collection for Mission Bend Branch Library

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	McAndrew, Robert	Williamsport, PA United States	X	
	Dill, Richard	Williamsport, PA United States	X	
	Gatsche, Denise	Williamsport, PA United States	X	
	Hechler, Jonathan	Seattle, WA United States	X	

5 Check only if there is NO Interested Party.

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Lisa Miosi

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Lisa Miosi, this the 10th day of August, 2017, to certify which, witness my hand and seal of office.

Miranda Leathers
Signature of officer administering oath

Miranda Leathers
Printed name of officer administering oath

Notary Public
Title of officer administering oath

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Brodart Co.
Williamsport, PA United States

Certificate Number:
2017-243848

Date Filed:
08/01/2017

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Fort Bend County

Date Acknowledged:
09/12/2017

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
B17-091
Opening Day Collection for Mission Bend Branch Library

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	McAndrew, Robert	Williamsport, PA United States	X	
	Dill, Richard	Williamsport, PA United States	X	
	Gatsche, Denise	Williamsport, PA United States	X	
	Hechler, Jonathan	Seattle, WA United States	X	

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath