

## ALMONT COMMUNITY SCHOOLS ADVERTISEMENT FOR BIDS

**PROJECT:** Almont Middle School Library Collection Set-Up  
4624 Kidder Rd.  
Almont, MI 48003

**OWNER:** Almont Community Schools  
401 Church St.  
Almont, MI 48003

**PROPOSAL:** Library Collection Set-Up

**DUE DATE AND  
REQUIREMENTS:**

Sealed proposals will be received by the Almont Community Schools Administration Building located at 401 Church Street, Almont, MI 48003, by mail or hand delivered on or before Thursday, April 28, 2005, at 2:00 p.m. on the official school clock in the Administration Office. Bids will be opened publicly and read aloud immediately after. Faxed proposals will not be accepted. Proposals must be sealed with Bidder's name on the outside of the envelope and designed as follows:

Almont Community Schools Board of Education  
Sealed Proposal  
Almont Middle School Library Collection Set-Up  
Contractor Name, Address, and Phone Number

**BID/PERFORMANCE  
SPECIFICATIONS:**

1. Price alone shall not be a factor in the award of the bid. Other factors to be considered are the reliability of the bidder, quality of the supplies and services, conformity with specifications, satisfaction of delivery dates, fill rates and adherence in providing information.
2. Vendor shall not charge shipping for books, CD-ROMs and audio visual materials.
3. Vendor will provide inside delivery.
4. Vendor will provide a 90-100% fill rate within 20-30 days ARO. If a backorder is necessary, it would be shipped within 60 days ARO. Backorders will not be acceptable unless authorized by the school/ district.
5. Prices quoted on "Typing Service" will be **guaranteed for 60 days.**
6. Vendor will provide a **local representative** to personally visit the school, to demonstrate products, answer questions, deliver literature, assist with collection development and orders.
7. Vendor will provide complete/enhanced marc records for 100% of all books, CD-ROMs, and audiovisual materials.
8. Vendor can send MARC records electronically.
9. Every Marc record will contain shelf-list information, including: reading level, interest level, purchase date and review sources. In addition, full annotation, complete subject heading, and added entries.

10. Vendor can provide a Funding Source name in the Marc record at the 852 tag at no charge.
11. Vendor can supply complete information in the 949 tag. (Dynix)
12. Vendor will send a Marc record for titles received in the order only. Marc records will not contain titles that were not shipped.
13. Vendor can supply Accelerated Reader book titles, software, standard and custom test disks and A/R processing to include the 526 tag, info label and spine label. The AR Information Label will contain the author, reading level, point value and quiz number.
14. Vendor can designate (with a symbol) which titles on a printout are for the Accelerated Reader/Reading Counts program.
15. Vendor will not charge a separate fee for prebinding books.
16. Vendor will provide their available titles in a CD-ROM format and on the Internet. On line inventory will be updated weekly, CD-ROM format will be updated a minimum of 2 times a year.
17. Internet and CD-ROM editions of electronic ordering systems must allow for true collection development and must include the following searching parameters: keyword, reading level, interest level, review source, A/R, Reading Counts, number of pages, etc.
18. Vendor will provide training for on-line ordering and collection development systems (Internet & CD-ROM) at no charge to the school district.
19. Vendor will not charge additional fees for books not normally carried in our inventory, titles with little or no discount or small publishers.
20. Vendor will replace any book that is damaged in shipment or otherwise not in compliance with the order at no charge.
21. Vendor will provide a cataloging and processing service that can be tailored to specifically meet the needs of each individual campus.
22. Vendor will not have a minimum order requirement or handling/restocking charge.
23. Vendor will carry **in stock** a minimum of 110,000+ titles for grades PreK through 12 to ensure delivery within 20-30 days.
24. Vendor will provide the best binding available from the publisher for every title requested.
25. Vendor will provide lists of titles that have received recommendations and/or awards, apart from the regular catalog.
26. Vendor can accept purchase orders for books, CD-ROMs, audiovisual materials, Accelerated Reader Books & Software and Reading Counts books.

### **New School Specs**

27. Vendor will assist with shelving and unpacking core collection.
28. Vendor must be able to provide a written guarantee for book deliveries.
29. Vendor must be able to store the entire book order in their warehouse until the new school building is complete.
30. Vendor will provide a list of three (or more) high school references in your state.
31. Vendor will ship the new school order in one shipment within 30-45 days (elementary) or 40-55 (middle & HS) ARO.

32. Vendor will provide a custom core list of titles designed to the specifications of the media specialist.
33. Vendor will be able to check future orders for duplicates, against the original core list shipment.

**Additional Information Requirements**

34. Vendor will submit with the bid a sample processed book for every binding type including mylar, pocket, cards, barcode, spine label and Accelerated Reader Information label/Reading Counts label (if applicable).
35. Vendor will submit with the bid a sample Marc record for the following 10 titles: Include 10 book titles with a recent copyright date.
36. Please list the number of fiction titles in stock for high school.
37. Please list the number of non-fiction titles in stock for high school.
38. What is the procedure for obtaining priority titles?
39. What percentage of your business is to retail? To school libraries? To public libraries?
40. Indicate the percentage of titles and volumes carried in your warehouse stock suitable for K-12 students.
  - % of Trade
  - % of Publisher Library
  - % of Other hardcover

**RIGHTS RESERVED  
BY THE OWNER:**

The Owner reserves the right to waive any informalities in bidding, reject any or all bids, accept any bid when, in the opinion of the Owner such action will serve the best interests of the Almont Community Schools, Almont, MI consistent with competitive bidding requirements.

**SIGNED:**

Steven A. Zott  
Superintendent of Schools  
401 Church St.  
Almont, MI 48003