COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: 2017-71500-01

This contract entered into the 1st day of July 2017, by Midwest Library Service hereinafter called the "Contractor" and Commonwealth of Virginia, The Library of Virginia, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From July 1, 2017 through June 30, 2020 with two one-year additional renewal periods.

The contract documents shall consist of:

(1) This signed form;

(2) The following portions of the Request for Proposal #2017-71500-01 dated April 10, 2017:

(a) The Statement of Needs,
(b) The General Terms and Conditions,
(c) The Special Terms and Conditions

(3) The Contractor's Proposal dated April 28, 2017, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:	PURCHASING AGENCY:
By: _____	By: _____
Title: _____	Title: _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Response to

The Library of Virginia on behalf of

the Mid-Atlantic Library Alliance (MALiA)

Request for Proposal for Library Materials

Due: **April 28, 2017 4:00 p.m.**

Submitted by:

Midwest Library Service
11443 St. Charles Rock Road
Bridgeton, MO 63044
800-325-8833 (Voice)
800-962-1009 (Fax)

Midwest Library Service

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mail@midwestls.com
www.midwestls.com

April 17, 2017

Ms. Carolea Newsome
Contract Administrator
Mid-Atlantic Library Alliance (MALiA)
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Dear Ms. Newsome:

Enclosed is Midwest Library Service's response to the Mid-Atlantic Library Alliance (MALiA) Request for Proposal for Library Materials dated April 10, 2017.

This offer is made jointly to each member of the MALiA consortium. The offer is for the initial term and may be renewed upon mutual consent.

With over 55 years of experience providing libraries with firm orders, standing order, out of print, and approval programs, Midwest Library Service is an established liaison for the acquisition of monographic materials and related services to libraries. We recognize the opportunity this request for proposal brings and look forward to maintaining our long standing relationships with current Library customers and establishing new relationships with other MALiA members.

Please contact me at 800-325-8833 if there is need for additional information or clarifications.

Sincerely,

Herbert M. Lesser
Vice President

REQUEST FOR PROPOSAL

Issue Date: April 10, 2017

Title: Library Materials
Commodity Codes: 71510,71512,71535, 71505, 71590

Issuing Agency: **Library of Virginia, on behalf of**
Mid-Atlantic Library Alliance (MALiA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Using Agency: Library of Virginia on behalf of Mid-Atlantic Library Alliance (MALiA)

Initial Period of Contract: From July 1, 2017 through June 30, 2020 with two one-year additional renewal periods.

Sealed Proposals Will Be Received Until 4:00 p.m. (Eastern Standard Time) on Friday, April 28, 2017, For Furnishing The Services Described Herein.

All Inquiries For Information Should Be Directed To: Carolea Newsome, Contract Administrator, 276/328-0152 (V), 276/455-9374 (C), or MALiAContract@ehc.edu.

IF PROPOSALS ARE MAILED, ARE HAND DELIVERED OR EXPRESS MAILED, SEND DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm: Midwest Library Service
11443 St. Charles Rock Road
Bridgeton, MO 63044

Date: 04/21/17

By: _____

Name: Herbert M. Lesser **(Signature in Ink)**
(Please Print)

eVA Vendor ID or DUNS 03-106-9875
Fax Number: 800-962-1009
Title: Vice President
E-mail Address: hlesser@midwestls.com
Telephone Number: 800-325-8833

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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SCHEDULE OF EVENTS

Activity	Date
Release RFP	Monday, April 10, 2017
Proposal Due Date	Friday, April 28, 2017, 4:00 PM EST
Contract Award	June, 2017

I. PURPOSE

The purpose of this Request for Proposal (RFP) is for the Library of Virginia to solicit sealed proposals from qualified sources and to establish contract(s) through competitive negotiations with one or more contractors to provide library materials to member libraries of the Mid-Atlantic Library Alliance (MALiA).

This RFP outlines the terms, conditions, and all applicable information required for submitting a proposal. Proposal respondents should pay strict attention to the proposal submission date and time and follow the format and instructions in Section IV (Proposal Preparation and Submission) of this RFP.

II. BACKGROUND

Mid-Atlantic Library Alliance (MALiA) is an organization of public library systems, academic, school systems, institutional, and special libraries established to provide cooperative information services and programs. Full membership shall be conveyed to applicant libraries upon payment of applicable fees to the corporation.

The Mid-Atlantic Library Alliance (MALiA) consortium represents 246 libraries throughout the mid-Atlantic region. As of January 2017, membership includes 194 public, 41 academic, 7 schools, and 4 special libraries. See Attachment D: MALiA Member Libraries as of January, 2017 for a list of participating institutions or consult the MALiA Web site (http://www.malialibrary.org/) for a current list of members.

The purpose of MALiA is to encourage the development and improvement of all types of library service and to promote the efficient use of finances, personnel, materials and properties by enabling governing authorities having library responsibilities to join together in a nonprofit library consortium.

Participation by MALiA members in this contract is optional and is at the discretion of each participating member. It is understood and agreed between the parties to any agreement resulting from this RFP that any library that becomes a member of MALiA after the award of this contract will be accepted at any time under the terms of this contract.

The approximate, combined library materials budget for all MALiA members per year is estimated at over $30,000,000. The approximate stated dollar amount is not to be construed to represent any amount MALiA is obligated to purchase under the resulting contract or relieve the contractor of any obligation to provide service. Dollar amounts may change during the course of the contract and MALiA reserves the right to increase or decrease the amount as actual needs and funding determine.

III. STATEMENT OF NEED

The contractor must be able to provide services necessary to fill orders for library materials placed by any MALiA member library on a consistent basis during the term of the contract.

The contractor must be capable of supplying library materials from various types of publishers and must be able to provide geographical coverage for library materials published worldwide.

Library materials are defined for the purpose of this RFP as stated in the 2013 edition of the ALA Glossary of Library and Information Science edited by Toni M. Carter. and Michael Levine-Clark:

> **"Materials of all physical substances and formats (4), acquired by a library (3) to constitute its library collection, devices for reading, viewing, or hearing the informational content of materials are excluded."**

Participating MALiA member libraries that become dissatisfied with the service received during the course of this contract may withdraw at any time with no penalty.

IV. PROPOSAL PREPARATION & SUBMISSION

1. RFP Responses:

   In order to be considered for selection, offerors must submit complete responses to this RFP. Three (3) original and one (1) electronic copy (on CD-ROM or via email) of the proposal must be submitted. No other distribution of the proposal shall be made by the offeror.

2. Proposal Preparation:

   a. Proposals shall be signed by an authorized representative of the contractor. Failure to submit all information requested may result in the Library of Virginia requiring prompt submissions of missing information and/or giving a lower evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Library of Virginia. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

   b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

   c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

   d. The original copies of the proposal should be bound or contained in single volumes where practical. All documentation submitted with the proposal should be contained in that single volume.

e. Ownership of all data, materials and documentation originated and prepared for the Library of Virginia pursuant to the RFP shall belong exclusively to the Library of Virginia and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the firm shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 11-52D of the Code of Virginia, in writing, either before or at the time the data or material is submitted. The written notice must specifically identify the data or material to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. If demonstrations are required, the Library of Virginia will schedule time and location of these presentations. Oral presentations are an option and may not be conducted.

V. EVALUATION & AWARD CRITERIA

A. Evaluation Criteria: Proposals shall be evaluated using the following criteria:

POINT VALUE	
20 Points	The scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules as represented by to the Service Requirements Deemed Important in Consideration of Contractor Selection portion of the RFP.
20 Points	Sound business environment with experience in providing library materials as outlined Offeror Data Sheet in this RFP including the number of years the offeror has been actively engaged in the business and favorable references from current accounts.
20 Points	Small Business Subcontracting Plan
20 Points	Discount as listed in the Pricing Offer Consideration, Discounts for Library and Staff Orders portion of this RFP. Offeror shall provide standard price lists of products to indicate base price from which discount is taken.
20 Points	Past performance on similar types of contracts.
100 TOTAL	

VI. GENERAL TERMS AND CONDITIONS:

A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual.* The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA).* If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

1. During the performance of this contract, the contractor agrees as follows:

   a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

F. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR RFPs :** Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. **CLARIFICATION OF TERMS:** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT:**

1. To Prime Contractor:

a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. **Unreasonable Charges**. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia,* § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment

from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL,* APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. **QUALIFICATIONS OF OFFERORS:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

O. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

   a. By mutual agreement between the parties in writing; or

   b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or

   c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.

S. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

T. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - $100,000.

3. Commercial General Liability - $1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products

and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO (www.eva.virginia.gov) for minimum of 10 days.

V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

X. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

(i) DSBSD-certified Small Businesses: 1%, capped at $500 per order.

(ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at $1,500 per order.

b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes

Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to extent of the funds available or which may hereafter become available for the purpose of this agreement.

Z. **SET-ASIDES:** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated as "Micro Business Set-Aside Award Priority" or "Small Business Set-Aside Award Priority" accordingly in the solicitation. DSBSD-certified micro businesses or small businesses also includes DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, bidders/offerors shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids/proposals.

AA. **BID PRICE CURRENCY**: Unless stated otherwise in the solicitation, offerors shall state offer prices in US dollars.

VII. SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Library of Virginia will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

2. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

B. **AWARD OF CONTRACT**: Selection shall be made to two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price/discount, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Library of Virginia shall select the offeror(s) which, in its opinion, has made the best proposals, and shall award the contract to those offeror(s). Multiple contracts may be awarded. The Library of Virginia may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.). Should the Library of Virginia determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

3. **ADDITIONAL USERS:** This procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at anytime during the period of the contract. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by this agency or institution. Such modification shall name the specific agency added or deleted and the effective date. The contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.

4. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice

shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

5. **SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS:** The contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From:_____	_____	**4:00 p.m. Est**
Name of Bidder/Offeror	Due Date	Time
_____	_____	
Street or Box Number	IFB No./RFP No.	
_____	_____	
City, State, Zip Code	IFB/RFP Title	

Name of Contract/Purchase Officer or Buyer_____

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

A. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business

subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

B. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a _____ (insert monthly, quarterly, or other frequency) _____ basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.

C. Each prime contractor who wins an award valued over $200,000 shall deliver to the contracting agency or institution on a _____ (insert monthly, quarterly, or other frequency) _____ basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

8. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

ORGANIZATION ADDRESS CONTACT PERSON TELEPHONE

1. _____

2. _____

3. _____

9. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for two (2) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

10. **eVA Business-To-Government Contracts and Orders:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

    Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:

(i) DSBSD-certified Small Businesses: 1%, capped at $500 per order.

(ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at $1,500 per order.

b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

L. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia 2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA

ATTACHMENT A

Offeror Data Sheet

QUALIFICATIONS OF THE OFFEROR: Offerors shall return a completed copy of this attachment with their proposals. Offerors shall exhibit sound business environment with experience in providing library materials, capability and capacity in all respects to fully satisfy the contractual requirements, including the number of years the offeror has been actively engaged in the business and favorable references from current accounts. To adequately evaluate proposals, MALiA requires the following information of all offerors.

1. YEARS IN BUSINESS: Indicate the length of time the contractor has been in business providing these types of goods and services. Years 58 Months since 1959

2. REFERENCES: Offerors shall provide a list of 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person, telephone number and email address.

	ORGANIZATION	ADDRESS	CONTACT	TELEPHONE
2.1.	Mercer University, Jack Tarver Library, 1300 Edgewood Ave. , Macon, GA 31207		Jeremy Brown, Associate Director of Technical Services, 478-301-2027, brown_jm@mercer.edu	
2.2.	Lander University, Jackson Library, 320 Stanley Ave., Greenwood, SC 29649		Lisa Wiecki, Library Director, 864-388-8043, lwiecki@lander.edu	
2.3.	Lipscomb University, Beaman Library, 1 University Park Drive, Nashville, TN 37204		Elizabeth Heffington, Acquisitions and Cataloging Librarian, 615-966-5803, elizabeth.heffington@lipscomb.edu	

3. CONTRACT ADMINISTRATION: List full names and addresses of the contractor and any branch offices that may be responsible for administering the contract.

3.1. Contractor:
Name: Midwest Library Service

Address: 11443 St. Charles Rock Rd City: Bridgeton State: MO Zip: 63044

3.2. Person to contact re proposal:
Name: Herbert M. Lesser

Telephone: 800-325-8833 Fax: 800-892-1009 E-Mail: hlesser@midwestls.com

3.3. Person to contact re changes during the life of the contract:

Name: Herbert M. Lesser

Address: 11443 St. Charles Rock Rd. City: Bridgeton State: MO Zip: 63044

Telephone: 800-325-8833 Fax: 800-962-1009 E-Mail: hlesser@midwestls.com

4. Customer Service:

4.1. Contractor must have a sales representative for states served by Malia (Virginia, Tennessee, and North Carolina)

Name: Cindy Human

Address: 11443 St. Charles Rock Rd. City: Bridgeton State: MO Zip: 63044

Telephone: 800-325-8833 Fax: 800-962-1009 E-Mail: human@midwestls.com

4.2. Contractor must provide toll-free customer service telephone number and/or E-Mail, and an account representative must be assigned to the library to respond to problems (e.g., with orders, claims, renewals, invoices, credits) and provide management reports and data.

Account Representative: Trish Banta

Telephone: 800-325-8833 Fax: 800-962-1009 E-Mail: banta@midwestls.com

Web address: www.midwestls.com

4. EXPERIENCE:

In the space provided, give a description of the offeror's related work experiences that would demonstrate the offeror's ability to fulfill the contract. Include the extent to which your company is actively engaged in supplying, to libraries, materials of the type listed in this RFP.

Midwest Library Service has served the academic, public, and special library community since 1959. During this time, Midwest has repeatedly demonstrated its ability to combine excellent quality service with competitive pricing. We are committed to provide prompt, accurate, and thorough fulfillment of each member library's book orders. Libraries require titles from a wide spectrum of publishing; it is incumbent upon Midwest to cover these publishers, comprehensively and reliably. Our Library Service Representatives and our Regional Managers always emphasize personal attention to each Library's requirements. On a continuing basis, Midwest is committed to providing new and appropriate technical and automated support services as our customers require them.

Midwest Library Service has served SWING and now MALIA member libraries for many years.

5. COMPANY STABILITY:

6.1 Describe your company's financial stability, available equipment, and other resources that will ensure the delivery of acceptable services to MALiA.

Midwest Library Service has served the academic, public, and special library community for over 55 years. Midwest is a self-financed privately held corporation and earn a strong rating from Dun & Bradstreet. The company uses current technology and equipment. Midwest's responsibility to our clientele is to provide excellent quality service with competitive pricing. The company's enduring commitment is to provide prompt, accurate, and thorough fulfillment of each library's book orders. Personal attention to the requirements of our customers by the Library Service Representative and the Regional Manager is always emphasized. On a continuing basis, Midwest is committed to providing new and appropriate technical and automated services, as our customers require them.

6.2 Explain how that your company is a prime jobber dealing directly with publishers. Include a list of the publishers/distributors represented. (If that list is too long, list the publishers/distributors NOT represented and indicate that you have chosen this option.)

Midwest Library Service has served the library community since 1959. We understand that libraries require titles from a wide spectrum of publishers and sources; it is incumbent upon Midwest to cover these sources comprehensively and reliably. Annually, Midwest supplies books from approximately twenty-two thousand different publishers. Therefore, a much smaller list of publishers that are not available through Midwest has been produced and will be sent to members on request.

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA

ATTACHMENT B

Service Requirements Deemed Important in Consideration of Contractor Selection

Offerors shall return a completed copy of this attachment with their proposals, indicating how they will meet each requirement in regard to the scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules. The following section is an itemized checklist of the service requirements to be considered. In the **space provided**, describe the services that will be performed by the contractor. Additional documents may be attached **only** if necessary.

LOT 1 – BOOKS

1.1 Approximate number of publishers/distributors you can supply (by category):

Midwest supplies books from approximately 22,000 publishers and distributors.

1.2. Approximate number of titles you currently supply:

Midwest supplies approximately 100,000 current titles and hundreds of thousands of back list and out-of-print titles.

1.3. Types of materials you can supply (check all that apply):

X	Fiction	X	Backlist
X	Nonfiction	X	Out-of-Print
X	Reference	X	Continuations
X	Current/Popular		

1.4 Types of audience you can supply

X	Children
X	Young Adult
X	Adult

LOT 2- Audio/Visual

2.1 Approximate number of publishers/distributors you can supply (by category):

No Bid

2.2. Approximate number of titles you currently supply:

N/A

2.3. Types of materials you can supply (check all that apply):

N/A **Audio-** Music/Spoken Word

2.3.1 __ Cassette Tapes
__ Compact Discs

A) ___ Classical
B) ___ Popular
C) ___ Spoken Word

N/A **Video**

2.3.2 N/A VHS
N/A DVD
N/A Blu-Ray

A) ___Educational
B) ___Feature/Entertainment
C) ___Foreign
D) ___ Instructional

1.4 Types of audience you can supply

N/A Children
N/A Young Adult
N/A Adult

LOT 3 - SOFTWARE

3.1 Approximate number of publishers/distributors you can supply (by category):

No Bid

3.2. Approximate number of titles you currently supply:

N/A

3.3. Types of materials you can supply (check all that apply):

N/A Library
N/A Business
N/A Home
N/A Educational
N/A Games

3.4 Types of audience you can supply

☑ Children
☑ Young Adult
☑ Adult

LOT 4 – E- BOOKS

4.1 Approximate number of publishers/distributors you can supply (by category):

Ebrary/EBL platform

4.2. Approximate number of titles you currently supply:

Approximately 850,000

4.3. Types of materials you can supply (check all that apply):

X Fiction
X Nonfiction
X Reference
X Current/Popular

X Backlist
____ Out-of-Print
X Continuations

4.4 Types of audience you can supply

☑ Children
☑ Young Adult
☑ Adult

4.5 Are you able to provide integrated search and access to full text on the same platform and user interface for both eBooks and databases?

Yes

4.6 Are your eBooks maintained on a third party dark archive, from which they could be made accessible in the event your platform ceases to exist?

N/A. ProQuest maintains the platform.

4.7 For purchased eBooks, are there limits to the number of times per year any given title can be accessed or loaned?

N/A. This is dependent upon the contract between the Library and ProQuest.

4.8 Do you offer eBook download (download of entire eBooks)?

N/A. This is dependent upon the contract between the Library and ProQuest.

4.8a Is there additional cost to enable download?

4.8b Is the checkout period configurable by the library? To what extent?

4.8c Is maximum simultaneous checkouts per user configurable?

4.8d Do you offer holds functionality?

4.9 For purchased eBooks, what concurrent user options do you offer? If multiple, please specify number of concurrent users.

eBooks may be purchased through the Midwest website in single-user, 3-user and multi-user formats. Availability is dependent upon the ProQuest database.

General questions pertaining to all formats.

1. Are you the sole source of any material offered? Yes____ No_X_

If yes, describe:

2. Do you supply country of foreign publishers? Yes_X___ No____

If yes, describe:

Midwest supplies books from Canada and the U.K.

3. Provide evidence that demonstrates that your company maintains sufficient inventory to supply up to 10 copies of most titles without backordering.

Midwest's inventory is geared to meet the academic needs of libraries. Our stock consists of 40,000 to 50,000 titles and 350,000 to 500,000 volumes.

4. Describe how data about publishers/producers/distributors, titles, and availability are made available to customers.

InterACQ, Midwest's free web portal, is the access point through which data about publishers and titles is made available.

5. Do you offer an electronic system for placing orders and performing related services?
Yes X No____

If yes, describe costs and what equipment, etc., is needed by MALIA libraries to participate.

Libraries may search our databases and place orders electronically through our InterACQ web site, located at www.midwestls.com. InterACQ is Midwest's portal for bibliographic information, order placement, and library specific inormation including titles on order, titels supplied, titles cancelled, invoice information, shipment tracking, claims and cancellations. Access to InterACQ is available through any Internet accessible computer. Examples of such browsers are Internet Explorer, Chrome and Firefox. Access to InterACQ and all of its components is free.

6. Do you support online order transfer from the local library's acquisition system?
Yes X No____

Cross out the items not covered: adult trade hardcover, quality paperbacks, mass-market paperbacks, pre-bound paperbacks; juvenile trade hardcover, publishers' library bindings, pre-bound books; university press trade and non-trade; serial book continuations; reference works; ~~audio (spoken word), audio (music), video, software, CD-ROM~~.

If yes, what equipment, etc., is needed by libraries to participate?

All that is required is a computer workstation with Internet access and a browser. Midwest accepts electronic orders from most integrated library systems sent by e-mail or in most commonly used transmission formats including Edifact.

7. Do you require a minimum order requirement including, rush orders? Yes____ **No** X

If yes, describe:

8. Do you accept telephone-ordering and/or E-mail for rush orders? **Yes** X No____

If yes, describe:

Libraries may telephone, fax, or e-mail orders to Midwest. Rush orders can be researched immediately by the Library Service Representative, with stock availability reported to the library within one business day.

9. Do you assess a service charge for any item ordered on behalf of the library?
Yes **X** No____

If yes, how is charge calculated and on what items?

As a specialist in the comprehensive supply of books to libraries, Midwest has learned to go well beyond the normal fulfillment of mainstream publishing and excel in the supply of hard-to-locate titles. Books identified as hard-to-locate are not discounted; some of these titles are subject to a nominal service charge. Additionally, books that receive little or no discount and excessive publihser handling fees may be subject to a service charge as well.

10. Do you offer continuation service for serial books? Yes X No____

If yes, describe how you accomplish the goal of providing additional titles in a series and any limit on the service.

Maintaining contiuous communication with publishers of serial monographs, Midwest inquires about future publishing schedules and places timely firm orders for specific titles in advance of the anticipated publication date. We review unfilled orders, research publishing schedules, and reorder overdue titles. Additionally, we coordinate delivery and fulfillment with our Firm Order and Approval departments to insure timely receipt of series titles.

11. Do you offer leasing programs for books, audiobooks (CD or cassettes), music CDs, or video recordings (DVD or VHS)? Yes____ No X

If yes, describe the services offered.

12. Reports: Describe the types and formats of reports that can be generated, schedule for supplying routine reports, list any costs, and **include sample copies**.

12.1. Management reports: Examples include shipment history, title reports, etc.

12.2. Status Reports: When materials cannot be shipped immediately, contractor will supply status reports within 7 days of receipt of an order detailing out of print, out of stock indefinitely, out of stock temporarily, publication cancelled, not yet published, etc. Yes____ No____

Remarks:

Reports are produced according to each Library's stated schedule, varying in frequency from weekly to monthly to annually. These reports may contain data as described below and may be customized to meet the library's specific needs. There is no charge for reports. The available data elements include: name, edition, title, frequency of cycle, publisher, status, invoice or shipment date, purchase order number, fund number, price, and quantity.

12.3. Cancellation Reports: Contractor will report which titles cannot be supplied within 120 days of receipt of order. Yes X No____

Remarks:

Libraries may establish automatic cancellation periods based on 10-week increments form 20 weeks to never cancel automatically. Manual cancellations may be initiated at any time.

12.4. Annual Reports: Contractor will provide to the library annual report details, including number of items shipped; total net dollars invoiced for products shipped; total list price dollars for products shipped; net unit item price for products shipped; average number of copies per title ordered; percentage of purchase by category outline in Attachment C. Yes X No____

Remarks:

To insure the most accurate and complete compilation of data, all report requirements need to be conveyed to the Library Service Representative at the beginning of a report period. Future reports based on the same criteria will be produced and delivered a the Library's stated frequency.

12.5. Invoices: Invoices will be as stated below unless otherwise indicated under Remarks.

12.5.1. Describe the types and formats of reports of billing procedures and options for varying invoices depending upon needs of individual MALIA member library.

Remarks:

See below.

12.5.2 Invoices will list code(s), applied line item, to indicate discount category (e.g., "T" for trade discount, "A" for academic, "J" for juvenile, etc.). Yes____ **No** X__

Remarks:

Midwest does not employ the use of discount category codes on its invoices. Alternatively, the Library may request that the percent of discount be printed on the invoice.

12.5.3. Contractor will issue separate invoices for each purchase order and reference the purchase order on each invoice. Yes X__ No____

Remarks:

Invoice preparation is both flexible and customized to meet each member Library's local requirements. Invoices may be separated by purchase order number and reference the purchase order number on each invoice.

12.5.1

Invoices can be listed alphabetically by author or title; can be separated by purchase order number, by fund number, or by both. Invoices can be subtotaled by purchase order number or by fund number. If individual orders are numbered, these numbers can be printed on the invoice. Invoices are supplied in the required number of copies. Special funds can be grouped and or invoiced separately. Invoices can be sent with shipments or mailed separately. Invoice copies are available for download from InterACQ for a period of 24 months. If required, Midwest can prepare voucher forms to each library's special requirements. Electronic invoices are available for most ILS systems. These are the most common invoicing and billing requirements. If the library has other requirements, Midwest welcomes the opportunity to customize our services to meet the member Library's needs.

13. Fulfillment: Fulfillment will be as stated below unless otherwise specified under Remarks.

13.1. Contractor will ship 50% of order from stock within 14 days of receipt of order.
Yes___ No X___

Remarks:

Midwest routinely fills approximately 10% of an order from inventory. The initial shipment is made within seven days after receipt of the order. On average, 70% fulfillment is reached within the first two to three weeks.

13.2. Contractor will ship 95% of each order within 120 days of receipt of order.
Yes X___ No____

Remarks:

Midwest routinely fills from 93% to 97% of an order within four to six weeks after receipt of the order.

13.3. Contractor will supply materials that are not currently available from publishers within 120 days of receipt of order. Yes X__ No____

Remarks:

Midwest goes well beyond the normal fulfillment of most book vendors, supplying hard to locate and out-of-print books as well as current mainstream publishing and publications not carried by inventory based vendors.

13.4. The library may cancel any title that is not received within 90 days of order date.
Yes X__ No____

Remarks:

The Library reserves the right to cancel an order at any time.

14. Accuracy: Accuracy will be as stated below unless otherwise indicated under Remarks.

14.1. 99% of materials shipped will be the correct title, edition, and number of copies.
Yes X__ No____

Remarks:

Midwest Library Service is known for its consistent and superior accuracy.

14.2. Contractor will supply the latest edition of a title unless an earlier edition is specified.
Yes X__ No____

Remarks:

Midwest supplies the edition as specified on the library's order and is guided by each member Library's edition policy. By default, the latest edition of a title is supplied.

14.3. Binding supplied will be as specified in the order. Yes X No____

Remarks:

Midwest will adhere to the Library's binding guidelines and allowable exceptions.

15. Multiple Copies: Multiple copies of a title will be shipped together. Back-orders of parts of a multiple-copy title are not acceptable. Yes X No____

Remarks:

If so instructed, Midwest will delay the shipment of a multiple copy order until all copies are received.

16. Packaging: Each package will indicate the library's purchase order number, and only one purchase order may be represented in each package. Yes X No____

Remarks:

Midwest will adhere to each member Library's packing instructions.

17. Packing Slips: A packing slip that duplicates the invoice will accompany each shipment. Yes X No____

Remarks:

A fully legible packing slip will accompany each shipment.

18. Defective Material: The library reserves the right to return defective material at the contractor's expense. **There should be no exceptions to this.** Yes X No____

Remarks:

Books that suffer from defects in manufacturing or that have been damaged in shipmnt may be returned for replacement or credit.

19. Returns: All returns will be scheduled by the contractor for pick-up via UPS. Yes____ No X

Remarks:

The Library must schedule its returns through its Library Service Representative. Midwest Library Service employs FedEx as its ground transportation carrier.

20. Credits: Contractor will provide self-credit system for library to facilitate returns. Yes X No____

If yes, outline details.

Remarks:

An easy to use self-credit memo form is available upon request. As an alternative to credit memos, a returnable book may be deleted from an invoice. The Library is encouraged to call its Library Service Representative with any questions regarding returns.

21. Shipping: Contractor shall specify how shipping charges, if any, will be determined and shall indicate estimate cost of shipping for dollar amount of purchase order.

Remarks:

Current shipping charges are 5.4% of the net invoice total, F.O.B. Bridgeton, Missouri. Midwest proposes a reduction from the standard rate to our most preferred rate of

22. Service Charge: The contractor shall describe the type of service fees levied for handling a MALIA account.

Remarks:

There are no additional fees or service charges associated with the handling of a MALIA member library account.

23. Multiple Accounts: Contractor will provide at least 20 separate accounts for a given library. Materials in these accounts will be ordered separately and must be shipped and invoiced separately. Yes X No____

Remarks:

Each member library may request as many accounts and subaccounts as are required.

24. Other Services: Specify other services provided.

Midwest provides several complimentary collection development, notification, and selection tools. The following tools are free, and are available in print, on the Internet, or in both formats. University Press Selection slips announcing forthcoming and current U.P. publishing. Science, Health-Science, and Technology slips announcing forthcoming and recent publications from these fields. UP Books for Public Libraries announcing publications of interest to the public library market. Choice magazine's Outstanding Academic Titles and Choice Reviews monthly. (#24 continued below)

25. Service Requirements Not Met: If not covered under the sections above, list any specifications in this document that our company will be unable to meet. If you propose to meet service needs in an alternative fashion, give the alternative.

24. continued

The New Title Notification service may be personalized to selector's interests and subject responsibilities through InterACQ. Notifications are sent to selector's based on their profiles. Orders may be generated from the notifications and sent to acquisitions clerks for order placement.

In cooperation with OCLC, Midwest is recognized as an OCLC WorldCat Cataloging Collection partner.

Midwest also offers a full range of physical book processing, paperback binding, and cataloging services.

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA
ATTACHMENT C

PRICING FOR OFFER CONSIDERATION
Discounts for Library and Staff Orders

Offerors shall return a completed copy of this attachment with their proposals. If pricing differs by type of library (public academic, school, special, or state agency), the contractor shall submit a separate copy of this attachment and specify the type of library for which pricing is proposed.

MALiA desires an attractive, predictable pricing structure and, at the same time, a high level of order fulfillment. Accordingly, MALiA seeks to select one or more primary contractors as well as one or more secondary contractors.

All discounts quoted will be applied to the publishers' lowest list price in effect at the time of shipment and exclude freight-pass-through pricing.

All discounts will apply to all shipments, including backorders, for each order placed by the library.

Participating libraries reserve the right to request supporting documentation (including copies of the publishers' invoices) on discount or service charge decisions of the contractor at any time during the contract period.

MATERIAL	DISCOUNT / PRICING	
LIBRARY TYPE (specify): X Public X Academic ___School X Special X State Agency		
1. Books (Reference LOT 1)	1 Copy	2+ Copy
1.1. Adult Trade Hardcover Bindings		
1.1.1. Fiction	30%	30%
1.1.2 Non-fiction	30%	30%
1.2. Paperbacks		
1.2.1. Quality	10%	10%
1.2.2. Mass-market	10%	10%
1.2.3. Pre-bound	05%	05%

1.2.4. Time required to ship prebound orders:

One to two additional weeks.

MATERIAL	DISCOUNT / PRICING
1.3. Juvenile Titles 1.3.1. Trade hardcover bindings	30%
1.3.2. Publishers' library bindings	05%
1.3.3. Reinforced bindings	05%
1.3.4. Pre-bound books	05%
1.3.5. Time required to ship prebound orders:	One to two additional weeks.
1.4. Small Press	Net to 15%
1.5. University Press 1.5.1 Trade	Net to 17%
1.5.2. Non-trade	Net to 17%
1.6. Serial Books (continuations)	Net to 10%
1.7 Reference materials	Net to 10%

1.8. Cataloging and Processing - Include total support detail and brochures for these services

1.8.1. Complete cataloging and processing	All processing options are offered individually. Each Library may select the specific processing options they need to be considered complete. Please see included Cataloging Processing Price list.
1.8.2. Cataloging and processing without mylar jacket	
1.8.3. Mylar jacket and kit, unfastened	2.95
1.8.4. Mylar jacket, fastened or unfastened	0.95
1.8.5. Kit, unfastened (to include book pocket, book card, spine label, complete set of catalog cards)	2.00
1.8.6. Catalog card set	0.90
1.8.7. Machine-readable cataloging per record	0.75
1.8.8. Additional charges	
1.8.9. Reinforced plastic cover for paperbacks: 5 mil thick	2.00 - 3.15 depending on the size of the book

1.8.10. Lighter laminate: _____

Describe & specify thickness:_____

MATERIAL	DISCOUNT / PRICING
1.8.11. Theft-detection devices: attached	0.45
1.8.12. Theft-detection devices: unattached	

2. Audiovisual (Reference LOT 2)

2.1. Formats	
2.1.1. Spoken word cassettes	N/A
2.1.2. Books on tape	N/A
2.1.3. Books on CD	N/A
2.1.4. Compact discs	N/A
2.1.5 Music cassettes	N/A
2.1.6 DVD	N/A
2.1.8 VHS	N/A
2.1.9 Blu-Ray	N/A
2.1.10 Others:_____	
2.2. Performance rights	
2.2.1. Public	N/A
2.2.2. Home use	N/A
2.3. Cataloging and Processing -	
2.3.1. Catalog card sets	N/A
2.3.2. Machine-readable cataloging	N/A
2.3.3. Theft-detection devices	N/A

Provide complete information about what services are offered:

_____

3. Software (Reference LOT 3)

3.1. MAC — N/A

3.2. Windows — N/A

MATERIAL	DISCOUNT / PRICING
4.E-Books	
4.1.. Fiction	0%
4.2. Non-fiction	0%

4.3 For purchased eBooks, what fees or other charges are applied in addition to the eBook title price? Which of these are paid up front? And which are recurring?

N/A to Midwest Library Service. Additional fees are dependent upon the contract between the Library and ProQuest.

5. Delivery - INSIDE DELIVERY REQUIRED

5.1. Prepaid FOB

5.1.1. Destination — 0% SHIPMENT CHARGE

5.1.2. Point of Shipment — Bridgeton, MO

5.2 Mode of shipment

FedEx Ground

ATTACHMENT D

MALiA Membership 2016-2017

Name	Member #	City, State
1. Albemarle Regional Library	1129	Winton, NC
2. Alexander County Library	1103	Taylorsville, NC
3. Alleghany Highlands Regional Lib./Charles P. Jones Memorial Library	1197	Covington, VA
4. Amherst County Public Library	1001	Amherst, VA
5. Anderson Public Library 2016-17	1278	Lawrenceburg, KY
6. Anne Arundel County Public Library	1293	Annapolis, MD
7. Appalachian Regional Library	1252	West Jefferson, NC
8. Appomattox Regional Library System	1002	Hopewell, VA
9. Arlington Public Library 2016-17	1288	Arlington, VA
10.Augusta County Library	1089	Fishersville, VA
11.Averett University Library	1093	Danville, VA
12.Bath County Memorial Library 2016-18 New	1291	Owingsville, KY
13.Bedford Public Library	1003	Bedford, VA
14.Belington Public Library	1251	Belington, WV
15.Benton County Public Library	1220	Camden, TN
16.BHM Regional Library	1258	Washington, NC
17.Blackwater Regional Library	1004	Courtland, VA
18.Blue Ridge Community College	1006	Weyers Cave, VA
19.Blue Ridge Regional Library	1007	Martinsville, VA
20.Bluefield College/Easley Library	1008	Bluefield, VA
21.Boone County Public Library	1263	Burlington, KY
22.Boone Madison Library	1239	Madison, WV
23.Botetourt County Library	1009	Roanoke, VA
24.Boynton Beach City Library	1265	Boynton Beach, FL
25.Bracken County Public Library 2016-17	1289	Brooksville, KY
26.Braswell Memorial Library	1155	Rocky Mount, NC
27.Brevard College, J.A Jones Library	1116	Brevard , NC
28.Bridgewater College /Alexander Mack Library/	1085	Bridgewater, VA
29.Bristol Public Library	1010	Bristol, VA
30.Buchanan County Public Library	1011	Grundy, VA
31.Buncombe County Public Libraries	1144	Asheville, NC
32.Caldwell County Public library	1101	Lenoir, NC

33.Campbell County Public Library	1012	Rustburg, VA
34.Cape Fear Community College	1188	Wilmington, NC
35.Caroline Library, Inc.	1112	Bowling Green, VA
36.Carroll County High School	1015	Hillsville, VA
37.Caswell County Public Library	1200	Yanceyville, NC
38.Catawba County Library System	1270	Newton, NC
39.Central Rappahannock Regional Library	1016	Fredericksburg, VA
40.Central Virginia Community College Library	1094	Lynchburg, VA
41.Chapel Hill Public Library	1141	Chapel Hill, NC
42.Charlotte County Library	1194	Charlotte Court House, VA
43.Charlotte Mecklenburg Library	1130	Charlotte, NC
44.Chatham County Public Library System	1271	Pittsboro, NC
45.Chesapeake Public Library	1107	Chesapeake, VA
46.Chesterfield County Public Library	1084	Chesterfield, VA
47.Chesterfield County Public Schools	1189	Midlothian, VA
48.Christopher Newport University/Trible Library	1213	Newport News, VA
49.Clarksburg-Harrison Public Library	1234	Clarksburg, WV
50.Clarksville-Montgomery County Public Library	1241	Clarksville, TN
51.Cleveland County Memorial Library	1123	Shelby, NC
52.Clifton Forge Public Library	1145	Clifton Forge, VA
53.College of William & Mary/Wolf Law Library	1149	Williamsburg, VA
54.Colonial Heights Public Library	1017	Colonial Heights, VA
55.Craft Memorial Library	1190	Bluefield, WV
56.Craig County Public Library	1115	New Castle, VA
57.Culpeper County Library	1114	Culpeper, VA
58.Cumberland County Public Library	1275	Burkesville, KY
59.Cumberland County Public Library	1111	Cumberland, VA
60.Danville Community College	1019	Danville, VA
61.Danville Public Library	1020	Danville, VA
62.Davidson County Public Library	1152	Lexington, NC
63.Davie County Public Library	1212	Mocksville, NC
64.Delray Beach Public Library	1273	Delray Beach, FL
65.Duplin County Public Library	1139	Kenansville, NC
66.Durham Technical Community College	1191	Durham, NC
67.East Albemarle Regional Library	1186	Elizabeth City, NC
68.Eastern Shore Community College	1193	Melfa, VA

69.Eastern Shore Public Library	1022	Accomac, VA
70.ECPI University	1268	Virginia Beach, VA
71.Elizabethton/Carter County Public Library	1172	Elizabethton, TN
72.Emory & Henry College	1023	Emory, VA
73.Essex Public Library	1113	Tappahonnock, VA
74.Falkville Public Library	1260	Falkville, AL
75.Farmville Public Library	1224	Farmville, NC
76.Fauquier County Public Library	1024	Warrenton, VA
77.Fauquier County Public Schools	1185	Warrenton, VA
78.Ferrum College/Thomas Stanley Library	1025	Ferrum, VA
79.Floyd County Public Library	1238	Prestonburg, KY
80.Fontana Regional Library	1173	Bryson City, NC
81.Franklin County Library	1171	Louisburg, NC
82.Franklin County Public Library	1026	Rocky Mount, VA
83.Galax-Carroll Regional Library	1027	Galax, VA
84.Garrard County Public Library	1250	Lancaster, KY
85.Gaston County Public Library	1147	Gastonia, NC
86.Germanna Community College	1118	Locust Grove, VA
87.Gibsonville Public Library	1255	Gibsonville, NC
88.Gloucester County Library	1087	Gloucester, VA
89.Grant County Public Library	1254	Williamstown, KY
90.Graves County Public Library	1233	Mayfield, KY
91.Greensboro Public Library	1143	Greensboro, NC
92.Greenup County Public Library	1285	Greenup, KY
93.Halifax County-South Boston Public Library	1028	Halifax, VA
94.Hampden-Sydney College	1096	Hampden-Sydney, VA
95.Hampshire County Public Library	1243	Romney, WV
96.Hampton Public Library	1092	Hampton, VA
97.Handley Regional Library	1099	Stephens City, VA
98.Hanover County Public Schools	1136	Ashland, VA
99.Hardin County Public Library	1279	Elizabethtown, KY
100. Hardy County Public Library	1196	Moorefield, WV
101. Haywood County Public Library	1170	Waynesville, NC
102. Heartland Library Cooperative	1264	Okeechobee , FL
103. Henrico County Public Library	1018	Henrico, VA
104. Henrico County Public Schools	1135	Henrico, VA
105. Henry County Public Library	1276	Eminence, KY
106. Heritage Public Library	1029	Providence Forge, VA

107. Hickory Public Library	1256	Hickory, NC
108. Hocutt-Ellington Memorial Library	1214	Clayton, NC
109. Hopkinsville Christian County Public Library 16-17	1287	Hopkinsville, KY
110. J. Sargeant Reynolds Community College	1030	Richmond, VA
111. James L. Hamner Public Library/Amelia County	1083	Amelia Court House, VA
112. James W. Curry Public Library	1269	French Creek, WV
113. Jefferson Madison Regional Library	1031	Charlottesville, VA
114. Jessamine County Public Library	1210	Nicholasville, KY
115. John Tyler Community College Library	1032	Chester, VA
116. Kanawha County Public Library	1236	Charleston, WV
117. Keyser-Mineral County Public Library	1218	Keyser, WV
118. King University	1034	Bristol, TN
119. Laurel County Public Library	1242	London, KY
120. Lee County Library	1272	Sanford, NC
121. Library of Virginia	1134	Richmond, VA
122. Lincoln County Public Library	1245	Stanford, KY
123. Lincoln County Public Library	1128	Lincolnton, NC
124. Linebaugh Public Library System	1228	Murfreesboro, TN
125. Logan County Public Library	1232	Russellville, KY
126. Lonesome Pine Regional Library	1036	Wise, VA
127. Lord Fairfax Community College/Paul Wolk Library	1037	Middletown, VA
128. Luneburg County Public Library	1253	Victoria, VA
129. Lynchburg College/Knight-Capron Library	1226	Lynchburg, VA
130. Lynchburg Public Library	1038	Lynchburg, VA
131. Madison County Public Library	1225	Richmond, KY
132. Maitland Public Library	1290	Maitland, FL
133. Marion County Public Library	1281	Fairmont, WV
134. Mary Riley Styles Public Library	1039	Falls Church, VA
135. Mary Wood Weldon Memorial Library	1277	Glasgow, KY
136. Mason County Public Library	1211	Point Pleasant, WV
137. Mauney Memorial Library	1133	Kings Mountain, NC
138. McCreary County Public Library	1284	Whitley City, KY
139. McDowell County Public Library	1146	Marion, NC
140. Mecklenburg County Public Library	1126	Boydton, VA
141. Mecklenburg County Sheriff's Office	1231	Charlotte, NC

Libraries		
142. Meherrin Regional Library	1040	Lawrenceville, VA
143. Menifee County Public Library	1246	Frenchburg, KY
144. Middlesex County Public Library	1104	Urbanna, VA
145. Montgomery County Public Library	1235	Mt. Sterling, KY
146. Montgomery County Public Schools	1090	Christiansburg, VA
147. Montgomery-Floyd Regional Library	1041	Christiansburg, VA
148. Mooneyham Public Library	1174	Forest City, NC
149. Morgantown Public Library	1208	Morgantown, WV
150. Mountain Empire Community College/Wampler Library	1042	Big Stone Gap, VA
151. New Hanover County Public Library	1216	Wilmington, NC
152. New Martinsville Public Library	1205	New Martinsville, WV
153. New River Community College	1091	Dublin, VA
154. Newport News Public Library System	1044	Newport News, VA
155. Norfolk Public Library	1045	Norfolk, VA
156. Norfolk State University	1249	Norfolk, VA
157. Norris Library Foundation, Inc.	1247	Rutherfordton, NC
158. North Palm Beach Library 2016-17	1286	North Palm Beach, FL
159. Northeast State Community College/Wayne G. Basler Library	1046	Blountville, TN
160. Northern Virginia Community College	1132	Annandale, VA
161. Northumberland Public Library	1047	Heathsville, VA
162. Northwestern Regional Library	1165	Elkin, NC
163. Nottaway County Public Library	1142	Crewe, Va
164. Orange County Public Library	1125	Hillsborough, NC
165. Orange County Public Library	1117	Orange, VA
166. Pamunkey Regional Library	1048	Hanover, VA
167. Paris-Bourbon County Library	1274	Paris, KY
168. Patrick Henry Community College/Lester Library	1049	Martinsville, VA
169. Paul Sawyier Public Library	1266	Frankfort, KY
170. Pearisburg Public Library	1050	Pearisburg, VA
171. Pender County Public Libraries	1138	Burgaw, NC
172. Pendleton County Library	1183	Franklin, WV
173. Pendleton County Public Library	1261	Falmouth, KY
174. Perry Memorial Library	1223	Henderson, NC
175. Petersburg Public Library System	1051	Petersburg, VA

176. Piedmont Virginia Community College/Betty Sue Jessup Library	1102	Charlottesville, VA
177. Pittsylvania County Public Library	1052	Chatham, VA
178. Polk County Library Cooperative	1267	Bartow, FL
179. Polk County Public Library	1184	Columbus, NC
180. Poquoson Public Library	1053	Poquoson, VA
181. Portsmouth Public Library	1127	Portsmouth, VA
182. Powhatan County Public Library	1088	Powhatan, VA
183. Prince William Public Library System	1054	Prince William, VA
184. Public Library of Anniston-Calhoun County	1292	Anniston, AL
185. Public Library of Johnston County & Smithfield/Selma is under this library as a branch. Number was 1166	1160	Smithfield, NC
186. Pulaski County Library	1055	Pulaski, VA
187. Pulaski County Public Library	1283	Somerset, KY
188. Radford Public Library	1056	Radford, VA
189. Raleigh County Public Library	1259	Beckley, WV
190. Randolph County Public Library	1221	Asheboro, NC
191. Randolph-Macon College/McGraw-Page Library	1058	Ashland, VA
192. Rappahannock Community College	1097	Warsaw, VA
193. Rappahannock County Library	1206	Washington, VA
194. Richmond Public Library	1108	Richmond, VA
195. Richmond Public Schools	1237	Richmond, VA
196. Ritchie County Public Library	1177	Harrisville, WV
197. Roanoke City Public Library	1109	Roanoke, VA
198. Roanoke County Public Library	1059	Roanoke, VA
199. Robeson County Public Library	1164	Lumberton, NC
200. Rockbridge Regional Library	1120	Lexington, VA
201. Rowan Public Library	1150	Salisbury, NC
202. Russell County Public Library	1061	Lebanon, VA
203. Salem Public Library	1063	Salem, VA
204. Sampson-Clinton Public Library	1137	Clinton, NC
205. Samuels Library	1064	Front Royal, VA
206. Scotland County Memorial Library	1222	Laurinburg, NC
207. Scott County Public Library	1262	Georgetown, KY
208. Shenandoah County Library	1179	Edinburg, VA
209. Sheppard Memorial Library	1182	Greenville, NC
210. Smyth-Bland Regional Library	1066	Marion, VA

211. Southern Pines Public Library	1158	Southern Pines, NC
212. Southern Virginia University/Von Canon Library	1204	Buena Vista, VA
213. Southside Regional Jail Library	1187	Emporia, VA
214. Southside Virginia Community College	1203	Keysville, VA
215. Southwest Virginia Community College	1067	Cedar Bluff, VA
216. Spindale Public Library	1163	Spindale, NC
217. Stanly County Public Library	1195	Albemarle, NC
218. State Library of North Carolina	1248	Raleigh, NC
219. Staunton Public Library	1068	Staunton, VA
220. Suffolk Public Library	1069	Suffolk, VA
221. Sullivan County Public Library	1070	Blountville, TN
222. Tazewell County Public Library	1071	Tazewell, VA
223. Temple Rodef Shalom Library	1257	Falls Church, VA
224. Tennessee State Library & Archives	1199	Nashville, TN
225. Thomas Jefferson Library	1280	Falls Church, VA
226. Thomas Nelson Community College	1072	Hampton, VA
227. Tidewater Community College	1100	Norfolk, VA
228. Transylvania County Library	1156	Brevard, NC
229. Union County Public Library	1140	Monroe, NC
230. University of Virginia's College at Wise/Wyllie Library	1124	Wise, VA
231. Upshur County Public Library	1244	Buckhannon, WV
232. Vienna Public Library	1192	Vienna, WV
233. Virginia Beach Public Library	1073	Virginia Beach, VA
234. Virginia Department of Corrections-All Facilities	1201	Richmond, VA
235. Virginia Highlands Community College	1075	Abingdon, VA
236. Virginia State University/Johnston Memorial library	1198	Petersburg, VA
237. Virginia Western Community College	1077	Roanoke, VA
238. Warren County Memorial Library	1217	Warrenton, NC
239. Washington County Public Library	1078	Abingdon, VA
240. Wayne County Public Library	1168	Goldsboro, NC
241. Whitley County Public Library	1215	Williamsburg, KY
242. Williamsburg Regional Library	1080	Williamsburg, VA
243. Wilson County Public Library	1162	Wilson, NC
244. Wolfe County Public Library	1282	Campton, KY
245. Wythe-Grayson Regional Library	1098	Independence, VA

246. Wytheville Community College Library	1082	Wytheville, VA

ATTACHMENT E

Small Business Subcontracting Plan

Definitions

Small Business: "Small business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Women-Owned Business: "Women-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Minority-Owned Business: "Minority-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Bidder Name: Midwest Library Service

Preparer Name: Herbert M. Lesser Date: 04/17/2017

Instructions

A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.

B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder's total price for the initial contract period. in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: 672662 Certification Date: 09/07/2016

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract ($ or %)
Totals					

Attachment F

REQUEST FOR PROPOSAL

Title: Library Materials

Mid-Atlantic Library Alliance, Inc. (MALiA)

ATTACHMENT F

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

☐ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☑ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

Midwest Library Service

11443 ST. CHARLES ROCK ROAD • BRIDGETON, MISSOURI 63044-2789 • U.S.A.
Phone: 800-325-8833 • 314-739-3100 mail@midwestls.com
FAX: 800-962-1009 • 314-739-1326 www.midwestls.com

CATALOGING/PROCESSING PRICES

Barcode (1 applied) (supplied by library)	.25
Barcode (2 applied) (supplied by library)	.35
Barcode placement (measured per customer request)	.25
Catalog card set	.90
Catalog Main entry card only	.65
Date due slip or Check-out card	.25
Jacket (applied over dust cover)	.95
Kapco Easy Cover® II (Small up to 8 ½")	2.00
Kapco Easy Bind® reinforced hinges (Small up to 8 ½")	.55
Kapco Easy Cover® II (Medium 9 – 10 ½")	2.65
Kapco Easy Bind® reinforced hinges (Medium 9-10 ½")	.60
Kapco Easy Cover® II (Large 11-13")	2.90
Kapco Easy Bind® reinforced hinges (Large 11-13")	.65
Kapco Easy Cover® II (X-Large 14-20")	3.15
Kapco Easy Bind® reinforced hinges (X-Large 14-20")	.75
Label(s) - applied or unapplied	.60
Label protector	.25
MARC record	.75
MARC record and barcode	1.05
MARC record and label(s)	1.35
MARC record with main entry card	1.10
MARC record, barcode, and label(s)	1.65
MARC record added user field	.15
Pocket	.25
Property stamp	.30
Tattle-Tape™	.45
WorldCat Title Match & Manifest	.45