

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: 2017-71500-01

This contract entered into the 1st day of July 2017, by Bound to Stay Bound Books, Inc. 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 27, 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: [Signature]

By: [Signature]

Title: National Mgr/Sales & Mktg

Title: Deputy

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.

PROPOSAL

for

RFP for LIBRARY MATERIALS

**MID-ATLANTIC LIBRARY ALLIANCE
JOHN COOK WYLLIE LIBRARY
UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE
ONE COLLEGE AVENUE
WISE, VA 24293**

prepared by

**BOUND TO STAY BOUND BOOKS, INC.
1880 WEST MORTON
JACKSONVILLE, IL 62650**

CONTACT:

**LORI SMITH
NATIONAL MANAGER/SALES & MARKETING
800/637-6586
sales@btsb.com**

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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 Months since **SINCE JANUARY 20, 1920**
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. | BLUE RIDGE REG LIB | 310 E. CHURCH MARTINSVILLE, VA | JANET BOUCHER | 276-403-5430 |
| 2.2. | HENRICO PUB LIB | 1700 N PARHAM RD HENRICO, VA | SUE DRISCOLL | 804/290-9019 |
| 2.3. | PRINCE WM CO LIB | 13083 CHINN PARK PRINCE WM, VA | SUSAN SOUTH | 703/792-4896 |

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: BOUND TO STAY BOUND BOOKS, INC.

Address: 1880 WEST MORTON City: JACKSONVILLE State: IL Zip: 62650

3.2. **Person to contact re proposal:**

Name: LORI SMITH

Telephone: 800/637-6586 Fax: 800/747-2872 E-Mail: SALES@BTSB.COM

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

Name: LORI SMITH

Address: 1880 WEST MORTON City: JACKSONVILLE State: IL Zip: 62650

Telephone: 800/637-6586 Fax: 800/747-2872 E-Mail: SALES@BTSB.COM

4. Customer Service:

4.1. Contractor must have a sales representative for states served by Malia (Virginia, Tennessee, and North Carolina) VIRGINIA: JANNA HOLDEN, JHOLDEN@BTSB.COM

NORTH CAROLINA: DAVID HARRINGTON, DHARRINGTON@BTSB.COM

Name: TENNESSEE: JANET MUEGGE, JMUEGGE@BTSB.COM

Address: C/O BOUND TO STAY BOUND City: State: Zip:

Telephone: 800/637-6586 Fax: 800/747-2872 E-Mail: SALES@BTSB.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: AMY HALEY, EXT. 3128

Telephone: 800/637-6586 Fax: 800/747-2872 E-Mail: AHALEY@BTSB.COM

Web address: WWW.BTSB.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.

SINCE 1920 BOUND TO STAY BOUND HAS BEEN BINDING CHILDREN'S AND YOUNG ADULT BOOKS TO WITHSTAND THE ROUGH HANDLING THEY SBSORB IN SCHOOLS AND PUBLIC LIBRARIES. WE SPECIALIZE IN TITLES FOR KINDERGARTEN THROUGH GRADE 8. WE STOCK OVER 18,000 TITLES, OVER 1,500,000 VOLUMES, MOST OF WHICH ARE AVAILABLE FOR IMMEDIATE DELIVERY. WE OFFER THE WORLD'S LARGEST INVENTORY OF PREBOUND LIBRARY BOOKS, INCLUDING TITLES FROM ALL MAJOR U.S. PUBLISHERS.

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.

BOUND TO STAY BOUND IS A FINANCIALLY STABLE, PRIVATELY OWNED COMPANY THAT IS CURRENTLY IN ITS 97TH YEAR OF OPERATION. ALL BOOKS ARE PREBOUND AND WAREHOUSED IN OUR HOME OFFICE LOCATED IN JACKSONVILLE, IL. WE ARE A PRIMARY PROVIDER OF PREBOUND LIBRARY BOOKS TO SOME OF THE LARGEST SCHOOL DISTRICT IN THE COUNTRY.

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.)

BOUND TO STAY BOUND WORKS WITH ALL MAJOR U.S. PUBLISHERS AND THEIR IMPRINTS.

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):

135 PLUS

1.2. Approximate number of titles you currently supply:

18,000

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

| | |
|---|--|
| <input checked="" type="checkbox"/> Fiction | <input type="checkbox"/> Backlist |
| <input checked="" type="checkbox"/> Nonfiction | <input type="checkbox"/> Out-of-Print |
| <input checked="" type="checkbox"/> Reference | <input type="checkbox"/> Continuations |
| <input checked="" type="checkbox"/> Current/Popular | |

1.4 Types of audience you can supply

| |
|---|
| <input checked="" type="checkbox"/> Children |
| <input checked="" type="checkbox"/> Young Adult |
| <input type="checkbox"/> 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:

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

_____ **Audio- Music/Spoken Word**

2.3.1 ___ Cassette Tapes

___ Compact Discs

A) ___ Classical

B) ___ Popular

C) ___ Spoken Word

_____ **Video**

2.3.2 _____ VHS

_____ DVD

_____ Blu-Ray

A) ___ Educational

B) ___ Feature/Entertainment

C) ___ Foreign

D) ___ Instructional

1.4 Types of audience you can supply

_____ Children

_____ Young Adult

_____ Adult

LOT 3 - SOFTWARE

----- NO BID

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

3.2. Approximate number of titles you currently supply:

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

☐ Library
☐ Business
☐ Home
☐ Educational
☐ Games

3.4 Types of audience you can supply

☐ Children
☐ Young Adult
☐ Adult

LOT 4 – E- BOOKS

----- NO BID

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

4.2. Approximate number of titles you currently supply:

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

| | |
|--|--|
| <input type="checkbox"/> Fiction | <input type="checkbox"/> Backlist |
| <input type="checkbox"/> Nonfiction | <input type="checkbox"/> Out-of-Print |
| <input type="checkbox"/> Reference | <input type="checkbox"/> Continuations |
| <input type="checkbox"/> Current/Popular | |

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?

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?

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

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

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.

General questions pertaining to all formats.

1. Are you the sole source of any material offered? Yes x No

If yes, describe:

OUR BOOKS ARE BOUND IN STRICT ADHERENCE IN BOTH MATERIALS AND WORKMANSHIP TO LIBRARY BINDING INSTITUTE SPECIFICATIONS (ANSI/NISO/LBK Z39.78-2000), FAITHFUL TO EACH TITLE'S ORIGINAL ARTWORK AND REPRODUCED ON OUR LONG LASTING KIDPROOF COVER MATERIAL.

2. Do you supply country of foreign publishers? Yes No x

If yes, describe:

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

BOUND TO STAY BOUND MAINTAINS AN INVENTORY OF PREBOUND BOOKS READY TO SHIP OF OVER 1.5 MILLION VOLUMES. OUR AVAILABILITY OF BOOKS IS OVER 92% ON FIRST SHIPMENT.

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

DATA ABOUT PUBLISHERS AND TITLES ARE MADE AVAILABLE TO CUSTOMERS THROUGH OUR ONLINE CATALOG, THE BTSB BOOKSTORE, AT WWW.BTSB.COM. THIS SITE SHOWS FULL TEXT REVIEWS, PUBLISHER INFORMATION, AVAILABILITY, READING PROGRAM INFORMATION, LEXILE LEVELS, AGES, BOOK IMAGES AND MORE.

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.
OUR ONLINE CATALOG, THE BTSB BOOKSTORE, IS AVAILABLE AT WWW.BTSB.COM. AFTER ESTABLISHING AN ACCOUNT AND LOGGING IN YOU CAN USE THE SYSTEM FOR ORDER PLACEMENT, DUPLICATE TITLE CHECKING, COLLECTION ANALYSIS, COLLECTION DEVELOPMENT AND MORE.

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?
WE ACCEPT EDI TRANSFERS OF PURCHASE ORDERS VIA EMAIL.

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:
CALL OR EMAIL A RUSH ORDER DIRECTLY TO YOUR CUSTOMER SUPPORT REP.

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?

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.

BOUND TO STAY BOUND SEND VIA EMAIL A SERIES ALERT NOTIFYING A CUSTOMER WHEN A NEW TITLE IN A SERIES IS AVAILABLE.

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**.

NO CHARGE FOR ANY OF OUR REPORTS.

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

WE CAN SUPPLY ANY TYPE OF REPORT YOU REQUIRE.

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 X No

Remarks:

PLEASE SEE ATT 1

12.3. Cancellation Reports: Contractor will report which titles cannot be supplied within 120 days of receipt of order. Yes X No

Remarks:

PLEASE SEE ATT 2

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:

CUSTOMIZED ANNUAL REJPORTS CAN BE CREATED BASED ON THE NEEDS OF THE CUSTOMER.



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

PLEASE SEE ATT 3

ORDER DEPT

KING COUNTY LIBRARY SYSTE
960 NEWPORT WAY NW
ISSAQUAH

WA 98027

Customer No. 47700000
Reference No.  (Dummy Order)
P.O. Number 
Cancel Date 2017-03-15

Dear Customer,

Attached is a listing of titles from your recent order to us.

A shipment of all available titles will be made in accordance with your instructions.

Please remember that books, processed or marked in any way, can only be returned if there is an imperfection in the binding, processing, or printing.

Our thanks for your business and for this opportunity to be of service.

Respectfully yours,
Bound To Stay Bound Books, Inc.
Customer Service

Phone # 800-637-6586

Fax # 800-747-2872

ATT 1

Status Status (STS) Code definitions

- R
- #1 or #2
- #3
- #4 or #5
- #6
- #7
- #8 or Blank

Title ready for immediate delivery.
Title out of stock and on order with publisher.
Just received from publisher, will be available in about 6 weeks.
Beginning stages of prebinding, will be available in about 3 to 4 weeks.
Finishing stages of production, will be available in 1 to 2 weeks.
Final inspection, title will be available in approximately 1 week.
Title currently not available and not on order. Probably will not be supplied.

Note: The prediction of the number of weeks binding time is an average based on normal production. It is possible an individual title might be delayed for lack of a picture cover, or for other reasons, so we emphasize the time element is not necessarily accurate.



Bound to Stay Bound
1880 West Morton Avenue
Jacksonville, IL 62650 • (800) 637-6586
QUALITY SINCE 1920
www.btsb.com

PLEASE RETURN THIS PORTION
WITH PAYMENT TO:

Bound to Stay Bound Books, Inc.
P.O. Box 870950
Kansas City, MO 64187-0950

INVOICE
Page 1 of 1
ATT2

B
I
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T
O

ORDER DEPT
COLLECTION MANAGEMENT SER
960 NEWPORT WAY NW
ISSAQUAH WA 98027

S
H
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P
T
O

47700001 87193 839528
ORDER DEPT
COLLECTION MANAGEMENT SER
960 NEWPORT WAY NW
ISSAQUAH WA 98027

| | | | | | | | | | | |
|-------------------------------|----------------|------------------------|-----------------------------|--|-----------------------|-----------------------|------------------|----------------------------|-----------------------|--------|
| CUSTOMER NO. 47700001 | | REFERENCE NO. 87193 | PURCHASE ORDER NO. 50936 | | P.O. DATE 11/12/13 | CARTONS 0 | | INVOICE DATE 01/16/2014 | INVOICE NO. 839528 | |
| QTY. | AUTHOR | | TITLE | | | PROCESS KITS | PROCESS PRICE | LIST PRICE | NET PRICE PREBOUND | AMOUNT |
| 1 | TEAGUE | | FIREHOUSE | | | 72832 | Out Of Print | | | \$5.61 |
| 1 | Items Canceled | | | | | | | | | |
| | | | | | | Total Item Amount | | | | 0.00 |
| | | | | | | Shipping and handling | | | | FREE |
| | | | | | | Total Amount Due | | | | \$0.00 |
| This completes your order. | | | | | | | | | | |
| AN EQUAL OPPORTUNITY EMPLOYER | | | | | | | | | | |



Invoice

PAID
08/29/2016

Remit to address:
Bound to Stay Bound Books
PO Box 870950
Kansas City MO 64187-0950

Bill To:

Order Dept/Collection Mngmnt Ser
King County Library System
960 Newport Way Nw
Issaquah, WA 98027

Ship To:

Order Dept/Collection Mngmnt Ser
King County Library System
960 Newport Way Nw
Issaquah, WA 98027

| <u>Billed Account #</u> | | <u>Reference</u> | <u>P.O. No.</u> | <u>P.O. Date</u> | <u>Invoice Date</u> | <u>Invoice #</u> |
|-------------------------|---------|-----------------------------|-----------------|------------------|---------------------|------------------|
| 47700000 | | 57931 | 77833 | 6/17/2016 | 7/27/2016 | 936524 |
| Qty | Stock # | Description | Processing | List Price | Your Price | Amount |
| 18 | 793687 | Splat The Cat For President | | 11.92 | 11.32 | 203.76 |
| | | | | | | 203.76 |
| | | Taxes for 47700001 | | | 9.50% | 19.35 |

Total \$223.11

Payments/Credits -\$223.11

Balance Due \$0.00

Customer Service contact:
Phone (800)637-6586 Fax (800)747-2872
www.btsb.com

IMPORTANT Federal ID# 37-0439010
Linking Libraries to Children's Books
Quality since 1920

Terms: Payment due upon order completion.
Make claims for credit immediately and refer to this invoice number.
Processed books and custom printed processing are not returnable
except for Imperfection.

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:

AN INVOICE WILL BE SENT FOR EACH SHIPMENT MADE ON AN ORDER. A MONTHLY STATEMENT IS ALSO PRINTED SHOWING ANY OUTSTANDING INVOICES.

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 ☐

Remarks:

ALL BOUND TO STAY BOUND BOOKS ARE PREBOUND LIBRARY FORMAT. THE DISCOUNT IS THE SAME FOR EACH TITLE. NO CODE IS NECESSARY

12.5.3. Contractor will issue separate invoices for each purchase order and reference the purchase order on each invoice. Yes ☒ No ☐

Remarks:

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 ☐

Remarks:

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

Yes ☒ No ☐

Remarks:

13.3. Contractor will supply materials that are not currently available from publishers within 120 days of receipt of order. Yes ☒ No ☐

Remarks:

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

Yes ☒ No ☐

Remarks:

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 ☒ No ☐

Remarks:

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

Yes ☒ No ☐

Remarks:

14.3. Binding supplied will be as specified in the order. Yes ☒ No ☐

Remarks:

ALL BOUND TO STAY BOUND BOOKS ARE IN PREBOUND LIBRARY FORMAT.

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 ☒ No ☐

Remarks:

16. Packaging: Each package will indicate the library's purchase order number, and only one purchase order may be represented in each package. Yes ☒ No ☐

Remarks:

17. Packing Slips: A packing slip that duplicates the invoice will accompany each shipment. Yes ☒ No ☐

Remarks:



www.btsb.com

Bound to Stay Bound Books

1880 West Morton Ave.

Jacksonville, IL 62650-2619

Phone - (217)245-5191/ (800)637-6586

Fax - (217)245-0424/ (800)747-2872

CREDIT OUR RECORDS ONLY

| Customer # | Reference | Invoice # | Invoice Date | Purchase Order # | Purchase Order Date | Today's Date |
|------------|-----------|-----------|--------------|------------------|---------------------|--------------|
| 43925019 | | | | | | 01/06/17 |

Credito

Shipping to:

Melissa Smith

Patti Welder Middle

1604 E North St.

Victoria TX 77901

Credit customer's account for book(s) returned.

[illegible]

Reason for Credit: DNE amount was not put on order-exceeded

Initials: LLS

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 ☒ No ☐

Remarks:

19. Returns: All returns will be scheduled by the contractor for pick-up via UPS. Yes ☒ No ☐

Remarks:

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

Yes ☒ No ☐

If yes, outline details.

Remarks:

PLEASE SEE ATT 4

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:

NO CHARGE

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

Remarks:

NO SERVICE FEES

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 ☒ No ☐

Remarks:

24. Other Services: Specify other services provided.

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.

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): ___Public ___Academic ___School ___Special ___State Agency

1. Books (Reference LOT 1) -----NO BID

1 Copy

2+ Copy

1.1. Adult Trade Hardcover Bindings

1.1.1. Fiction

1.1.2 Non-fiction

1.2. Paperbacks -----NO BID

1.2.1. Quality

1.2.2. Mass-market

1.2.3. Pre-bound

1.2.4. Time required to ship prebound orders:

MATERIAL

DISCOUNT / PRICING

1.3. Juvenile Titles

1.3.1. Trade hardcover bindings

1.3.2. Publishers' library bindings

1.3.3. Reinforced bindings

1.3.4. Pre-bound books

1.3.5. Time required to ship prebound orders:

1ST SHIPMENT WITHIN 14 DAYS ARO

1.4. Small Press -----NO BID

1.5. University Press -----NO BID

1.5.1 Trade

1.5.2. Non-trade

1.6. Serial Books (continuations) -----NO BID

1.7 Reference materials

30% *

* 30% DISCOUNT FROM PUBLISHER LIST PRICE IN EFFECT AT TIME OF SHIPMENT PLUS PRE-BINDING CHARGE OF \$7.92 PER BOOK FIRM THROUGH JUNE 30,2020. SHORT DISCOUNT TITLES ARE REDUCED BY 10%. (BTSB CATALOG PRICE REFLECTS DISCOUNT.)

30% *

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

1.8.1. Complete cataloging and processing PLEASE SEE ATT 5

1.8.2. Cataloging and processing without mylar jacket DEPENDS ON YOUR CHOICES, SEE ATT 5

1.8.3. Mylar jacket and kit, unfastened

1.49

1.8.4. Mylar jacket, fastened or unfastened

LAMINATED JKT UNATTACHED -.55; ATTACHED -.65

1.8.5. Kit, unfastened (to include book pocket, book card, spine label, complete set of catalog cards)

.94

1.8.6. Catalog card set

.45

1.8.7. Machine-readable cataloging per record NO CHARGE FOR DOWNLOADING MARC RECORDS FROM OUR WEBSITE. \$20 CHARGE FOR CD PER SHIPMENT.

1.8.8. Additional charges

PLEASE SEE ATT 5

1.8.9. Reinforced plastic cover for paperbacks: 5 mil thick 2.15NO BID

Free processing package☐ free ATT 5

All items, one each, either attached or unattached: 1 bar code label, 1 call number label and MARC records downloaded from BTSB Bookstore

Build your own processing package**Bar codes** (specify locations on page B)

1 bar code (only one free per book)

2nd bar code

MARC records (specify on page C)**Call number labels** (specify location on page C)
(only one free per book)**Laminated jacket** (see page C if you are requesting both laminated jackets and call # labels)

(Books that have jackets that cannot be laminated for special coating reasons will have a mylar cover applied)

CoLibri covers**Spine stamping****Reading program** (specify on page C)

Print reading program below classification on call # label

Spine stamp reading program below classification

Small reading program information label

Large reading program information label

Lexile labels (specify locations on page D)

Small Lexile label

Large Lexile label

Fountas and Pinnell Guided Reading Level label
(specify locations on page D)**RFID** Contact Customer Support for pricing at 800-637-6586.**Property identification** (specify on page E)

Property stamping _____ # of stamps per book

Property label _____ # of labels per book

Genre or colored dot labels**Security system** (specify system on page E)**Pockets**

Blank pocket with date due grid

Custom pocket with date due grid (customize on page E)

Circulation card**Date due slip** (specify location on page E)**Catalog cards** (specify on page E)

Full set of catalog cards

Shelflist card or Main entry card

Attached**Unattached**☐ free (1 label protector, outside only)☐ .20 (1 label protector, outside only)☐ free (download only)☐ free (1 label protector)☐ .65☐ 1.19☐ .45☐ .10 (only available with call # labels)☐ .20 (only available with spine stamping)☐ .20☐ .20☐ .20☐ .20☐ .20☐ free (1 label protector)☐ .10 (1 label protector)☐ 20.00 (CD-ROM)☐ free (1 label protector)☐ .55☐ .10☐ .10☐ .10☐ .10☐ .10☐ .10 each☐ .10☐ .09☐ .39☐ .10☐ .10☐ .45☐ .15

Processing Specifications

Bar codes

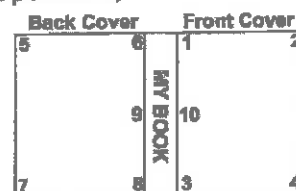
- ☐ Unattached
☐ Does not apply

First bar code (Select position and direction. Refer to illustration for bar code positions)

Position
 (1 through 10)

Direction

- ☐ Horizontal
☐ Vertical, reading same direction as spine
☐ Vertical, reading opposite direction from spine



If the bar code obscures any title or blurb on the outside cover of the book

- ☐ Send unattached ☐ Adjust to avoid title or blurb ☐ Do not adjust
 If unable to adjust to avoid title on the front or blurb on the back of the book
☐ Send label unattached
☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title on the front or blurb on the back of the book.)

Second bar code (Please select a location, direction, and a position)

- ☐ Unattached

Location

- ☐ Inside front cover -
☐ Front flyleaf
☐ Title page
☐ Back flyleaf
☐ Inside back cover -
☐ On the pocket

Direction

- ☐ Horizontal
☐ Vertical, reading same direction as spine
☐ Vertical, reading opposite direction from spine

Position

- ☐ Upper left
☐ Centered at top
☐ Upper right
☐ Center
☐ Center left
☐ Center right
☐ Lower left
☐ Lower right
☐ Centered at bottom

If the bar code obscures any title on the inside of the book

- ☐ Send unattached ☐ Adjust to avoid title ☐ Do not adjust
 If unable to adjust to avoid title on the inside of the book
☐ Send label unattached
☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title or blurb.)

Please attach a sample bar code here

Exclusive BTSB bar code range for all orders

_____ to _____ (Unless specified with each order)

Length of bar code number _____ positions. Including check digit if applicable.

Check digit

- ☐ None ☐ Mod 10 ☐ Mod 43

School code (Necessary if using a 14 digit number): _____

Bar code symbology

- ☐ Code 39 ☐ Codabar ☐ Follett Interleaved 2 of 5 ☐ Interleaved 2 of 5

Library name as it should appear on the bar code label (30 positions maximum, case sensitive)

MARC records

☐ Does not apply **Automated system (Company & Product)** _____

Type of MARC record

☐ MARC21 (852 holdings) ☐ MARC21 (949 holdings)

☐ RDA-based MARC21 (852 holdings) ☐ RDA-based MARC21 (949 holdings)

Include reading program information in MARC record (526 field)

☐ Accelerated Reader® ☐ Reading Counts® ☐ No reading program information

include Lexile level in MARC record (521 field) **Include 13 digit ISBN in MARC record (020 field)**

☐ Yes ☐ No ☐ Yes ☐ No

Location code (Optional) Primary _____

Secondary _____

Media type

☐ Download from BTSB Bookstore ☐ CD-ROM IBM/Mac hybrid

Call number labels

Attached call number label position (from bottom of book to bottom of label)

☐ Unattached ☐ ¼" ☐ ½" ☐ ¾" ☐ 1" ☐ 1 ¼" ☐ 1 ½" ☐ 1 ¾" ☐ 2"

☐ Does not apply **Call number label direction**

☐ Horizontal (vertical if call # length exceeds thickness of spine) ☐ Horizontal (never vertical)

Laminated jacket orders (This information is only needed if both laminated jackets and call number labels requested)

☐ Does not apply ☐ Attach call number label to jacket

☐ If no jacket available, attach call number label to book ☐ If no jacket available, spine stamp book

Reading program

☐ Unattached ☐ Small ☐ Accelerated Reader® ☐ Reading Counts®

☐ Does not apply ☐ Large ☐ Include Lexile level (LX 590) on AR or RC Information label

Small Information Label

| | |
|---|-------------------------------|
| AR RL 3.6 PT 1.0 LX 520 | RC RL 3.5 PT 3.0 |
|---|-------------------------------|

Locations available:

- ☐ Outside front cover
- ☐ Inside front cover -
- ☐ Inside front flyleaf
- ☐ Outside back cover
- ☐ Inside back cover -
- ☐ Inside back flyleaf
- ☐ Spine of book

Placement available:

- ☐ Upper Left
- ☐ Upper Right
- ☐ Centered at top
- ☐ Lower Left
- ☐ Lower Right
- ☐ Centered at bottom
- ☐ Above Classification
- ☐ Below Classification

Direction:

- ☐ Horizontal
- ☐ Vertical, reading same direction as spine
- ☐ Vertical, reading opposite direction from spine

• Not available with laminated processing

Large Information Label

| | | | |
|-------------------------|-----|--------------|--------|
| Art Of Miss Chew | | | |
| Polacco, P | | | |
| Reading Level: | 3.6 | Point Value: | 0.5 |
| Interest Level: | LG | AR Quiz: | 150083 |

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Place label in original position

☐ Do not adjust label

(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

Processing Specifications

Lexile Labels ☐ Small ☐ Large

☐ Unattached

☐ Does not apply

Large Lexile Label

| |
|--|
| Adams, D I Want To Help! Lexile 600 AD |
|--|

Small Lexile Label

| |
|-----------------|
| LX 600 AD |
|-----------------|

Locations available:

- ☐ Outside front cover
- ☐ **Inside front cover**
- ☐ Inside front flyleaf
- ☐ Outside back cover
- ☐ **Inside back cover**
- ☐ Inside back flyleaf
- ☐ Spine of book

Placement available:

- ☐ Upper Left
- ☐ Upper Right
- ☐ Centered at top
- ☐ Lower Left
- ☐ Lower Right
- ☐ Centered at bottom
- ☐ Above Classification
- ☐ Below Classification

Direction:

- ☐ Horizontal
- ☐ Vertical, reading same direction as spine
- ☐ Vertical, reading opposite direction from spine

• Not available with laminated processing

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Place label in original position

- ☐ Do not adjust label

(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

Fountas and Pinnell Guided Reading Level Label

☐ Unattached

☐ Does not apply

| |
|---|
| A |
|---|

Locations available:

- ☐ Outside front cover
- ☐ **Inside front cover**
- ☐ Inside front flyleaf
- ☐ Outside back cover
- ☐ **Inside back cover**
- ☐ Inside back flyleaf
- ☐ Spine of book

Placement available:

- ☐ Upper Left
- ☐ Upper Right
- ☐ Centered at top
- ☐ Lower Left
- ☐ Lower Right
- ☐ Centered at bottom
- ☐ Above Classification
- ☐ Below Classification

Direction:

- ☐ Horizontal
- ☐ Vertical, reading same direction as spine
- ☐ Vertical, reading opposite direction from spine

• Not available with laminated processing

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Place label in original position

- ☐ Do not adjust label

(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

Property identification ☐ Property Label ☐ Property Stamp (stamp provided by customer)

- ☐ Unattached
☐ Does not apply

- Locations available:**
☐ Inside front cover •
☐ Front fly leaf
☐ Title page
☐ Back fly leaf
☐ Inside back cover •
☐ On pocket

- Placement available:**
☐ Upper left
☐ Centered at top
☐ Upper right
☐ Center
☐ Lower left
☐ Lower right
☐ Centered at bottom

- If label obscures title/blurb:**
☐ Send unattached
☐ Adjust to avoid title or blurb
 If unable to avoid title/blurb:
☐ Send label unattached
☐ Place label in original position
☐ Do not adjust

- If stamp obscures title/blurb:**
☐ Adjust to avoid title or blurb
☐ Do not stamp

Please attach a sample here.

• Not available with laminated processing

Genre or colored dot labels Contact Customer Support to set up your Genre Profile at 800-637-6586.

RFID Contact Customer Support to set up your RFID Profile at 800-637-6586.

Security system

- ☐ Unattached ☐ 3M Tattletape attached
☐ Does not apply ☐ CHECKPOINT attached, please provide frequency _____

Pockets (Circulation card sold separately)

- ☐ Unattached
☐ Does not apply

- Attachment locations available for custom or blank pocket:**
☐ Inside front cover (Not available with laminated processing)
☐ Inside back cover (Not available with laminated processing)
☐ Front flyleaf
☐ Back flyleaf

Custom pocket inscription – always centered

 This information will be printed exactly as you indicate on this form so use upper and lower case where needed.

Circulation card (sold separately from pocket)

- ☐ Include with pocket ☐ Does not apply

Date due slip

- ☐ Unattached
☐ Does not apply

- Locations available:**
☐ Inside front cover •
☐ Inside back cover •
☐ Front flyleaf
☐ Back flyleaf

- Positions available:**
☐ Centered on page (standard)
☐ Upper right
☐ Lower right
☐ Centered on bottom of page

• Not available with laminated processing

Catalog cards

- ☐ Does not apply

Sequence:

- ☐ Catalog cards in sets, arranged in alphabetical order
☐ Catalog cards with author, title, and subject in one alphabet
☐ Catalog cards with author and title in one alphabet, subject cards in separate alphabet
☐ Shelflist card only, sorted by Dewey number
☐ Shelflist cards only, sorted by author
☐ Main entry card only, sorted by author
☐ Main entry and shelflist cards only in separate alphabets

Additional options available:

Tracings:

- ☐ Tracings on the shelflist cards
☐ No tracings on shelflist cards

Summary-annotation:

- ☐ Library of Congress summaries
☐ No summaries

Card headings:

- ☐ Headings on card sets
☐ No headings on card sets

Cataloging Options

Fill in each category. Cataloging options will be kept on file for all future orders.

Special designators

- | | | | | |
|----------------------------|--|---|---|---|
| Spanish | <input type="checkbox"/> No designation | <input type="checkbox"/> S over call # | <input type="checkbox"/> SP over call # | <input type="checkbox"/> SPA over call # |
| Reference | <input type="checkbox"/> No designation | <input type="checkbox"/> R over call # | <input type="checkbox"/> REF over call # | |
| Juvenile fiction | <input type="checkbox"/> No designation | <input type="checkbox"/> J over call # | <input type="checkbox"/> JUV over call # | <input type="checkbox"/> JF over call # |
| | <input type="checkbox"/> Juv over call # | <input type="checkbox"/> JUVENILE over call # | <input type="checkbox"/> J in front of call # | <input type="checkbox"/> j in front of call # |
| Juvenile nonfiction | <input type="checkbox"/> No designation | <input type="checkbox"/> J over call # | <input type="checkbox"/> JUV over call # | |
| | <input type="checkbox"/> JNF over call # | <input type="checkbox"/> J in front of call # | <input type="checkbox"/> j in front of call # | |
| Graphic Novels | <input type="checkbox"/> GN | <input type="checkbox"/> Graphic | <input type="checkbox"/> GRA | <input type="checkbox"/> Other _____ |

Author letters (Specify length for each classification)

- ☐ First capital, rest lower case ☐ All capital letters

Include spaces or apostrophes in author letters

- ☐ Yes (O'Connor = O'C) ☐ No (O'Connor = OCO)

Title main entry

- ☐ Main entry letters using title, according to AACR Second Edition 2005 update
☐ Main entry letters using editor or compiler

Subject headings

- ☐ Sears subject headings ☐ Library of Congress children's subject headings

Call numbers

Fiction

- ☐ F ☐ Fic ☐ FIC ☐ No classification
 _____ # of author letters (3 letters standard, 8 maximum)

Easy fiction

- ☐ E ☐ EASY ☐ P ☐ PIC ☐ E over Fiction
☐ EF ☐ Easy ☐ Pic ☐ Same as Fiction ☐ No classification
 _____ # of author letters (3 letters standard, 8 maximum)

Story collection

- ☐ SC ☐ 808.83 ☐ 808.8 ☐ Same as Fiction ☐ No classification
 _____ # of author letters (3 letters standard, 8 maximum)

Nonfiction

- ☐ Dewey Decimal Classification ☐ No classification
 _____ # of author letters (3 letters standard, 8 maximum)

Easy nonfiction

- ☐ E ☐ P ☐ Dewey number ☐ ENF over Dewey
☐ Easy ☐ PIC ☐ E over Dewey ☐ ENF
☐ EASY ☐ Pic ☐ No classification
 _____ # of author letters (3 letters standard, 8 maximum)

Individual biography

- ☐ 92 ☐ B ☐ B over 92
☐ 920 ☐ BIO ☐ B over 920
☐ 921 ☐ Bio ☐ B92
☐ Dewey of biographee ☐ No classification
 _____ # of letters of biographee's last name (3 letters standard, 8 maximum)

Collective biography

- ☐ 920 ☐ B ☐ C920 ☐ BC
☐ 921 ☐ BIO ☐ C over 92 ☐ CB
☐ 92 ☐ Bio ☐ C over 920 ☐ No classification
☐ Dewey of biographee
 _____ # of author letters (3 letters standard, 8 maximum)

Bold Type indicates our standard options.

Bill to: _____

Ship to: _____

Signature _____

Title _____

Phone # _____

Fax # _____

email _____

Ordering Method

- ☐ P. O. # _____ Date ____/____/____ Do not exceed \$ _____
- ☐ Reserve titles, await confirmation
- ☐ Firm order, no purchase order required

Processing Services

- ☐ No processing services or MARC records
- ☐ MARC records only
- ☐ Free processing package or ☐ Use processing on file
- ☐ Use bar code range on file
- ☐ Starting bar code number _____
- ☐ Check if bar code number requested is lower than previous number because you are filling in gaps.
- ☐ Contact me. My automated system has been upgraded or changed since my last order.
- ☐ New build your own processing attached (Complete pages A-F as appropriate)

Payment Method

- ☐ Send invoice ☐ Check enclosed ☐ Credit card

For security purposes: Do not disclose card information. We will contact you by telephone to acquire this information.

Shipping

Free shipping (Allow extra time for new Spring and Fall titles.)

- ☐ Standard (Ship immediately, continue to ship as available. Backorders are canceled 60 days from the date the order is received.)
- or
- ☐ Special handling Number of shipments ____ Date order must be completed ____/____/____
- No shipments between these dates ____/____/____ to ____/____/____ (summer, holidays, etc.)
- ☐ Send a Replacement Catalog



Bound to Stay Bound Books
1880 West Morton Ave.
Jacksonville, IL 62650-2619

Phone 800-637-6586
Fax 800-747-2872
email btsb@btsb.com
www.btsb.com
Fall 2016

(Prices subject to change without notice.)

Bound to Stay Bound Books

G

1.8.10. Lighter laminate:

NO BID

Describe & specify thickness: _____

MATERIAL

DISCOUNT / PRICING

1.8.11. Theft-detection devices: attached

.50

1.8.12. Theft-detection devices: unattached

NO BID

2. Audiovisual (Reference LOT 2)

2.1. Formats -----NO BID

2.1.1. Spoken word cassettes

2.1.2. Books on tape

2.1.3. Books on CD

2.1.4. Compact discs

2.1.5 Music cassettes

2.1.6 DVD

2.1.8 VHS

2.1.9 Blu-Ray

2.1.10 Others: _____

2.2. Performance rights

2.2.1. Public

2.2.2. Home use

2.3. Cataloging and Processing -

2.3.1. Catalog card sets

2.3.2. Machine-readable cataloging

2.3.3. Theft-detection devices

Provide complete information about what services are offered:

3. Software (Reference LOT 3)

3.1. MAC

3.2. Windows

MATERIAL

DISCOUNT / PRICING

4.E-Books -----NO BID

4.1.. Fiction

4.2. Non-fiction

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?

5. Delivery - INSIDE DELIVERY REQUIRED

5.1. Prepaid FOB

NO CHARGE FOR SHIPPING

5.1.1. Destination

5.1.2. Point of Shipment

5.2 Mode of shipment

FED EX

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: BOUND TO STAY BOUND BOOKS, INC.

Preparer Name: LORI SMITH Date: 4/27/17

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: _____ Certification Date: _____

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 %) |
|---|---|--|-------------------------------|---|--|
| LEE & LOW PUBLISHERS 95 MADISON NY, NY 10016 | M | CRAIG LOW 212/779-4400 SITE@LEEAND LOW.COM | BOOKS | DEPENDS ON QUANTITY OF BOOKS REQUESTED | 2016 PURCHASES \$40,387.50 |
| PEACHTREE PUBLISHERS 1700 CHATTAHOOCHEE ATLANTA, GA 30318 | W | BARBARA WITKE 404/876-8761 HELLO@PEACHTREE-ONLINE.COM | BOOKS | " | 2016 PURCHASES \$23,113.08 |
| SANTILLANA PUBLISHING 2023 NW 84TH AVE DORAL, FL 33122 | M | DEYANIEA NAVARRETE 800/245-8584 CUSTOMER SERVICE@ SANTILLANAUSA.COM | BOOKS | " | 2016 PURCHASES \$746.25 |
| 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.

PLEASE SEE ATT 6

****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): ☐

LAW OFFICES OF

BELLATTI, FAY, BELLATTI & BEARD, LLP*Established in 1876*

BIG WEST STATE STREET

P.O. BOX 696

JACKSONVILLE, ILLINOIS 62651

TELEPHONE (217) 245-7111

FAX (217) 245-2832

E-MAIL bellatti@irtc.netwww.bellattilaw.com

DANIEL J. BEARD
 THOMAS L. VEITH*
 JEFFREY L. SOLTERMANN
 C. MATTHEW A. SMITH
 *ALSO LICENSED IN MASSACHUSETTS

JOHN A. BELLATTI 1876-1934
 CHARLES A. BARNES 1907-1914
 WALTER BELLATTI 1908-1963
 PAUL D. MORIARTY 1914-1933
 H. P. SAMUELL 1926-1938
 WALTER R. BELLATTI 1939-2001
 WILLIAM L. FAY 1945-2004
 JOHN E. BELLATTI 1947-2008

March 29, 2017

Mr. Eric Thornton, Purchasing Director
 Roanoke City Public Schools
 Purchasing Office (Terrace Level)
 40 Douglass Avenue, NW
 Roanoke, VA 24012

RE: ***Bound to Stay Bound Books, Inc.***
 IFB #2927

Dear Mr. Thornton:

This letter serves as an attachment to the Bound to Stay Bound Books, Inc., Proposal in accordance with IFB #2927. Please note that Bound to Stay Bound Books, Inc. is not required to be authorized to transact business in Virginia as a foreign business entity within the meaning of Title 13.1 or Title 50 of the Virginia Code.

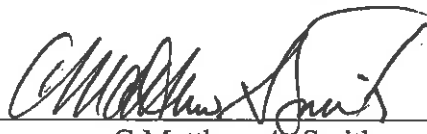
According to Virginia Code section 13.1-757(B)(6), Bound to Stay Bound Books, Inc. is not required to be authorized to transact business in Virginia as a foreign business, since its business activities consist merely of soliciting or obtaining orders by mail or through employees or agents and the orders require acceptance outside of Virginia before they become contracts.

If you have additional questions or need additional information, please contact Bound to Stay Bound Books, Inc. or me.

Very truly yours,

BELLATTI, FAY, BELLATTI & BEARD, LLP

By



C Matthew A. Smith

mattsmith@bellattilaw.com

CMAS:jc

cc: Mr. Kent J. Siltman ✓