



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

STANDARD CONTRACT LVA-MAT-22-007

This Contract entered by Prince Books, 109 East Main Street, Norfolk, VA 23510 hereinafter called the "Contractor" and Commonwealth of Virginia (Commonwealth) through the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219 on behalf of Mid-Atlantic Library Alliance, Inc. hereinafter called the "Library or LVA" and "MALiA".

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

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

PERIOD OF PERFORMANCE: July 1, 2022 through June 30, 2025 with two one-year optional renewals.

The contract documents shall consist of the following and will be incorporated herein:

1. This signed form,
2. The following portions of the Request for Proposals dated February 1, 2022, and
 - a. The Statement of Needs
 - b. The General Terms and Conditions
 - c. The Special Terms and Conditions
 - d. Attachment B
 - e. Attachment C
 - f. Addendum #1
3. The Contractor's Proposal dated March 2, 2022 and negotiation points dated April 5, 2022.

STATUS OF PERSONNEL: MALiA has been designated as the Library administrator for this Agreement.

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

CONTRACTOR:		LIBRARY	
Signature: <i>Sarah P. [Signature]</i>		Signature: <i>Derek Hindell</i>	
Title: <i>owner</i>		Title: <i>Deputy FAS</i>	
Date: <i>4/11/22</i>		Date: <i>4/13/22</i>	

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, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 phone
804.692.3976 fax



Sconzo, Nancy <nancy.sconzo@lva.virginia.gov>

RE: RFP

1 message

sarah@prince-books.com <sarah@prince-books.com>
To: "Sconzo, Nancy" <nancy.sconzo@lva.virginia.gov>

Tue, Apr 5, 2022 at 1:08 PM

I have attached the contract with addendums. There is one blank page in the file, as my scanner balked midway, but there shouldn't be any pages missing.

Please let me know if you need anything else. Thank you.

Sarah Pishko

Prince Books, 109 E. [Main Street, Norfolk, VA 23510](#)

757-622-9223 sarah@prince-books.com

www.prince-books.com

From: Sconzo, Nancy <nancy.sconzo@lva.virginia.gov>
Sent: Tuesday, April 5, 2022 12:01 PM
To: Sarah Pishko <sarah@prince-books.com>
Subject: Re: RFP

Sarah,

You would need to make changes to your proposal that you submitted. Can you update from your response?

Nancy Sconzo, VCO, VCA

Contract and Procurement Manager

Library of Virginia

804-692-3710

[800 East Broad Street](#)

[Richmond, VA 23219](#)

Nancy.Sconzo@lva.virginia.gov

On Tue, Apr 5, 2022 at 11:55 AM <sarah@prince-books.com> wrote:

I thought I would reprint certain pages so that my revised answers were cleaner, but as far as I can tell, the RFP has been closed I am unable to open it.

Sarah Pishko

Prince Books, 109 E. [Main Street](#), Norfolk, VA 23510

757-622-9223 sarah@prince-books.com

www.prince-books.com



malia contract with addendums.pdf

15648K



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

ADDENDUM NO. 1 TO ALL BIDDERS

Reference: Request for Proposal: LVA-MAT-22-007

- 71510 – Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.
- 71512 – Books, Reference (incl. CD versions) Dictionaries, Encyclopedias, etc.
- 71535 – Electronic Publications: Directories, Dictionaries, Encyclopedia, etc.
- 71505 – Audio Cassettes, Tapes and Compact Disks (prerecorded)
- 71590 – Video Cassettes, Disks, Tapes, etc. (For Computer and TV, Prerecorded)

Date: February 1, 2022

The above proposal is hereby changed to read or clarified by the following:

Reference, Attachment B: Service requirements Deemed Important in Consideration of Contractor Selections - Section III. Invoices and payment #7 change:

7. The vendor is able to accommodate Net 60 payment terms without imposing an extra charge.

Yes
 No

Remarks:

To read:

7. Is a penalty imposed for late payment of an invoice? If yes, indicate the time period and amount of the penalty.

Remarks: NO

Sarah Pishko
Prince Books

Library of Virginia
Purchasing Office
800 East Broad Street
Richmond, Virginia 23219

Buyer: Nancy Sconzo
RFP #: LVA-MAT-22-007
RFP Due Date: March 3, 2022

Offeror's Name:
Offeror's Address:

Sincerely,
Nancy Sconzo

Nancy Sconzo

REQUEST FOR PROPOSAL (RFP)

Issue Date: February 1, 2022 RFP# LVA-MAT-22-007

Title: Library Books, Music, and Video

Commodity Code: 71510 – Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.
71512 – Books, Reference (incl. CD versions) Dictionaries, Encyclopedias, etc.
71535 – Electronic Publications: Directories, Dictionaries, Encyclopedia, etc.
71505 – Audio Cassettes, Tapes and Compact Disks (prerecorded)
71590 – Video Cassettes, Disks, Tapes, etc. (For Computer and TV, Prerecorded)

Issuing Agency: Library of Virginia, on behalf of
Mid-Atlantic Library Alliance, Inc. (MALiA)
Purchasing Department
800 East Broad Street
Richmond, VA 23219

Period of Contract: July 1, 2022 through June 30, 2025 with two-one year optional renewals

Submission of Electronic Proposals via the eVA Website will be received until March 3, 2022 at 2:00 p.m. EST For Furnishing The Goods Described Herein.

All Inquiries For Information Should Be Directed To: Nancy Sconzo nancy.sconzo@lva.virginia.gov. No questions will be answered by phone or verbally. No questions will be accepted after 5:00 p.m. on February 15, 2022.

In compliance with this Request for Proposals and to all the conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

DSBSD-certified Small Business No. 648103

Name And Address Of Firm: Prince Books
109 E Main St
Norfolk VA
Zip Code: 23510

Date: 3/2/22
By: Sarah P. Pishko (Signature In Ink)
Name: Sarah P. Pishko

eVA Vendor ID or DUNS #: E83907
Fax Number: ()
E-mail Address: sarah@prince-books.com

(Please Print)
Title: owner/pres
Telephone Number: 757 6229223

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, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

ATTACHMENT A

OFFEROR DATA SHEET - MUST BE FILLED OUT

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive. (In the case of a two-step IFB, it may cause the proposal portion to be determined to be not acceptable.)

- 1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
- 2. Vendor's Primary Contact:
Name: Sarah P. Pishko Phone: 257 622 9223
- 3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
39 Years 5 Months
- 4. Vendor Information: eVA Vendor ID or DUNS Number: ~~00000~~ E83907

Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is serving, has serviced, or has provided similar good. Include the length of service and the name, address and telephone number of the point of contact.

- A. Company: Library of Virginia Contact: Erica McCollum
Email: erica.mccollum@lva.virginia.gov
Project: provide books
Dates of Service: 2015-2022 \$ Value: _____
- B. Company: Dept of Education Contact: Roslyn Taylor
Email: roslyn.taylor@doe.virginia.gov
Project: provide books
Dates of Service: 2009-2022 \$ Value: _____
- C. Company: VDOT Research Council Contact: Cynthia Perfater
Email: cynthia.perfater@vdot.virginia.gov
Project: provide books
Dates of Service: 2014-2021 \$ Value: _____
- D. Company: Bon Air JCC Contact: Rhonda Tyler
Email: rhonda.tyler@djj.virginia.gov
Project: provide books
Dates of Service: 2016-2021 \$ Value: _____

I certify the accuracy of this information.

Signed: Sarah P. Pishko Title: owner

Date: 3/2/22

ATTACHMENT B

Service Requirements Deemed Important in Consideration of Contractor Selection

Offerors shall return a completed copy of this attachment with their proposals, fully addressing each requirement/question. Additional documents may be attached only if necessary.

I. COMPANY DATA

1. Describe the vendor's related work experiences that would demonstrate ability to fulfill the contract. Include the extent to which the vendor is actively engaged in supplying materials to libraries of the type listed in this RFP.

I have 40 years experience processing special orders. I provide long quotes in excel, have a POS system to process, + have a fedex account to ship

2. What is the vendor's total staff size and where are they located?

Prince Books employees 4-5 people at
109 E. Main St
Norfolk, VA 23510

3. What is the approximate number of libraries the vendor serves in each of the following categories?

Public 0 Academic 2-5 School 5-10 Special 2

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

Point of sale inventory system on a network of computers. Credit card processor, scanner, fedex ground acct. and label printer

5. What categories of materials will the vendor supply? (check all that apply):

- Books: Print
 Books: Electronic
 Books: Audio
 Music
 Video

6. If vendor will be supplying **Print Books**:

- a. Approximate number of print book publishers/distributors the vendor can supply:

almost infinite number - many hundreds

- b. Approximate number of print book titles the vendor currently supplies:

thousands + thousands. We have 10,000 books on our shelves

- c. Types of print books the vendor can supply (check all that apply):

- Fiction

- Nonfiction
- Current/Popular
- Reference
- Large Print
- Non-English Language ?
- Graphic Novels
- Other: _____

d. Types of audience the vendor can supply (check all that apply):

- Children
- Young Adult
- Adult

e. Provide evidence that demonstrates that the vendor maintains sufficient inventory to supply up to 5 copies of most titles without backordering.

most of the books I supply are ordered from my wholesaler & publishers. I am in good credit standing w/ all publishers. caveat: post-covid problems have resulted in more backorders of books. It's still a very small amount, though

f. Describe print book acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.).

~~demand-driven~~. firm order

g. Describe any other print book value-added/enhanced services the vendor will offer.

7. If vendor will be supplying **Electronic Books**:

a. Approximate number of e-book publishers/distributors the vendor can supply:

b. Approximate number of e-book titles the vendor currently supplies:

c. Types of e-books you can supply (check all that apply):

- Fiction
- Nonfiction
- Current/Popular
- Reference

- Non-English Language
- Graphic Novels
- University Press
- Other: _____

d. Types of audience the vendor can supply (check all that apply):

- Children
- Young Adult
- Adult

e. What e-book file formats can the vendor supply? (check all that apply):

- EPUB
- PDF
- Other: _____

f. Do vendor e-books require specific software or e-readers?

- Yes
- No

If Yes, describe:

g. Do vendor e-books have accessibility features that enable them to be read as audio, Braille, or large print by library patrons with sight disabilities?

- Yes
- No

If Yes, describe:

h. Describe any license, download, print, or other e-book usage/access restrictions that apply. Specify the limit on the number of users that can access an e-book at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

i. Are copies of vendor e-books maintained on a dark archive that can be accessed if the hosting

platform ceases to exist?

Yes

No

If No, describe how a library will access its purchased e-books if the platform ceases.

j. Describe e-book acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

k. Describe any other e-book value-added/enhanced services the vendor will offer:

8. If vendor will be supplying **Audiobooks**:

a. Approximate number of audiobook publishers/distributors the vendor can supply:

b. Approximate number of audiobook titles the vendor currently supplies:

c. Types of audiobooks the vendor can supply (check all that apply):

- CD
- Downloadable audio
- Streaming audio
- Fiction
- Nonfiction
- Current/Popular
- Non-English Language
- Other: _____

d. Types of audience the vendor can supply (check all that apply):

- Children
- Young Adult
- Adult

e. What audiobook file formats can the vendor supply? (check all that apply):

- MP3
- Other: _____

f. Do vendor audiobooks require specific software or listening devices?

Yes
 No

If Yes, describe:

any device that accepts CDs.

g. Describe any license, download, or other digital audiobook usage/access restrictions that apply. Specify the limit on the number of users that can access a digital/streaming audiobook at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

h. Are copies of vendor digital audiobooks maintained on a dark archive that can be accessed if the hosting platform ceases to exist?

Yes
 No

If No, describe how a library will access its purchased digital audiobooks if the platform ceases.

i. Describe audiobook acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

firm order

j. Describe any other audiobook value-added/enhanced services the vendor will offer:

9. If vendor will be supplying **Music**:

a. Approximate number of music publishers/distributors the vendor can supply:

b. Approximate number of music titles the vendor currently supplies:

c. Types of music materials the vendor can supply (check all that apply):

CD
 Downloadable music
 Streaming music
 Print music (e.g. scores, sheet music)

- Current/Popular
- Classical
- International
- N/A Other: _____

d. Types of audience the vendor can supply (check all that apply):

- Children
- Young Adult
- Adult

e. What digital music file formats can the vendor supply (check all that apply)?

- MP3
- Other: _____

f. Does the vendor's digital music require specific software or listening devices?

- Yes
- No

If Yes, describe:

g. Describe any license, download, or other digital music usage/access restrictions that apply. Specify the limit on the number of users that can access a digital/streaming music title at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

h. Are copies of vendor digital music files maintained on a dark archive that can be accessed if the hosting platform ceases to exist?

- Yes
- No

If No, describe how a library will access its purchased digital music if the platform ceases.

i. Describe music acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

j. Describe any other music value-added/enhanced services the vendor will offer:

10. If vendor will be supplying **Video**:

a. Approximate number of video publishers/distributors the vendor can supply:

b. Approximate number of video titles the vendor currently supplies:

c. Types of video materials the vendor can supply (check all that apply):

- DVD
- Blu-ray
- Streaming video
- Feature/Entertainment
- Educational/Instruction
- TV Shows
- Animated
- Foreign
- Video Games: Platforms supported: _____
- N/A Other: _____

d. Types of audience the vendor can supply (check all that apply):

- Children
- Young Adult
- Adult

e. Do your video materials have accessibility features such as captioning for library patrons with disabilities?

- Yes
- No

If Yes, describe:

f. Describe any license, download, or other digital video usage/access restrictions that apply. Specify the limit on the number of users that can access a digital/streaming video title at the same time, if applicable, and the authentication methods available to restrict access to library patrons.

g. Are copies vendor digital video files maintained on a dark archive that can be accessed if the

hosting platform ceases to exist?

Yes

No

If No, describe how a library will access its purchased digital video if the platform ceases.

h. Describe video acquisition options the vendor offers (e.g. firm order, standing order/continuations, demand-driven, approval plans, leasing, etc.):

i. Describe any other video value-added/enhanced services the vendor will offer:

11. What distinguishes the vendor from other vendors of its kind? Specify whether you are a sole-source provider of any material offered.

12. Are there other aspects of company data the vendor would like to comment on that have not been covered in this section?

II. ORDERS AND FULFILLMENT

1. Describe the methods available to member libraries for placing and tracking orders.

eVA & email

2. What process will MALiA libraries follow to receive the vendor's discount rate(s), and when will the discount rate(s) be applied?

They request a quote & I provide quotes w/ discounts, if available. Many books, though, are short discount books, for which I am unable to provide discounts

3. Vendor shall process and confirm new orders within 10 days of order receipt.

Yes
 No

Remarks:

4. What is your average order fulfillment time? *depends on number of titles*
1-4 weeks

5. If unable to supply a title, vendor shall notify MALiA libraries within thirty (30) days and provide the reason for nonfulfillment.

Yes
 No

Remarks:

6. Describe the vendor's order cancellation policy, including any restrictions that apply.

If a books is print -on-demand and non-returnable, I state that in quote. We allow for cancellations except for print on demand and non-returnable items

7. 99% of materials supplied shall be the correct title, edition, and number of copies.

Yes
 No

Remarks:

8. Multiple copies of a physical item shall be shipped together.

Yes
 No

Remarks:

9. A packing slip shall accompany each physical shipment.

Yes
 No

Addendum for question 9: I can put a pack list into box for what is being shipped from my store. I don't have control over shipments being shipped directly from publisher

Remarks: I don't usually put pack slips in w/ shipments, but I can if someone asks.

10. The vendor shall supply multiple accounts for a MALiA library as needed, and ship materials for these accounts separately.

Yes
 No

Remarks:

11. Will the vendor accept rush orders? If Yes, specify how the vendor defines "rush."

Yes
 No

Remarks:

12. Which of the following will the vendor accept? Select all that apply, and attach copies of existing policies that include any restrictions or conditions. If there are associated costs or limits on the amount refunded/credited, complete question 7 in section IV Overall Cost Considerations.

Order returns
 Order exchanges
 Order credits

Remarks: Some bulk orders, (25+ for one title) are ordered on a non-returnable basis in order to give better pricing

13. Describe how MALiA libraries will submit claims and find out status.

VIA email

14. Within how many days of receipt will claims be processed by the vendor, and what is the vendor's average turn-around time for resolution?

I hope just days!

15. Does the vendor support online order transfer from the local library's acquisition system? If Yes, specify requirements for MALiA libraries to participate, including any restrictions on the types of materials that can be transferred.

Yes

No

Remarks:

16. Are there other aspects of orders and fulfillment the vendor would like to comment on that have not been covered in this section?

Yes
 No

Remarks:

III. INVOICES AND PAYMENT

1. Within how many days after the vendor receives an order should a MALiA library expect an invoice?

7 days

2. Describe the vendor's standard invoicing practices in detail, including whether the vendor invoices partial orders or only when an order is complete.

I only invoice when order is complete.
I create the invoice when books are shipped.

3. Describe invoice customizations available to MALiA libraries.

none

4. Which of the following invoice types does the vendor provide?

Print-only
 Electronic-only
 Both print and electronic

Remarks: I print ~~em~~ invoices, scan into PDF, & email invoices

5. Provide a sample invoice that shows how discounts, credits, and service charges appear. If special invoice codes are used, provide a code translation reference.

Discounts, if applicable, are built into the price
see next page

6. The vendor is able to separately invoice multiple accounts for a MALiA library.

Addendum to question 5: Many invoices are a combination of short discount books and trade items. My point of sale system is unable to break down discounted & undiscounted items. But I AM able to break down discount, if applicable, on multiple copies of one book

PRINCE BOOKS
109 EAST MAIN STREET
NORFOLK, VA 23510
(757) 622-9223

Customer Acct#: 493
Reg: 1 Receipt: 298480

Sold To
OFFICE OF THE ATTORNEY GEN
202 NORTH 9TH ST
ATTN A KORNEGAY
RICHMOND, VA 23219
USA

Ship To
OFFICE OF THE ATTORNEY GEN
202 NORTH 9TH ST
ATTN SARAH ALLEN
RICHMOND, VA 23219
USA

Date: 12/03/21 Invoice#: 8296 Cust PO#: EP3403489 Pg. 1

ISBN	Qty	Title	Price	Extension
9781543836080	1	ANTITRUST LAW 2 5E	704.00	704.00
9781543836097	1	ANTITRUST LAW 2A 5E	704.00	704.00
9781543836103	1	ANTITRUST LAW 2B 5E	703.00	703.00
9781543836110	1	ANTITRUST LAW 5TH END MATTER	4.00	4.00
IN	1	Postage/Delivery -	50.00	50.00
Total qty: 5			Subtotal:	2165.00
			Discount:	
			Discounted subtotal:	2165.00
			Tax:	
			TOTAL:	2165.00

Signature _____
REMARKS :

PRINCE BOOKS
109 E MAIN ST
NORFOLK, VA 23510
7576229223
<https://www.princebooks.com>

Transaction 000034

Total \$2,165.00
CREDIT CARD AUTH \$2,165.00
VISA 4689

09-Dec-2021 2:55:54P
\$2,165.00 | Method: CLEARED
VISA XXXXXXXX XXX4689
MANUALLY ENTERED
Reference ID: 134900626467
Auth ID: 050882
MID: *****2887
AuthNewKN: VISA

Online: <https://clover.com/p/JXY2Z35X7J7ZC>

Payment JXY2Z35X7J7ZC

Clover Privacy Policy
<https://clover.com/privacy>

PRINCE BOOKS
 109 EAST MAIN STREET
 NORFOLK, VA 23510
 (757) 622-9223

Customer Acct#: 487
 Reg: 80 Receipt: 2045

Sold To	Ship To
LIBRARY OF VIRGINIA	LIBRARY OF VIRGINIA
ATTN ERICA MCCOLLUM	ATTN ERICA MCCOLLUM
800 EAST BROAD STREET	800 EAST BROAD STREET
RICHMOND, VA 23219	RICHMOND, VA 23219
USA	USA

Date:08/10/21 Invoice#: 8249 Cust PO#: PC02691298 Pg. 1

ISBN	Qty	Title	Price	Extension
9781635574623	1	AGE OF ACRIMONY HOW AMERNS FOUGHT	24.00	24.00
9781324005797	1	AMERN REPUBLICS A CONTINENTAL HIST	28.00	28.00
9780813944616	1	ARMED CITIZENS THE ROAD FROM ANCIE	39.50	39.50
9781954228153	1	BIRDS OF VIRGINIA THE BIRDING PRO'	18.75	18.75
9781250247131	1	BLOOD & TREAS DANIEL BOONE & THE	23.99	23.99
9781736374801	1	GOURDVINE BLACK & WHITE SLAVERY &	17.59	17.59
9781467142175	1	HIST LOVERS GT RICHMOND	19.19	19.19
9781469660851	1	JUMPING THE BROOM THE SURPRISING M	95.00	95.00
9780674975644	1	JUSTICE DEFERRED RACE & THE SUPREM	28.00	28.00
9780807174807	2	IRRECONCILABLE FOUNDERS SPENCER RO	45.00	90.00
9780820357508	1	MOD CRONIES SOUTHERN INDUSTRIALISM	114.95	114.95
9781469662060	1	MORAL MAJORITIES ACROSS THE AMERIC	95.00	95.00
9781594163494	1	NOBLE VOLUNTEERS THE BRIT SOLDIERS	27.20	27.20
9780812253078	1	NO WOOD NO KINGDOM POLIT ECOLOGY I	49.95	49.95
9780674247239	1	OUR DEAR BOUGHT LIBERTY CATHOLICS	45.00	45.00
9780813066813	1	POLIT THOUGHT & THE ORIGINS OF THE	90.00	90.00
9780807056035	1	PREGNANT GIRL A STORY OF TEEN MOTH	18.36	18.36
9780374247850	2	REASON FOR THE DARKNESS OF THE NIG	24.00	48.00
9781469662640	1	RELIG & THE AMERN REVOLUTION AN IM	49.95	49.95
9780300236804	1	SCI OF ABOLITION HOW SLAVEHOLDERS	26.00	26.00
9781606354223	1	SLAVERY INTERPRETING AMERN HIST	39.95	39.95
9781469660516	1	STRANGE GENIUS OF MR O THE WORLD O	29.95	29.95
9781665517409	1	TRACING FOOTSTEPS THE FRASERS OF S	13.99	13.99
9780143136088	1	UN Sung UNHERALDED NARRATIVES OF AM	17.60	17.60
9781316508039	1	WHAT IS A SLAVE SOCY	37.99	37.99
9781635572766	1	WINNING INDEPENDENCE THE DECISIVE	32.00	32.00
9780393247077	2	WORSE PLACE THAN HELL HOW THE CIVI	28.00	56.00
9781476684062	2	WRITERS BY THE RIVER REFLECTIONS O	35.00	70.00
9780807040072	1	YOUNG CRUSADERS THE UNTOLD STORY O	23.96	23.96
9781493051335	1	CHESAPEAKE BAY EXPLORERS G NATURAL	19.96	19.96
9781643137001	1	FIRE IN THE WILDERNESS THE 1ST BAT	23.16	23.16
9780062997456	1	1ST PRINCS WHAT AMERICAS FOUNDERS	23.99	23.99
IN	1	Postage/Delivery -	60.00	60.00
PG TOTALS:	37			1396.98

PRINCE BOOKS

109 E MAIN ST
 NORFOLK, VA 23510
 7576229223

<https://www.prince-books.com>

Transaction 000014

Total \$1,396.98

CREDIT CARD AUTH \$1,396.98
 VISA 4725

02-Sep-2021 4:03:47P
 \$1,396.98 | Method: KEYED
 VISA XXXXXXXXXXXXX4725
 MANUALLY ENTERED
 Reference ID: 12450G504706
 Auth ID: 064797
 MID: *****2887
 AthNtwkNm: VISA

Online: <https://clover.com/p/TFG76VGG5GDZ2>

Payment TFG76VGG5GDZ2

Clover Privacy Policy
<https://clover.com/privacy>

PRINCE BOOKS
109 EAST MAIN STREET
NORFOLK, VA 23510
(757) 622-9223

Customer Acct#: 495
Reg: 1 Receipt: 300201

Sold To
DEPT OF EDUCATION
101 N 14TH ST
ATTN DANIELLE DOOLEY
RICHMOND, VA 23219
USA
(804) 225-2071

Ship To
DEPT OF EDUCATION
101 N 14TH ST
ATTN DANIELLE DOOLEY
RICHMOND, VA 23219
USA

Date: 01/21/22 Invoice#: 8318 Cust PO#: PC02745269 Pg. 1

ISBN	Qty	Title	Price	Extension
9781492090403	25	SQL PKT G A GT SQL USAGE	18.90	472.50
Total qty: 25			Subtotal:	472.50
			Discount:	
			Discounted subtotal:	472.50
			Tax:	
			TOTAL:	472.50

Signature _____
REMARKS :

PRINCE BOOKS
109 E MAIN ST
NORFOLK, VA 23510
7576229223

<https://www.prince-books.com>

Transaction 000002

Total \$472.50
CREDIT CARD AUTH \$472.50
VISA 0707

21-Jan-2022 11:05:11A
\$472.50 | Method: KEYED
VISA XXXXXXXXXXXXX0707
MANUALLY ENTERED
Reference ID: 202100647428
Auth ID: 061510
MID: *****2887
AuthNwkNm: VISA

Online: [https://clover.com/oid/
Z1C2A6T1MHFPMA](https://clover.com/oid/Z1C2A6T1MHFPMA)

Payment Z1C2A6: MHFPMA
Clover Privacy Policy
<https://clover.com/privacy>

Yes
 No

Remarks:

7. The vendor is able to accommodate Net 60 payment terms without imposing an extra charge.

Yes
 No

Remarks:

8. Will the vendor provide discounts or credits for early payment of invoices? If Yes, describe and enumerate any early payment percentage schedules.

Yes
 No

Remarks:

9. Will the vendor impose a penalty for late payment of an invoice? If Yes, indicate the time period and the penalty fee/rate.

Yes
 No

Remarks:

10. Does the vendor accept credit card payment (American Express, VISA, MasterCard) without imposing an extra charge?

Yes
 No

Remarks:

11. Are there other aspects of invoicing/payment the vendor would like to comment on that have not been covered in this section?

Yes
 No

Remarks:

IV. OVERALL COST CONSIDERATIONS

1. On Attachment C, "Offeror Discount Pricing Sheet," list the discounts the vendor will provide to MALiA libraries during the contract period.

2. Describe the vendor's service charges, and how they are calculated or vary depending on type of service.

NO service charges

3. The vendor shall not charge MALiA libraries for replacement copies of order items found to be defective, damaged, or lost in shipment, provided the loss is reported to the vendor by libraries within the publishers' designated time frame.

Yes
 No

Remarks: *will not charge...*

4. If the publisher is unable to provide a replacement copy of an item found to be defective, damaged, or lost in shipment, the vendor shall seek to obtain a credit on behalf of the library.

Yes
 No

Remarks:

5. The vendor shall cover the cost of returning defective or damaged physical items, and arrange for pick-up.

Yes
 No

Remarks:

6. Will the vendor provide free shipping/handling for physical materials? If No, describe exceptions (e.g. rush orders) and how shipping charges will be calculated.

Addendum to question 6: Many ^{most} publishers of short discount titles do not offer free shipping. Shipping charges are often as much as my discount from publisher.

Yes
 No

Remarks:

When a publisher offers free shipping for say, 25-30 + copies of a book, I pass that savings to the ~~vendor~~ buyer.

7. For order returns, exchanges, or credits, what extra charges or limits on the amount refunded/credited will be applied, if any? If many copies are being returned for books not normally stocked in my store, limits to the refund may be ^{my} cost to return/ship the books back to vendor.

8. Describe the vendor's credit practices in detail, including under what circumstances the vendor will provide credits to MALiA libraries. I generally expect to be paid in 30-45 days

9. Specify any one-time or recurring charges for electronic/digital hosting, access, setup, or ongoing support. I don't supply electronic/digital hosting, access, setup, or ongoing support.

10. Describe any other one-time or recurring fees the vendor will charge MALiA libraries.

none

11. Are there other aspects of overall cost considerations the vendor would like to comment on that have not been covered in this section?

Yes
 No

Remarks:

V. CUSTOMER SERVICE

1. What are the vendor's customer service days and hours of availability? Include time zone. Eastern time 10-5 & many times starting at 9

2. What is the size of the vendor's customer service staff?

4-5

3. Specify the forms of vendor communication available to MALiA libraries. Select all that apply and provide the contact number/address.

Toll-free phone#: _____
Fax#: _____
 Email address: Sarah @ prince-books.com
 Mail address: 109 E. Main St Norfolk VA 23510
 Website address: www.prince-books.com
Chat: _____

4. The vendor shall respond to inquiries from MALiA libraries within 24 business hours.

Yes
 No

Remarks:

5. Describe any other customer service guarantees the vendor will offer.

I try my best to be responsive

6. Provide a copy of the vendor's return policy.

I don't have a formal policy, I am flexible

7. How will the vendor notify MALiA libraries about new titles available for purchase?

I don't

8. What activities will MALiA libraries be able to do on the vendor's website? Select all that apply.

Manage account profile
 View billing/payment activity
 Place and track orders
 Cancel orders
 Request quotes
 Submit claims
 Request/review invoices
 Look up titles
 Look up prices of materials and services
 Report problems/issues
 Run user reports
 Other: _____

My website is geared toward retail customers. It is best that any quote requests etc. be sent to Sarah@prince-books.com. Not all titles state agencies want to purchase are listed on my website.

9. Describe the standard and customizable fiscal, management, and other reports the vendor will provide to

MALiA libraries. Specify whether the libraries will be able to generate the reports themselves from the vendor's website, or if they will need to request the reports from the vendor. Include costs if applicable.

N/A

10. The vendor agrees to submit to the MALiA Contract Administrator an annual report of total usage of this agreement according to the following requirements:
- a. At the start of this contract, the vendor will email to contracts@malialibrary.org the contact info of the person who will submit the annual usage report, and notify the same email address if the contact information changes during the contract period.
 - b. Row information on the report will include MALiA library name, address, PO #, PO Date, PO Item #, PO Item Description, and PO Item Amount in U.S. dollars.
 - c. The report will provide subtotals that show the total amount purchased in U.S. dollars for each MALiA library customer.
 - d. The report will show the grand total amount purchased in U.S. dollars across all MALiA library customers.
 - e. The report will cover the period from July 1st of the preceding year to June 30th of the current year.
 - f. The vendor will email the report to the MALiA Contract Administrator no later than September 1st of the current year.
 - g. The MALiA Contract Administrator will share the report with the Library of Virginia procurement officer upon request.

Yes
 No

Remarks:

11. Are there other aspects of customer service the vendor would like to comment on that have not been thoroughly covered in this section?

Yes
 No

Remarks:

ATTACHMENT C

OFFEROR DISCOUNT PRICING SHEET

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

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.

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.

The written statement of the offeror's proposed discount structure must be firm for the entire period of the contract.

I. PRINT BOOKS

1. Specify the print book discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Trade Hardcover	20	20+	—	depends on quantity
Trade/Quality Paperback	20	20+		
Mass Market Paperback	20	20+		depending on the publisher's terms,
Prebound	—	—		if 25-30 copies of a
Publishers' Binding	—	✓		trade discounted
Special Edition Binding	—	—		title are requested,
Reinforced Binding	—	—		my discount can
Current/Popular	20	20+		go to ↓ 30-35%
Reference	—	—		depending on
Large Print	—	—		quantity ordered
Non-English Language	—	✓		↓
Graphic Novels	20	20+		
University Press	See comment			many university press titles are short discount
Other - List Below:				

2. Specify the print book cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

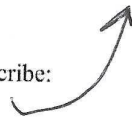
Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Catalog Card Package Per Book <i>(pocket, spine label, circulation card, catalog card set)</i>				N/A
Circulation Card Package Per Book <i>(pocket, spine label, circulation card, no catalog cards)</i>				N/A
Automation Processing Package Per Book <i>(bar code, spine label, standard MARC record)</i>				N/A
Automation Shelf Ready Standard Package Per Book - <i>(bar code, spine label, standard MARC record, theft detection)</i>				N/A
Automation Shelf Ready RFID Package Per Book - <i>(spine label, RFID tag)</i>				N/A
MARC Record - Standard				N/A
MARC Record - Custom				N/A
Date Due Slip				N/A
Pocket				N/A
Catalog Card Set				N/A
Circulation Card				N/A
Theft Detection				N/A
RFID Tag				N/A
Colibri Cover				N/A
Kapco Cover				N/A

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Mylar - Applied Over Dust Cover				N/A
Other Paperback Laminate (Specify thickness)				N/A
Bar Code Label				N/A
Custom Label				N/A
Spine Label				N/A
Colored Dots				N/A
Label Protector				N/A
Property Stamping				N/A
Property Label				N/A
Other - List Below (if package, specify components included):				

3. Will the vendor offer print book volume purchasing discounts?

Yes for multiple copies of one title
 No

If Yes, describe:



4. Describe other discounts for print books and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

I generally get better pricing for 25+ copies of trade books, + quote will reflect a higher discount

II. ELECTRONIC BOOKS

1. Specify the electronic book discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Fiction				N/A
Nonfiction				N/A
Other - List Below:				

2. Specify the electronic book cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
MARC Record - Standard				N/A
MARC Record - Custom				N/A
Other - List Below (if package, specify components included):				

3. Will the vendor offer electronic book volume purchasing discounts?

Yes
 No **N/A**

If Yes, describe:

4. Describe other discounts for electronic books and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

III. AUDIOBOOKS

1. Specify the audiobook discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Audiobook CD	20	20+	—	
Downloadable audio	—	—		
Streaming audio	—	—		
Fiction	20	20+		
Nonfiction	20	20+		
Current/Popular	20	20+		
Non-English Language	—	—		
Other - List Below:				

2. Specify the audiobook cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item <i>(removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)</i>				N/A
MARC Record - Standard				N/A
MARC Record - Custom				N/A

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Date Due Slip				N/A
Pocket				N/A
Catalog Card Set				N/A
Circulation Card				N/A
Theft Detection				N/A
RFID Tag				N/A
Bar Code Label				N/A
Custom Label				N/A
Spine Label				N/A
Label Protector				N/A
Property Stamping				N/A
Property Label				N/A
Other - List Below (if package, specify components included):				

3. Will the vendor offer audiobook volume purchasing discounts?

Yes
 No

If Yes, describe: if multiple copies of a single title are ordered

4. Describe other discounts for audiobooks and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

N/A

IV. MUSIC

1. Specify the music discount rates the vendor will offer. In Comments, specify discount conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
Music CD			/	N/A
Downloadable music				N/A
Streaming music				N/A
Print music (e.g. scores, sheet music)				N/A
Current/Popular				N/A
Classical				N/A
International				N/A
Other - List Below:				

2. Specify the music cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item <i>(removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)</i>				N/A
MARC Record - Standard				N/A
MARC Record - Custom				N/A

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Date Due Slip				N/A
Pocket				N/A
Catalog Card Set				N/A
Circulation Card				N/A
Theft Detection				N/A
RFID Tag				N/A
Bar Code Label				N/A
Custom Label				N/A
Spine Label				N/A
Label Protector				N/A
Property Stamping				N/A
Property Label				N/A
Other - List Below (if package, specify components included):				

3. Will the vendor offer music volume purchasing discounts?

Yes

No

If Yes, describe:

4. Describe other discounts for music and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

V. VIDEO

1. Specify the video discount rates the vendor will offer. In Comments, specify discount

conditions/restrictions/other, if applicable.

Type	Discount Rate %		Minimum Order Amount, if any, for Discount Rate to Apply	Comments
	1 Copy	2+ Copy		
DVD				N/A
Blu-ray				N/A
Streaming video				N/A
Feature/Entertainment				N/A
Educational/Instruction				N/A
TV Shows				N/A
Animated				N/A
Foreign				N/A
Video games				N/A
Other - List Below:				

2. Specify the video cataloging/processing pricing the vendor will offer. In Comments, specify pricing conditions/restrictions/other, if applicable.

Type	Discount / Pricing		Minimum Order Amount, if any, for Discount/Pricing to Apply	Comments
	Attached	Unattached		
Media Processing Package Per Item <i>(removal of shrink wrap and security devices, re-package in standard case, insertion of scanned publisher artwork, label)</i>				N/A
MARC Record - Standard				N/A
MARC Record - Custom				N/A

Type	Discount / Pricing	Minimum Order Amount, if any, for	Comments
------	--------------------	-----------------------------------	----------

	Attached	Unattached	Discount/Pricing to Apply	
Date Due Slip				N/A
Pocket				N/A
Catalog Card Set				N/A
Circulation Card				N/A
Theft Detection				N/A
RFID Tag				N/A
Bar Code Label				N/A
Custom Label				N/A
Spine Label				N/A
Label Protector				N/A
Property Stamping				N/A
Property Label				N/A
Other - List Below (if package, specify components included):				

3. Will the vendor offer video volume purchasing discounts?

Yes
 No

If Yes, describe:

4. Describe other discounts for video and/or related services that the vendor will offer in addition to those specified in questions 1 through 3 above.

ATTACHMENT E – MUST BE COMPLETED

Small Business Subcontracting Plan

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to include this document with their bid response in order to be considered responsive.

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- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status 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.SBSD.virginia.gov (Customer Service).

Bidder Name: Prince Books

Preparer Name: Sarah P. Pishko Date: 3/2/22

Who will be doing the work: I plan to use subcontractors I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- 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: 648103 Certification Date: 9/7/18

Section B

If the "I plan to use subcontractors box is checked," populate the requested information below, per subcontractor to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

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

Subcontract #1

Company Name: _____ SBSB Cert #: _____

Contact Name: _____ SBSB Certification: _____

Contact Phone: _____ Contact Email: _____

Value % or \$ (Initial Term): _____ Contact Address: _____

Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____

Contact Name: _____ SBSD Certification: _____

Contact Phone: _____ Contact Email: _____

Value % or \$ (Initial Term): _____ Contact Address: _____

Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____

Contact Name: _____ SBSD Certification: _____

Contact Phone: _____ Contact Email: _____

Value % or \$ (Initial Term): _____ Contact Address: _____

Description of Work: _____

Subcontract #4

Company Name: _____ SBSD Cert #: _____

Contact Name: _____ SBSD Certification: _____

Contact Phone: _____ Contact Email: _____

Value % or \$ (Initial Term): _____ Contact Address: _____

Description of Work: _____

Subcontract #5

Company Name: _____ SBSD Cert #: _____

Contact Name: _____ SBSD Certification: _____

Contact Phone: _____ Contact Email: _____

Value % or \$ (Initial Term): _____ Contact Address: _____

Description of Work: _____

ATTACHMENT F - MUST BE COMPLETED

Virginia State Corporation Commission (SCC) registration information.

The offeror:

is a corporation or other business entity with the following SCC identification number:
02310977 -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 offeror 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 offeror's out-of-state location) -OR-

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror'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 proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

ATTACHMENT G - MUST BE COMPLETED

Proprietary/Confidential Information Identification

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted in the original and all copies of the proposal must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror (Firm): Prince Books invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on 3/2/22 Date

Signature: Sarah B. Pich
 Title: owner

No portion of this bid / proposal is to be considered confidential and/or proprietary.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

ATTACHMENT H - URFP Checklist

Be sure to complete and/or submit the following information with your completed proposal package.

- 1.) Cover Sheet
- 2.) Offeror Data Sheet (Attachment A)
- 3.) Service Requirements Deemed Important in Consideration of Vendor Selection (Attachment B)
- 4.) Offeror Discount Pricing Sheet (Attachment C)
- 5.) Small Business Subcontracting Plan (Attachment E)
- 6.) Virginia SCC Registration Information (Attachment F)
- 7.) Proprietary/Confidential Information Identification (Attachment G)