



CLARKSVILLE-MONTGOMERY COUNTY
PUBLIC LIBRARY
Where Books Are Just The Beginning

RFP – Opening Day Collection
BOOKS
North Branch Library

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

Bid #2024-1201

**RFP INVITATION INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or RFP schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

(2) PROPOSALS- All proposals must be typed or written legibly in ink. **Vendors, verify bids/proposals before submission. No proposal may be withdrawn or changed after the official opening.**

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

(5) PROPOSING FIRM- The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this RFP.

(6) IMPORTANT- To be acceptable, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, **350 Pageant Lane, Suite 101-E, Clarksville, TN 37040**, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "BID – (name of item or service)". Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. *Electronic is an acceptable submission method via email to mocobids@mcgtn.net*

All vendors, awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all bids.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
elblack@mcgtn.net

REQUEST FOR PROPOSAL

Opening Day Collection for Clarksville-Montgomery County Public

Library System: North Branch Library

1. PURPOSE:

The Clarksville-Montgomery County Public Library (LIBRARY) is governed by an appointed nine-member board of trustees. The LIBRARY is soliciting proposals from qualified vendors (VENDOR) to provide a shelf-ready opening day collection (PROJECT) for the North Branch Library that is currently under construction.

2. TIMELINE:

Release of RFP – December 2, 2024

Deadline for Questions – Monday, December 9, 2024, at 2 p.m. CST All questions must be submitted in writing to Elizabeth Black, Purchasing Director at mocobids@mcgtn.net.

Answers Provided – Wednesday, December 11, 2024

RFP Deadline – Monday, December 16, 2024 at 1 p.m. CST

Proposals submitted after the deadline will not be opened. Proposals must be sealed and may be mailed or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All proposals should include all necessary documents and have the name of the proposer and the words “RFP – Library Opening Day Collection BOOKS” on the outside of the envelope. Proposals may also be submitted by email and can be sent to mocobids@mcgtn.net. If submitting by email, allow plenty of time for delivery as proposals must be received by the deadline. Make sure to put “RFP – Library Opening Day Collection BOOKS” in the subject of the email.

Vendors must guarantee that all information included in the proposal will remain valid for a period of at least 90 days from the date of the RFP opening to allow for evaluation of all proposals. Proposals may be withdrawn at any time up until the time of opening. A withdrawn RFP may be resubmitted up to the time designated for the receipt of RFPs provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its proposal. Montgomery County does reserve the right to reject any and all bids.

VENDOR shall not contact any member of the LIBRARY Board of Trustees or any employee regarding this RFP until such time as the contract is awarded.

All inquiries pertaining to this Request for Proposal must be directed in writing as noted above.

All information submitted will become part of the Project file and, unless otherwise exempt or confidential in accordance with Tennessee law, will become a public record. All proposals and accompanying documentation will become the property of Montgomery County and will not be returned.

3. BACKGROUND:

The LIBRARY serves a community of over 239,000 people with 1 physical location (one additional location on the way).

The LIBRARY is budgeted for approximately 47 employees

The LIBRARY offers a variety of diverse educational programs dedicated to customers of all ages and backgrounds.

The LIBRARY is opening a new branch location on 435 Jordan Road Clarksville, TN 37042 in an area near Fort Campbell.

The LIBRARY North Branch library will be a 16,000 sq.ft. building. It will include a small outdoor performance space to host special events, performers and programs for all ages.

The LIBRARY offers a variety of library services, physical and digital materials, public computers, meeting room spaces, and events for the community to learn, grow, and connect. Events and classes are for people of all ages and backgrounds covering topics like early literacy, STEM, live performances, fiber arts, technology, storytelling, adult education, career services, and much more. The North Branch will offer all LIBRARY services, but the branch will also specialize in offering special collaborations with Montgomery County Animal Care and Control, located on the same site.

The children's area will be themed with flora, fauna, and community scenes with play spaces that pay respect to our farming and military community members. The children's area will have interactive features such as sensory/experience walls that will encourage creativity, play, and learning opportunities.

The branch will have two multipurpose training rooms, one Maker space and one programming room.

Mission, Vision, Value Statement

Mission:

The Library connects people to resources and technology to bring knowledge, discovery and inspiration to our community. We transform lives.

Vision:

The Library will serve all residents through a comprehensive system of facilities and services, digital access and community outreach.

Value Statement:

Our shared values are:

We offer superior service

We are inclusive and welcoming to all

We encourage learning and discovery

We cultivate collaboration and innovation

We believe in the freedom to know

We are wise stewards of resources

Brand Promise:

Knowledge - Technology - Community

4. SOLICITATION CANCELLATIONS:

The LIBRARY reserves the right to accept or to reject all proposals and to re-advertise the RFP or elect not to proceed with the PROJECT at any time. The LIBRARY also reserves the right to reject the proposal of any VENDOR who has previously failed in the proper performance of an award or to deliver contracts of a similar nature on time or who, in the LIBRARY'S opinion, is not in a position to perform properly under this award. The LIBRARY reserves the right to inspect all facilities and equipment of VENDOR in order to make a determination as to the foregoing. The LIBRARY reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFP.

The LIBRARY reserves the right to request clarification of information submitted and to request additional information of one or more VENDORS after the deadline for receipt of responses to this RFP.

The LIBRARY reserves the right to cancel a solicitation at any time prior to approval of the award by LIBRARY'S Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

5. SCOPE OF WORK:

The LIBRARY is requesting proposals from qualified vendors to provide a shelf-ready opening day collection for a new branch library. The LIBRARY may need the awarded VENDOR to ensure storing and delivery of materials can be met in a timely nature due to the building being completed in late summer or early Fall of 2025. The North Branch Library requires a collection of approximately 30,000 items for adults (36%- majority being Fiction materials), young adults (8%), and children (15% juvenile, 35% easy/early readers). A small percentage of materials (6%) will be allocated for Audio-visual materials (DVDs and audio books). The Audio-visual materials will be addressed in a separate RFP.

Our library uses the LS2 ILS supported by TLC.

Requirements and specifications

1. Provide selection lists in an online format for an opening day collection using an agreed upon profile. The project shall include materials in all subject areas and reading levels, specifically: juvenile, young adult, and adult fiction; juvenile, young adult, and adult non-fiction; easy reader, picture books, and board books.
 - a. Selection lists will have online review and ordering capabilities.
2. Fill rate shall meet or exceed 95% of items when the library opens for business to the public. Shall supply, ship and shelve 90% of the items at a date to be determined for opening day of the branch library. It is expected July 1st – August 2025 for shelves to be ready for materials. The VENDOR must be flexible within 45 days of expected deliver date.
3. All items backordered and available from the publisher must be fully cataloged, processed and delivered within one (1) month after the opening day of the branch library. Items that remain backordered after this date will have their order canceled.
4. Provide full MARC records for all purchased materials customized to LIBRARY standards as outlined in cataloging instructions (Appendix A).
5. Provide shelf-ready processing of all purchased materials, including RFID tagging as specified in processing instructions (Appendix B). All processing supplies, unless otherwise noted shall be furnished by the VENDOR. Processing samples shall be approved by the LIBRARY prior to the start of the project. Periodic samples of processing will be reviewed by the LIBRARY staff throughout all phases of the project.

LIBRARY staff reserves the right to inspect processing and cataloging of items prior to shipping.

6. Catalog, process, store, deliver and shelve in initial order or work with subcontractor to provide the labor needed to rough shelve the materials. All materials will be stored in shelf ready order in a climate-controlled environment.
7. Provide reports on a mutually agreed upon schedule (at least monthly) during the project to allow the LIBRARY to determine the progress of the contract and includes a plan to adjust the schedule in the event of an unforeseen construction delay that impacts the projected opening date.
8. Submit invoices, which include for each title: the number of copies, title, author, publisher, unit list price, rate of discount, net unit price, extended net amount, cataloging, and processing.
9. Provide packing lists at the time of shipment. Packing lists shall match invoices. Ensure a method for remedying discrepancies in shipments.
10. Enable the LIBRARY to return defective and/or duplicate materials at the VENDOR's expense. No time limit will be imposed for the return of defective materials. Offeror will allow the LIBRARY to either replace the defective materials or receive a credit.
11. Reimburse the LIBRARY for any cataloging or processing errors made by the VENDOR, in excess of 30 titles, that the LIBRARY corrects using staff, supplies, or resources.
12. Propose a method of ensuring updated selection lists of pre-publications and new items throughout the period before opening day. Ensure that the library branch has the most popular items at the time the facility opens to the public.

6. MINIMUM QUALIFICATIONS TO SUBMIT BID:

VENDORS desiring to submit a proposal in response to this RFP for the Project, as described herein, shall have the following Minimum Qualifications:

1. VENDOR must be licensed to do business in the State of Tennessee for at least the last five (5) years.
2. VENDOR must have provided a minimum of three (3) opening day collections for libraries in the last five (5) years.
3. VENDOR must have no unresolved litigation against the LIBRARY.
4. VENDOR must submit three (3) references from owners of other similar projects as described in the Scope of Work section listed above.
5. VENDOR must identify and appoint an experienced and capable Project Manager for the Project.
6. VENDOR must have no conflicts of interest with the LIBRARY.

7. PROPOSAL SUBMITTAL INSTRUCTIONS:

Content Requirements:

1. Introduction

- a. Cover letter with name, address, email, and phone number of key contact person signed by a company representative with authorizing authority to bind the VENDOR to the contents of the proposal.
- b. A concise written statement to demonstrate the vendor's understanding of the project and scope of services being sought by the LIBRARY.
- c. Description of the general approach to the planning process and implementation of the project.
- d. Proposed completion date and a timeline for the project.
- e. Execution of the LIBRARY's provided Vendor Acknowledgements form.

2. Company History

- a. Number of years in business.
- b. Type of ownership, name(s) of owner(s).
- c. Type of organization.
- d. Geographical area of operations.
- e. Professional affiliations.

3. Personnel

- a. List the principals in your organization.
- b. Describe the size and composition of your organization.
- c. Identify and provide description of experience of the project manager and key personnel who would be assigned to this project, including an organizational chart.

4. Experience and References

- a. Identify and describe three (3) opening day collection projects that the vendor has completed within the past five (5) years, and which best represent the present skills of the project team members to plan, process, and deliver an opening day collection.
 - i. Name and address of client.
 - ii. Name, telephone number, and email address of contact person.
 - iii. Summary of project, including year completed and cost.
- b. Please include any other pertinent information that you feel makes you the best qualified for the proposed project.

5. Other Documentation

- A detailed schedule of costs that includes the processing, delivery and other costs associated with the project. The LIBRARY relies on the vendor to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the LIBRARY.

8. SELECTION CRITERIA:

All proposals meeting the RFP requirements will be evaluated and scored using the following criteria. Scores will be determined by at least three (3) LIBRARY staff members with knowledge and expertise with the scope of work and who will individually score the proposals. LIBRARY staff cannot meet to rank the proposals unless staff members are meeting in a publicly noticed and scheduled meeting. A ranking will be established by totaling the sum of the scores. The LIBRARY may request additional material, information, references, oral interviews, or presentations from some or all the vendors submitting proposals.

Staff may ask for clarification regarding responses and/or ask specific questions from proposers.

Proposals will be evaluated using the following criteria:

1. Scope of Work - Up to 50 points

Demonstrated ability to understand the scope, meet specifications, and perform the services described in the RFP. This is demonstrated via the responsiveness and completeness of the Proposal.

2. Qualifications & Experience - Up to 20 points

The qualifications, experience and expertise of the VENDOR, key staff, and any subcontractor(s) assigned to meet specifications, and perform the services described in the RFP. This is demonstrated via VENDOR's key staff resumes, company reputation, and company years in business. This is demonstrated via subcontractor(s) company reputation(s), company(ies) years in business, and references.

3. Review of References - Up to 15 points

This is demonstrated via the quality, timeliness, and satisfaction of a minimum of three (3) references from recently completed opening day collections by the VENDOR.

4. Project Schedule - Up to 5 points

This is demonstrated via the timeliness of work as verified by examples or references.

5. Cost & Fees- Up to 10 points

Cost and fees relative to the scope of the service.

The selection criteria for the "ranking" is listed directly above and shall be the basis for an award or the determination for the VENDORS to be short-listed for an Oral presentation/interview and/or demonstration or basis for award on the ranking.

If interviews are conducted, the scores from the “ranking” and “oral interviews” shall be added together for a cumulative total and final ranking of the best qualified VENDOR. If interviews are not conducted, the scores from the “rankings” shall be the final ranking of the best qualified VENDOR.

9. LATE DELIVERY AND INSPECTION:

Late delivery, as determined by the LIBRARY to be thirty (30) days after the agreed upon Delivery Deadline, could be cause for litigation.

Exceptions shall be considered for delays caused by: strike, work stoppage, act of God, or sole act or acts of third parties over which the successful respondent has no control or authority.

RFP Standards:

- LIBRARY reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- No LIBRARY Board or staff member shall have a financial interest in the proposal.
- In cases of disputes over differences of opinion as to the services in the proposal, the decision of the LIBRARY shall be final.
- LIBRARY reserves the right to: ask for clarification in the proposal if the need arises; select a VENDOR based directly on the proposal; negotiate further with one or more respondents.

Opening Day Collection for CMPL North Branch Library

For the Clarksville-Montgomery County Public Library

VENDOR'S ACKNOWLEDGEMENTS

By submitting a proposal to the RFP, the VENDOR:

- a) Acknowledges he/she has received, reviewed, and understood the Specifications.
- b) Acknowledges that all prices and delivery dates stated are firm.
- c) Acknowledges that the LIBRARY is not subject to Tennessee state and may also be exempt from local sales, use or excise taxes.
- d) Acknowledges that all other taxes are included in the prices submitted.
- e) Acknowledges that the VENDOR's proposal shall be considered accepted only when the LIBRARY executes a contract.
- f) Acknowledges that the contract will incorporate all terms and conditions contained in the Specifications and this RFP.
- g) Acknowledges the proposal is binding for 90 calendar days.
- h) Is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties.

Vendor's printed name and title

Vendor's signature and date

Opening Day Collection for CMPL North Branch Library

For the Clarksville-Montgomery County Public Library

Appendix A: Cataloging Requirements

These requirements are only a representation of the Library's cataloging needs for the project.

A profile will be created to accommodate database connection.

If a MARC record is not already part of the LIBRARY database, a full monographic record is preferred.

Non-fiction items will use a Dewey number as call number. A list of call numbers for fiction will be provided along with specific instructions for any special collection rules currently in use.

Juvenile items are designated by starting with a J. Picture books/early readers are designated by starting with an E. YA non-fiction and fiction items are designated by a Y.

The Library rarely takes a Dewey number out more than five (5) digits past the decimal point.

Cutters are the first three (3) letters of the author's last names with a mix of upper and lowercase letters – Jon.

Location codes is a letter for identifying the Branch (X) followed by the Collection Specific Codes, (XFIC or XYAF) next would be the call number (F Tom of YF Pak).

Example call numbers:

F Ste, FJ Ste, 636.7 Cas, J 636.7 Cas

If a multi-part item, part numbers will be added in the enumeration field of the item record.

Rules for distinguishing Easy from Juvenile:

- Fiction
 - Easy - Picture books
 - Juvenile - Books comprised mostly of text with few or no picturesExceptions – A picture book with advanced language or violent or disturbing content would be Juvenile

- Board Books – Easy
- Non-fiction, including fairy tales/myths – Juvenile Exceptions
 - Book where the subject is treated so superficially that the information is limited to generalities with very few actual facts
 - Picture book retellings of fairy tales in extremely simplistic language ▪ Picture books that happen to rhyme and are not necessarily poetry

Rules for distinguishing Young Adult (YA):

- Feature character is 13-18 years old
- Book is about issues related to teenagers, such as dating, peer pressure, self-image, etc.
- Majority of other titles written by author have been designated as YA in our catalog

Opening Day Collection for CMPL North Branch Library

For the Clarksville-Montgomery County Public Library

Appendix B: Processing Requirements

The following requirements are only a representation of the Library's processing needs for the project.

Unacceptable Bindings:

- Blank Books (diaries, journals)
- Coloring Books
- Crossword Puzzles
- Merchandising oddities (i.e. Beauty and the Beast title that appears to be a book but when is opened folds out into a stage)
- Pop up Books
- Spiral – of any kind

Belly Bands/Half Jackets:

- Belly bands or half jackets (with or without dust cover underneath) – discard unless it contains pertinent information (i.e. half the title) or artwork that is not also on the book or dust cover underneath. Call if questionable.

Transparent Dust Covers:

(Including all See-Through Dust Covers)

- Discard unless it contains pertinent information or artwork that is not also on the book cover underneath (i.e. half the title).

Books with CDs/Discs/Maps:

Do not place an additional barcode on CDs, discs, or maps. If the map is attached to the book, leave attached as is. For CDs and discs, if the item is attached to the back cover of the book in a protective pocket, leave attached as is. If the CD or disc is attached elsewhere from the back cover, please secure to the back cover (i.e. CD in cardboard pocket- use a 3M clear pocket with attached flap). If the item is not attached, cancel from order.

- When a book contains only one item (i.e. one CD, one disc), a "Disc Included" label will be placed directly below the barcode.

- Place a “2 Discs Included” label on books with two items. If item has more than 2 discs process and send to OCLS for labels.
- Donut labels will be placed on CDs that accompany books.

Specifications for books

1. Mylar Book Jacket secured with book tape
 - Scotch 898 Filament tape ½ x 60 yards
2. Property stamp in two locations (Three lines of text)
 - Inside front Book cover; Horizontal Centered about ¼ in from spine
 - Title page , ¼ in from bottom centered,
3. Two-Part Barcode label with the library’s name: Code 3 of 9 ; Mode 10; with a Check Digit
 - Smaller barcode placed inside the back book cover Flush just under the top edge of the book and placed ¼ in from the inside spine
 - Larger barcode is placed on the back of the upper right side of the book ½ in from the spine and ¼ in from the top
 - Barcode should be placed directly on dust jackets prior to applying a mylar book cover.
 - Barcodes should be covered with a barcode protection label on books without a dust jacket.
4. Spine Labels - Paper Spine Labels 1 ½ H x 7/9” W White
 - Placed ½ in from the bottom of the spine
 - Arial Font 12
 - Printed Left aligned
 - Up to eight characters per line
 - Accommodate Dewey and Non-Standard Call numbers
 - Labels should be placed directly on dust jackets prior to covering them with a Mylar book cover
 - Labels placed on books without a dust jacket should be covered with label protectors
5. Label Protectors
 - Barcode label protectors: Polyester Label Protectors 1 ½”x 3 ¼

- Clear Heavy-Duty Non-Glare Label Protector 2"Hx3"W

6. RFID Tags : Book SLIX2 Tag White

- Place inside the back book cover ½ in from spine and starting 1in from the bottom of the book up to 4" in alternating
- Placement of RFID on board books is on the back of book, ½ in from the spine

7. MARC Records

- Provide robust MARC records for materials ordered
- Local call# tag 092
- Location, Holdingscode and Collection and item information in 949 tag
- Records will be masked or hidden in the OPAC until the library is ready to go live