



Fulton County, GA

Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

December 6, 2013

Re: #13ITB11613K-LW, Non-Book Materials – Library Opening Day Collections

Dear Bidders:

Attached is one (1) copy of Addendum #1, hereby made a part of the above referenced Invitation to Bid (ITB).

Except as provided herein, all terms and conditions in the ITB referenced above remain unchanged, in full force and effect.

Sincerely,

Linda Walton

Linda Walton
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



#13ITB11613K-LW, Non-Book Materials – Library Opening Day Collections
Addendum #1
Page Two

This Addendum forms a part of the contract documents and **modifies** the original ITB documents as noted below:

- Amended language for Section 3, Scope of Work and Technical Specifications:
 1. Page 1, first paragraph: Delete the words “**and shelving**”
 2. Page 1, second paragraph: Delete the words “**and shelve**”
 3. Page1, third paragraph: Delete the words “**AFPL anticipates spending approximately 40% of the budget for this with the primary vendor and 30% with each of the secondary vendors**” in entirety
 4. Page 2, second paragraph: Delete the words “**and shelving**”
- Amended language for Section 7, General Conditions:
 1. Page 1, item #2: Delete the words” **The vendor must unpack and shelve these materials under the direction of AFPL staff and**”
- Attached is the response to Clarifications, Questions and Inquiries
- Attached is a copy of Cataloging Specifications
- Attached is a copy of Non-Book Processing Samples

ACKNOWLEDGMENT OF ADDENDUM #1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the bid package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the bid due date and time **Monday, December 16, 2013 at 11:00 A.M.**

This is to acknowledge receipt of Addendum #1, _____ day of _____, 2013.

_____ Legal Name of Bidder

_____ Signature of Authorized Representative

_____ Title

RESPONSE TO CLARIFICATIONS QUESTIONS AND INQUIRIES

Q1: Is the Pre-Bid Conference Mandatory? Is a dial-in option available if on-site conference attendance is not possible?

A1: No, the pre-bid conference is not mandatory. There is no dial-in option.

Q2: What RFID System does the library currently use? The RFID tag specifications are outline, but often the library releases the branch name such as 3M to better help identify the tag?

A2: AFPL does not currently use RFID. It will have RFID technology in the new branches, to be provided by a technology vendor. We anticipate that that vendor will be Biblioteca, but will not be able to give final specifications until the proof of concept is approved.

Q3: Is there a time line of opening each branch? Is it concentrated in 2014 or over a few years?

A3: The timeline for opening is spread over 2014 and 2015. The most recent updated schedule projects the first library, Wolf Creek, to open in August 2014. Per the current schedule, two (2) other branches are slated to open in November and December 2014, and the remaining six (6) branches in 2015. The schedule is subject to change, of course.

Q4: Is it mandatory for Vendor on-site shelving services or can a vendor provide details on how product is organized to the specifications of the library for ease of library-staff shelving tasks?

A4: No, the AFPL has decided that we do not want the vendor to shelve these items. Please see the attached amended language.

Q5: Can the Library provide details on their AFPL cataloging requirements?

A5: Please see the attached Cataloging Specifications for more details.

Q6: Can the Library provide details and images of their current labeling requirements for processing of their media materials?

A6: Please see the attached Non-Book Processing Samples.

Q7: Does the Library plan to award AV contracts separately by branch?

A7: No

Q8: Will this be DMP?

A8: Digital Media Processing is fine as long as the barcode OCR# scans properly.

Q9: What type security cases does the library require?

A9: Alpha S3 Single 6 sided Security Case for DVD's and Music CD's.

Q10: Do the security cases limit the number of discs that can go into one security case?

A10: No, multiple CD and DVD sets are re-cased into cases to fit.

Q11: Does the Library collect Blu-Ray as well as DVD?

A11: AFPL has a very limited number of Blu-Ray in its collection, mainly through donations.

Q12: Can they explain their call number requirements for AV and Spoken Word?

A12: We will provide the call number specifications for the AV and spoken word material once awarded. Each genre of music has a distinct call number.

Q13: To clarify, does the Library anticipate making a primary and secondary award for each of the 3 categories (music, audiobooks, DVDs?) Are vendors required to bid on all 3 categories?

A13: No, the award will not be by format. The selected vendor (s) must bid on all categories.

Q14: Will Vendor's standard AV cases be acceptable? If not, what are the item numbers and vendors for your preferred cases?

A14: Yes, as long as the DVD's and Music CD's fit into The Alpha S3 Security Cases. If items need to be repackaged, AFPL does not have a preference as long as the cases are black and fit into the Security Cases. Audiobook on CD can use the original case if sturdy.

Q15: The RFP does not mention digital processing. Does the Library require this service?

A15: No

Q16: Item number 1d, under Processing and Cataloging, states that APL will use 2"x2" or 1.9" x3.2" RFID tags depending on the item being processed. In what cases would APL use each size RFID tag?

- A16: AFPL do not have final specifications on the RFID tags from the technology vendor but usually the smaller tags are used for CD's and the larger tags for DVDs.**
- Q17: Section 7 General Conditions/Receiving and Invoicing Page 1 states that every week, the respondent must provide via email and excel spreadsheet (with a hard copy to follow in the mail), a consolidated invoice for each project. AFPL will pay from the consolidated invoice that represents the cumulative total of individual invoices for the week for each project. Please provide additional clarification on what the Library is requiring under this section. Are you asking for summary billing on a weekly basis?
- A17: AFPL wants to receive weekly consolidated invoices in Excel for each branch, with the company's logo and address. This invoice should have two tabs. The first tab would summarize the week's activity displaying a unique invoice number, AFPL's billing address, the branch name, the number of items, the processing costs and the total amount billed that week. The second tab would provide the detail that supports the information in the first tab – showing individual title, processing cost, ISBN, and quantity for the activity summarized in the first tab.**
- Q18: If we do not use Subcontractors, on the forms regarding the use of Subcontractors is it best to make note on the form "No Subcontractors will be used for this project, 100% vendor provided goods and services."?
- A18: There are several forms for utilizing Subcontractors. Each form should be completed per the instructions in the bid documents. Additionally, a note at the top of the form is acceptable.**
- Q19: To provide the library with details of services and/or clarifications of information provided, can we provide a simplistic supplemental document outlining that information?
- A19: No, only those responses entered in the appropriate section of the Bid Form will be considered in the evaluation process. Therefore, including supplementary documentation in bid response will not be used to evaluate the vendor's ability to meet our bid requirements.**
- Q20: Our question is does the Library consider 'copy cataloging' as 'added copy record'? Added copy records are 949 tag item linking services and wanted to clarify what was truly needed.
- A20: Yes, AFPL uses the 949 tag to identify our holdings when copy cataloging.**

CATALOGING SEPCIFICATIONS

1. Respondent must provide the processing supplies needed for the shelf-ready services being provided, including the following:

- a. Labels (spine and pocket)
- b. RFID tags: The Library's new branches will use RFID technology. Therefore the vendor for this book contract must plan to give each book both a barcode (described below) and an RFID tag. RFID tags shall be:
 - 2"x 2" or 1.9"x 3.2" based upon process material.
 - 1024 bit memory
 - Compatible with an air interface device based on ISO/IEC 18000 standards.
 - Shall be compatible with a 13.56 MHz system.
 - Tag shall be capable of ISO/IEC 15963 data protocol.
- c. OCR/Barcode Labels – Barcode labels must conform to existing AFPLS standards for size, readability and composition:
 - Custom photocomposed OCR/barcode labels.
 - Size: Minimum of ¾ inch high by 2 inch wide
 - Minimum of 1/8 inch between barcode and OCR
 - Library name printed on top center of label: Atlanta-Fulton Public Library
 - Adhesive: 2 mil permanent adhesive
 - Laminate: 1 mil matte polyester
 - OCR number height: 1/8 inch
 - OCR Symbology: OCR/A; check digit: modulus 10 (CK05)
 - Barcode symbology: Code 39
 - Density; standard
 - Number of digits: One character "R" followed by ten random digits (0-9) with one space between 5th and 6th digits.
 - Starting and ending numbers: **(Will be provided by AFPLS).**
 - Barcode/OCR labels must interface successfully with the SIRSI ILS
 - OCRs must be readable by Opto-Wand dual port OCR wand, model 1001.
 - Barcodes must be readable by Intermec 9510 scanner & Intermec 9430 Trakker handheld scanner

NOTE: Vendor must send approval sample sheet to AFPLS project administrator for testing and approval of the OCR labels before production.

2. Respondent will be required to provide these shelf ready services:
- a. Agency Stamps
 - b. Labels (spine, disc, ownership and waning)
 - c. OCR/Barcode Labels
 - d. RFID Tags
 - e. Plastic Pockets
 - f. Jewel Cases
 - g. CD Containers (Single and Double)
 - h. DVD Containers

3. Respondent must provide new catalog records, either through the editing of existing records in Respondent's bibliographic database or through the creation of original catalog records:

- a. New catalog records must conform to AACR, 2nd edition, 2002 revision and USMARC standards, RDA and must reflect any formally adopted changes to these standards throughout the life of the contract.
- b. All name and subject headings must reflect the latest version appearing in the online Library of Congress name and subject authority files, and supplemented by the latest paper, online, or CD-ROM edition.
- c. Call numbers must be assigned in the 099 MARC field, according to the **Dewey Decimal Classification Scheme, 23rd edition** (and any subsequent published updates)
- d. Respondent must subscribe, or have access through a bibliographic utility, to LC MARC catalog records.
- e. Fixed Fields must be established and edited according to the most current edition of the OCLC Bibliographic Formats and Standards documents.
- f. Respondents will use the following fields:
 - i. 010
 - ii. 020
 - iii. 022
 - iv. 028
 - v. 035 – Local System # (OCoLC)
 - vi. 049 – Use **GAPA**. Respondent must add this field to all formats of new materials cataloged for AFPLSS
 - vii. 099 – Call number. For LC MARC records change the 082 field to 099
 - viii. 1XX
 - ix. 240/245
 - x. 246
 - xi. 300
 - xii. 336,337,338 – Retain if present.
 - xiii. 505 – Retain for juvenile items. Delete for young adult items.
 - xiv. 520 – Retain for juvenile items. Delete for young adult items.
 - xv. 600, 650, 651, 655 690 - Add local subject heading Young Adult material to Young Adult Materials.
 - xvi. 7XX
 - xvii. 949 Respondent must create 949 holdings record creation fields. The 949 fields include:
 - \$a call number
 - \$v volume or year
 - \$i item barcode
 - \$m library – Examples, CENTRAL (Central), NRTHSD (Northside), COL_PK, College Park.

\$t item type – Examples, DVD or DVD_SET; CD or CD_SET; JUV_DVD or J_CD_SET (juvenile);

- \$x item cat 1 – DVD, CD, MUSIC-CD or SPOKEN_CD
- \$z item cat 2 - ADULT, JUVENILE, or YOUNG_ADLT.

Audio Visual Processing

| Format | Vendor Supplied Material | Instructions |
|----------|--------------------------|---|
| DVD | Case | Use original package if sturdy. If necessary repackage in Alpha Case. Include all original materials and booklets |
| | Disc Label | Label on each disc with location and OCR# |
| | Property label | Apply to front cover, ¼” from bottom, centered with label cover. |
| | Warning label | Apply to front cover directly above Property Label if container houses 2 or more DVD’s. |
| | Barcode | Apply to top left corner under plastic covering. |
| | Spine Label | Apply to spine ¼” from the bottom |
| | Additional spine label | J for Juvenile DVD’s, Y for Young Adult place above standard spine label. |
| | Clear Pocket | Apply to the back of the case vertical, flush with the bottom of the case and spine. |
| | Security Sticker, RFID | Apply to back of Graphic , lower left corner |
| | Security Case | Place processed DVD in security case (Alpha S3) |
| Music CD | Case | Use original package if sturdy. If necessary repackage in Alpha Case. Include all original materials and booklets |
| | Disc Label | Label on each disc with location and OCR# |
| | Property label | Apply to front cover, ¼” from bottom, centered with label cover. |
| | Warning Label | Apply to front cover directly |

| | | |
|-----------------|------------------------|--|
| | | above Property Label if container houses 2 or more CD's. |
| | Barcode | Apply to front cover to right, horizontal |
| | Spine label | Apply to spine ¼" from the bottom |
| | Additional Spine label | J for Juvenile CD's, Y for Young Adult place above standard spine label. |
| | Clear Pocket | Apply to the back cover, right side, horizontal. Pocket opening to the left. |
| | Security Sticker, RFID | Apply to back of Graphic , lower left corner |
| Audiobook on CD | Case | Use original package if sturdy. Include all original materials and booklets |
| | Disc Label | Label on each disc with location and OCR# |
| | Property label | Apply to front cover, ¼" from bottom, centered with label cover. |
| | Warning Label | Apply to front cover directly above Property Label if container houses 2 or more CD's. |
| | Barcode | Apply to top left corner under plastic covering. |
| | Spine Label | Apply to spine ¼" from the bottom |
| | Additional spine label | J for Juvenile CD's, Y for Young Adult place above standard spine label. |
| | Clear Pocket | Apply to the back of the case vertical, flush with the bottom of the case and spine. |
| | Security Sticker, RFID | Apply to back of Graphic , lower left corner |



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In a world of double identities, slippery allegiances, and porous boundaries, the leaders of the republic and of the empire struggled to control their own diverse peoples. The border divided Americans—former Loyalists and Patriots—who fought on both sides in the new war, as did native peoples defending their homelands. Serving in both armies, Irish immigrants battled one another, reaping changes of rebellion and treason. And dissident Americans flirted with secession while aiding the British as smugglers and spies.

Both sides struggled to sustain armies in a northern land of immense forests, vast lakes, and stark seasonal swings in the weather. Many soldiers panicked as they fought their own vivid imaginations, which cast Indians as bloodthirsty savages. After fighting each other to a standstill, the Americans and the British concluded they could safely share the continent along a border that favored the United States at the expense of Canadians and Indians. Both sides then celebrated victory by forgetting their losses and by betraying the native peoples.

Taylor's vivid narrative of an often brutal (and sometimes comic) war reveals much about the tangled origins of the United States and Canada.

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ISBN: 978-1-4498-3131-8

Produced in the studios of Recorded Books Productions, LLC, New York
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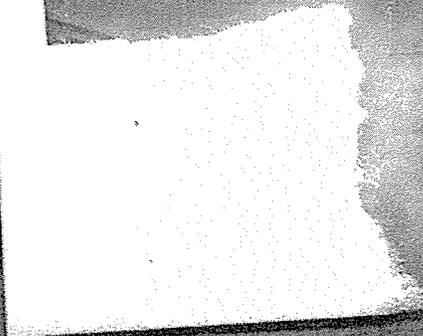
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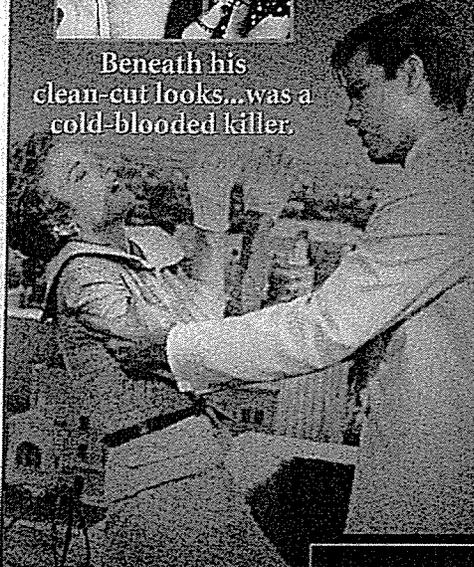
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FACT FROM THE VAULT
A Kiss Before Dying first appeared as a novelette by Ira Levin in *Cosmopolitan*. It was later published as a book.

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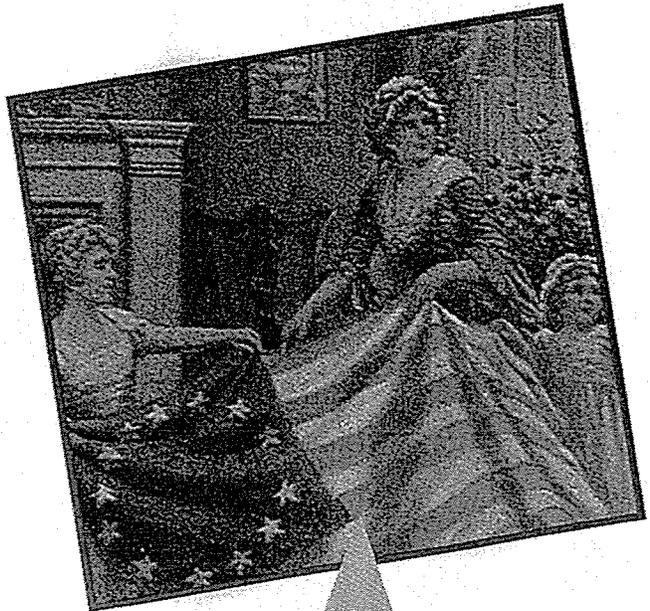
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