



Fulton County, GA

Department of Purchasing & Contract Compliance

August 21, 2013

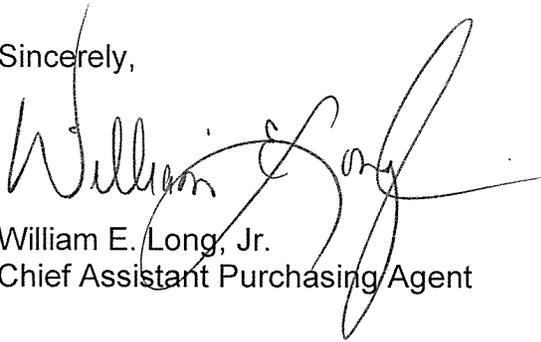
Re: **13ITB88657YB-BL, Non-Book Library Materials**

Dear *Bidders*:

Attached is two (1) copy of Addendum 2, hereby made a part of the above referenced 13ITB88657YB-BL, Non-Book Library Materials.

Except as provided herein, all terms and conditions in the 13ITB88657YB-BL, Non-Book Library Materials referenced above remain unchanged and in full force and effect.

Sincerely,



William E. Long, Jr.
Chief Assistant Purchasing Agent

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



13ITB88657YB-BL, Non-Book Library Materials
Addendum No. 2
Page Two

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

Questions and ***Response***

Question 1: Mackin is preparing to response to the above mentioned bid. However, the last page seems to indicate that there should be more pages after it:
(d) At a minimum, the following procedures must be observed:

Response: This part of the change order process procedures. The omitted language has not effect on this bid process.

Question 1: Mackin is in receipt of two open bids from Fulton County. We are slightly confused as to what materials you are hoping to purchase under this contract Books for Adults, Young Adults and Juveniles contract. Based on the title, we would think it would be print books; however the pricing grid lists only DVDs and CDs. We are also in receipt of the Non-Book Library Materials bid and this pricing grid in this bid seems to be identical. I'm wondering if the wrong document was uploaded to your bid website. I have attached a copy of each bid for your review. Thank you for any information you can provide.

Response: Your assumption is incorrect. Please read the specifications associated with each of these bids. While these two Bid Form pricing sheets look alike, they are very different. Attached is the Bid Form pricing sheets for:

- **13ITB88656YB-TR, Books for Adults, Young Adults and Juveniles (Exhibit 1)**
- **13ITB88657YB-BL, Non-Book Library Materials (Exhibit 2)**

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **September 10, 2013, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2013.

Legal Name of Bidder

Signature of Authorized Representative

Title

BID FORM

Submitted To: Fulton County Government

Submitted By: _____

For: **13ITB88656YB-TR, Books for Adults, Young Adults and Juveniles**

Submitted on _____, 2013

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT (Do not include any Bid Alternates)

\$ _____
(Dollar Amount in Numbers)

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written "Notice to Proceed" from the County.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

BASE BID AMOUNT

Cost associated with sections 08-34-63, 08-71-63, 11-19-00, and 28-05-00 and 28-05-10 of the bid specifications as it pertains to items cost, selection/ordering and shelf-ready processing services.

Respondent must complete all information requested on this Pricing Form, and must include all costs on this form. Alternative pricing information is not considered in determining vendor cost. Please note that quantities given are estimates only.

PRICING OF MATERIALS

Please indicate in Column B the discount offered for each format in the table below. In column D, please show that discount as applied to each price listed in column C. Multiply Column D by Column E to find Total Price for Column F

<i>Column - A</i>	<i>Column - B</i>	<i>Column - c</i>	<i>Column D</i>	<i>Column E</i>	<i>Column F</i>
Category	% Discount Offered	Average Price	Discount Price	Estimated Purchase Quantity	Total
<i>Adult trade hardcover fiction</i>		\$28.73		12,424	
<i>Adult trade hardcover non-fiction</i>		\$26.55		6,171	
<i>Adult trade paperback fiction</i>		\$16.92		1,856	
<i>Adult trade paperback non-fiction</i>		\$21.47		5,049	
<i>Adult mass market paperbacks</i>		\$ 8.72		1,500	
<i>YA trade hardcover</i>		\$27.04		3,402	
<i>YA trade paperback</i>		\$14.37		1,458	
<i>Juvenile hardcover</i>		\$19.40		17,544	
<i>Juvenile trade paperback</i>		\$11.98		3,096	
<i>Juvenile mass market paperback</i>		\$ 7.25		1,500	
TOTAL COST OF BOOKS				54,000	

PRICING OF SHELF-READY SERVICES

Please give your per item cost for each service in Column A, then multiply that by the estimated quantities in B to get the total cost for each service for Column C

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>
	<i>Per Item</i>	<i>Number of Items</i>	<i>Total Cost</i>
<i>Physical processing</i>		49,680	
<i>Original cataloging</i>		1,490	
<i>Added copy cataloging</i>		48,190	
<i>Freight, shipping</i>		54,000	
TOTAL COST OF SHELF-READY SERVICES			

Additional costs: Please list and explain any additional charges not included above:

TOTAL COST OF BOOKS AND PHYSICAL PROCESSING SERVICES \$ _____

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # _____ DATED _____

BIDDER: _____

Signed by: _____
[Type or Print Name]

Title: _____

Business Address: _____

Business Phone: _____

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

END OF SECTION

BID FORM

Submitted To: Fulton County Government

Submitted By: _____

For 13ITB88657YB-BL, Non-Book Library Materials

Submitted on _____, 2013.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the Board of Commissioners of Fulton County, Atlanta, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the Board of Commissioners of Fulton County, Atlanta, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RESPONSIBLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT (Do not include any Bid Alternates)

\$ _____
(Dollar Amount in Numbers)

(Dollar Amount in Words)

The Bidder agrees hereby to commence work under this Contract, with adequate personnel and equipment, on a date to be specified in a written "Notice to Proceed" from the County.

The Bidder declares that he understands that the quantities shown for the unit prices items are subject to either increase or decrease, and that should the quantities of any of the items of work be increased, the Bidder proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Bidder also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities; and that actual quantities will be determined upon completion of work, at which time adjustments will be made to the contract amount by direct increase or decrease.

INSERT PRICING/COST, SEE EXAMPLE BELOW

BASE BID AMOUNT

Cost associated with sections 08-34-63, 08-71-63, 11-19-00, and 28-05-00 and 28-05-10 of the bid specifications as it pertains to items cost, repackaging and shrink wrap removal services.

This bid is for the purchase of non-books in three formats – DVD, spoken word on CD and music on CD – for adults, teens and juveniles. Respondents may choose to bid on one format, two formats or all three formats.

Respondent must complete all information requested on this Pricing Form, and must include all costs on this form. Alternative pricing information is not considered in determining vendor cost. Please note that quantities given are estimates only.

PRICING OF MATERIALS

Please indicate in Column B the discount offered for each format in the table below. In column D, please show that discount as applied to each price listed in column C. Multiply Column D by Column E to find Total Price for Column F

<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>	<i>Column E</i>	<i>Column F</i>
Category	% Discount Offered	Average Price	Discount Price	Estimated Purchase Quantity	Total
<i>Adult DVD</i>		26.98		7000	
<i>Juvenile DVD</i>		19.99		700	
<i>Adult audiobook on CD, repackaged</i>		48.24		3500	
<i>Juvenile audiobook on CD, repackaged</i>		34.53		500	
<i>Adult music CD</i>		13.89		1700	
<i>Juvenile music CD</i>		13.98		100	
<i>Removal of shrink wrap from CDs,</i>					

<i>per unit</i>		<i>n/a</i>		1800	
<i>Removal of shrink wrap from DVDs, per unit</i>		<i>n/a</i>		7700	
<i>Charge for supplying music CD jewel case for any music CDs that do not come from the publisher with one, per unit</i>		<i>n/a</i>			
TOTAL COST OF ITEMS					

Additional costs (please describe in detail):

TOTAL COST OF PROJECT: _____

The Bidder furthermore agrees that, in the case of a failure on his part to execute the Contract Agreement and Bonds within ten days after receipt of conformed contract documents for execution, the Bid Bond accompanying his bid and the monies payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure. Enclosed is a Bid Bond in the approved form, in the sum of:

_____ Dollars

(\$ _____) according to the conditions of "Instructions to Bidders" and provisions

thereof.

The undersigned acknowledges receipt of the following addenda (list by the number and date appearing on each addendum) and thereby affirms that its Bid considers and incorporates any modifications to the originally issued Bidding Documents included therein.

ADDENDUM # _____

DATED _____

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full name and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

END OF SECTION