

June 1, 2015

St. Charles Parish School Board  
13855 River Road  
Luling, LA 70070

**RE: Request for Proposals – Library Services**  
**DUE: June 1, 2015 at 2:00 PM**

Dear School Board:

Thank you for allowing Baker & Taylor the opportunity to bid on the library books contract for **St. Charles Parish School Board**. We have carefully reviewed the requirements and are confident we can satisfy the specifications of the District. Please review the following, and accept this letter as part of Baker & Taylor's comprehensive bid proposal. Any additional information or clarification to terms is listed below, following the format of the bid proposal.

Baker & Taylor is the nation's leading supplier of books and related cataloging and processing services, with annual sales of more than 63 million books from over 75,000 publishers and imprints. We are the oldest book distributor in the United States, servicing markets with economical pricing and excellent services for over 187 years. Our clients include more than 100,000 libraries, as well as retail bookstores worldwide.

Our national inventory is over 18 million volumes, including 1 million in-stock titles. The St. Charles Parish School accounts will be serviced by Baker & Taylor's Commerce, GA Service Center. This service center maintains a consistent inventory in excess of 1.5 million books.

### **Library Services Proposal**

#### **I. INVENTORY**

Our expertise in the provision of services and materials is built upon relationships with more than 75,000 publishers/producers and imprints, supporting an inventory of 18 million units and our automated systems that manage the acquisitions process for thousands of libraries. Currently, our national inventory includes over 200,000 in-stock titles suitable for K-12, with an additional 600,000 titles available for backorder.

**A. Average number of publishers stocked for the past 12 months:**

Our expertise in the provision of services and materials is built upon relationships with more than 75,000 publishers/producers and imprints.

**B. Average number of titles stocked for the past 12 months:**

Baker & Taylor's national inventory of titles suitable for K-12 includes over 200,000 in-stock titles (including Undergraduate and College Preparatory editions).

**C. Percentage of inventory geared for the K-2 school population:**

Of K-12 titles stocked, 26% are suitable for K-2.

**D. Percentage of inventory geared for the 3-5 school population:**

Of K-12 titles stocked, 31% are suitable for 3-5.

**E. Percentage of inventory geared for the 6-8 school population:**

Of K-12 titles stocked, 26% are suitable for 6-8.

**F. Percentage of inventory geared for the 9-12 school population:**

Of K-12 titles stocked, 17% are suitable for 9-12.

**II. Ordering**

**A. Selection Information**

**1.** Baker & Taylor recommends a 20.0% over order rate.

**2.** Baker & Taylor is able to provide approximately 80% of all in-print and available titles.

**3. Web based ordering**

Our online site is designed to allow librarians to search for titles and to place orders via the Internet, **free of charge**.

Features include:

- Select product by searching our extensive book title database (title information updated daily).
- Search by a variety of criteria including title, author, ISBN, keyword, library subject, Dewey class, binding, publisher, reviews, or Accelerated Reader.
- Additional filters include publication date, language, binding type, and grade level.
- Full text reviews are available for many titles (review sources are School Library Journal, Library Journal, Publishers Weekly, Criticas)
- An on-line collection analysis tool to:
  - Analyze your library's current collection
  - Compare your collection to a choice of standard bibliographies
  - Convert your Holdings Analysis data into user-friendly graphs/charts
  - Provide a Weeding List of suggested titles to purge
  - Provide a Recommendation List of titles to purchase to fill in the gaps in your collection

Collection analysis provides statistics based upon Dewey 100s and Dewey 10s, and displays Average Age, Item Count, and the percentage of the collection represented by the particular Dewey class. Weeding Statistics are also available, displaying the number of items in each Dewey Class which are past a maximum allowable age and the percentage of the collection represented by those older items.

- Create and maintain a shopping cart. All titles will display the publisher's list price. Titles selected for your cart will also display your discounted price.
- Create an on-line title quotation, with prices valid for 60 days
- Send the order and receive order confirmation via the Internet.

Please see below for website trial information.

URL: Ts360.baker-taylor.com  
User id: stcharles  
Password: Password1

4. Please see item 3 above for information on our online ordering site.
5. Our Web site is available to each school location, free of charge. We will be pleased to assist in establishing accounts and in training District users.
6. Comply.

**B. Processing Specifications**

Baker & Taylor's expertise in cataloging is built upon our cataloging system which produces its MARC and MicroLIF records from a database containing over 6.5 million records. Baker & Taylor's automated bibliographic records are user-friendly, compatible with virtually every software system, and contain full cataloging information for more books than any distributor. Records will be provided for any title with an existing record in our cataloging database.

In addition to the discounts offered for library books, Baker & Taylor is pleased to offer the following prices for cataloging and processing services:

1. **Completely Processed Package.....Free**  
*(Includes Mylar jacket, spine label, Accelerated Reader or Reading Counts label, 2 barcodes w/ label protectors and book pocket)*
2. **Theft Detection.....\$0.30/unit**  
*(3M or Checkpoint)*
3. Samples of the following will arrive under separate cover:
  - a. Book pockets
  - b. Barcodes and protective labels  
Please note, the 2<sup>nd</sup> barcode label for our sample books if not attached due to space constraints, may be found in the book pocket. We will be pleased to work with the District to determine suitable placement for books of various sizes.
  - c. For the purposes of our sample, we have provided Reading Counts labels; Accelerated Reader labels also are available. The District may determine placement positions for these labels.)
  - d. Spine label
  - e. Mylar jacket
  - f. Laminate cover for paperback (\$1.99/unit)
  - g. Paw Print sample (*Charlotte's Web* - ISBN 9781451726206)
- 4.- 7. Comply. Please note, for Reference material (5.f.), the District must identify those items to be classified as REF at the point of order.

**C. Replacement Policy**

1. - 3. Comply. Items that are damaged, defective (i.e. publisher's defects), incorrectly shipped, or incorrectly processed may be returned to Baker & Taylor. To make a return, simply contact your Customer Service Representative, Amanda Wilson, (800-775-1200 ext.2782) to obtain an authorization number for your return. We will be pleased to provide account credit or a replacement item, as determined by the District. Please see our Return Policy, Attachment D.

#### **D. MARC Records**

1. Sample MARC records are enclosed. Please note: MARC is not available for the following ISBNs, as the editions are not yet published.
  50. *Sleepwalker*
  58. *Just My Rotten Luck*
  98. *Centaur Rising*

Item 60, *Define Normal*, is an eAudio edition. MARC is available for this edition, however, as all of the other bid sample titles are for Print material, we have excluded it from the sample records set.

2. Please see Attachment #2 for additional information.
3. Comply.
4. MARC will be provided for any title with an existing record in our cataloging database. Each account may elect to use either Sears subject headings or LC subject headings.
5. If desired, the 856 tag may be deleted in its entirety.
6. MARC records will be supplied for titles shipped. Records are available for download within 24 hours of product shipment.
7. Records may be downloaded from our FTP site.

#### **III. Customer Services**

- A. **Leshia Swaim**, your District Account Manager, will assist you on a regional basis to ensure accurate order service fulfillment. Leshia can be reached by calling **1-800-775-1200 ext. 2260**.
- B. Your Customer Service Representative, **Amanda Wilson**, can be reached by calling **1-800-775-1200 ext. 2782**. She is available to provide information and answer any questions.
- C. **References**  
Please see enclosed References on page 5-6 of document submitted by St. Charles Parish School Board.
- D. **Billing/Delivery**
  1. Your invoice will list unit price, unit discount, and total discount price. Baker & Taylor invoices can list books alphabetically by author or title, or in the same sequence as the original purchase order. Items not shipped will be listed on our status report, which will accompany your invoice. Status reports will include backordered items, as well as explanations for cancelled items.
  2. Invoices will be submitted to the specified billing address, and will follow each associated shipment within 1-2 business days. Invoices also may be accessed via our Online Customer Support web site.  
  
Invoices are generated as items are shipped and delivered. Orders are typically filled in a two-shipment cycle, however, orders may be filled in a single shipment with a single invoice, if desired.
  3. All in-stock items ordered will be delivered within 4 days after receipt of order. Please allow an additional 5-7 days for cataloged and processed orders.

4. Any titles not immediately available from our title stock will be promptly backordered. Baker & Taylor's standard procedure is to make an initial shipment of in-stock titles, and one final shipment within 45 days after receipt of order.
5. Comply.
6. Orders for all St. Charles Parish School locations will be delivered F.O.B. Destination from Baker & Taylor's Commerce, GA service center. Shipping will be free of charge.

Staff accounts offered as a customer courtesy for personal use, will be invoiced for freight costs and will be taxed appropriately.

#### IV. Pricing

- A. Please see the enclosed "Sample Buying List".

The ISBN listed for Item 60 is an eAudio edition, available for retail sale only. The Library available edition appears in the attached quote (ISBN 9781478931041). Please note, e-Content is available for sale through Baker & Taylor. Titles are invoiced at publisher list price.

B. **Discounts**

Baker & Taylor is pleased to offer to **St. Charles Parish School Board** discounts from the current publisher's list price for books and spoken word audio products. The discounts extended by Baker & Taylor are discounts from the current publisher's list price, however, publisher's list price is subject to change without notice. Your discount will be applied to the publisher's list price at the time of shipment. Please refer to (Attachment A) for additional information.

For your convenience, Baker & Taylor has provided a listing of category types and their definitions (Attachment B). The category number will match the discount categories (and number) as stated on the Terms and Conditions of Sale. This will clarify to the District the criteria used to classify a particular binding category and how they relate to the discounts offered.

"Baker & Taylor's Enhanced Services Program" (Attachment C, Optional Service)) describes in detail a valuable service that will save time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the schools can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers. These titles will be invoiced at list price.

C. **Processing Costs**

Baker & Taylor's expertise in cataloging is built upon our cataloging system which produces its MARC and MicroLIF records from a database containing over 6.5 million records. Baker & Taylor's automated bibliographic records are user-friendly, compatible with virtually every software system, and contain full cataloging information for more books than any other book distributor. Records will be provided for any title with an existing record in our cataloging database.

In addition to the discounts offered for library books, Baker & Taylor is pleased to offer the following prices for cataloging and processing services:

1. All items listed in #2 and #3 below.
2. Completely Processed Package.....**Free**  
*(Includes spine label, Accelerated Reader or Reading Counts label, 2 barcodes w/ label protectors and book pocket)*
3. Mylar Jacket (attached).....**Free**

3. Plastic Laminate for Paperback Cover Reinforcement.....\$1.99/unit
4. Theft Detection.....\$0.30/unit

### **Additional Information about Baker & Taylor’s Services**

#### **Order Typing**

Baker & Taylor's Order Typing Service allows you the convenience of submitting handwritten orders, or stapling your purchase orders to pages torn or copied from various publications. For each desired item, include the title, author, and ISBN, if possible. All typing is done for you. This typing support includes the list price of each book and the discount you'll earn from Baker & Taylor, as well as the price you'll be charged for each title you receive. This service is completely **FREE OF CHARGE**.

#### **Quotation Service (In print or online)**

Baker & Taylor will provide customized, all-inclusive price quotes upon your request. These quotes include the publisher's list price, the earned discount, and the net price (after discount). Each quote can be further customized to include cataloging and processing charges for the titles you select. Our Quotation Service is **FREE OF CHARGE** and there is never any obligation to buy.

#### **Do Not Exceed**

Baker & Taylor offers a Do-Not-Exceed Ordering System that guarantees maximum use of your funds. To assure that all of the District's dollars are being utilized, we have initiated a report that will track expenditures and orders processed. Orders are reviewed at a predetermined number of days after order entry and if Do Not Exceed has been met, the orders are shipped. After placing orders, if Do Not Exceed has NOT been met, then the school representative will be contacted to place orders for additional titles.

Do Not Exceed limits may be applied on an order by order basis.

#### **Online Customer Support**

Online Customer Support (OCS) is available via our website [www.baker-taylor.com](http://www.baker-taylor.com). OCS is Baker & Taylor's **free** web-based account management system. The OCS system's sophisticated search options include the ability to query orders by Purchase Order Number, B&T Number, ISBN, and Order Date Range. You can also view detailed information, including order and account status by purchase order number, warehouse location, quantities and prices, and shipping details for UPS shipments. There's even an option that helps you print invoices and order details for your records. Instant access, up to date information, and easy to use tools make OCS one more way we are making it easier to do business with Baker & Taylor. For additional information, please refer to our web-site.

#### **Ordering Information**

Baker & Taylor offers the following variety of ordering methods for books available to **St. Charles Parish School Board**. Orders may be placed by phone, fax, mail, or electronically.

Mail  
 Baker & Taylor  
 Attn: Ordering Department  
 3584 Old Maysville Road  
 Commerce, GA 30529

Toll free Telephone Orders: (800) 775-1100  
 Toll Free Fax Orders: (800) 775-7480

Online: [www.baker-taylor.com](http://www.baker-taylor.com)  
 Email: [orders@baker-taylor.com](mailto:orders@baker-taylor.com)

**Conclusion**

If you require any additional information regarding any products or services available from Baker & Taylor, please contact our Information Service Department at **(800) 775-1800**.

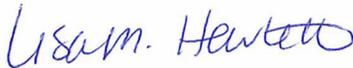
Please provide an **award notification and tabulation of results** for this solicitation either via fax or mail to address listed below:

**Baker & Taylor  
Attn: Pricing Services  
2550 West Tyvola Road, Suite 300  
Charlotte, NC 28217  
Facsimile: (704) 998-3260  
Email: bids@baker-taylor.com**

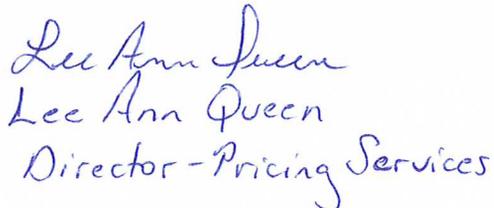
Your account profiles will be updated to reflect the terms of this contract, upon receipt of award notification.

We look forward to a favorable reply to our offer and the opportunity of providing quality products and service to the St. Charles Parish School Board.

Sincerely,



Lisa Hewlett  
Pricing Services Representative



Lee Ann Queen  
Director - Pricing Services

**Baker & Taylor**  
**Discount Terms and Conditions of Sale (Firm Order Book)**  
**St. Charles Parish School Board**

Baker & Taylor is pleased to offer the discount terms and conditions contained in this Attachment A. The pricing grid below provides discounts for each product category offered by Baker & Taylor.

<b>Product Category</b>	<b>Category Definition *</b>	<b>Discount</b>
I.	Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction)	27.0 %
II.	Juvenile Trade Hardcover Editions (Popular Fiction & Non-Fiction)	27.0 %
III.	Adult Quality Paperback Editions (Popular Fiction & Non-Fiction)	27.0 %
IV.	Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)	27.0 %
V.	Mass Market Paperback Editions	27.0 %
VI.	Single Edition Reinforced (Juvenile)	27.0 %
VII.	Publisher's Library Edition (Juvenile)	27.0 %
VIII.	University Press Trade Editions	27.0 %
IX.	Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (May be of any binding and includes non-trade University Press titles and some spoken word audio)	27.0 %**
X.	Imported English and Non-English Language Editions	0.0 % ***
XI.	Enhanced Service Program	0.0 % **
XII.	Spoken Word Audio	27.0 %
XIII.	Board Books	27.0 %
XIV.	Novelty Items/Activity Books	27.0 %
XV.	Special Programs, such as: - PawPrints Editions - Turtleback Editions	PawPrints = 27.0 % Turtleback = 27.0 %

\* Please see Attachment B for full category definitions, which are attached hereto and incorporated herein by reference. Material produced for TextStream print-on-demand services may fall into any material category, depending upon the relationship established with individual content suppliers.

\*\* Titles which receive minimal publisher discount will be invoiced at publisher's list price. Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price.

These title services are optional; program titles may be blocked from order upon request.

\*\*\* Qualifying titles will receive a 27.0 % discount.

**Baker & Taylor**  
**Discount Terms and Conditions of Sale (Firm Order Book)**

**Also, please note that:**

- Publisher's list price is subject to change without notice.
- Except where otherwise noted, book discounts are applied to current publisher's list price at the time of shipment.
- Baker & Taylor reserves the sole right to be the final determinant of product categories, category definitions and price indicators. The discounts vary based on this determination.
- Titles are categorized by Baker & Taylor for pricing purposes by considering the binding, general marketing categories, demand for certain titles, preferred stock status, cost of acquisition, cost of distribution, and the size or type of publisher, as well as factors related to relationships with publishers such as shipping terms, payment terms, publisher's discount, returnability to publishers and other factors.
- Product categories, category definitions and price indicators are subject to change at Baker & Taylor's sole discretion, without notice, based upon the above-described factors for categorizing titles.
- For domestic titles where no publisher list price is assigned by the publisher, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For imported titles where no publisher list price is assigned by the publisher for the U.S. market, Baker & Taylor will assign such titles a U.S. dollar price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For PawPrints editions, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- Titles of limited demand or from small or specialty publishers generally are included in Product Category IX or Product Category XI.
- The discount terms and conditions in this Attachment A do not apply to Baker & Taylor's Continuations or Approval Programs.
- Baker & Taylor provides an invoice that identifies the publisher's current list price, the discount offered, and the exact price charged for each title ordered.

## Category Definitions

- I. **Adult Trade Hardcover Editions** *(may include some spoken word audio materials)*  
High demand materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: The Broker by John Grisham, ISBN: 0385510454.
- II. **Juvenile Trade Hardcover Editions**  
High demand, juvenile materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: A Light in the Attic by Shel Silverstein, ISBN: 0060256737.
- III. **Adult Quality Paperback Editions**  
High demand paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: My Sister's Keeper by Jodi Picoult, ISBN: 0743454537.
- IV. **Juvenile Quality Paperback Editions**  
High demand, juvenile paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: Charlotte's Web by E.B. White, ISBN: 0064400557.
- V. **Mass Market Paperback Editions**  
A standard rack size paperback typically found in bookstores or other retail outlets. An example of a mass market paperback would be: The Girl Who Loved Tom Gordon by Stephen King, ISBN: 0671042858.
- VI. **Single Edition Reinforced**  
A high quality binding designed to provide a long shelf life in a heavy use environment. Although the binding is fanned and glued it may not be sewn, which is typically found in the publisher library edition. Subject content can include both fictional and non-fiction works appealing to juveniles as well as adults. These bindings are identified by the publisher to Baker & Taylor. An example of a single edition reinforced binding would be: Bunnicula Strikes Again! By James Howe, ISBN 0689814631.
- VII. **Publisher Library Editions**  
Fiction as well as non-fiction materials appealing to both juveniles and adults, designed with the rugged durability required of the environment typically found in a library setting. Publisher Library Editions are traditionally of the highest quality, usually fanned, sewn and glued to provide the greatest possible shelf life of any binding. These bindings are identified by the publisher to Baker & Taylor. An example of a publisher library edition would be: If You Give A Pig A Pancake by Laura Joffe Numeroff, ISBN: 0060266872.
- VIII. **University Press Trade Editions** *(may include some spoken word audio materials)*  
This category would include any University Press Trade Editions, both adult and juvenile, and are subject to publisher reclassification. An example of a university press trade edition would be: The Oxford Companion to the Garden by Oxford University Press, ISBN: 0199551979.
- IX. **Text, Technical, Reference, Small Press, and/or Titles of Limited Demand**  
Category of materials includes, but is not limited to, text, technical, reference, professional medical, small press, and some university press titles (excluding University Press Trade Editions). It includes titles purchased from publishers on a non-returnable basis, those publishers that extend little discount to Baker & Taylor, and publishers whose titles have limited sales volume based upon a semi-annual review. It includes individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Additionally, any publisher which is not in compliance with some of Baker & Taylor's purchasing requirements could be in this category. Materials in this category are both adult and juvenile and may be of any binding. Examples within this category would be: The Merck Index, ISBN: 0911910131, Strategies That Work, ISBN: 1571103104 and Beauty and the East ISBN: 1566563879
- X. **Imported English and Non-English Language Editions**  
Titles produced and distributed outside of the domestic US. These titles may be of any binding type and represent various publishers.
- XI. **Enhanced Service Program Titles**  
This category includes materials where Baker & Taylor receives no discount from the publisher, or prepayment is required by the publisher, or publishers which have restrictions on returns, or books of small or non-commercial publishers with limited sales volume based upon a semi-annual review. Any publisher which is not in compliance with Baker & Taylor's purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will receive no discount and are subject to a service charge. An example within this category would be: Paths to Recovery, ISBN: 0910034311.
- XII. **Spoken Word Audio**  
Materials designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles can be either fiction or current non-fiction. An example of a spoken word audio edition would be: The Broker by John Grisham, ISBN: 0739316443.
- XIII. **Board Books**  
Durable materials from widely distributed domestic publishers designed for young children; pages are manufactured of heavy gauge cardboard to prevent tearing. These editions typically feature few pages, simple themes and colorful illustrations or photographs. An example of a board book would be: Runaway Bunny by Margaret Wise Brown, ISBN: 0061074292.
- XIV. **Novelty Items/Activity Books**  
Specially packaged gift set or novelty item related to a book product or attached as an accessory to a book product. These items would include a book with toy, rag books, washable cloth books, books with accessories or kits, electronic sound books, sticker books, tracing books or coloring books. This category also includes any non-book merchandise such as model kits, hobby kits, flash cards or jigsaw puzzles. An example of an item in this category would be: Chesterfield the Pig: Book and Toy, ISBN 0307145077.
- XV. **Special Programs**  
Programs, formats, or editions offered only by Baker & Taylor or not included in any other category. These programs include but may not be limited to PawPrints and Turtleback editions. Examples of items in this category would be: Clifford's Valentines Day by Norman Bridwell, ISBN 1435201736 (PawPrints prebound edition) and Mr. Putter and Tabby Spin the Yarn by Cynthia Rylant, ISBN 1417795565 (Turtleback prebound edition)

**Enhanced Services Program**  
*(book and spoken word audio material – optional program)*

Baker & Taylor is pleased to provide a service that will save your library time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the library can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

The ESP program builds on Baker & Taylor's already outstanding publisher relations by:

- Expanding our vendor relations team responsible for the follow-up of all publisher orders, improving the speed of delivery of all titles to the library;
- Widening our publisher base to include hundreds of small non-commercial publishers formerly considered apply direct by the book industry; and
- Increasing our reporting capabilities by providing order status reports for 100% of all titles not yet published, and by supplying anticipated publication release dates for all out-of-stock items.

Material where Baker & Taylor receives no discount from the publisher, or where prepayment is required by the publisher, or publishers whose titles have limited demand, and/or non-commercial publishers will be invoiced at list price. For Libraries concerned about purchasing these types of titles, B&T's Title Source can assist the librarian in researching a particular item's category and format. These titles will appear with a Y or Q in the discount code field. Additionally, you may contact your Customer Service representative or Information Services via phone, fax, or e-mail (**[btinfo@baker-taylor.com](mailto:btinfo@baker-taylor.com)**) to inquire about these titles before placing an order.

As a convenience to the library, B&T can exclude these titles from all orders by adjusting the library's account profile setup. Please contact your Customer Service Representative for additional information.

**Institutional Returns Policy**  
(Revised August 2007)

The following guidelines are required to ensure prompt handling of your return. All product returns (**excluding Book Leasing programs**) require prior authorization from a Customer Service Representative. **You may contact your appropriate representative via the toll-free number listed on your packing list.**

*How to Obtain Return Authorization*

Please use the Return Authorization Form from your shipment's packing list to make all returns. Contact your Customer Service Representative for return authorization. **All claims must be made within 45 days from the date of invoice.**

1. When calling for return authorization, please have the following information available:
  - A. Return Authorization Form
  - B. Your account number and ATS# from the shipment's packing list (located mid-page under the Return Authorization Form explanation)
  - C. Reason for the claim/return
  - D. Action being requested -
    1. Replacement of product
    2. Credit to your account; no replacement product necessary
2. Your Customer Service Representative will assign your return an authorization number (RTA#). To expedite the process, please clearly mark the RTA# on the Return Authorization Form and on the outside of the carton in the upper right corner from the shipping label.
3. Make your return via an insured and traceable carrier; Baker & Taylor is not liable for returns lost in transit.
4. **Products incorrectly shipped by Baker & Taylor may be returned with authorization within 45 days of the product's date of invoice.** Product(s) meeting the definition of Publisher defective may be returned with prior authorization within six months of the product's date of invoice. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable.

**DAMAGED SHIPMENTS:** If you receive a damaged carton(s) which resulted in damaged product(s), please hold the product(s) and save the carton for Carrier inspection. If the damage is visible at the time of delivery, bring it to the Carrier's attention and note it on the Bill of Lading. Then, contact your Baker & Taylor Customer Service Representative via the toll-free number listed on the packing list.

**CLAIMING SHORTAGES:** Please check your packing list or invoice before claiming shortages. **All claims must be made within 45 days from the product's invoice date.** Please ensure you have received all cartons of a shipment prior to signing for receipt from the Carrier. Cartons you have signed for as received from the Carrier are not claimable as shortages from Baker & Taylor.

**INTERNATIONAL CUSTOMERS ONLY:** For information on making returns of damaged, defective, or incorrect products, please contact your local International Sales Office or our International Customer Service Department in Momence, Illinois (FAX: 815-472-9886). You may also refer to the website at <http://www.baker-taylor.com/international/return>.

All returns should be sent to:

**Baker & Taylor Returns Center**  
**Department R**  
**5055 W. 79<sup>th</sup> St.**  
**Indianapolis, IN 46268**

Charles Parish School Board  
 ing, LA  
 ker & Taylor, Inc.  
 quest for Proposal - Library Services "Sample Buying List"

ISBN 13	Author / Editor	Title	Publisher	QTY	List Price	Discount	Unit Price	Extended Price	NOTES
9780823423781	Adler, David A.	Triangles /	Holiday House	1	\$17.95	27.00%	\$13.10	\$13.10	
9781426319198	Albee, Sarah,	Why'd they wear that? /	Natl Geographic Soc Childrens books	1	\$19.99	27.00%	\$14.59	\$14.59	
9780062310637	Aveyard, Victoria,	Red queen /	Harpercollins Childrens Books	1	\$17.99	27.00%	\$13.13	\$13.13	
9780545652209	Baldacci, David,	The finisher /	Scholastic	1	\$17.99	27.00%	\$13.13	\$13.13	
9780763662295	Barnett, Mac,	Sam & Dave dig a hole /	Candlewick Pr	1	\$16.99	27.00%	\$12.40	\$12.40	
9780805087031	Barretta, Gene,	Neo Leo :	Henry Holt,	1	\$17.99	27.00%	\$13.13	\$13.13	
9781593082215	Baum, L. Frank	The wonderful Wizard of Oz /	Barnes & Noble Classics,	1	\$8.95	27.00%	\$6.53	\$6.53	
97814191710209	Bell, Cece,	El desfo /	Harry N Abrams Inc	1	\$21.95	27.00%	\$16.02	\$16.02	
9780375970771	Birdsall, Jeanne,	The Penderwicks in spring /	Random House Childrens Books	1	\$19.99	27.00%	\$14.59	\$14.59	
9781619635920	Black, Peter Jay,	Blackout /	Bloomsbury USA	1	\$16.99	27.00%	\$12.40	\$12.40	
9780062313874	Bondor-Stone, Annabeth,	The pirate who's afraid of everything /	Harpercollins Childrens Books	1	\$12.99	27.00%	\$9.48	\$9.48	
9780694526277	Bradbury, Ray,	Fahrenheit 451	Caedmon,	1	\$29.95	27.00%	\$21.86	\$21.86	OUT OF PRINT
9780399208539	Carle, Eric,	The very hungry caterpillar /	Philomel Books,	1	\$21.99	27.00%	\$16.05	\$16.05	
9780811668662	Cassino, Mark,	The story of snow :	Chronicle Books,	1	\$16.99	27.00%	\$12.40	\$12.40	
9781598437173	Chin, Jason,	Gravity /	A Neal Porter Book, Roaring Brook Press,	1	\$16.99	27.00%	\$12.40	\$12.40	
9781451402535	Collins, Terry	Surprise attack! :	Capstone Pr Inc	1	\$29.99	27.00%	\$21.89	\$21.89	
9781452960940	Colson, Mary,	Australia /	Heinemann Library,	1	\$32.65	27.00%	\$23.83	\$23.83	
9780142400876	Dahl, Roald,	The umbrella man and other stories /	Speak,	1	\$8.99	27.00%	\$6.56	\$6.56	
9780763623111	Davies, Nicola,	One tiny turtle /	Candlewick Press,	1	\$6.99	27.00%	\$5.10	\$5.10	
9780451474704	Dessen, Sarah,	Saint anything /	Penguin Group USA	1	\$19.99	27.00%	\$14.59	\$14.59	
9780062001054	Dixon, Heather,	Illusionarium /	Harpercollins Childrens Books	1	\$17.99	27.00%	\$13.13	\$13.13	
97814714333	Doeden, Matt,	Tools and treasures of ancient Rome /	Lerner Pub Group	1	\$27.93	27.00%	\$20.39	\$20.39	
9780385754675	Eaton, Maxwell,	The flying beaver brothers and the not-a-Random House Childrens Books	Scribner,	1	\$28.00	27.00%	\$20.44	\$20.44	
9780684830506	Fitzgerald, F. Scott	Tender is the night /	Bloomsbury USA	1	\$16.99	27.00%	\$12.40	\$12.40	
9781619634947	Gavin, Rohan,	Knightley & son :	Bloomsbury USA	1	\$32.95	27.00%	\$24.05	\$24.05	
97814484846160	Gerber, Larry,	Getting inked :	Rosen Pub.,	1	\$32.95	27.00%	\$24.05	\$24.05	
9781626172081	Green, Sara,	LEGO /	Bellwether Media	1	\$22.95	27.00%	\$16.75	\$16.75	
9780887334909	Griggs, Nick	Make Your Own Furniture Manual :	Motorbooks Intl	1	\$36.95	27.00%	\$26.97	\$26.97	NOT YET PUBLISHED
9780987109965	Gunn, Karin,	One red shoe /	Trafalgar Square Books	1	\$19.99	27.00%	\$14.59	\$14.59	
9780062198471	Gutman, Dan,	Mrs. Lane is a pain! /	Harpercollins Childrens Books	1	\$4.99	27.00%	\$3.64	\$3.64	
654856	Hale, Shannon,	The forgotten sisters /	Bloomsbury USA	1	\$17.99	27.00%	\$13.13	\$13.13	
166505	Hall, Maggie,	The conspiracy of us /	Penguin Group USA	1	\$17.99	27.00%	\$13.13	\$13.13	
9780525426318	Haurata, Beth,	Waiting for unicorns /	Penguin Group USA	1	\$16.99	27.00%	\$12.40	\$12.40	
9780062268129	Henkes, Kevin,	The year of Billy Miller /	Harpercollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
978141917175X	Hendrix, John,	Shooting at the stars :	Harry N Abrams Inc	1	\$18.95	27.00%	\$13.83	\$13.83	
9781491420355	Higgins, Nadia,	Defending the land :	Capstone Pr Inc	1	\$26.65	27.00%	\$19.45	\$19.45	
9781452128917	Idle, Molly Schaar,	Flora and the penguin /	Chronicle Books Llc	1	\$16.99	27.00%	\$12.40	\$12.40	
9780500650066	Jones, Wendy,	The fairy-tale princess :	Thames & Hudson,	1	\$19.95	27.00%	\$14.56	\$14.56	
0651924	Keller, Laurie,	Open wide :	Henry Holt,	1	\$18.99	27.00%	\$13.86	\$13.86	
9780805081925	Keller, Laurie,	Blackbird fly /	Harpercollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
9780062238610	Kelly, Erin Entrada	Marijyn's monster /	Candlewick Pr	1	\$15.99	27.00%	\$11.67	\$11.67	
680116	Knudsen, Michelle,	Lady Chatterley's lover :	Penguin Group	1	\$20.00	27.00%	\$14.60	\$14.60	
9780141192482	Lawrence, D. H.	Number the stars /	Houghton Mifflin Co.,	1	\$16.99	27.00%	\$12.40	\$12.40	
9780395510605	Lowry, Lois,	The art therapy sourcebook /	McGraw-Hill,	1	\$23.00	27.00%	\$16.79	\$16.79	
9780071468275	Matchodi, Cathy A.	Home is the place :	Scholastic	1	\$29.27	27.00%	\$21.37	\$21.37	
97814671714631	Markie, Sandra,	Close encounters of the nerd kind /	Harpercollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
978054359450	Martin, Ann M.,	Close encounters of the nerd kind /	Harpercollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
9780062272652	Miller, Jeff,	Enlightenment and revolution /	Chelsea House Publishers,	1	\$35.00	27.00%	\$25.55	\$25.55	
095527	Miller, Ron,	Cheoptra /	Harpercollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
9788860981783	Morris, Neil,	Enlightenment and revolution /	Zak Books,	1	\$37.10	27.00%	\$27.08	\$27.08	
9781481456630	Muchamore, Robert	The Sleepwalker	Simon & Schuster	1	\$17.99	27.00%	\$13.13	\$13.13	NOT YET PUBLISHED
9781609071790	Mull, Brandon,	Arcade catastrophe /	Deseret Book Co	1	\$18.99	27.00%	\$13.86	\$13.86	
166683	Koo,	Hi, Kool :	Scholastic	1	\$17.99	27.00%	\$13.13	\$13.13	

Charles Parish School Board  
 ing, LA  
 ker & Taylor, Inc.

quest for Proposal - Library Services "Sample Buying List"

ISBN 13	Author / Editor	Title	Publisher	QTY	List Price	Discount	Unit Price	Extended Price	NOTES
16741X : SAL	9781442467415 Ohi, Debbie Rippath,	Where are my books? /	Simon & Schuster	1	\$17.99	27.00%	\$13.13	\$13.13	
251270 : HRD	9780547251271 Park, Linda Sue.	A long walk to water :	Clarion Books,	1	\$17.99	27.00%	\$13.13	\$13.13	
101513 : PAP	9781620101513 Parker, Jeff,	Meteor Men /	Diamond Comic Distributors	1	\$19.99	27.00%	\$14.59	\$14.59	
	Metropolitan Museum of Art (New York, N. Y.) / Parker, Sarah Jessica (INT)	100 shoes /	Metropolitan Museum of Art :	1	\$24.95	27.00%	\$18.21	\$18.21	
172400 : PAP	9780300172409	Ask me /	Random House Distribution	1	\$10.99	27.00%	\$8.02	\$8.02	
956317 : PAP	9781616956311 Pauley, Kimberly,	Just my rotten luck /	Little Brown & Co	1	\$13.99	27.00%	\$10.21	\$10.21	NOT YET PUBLISHED
284777 : HRD	9780316284776 Patterson, James,	Completely Clementine /	Disney Pr	1	\$14.99	27.00%	\$10.94	\$10.94	
123581 : HRD	9781423123583 Pennypacker, Sara,	Define Normal	HACHETTE BOOK GROUP USA	1	\$47.99	0.00%	\$47.99	\$47.99	
3331043 : EBOOK	9781478931041 PETERS, JULIE ANNE Peterson, Linda H. (EDT) / Brereton, John C. / Bizup, Joseph / Fernald, Anne E. / Goldthwaite, Melissa A.	The Norton reader :	W.W. Norton & Co.,	1	\$76.70	27.00%	\$55.99	\$55.99	
1912188 : PAP	9780939912180	I don't want to be a frog /	Random House Childrens Books	1	\$19.99	27.00%	\$14.59	\$14.59	
973346 : LIB	9780375973345 Petty, Dev.	Fiona's lace /	Simon & Schuster	1	\$17.99	27.00%	\$13.13	\$13.13	
487240 : SAL	9781442487246 Polacco, Patricia,	A boy and a jaguar /	Houghton Mifflin Harcourt	1	\$16.99	27.00%	\$12.40	\$12.40	
37507X : SAL	9780547875071 Rabinowitz, Alan,	Graphic novel /	Compass Point Books,	1	\$33.99	27.00%	\$24.81	\$24.81	
336564 : LIB	9780756533659 Rosinsky, Natalie M.	Blue birds /	Penguin Group USA	1	\$16.99	27.00%	\$12.40	\$12.40	
168109 : HRD	9780399168109 Rose, Caroline Starr,	The noisy paint box :	Random House Childrens Books	1	\$20.99	27.00%	\$15.32	\$15.32	
97878494 : LIB	9780307978493 Rosenstock, Barb,	Parrots over Puerto Rico /	Lee & Low Books	1	\$19.95	27.00%	\$14.56	\$14.56	
140047 : SAL	9781620140048 Roth, Susan L.	Angles of ascent :	W.W. Norton & Co.,	1	\$24.95	27.00%	\$18.21	\$18.21	
339408 : PAP	9780933339406 Rowell, Charles Henry (EDT)	Codename Zero /	HarperCollins Childrens Books	1	\$6.99	27.00%	\$5.10	\$5.10	
2120093 : PAP	9780062120090 Rylander, Chris,	Secret subway :	National Geographic,	1	\$17.95	27.00%	\$13.10	\$13.10	
304623 : HRD	9781426304620 Sandler, Martin W.	The adventures of Beekle :	Little Brown & Co	1	\$203.95	0.00%	\$203.95	\$203.95	PERMANENTLY OUT OF STOCK
199982 : SAL	9780316199988 Santat, Dan,	The Riverside Shakespeare /	Houghton Mifflin,	1	\$17.00	27.00%	\$12.41	\$12.41	
754909 : HRD	9780395754900 Shakespeare, William,	Lincoln's grave robbers /	Scholastic Press,	1	\$16.99	27.00%	\$12.40	\$12.40	
405728 : HRD	9780545405720 Sheinkin, Steve.	The annotated Frankenstein /	The Belknap Press of Harvard University Pr	1	\$29.95	27.00%	\$21.86	\$21.86	
265527 : HRD	9780674055520 Shelley, Mary Wollstonecraft,	Special delivery /	Henry Holt & Co	1	\$17.99	27.00%	\$13.13	\$13.13	
439819 : SAL	9781596439813 Stead, Philip Christian.	The vacationers /	Penguin Group USA	1	\$26.95	27.00%	\$19.67	\$19.67	
331573 : HRD	9781594931573 Straub, Emma.	Blue Lily, Lily Blue /	Scholastic	1	\$18.99	27.00%	\$13.86	\$13.86	
424968 : HRD	9780545424967 Stefwater, Maggie,	The cat in the hat /	Random House,	1	\$12.99	27.00%	\$9.48	\$9.48	
900014 : LIB	9780394900018 Seuss,	Balloons over Broadway :	Houghton Mifflin Books for Children,	1	\$16.99	27.00%	\$12.40	\$12.40	
199457 : SAL	9780547199450 Sweet, Melissa,	Insects and spiders /	Scholastic Library Pub	1	\$29.00	27.00%	\$21.17	\$21.17	
217531 : LIB	9780531217535 Taylor-Butler, Christine.	Hoot Owl, master of disguise /	Candlewick Pr	1	\$15.99	27.00%	\$11.67	\$11.67	
375784 : SAL	9780763875783 Taylor, Sean,	Scaaly spotted feathered friend :	Houghton Mifflin Harcourt	1	\$17.99	27.00%	\$13.13	\$13.13	
991347 : HRD	9780547991344 Thimmesch, Catherine.	The disappearing /	Enslow Pub Inc	1	\$10.95	27.00%	\$7.99	\$7.99	
351730 : PAP	9781622851737 Torres, Jennifer.	Creative therapy for children with autism /	Square One Publishers,	1	\$18.95	27.00%	\$13.83	\$13.83	
003001 : PAP	9780757003004 Tubbs, Janet.	Help! We need a title!	Candlewick Pr	1	\$16.99	27.00%	\$12.40	\$12.40	
370219 : SAL	9780763870214 Tuliet, Hervae,	Footer Davis probably is crazy /	Simon & Schuster	1	\$16.99	27.00%	\$12.40	\$12.40	
422766 : HRD	9781481422765 Vaught, Susan,	We all looked up!	Simon & Schuster	1	\$17.99	27.00%	\$13.13	\$13.13	
903029 : SAL	9780374303020 Viost, Judith,	Mama built a little nest /	Simon & Schuster	1	\$17.99	27.00%	\$13.13	\$13.13	
418777 : HRD	9781481418775 Wallach, Tommy,	The Martian :	Random House Inc	1	\$24.00	27.00%	\$17.52	\$17.52	
42421169 : HRD	9781442421165 Ward, Jennifer.	Pluto's secret :	Random House Inc	1	\$16.95	27.00%	\$12.37	\$12.37	
139024 : HRD	9780804139021 Weir, Andy,	Charlotte's web /	Hary N Abrams Inc	1	\$7.99	27.00%	\$5.83	\$5.83	
400557 : PAP	9780064400558 White, E. B.	Don't let the pigeon drive the bus!	HarperCollins Childrens Books	1	\$16.99	27.00%	\$12.40	\$12.40	
19868X : HRD	9780786819881 Williams, Mo.	Brown girl dreaming /	Penguin Group USA	1	\$16.99	27.00%	\$12.40	\$12.40	
3321140 : HRD	9780399252518 Woodson, Jacqueline.	Big top burning :	Independent Pub Group	1	\$18.95	27.00%	\$13.83	\$13.83	
464844 : HRD	9781613731147 Woollett, Laura A.	Henri's scissors /	Simon & Schuster	1	\$16.99	27.00%	\$12.40	\$12.40	
68134 : PAP	9781442464844 Writter, Jeanette.	Centaur Rising	Feiwel & Friends	1	\$7.99	27.00%	\$5.83	\$5.83	
116881 : LIB	9781250068132 Yolen, Jane	How to write a memoir /	Cherry Lake Pub	1	\$25.64	27.00%	\$18.72	\$18.72	NOT YET PUBLISHED
311881 : LIB	9781624311888 Yornlov, Nelson.	Made you up /	HarperCollins Childrens Books	1	\$17.99	27.00%	\$13.13	\$13.13	
29010X : HRD	9780062290106 Zappia, Francesca.			1	\$17.99	27.00%	\$13.13	\$13.13	

**St. Charles Parish Public Schools**  
**Library Services**  
**April 30, 2015**

**Proposal**

St. Charles Parish Public Schools is seeking written proposals in order to enter into a 12 month contract, from July 1, 2015 – June 30, 2016, for library services in accordance to instructions and specifications of services to meet the district’s needs today and in the future. At the option of the St. Charles Parish School Board and acceptance by the vendor, this contract may be renewed at the same terms and conditions for two (2) additional twelve (12) month periods.

The intent of the specifications is to invite proposals on high quality merchandise. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective vendors the general style, type, character, and quality of the product desired. All books must be brand new. No refurbished books will be considered.

Your proposal should address each of the following topics: 1.) inventory 2.) ordering 3). customer service and 4.) pricing. Read each section carefully and **provide a detailed written narrative describing each of the topics.**

**Delivery**

Proposals must be submitted electronically through the “Online Bids, RFPs, etc.” link at [www.stcharles.k12.la.us](http://www.stcharles.k12.la.us) under “Quick Links” no later than 2:00 p.m. on Monday, June 1, 2015.

Proposal Format: Provide your RFP utilizing the same format and order of major headings as defined within this scope of services. All areas listed will be evaluated and scored during the selection process. Therefore, at a minimum, the proposal must address each major heading listed within this scope of services.

**Evaluation**

Proposals will be evaluated and scored by a committee, appointed by the Superintendent, based upon the content of the proposals. After review of proposals, questions and/or demonstrations may be required to be presented to the committee.

Each area will be weighted as follows:

<b>Inventory</b>	<b>25%</b>
<b>Ordering</b>	<b>25%</b>
<b>Customer Service</b>	<b>25%</b>
<b>Pricing</b>	<b><u>25%</u></b>
	<b>100%</b>

I. **INVENTORY** Please see our letter for itemized responses to this section.

- A. Average number of publishers stocked for the past 12 months
- B. Average number of titles stocked for the past 12 months
- C. Percentage of inventory geared for the K-2 school population
- D. Percentage of inventory geared for the 3-5 school population
- E. Percentage of inventory geared for the 6-8 school population
- F. Percentage of inventory geared for the 9-12 school population

II. **ORDERING** Please see our letter for itemized responses to this section.

- A. Selection information
  - 1. Percent of over order required (substitution list)
  - 2. Average order fill rate on 1<sup>st</sup> shipment



- |    |                       |   |
|----|-----------------------|---|
|    |                       | author's last name – all caps   |
| c. | Biography, Individual | 921 plus 1 <sup>st</sup> three letter of biographer's last name – all caps                                |
| d. | Biography, Collective | 920 plus 1 <sup>st</sup> three letters of author's last name – all caps                                   |
| e. | Story Collection      | SC plus 1 <sup>st</sup> three letters of author's last name – all caps                                    |
| f. | Reference             | REF plus Dewey classification and 1 <sup>st</sup> three letters of title or author's last name – all caps |
| g. | Graphic Novels        | GN plus Dewey classification and 1 <sup>st</sup> three letters of title or author's last name – all caps  |
6. Book pockets are to be glued on the inside back flyleaf.
  7. One barcode label is to be attached vertically in the upper right hand corner of the back cover (do not affix barcode label if the position interferes with pertinent text). The second barcode label is to be attached horizontally above the book pocket on the inside back flyleaf. Both labels are to be covered with protective tape and imprinted with the school name and eye readable barcode number. The symbology to be used on the barcode labels is Code 3 of 9, Mod 10.

C. Replacement Policy

1. Books that are received damaged/defective are to be returned to the successful vendor at no expense to the district.
2. Books which are cataloged/barcoded incorrectly are to be returned to the successful vendor at no expense to the district.
3. Books that are received "not as ordered" are to be returned to the successful vendor at no expense to the district.

D. MARC Records

1. Provide full MARC records with MARC tags for the titles listed on pages 7-11. These MARC records are to be on a CD or downloadable file.
2. MARC records will be examined against the criteria listed on Attachment #2.

3. MARC records are to be compatible with Destiny Follett Software.
4. Sears and Library of Congress subject headings are to be used.
5. No hyperlinks in the MARC records will be accepted (tag #856).
6. CDs or downloadable records are to be provided with each order. CDs are to be received with each shipment.
7. Are MARC records available for downloading?

### III. CUSTOMER SERVICES

- A. Name and location of field representative

Name: Leshia Swaim

Address: Leshia resides in Commerce, GA

Telephone: (800) 775-1200 ext. 2260

Email: leshia.swaim@baker-taylor.com

- B. The successful vendor must assign a customer service representative to assist the district to expedite orders and resolve problems.

Name: Amanda Wilson

Telephone: (800) 775-1200-2782

Email: amanda.wilson@baker-taylor.com

- C. Submit a list of at least three public school systems to which you are currently supplying books on a contractual basis.

***Reference #1:***

Contact Person: Priscille Dando

Title/Position: Coordinator, Library Information Services

School District: Fairfax County Public Schools

Address: 6732 Industrial Road Springfield, VA 22151

Telephone: (703) 916-6922

Email Address: pmdando@fcps.edu

***Reference #2:***

Contact Person: Stephanie Green

Title/Position: Assistant Director, Libraries and Media

School District: Klein ISD

Address: 4411 Louetta Spring, TX 77388

Telephone: (832) 249-4317

Email Address: sgreen1@kleinisd.net

***Reference #3:***

Contact Person: Elizabeth Polk

Title/Position: Assistant Director - Library Services

School District: Austin ISD

Address: 745 Mansell Avenue Austin, Texas 78702

Telephone: (512) 414-4939

Email Address: EPolk@ustinisd.org

D. Billing/Delivery **Please see our letter for itemized responses to this section.**

1. Itemized invoices are to be submitted to each school.
2. Invoices are to be issued only upon the completion of an order.

3. What is the estimated time frame from order to 1<sup>st</sup> delivery?
4. What is the estimated time frame for subsequent deliveries?
5. Books must be packaged and delivered to physical address of school.
6. Shipping and handling charges are to be absorbed by vendor.

#### IV. PRICING

- A. Provide the discounted proposed price to the left of each title listed below on the sample buying list. Price given should apply to the edition listed. No substitution of editions will be accepted. **ALL BOOKS MUST BE BRAND NEW. NO REFURBISHED BOOKS WILL BE CONSIDERED.**

- \$13.10 1.  Adler, David. *Triangles*. (LCCN: 2012-037371) (ISBN: 9780823423781) Library Bound
- \$14.59 2.  Albee, Sarah. *Why'd They Wear That?: Fashion as the Mirror of History*. (ISBN: 9781426319198) Hardcover
- \$13.13 3.  Aveyard, Victoria. *Red Queen (Red Queen #1)*. (OCLC: 906784815) (ISBN: 9780062310637) Trade Hardcover
- \$13.13 4.  Baldacci, David. *Finisher*. (LCCN: 2013951103) (ISBN: 9780545652209) Trade Hardcover
- \$12.40 5.  Barnett, Mac. *Sam & Dave Dig a Hole*. (LCCN: 2013955959) (ISBN: 9780763662295) Library Bound
- \$13.13 6.  Barretta, Gene. *Neo Leo: The Ageless Ideas of Leonardo da Vinci*. (ISBN: 9780805087031) (LCCN: 2008038220) Library Bound
- \$6.53 7.  Baum, L. Frank. *The Wonderful Wizard of Oz* (LCCN 2005-920760) (ISBN-13: 978-1-59308-221-5) Paperback
- \$16.02 8.  Bell, Cece. *El Deafo*. (LCCN 2013-955590) (ISBN-13: 978-1-41971-020-9) Publisher's Hardcover
- \$14.59 9.  Birdsall, Jeanne. *The Penderwicks in Spring*. (LCCN 2014-023537) (ISBN-13: 978-0-375-97077-1) Library Bound
- \$12.40 10.  Black, Peter Jay. *Blackout*. (LCCN 2014-029078) (ISBN: 9781619635920) Hardcover
- \$9.48 11.  Bondor-Stone, Annabeth. *Shivers!: The Pirate Who's Afraid of Everything*. (LCCN: 2014022684) (ISBN: 9780062313874) Trade Hardcover

- \$21.86 12.  Bradbury, Ray. *Fahrenheit 451* (Unabridged). (OCLC #48198015) (ISBN: 9780694526277) Audio Book
- \$16.05 13.  Carle, Eric. *Very Hungry Caterpillar*.(LCCN: 79013202) (ISBN-13: 978-0-3992-0853-9) Library Bound
- \$12.40 14.  Cassino, Mark. *The Story of Snow: The Science of Winter's Wonder*. (LCCN: 2009004368) (ISBN: 9780811868662) Hardcover
- \$12.40 15.  Chin, Jason. *Gravity*. (ISBN: 9781596437173) Hardcover
- \$21.89 16.  Collins, Terry. *Surprise Attack! Nickolas Flux and the Attack on Pearl Harbor*. (LCCN: 2014003942) (ISBN: 9781491402535) Library Bound
- \$23.83 17.  Colson, Mary. *Australia*. (LCCN: 2011015800) (ISBN: 978432960940) Library Bound
- \$6.56 18.  Dahl, Roald. *The Umbrella Man and Other Stories*. (OCLC: 54807395) (ISBN: 9780142400876) Paperback
- \$5.10 19.  Davies, Nicola. *One Tiny Turtle*. (ISBN: 9781415595992) (ISBN: 9780763623111) Trade Hardcover
- \$14.59 20.  Dessen, Sarah. *Saint Anything*. (LCCN: 2014039813) (ISBN: 9780451474704) Trade Hardcover
- \$13.13 21.  Dixon, Heather. *Illusionarium*. (LCCN: 2014041136) (ISBN: 9780062001054) Trade Hardcover
- \$20.39 22.  Doeden, Matt. *Tools and Treasures of Ancient Rome*. (LCCN 2013-022290) (ISBN: 9781467714334) Library Bound
- \$9.48 23.  Eaton, Maxwell *The Flying Beaver Brothers and the Hot Air Baboon*.(LCCN 2013-028711) (ISBN-13: 978-0-385-75467-5) Library Bound
- \$20.44 24.  Fitzgerald, F. Scott. *Tender is the Night*. (LCCN: 96015215) (ISBN: 9780684830506) Trade Hardcover
- \$12.40 25.  Gavin, Rohan *Knightley & Son:2 K-9*. (ISBN: 9781619634947) Hardcover
- \$24.05 26.  Gerber, Larry. *Getting Inked: what to expect when you get a tattoo*. (ISBN: 9781448846160) Library Bound
- \$16.75 27.  Green, Sara. *LEGO*. (LCCN 2014-040189) (ISBN: 978-1-62617-208-1) Library Bound
- \$26.97 28.  Gibbs, Nick. *Make Your Own Furniture Manual*. (LCCN: 2014930864) (ISBN: 9780857334909) Paperback
- \$14.59 29.  Gruss, Karen. *One Red Shoe*. (LCCN 2013 437996) (ISBN: 9780987109965) Hardcover
- \$3.64 30.  Gutman, Dan. *Mrs. Lane is a Pain*. (LCCN: 2013051282) (ISBN: 978-0-0621-9847-1) PreBound
- \$13.13 31.  Hale, Shannon. *The Forgotten Sisters*.(ISBN: 978161963485) Hardcover
- \$13.13 32.  Hall, Maggie. *Conspiracy of Us*. (LCCN: 2014015540 )(ISBN: 9780399166501) Trade Hardcover
- \$12.40 33.  Hautala, Beth. *Waiting for Unicorns* (ISBN: 9780525426318) Hardcover
- \$12.40 34.  Henkes, Kevin. *The Year of Billy Miller*. (ISBN: 9780062268129) Hardcover

- \$13.83 35.  Hendrix, John. *Shooting at the Starts: The Christmas Truce of 1914*. (LCCN 2013-029535) (ISBN:9781419711756) Publisher's Hardcover
- \$19.45 36.  Higgins, Nadia. *Defending the Land: Causes and Effects of Red Cloud's War*. (LCCN 2014-033148) (ISBN-13: 978-1-49142-035-5) Library Bound
- \$12.40 37.  Idle, Molly. *Flora and the Penguin*. (LCCN: 2013042455) (ISBN: 9781452128917) Trade Hardcover
- \$14.56 38.  Jones, Wendy. *The Fairy-tale Princess: Seven Classic Stories from the Enchanted Forest*. (LCCN 2012-930270) (ISBN-13: 978-0-500-65006-6) Publisher's Hardcover
- \$13.86 39.  Keller, Laurie. *Open Wide: Tooth School Inside*. (LCCN: 99027965) (ISBN: 9780805061925) Hardcover
- \$12.40 40.  Kelly, Erin Entrada. *Blackbird Fly*. (ISBN: 9780062238610) Hardcover
- \$11.67 41.  Knudsen, Michelle. *Marilyn's Monster*. (LCCN: 2014944904) (ISBN-13: 978-0-7636-6011-6) Hardcover
- \$14.60 42.  Lawrence D.H. *Lady Chatterley's Lover*. (LCCN: 2011021054) (ISBN: 9780141192482) Trade Hardcover
- \$12.40 43.  Lowry, Lois. *Number the Stars*. (LCCN: 2012376381) (ISBN: 9780545359450) Publisher's Hardcover
- \$16.79 44.  Malchiodi, Cathy. *Art Therapy Sourcebook*. (LCCN: 2006001325 ) (ISBN: 9780071468275) Paperback
- \$21.37 45.  Markle, Sandra. *Case of the Vanishing Little Brown Bats: A Scientific Mystery*. (LCCN: 2013030953) (ISBN: 9781467714631) Library Bound
- \$12.40 46.  Martin, Ann M. *Home is the Place*. (LCCN: 2014947737) (ISBN: 978054535950) Trade Hardcover
- \$12.40 47.  Miller, Jeff. *Close Encounters of the Nerd Kind*. (LCCN: 2014958871) (ISBN: 9780062272652) Trade Hard Cover
- \$25.55 48.  Miller, Ron. *Cleopatra*. (LCNN 2007-050079) (ISBN: 9780791095829) Library Bound
- \$27.08 49.  Morris, Neil. *Enlightenment And Revolution*. (LCNN -2009-923557) (ISBN: 9788860981783) Library Bound
- \$13.13 50.  Muchamore, Robert. *Sleepwalker*. (ISBN: 9781481456630) Trade Hardcover
- \$13.86 51.  Mull, Brandon. *Arcade Catastrophe*. (LCCN 2012-023506) (ISBN-13: 978-1-60907-179-0) Publisher's Hardcover
- \$13.13 52.  Muth, Jon. *Hi, Kool!* (LCCN: 2012040378) (ISBN: 9780545166683) Library Bound
- \$13.13 53.  Ohi, Debbie Ridpath. *Where are my Books?.*(LCCN: 2014015990) (ISBN-13: 978-1-4424-6741-5) Library Bound
- \$13.13 54.  Park, Linda Sue. *Long Walk to Water: A Novel: Based on a True Story*. (ISBN: 9780547251271) Hardcover
- \$14.59 55.  Parker, Jeff. *Meteor Men*. (LCCN: 2014934910 ) (ISBN: 9781620101513) Paperback
- \$18.21 56.  Parker, Sarah Jessica. *100 Shoes : The Costume Institute/The Metropolitan Museum*. ( LCCN: 2011926881) (ISBN: 978030172409) Paperback

- \$8.02 57.  Pauley, Kimberly. *Ask Me*. (OCLC: 878837010) (ISBN: 9781616955311) Paperback
- \$10.21 58.  Patterson, James. *Just My Rotten Luck*. (LCCN: 2014 040297) (ISBN 13: 978-0316284776) Hardcover
- \$10.94 59.  Pennypacker, Sara. *Completely Clementine*. (LCCN: 2013-030583) (ISBN-13: 978-1-42312-358-3) Publisher's Hardcover
- \$47.99 60.  Peters, Julie Anne. *Define Normal*. (ISBN: 9781478980803) Audio Books Please note, this eAudio ISBN is available for retail sale only. The library available ISBN is 9781478931041.
- \$55.99 61.  Peterson, Linda. *The Norton Reader: An Anthology of Nonfiction* (13th Ed). (LCCN: 2011042407) (ISBN: 9780393912180) Paperback
- \$14.59 62.  Petty, Dev. *I Don't Want to be a Frog*. (LCCN: 2014012949) (ISBN-13: 978-0-3759-7334-5) Library Bound
- \$13.13 63.  Polacco, Patricia. *Fiona's Lace*. (LCCN 2012-047856) (ISBN-13: 978-1-44248-724-6) Publisher's Hardcover
- \$12.40 64.  Rabinowitz, Alan. *A Boy and a Jaguar*. (LCCN: 2012025531) (ISBN: 9780547875071) Hardcover
- \$24.81 65.  Rosinsky, Natalie M. *Write your own Graphic Novel* (ISBN: 978075653856-9) Hardcover
- \$12.40 66.  Rose, Caroline Starr. *Blue Birds*. ISBN: 9780399168109 Hardcover
- \$15.32 67.  Rosenstock, Barb. *The Noisy Paint Box: The Colors and Sounds of Kandinsky's Abstract Art*. (LCCN: 2012032800 (ISBN: 9780307978493) Library Bound
- \$14.56 68.  Roth, Susan. *Parrots over Puerto Rico*. (LCCN: 2012048195) (ISBN: 9781620140048) Hardcover
- \$18.21 69.  Rowell, Charles Henry (ed.). *Angles of Ascent: A Norton Anthology of Contemporary African American Poetry*. (LCCN: 2011042967) (ISBN: 9780393339406) Hardcover
- \$5.10 70.  Rylander, Chris. *Codename Zero*. (LCCN 2013 032327) (ISBN: 9780062120090) Hardcover
- \$13.10 71.  Sandler, Martin W. *Secret Subway: The Fascinating Tale of an Amazing Feat of Engineering* - (ISBN: 9781426304620) Hardcover
- \$12.41 72.  Santat, Dan. *Adventures of Beekle, The Unimaginary Friend*. (LCCN: 2013017700) (ISBN: 9780316199988) Trade Hardcover
- \$203.95 73.  Shakespeare, William. *The Riverside Shakespeare* (2nd Edition). (LCCN: 96076897) (ISBN: 9780395754900) Hardcover
- \$12.40 74.  Sheinkin, Steve. *Lincoln's Grave Robbers*. (ISBN: 9780545405720) Hardcover
- \$21.86 75.  Shelley, Mary Wollstonecraft. *The Annotated Frankenstein*. (LCCN: 2012024171) (ISBN: 9780674055520) Trade Hardcover
- \$13.13 76.  Stead, Philip C. *Special Delivery*. (LCCN: 2014009900) (ISBN-13: 978-1-5964-3931-3) Library Bound
- \$19.67 77.  Straub, Emma. *Vacationers*. (LCCN: 2013037110) (ISBN: 9781594631573) Trade Hardcover
- \$13.86 78.  Stiefvater, Maggie. *Blue Lily, Lily Blue*. (LCCN: 2014947741) (ISBN: 9780545424967) Trade Hardcover.
- \$9.48 79.  Seuss Dr. *Cat in the Hat*. (LCCN: 56005470) (ISBN-13: 978-0-3949-0001-8) Library Bound

- \$12.40 80.  Sweet, Melissa. *Balloons over Broadway: The True Story of the Puppeteer of Macy's Parade*. (LCCN: 2010-044181) (ISBN: 9780547199450) Hardcover
- \$21.17 81.  Taylor-Butler, Christine. *Insects and Spiders*. (LCCN 2013-002137) (ISBN: 978-0-531-21753-5) Library Bound
- \$11.67 82.  Taylor, Sean. *Hoot Owl, Master of Disguise*. (LCCN: 2013957281) (ISBN: 978-0-7636-7578-3) Hardcover
- \$13.13 83.  Thimmesh, Catherine. *Scaly Spotted Feathered Frilled: How Do We Know What Dinosaurs Really Looked Like?* (LCCN: 2012048466) (ISBN: 9780547991344) Trade Hardcover
- \$7.99 84.  Torres, Jennifer. *The Disappearing*. (ISBN: 9781622851737) Hardcover
- \$13.83 85.  Tubbs, Janet. *Creative Therapy for Children with Autism, AD/HD, and Asperg*. (LCCN: 2007015463) (ISBN: 9780757003004) Paperback
- \$12.40 86.  Tullet, Herve'. *Help! We Need a Title*. (LCCN: 2013944015) (ISBN: 978-0-7636-7021-4) Hardcover
- \$12.40 87.  Vaught, Susan. *Footer Davis Probably Is Crazy*. (LCCN 2014 009437) (ISBN: 9781481422765) Hardcover
- \$12.40 88.  Viorst, Judith. *And Two Boys Booed*. (LCCN: 2013007871) (ISBN: 978-0-3743-0302-0) Hardcover
- \$13.13 89.  Wallach, Tommy. *We All Looked Up*. (LCCN: 2014004565) (ISBN: 978148148775) Trade Hardcover
- \$13.13 90.  Ward, Jennifer. *Mama Built a Little Nest*. (LCCN: 2013003343) (ISBN: 9781442421165) Hardcover
- \$17.52 91.  Weir, Andy. *Martian*. (LCCN: 2013362514) (ISBN: 9780804139021) Trade Hardcover
- \$12.37 92.  Weitekamp, Margaret. *A Pluto's Secret: An Icy World's Tale of Discovery*. (LCCN: 2012033546) (ISBN: 9781419704239) Hardcover
- \$5.83 93.  White, E.B. *Charlotte's Web*. (LCCN: 52009760) (ISBN: 978-0-0644-0055-8) Paperback
- \$12.40 94.  Willems, Mo. *Don't Let the Pigeon Drive the Bus*. (LCCN: 2004296657) (ISBN-13: 978-0-7868-1988-1) Hardcover
- \$12.40 95.  Woodson, Jacqueline. *Brown Girl Dreaming*. (ISBN: 9780399252518) Hardcover
- \$13.83 96.  Woolett, Laura. *Big Top Burning*. (LCCN 2014 036121) (ISBN: 9781613731147) Hardcover
- \$12.40 97.  Winter, Jeanette. *Henri's Scissors*. (LCCN: 2012033171) (ISBN: 9781442464841) Trade Hardcover
- \$5.83 98.  Yolen, Jane. *Centaur Rising*. (LCCN-2014-015964) (ISBN: 9781250068132) Trade Hardcover
- \$18.72 99.  Yomtov, Nelson. *How to Write a Memoir*. (LCCN 2013-008074) (ISBN: 978-1-62431-188-8) Library Bound
- \$13.13 100.  Zappia, Francesca. *Made You Up*. (LCCN: 2014045003) (ISBN: 9780062290106) Trade Hardcover

B. Provide the uniform discount that would be applied to all district orders.

Please see Attachment A for a complete discount outline and Attachment B for our Category Definitions.

C. Processing costs

1. If processing costs are free, what is included?

All items listed in #2 and #3 below.

2. What is the cost per book for processing (this shall include affixed spine label, label for reading/Lexile/interest level, 2 barcodes per book affixed with protective labels, and affixed book pocket)?

Free of Charge.

3. What is the cost for affixed mylar book jacket?

Free of Charge.

3. What is the cost for affixed Kapco book cover?

\$1.99/unit.

4. What is the cost for supplying and inserting Checkpoint Security Strips?

\$.30/unit (3M or Checkpoint)

Per Questions and Answers, the application of Library-supplied RFID is available for \$.15/unit. This does not include programming or linking.

## Attachment #1

### Criteria for Web Sites

**Company:** Baker & Taylor, LLC

**Reviewer:**

**URL:** www.baker-taylor.com

1. How soon are you "timed out" of the web site?  
The site will time out after 15 minutes of no activity.
2. When printing from the web site, are you able to print all of the available information?  
Yes. By using the browser's print function, the user is able to print all the information available for a title.
3. When creating lists of titles, are you able to save a copy to your account and download a copy in PDF, Excel, and/or Word?  
Yes.
4. Are the records provided brief or detailed?  
Brief acquisition records in MARC format are available for all titles found on the Title Source web site. Full MARC records, as available from the Library of Congress, complete with the school's local requirements, are available via our Online Customer Support service web site for downloading at the time the product is shipped.
5. Are the following items provided?
  - a. Two or more reviews per title Yes. Search results may be filtered to include only those titles with reviews.
  - b. Annotations Yes. Search results may be filtered to include only those titles with annotations.
  - c. Subject areas Yes
  - d. Number of pages Yes
  - e. Type of binding Yes
  - f. Reading/Lexile level Yes
  - g. Interest level Yes
  - h. Awards Yes (Lists of award-winning titles are available)
  - i. Reading program information (Scholastic Reading Counts **and** Accelerated Reader)  
Yes

6. Can searches be conducted by, or limited to, the following criteria?
- a. Dewey range Yes
  - b. Type of binding Yes
  - c. Reading/Lexile level Yes
  - d. Interest level Yes (Accelerated Reader and Reading Counts level)
  - e. Reading program (Scholastic Reading Counts **and** Accelerated Reader)  
Yes
  - f. Awards Yes
  - g. Exact title search Yes
  - h. Series search Yes
  - i. ISBN search Yes
  - j. Author search Yes
  - k. Copyright range The copyright date is not supported as a searchable field, but users are able to search on the Publication date.
7. Can you do a **true** keyword search? (Ex: "heavy metal" vs. heavy + metal)  
Yes. Title Source offers options for advanced search using exact keyword.
8. Are you able to use the "Back" button to navigate?  
Yes.
9. Does the website provide a collection analysis feature?  
Yes.
10. Does the website provide for the emailing, forwarding, merging, and copying of created lists?  
Yes.

**Attachment #2**

**Criteria for MARC Records**

**Company:**

**Reviewer:**

Tag #	Subfield	Indicator	Description	✓ if Present
010		a	LCCN.	<input checked="" type="checkbox"/>
020		a	ISBN.	<input checked="" type="checkbox"/>
082	04	a	Dewey Classification #.	<input checked="" type="checkbox"/> *
100	1	a	Author's name,	<input checked="" type="checkbox"/>
		d	Birth/Death date, if known.	<input checked="" type="checkbox"/>
245	10	a	Title /	<input checked="" type="checkbox"/>
		b	Remainder of title	<input checked="" type="checkbox"/>
		c	Statement of responsibility.	<input checked="" type="checkbox"/>
		n	book numeral.	<input checked="" type="checkbox"/> *
		n	Series Title.	<input checked="" type="checkbox"/> *
250		a	Edition.	<input checked="" type="checkbox"/>
260		a	Place of Publication :	<input checked="" type="checkbox"/>
		b	Publisher,	<input checked="" type="checkbox"/>
		c	Date of publication.	<input checked="" type="checkbox"/>
300		a	# p ;	<input checked="" type="checkbox"/>
		b	Physical details,	<input checked="" type="checkbox"/>
		c	Dimensions.	<input checked="" type="checkbox"/>
490	0	a	Series title ;	<input checked="" type="checkbox"/> *
		v	#	<input checked="" type="checkbox"/>
504		a	Bibliography note.	<input checked="" type="checkbox"/>
505	8	a	Contents note (Table of Contents) Needed if no summary is listed.	<input checked="" type="checkbox"/> *
520	8	a	Summary.	<input checked="" type="checkbox"/> *
521	0	a	Lexile level.	<input checked="" type="checkbox"/>
	2	a	Interest level.	<input checked="" type="checkbox"/>
526	0	c	Beginning reading level range	<input checked="" type="checkbox"/> *
		d	Ending reading level range	<input checked="" type="checkbox"/>
600	10	a	Personal name subject, if applicable.	<input checked="" type="checkbox"/> *
650	0	a	Topical subject.	<input checked="" type="checkbox"/> *
651	0	a	Geographical subject, if applicable.	<input checked="" type="checkbox"/> *
700	1	a	Personal name added entry, if applicable,	<input checked="" type="checkbox"/>
		d	Birth/Death dates, if known,	<input checked="" type="checkbox"/>
		e	Relator term (illustrator, editor, etc.), if applicable.	<input checked="" type="checkbox"/>

\* Please see the following page for notes and additional information.

## Attachment #2

### Criteria for MARC Records

### Additional Notes

- 082 – The 2<sup>nd</sup> indicator will be “4” when a non-LC cataloging agency has provided the Unabridged Dewey number, for example, B&T’s catalogers or a member of the PCC (Program for Cooperative Cataloging). When LC has provided the Unabridged Dewey number, the 2<sup>nd</sup> indicator will be “0” (zero).
- 245 – Per MARC format, subfield n is “number of part/section of a work”
- 490 - 490 is the only currently valid series tag in the 4XX range. Older records may contain other tags, including 400/410/411/440 tags, which are obsolete. Records may also include 800, 810, 811, or 830 series tags.
- 505 – B&T’s (& LC’s) standard practice is to use a first indicator of “0” (zero); this enables us to provide the word “Contents:” before the list of contents items for our customers who receive catalog cards. Using a first indicator of “8” would result in no print constant for these customers.
- 520 – B&T’s (& LC’s) standard practice is to use a first indicator of “ ” (blank); this enables us to provide the word “Summary:” before the summary note for our customers who receive catalog cards.
- 526 – This field is used for the study program information note; for Accelerated Reader or Reading Counts information. According to the MARC21 format, subfield \$c is for the reading level, and subfield \$d is for the title point value. An example of an AR title’s data would be:  
526 0\_ \$a Accelerated Reader AR  
\$b MG (interest level subfield = middle grades)  
\$c 6.0 (reading level subfield = 6.0, or 6<sup>th</sup> grade)  
\$d 8.0 (title point value = 8.0 points)  
\$z 14 (quiz number = #14)
- 600/650/651 – records with a Library of Congress subject heading will have a second indicator of “0”, records received with Sears subject heading will have an indicator of “7” and records with a Library of Congress juvenile subject heading will have an indicator of “1”.
- All other tags are standard practice for MARC format.