

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 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:

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

I. INVENTORY

- A. Average number of publishers stocked for the past 12 months
400
- B. Average number of titles stocked for the past 12 months
70,000
- C. Percentage of inventory geared for the K-2 school population
40%
- D. Percentage of inventory geared for the 3-5 school population
54%
- E. Percentage of inventory geared for the 6-8 school population
40%
- F. Percentage of inventory geared for the 9-12 school population
32%

II. ORDERING

- A. Selection information
 - 1. Percent of over order required (substitution list)
30%
 - 2. Average order fill rate on 1st shipment
95%

3. URL of web site. Include directions for website use, password, and user name that will be active until June 30, 2018.

website URL: www.perma-bound.com

Password: stcharlesparish

User Name: Books1234

4. Web sites will be examined against the criteria listed on Attachment #1.
5. Successful vendor shall provide each school with web site address and trial accounts. We will comply
6. No substitutions of titles, editions, or binding as ordered shall be permitted. We will comply

B. Processing Specifications We will comply with your processing specifications.

1. Processing shall include affixed spine label, label for reading/Lexile/interest level, 2 barcodes per book affixed with protective labels, and affixed book pockets.
2. Supply and insert Checkpoint Security Strips.
3. Provide samples of: Samples sent to Laura Abbey as requested.
 - a. Book pockets
 - b. Barcodes and protective labels
 - c. Reading/Lexile/Interest level labels
 - d. Spine labels
 - e. Mylar jackets for hardback books
 - f. Kapco covers for paperback books
 - g. Company bound books
4. Spine labels are to be mounted on the book spine 1 inch from the bottom of the spine.
5. Spine labels and card classification to be used:
 - a. Easy Fiction E plus 1st three letters of author's last name – all caps
 - b. Fiction FIC plus 1st three letters of

- | | | |
|----|-----------------------|---|
| | | author's last name – all caps |
| c. | Biography, Individual | 921 plus 1 st three letter of biographer's last name – all caps |
| d. | Biography, Collective | 920 plus 1 st three letters of author's last name – all caps |
| e. | Story Collection | SC plus 1 st three letters of author's last name – all caps |
| f. | Reference | REF plus Dewey classification and 1 st three letters of title or author's last name – all caps |
| g. | Graphic Novels | GN plus Dewey classification and 1 st 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 We agree. This is our normal 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 We will provide MARC Records as requested, with each order. Sample MARC records on CD have been sent to Laura Abbey.

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? **Yes**

III. CUSTOMER SERVICES

- A. Name and location of field representative

Name: Shannon Walgamotte

Address: 4009 Green Acres Road
Metairie, LA 70003

Telephone: 504-888-9288

Email: shannonw@perma-bound.com

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

Name: Angie Combs

Telephone: 800-637-6581 ext. 121

Email: angiec@perma-bound.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: Janet Stevens

Title/Position: Director of Purchasing

School District: St. Tammany Parish Public School System
Address: 321 N. Theard Street
Covington, LA 70434-0940
Telephone: 985-892-2276
Email Address: Janet.Stevens@stpsb.org

Reference #2:

Contact Person: Pat Hanisee
Title/Position: Library Supervisor
School District: Lafayette Parish School System
Address: 113 Chaplin Drive
Lafayette, LA 70508
Telephone: 337-521-7184
Email Address: jpahnisee@pssonline.com

Reference #3:

Contact Person: Helen Curol
Title/Position: Library Consultant
School District: Calcasieu Parish School District
Library Services
Address: 2423 6th St.
Lake Charles, LA 70601
Telephone: 337-217-4250
Email Address: helen.curol@cpsb.org

D. Billing/Delivery

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 1st delivery?
30 days
4. What is the estimated time frame for subsequent deliveries?
30 days after previous delivery
5. Books must be packaged and delivered to physical address of school. We will comply.
6. Shipping and handling charges are to be absorbed by vendor.
Perma-Bound does not charge for shipping or handling.

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.**

- | | |
|---------|--|
| \$14.50 | 1. <input type="checkbox"/> Adler, David. <i>Triangles</i> . (LCCN: 2012-037371) (ISBN: 9780823423781) Library Bound |
| \$16.14 | 2. <input type="checkbox"/> Aibee, Sarah. <i>Why'd They Wear That?: Fashion as the Mirror of History</i> . (ISBN: 9781426319198) Hardcover |
| \$14.53 | 3. <input type="checkbox"/> Aveyard, Victoria. <i>Red Queen (Red Queen #1)</i> . (OCLC: 906784815) (ISBN: 9780062310637) Trade Hardcover |
| \$14.53 | 4. <input type="checkbox"/> Baldacci, David. <i>Finisher</i> . (LCCN: 2013951103) (ISBN: 9780545652209) Trade Hardcover |
| \$13.72 | 5. <input type="checkbox"/> Barnett, Mac. <i>Sam & Dave Dig a Hole</i> . (LCCN: 2013955959) (ISBN: 9780763662295) Library Bound |
| \$13.72 | 6. <input type="checkbox"/> Barretta, Gene. <i>Neo Leo: The Ageless Ideas of Leonardo da Vinci</i> . (ISBN: 9780805087031) (LCCN: 2008038220) Library Bound |
| \$7.23 | 7. <input type="checkbox"/> Baum, L. Frank. <i>The Wonderful Wizard of Oz</i> (LCCN 2005-920760) (ISBN-13: 978-1-59308-221-5) Paperback |
| \$17.73 | 8. <input type="checkbox"/> Bell, Cece. <i>El Deafo</i> . (LCCN 2013-955590) (ISBN-13: 978-1-41971-020-9) Publisher's Hardcover |
| \$16.14 | 9. <input type="checkbox"/> Birdsall, Jeanne. <i>The Penderwicks in Spring</i> . (LCCN 2014-023537) (ISBN-13: 978-0-375-97077-1) Library Bound |
| \$13.72 | 10. <input type="checkbox"/> Black, Peter Jay. <i>Blackout</i> . (LCCN 2014-029078) (ISBN: 9781619635920) Hardcover |
| \$10.49 | 11. <input type="checkbox"/> Bondor-Stone, Annabeth. <i>Shivers!: The Pirate Who's Afraid of Everything</i> . (LCCN: 2014022684) (ISBN: 9780062313874) Trade Hardcover |

- N/A 12. Bradbury, Ray. *Fahrenheit 451* (Unabridged). (OCLC #48198015) (ISBN: 9780694526277) Audio Book **Out of Stock**
- \$17.76 13. Carle, Eric. *Very Hungry Caterpillar*. (LCCN: 79013202) (ISBN-13: 978-0-3992-0853-9) Library Bound
- \$13.72 14. Cassino, Mark. *The Story of Snow: The Science of Winter's Wonder*. (LCCN: 2009004368) (ISBN: 9780811868662) Hardcover
- \$13.72 15. Chin, Jason. *Gravity*. (ISBN: 9781596437173) Hardcover
- \$21.37 16. Collins, Terry. *Surprise Attack! Nickolas Flux and the Attack on Pearl Harbor*. (LCCN: 2014003942) (ISBN: 9781491402535) Library Bound
- \$23.27 17. Colson, Mary. *Australia*. (LCCN: 2011015800) (ISBN: 978432960940) Library Bound
- \$7.26 18. Dahl, Roald. *The Umbrella Man and Other Stories*. (OCLC: 54807395) (ISBN: 9780142400876) Paperback
- \$4.84 19. Davies, Nicola. *One Tiny Turtle*. (ISBN: 9781415595992) (ISBN: 9780763623111) Trade Hardcover **paperback**
- \$16.14 20. Dessen, Sarah. *Saint Anything*. (LCCN: 2014039813) (ISBN: 9780451474704) Trade Hardcover
- \$14.53 21. Dixon, Heather. *Illusionarium*. (LCCN: 2014041136) (ISBN: 9780062001054) Trade Hardcover
- \$19.90 22. Doeden, Matt. *Tools and Treasures of Ancient Rome*. (LCCN 2013-022290) (ISBN: 9781467714334) Library Bound
- \$10.49 23. Eaton, Maxwell. *The Flying Beaver Brothers and the Hot Air Baboon*. (LCCN 2013-028711) (ISBN-13: 978-0-385-75467-5) Library Bound
- \$20.19 24. Fitzgerald, F. Scott. *Tender is the Night*. (LCCN: 96015215) (ISBN: 9780684830506) Trade Hardcover
- \$13.72 25. Gavin, Rohan Knightley & Son:2 K-9. (ISBN: 9781619634947) Hardcover
- \$22.76 26. Gerber, Larry. *Getting Inked: what to expect when you get a tattoo*. (ISBN: 9781448846160) Library Bound
- \$16.35 27. Green, Sara. *LEGO*. (LCCN 2014-040189) (ISBN: 978-1-62617-208-1) Library Bound
- \$29.84 28. Gibbs, Nick. *Make Your Own Furniture Manual*. (LCCN: 2014930864) (ISBN: 9780857334909) Paperback
- \$19.37 29. Gruss, Karen. *One Red Shoe*. (LCCN 2013 437996) (ISBN: 9780987109965) Hardcover
- \$10.44 30. Gutman, Dan. *Mrs. Lane is a Pain*. (LCCN: 2013051282) (ISBN: 978-0-0621-9847-1) PreBound
- \$14.53 31. Hale, Shannon. *The Forgotten Sisters*. (ISBN: 978161963485) Hardcover
- \$14.53 32. Hall, Maggie. *Conspiracy of Us*. (LCCN: 2014015540) (ISBN: 9780399166501) Trade Hardcover
- \$13.72 33. Hautala, Beth. *Waiting for Unicorns* (ISBN: 9780525426318) Hardcover
- \$13.72 34. Henkes, Kevin. *The Year of Billy Miller*. (ISBN: 9780062268129) Hardcover

- \$15.30 35. Hendrix, John. *Shooting at the Starts: The Christmas Truce of 1914*. (LCCN 2013-029535) (ISBN:9781419711756) Publisher's Hardcover
- \$18.99 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
- \$13.72 37. Idle, Molly. *Flora and the Penguin*. (LCCN: 2013042455) (ISBN: 9781452128917) Trade Hardcover
- \$16.11 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
- \$15.33 39. Keller, Laurie. *Open Wide: Tooth School Inside*. (LCCN: 99027965) (ISBN: 9780805061925) Hardcover
- \$13,72 40. Kelly, Erin Entrada. *Blackbird Fly*. (ISBN: 9780062238610) Hardcover
- \$12.92 41. Knudsen, Michelle. *Marilyn's Monster*. (LCCN: 2014944904) (ISBN-13: 978-0-7636-6011-6) Hardcover
- \$16.15 42. Lawrence D.H. *Lady Chatterley's Lover*. (LCCN: 2011021054) (ISBN: 9780141192482) Trade Hardcover
- \$14.53 43. Lowry, Lois. *Number the Stars*. (LCCN: 2012376381) (ISBN: 9780545359450) Publisher's Hardcover
- \$18.57 44. Malchiodi, Cathy. *Art Therapy Sourcebook*. (LCCN: 2006001325) (ISBN: 9780071468275) Paperback
- \$20.85 45. Markle, Sandra. *Case of the Vanishing Little Brown Bats: A Scientific Mystery*. (LCCN: 2013030953) (ISBN: 9781467714631) Library Bound
- \$13.72 46. Martin, Ann M. *Home is the Place*. (LCCN: 2014947737) (ISBN: 978054535950) Trade Hardcover
- \$13.72 47. Miller, Jeff. *Close Encounters of the Nerd Kind*. (LCCN: 2014958871) (ISBN: 9780062272652) Trade Hard Cover
- \$33.25 48. Miller, Ron. *Cleopatra*. (LCNN 2007-050079) (ISBN: 9780791095829) Library Bound
- \$24.67 49. Morris, Neil. *Enlightenment And Revolution*. (LCNN -2009-923557) (ISBN: 9788860981783) Library Bound
- \$14.53 50. Muchamore, Robert. *Sleepwalker*. (ISBN: 9781481456630) Trade Hardcover
- \$15.33 51. Mull, Brandon. *Arcade Catastrophe*. (LCCN 2012-023506) (ISBN-13: 978-1-60907-179-0) Publisher's Hardcover
- \$14.53 52. Muth, Jon. *Hi, Koo!* (LCCN: 2012040378) (ISBN: 9780545166683) Library Bound
- \$14.53 53. Ohl, Debbie Ridpath. *Where are my Books?*.(LCCN: 2014015990) (ISBN-13: 978-1-4424-6741-5) Library Bound
- \$12.92 54. Park, Linda Sue. *Long Walk to Water: A Novel: Based on a True Story*. (ISBN: 9780547251271) Hardcover
- \$16.14 55. Parker, Jeff. *Meteor Men*. (LCCN: 2014934910) (ISBN: 9781620101513) Paperback
- \$20.15 56. Parker, Sarah Jessica. *100 Shoes : The Costume Institute/The Metropolitan Museum*. (LCCN: 2011926881) (ISBN: 978030172409) Paperback

- \$8.87 57. Pauley, Kimberly. *Ask Me.* (OCLC: 878837010) (ISBN: 9781616955311) Paperback
- \$11.30 58. Patterson, James. *Just My Rotten Luck.* (LCCN: 2014 040297) (ISBN 13: 978-0316284776) Hardcover
- \$12.11 59. Pennypacker, Sara. *Completely Clementine.* (LCCN: 2013-030583) (ISBN-13: 978-1-42312-358-3) Publisher's Hardcover
- N/A 60. Peters, Julie Anne. *Define Normal.* (ISBN: 9781478980803) Audio Books **Out of Stock**
- \$58.50 61. Peterson, Linda. *The Norton Reader: An Anthology of Nonfiction* (13th Ed). (LCCN: 2011042407) (ISBN: 9780393912180) Paperback
- \$16.14 62. Petty, Dev. *I Don't Want to be a Frog.* (LCCN: 2014012949) (ISBN-13: 978-0-3759-7334-5) Library Bound
- \$14.53 63. Polacco, Patricia. *Fiona's Lace.* (LCCN 2012-047856) (ISBN-13: 978-1-44248-724-6) Publisher's Hardcover
- \$13.72 64. Rabinowitz, Alan. *A Boy and a Jaguar.* (LCCN: 2012025531) (ISBN: 9780547875071) Hardcover
- \$24.22 65. Rosinsky, Natalie M. *Write your own Graphic Novel* (ISBN: 978075653856-9) Hardcover
- \$13.72 66. Rose, Caroline Starr. *Blue Birds.* ISBN: 9780399168109 Hardcover
- \$16.96 67. Rosenstock, Barb. *The Noisy Paint Box: The Colors and Sounds of Kandinsky's Abstract Art.* (LCCN: 2012032800 (ISBN: 9780307978493) Library Bound
- \$16.11 68. Roth, Susan. *Parrots over Puerto Rico.* (LCCN: 2012048195) (ISBN: 9781620140048) Hardcover
- \$20.15 69. Rowell, Charles Henry (ed.). *Angles of Ascent: A Norton Anthology of Contemporary African American Poetry.* (LCCN: 2011042967) (ISBN: 9780393339406) Hardcover **Paperback**
- \$5.64 70. Rylander, Chris. *Codename Zero.* (LCCN 2013 032327) (ISBN: 9780062120090) Hardcover **Paperback**
- \$14.50 71. Sandler, Martin W. *Secret Subway: The Fascinating Tale of an Amazing Feat of Engineering -* (ISBN: 9781426304620) Hardcover
- \$13.73 72. Santat, Dan. *Adventures of Beekle, The Unimaginary Friend.* (LCCN: 2013017700) (ISBN: 9780316199988) Trade Hardcover
- \$78.34 73. Shakespeare, William. *The Riverside Shakespeare* (2nd Edition). (LCCN: 96076897) (ISBN: 9780395754900) Hardcover
- \$13.72 74. Sheinkin, Steve. *Lincoln's Grave Robbers.* (ISBN: 9780545405720) Hardcover
- \$24.19 75. Shelley, Mary Woilstonecraft. *The Annotated Frankenstein.* (LCCN: 2012024171) (ISBN: 9780674055520) Trade Hardcover
- \$14.53 76. Stead, Philip C. *Special Delivery.* (LCCN: 2014009900) (ISBN-13: 978-1-5964-3931-3) Library Bound **Paperback**
- \$21.76 77. Straub, Emma. *Vacationers.* (LCCN: 2013037110) (ISBN: 9781594631573) Trade Hardcover
- \$15.33 78. Stiefvater, Maggie. *Blue Lily, Lily Blue.* (LCCN: 2014947741) (ISBN: 9780545424967) Trade Hardcover.
- \$13.11 79. Seuss Dr. *Cat in the Hat.* (LCCN: 56005470) (ISBN-13: 978-0-3949-0001-8) Library Bound

- \$13.72 80. Sweet, Melissa. *Balloons over Broadway: The True Story of the Puppeteer of Macy's Parade.* (LCCN: 2010-044181) (ISBN: 9780547199450) Hardcover
- \$23.42 81. Taylor-Butler, Christine. *Insects and Spiders.* (LCCN 2013-002137) (ISBN: 978-0-531-21753-5) Library Bound
- \$12.91 82. Taylor, Sean. *Hoot Owl, Master of Disguise.* (LCCN: 2013957281) (ISBN: 978-0-7636-7578-3) Hardcover
- \$14.53 83. Thimmes, Catherine. *Scaly Spotted Feathered Frilled: How Do We Know What Dinosaurs Really Looked Like?* (LCCN: 2012048466) (ISBN: 9780547991344) Trade Hardcover
- \$8.84 84. Torres, Jennifer. *The Disappearing.* (ISBN: 9781622851737) Hardcover Paperback
- \$15.30 85. Tubbs, Janet. *Creative Therapy for Children with Autism, AD/HD, and Asperg.* (LCCN: 2007015463) (ISBN: 9780757003004) Paperback
- \$13.72 86. Tullet, Herve'. *Help! We Need a Title.* (LCCN: 2013944015) (ISBN: 978-0-7636-7021-4) Hardcover
- \$13.72 87. Vaught, Susan. *Footer Davis Probably Is Crazy.* (LCCN 2014 009437) (ISBN: 9781481422765) Hardcover
- \$13.72 88. Viorst, Judith. *And Two Boys Booed.*(LCCN: 2013007871) (ISBN: 978-0-3743-0302-0) Hardcover
- \$14.53 89. Wallach, Tommy. *We All Looked Up.* (LCCN: 2014004565) (ISBN: 978148148775) Trade Hardcover
- \$14.50 90. Ward, Jennifer. *Mama Built a Little Nest.* (LCCN: 2013003343) (ISBN: 9781442421165) Hardcover
- \$19.38 91. Weir, Andy. *Martian.* (LCCN: 2013362514) (ISBN: 9780804139021) Trade Hardcover
- \$13.69 92. Weitekamp, Margaret. *A Pluto's Secret: An Icy World's Tale of Discovery.* (LCCN: 2012033546) (ISBN: 9781419704239) Hardcover
- \$5.54 93. White, E.B. *Charlotte's Web.* (LCCN: 52009760) (ISBN: 978-0-0644-0055-8) Paperback
- \$12.10 94. Willems, Mo. *Don't Let the Pigeon Drive the Bus.*(LCCN: 2004296657) (ISBN-13: 978-0-7868-1988-1) Hardcover
- \$13.72 95. Woodson, Jacqueline. *Brown Girl Dreaming.* (ISBN: 9780399252518) Hardcover
- \$15.30 96. Woollett, Laura. *Big Top Burning.* (LCCN 2014 036121) (ISBN: 9781613731147) Hardcover
- \$13.72 97. Winter, Jeanette. *Henri's Scissors.* (LCCN: 2012033171) (ISBN: 9781442464841) Trade Hardcover
- \$6.46 98. Yolen, Jane. *Centaur Rising.* (LCNN-2014-015964) (ISBN: 9781250068132) Trade Hardcover Paperback
- \$17.05 99. Yomtov, Nelson. *How to Write a Memoir.* (LCCN 2013-008074) (ISBN: 978-1-62431-188-8) Library Bound
- \$14.53 100. Zappia, Francesca. *Made You Up.* (LCCN: 2014045003) (ISBN: 9780062290106) Trade Hardcover

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

5% on all books.

Books in Perma-Bound catalogs and on our website (www.perma-bound.com) are pre-discounted up to 30% on all books. We offer St. Charles Parish Public Schools an additional 5% off the pre-discounted prices.

C. Processing costs

Free processing.

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

Spine label, Reading program label, 2 barcodes, protective labels, book pocket, Security Strips.

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)?

No charge

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

No charge

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

\$2.45

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

No charge