



San Mateo
County
Libraries

San Mateo County Libraries

Request for Quotation (RFQ)

For Library Materials, Collection Development Services, Shelf-Ready Cataloging and Processing

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RFQ Schedule of Events

The following RFQ schedule represents the Library's best estimate of the schedule that shall be followed. The Library reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

SCHEDULE	DATE
1. Library Issues RFQ	March 5, 2021
2. Deadline for Comments	March 19, 2021
3. Library Issues Responses to Comments	March 29, 2021
4. Deadline for Submitting a Proposal	April 9, 2021
5. Library Completes RFQ Proposal Evaluation	April 30, 2021
6. Library Issues Written Notification to All Proposers	May 7, 2021
7. Conclusion of Contract Negotiation, and Contract Signing	May 21, 2021
8. Anticipated Contract Start Date	July 1, 2021

Statement of Intent

The San Mateo County Libraries (Library) is soliciting proposals from qualified firms in response to this Request for Quotation (RFQ) for Blanket Purchase Order (P.O.) of library materials, with customized collection development services, shelf-ready cataloging and materials processing.

Vendors should submit proposals to supply the Library with print books (Monographs, Serials/Continuations) and/or audiovisual materials (CDs, DVDs, and Audiobooks) discounted from the publisher's invoice price when the invoice price is lower than the list price. Quoted price must be delivered F.O.B., San Mateo, California, USA. Invoice must reflect sales tax rate applicable to unincorporated San Mateo County.



Invoices will be sent to:

San Mateo County Libraries
125 Lessingia Ct.
San Mateo, CA 94402-4065

The proposed contract length will be for the period 07/01/21 through 06/30/22. Vendor will provide the Library with the option for two (2) two-year renewals.

San Mateo County Libraries Background

The San Mateo County Libraries is a Joint Powers Authority (JPA) serving the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the county.

The Library is comprised of 13 branch libraries and a Bookmobile serving a population of 285,000 with an annual circulation of 3.7 million. There are 1,294,013 items (498,148 physical + 795,595 digital) in the Library collection.

Rights of the Library

This RFQ is not a commitment or contract of any kind.

- The Library reserves the right to select the firm which, in the Library's opinion, will provide the most responsive and responsible services.
- The Library is not bound to award the contracts based solely on the lowest quote submitted.
- The Library reserves the sole right to evaluate the contents of proposals submitted in response to this project and to select successful vendors, if any.
- The Library reserves the right to waive any requirements of this proposal process and/or otherwise modify this RFQ when it determines that such modification is in the best interest of the Library.
- The Library reserves the right to cancel the RFQ and reject any and all quotations in whole or in part when it is in the best interest of the Library.
- The Library reserves the right to enter into agreements with multiple vendors/proposers for different portions of work as outlined in the Scope of Services.
- Library is not obligated to award a contract for the entire scope to any single vendor/proposer.
- Costs for developing the proposals are entirely the responsibility of the proposers and shall not be reimbursed.

Contract Duration

The Library intends to enter into a contract with an estimated effective period of July 1, 2021 through June 30, 2022. The vendor will give San Mateo County Libraries the option for two (2) two-year renewals under the same terms and conditions. The form of contract the prevailing proposer must be willing to execute is attached hereto as Attachment A.

Communications Regarding the RFQ

Upon release of this RFQ, all communications concerning this procurement must be directed to Sandy Wee, Library Services Manager. Unauthorized contact regarding the RFQ with other Library employees may result in disqualification.

Any written questions should be submitted by email to wee@smcl.org by the deadline specified in the RFQ Schedule of Events. The Library shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.

Proposal Submission

The criteria for evaluation of proposals are described in this RFQ. The proposal submitted by the vendor will be used to determine the applicant's capability of rendering the services to be provided. A determining factor for selection will be the applicants' ability to fully comply with all the instructions provided in this document.

Government Code Sections 6550 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFQ is a public record in its entirety. Also, all information submitted in response to this RFQ is itself a public record without exception. Submission of any materials in response to this RFQ constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the Library JPA if requested under the Public Records Act without further notice to you and, (2) you agree to indemnify and hold harmless the Library JPA for release of such information.

If the Library JPA receives a request for any portion of a document submitted in response to this RFQ, the Library JPA will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the Library reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the Library JPA and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFQ.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the Library JPA and/or its officers, agents, or employees that the Library JPA has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

Instructions for Submitting Proposals

The Library discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

- All proposals should be typewritten and have consecutively numbered pages.
- Include any exhibits, charts, or other attachments.
- Submit one (1) hard copy and one (1) electronic PDF copy on USB in a sealed package to be delivered by mail.

Please include the following information:

- **Scope of Services/Service Description:** Describe the overall services you intend to provide.
- **Organizational Background:** Describe the organization's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services.
- **Completion and Submission of Provisions A, B, C, D:** Included in this RFQ.
- **Start-up Requirements:** Describe start-up requirements and the lead-time necessary to begin providing services.
- **Contact Information:** Include principal contacts, main and local business addresses, voice and fax phone numbers, and email address.
- **References:** Include two references recently familiar with the quality and reliability of your work.

Proposal must be received by the final filing date and may be rejected after 5 p.m. on April 9, 2021. Address and deliver printed and electronic copies of the proposals to the RFQ Coordinator, Library Services Manager, Sandy Wee (wee@smcl.org).

Proposals must be mailed to:

San Mateo County Libraries
Attn: Sandy Wee
125 Lessingia Court
San Mateo, California 94402-4065

Evaluation Criteria

The evaluation of responses received will include a review for conformance to stated specifications. Only those proposals that meet or exceed the intent of the RFQ will be further evaluated. The evaluation process is designed to award the procurement not necessarily to the vendor of least cost, but rather to the vendor with the best combination of attributes based upon the evaluation criteria. Therefore, proposals are evaluated against the evaluation criteria in this RFQ and not against other proposals.

The criteria for choosing the vendor will include the following:

- Experience of the vendor to complete the work, including description of experience with similar services.
- The quality and breadth of the proposal.
- Reference checking.
- Proposed cost to provide the work/service.
- Proposer's willingness to accept the terms of our standard form of agreement, which will be used as the basis for the resulting contract.

Notification

Written notification to all Proposers will be sent by May 7, 2021.

Library Responsibilities

In order to enable a successful and timely implementation of these services, the Library is responsible for providing appropriate access to Library staff, and resources identified as essential to complete work activities.

Contract Approval

The RFQ and selection processes do not obligate the Library and do not create rights or claims of entitlement in the apparent best evaluated Proposer. Contract award shall

commence only after the contract is signed by the Vendor and by Library officials as required by Library regulations to establish a legally binding contract.

Administrative Requirements

A written Agreement using the Library's standard format (sample attached) will be finalized between the Library and Contractor containing the terms and conditions showing required material terms of the selected proposal. Proposers which cannot accept any of the terms in the sample attached agreement should explicitly note such exceptions in their proposals. Proposals will be evaluated based upon willingness to accept sample contract terms.

Scope of Services

The Library is in need of vendors to provide library materials in response to Blanket P.O.'s issued by Library for print books and audiovisual materials with customized collection development services, shelf-ready cataloging and materials processing.

Material Types

Vendors will supply the Library with the following library material types for juvenile, teen and adult audiences:

- Print books (Monographs and Serials/Continuations)
- Print Standing Orders
- World Language books
- Audiobooks/Books on CD
- CDs
- DVDs

Budget

Based upon previous years' usage and the current budget it is estimated that the Library will allocate up to the following amounts between 07/01/21 and 06/30/22:

- \$352,000 towards Adult Print (Monographs)
- \$149,000 towards Adult Print (Serials/Continuations)
- \$472,000 towards Juvenile Print (Monographs)
- \$323,800 towards Audiovisual materials (CDs, DVDs and Audiobooks)

San Mateo County Libraries is not obligated to purchase any specified quantity.

Contract Duration

The Library intends to go into contract for one (1) year with an estimated start date of July 1, 2021 up to June 30, 2022. Vendor will give San Mateo County Libraries the option for additional two (2) two-year renewals under the same terms and conditions.

Ordering and Collection Development

- The Vendor will provide customer service which includes inventory, ordering access, and supplying materials in a timely manner to the Library per specifications included in Provision A (Vendor Services).
- Additionally, the Vendor will work with Library to provide customized lists of materials for Library consideration included in Provision B (Collection Development).

- The Vendor will provide unlimited logins and multiple account access based on service specifications to be determined by the Library. If the logins and account access are limited, Vendor will identify and provide the Library with the maximum number allowed.
- The Library may submit multiple Purchase Orders (with multiple titles) on a daily or weekly basis. Orders will be transmitted electronically (EDI).

Delivery

- The Vendor is expected to ship in-stock items within 48 hours of order submittal.
- The Library expects to receive items ordered in advance of the publication date at least five (5) working days ahead of the On-Sale date when allowed by the publisher.
- The Vendor will deliver materials "shelf-ready" unless ordered otherwise.

Invoices, Packing Slips and Status Reports

- The Vendor will invoice the Library on a monthly basis covering items received during previous month. Failure of a vendor to comply with the terms and conditions stated may result in the cancellation of the Blanket P.O.
- Invoices and Packing Slips will be provided both in print and electronically.
- The Vendor will provide monthly reports for items ordered and the status of ordered items that are not immediately deliverable.

Customer Support

- The Vendor will provide the Library with contact information for a Project Manager assigned to the library account to oversee all aspects of customer care.
- The Vendor will provide Library with the list of hours that Customer Service staff is available and the communication methods by which they can be reached and response time.

Cataloging and Processing

- The Vendor will provide materials cataloged and processed to Library specifications included in Provisions C (Cataloging) & Provision D (Processing).
- The Vendor will provide full MARC records that conform to RDA standards.
- Vendor will catalog materials to Library's specifications, including customized MARC records with item level 949 fields.
- The Vendor will classify and assign call numbers based on Library's specifications, and using SMCL's FindIt!, a word-based classification system that uses a translation key for non-fiction materials.

Detailed Submittal Requirements and Cost Proposal Schedule

Vendors submitting proposals to the Library should complete the charts and supplemental questions below in Provisions A, B, C and D.

Cost shall include all labor, tools, equipment, and materials required to complete the tasks outlined in the Scope of Services.

Provision A (Vendor Services)

DESCRIPTION	YES or NO	VENDOR NOTES
Provide multiple accounts based on service specifications to be determined by the Library.		
Provide same terms to be applied to all accounts.		
Ability to place orders and receive invoices electronically utilizing EDIFACT standard.		
Vendor ability to accept electronically transmitted orders.		
Apply full discount to all titles for which the publisher provides a full discount to the vendor.		
Distribution center located in the western region of the United States or 2-day air delivery.		
Shipment from one or more secondary distribution centers with same terms applied (land delivery is acceptable).		
15 days fulfillment time from date of order to shipment for books in inventory, including those with processing as described in Provision B, C and D.		
Ability to ship in-stock items within 48 hours of order submittal.		
Ability to deliver directly to Library customers.		



DESCRIPTION	YES or NO	VENDOR NOTES
Vendor ability to provide 85% fulfillment rate on orders placed for in-print books, including those with processing as described in Provision B, C and D.		
Ability to deliver selected materials (such as paperbacks) directly to our 13 Community Libraries during Library operating hours (Monday - Friday).		
Provide electronic email notification of cancelled orders or backordered titles on a monthly basis.		
Provide electronic email notification of unfilled, delayed and direct only orders within five days of order receipt.		
Separation of invoices corresponding to single accounts (will not mix accounts on an invoice).		
Provide one original invoice and a packing list sent with the shipment.		
Provide electronic copy of packing list for each shipment.		
Ability for Library to determine cancellation cycle with guaranteed return for credit of titles shipped after cancellation.		
Project Manager assigned to library account to oversee all aspects of customer care.		
Toll free phone number and email for customer service including: invoice/billing inquiries, special orders/problems.		
Local sales representative assigned to Library, and is able to respond to inquiries in a timely manner.		



DESCRIPTION	YES or NO	VENDOR NOTES
Acceptance of returns, including but not limited to vendor error and defective material.		
Vendor pays return shipping on all accepted returns.		
Service charges will not be incurred for cancellations or returns.		
Ability for Library to assign branch locations during cataloging/processing.		

In addition to the Vendor Services requirements listed above, please respond to the items below.

1. Describe your credit procedures, i.e. procedure for accounting for credit on returned books.
2. Provide a list of publishers outside of the U.S.A. that you have supplied to United States Customers.
3. Provide a complete and current list of publishers (including the Big Five), producers and distributors with which you have supply agreements and indicate the discount. Indicate if you have exclusive distribution rights.
4. Provide a list of all publishers you charge a service fee to provide, including the amount of charge per volume.
5. Describe the environmental sustainability of your company, and your considerations for equity.
6. Indicate how Rush Orders will be handled.
7. Include samples of the following with your response:
 - a. Invoice
 - b. Packing Slip
 - c. Status Report
 - d. Error Log
 - e. Cancellation Report
8. Describe further costs, if any, to those listed above. Also include cost incentives, if any.

Provision B (Collection Development)

DESCRIPTION	YES or NO	VENDOR NOTES
Include online collection development software with sufficient logins for library needs at no extra cost.		
Provide unlimited number of logins. If logins are limited, Vendor will identify and provide the maximum number allowed at no extra cost.		
Include customized collection development services at no extra cost.		
Provide auto-ship or automatic ordering plans (E.g. star-reviewed titles, best-sellers list).		
Vendor website that provides electronic real-time web-based interface to its inventory and warehouse availability: including the ability to show quantities of items in stock; on order by warehouse location; pre-pub; out-of-stock; out of print and "apply direct" titles.		

In addition to the Collection Development requirements listed above, please respond to the items below.

1. Describe automatic purchase plans and/or customized vendor selection.
2. Describe integration with Collection HQ for Discovery and Selection of materials for:
 - a. Opening Day Collections.
 - b. Books or other materials in non-English languages.
 - c. Electronic books, downloadable audio books and other formats.
3. Describe any additional value-added services provided.



Provision C (Cataloging)

DESCRIPTION	YES or NO	VENDOR NOTES
Provide full MARC records for all items, including pre-pub materials, brief MARC not accepted.		
Ability to catalog materials to library specifications; including customized MARC records with item level 949 fields.		
Ability to directly input catalog records into the Library's ILS.		
Ability to provide customized spine label cutting instructions in an electronic order that override standard spine label cutting instructions.		
Capability to implement Library's word-based classification system.		
Ability to assign call numbers using word-based translation key (SMCL's FindIt classification system).		
Capacity to order all copies of a title at once regardless of classification system used (Dewey or word-based).		

In addition to the Cataloging requirements listed above, please respond to the items below.

1. Provide the following:
 - a. Source of MARC records.
 - b. Sample of typical MARC record.
 - c. Outline of delivery method for MARC records to customer.
2. Given Library does not accept brief MARC records, describe the cataloging process for materials without existing full MARC records.
3. Library uses a customized word-based classification system (San Mateo County Libraries' FindIt). Describe your experience working with other libraries which have implemented a word-based classification system.



Provision D (Processing)

PRINT MATERIALS PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Clear plastic jackets	Vendor		Only for hardcover books.
	Vendor encoded RFID Tag	Vendor	Inside back cover, 1/2" from spine.	
	Barcode	Vendor	Back cover, upper left, 1" from left edge and 1/2" from top edge. Placed under clear plastic jackets for hardcover books, and on top of the adhesive plastic cover for trade paperback books.	No duplicate barcodes on any materials.
	Barcode protector	Vendor	Over barcode.	Only for trade paperback books.
	Spine label	Vendor	Lower part of the spine; 1/2" from bottom edge.	Label Size: Either a 1 x 1 1/2" or 1 x 2 3/4" white label with a call number and/or cutter (See Appendix A for details).
	Spine label protector	Vendor	Over spine label.	Only for items with no clear plastic jackets and trade paperback books.
	Date Label	Vendor	1/8" from top and 1/8" from edge, placed on front flyleaf, upper right corner.	



DVD PHYSICAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Encoded RFID Tag	Vendor	Reverse of artwork	All materials
	San Mateo County Libraries Property label (Donut style)	Vendor	Center of disc	All materials
	Case transfer for single/double DVD to Nexpak SecureCase™ II, dark gray	Vendor	N/A	As needed
DVD DIGITAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Scannable Barcode	N/A	Back, upper left	All materials
	San Mateo County Libraries Logo	N/A	Back, upper right	All materials
	Loan period	N/A	Front, upper left	All materials
	Spine label	N/A	Centered, bottom on spine	All font color in black (see Appendix A for details)
	# of discs	N/A	Front, upper right	Only for 2+ disc sets
	World Language designation	N/A	Centered, bottom on spine	All World Language designated materials



CD PHYSICAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Encoded RFID Tag	Vendor	Reverse of artwork	All materials
	San Mateo County Libraries Property label with last 4 digits of barcode (Donut style)	Vendor	Center of disc	All materials
	Case transfer CD poly (black) with folded sleeve	Vendor	N/A	All single and double-disc items
CD DIGITAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Scannable Barcode	N/A	Back, upper left	All materials
	San Mateo County Libraries Logo	N/A	Back, upper right	All materials
	Spine label	N/A	Front, upper left	Size 1" x 2" (See Appendix B for details)
	# of discs	N/A	Front, upper right	Only for 2+ disc sets
	Date (2 digit mo/yr) on back of item	N/A	Back, upper right to right of logo	All materials



AUDIOBOOK PHYSICAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Encoded RFID Tag	Vendor	Reverse of artwork	All materials
	San Mateo County Libraries Property label with last 4 digits of barcode (Donut style)	Vendor	Center of disc	All materials
	Transfer to Soundsafe case	Vendor	N/A	All materials
AUDIOBOOK DIGITAL PROCESSING				
COST	DESCRIPTION	SUPPLIER	PLACEMENT	LIBRARY NOTES
	Scannable Barcode	N/A	Back, upper left	All materials
	San Mateo County Libraries Logo	N/A	Back, upper right	All materials
	Spine label	N/A	Centered, bottom on spine	All font color in black (see Appendix B for details)
	# of discs	N/A	Front, upper right	Only for 2+ disc sets
	Additional spine labels (Genre, etc.)	N/A	Centered, bottom on spine	Only for items that meet spec criteria (see Appendix C for details)



ADDITIONAL STICKERS INCLUDED, BUT ARE NOT LIMITED TO THE FOLLOWING: (See Appendix C for list of stickers by collections)			
COST	DESCRIPTION	SUPPLIER	PLACEMENT / LIBRARY NOTES
	MYSTERY	Library	Affixed to spine above the call number, and <u>UNDER</u> the spine label protector/clear plastic jacket.
	SCIENCE FICTION	Library	Affixed to spine above the call number, and <u>UNDER</u> the spine label.
	YOUNG ADULT	Library	Affixed to spine above the call number, and <u>UNDER</u> the spine label protector/clear plastic jacket.
	NEW	Library	Placement: Centered on spine, below the call number, as close to bottom of spine as possible and <u>OVER</u> the spine label protector/clear plastic jacket.
	WORLD LANGUAGE (various)	Library	Affixed to spine above the call number, and <u>UNDER</u> the spine label protector/clear plastic jacket.

ACCOMPANYING PROCESSING MATERIALS, BUT ARE NOT LIMITED TO THE FOLLOWING:			
COST	DESCRIPTION	SUPPLIER	PLACEMENT / LIBRARY NOTES
	HUB Label with last 5 digits of the barcode	Vendor	Attach to any CDs or DVDs.
	Clear CD/DVD pocket	Vendor	Use only if item not attached then, place on inside back cover, centered, if pertinent information is on inside back cover, move to back flyleaf or back of last page. DO NOT overlap with RFID tag.
	Copy of spine label	Vendor	Attach to front, upper left corner of all maps and/or patterns, place ¼" from top edge.
	Look For! label	Library	Apply to upper left corner, to right of barcode; fill in only pertinent fields



In addition to the Processing requirements listed above, please respond to the items below.

1. Books in hardcover and paperback bindings with specified processing will be supplied at the publishers invoiced price less the following discounts:

BINDING	DISCOUNT	DESCRIBE FURTHER COST (IF ANY)
Trade hardcover		
Trade paperback		
Mass paperback		
Short discount		
MARC records (per title)		
Net titles plus any service charge per volume		

2. Describe if you offer any, environmentally friendly or suitable alternative to adhesive or clear plastic covers/jackets, and the cost in comparison.



Appendix A: Spine and Call Number Details

Adult Print Books	<ul style="list-style-type: none">• Azo Sans, bold 14-point type, all CAPS.• Labels: 1 x 1½" or 1 x 2 ¾", white• The FindIt! call numbers can wrap around the edges of the book a bit, as long as it is still legible. If the standard stacked spine label wraps too much, it is preferred to turn the standard stacked label sideways with the first and second lines most visible.• Placed flush with the spine's bottom edge, under the plastic jacket, following customer instructions.• Omit articles (a, an, the) and punctuation.• Spell out numbers and exponents.• Large Type Fiction: LT + three letter main entry cutter
Juvenile Print Books	<ul style="list-style-type: none">• Azo Sans, bold 14-point type, all CAPS.• Labels: 1 x 1½" or 1 x 2 ¾", white• For non-fiction labels (using FindIt! system), if full spine label detail does not fit on one line continue on line• Characters will not wrap to the next line mid-word.• Fiction call numbers that do not fit on the spine horizontally (without wrapping) are placed vertically.• Place labels flush with the spine's bottom edge, under the plastic jacket, following customer instructions.• Omit articles (a, an, the) and punctuation.• Spell out numbers and exponents.• Cutter books with a three-letter cutter by main entry except when main entry is less than three letters or per Library exceptions list.• JE on a 1 x .5" yellow label + three letter main entry cutter.• J on a 1 x .5" white label + three letter main entry cutter.• Juvenile Series cutter by first three letters of series title.
CDs	<ul style="list-style-type: none">• Arial, bold 12-point type• Three lines (see sample below):<ol style="list-style-type: none">a. GENRE - ALL CAPSb. Artist (or title if applicable)c. Title continued



	<ul style="list-style-type: none">• All call numbers are placed on the front of the artwork, top left next to spine
DVDs, Audiobooks	<ul style="list-style-type: none">• All call numbers must fit on the spine without wrapping so that the entire call number is always visible Those that do not fit on the spine horizontally (without wrapping) are placed vertically.• Placed flush with the spine's bottom edge.• Omit punctuation.• Spell out numbers and exponents.• Cutter with a three-letter cutter by main entry except when main entry is less than three letters.



Appendix B: Call Number Samples

TYPE	EXAMPLE	NOTES
Adult Books (fiction)	WHI	WHI - Arial, Bold, Size 14 font
Adult Books (non-fiction)	HISTORY US GOVERN	WHI - Arial, Bold, Size 14 font Classified using FindIt! call numbers.
Juvenile Picture Books	STORIES	Classified using FindIt! call numbers.
Adult DVD	WHI	WHI - Arial, Bold, Size 14 font
Juvenile DVD, Print Books	J WHI	J - Arial, Bold, Size 14 font WHI - Arial, Bold, Size 14 font
Adult DVD World Lang.	RUS WHI	RUS - Arial, Bold, Size 14 font WHI - Arial, Bold, Size 14 font
Adult Audiobook	WHI	WHI - Arial, Bold, Size 14 font
Juvenile Audiobook	J WHI	J - Arial, Bold, Size 20 font WHI - Arial, Bold, Size 14 font
Juvenile Easy Reader Audiobook, Print Books	JE SCR	JE - Arial, Bold, Size 16 font, Highlighted yellow SCR - Arial, Bold, Size 14 font
Spanish Adult Audiobook, Print Books	SP PIC	SP - Arial, Bold, Size 16 font, Highlighted yellow PIC - Arial, Bold, Size 14 font
Spanish Juvenile Audiobook, Print Books	SP J LON	SP - Arial, Bold, Size 16 font, Highlighted yellow J - Arial, Bold, Size 16 font LON - Arial, Bold, Size 14 font

Appendix C: Additional Stickers

ADDITIONAL STICKERS / GENRE LABELS		
ADULT	YA	JUVENILE
NEW	YOUNG ADULT	FANTASY
MYSTERY	GRAPHIC NOVEL	HISTORICAL FICTION
ROMANCE	SPANISH (YELLOW)	MYSTERY
SCIENCE FICTION		SCIENCE FICTION
GRAPHIC NOVEL		GRAPHIC NOVEL
SP - SPANISH (YELLOW)		HOLIDAY (various)
BL - BILINGUAL		JE - JUVENILE EASY
LIBRARY USE ONLY (REFERENCE)		SP - SPANISH (YELLOW)
WORLD LANGUAGE (various)		BL - BILINGUAL
		WORLD LANGUAGE (various)
		LIBRARY USE ONLY (REFERENCE)
<p>Juvenile Materials Holidays List: 4th of July, Lunar New Year, Christmas, Cinco de Mayo, Day of the Dead, Easter, Halloween, Hanukkah, Kwanzaa, Passover, St. Patrick's, Thanksgiving, Valentine's. – Vendor supplied. Library only provides to World Languages vendors.</p>		

Sample genre labels/stickers	  
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<p>Sample FindIt! JP Call Number Labels</p>	<table><tr><td data-bbox="630 289 699 373"></td><td data-bbox="743 317 878 352">ANIMALS</td><td data-bbox="922 296 998 373"></td></tr><tr><td data-bbox="646 468 711 541"></td><td data-bbox="735 489 906 525">EXPERIENCES</td><td data-bbox="927 468 998 541"></td></tr><tr><td data-bbox="630 636 695 716"></td><td data-bbox="751 657 873 693">STORIES</td><td data-bbox="922 636 998 716"></td></tr></table>		ANIMALS			EXPERIENCES			STORIES	
	ANIMALS									
	EXPERIENCES									
	STORIES									



Attachment A: Sample Agreement

Agreement Number: **XXXXX-XX-XXXX**

THIS AGREEMENT, made and entered into this _____ day of _____, by and between **VENDOR NAME**, hereinafter called "Contractor", and San Mateo County Libraries, 125 Lessingia Court, San Mateo, CA 94402, hereinafter called "Library."

IT IS AGREED that the Contractor for and in consideration of the covenants, conditions, agreements and stipulations of the Library hereinafter expressed does hereby agree to furnish to the Library services and materials as follows and/or as described on exhibits attached to and incorporated herein and thereby made part of this Agreement.

Contractor will provide to the Library the following materials and/or services: See Exhibit A.

CONTRACT PERIOD will be from **DATE** to **DATE** unless terminated earlier under the terms of the Agreement. The Agreement for services as described in Exhibit A is for a **SPELL OUT NUMBER (#)** month period.

COMPENSATION AND PAYMENT SCHEDULE: The Library will pay Contractor for materials and services as described in Exhibit A and Exhibit B and upon receipt of approval of invoices when submitted. The Library will pay Contractor for services performed herein a total of **SPELL OUT NUMBER** dollars and **SPELL OUT NUMBER** cents (**\$X**) for **DATE** to **DATE**. Library reserves the right to withhold payment if the Library determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed **\$X**.

Payments are sent to:

VENDOR NAME
VENDOR ADDRESS

Invoices are to be submitted to:

San Mateo County Libraries
ATTN: Sandy Wee
125 Lessingia Court
San Mateo, CA 94402

ADDITIONAL PROVISIONS set forth on pages 2-3 and Exhibits A and B hereof constitutes a part of this Agreement.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

CONTRACTOR

SAN MATEO COUNTY LIBRARIES JPA

Contractor Signature/ Date

Library Director Signature/ Date

Contractor Tax I.D. Number

Library JPA Governing Board Chair

Address

ADDITIONAL PROVISIONS

1. Contractor agrees that the work/services performed under this Agreement are performed as an independent Contractor and that its officers and employees do not become employees of the Library nor are they entitled to any of the rights, privileges, powers or advantages of Library employees.
2. Contractor shall indemnify and defend Library, its officers and employees from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this Agreement, including but not limited to those resulting from the concurrent negligence of Library, its officers or employees.
3. Contractor agrees and understands that the Library does not provide Workers' Compensation Insurance to, or on behalf of, the Contractor for the work/services to be performed and that the Library will not withhold Federal or State Income Taxes from monies due the Contractor for work/services performed, but that said taxes are the sole responsibility of Contractor. Contractor shall provide necessary Workers' Compensation Insurance at Contractor's own cost and expense.
4. The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by himself/herself or by any subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than \$1,000,000. All contractors performing work/services with the County Library must have a minimum of \$1,000,000 general liability insurance, \$1,000,000 auto insurance, and statutory workers' compensation insurance, and the County Library must be named as an additional insured by insurer-issued written endorsement, a copy of which shall be provided to the Director of Library Services prior to initiation of work by contractor. Carrier's liability insurance at \$0.60 per pound, per item will also be provided.
5. Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of Library, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.
6. Library may, at any time from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the Library, by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty (30) days from notice. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the Library and shall be promptly delivered to the Library. In the event of termination, Contractor shall be paid for all work satisfactorily performed until termination, except where the Library determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.
7. Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
8. No alteration or variation of terms of this agreement shall be valid unless made in writing and signed by both parties hereto.
9. No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this Agreement on account of their race, creed, color, sex, sexual orientation, age, disability or national origin. Contractor shall ensure full equal employment opportunity for all employees under this Agreement.
10. Contractor shall maintain all records related to this Agreement for no less than three (3) years after the Library makes final payment or after termination of this contract and all other pending matters are closed. All records shall be subject to the examination and/or audit by agents of the Library, the State of California and/or Federal grantor agencies.
11. This Agreement, including Exhibit "A" and Exhibit "B" attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the Library Director. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. This Agreement, or facsimile proposal of the Agreement, constitutes the entire Agreement between Library and Contractor. Further, liability referenced to in section 4 is limited to Contractor's negligence during the Contractor's performance under this contract.
12. This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of San Mateo. Provided, however, any dispute between the parties regarding their respective rights and duties hereunder shall be resolved through binding arbitration pursuant to Code of Civil Procedure section 1280 et seq., with the non-prevailing party responsible for the arbitrator's fee but in all other respects with each party bearing its own costs and attorneys fees.



Exhibit A
Scope of Work

VENDOR NAME/PROJECT

[INSERT VENDOR TERMS/SCOPE HERE]

Exhibit B Payment Schedule

VENDOR NAME/PROJECT

In consideration of the services provided by Contractor in Exhibit A, Library shall pay Contractor based on the following:

Term	Payment
Date	\$X
Date	\$X

In no event shall the total payment for services under this Agreement exceed **SPELL OUT NUMBER** dollars and **SPELL OUT NUMBER** cents (**\$X**). The Library shall pay the Contractor within thirty (30) working days following receipt and approval of the invoice. Additional services will be provided only upon prior approval from the Library.