



April 25, 2022

San Mateo County Libraries Request for Quotation (RFQ) for Library Materials Response to Questions.

San Mateo County Libraries 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. In cases where similar questions were submitted by multiple firms, the Library has listed and responded to these questions once.

Question 1: I have some questions, particularly focused on provision of shelf ready services and procedures for completing the RFQ.

Response 1: Questions were not identified.

Question 2: In the Provision D DVD and CD processing part, is there a digital processing missing? The one for DVD and CD cover.

Response 2: Yes, please see attachment 1 (below).

Question 3: On page 11, Detailed Submittal Requirements - If a vendor answers 'no' to any one description, does that automatically disqualify them?

Response 3: Answering "no" to any of the descriptions does not disqualify vendors.

Question 4: For Chinese print book, CD, etc. does not specify any quantity. How do we quote?

Response 4: Quantity is not specified, because the RFQ is for Blanket Purchase Order of library materials (see page 3 of the RFQ document), and San Mateo County Libraries is not obligated to purchase any specified quantity (see page 9).

Question 5: According to current situation the fastest lead time will be 2 weeks. Is that acceptable to you?

Response 5: Yes, this is acceptable.

Question 6: ***Apply full discount to all titles for which the publisher provides a full discount to the vendor.*** For the foreign language books, we do not work directly with the publishers. We supply the books from over 100 publishers from around the world. We work with consolidators who are able to collect the books from the various publishers for us. We cannot give you the publishers price for the books. Also, the cost of shipping from overseas has increased. It is now most costly than the



book cost. We can give a discount to the Library from our retail price for the book. Is this acceptable?

Response 6: Yes, this is acceptable.

Question 7: ***Distribution center located in the western region of the United States or 2-day air delivery.*** We are located in Michigan. We use UPS as our courier. It usually takes about 5 business days from when the books are shipped to them arriving your library system in California. Is 2-day air delivery required?

Response 7: No, 2-day air delivery is not required.

Question 8: ***15 days fulfillment time from date of order to shipment for books in inventory, including those with processing as described in Provisions B, C and D.*** The cataloging and processing of books takes some time. Also, some of the books that are in stock will need to be bound. Is the 15 days fulfillment time a strict time frame?

Response 8: We are open to a longer fulfillment time, if within a reasonable time frame.

Question 9: ***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.*** Could you explain what you are looking for? Are you looking for a discount that we will give the library for each publisher, producer and distributor we use?

Response 9: Yes, provide discount information per publisher, if applicable.

Question 10: ***Provide a list of all publishers you charge a service fee to provide, including the amount of charge per volume.***

We have a pricing system for every language we provide. We do not have a service charge per publisher. Can you explain what you are looking for?

Response 10: Yes, provide additional charges per publisher, if applicable.



Attachment 1: Corrected Provision D for DVD and CD Processing

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