



San Mateo  
County  
Libraries

**San Mateo County Libraries**  
REQUEST FOR PROPOSALS

FOR

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

Release date: May 4, 2026

Responses due: May 25, 2026 by 5:00 p.m (Pacific time)

# SAN MATEO COUNTY LIBRARIES

## REQUEST FOR PROPOSALS

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

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## **Statement of Intent**

San Mateo County Libraries Joint Powers Authority ("Library JPA" or "Library" or "San Mateo County Libraries") seeks proposals from qualified firms in response to this Request for Proposals for Quotation (RFP) 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), audiovisual materials (CDs, DVDs, video games, and Audiobooks), and/or other library materials discounted from the publisher's invoice price when the invoice price is lower than the list price. Quoted price must include delivery F.O.B., San Mateo, California, USA. Invoice must reflect sales tax rate applicable to unincorporated San Mateo County.

Invoices will be sent either by mail or email to:

San Mateo County Libraries  
125 Lessingia Ct.  
San Mateo, CA 94402-4065  
[access@smcl.org](mailto:access@smcl.org)

The anticipated contract term will be from July 1, 2026 through June 30, 2027, the Library having the option to extend for two renewal terms of one year each (i.e., for an additional two years in total).

## **Nature of Services Required**

San Mateo County Libraries seeks proposals to meet the scope of services and deliverables listed below, which include providing print books and audiovisual materials in response to Blanket Purchase Orders (P.O.s), along with customized collection development services. Although the Library may request shelf-ready cataloging and materials processing as part of the overall scope of services, the ability to provide these services is not a condition of eligibility and will not disqualify vendors from submitting a proposal.

## **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
- Video Games

## **Budget**

Based on previous years' usage and the current budget, the Library projects allocating up to the following amounts between July 1, 2026 and June 30, 2027:

- \$600,000 for Adult Print (Monographs)
- \$185,000 for Adult Print (Serials/Continuations)
- \$850,000 for Juvenile Print (Monographs)
- \$150,000 for Audiovisual materials (CDs, DVDs, Video Games and Audiobooks)

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

## **Ordering and Collection Development**

- The Vendor will provide high-quality customer service with a wide inventory, including a robust and diverse selection, streamlined ordering access, and timely delivery of materials to the Library in accordance with the specifications outlined 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 to a selection and ordering platform 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 (EDIFACT if applicable).

## **Delivery**

- The Vendor is expected to ship in-stock items within 48 hours of order submittal when no cataloging and/or processing is necessary.

- 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 monthly, at a minimum, covering items received during the previous month. Failure of a vendor to comply with the terms and conditions stated may result in the cancellation of the Blanket P.O in compliance with the provisions for termination established in the eventual contract.
- The vendor will provide invoices and packing slips by mail or email.
- 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 the Library with the 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) and Provision D (Processing).
- The Vendor will provide full MARC ([Machine-Readable Cataloging](#)) records that conform to Resource Description Access standards ([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 San Mateo County Libraries’ FindIt!, a word-based classification system that uses a translation key for non-fiction materials and juvenile picture books.

## **Other Background**

San Mateo County Libraries was established by the Board of Supervisors in 1912 under the authority of the California County Free Library Law of 1911. In 1999, the Library Joint Powers Authority was established. The Library JPA is a separate, independent entity with its own Governing Board, consisting of elected officials from each member.

The Library operates thirteen libraries in the communities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, North Fair Oaks, Pacifica, Portola Valley, San Carlos, and Woodside. Approximately 274,000 people live within the boundaries of our legal taxing district which covers 351 square miles.

Our Strategic Plan 2025-2030, developed through a year-long effort to ensure robust, thorough and broad-based community engagement, reflects our commitment to evolving alongside our communities, building on existing strengths while identifying areas for growth.

Our Vision: Where community grows and thrives

Our Mission: Together, we build meaningful connections and inspire lifelong curiosity

San Mateo County Libraries is able to deliver high quality library services in a cost effective and efficient manner through the careful distribution of resources. Internal economies of scale are achieved because support activities are centralized and shared. The Library's fiscal year begins on July 1 and ends on June 30. More detailed information about the Library JPA can be found on our webpage at [smcl.org](http://smcl.org).

## **Request for Proposals Schedule of Events**

The Request for Proposals (RFP) schedule represents the best estimate of the timeline that shall be followed. The Library reserves the right, at its sole discretion to adjust this schedule as it deems necessary.

1.	Library Issues RFP	May 4, 2026
2.	Deadline for Questions and Comments	May 11, 2026
3.	Library Issues Responses to Questions and Comments	May 18, 2026
4.	Deadline for Submitting a Proposal	May 25, 2026 at 5 p.m. (Pacific time)

5.	Library Completes RFP Proposal Evaluation	June 12, 2026
6.	Anticipated Contract Start Date	July 1, 2026

**Contract Duration**

The Library JPA intends to enter into a one-year (1) year contract beginning July 1, 2026. Providing that both parties agree, this Agreement can be extended for two renewal terms of one year each (i.e., for an additional two years in total), under the same terms and conditions. Said renewals shall be upon written letter agreement signed by the Contractor and the Library Director. The form of contract the prevailing proposer must be willing to execute is attached hereto as Attachment A.

**Submitting a Project Proposal**

This RFP seeks proposals from any and all interested and qualified proposers. Proposers must be able to show that they are capable of performing the services requested, though the library will not exclude any vendor solely based on an inability to satisfy every requirement. Relevant evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined at the sole discretion of the Library JPA. The Library JPA reserves the sole right to evaluate the contents of proposals submitted in response to this RFP and to select a contractor, if any.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and posted to the website (**smcl.org**). It is the responsibility of each proposer to check the website (**smcl.org**) for changes and/or clarifications to the RFP prior to submitting a response. A proposer's failure to do so will not provide a ground for protest.

Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Library or otherwise reimbursed by the Library. The RFP and all materials submitted in response to this RFP will become the property of the Library.

Project proposals must be received by San Mateo County Libraries by May 25, 2026 at 5 p.m. (Pacific time). Please refer to "Proposal Submission Requirements" for additional instruction. Proposals should be delivered via email to Francis Hebert, Access Services Managers, [hebertf@smcl.org](mailto:hebertf@smcl.org).

Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of the Library, as determined at the sole discretion of the Library.

### **Communication Regarding the RFP**

Upon release, all communications concerning this RFP must be directed to Francis Hebert, the RFP Coordinator. Unauthorized contact regarding the RFP with other Library employees may result in disqualification. Written comments and/or questions should be submitted by email to [hebertf@smcl.org](mailto:hebertf@smcl.org) by May 11, 2026. The Library shall respond in writing and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. Responses will be posted on the Library's website ([smcl.org](http://smcl.org)) by May 18, 2026.

### **Contract Award Not Guaranteed**

The RFP and selection processes do not obligate the Library JPA and do not create any rights or claims of entitlement with respect to any proposer. Contract award shall commence only after the contract is signed by the Contractor and Library officials as required to establish a legally binding contract.

### **Public Records Act**

Government Code Sections 7920.000 *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 member of the public 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 RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP 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 receives a request for any portion of a document submitted in response to this RFP, the Library 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 related case law, the Library JPA and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

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.

### **Proposal Evaluation**

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the Library may require a proposer's representative to answer specific questions orally and/or in writing. The most qualified individual or firm will be selected based on the overall strength of each proposal. The evaluation is not restricted to considerations of any single factor, such as cost. The Library reserves the right to negotiate with any provider in working to finalize an agreement. Refusal to engage in prompt negotiations, or refusal to negotiate in good faith, may result in Library JPA selection of a different proposer, at Library's sole discretion.

The criteria used in the evaluation will include the following:

- Qualifications and experience, including capability and experience of key personnel and experience with other public agencies to provide similar services in the State of California
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- History of successfully managing other contracts with public agencies, County Free Libraries and Joint Powers Authorities
- Ability to meet any required timelines and other requirements
- Cost to the Library JPA for the primary services described by this RFP
- References
- Proposer's willingness to accept the terms of our standard form of agreement, which will be used as the basis for the resulting contract.

Inaccuracy of any information supplied within a proposal or other errors may constitute grounds for rejection of the proposal. However, the Library JPA may, at its sole discretion, correct errors or contact a proposer for clarification.

Note that the Library JPA reserves the right to evaluate proposals solely based on each vendor's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the Library JPA. The evaluation team will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology unless doing so is in the Library JPA's best interest. You may submit additional materials or reference on-line information in your proposal if you wish, but these will not necessarily be considered during the proposal evaluation process.

### **Notice to Proposers**

The Library is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the Library will notify

those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the Library.

### **Protest Process**

If a proposer desires to protest the selection decision, the proposer must submit by email a written protest within five (5) business days after the delivery of the notice about the decision. Protests received after the deadline will not be accepted. Protests must be in writing and must state all the specific ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest.

The RFP Coordinator will respond to a protest within ten (10) business days of receiving it. The decision of the RFP Coordinator will be final. The protest letter must be sent by email to: Francis Hebert, Access Services Manager, [hebertf@smcl.org](mailto:hebertf@smcl.org).

### **Administrative Requirements**

A written Agreement using the Library's standard template (sample attached) showing required material terms will be finalized between the Library and Contractor containing the terms and conditions of the selected proposal between the two parties. Proposers that 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.

### **Proposal Submission Requirements**

All proposals prepared should have consecutively numbered pages, including any exhibits, charts, or other attachments. For more information on the scope of services required, refer to the information included the section titled "Nature of Services Required" and the provisions in the section titled "Detailed Submittal Requirements and Cost Proposal Schedule".

Provide a one-page cover letter on your letterhead which includes the address, phone numbers, and e-mail address of the contact person or persons and an indication of who is authorized to represent the

proposer in negotiations. Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

The proposer should include all information that it feels will enable the Library to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal.

Please ensure that your proposal uses the following sections:

### **Section 1 Proposer Qualifications and Experience:**

All respondents must provide the following information and should disclose the office, location, and staff that will be providing services to San Mateo County Libraries:

- Affirmation that the office has successfully completed two or more engagements of similar agencies such as governments or libraries. List two of the agencies where similar services were performed by the proposer. Include a list of proposer staff that provided the services and a short description of the services provided.
- Proposals shall include a statement by the firm as to its plans and commitments regarding continuity of personnel. The Library reserves the right to request replacement of any members of the consultant's team prior to and during the course of the contract if circumstances warrant, and similarly, the Library requests that it be notified, in advance, of any changes made by the consultant concerning the make-up of the consultant's team after work has begun.
- Provide information regarding the number, qualifications, experience and training of specific staff to be assigned to this work.

### **Section 2 Specific Approach**

Provide the following information on the proposer's approach:

- Provide a straightforward, concise description of the consultant's capabilities to satisfy the

requirements of the RFP.

- Submit a work plan with a timeline to accomplish the scope of the RFP. The work plan should include time estimates for each significant segment of the work and the level of staff to be assigned. Where possible, individuals should be named and their titles provided. The work plan should list outcomes to be accomplished.
- Provide a submission with the following requirements as well as a cost proposal schedule. Vendors submitting proposals to the Library must complete the charts and supplemental questions below in Provisions A, B, C, and D, but the vendor may note non-applicable to questions within provisions as necessary will be accepted as responsive. The 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
Ability to provide multiple accounts in accordance with service specifications established by the Library.		
Provide same terms to be applied to all accounts.		
Ability for the library to place orders and receive invoices electronically using the EDIFACT standard.		
Ability for the vendor 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 and/or fulfillment from a U.S. distribution center capable of timely delivery.		
Shipment from one (1) or more secondary distribution centers under the same terms, using ground delivery as appropriate.		
15 days fulfillment time from date of order to shipment for items in inventory, including those with processing as described in Provisions B, C, and D.		
Ability to ship in-stock items within 48 hours of order submittal.		
Ability to deliver directly to Library locations when needed.		
Ability to provide 85% fulfillment rate on orders placed for items in various formats, including books and audiovisual items 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).		
Send electronic email notification to access@smcl.org for cancelled orders or backordered titles on a monthly basis.		
Send electronic email notification to access@smcl.org for unfilled, delayed and direct only orders within five days of order receipt.		
Separation of billing by account, with one account only per invoice. Various accounts will be set up		

based on shipping information, title characteristics such as intended audience, and special projects.		
Provide one (1) original invoice and one (1) packing list, either in print or via email or FTP.		
Library determined cancellation cycle, including guaranteed return for credit of any titles shipped after cancellation.		
Account Manager assigned to the Library to oversee all aspects of customer care.		
Toll free phone number and email for customer service, including Invoice/billing inquiries, special orders and projects, problems and proposed improvements.		
Local sales representative assigned to Library, and able to respond to inquiries in a timely manner (specify hours/days in vendor notes).		
Acceptance of returned items, including but not limited to vendor error and defective materials.		
Vendor pays return shipping on all accepted return shipments.		
Service charges will not be incurred for cancellations or returned items.		
Ability for Library to assign locations for each item during the selection process.		

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 items.
2. Provide information about your inventory of foreign language books (i.e., materials in languages other than English), including the countries or regions where your publishing partners are headquartered. Describe any options you offer for selecting titles from specific geographic areas, if applicable.
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. If applicable, provide a list of all publishers you charge a service fee to provide, including the amount charged per volume.
5. Describe your organization's sustainability and equity practices as they relate to the sourcing, production, distribution, and fulfillment of print and/or audiovisual materials.
6. Describe your process for fulfilling expedited or time sensitive purchase requests for print and audiovisual materials, including typical turnaround times and any associated fees.
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 platform with sufficient logins for library needs at no extra cost. Provide real-time availability metrics for items in stock, on order, backordered.		
Include customized collection development services at no extra cost.		
Vendors must clearly flag titles containing AI generated or AI assisted content, including translations, to enable the Library to identify and evaluate these materials.		

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

1. Describe standing order plans and/or customized vendor selection.
2. If applicable, describe integration with [LibraryIQ, a platform that the Library uses to track circulation trends and patron engagement](#), for Discovery and Selection of materials for:
  - a. Opening Day Collections.
  - b. Books or other materials in non-English languages.
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.		
Ability to catalog materials to library specifications; including customized MARC records with item level 949 fields.		
Ability to directly upload catalog records into the Library's ILS or provide MARC record files that include an OCN number (OCLC) .		
Ability to submit customized spine label cutter instructions electronically (including "FindIt" classification system) that override standard cutter instructions.		
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 full MARC record.
  - c. Outline of delivery method for MARC records to customers.
  
2. Given that the Library typically does not accept brief MARC records, describe the cataloging process for materials for which a full MARC record does not exist.
  
3. The Library uses a customized word-based classification system (San Mateo County Libraries' FindIt). Describe your experience working with other libraries that 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.
	Laminate	Vendor		Only for paperback books.
	Vendor encoded RFID Tag	Vendor	Inside back cover, ½" from spine.	
	Barcode	Vendor	Back cover, upper left, 1" from left edge and ½" 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; 1/16" rom bottom edge.	Label Size: Either a 1 x 1½" or 1 x 2 ¾" white label with a call number and/or cutter.
	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.	

<b>DVD PHYSICAL PROCESSING</b>				
<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT</b>	<b>LIBRARY NOTES</b>
	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
<b>DVD DIGITAL PROCESSING</b>				
<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT</b>	<b>LIBRARY NOTES</b>
	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
	# 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**

<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT</b>	<b>LIBRARY NOTES</b>
	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
	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"
	# 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**

<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT</b>	<b>LIBRARY NOTES</b>
	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
	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
	# 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

**ADDITIONAL STICKERS INCLUDED, BUT ARE NOT LIMITED TO THE FOLLOWING:**

<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT / LIBRARY NOTES</b>
	MYSTERY	Library	Affixed to spine above the call number, and <u>UNDER</u> the clear plastic jacket/spine label protector.
	SCIENCE FICTION	Library	Affixed to spine above the call number, and <u>UNDER</u> the clear plastic jacket/spine label protector
	YOUNG ADULT	Library	Affixed to spine above the call number, and <u>UNDER</u> the clear plastic jacket/spine label protector.
	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:**

<b>COST</b>	<b>DESCRIPTION</b>	<b>SUPPLIER</b>	<b>PLACEMENT / LIBRARY NOTES</b>
	HUB Label with last 5 digits of the barcode	Vendor	Attach to any CDs,DVDs, or video games (if applicable).
	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 1/4" 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 publisher's 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.

**Section 3 Cost to the Library JPA for Primary Services:**

Provide a detailed explanation for all costs associated with providing the requested services. The proposal should contain all pricing information relative to performing the work as described in this RFP. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. These prices will not be considered a firm fixed contract.

Specifications	Vendor Pricing/Discounts
Detailed Discounts Offered by Format, Type, Edition (May include various editions, bindings, audiovisual materials, etc.)	
Cataloging - Brief MARC records	
Cataloging - Full MARC records	
Processing Bundle - Shelf Ready (includes all processing and cataloging in line with Library's specifications)	
Processing Bundle - Minimal (mylar/lamination, barcodes, RFID tags, other similar processing services)	
Processing Bundle - Other Vendor Specific Bundles (please specify)	

Processing components - Mylar/Book Jacketing (Hard Cover)	
Processing components - Laminate (Paperback)	
Processing components - Barcodes	
Processing components - RFID Tags (Programmed)	
Processing components - RFID Tags (Unprogrammed)	
Processing components - Property Labels	
Processing components - Property Stamps	
Processing components - Genre Labels	
Processing components - Label Protectors	
Processing components - Other Services and (please specify)	

If there is work the proposer is recommending outside of the scope of this contract, cost for those services shall be identified separately and included.

Progress payments will be made on the basis of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the cost proposal. Interim billings shall cover a period of not less than a calendar month. Please state briefly any qualifications you may have regarding your proposed fees (e.g., out of pocket expenses, fee increases, extraordinary services, etc.).

If it should become necessary for the Library to request the proposer to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Library and the Contractor signed by both parties. Any such additional work agreed to between the Library and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the proposal.

**Section 4      References:**

List at least three business references for which you have recently provided similar services, preferably from library systems or public agencies. Include contact names and phone numbers for all references provided.

**Section 5      Claims and Violations Against Your Organization:**

Please list any current violations or claims against you/your organization and those having occurred in the past five years, especially those resulting in claims or legal action against you. Similarly, please list any claims you have made against public entity clients within the past five years, and identify the entity claimed against and the outcome.

**Section 6      Statement of Compliance with Library Contractual Requirements:**

A sample of the Library's standard contract accompanies this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the Library's

standard contract. In addition, the proposer should include a statement that it will agree to have any disputes regarding any contract venued in the Superior Court for the County of San Mateo or the United States District Court for the Northern District of California. Proposals must advise the Library of any objections to any terms in the Library's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the Library will assume the proposer is prepared to sign the Library contract as-is.

Please note that the sample standard contract that accompanies this RFP is a template and does not constitute the final agreement to be prepared for the provider that is selected. Please do not attempt to insert missing information and/or complete the sample contract. Once a provider is selected, the Library will work with the selected provider to prepare a provider-specific contract using the template. However, each proposal should address the general terms of the standard contract as outlined in the accompanying template.

**Attachment A – Sample Agreement**

Agreement Number: 37000-XX-DXXX

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between XXXXXXXX, 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 X to X unless terminated earlier under the terms of the Agreement. The Agreement for services as described in Exhibit A is for a X (#) year 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 Dollar Amount (\$XX,XXX). 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 \$XX,XXX.

Payments are sent to:

- Company
- Attn.
- Address
- Address
- Phone #

Invoices are to be submitted to:

- San Mateo County Libraries
- Attn. Manager Name
- 125 Lessingia Court
- San Mateo, CA 94402
- (650) 312-5326

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

\_\_\_\_\_  
Director of Library Services Signature/ Date

\_\_\_\_\_  
Contractor Tax I.D. Number

\_\_\_\_\_  
Chair, Library JPA Governing Board Signature/ Date

\_\_\_\_\_  
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. As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage or more and providing notice to all Covered Employees and Subcontractors as required under the Ordinance. The Library has the power to audit Contractor in order to monitor compliance.
5. 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, to the extent legally required, 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.
6. 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.
7. 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.

8. Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed at Contractor's own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.
9. No alteration or variation of terms of this agreement shall be valid unless made in writing and signed by both parties hereto.
10. 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.
11. 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.
12. 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.
13. 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 Superior Court for the County of San Mateo or the United States District Court for the Northern District of California.

