

FY 2008
MARLS MATERIAL AND SUPPLY COOPERATIVE
SUMMARY OF SPECIFICATIONS SUBMITTED TO VENDORS

The FY 2008 Massachusetts Regional Library Systems (MARLS) Material and Supply Cooperative runs from July 1, 2007 to June 30, 2008. The Cooperative reserves the right to extend terms offered by each vendor for two one-year periods: July 1, 2008 to June 30, 2009 (FY 2009), July 1, 2009 to June 30, 2010 (FY 2010).

Past performance, i.e. quality of service, quality of fill rate, customer service, order status reporting, product, shipment, and length of response time to requests and turnaround time between order placing and receipt, etc. will be considered in determining if vendor is a responsible bidder.

The Cooperative assumes no business functions or responsibilities on behalf of its participants. Cooperative members are responsible for direct contact with vendors including all business transactions, ordering, invoicing, payment, status reporting, shipping, and customer service.

The Cooperative reserves the right to spend more or less than its budgeted amount during the purchasing period, although each library should make a good faith effort to spend at least 75% of the amount pledged. It is understood that the amounts pledged for each year are subject to local and state appropriation and **are not binding**.

Following are specifications particular to the type of product:

MATERIALS (books, cd's, dvd's, etc.):

1. The Cooperative is seeking the best discount for each of the categories listed on the enclosed Pledge Form. Each category will be awarded separately to a primary, secondary and tertiary vendor.
2. The Cooperative does not include encyclopedias or periodicals, computer software (with exception of CD-ROMS for consumer or home use) or any materials that require a license or items that are only available through a single source (e.g. titles from Recorded Books, National Geographic).
3. Vendors will serve all types of libraries participating in the Cooperative, i.e. public, school, academic and special.
4. Vendors for Categories will:
 - **Incur all shipping charges**
 - **Deliver F.O.B.**
 - **Fill 65% of available published materials within three weeks of receipt of order.**
 - **Respond to requests and or problems within one business day.**
 - **Provide inside delivery**
 - **Deliver materials to:**
 - Public Libraries: Deliver a minimum of once a week (inside delivery).
 - School, Special, Academic Libraries: deliver a minimum of 2 shipments per purchase order (inside delivery).
 - **Provide triplicate or multiple invoice(s) showing author or title, quantity, publisher, discount, list price, unit price and total price.**

- **Enclose an invoice or packing slip with each shipment.**
- **Provide status reports within two weeks of order for titles canceled, out of stock, or backordered, explaining the reason for cancellation.**
- **Supply librarians with requested documentation on how a discount is determined.**
- **Provide book processing options for individual libraries – USMARC/MARC 21 records or catalog card sets, mylar jackets, book pockets, spine labels, bar codes and theft detection.**
- **Provide catalogs to participants within three weeks of their request.**
- **Supply publicity or other ordering sources on new titles on a regular basis.**
- **Provide a toll-free telephone number for ordering and customer service.**
- **Designate at least one customer service representative to be the primary contact.**
- **Provide e-mail addresses of personnel that librarians will be corresponding with.**
- **Provide web site address and fax number.**
- **Within 30 days, replace or issue a full credit whenever items (regardless of processing) are received damaged, or not as ordered (i.e. pulling and filling error; different ISBN or vendor specific number than ISBN or vendor specific number used when ordering – no shipping or restocking fees will be charged).**
- **Within 6 months, replace or issue a full credit whenever items are received defective (i.e. chapter is missing, book is bound upside down, etc.). No shipping or restocking fee will be charged.**
- **Issue a full credit whenever items, regardless of processing, are received after being canceled by vendor. No shipping or stocking fee will be charged.**

Vendors shall abide by the following definitions:

TRADE - a book, usually dealing with a subject matter having broad mass appeal, produced by a commercial publisher for sale to the general public primarily through bookstores, as distinguished from a textbook edition, subscription book, or a book meant for a limited public because of its technical nature, specialized appeal, or high price.

NON-TRADE OR SHORT DISCOUNT - titles purchased from publishers where minimal or no discount is extended, as well as titles purchased from publishers on a non-returnable basis or those where prepayment is required.

QUALITY PAPERBACK EDITIONS - generally paperback materials other than the standard rack size paperback.

MASS MARKET PAPERBACK EDITIONS - standard rack size paperback.

LIBRARY BINDING - more durable than trade binding, have washable covers and are usually reinforced with cloth. These additions are usually fanned, sewn and glued to provide the greatest possible shelf life of any binding.

REINFORCED TRADE or S&L (School and Library) - single edition binding, school & library quality binding - although the binding is fanned and glued, it may not be sewn, which is typically found in the library binding edition.

PREBINDS - books given an extra-strong binding. The cover is reinforced to meet Library Binding Institute's standards* for library prebound books.

UNIVERSITY PRESS - this category would include all University Press adult and juvenile and are subject to publisher reclassification.

CONTINUATION ACCOUNTS – serials or annuals, usually reference or technical in type and either hardcover or trade quality in binding. Continuation titles can be cycled up to every nine years. The majority of titles in this sort of program are net or short discounted items.

SUPPLIES (book jackets, book cards, bar code labels, etc.)

1. The Cooperative is seeking bids, based on an estimated amount to be purchased of each, for approximately 300 items.
2. Cooperative is seeking a blanket discount for supplies listed in vendor's catalog.
3. A low bid will not be honored if vendor's product does not meet the specifications outlined in the description of the product.
4. Vendor will only bid on those items that are a regular stock item.
5. The vendor will not require a minimum dollar amount for purchases.
6. Supplies must be furnished on approval with privilege of return for credit. Vendor must replace all imperfect materials regardless of library markings. All return shipping and carrying charges are to be paid by the vendor.
7. Duplicate or multiple invoices are required showing quantity, discount, list price, unit price, and total price. Invoice or packing slip must be enclosed with each shipment.
8. Services available by means of toll-free telephone and e-mail shall be provided upon request.