



# Clayton County Public Schools

## Division of Business Services

1058 Fifth Avenue, Jonesboro, Georgia 30236 (770) 473-2700

**DR. MORCEASE J. BEASLEY**  
Superintendent of Schools

**EMMA BENTON**  
Chief Financial Officer

### **ADDENDUM # 2**

### **RFP 007-20 Book Jobber Services**

### **Solicitation Released: October 31, 2019**

Where any original item, term, or requirement is not specifically amended, voided or superseded by this addendum, it will remain in effect. This clarification is being provided to all known respondents.

1. Clayton County Public Schools (CCPS) has received questions pertaining to this RFP. The questions and their resulting answers are attached hereto.

  
\_\_\_\_\_  
**Debra B. Brewer, Esq., CPPO**  
Director, Department of Purchasing

  
\_\_\_\_\_  
Issue Date

### **ACKNOWLEDGEMENT**

**This sheet must be completed, signed, and returned with any proposal to acknowledge receipt of this Addendum. Failure to do so may result in the rejection of any proposal submitted.**

The above addendum is hereby acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

QUESTION 1: The District calendar shows there's no school the entire week of Thanksgiving. Is the District also closed all week, aka can't accept bid delivery? We want the bid to arrive before the due date, just in case. Would we need the bid to arrive by the 22<sup>nd</sup>, then?

**ANSWER** **The District will not accept any deliveries due to being closed November 25 – 29, 2019. Please ensure all proposals are delivered by the submission due date of Monday, December 2, 2019 by 3:00 p.m., EST.**

QUESTION 2: We would like more clarification on the requested sample lists. Do you want a list for all four grade bands listed or are we supposed to choose one of the four? The High Schools would not have Easy Reader books, so is it expected that we would supply lists for all four bands?

**ANSWER** **Include a list for one grade band of your choice. See Attachment A, number 1 for grade band examples.**

QUESTION 3: How large should these sample lists be?

**ANSWER** **The sample list should represent a core collection for a new media center. An enrollment of 500 may be used to guide the quantity selected. See Attachment A, number 1.**

QUESTION 4: Do you have a binding preference that we should follow?

**ANSWER** **Binding preference in order from most desirable to least desirable: guaranteed hardcover binding, library bound, publisher hardcover, paperback.**

QUESTION 5: Attachment B: Please clarify what is meant by 'Guaranteed Binding' on the chart (page 47)?

**ANSWER** **Guaranteed binding is guaranteed free of defects for the life of the book. In the event of a failed guaranteed binding, the vendor will replace the book at no cost to CCPS.**

QUESTION 6: Technical proposal items 8.2.3.8 and 8.2.3.9 These items reference a sample list of a core collection and sample list of specific emphasis collection – please clarify how this will differ from the requirements of Attachment B which is included in the Cost Proposal section?

**ANSWER** **The sample lists will be reviewed for the titles and range of topics selected. The Cost Proposal will be reviewed for examples of costs per book.**

QUESTION 7: Are the pages 50-67 of the Attachment C Draft agreement to be included with our submission or only the signature page 67?

**ANSWER**            **Attachment C, CCPS Draft Agreement is not required to be included in submitted proposals.**

QUESTION 8:        Is there specific placement for the Proposal submission form?

**ANSWER**            **No, there is not a specific placement for the Proposal Submission Form. The form must be completed in its entirety and returned with each proposal submitted.**

QUESTION 9:        We understand that multiple awards may be made, but can you give us an estimated annual budget for the project?

**ANSWER**            **This information is not provided.**

QUESTION 10:      Page 10, #2 Objective, and page 45, Attachment A, #4 and #5 mention shelf-ready services. Can you please provide more details and a list of all physical processing required, e.g. your specifications for MARC records, do you require label protectors over spine and/or barcodes?

**ANSWER**            **Free basic processing includes the specifications included in Attachment A, numbers 4 and 5. All labels must be covered with label protectors. MARC records should be in MARC21 format. Shelf-ready refers to books that can be moved from the shipping box to the shelf following the import of the MARC records.**

QUESTION 11:      Page 11, #5 Scope of Services states that Proponents must provide all services requested in the RFP. Does this mean that vendors must provide both e-books and print books, or can we bid on only providing print book collections?

**ANSWER**            **The Proponent's proposal may include only print books or a combination of print books and eBooks.**

QUESTION 12:      Page 15, # 8.2.3.8 Sample Lists:

- Do you have any binding restrictions or preferences?
- What size sample Core list do you require, e.g. how many titles or based on what size budget?
- Can we include graphic novels?
- Do you require audiobooks?

**ANSWER**            **Binding preference in order from most desirable least desirable: guaranteed hardcover binding, library bound, publisher hardcover, paperback. An enrollment of 500 may be used to guide the quantity selected. Graphic novels may be included. Audiobooks are not required but may be included.**

QUESTION 13:      Page 45, Attachment A, #1 and #2:

- Are vendors required to provide e-books, or can we provide collections for only print books, or bid only the core collection

recommendations and not on the specific emphasis recommendations?

- How often are the core collections to be created/updated? Would each list be created annually, or would you need lists created throughout the school year?
- How large – how many titles or based on what budget – do you expect the final list(s) to be?

**ANSWER**

**The Proponent’s proposal may include only print books or a combination of print books and eBooks. The vendor must be able to provide both a core collection recommendation and a specific emphasis collection recommendation in the S.T.E.M. fields. Recommendation lists may be requested by individual Media Specialists as needed. An enrollment of 500 may be used to guide the quantity selected.**

**QUESTION 14:**

Page 45, # 3. Does the District have an Integrated Library System they use to place orders, or would you prefer to place orders through the Vendor’s online system?

**ANSWER**

**The vendor’s online system will be used to generate quotations. Requisitions will be manually entered into the district’s Tyler Munis System. If the vendor has punch-out capabilities, the District will consider this option.**

**QUESTION 15:**

Page 45, #6. This section states deliveries for new libraries must arrive 60 calendar days after receipt of order. Please clarify whether this RFP is for new libraries only, or does it also include providing library services for established school libraries? Will orders be placed against the core collection list throughout the school year, or only at the beginning of the year / semester?

**ANSWER**

**As stated in Attachment A, numbers 6 and 7, this RFP is for both new libraries and existing libraries. The core collection recommendation requested in Attachment A, number 1, is a sample of what the vendor can provide. Individual media specialists will develop orders based on the needs of each school’s media collection.**

**QUESTION 16:**

Page 47 – Cost Proposal Form

- Do you require a single discount price, or can we offer discounts based on binding in the table we provide for Section B?
- In our pricing schedule, are we to list all binding types we offer and provide a discount and title example for each?

**ANSWER**

**The Cost Proposal should provide a description of discounts offered either per book or for an overall order. The pricing schedule should include the final cost of sample books.**