

MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
EDISON, NEW JERSEY 08818

SPECIAL QUOTE # 10299 - LIBRARY BOOK SERVICE

A. INTENT

These specifications are prepared for the purpose of awarding a contract for the supply of library materials. The specifications are intended to be open and non restrictive and to serve as minimum standards for the purpose of obtaining adequate participation of interested vendors, uniformity in the submission of bids, selection of the most responsible contractor to insure proper execution of this contract. The estimated dollar amount that will be spent during this contract period is \$45,000.00.

B. PERIOD OF CONTRACT

The contract shall cover the period effective July 1, 2016 through June 30, 2017. The College shall have the option to renew for an additional one year period July 1, 2017 through June 30, 2018.

C. METHOD OF AWARD

The Board of Trustees, Middlesex County College, reserves the right to reject any or all bids, and to make selections that are best suited to the requirements of the College Librarian. An award will be based on the following minimum criteria:

1. Provide library materials at a competitive pricing structure including:
 - a. Discounts from publisher's list price. A list or schedule of discounts shall be provided.
 - b. Shipping, handling, and service fees shall not be charged, except in the case of requested rush services.
2. Provide password access to vendor's own database of titles available, per-title pricing, availability, shipping information, and the ability to create individual shopping carts that can be managed by a central administrative account. The vendor shall detail any costs associated with add-on features of this database in its proposal.
3. Demonstrate ability to provide the mix of publishers and titles normally ordered by this College Library.
4. Provide a method of detecting duplicates among items being selected, items previously ordered, and/or items already owned by the Library.
5. Provide brief MARC records with order information compatible with the Library's SirsiDynix Symphony acquisitions system. Records should include a 9xx field populated with order information including purchase order number, fund, holding code, item price, and quantity. Any costs associated with the provision or customization of such MARC records shall be detailed in the vendor's proposal.

6. Provide full-text book reviews from professional journals such as *Publishers' Weekly*, *Library Journal*, *Choice*, *Booklist*, *Kirkus Reviews*, and *Doody's*. Any costs for this feature shall be detailed in the vendor's proposal.
7. Provide title-by-title invoices, showing list price and discount price.
8. Ship materials on a regular, timely basis, maintaining an average of thirty (30) days from receipt of order.
9. Returns for credit or replacement of damaged or defective items, items not ordered, and/or items deemed not appropriate shall be allowed at no cost. Vendor shall detail all return policies in its proposal.
10. Provide reports on status of orders open after sixty (60) days.
11. Do not use Out-of-Print Service.
12. Do not cover paperback books.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.