

SPOKANE COUNTY LIBRARY DISTRICT

REQUEST FOR PROPOSALS AND INSTRUCTION TO BIDDERS NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS CONTRACT February 28, 2025

INTRODUCTION AND PURPOSE

The Spokane County Library District (District) is a special purpose governmental entity and has been serving Spokane County for over 80 years with a current service population of over 313,000 residents. Established in 1943, the District is governed by a five-member Board of Trustees and operates under the laws of the state of Washington.

The purpose of this Request for Proposal (RFP) is to provide interested vendors with sufficient information and general specifications to enable them to prepare and submit bids for a non-exclusive supplier contract for provision primarily of District physical print materials. The District intends to award this contract to a single vendor.

USE OF SUB-CONTRACTORS

The use of sub-contractors, franchisees, or other non-employer employee relationships is strictly prohibited without prior written approval of the District.

ALTERNATE BIDS

Alternate bids will not be considered.

SCHEDULE OR TIMELINE

The District has set the following schedule for the bidding and selection process.

RFP issued	February 28, 2025
RFP available for pick-up	February 28, 2025 through March 28, 2025
Requests for Clarification due	March 14, 2025 at 4:00 PM PDT
Bids due	March 28, 2025 at 2:00 PM PDT
Board of Trustees Meeting	April 15, 2025
Contract start date	June 1, 2025

EXAMINATION OF SPECIFICATIONS

Bidder is expected to examine the RFP and specifications and all other instructions pertaining to the bid which will be open to the bidder's inspection. Failure to do so will be at the bidder's own risk and the bidder cannot secure relief on the plea of error in the bid.

REQUEST FOR CLARIFICATION

Requests for clarification or interpretation concerning this RFP shall be made in writing, by email to asharps@scl.d.org by 4:00 PM, Pacific Daylight Time, on the date listed within this request. All clarifications to this RFP will be communicated in writing to all bidders that have provided contact information for this purpose. No oral clarifications or interpretations will be provided to any bidder.

BID SUBMISSION REQUIREMENTS

All bids shall be submitted in duplicate (if mailed or hand delivered) and all copies should be identical. All designations and prices shall be clearly and fully set forth in the bid and shall include the following.

- Proposal Response Letter/Cover Letter
 - Exhibit A: Minimum Criteria Checklist
 - Exhibit B: Preferred Criteria Checklist
 - Exhibit C: Vendor Criteria Responses
 - Exhibit D: Discounts/Pricing and Shipping Costs
 - Exhibit E: Request for References and Contact Information
 - Exhibit F: Proposed Contract from Vendor
- (All of which, with this RFP, shall constitute "Contract Documents")

The District shall not, under any circumstances, be responsible for any costs or expenses associated with any bid submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the bid or any other related information, data, documentation, and material.

The bid shall identify the full business address of the vendor and be signed by an authorized employee or owner of that business. When requested by the District, satisfactory evidence of the authority of the individual signing on behalf of the vendor shall be furnished. Erasures or other changes in the bid must be explained or noted over the signature of the vendor.

All designations and prices shall be fully and clearly set forth and shall include all applicable federal, state, and local taxes.

Physical Submissions: Three (3) copies of the BID proposals, and other documents required to be submitted with the proposal must be enclosed in a sealed envelope. Bids must be securely sealed in suitable envelopes, addressed and marked on the outside as follows:

SPOKANE COUNTY LIBRARY DISTRICT
PROPOSAL FOR NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS

Andrea Sharps, Collection Services Director
4322 N. Argonne Road
Spokane, WA 99212-1853

Electronic Submissions: Bids may be submitted by email at the following address: asharps@sclid.org. All electronic bid proposals through email, and other documents required to be submitted through email with the proposal must be in PDF format. The subject line of the email with the required documents shall be "PROPOSAL FOR NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS." Within the body of the email there should be a contact name, email, and contact phone number.

BID DUE DATE

Bids are due by 2:00 PM, Pacific Daylight Time, on Friday, March 28, 2025, at the physical address or email address stated above. Bids received prior to this time will be kept unopened in a secure place. The District will decide when the specified time has arrived and no bid received thereafter will be considered. Faxed bids will not be considered.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn upon receipt of a written request received from bidders prior to the time fixed for proposal opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after the bid opening time has been reached.

BASIC ASSUMPTIONS PROVIDED FOR USE BY ALL VENDORS

- The total anticipated annual budget for 2025 is approximately \$500,000 for all print types combined subject to this proposal
- The District uses SirsiDynix (Symphony 3.7) Integrated Library System (ILS) software, utilizing the acquisitions module for Electronic Data Interchange (EDI) ordering and invoicing

SELECTION CRITERIA

The District will use a best value method to evaluate the bids submitted. The following criteria will be evaluated in determining the selection of the most responsive vendor:

- Discounts proposed on the Discounts/Pricing and Shipping Costs Sheet
- Services listed on the Vendor Criteria Responses Sheet
- Answers to Preferred Criteria Checklist
- Past experience the District has with the vendor
- Communicated experiences with provided references

Each proposal will be independently evaluated by a committee comprised of representatives of the District. The committee will use the evaluation criteria above to rank the proposing vendors.

AWARD OF CONTRACT

The management and Board of Trustees of the Spokane County Library District will determine the most responsive bidder whose bid has been submitted in conformity with the published notice, and the contract shall be awarded to the most responsive bidder, unless, in the judgment of the management of the Spokane County Library District, it shall be in the best interests of the District to reject that bid. The District reserves the right to reject all bids for any reason or no reason. The District also reserves the right to waive any informalities or irregularities and to reject any or all bids.

FUNDING AVAILABILITY

By responding to this RFP, each bidder acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding by the District.

PROHIBITION AGAINST LOBBYING

No bidder shall lobby, directly or indirectly, the District Board or staff regarding this RFP or its bid. Violation of this provision, by or on behalf of a bidder, intentionally or unintentionally, will result in disqualification of the bidder and/or rejection of its bid.

METHOD OF AGREEMENT

The successful vendor will be expected to enter into negotiations for pricing and other terms as required by this RFP and included within the vendor's response. The District intends to enter into a purchase contract with the successful vendor chosen by the District using the proposed contract submitted as Exhibit F as a starting point.

DURATION

The contract shall become effective June 1, 2025, and shall continue for a period of one (1) year. The District may offer up to four (4) one-year extensions with the maximum life of the contract being a total of five (5) years, at the sole discretion of the District.

LEGAL COMPLIANCE

The vendor shall secure all permits, licenses and complete all registrations required to perform their duties and will comply with all applicable worker's compensation, and other federal, state, county and municipal laws, ordinances, rules and regulations. All federal, state and local sales, excise and other applicable taxes, are to be paid by the vendor.

OTHER SPECIAL CONDITIONS

Cost of developing proposals: The cost for developing proposals in response to this RFP is entirely the obligation of the bidder and is not chargeable to the District in any manner.

Public Records: Under Washington State law, the documents submitted in response to this invitation become a public record upon submission to the District, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific

provision of law. If the District receives a request for inspection or copying of the documents, the District will promptly notify the entity submitting the documents and upon written request by the submitting entity, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable the submitting entity to seek a court order prohibiting or conditioning the release of such documents. The District assumes no contractual obligation to enforce any exemption.

News Release: Mention of the District in advertising, customer lists, photographs, or articles in the professional literature pertaining to an award resulting from bids made in response to this invitation is prohibited without prior written approval from the District.

EXHIBIT A:
MINIMUM CRITERIA CHECKLIST

All vendors must be able to meet all of these requirements.

Vendor Website/Web Interface Lists and Log-Ins:

- Provision of a secure online selection and ordering tool that shows real-time stock information at all warehouses
- Capacity for a minimum of one hundred (100) simultaneous log-in accounts from different library locations that can be managed by a central District administrative account with the ability to create new user identifications online
- Ability to scan lists and see which items have already been ordered, or exist on another user or vendor selection list
- Ability to create a minimum of thirty (30) lists, both public and private, with a variety of list owners and last user visible to other users
- Ability to delete or move items/titles from one selection list to another; ability to merge selection lists

ILS Integration

- Support EDI purchase orders from the District, specifically from the SirsiDynix Symphony acquisitions module

Ordering and Order Fulfillment

- Ability to provide custom MARC bibliographic records electronically before order is placed or transmitted. Vendor will be able to provide a 9xx field in each bibliographic record. This 9xx field shall be populated with order information, including fund, shelving location, and rush information as applicable
- No minimum order per shipping location requirement
- Email confirmation for orders transmitted via EDI

Invoicing

- Invoices shall display "Spokane County Library District," the District's account number, and be itemized with the following information: titles, authors, ISBNs, purchase order line numbers, binding, quantities, list prices, and the percentage discounted from publisher's list price for each title, net cost after discount/extended price, sales tax, and shipping costs (if applicable)

Shipping and Delivery

- All library materials must be adequately protected to prevent damage during shipping

Return Policy

- Wrong and duplicate titles shipped will not be paid for by the District and will be returned at the vendor's expense

Reports

- Monthly: Status of ordered items, including backorders and cancellations

EXHIBIT B:
PREFERRED CRITERIA CHECKLIST

Provide a yes or no answer. If no, please explain what you offer.

Vendor Website/Web Interface Lists and Log-Ins:

- Active and extended inventory options on vendor website to include out-of-print titles
- Ability to archive selection lists
- Ability to see the most recently added/edited lists from the home screen
- Ability to duplicate check at the list level and across selector accounts
- Ability to edit entries in list itself
- Ability to customize home page, both look and functionality, for each individual log-in account
- Duplicate checking capabilities through an ISBN look-up feature linked to the District's catalog
- Ability to download lists into EXCEL format

Ordering and Order Fulfillment

- Ability to accommodate multiple accounts and sub-accounts for various library material types and locations
- Ability to place standing orders via its website or some similar means. The District shall be able to create standing orders for new titles, edit current standing orders, and cancel standing order titles
- Ability to self-manage standing orders including online viewing of shipping details, invoices, and statuses
- Ability to order via telephone and email in addition to EDI
- Ability to order from various warehouses outside of region so long as stock is available or on order

Invoicing

- Terms of payment shall be no less than thirty (30) days
- Support electronic invoices via EDI; issue electronic or print invoices for credits
- No additional service charges/surcharges from publishers or other add-on costs above the discounted retail price
- Print invoices listed in alphabetical order by title within purchase order
- Ability to invoice special order items separately from all other shipments upon request

Shipping and Delivery

- Weekly shipments or more frequently, if needed
- Copies of packing lists (including back ordered information) will be included in the shipping cartons
- Boxes identified on the outside of the carton (i.e., "1 of 6") and contents on label on outside of box with sale dates indicated

- Shipping containers, including contents, shall ideally not weigh more than fifty (50) pounds

Return Policy

- Returns for credit or replacement of damaged or defective items, items not ordered, and/or items deemed not appropriate shall be allowed without requesting authorization

Reports

- Vendor-generated specialized reports at the District's request

EXHIBIT C:
VENDOR CRITERIA RESPONSES

Selection Tools and Services

Describe the tools and services provided to assist with the selection and ordering of English-language adult, teen, and juvenile fiction and nonfiction print titles and non-print materials; include any world languages offered. Indicate how these tools work with the SirsiDynix Symphony ILS. Describe your website interface, including the levels of access offered and associated costs, if any.

Standing Orders/Continuations

Describe your standing order/continuation services including management of standing orders, claiming mechanisms, and cancellation process.

Bibliographic Records

Our goal is to load bibliographic records at the point of order to allow for discoverability and placing of holds early in the acquisitions process. Describe the level of bibliographic records provided and the associated costs, if any. Provide a sample of a brief bibliographic record.

Acquisitions and Invoicing

Describe your ordering process, invoice services, EDI and/or Autonomous System Number (ASN) capabilities, claims process, and replacement items process. Indicate how your services work with the SirsiDynix Symphony ILS. Provide a sample of EDI order confirmation and a sample of EDI invoicing.

Shipping and Fulfillment

Describe shipping services, fulfillment (fill) rates, and locations of all warehouses. Include turnaround time in hours for delivery of in-stock items ordered from primary warehouse. Include all associated costs, if any. Provide a sample invoice and a sample packing list.

Returns

State your entire returns policy, including procedures for returns and time limits. State whether you reimburse shipping costs for defective and/or damaged items being returned.

Customer Services

Describe your customer service philosophy. Include designated sales representative information and primary contacts for use by District staff. Include hours of customer service and technical support coverage.

Vendor development

Describe any new features or other development of your selection and ordering system released in the last two (2) years, indicating which were included as part of the base services and which were provided at additional fees to customers.

Additional Services

Use this section to list relevant services offered that are not listed above.

EXHIBIT D:
DISCOUNTS/PRICING AND SHIPPING COSTS

Provide a discount for each binding type/press listed below:

Trade Hardcover	%
Quality/Trade Paperback	%
Mass Market Paperback	%
Library Bindings	%
University Press Titles	%
Short Discounted Titles	%
Spoken Word Audio/Audiobook	%
DVD	%
Blu-ray	%
Music CD	%
Net Titles	%

Provide shipping costs (if any) for the warehouses/distribution centers listed below:

Primary warehouse:
Secondary warehouse:
Other warehouse(s):

Unless otherwise specified by the District, library materials are to be delivered to:
Spokane County Library District
4322 N Argonne Road
Spokane, WA 99212-1853

EXHIBIT E:
REQUEST FOR REFERENCES AND CONTACT INFORMATION

Reference #1

Library (or other business) _____

Address _____

Contact person _____

Phone # _____

Email address _____

Reference #2

Library (or other business) _____

Address _____

Contact person _____

Phone # _____

Email address _____

Reference #3

Library (or other business) _____

Address _____

Contact person _____

Phone # _____

Email address _____

EXHIBIT F:
PROPOSED CONTRACT FROM VENDOR
(Include proposed contract here)