

**MOHAVE**

EDUCATIONAL SERVICES COOPERATIVE, INC.



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**ADDENDUM 1**  
**REQUEST FOR PROPOSAL 10D-0402**  
**LIBRARY BOOKS, MATERIALS, PERIODICALS, DATABASE SUBSCRIPTIONS AND**  
**BOOK FAIRS**

This Addendum 1 is hereby made part of the contract documents and shall be included in all proposals. Offerors shall acknowledge receipt of this Addendum 1 by including this page, signing and dating the following statement:

Addendum 1 acknowledged by \_\_\_\_\_

Printed name and title \_\_\_\_\_

Date \_\_\_\_\_

**Place the signed Addendum 1 after Tab 1 in your proposal binder.**

*Questions regarding this Request for Proposal should be directed to:*

Mark DiBlasi, CPPB, Contract Specialist II  
Craig A. McKee, CPPB, Director of Contracting Programs

Email [contracts@mesc.org](mailto:contracts@mesc.org)  
(928) 753-6945

A handwritten signature in black ink, appearing to read "Tom Peeler". The signature is fluid and cursive, with a large initial "T" and "P".

**Tom Peeler, Executive Director**  
**Mohave Educational Services Cooperative, Inc.**

**March 22, 2010**  
*(Continued on Page 2)*

**ADDENDUM 1 (CON'T)**  
**REQUEST FOR PROPOSAL 10D-0402**  
**LIBRARY BOOKS, MATERIALS, PERIODICALS, DATABASE SUBSCRIPTIONS AND BOOK FAIRS**

**EVALUATION CRITERIA:**

The evaluation criteria, as stated in “**Evaluation & Award: Criteria**” found on page 8 of the RFP has been modified as follows:

**Criteria:** The evaluation criteria for this solicitation, in relative order of importance, are as follows: 1) Conformance to the terms and conditions in the solicitation; 2) Completeness of the proposal, including required forms; 3) Price, including favorable pricing for cooperative purchasing; 4) Types and variety of products offered; 5) Local and online sales and service capabilities for areas offered; and 6) Order fill rates and other past performance information (PPI) review.

**INSURANCE CERTIFICATION REQUIREMENTS:**

Appendix A, Question 8 (Page 40 of the RFP) has been revised as follows:

Provide a current certificate of insurance listing coverage for comprehensive and general liability, vehicle liability, and property damage, as specified on Page 11. *A sample certificate may be provided. However, before any orders are processed, contractor must provide a certificate that names Mohave as the certificate holder.*

**A certificate of insurance shall only be required from firms who will be providing services on-site, at a Member’s location. If you will not be providing services on-site at a Member’s location, indicate that in your answer to this question.**

**REVISION OF SPECIFICATIONS:**

The following specification has been revised to clarify information regarding Accelerated Readers:

2.2.01 Library book products shall include but not be limited to: Early childhood, elementary and secondary education books, juvenile and young adult books (paperback and hardcover), trade books (including single & reinforced binding), quality paperbacks, mass-market paperbacks, non-trade technical texts, ebooks, interactive books, classroom sets.

**ADDITION OF SPECIFICATIONS:**

The following specifications have been added to provide additional requirements regarding the Accelerated Reader program:

2.9.03 Accelerated Reader program and quizzes shall help with the assessment of student’s reading for reading practice, vocabulary practice, literary skills and textbook quizzes.

2.9.04 Accelerated Reader program and quizzes shall include, but not be limited to the following areas: STAR Early Literacy, STAR Reading, English in a Flash and AR Book Guide.

2.9.05 Accelerated Reader program and quizzes shall be available in software and online subscription forms.

**REVISION OF PRICE AND DISCOUNT SCHEDULE:**

The following pages replace the Price and Discount Schedule (Pages 35-39) found in the RFP. Pages 3-7 of this document should be used instead of Pages 35-39 of the RFP.

## Library Books, Materials, Periodicals, Database Subscriptions and Book Fairs (con't)

Place after Tab 6

### Discount and Price Schedule

**Offeror must provide a complete discount and price schedule. Failure to submit complete pricing may render your proposal nonresponsive.**

Mohave Members pay an administration fee equal to 1% of the purchase price of goods and services purchased from Mohave contracts. Offerors shall include the administration fee in all prices in the pricing schedule. *No administration fee is charged on shipping, sales or use tax.*

#### **Books/CDs/DVDs/Related Materials**

Offeror must provide a complete pricelist for the products offered. *The net price shall include Mohave's 1% administration fee.*

- ⇒ Vendors offering discounts to catalog, list, or posted prices will indicate the applicable percent of discount. If discounts vary by product type, provide the discount for each product type.
- ⇒ Vendors offering electronic ordering systems or catalogs with net prices will indicate net pricing. Additionally, the approximate discount or discounts included in the net prices shall be stated.
- ⇒ Vendors offering walk-in purchases shall indicate the discount to be applied to shelf prices.

In addition to providing the discount information specified above, offeror shall provide a copy of applicable catalog prices, list prices, posted prices, or shelf prices. Offeror may choose to provide the prices in printed or electronic format. Electronic format options include Microsoft Word, Microsoft Excel or Adobe Acrobat files on a CD or USB drive, or access to an Internet catalog or ordering system.

<b>Type of Pricing</b> (Check the appropriate item in the column to the right.)	
Pricing is based upon a discount to catalog, list or posted pricing.	
Pricing is based upon already discounted catalog or ordering system net prices.	
Pricing is based upon shelf pricing.	
Other (explain)	
<b>Discount Schedule</b>	<b>%</b>
(If the net prices row is checked above, indicate the discount included in your net prices.)	<b>Discount</b>
Single discount for all products	
Additional discount for catalog or ordering system net prices	
Early Childhood Education Books	
Elementary Education Books	
Secondary Education Books	
Juvenile and Young Adult Books	
Trade Books	
Quality Paperbacks	
Mass Market Paperbacks	
Accelerated Reader Program and Quizzes	
Non-trade Technical Texts	
eBooks	
Interactive Books	
Classroom Book Sets	
CDs	
DVDs	
Read Along Audio Books	



## Library Books, Materials, Periodicals, Database Subscriptions and Book Fairs (con't)

### Discount and Price Schedule (con't)

	Price or % of Total Sales
<b>Book Fairs</b>	
Support services for planning book fair	
Support services for setting up tables/shelves/stands for book fair	
Promotional organizers kit	
Prize packages	
Having representative available onsite assisting with the book fair	
Processing income (cash/credit or debit card transactions)	
Other, Specify	
Other, Specify	
Other, Specify	
Other, Specify	

### **Services**

Provide pricing for the services below. If you do not offer a service, insert "No Bid" for that item. *The price shall include Mohave's 1% administration fee.*

<b>Additional Services – Books/CDs/DVDs</b>	<b>Price Each</b>
MARC Book Automation Processing: All Materials Attached (Electronic catalog record, bar code label w/protector, spine label, Mylar.)	
Book Processing (no automation) – All Materials Attached (Bar code label w/ protector, spine label, Mylar.)	
Book Complete Set: (Catalog card set, self-adhesive pocket, borrower's card, spine label)	
Electronic catalog record	
Bar code label with protector – Attached	
Bar code label with protector – Not Attached	
Spine label (with protector if no Mylar attached)	
Lexile label (w/protector if no Mylar attached): Include Lexile Measure in MARC record	
Shelflist card	
Date Due Slip – Attached	
Date Due Slip – Not Attached	
Borrower's Card	
Pocket (self-adhesive) – Attached	
Pocket (self-adhesive) – Not Attached	
Mylar for books with dust jackets	
Theft detection – Attached	
Catalog Card Set	
KAPCO Easy Covers on paperback	
Fountas & Pinnell Guided Reading Level Labels – Attached	
Fountas & Pinnell Guided Reading Level Labels – Not Attached	
Reading Program Automation Processing – Accelerated Reader (Electronic catalog record with reading program tag, book information label with protector, spine label and Mylar.)	
Reading Program Automation Processing - Reading Counts (Electronic catalog record with reading program tag, book information label with protector, spine label and Mylar.)	

## Library Books, Materials, Periodicals, Database Subscriptions and Book Fairs (con't)

### Discount and Price Schedule (con't)

Additional Services – Books/CDs/DVDs (con't)	Price Each
Reading Program Automation Processing - Accelerated Reader, plus Catalog Card Set (Catalog card set, electronic catalog record with reading program tag, book information label with protector, spine label and Mylar.)	
Reading Program Automation Processing - Reading Counts, plus Catalog Card Set (Catalog card set, electronic catalog record with reading program tag, book information label with protector, spine label and Mylar.)	
Reading Program, Book Information Label (small or large) - Accelerated Reading - Attached	
Reading Program, Book Information Label (small or large) - Reading Counts - Attached	
Reading Program, Book Information Label (small or large) - Accelerated Reading - Not Attached	
Reading Program, Book Information Label (small or large) - Reading Counts - Not Attached	
Reading Program, Blue Accelerated Reader Identification Sticker - Attached	
Reading Program, Blue Accelerated Reader Identification Sticker - Not Attached	
Classroom Label - Attached	
Classroom Label - Not Attached	
A/V Automation Processing - All Materials Attached (Protective case or cover, electronic catalog record, spine and cover labels, bar code label and protector., with or without Mylar.)	
A/V Automation Processing - Materials Not Attached (Electronic catalog record, unattached spine and cover labels, unattached bar code label and protector.)	
A/V Complete Set - (Catalog card set, unattached spine and cover labels)	
A/V Bar Code Label with Protector - Not Attached	
A/V Spine and Cover Labels - Not Attached	
A/V Shelflist Card	
A/V Date Due Slip - Attached	
A/V Date Due Slip - Not Attached	
A/V Borrower's Card	
A/V Pocket (Self-Adhesive) - Attached	
A/V Pocket (Self-Adhesive) - Not Attached	
A/V Theft Detection - Attached	
A/V Electronic Catalog Record	
A/V Catalog Card Set	
Other, Specify	
Other, Specify	
Other, Specify	

Accelerated Reader Program and Quizzes (Indicate the cost for software or online subscriptions, based upon student counts or school fees.)	Cost Per Student/ School or Discount

**Library Books, Materials, Periodicals,  
Database Subscriptions and Book Fairs (con't)**

**Discount and Price Schedule (con't)**

**Shipping**

All products shall be shipped F.O.B. Destination. F.O.B. Destination, Freight Prepaid pricing is preferred. However, if your pricing is F.O.B. Destination, Freight Prepaid and Charged to Buyer, indicate below how shipping charges are assessed (i.e., 10% shipping on all orders, actual freight added to invoice, etc.)

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Indicate if expedited shipping is offered and how charges for such shipping are assessed.

**Restock Fees**

Indicate your policy and fee for product returns and restocking. Restocking fees in excess of fifteen percent (15%) will not be allowed.

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**Prompt Payment Discounts**

Offeror shall indicate if additional discounts are offered for prompt payment. The discount or discounts and the number of days in which payment must be received shall be provided.

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