

HARRISONBURG CITY PUBLIC SCHOOLS

**BLUESTONE ELEMENTARY SCHOOL
BES LIBRARY
RFP-AL-04062017**

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(To be completed and returned on or before April 6, 2017, 2:00 p.m. local time, HCPS Central Office, One Court Square, Harrisonburg, VA 22801.)

MARCH 17, 2017
PUBLIC NOTICE
REQUEST FOR PROPOSAL
RFP-AL-04062017

The Harrisonburg City Public School (HCPS) Board, Harrisonburg, Virginia, herein called the Owner, invites Proposals for an opening day collection of approximately 7,500 – 8,500 items delivered and ready for circulation for a new Bluestone Elementary School Library from all responsive and responsible bidders for:

**BES LIBRARY OPENING COLLECTION AT
BLUESTONE ELEMENTARY SCHOOL
750 Garbers Church Road
Harrisonburg, VA 22801**

The successful proposal will provide a full range of books to create a balanced K-5 core elementary school collection in English and Spanish, including but not limited to 50% fiction and 50% non-fiction, and multiple binding formats including, but not limited to trade, library, and company bound. Paperback binding shall not be included unless specifically requested.

Proposals will be received until 2:00 p.m. (local time), April 6, 2017, HCPS Central Office, One Court Square, Harrisonburg, VA 22801, at the office of Anne Lintner.

An original and two copies of your submittal are requested. Proposals will not be accepted via fax machine or internet email.

Terms and specifications for the proposal are open for inspection and available to prospective bidders at the office of HCPS One Court Square, Harrisonburg, Virginia. You may request bid documents by contacting the following:

Email: alintner@harrisonburg.k12.va.us

Harrisonburg City School Board reserves the right to reject any and all quotes and to waive informalities or irregularities in the best interest of the School Board.

**REQUEST FOR PROPOSALS
BLUESTONE ELEMENTARY SCHOOL LIBRARY
OPENING DAY COLLECTION
DATE: MARCH 17, 2017**

Harrisonburg City Public Schools, Harrisonburg, Virginia (HCPS) invites all interested firms to submit proposals for an opening day collection of approximately 7,500 – 8,500 items delivered and ready for circulation for a new Bluestone Elementary School Library. Bluestone Elementary School is located at 750 Garbers Church Road, Harrisonburg, Virginia 22801. The successful proposal will provide a full range of books to create a balanced K-5 core elementary school collection in English and Spanish, including but not limited to 50% fiction and 50% non-fiction, and multiple binding formats including, but not limited to trade, library, and company bound. Paperback binding shall not be included unless specifically requested.

This solicitation is subject to the provisions of the purchasing and contracting policy for HCPS and any revision thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review in the office of the Executive Director of Finance.

Proposals for this RFP will be accepted in the office of Anne Lintner until 2:00 p.m. (local time), Thursday, April 6, 2017. The address is One Court Square, Harrisonburg, Virginia, 22801.

**IFB/RFP/IFQ
GENERAL TERMS AND CONDITIONS FOR GOODS AND
NONPROFESSIONAL SERVICES**

HARRISONBURG CITY PUBLIC SCHOOLS, VIRGINIA

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**GENERAL TERMS AND CONDITIONS FOR
GOODS AND NONPROFESSIONAL SERVICES
HARRISONBURG CITY SCHOOLS**

1. **PUBLIC PROCUREMENT:** The bidder/offeror and successful contractor shall comply with all applicable provisions of the Virginia Public Procurement Act, Virginia Code sections 2.2-4300 through 2.2-4377 and amendments thereto and all other applicable state and federal statutes, rules and regulations.
2. **AUDIT:** The bidder/offeror hereby agrees to retain all books, records, and other documents relative to this contract for a period of three years after the final payment. The Harrisonburg City School Board or its authorized agents shall have full access to examine any of said materials during said period.
3. **PRECEDENCE OF TERMS:** Except for paragraphs 1, 3, 8, 9, 10, 11, 24 of the General Terms and Conditions, which shall apply in all instances, Special Terms and Conditions shall take precedence.
4. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the owners, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
5. **TESTING/INSPECTION:** The Harrisonburg City School Board reserves the right to conduct any test/inspection/review it may deem advisable to assure conformance to the specifications.
6. **PAYMENT TERMS:** Payment will be made within forty-five (45) days after the regular School Board meeting date following delivery of equipment and/or completion of services.
7. **DEFAULT:** In case of failure to deliver goods and services in strict accordance with the contract terms and conditions, the School Board, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any excess cost occasioned thereby.
8. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids/proposals, all bidders or offerors certify that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder or offeror, supplier, manufacturer or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, deposit of money, services or anything of more than nominal values present or promised, unless consideration of substantially equal or greater value was exchanged.
9. **NONDISCRIMINATION AGAINST FAITH-BASED ORGANIZATIONS:** Harrisonburg City Public Schools does not discriminate against faith-based organizations as defined in Virginia Code 2.2-4343.1.

10. **ANTI-DISCRIMINATION**: By submitting their bids/proposals, bidders or offerors certify to the School Board that they will conform to the provisions of Section 2.2-4311 of the Virginia Public Procurement Act.
11. **DEBARMENT STATUS**: By submitting their bids/proposals, all bidders or offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any public body of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any public body of the Commonwealth of Virginia.
12. **RIGHT TO REJECT**: The Harrisonburg City School Board reserves the right to reject any and all bids/offers, to waive informalities and to award the contract to the bidder(s)/offeror(s) who has/have the capability in all respects to perform the contract requirements and the moral business integrity and reliability which will assure good faith performance. The Harrisonburg City School Board is not required to furnish a statement why a particular solicitation was not deemed to be the most advantageous.
13. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that the School Board shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
14. **NEGOTIATIONS**: The Harrisonburg City School Board reserves the right to negotiate with the apparent low bidder/offeror to obtain a contract price within available funds.
15. **ADDITIONAL INFORMATION**: The Harrisonburg City School Board reserves the right to ask any bidder/offeror to submit information missing from its bid/proposal, to clarify its bid/proposal and to submit additional information which the Owner deems necessary.
16. **TRADE SECRET/PROPRIETARY INFORMATION**: The bidder/offeror must designate, in the smallest increments possible, that part of the bid which is deemed to be proprietary.
17. **DELIVERY POINT**: Except when otherwise specified herein, all items shall be F.O.B. destination, delivered to any point within the City of Harrisonburg, Virginia as directed by the ordering department.
18. **TAXES**: All bids/proposals shall include local, state and federal taxes as required.
19. **MULTIPLE AND SPLIT AWARDS**: Unless otherwise indicated, the Harrisonburg City School Board may award a multi-line program in whole, in part, or on an individual line item basis.
20. **CONTRACTUAL AND SOLICITATION DISPUTES**: Claims arising out of this solicitation whether for money or other relief may be submitted to the City of Harrisonburg, Virginia, by submitting the claim in writing, with all necessary data and information to substantiate the claim attached, to Tracy Shaver, Executive Director of Finance, Harrisonburg City Public Schools, One Court Square, Harrisonburg, VA 22801.

21. **CANCELLATION OF CONTRACT:** The Harrisonburg City School Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon at least 30 days written or oral notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to meet any outstanding contractual agreements arising prior to the effective date of cancellation.
22. **BID/PROPOSAL/QUOTE PERIOD:** This solicitation shall be binding upon all bidders/offerors for 90 days following the opening date, except as provided under the withdrawal of bid due to error. Any bid/proposal which shortens the acceptance period may be automatically rejected.
23. **MODIFICATIONS:** Modifications, additions or changes to the terms and conditions of this contract for bid/proposal may be cause for automatic rejection of a bid.
24. **USE OF SCHOOL BOARD FORMS:** Failure to submit a bid/proposal on a School Board form, when provided for that purpose, may be cause for automatic rejection of the bid or proposal.
25. **UNIT VS EXTENDED PRICES:** When there is a discrepancy between unit and extended prices, the unit price shall govern unless stated otherwise by bidding contractor or Owner.
26. **CLARIFICATION OF TERMS:** Questions and/or requests for clarification pertaining to a bid/proposal shall be put in writing and sent to the buyer whose name appears on the solicitation no later than seven (7) calendar days before the opening date.
27. **IMMIGRATION REFORM AND CONTROL ACT:** By submitting this bid/proposal, the bidder/offeror certifies that it does not, and will not, during the performance of this contract, violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits the employment of illegal aliens.
28. **BONDS:** The Harrisonburg City School Board reserves the right to require bidders/offerors and contractors to supply Bid, Performance or Payment Bonds, if so requested.
29. **LICENSING & CERTIFICATION:** By submitting this bid/proposal the bidder/offeror confirms that all local, state and federal licensing and certification requirements are met.
30. **PERMITS:** By submitting this bid/proposal, the bidder/offeror confirms that all local, state and federal permit requirements will be met.
31. **WITHDRAWAL OF BID DUE TO ERROR (OTHER THAN CONSTRUCTION):**
 - a) A bidder may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.

- b) The bidder shall give written notice of their claim to withdraw their bid to the Purchasing Office within two (2) business days after the conclusion of the bid opening procedure. Such written claim shall be accompanied with the original work papers, documents and materials.
- c) The Purchasing Office will inspect the written evidence submitted by the bidder with the request and if the Purchasing Office can verify to its satisfaction and sole discretion that the mistake was a non-judgmental mistake, the bidder will be allowed to withdraw the bid assuming all other terms stated in this section are met.
- d) If a bid is withdrawn under authority of this section, the next lowest responsive and responsible bidder shall be deemed to be the low bidder.

32. **DRUG AND TOBACCO-FREE WORKPLACE TO BE MAINTAINED**

BY CONTRACTOR: All Harrisonburg City Public Schools and sites have been declared Drug and tobacco-free zones.

- a. Use, consumption and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on school property.
- b. Smoking and use of any tobacco products is prohibited on school property.

33. **SEXUAL/PHYSICAL ASSAULT:** As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

34. **INSURANCE:** The minimum limits of liability coverage shall be as follows unless otherwise stated:

- a) Comprehensive General Liability, including Premises and Operation; Contractors Protective Liability including Completed Coverage; Contractual Liability; XCU (exposing, collapses, and underground):
Limits: \$1,000,000 Bodily Injury/Property Damage Single Limit.
- b) Comprehensive Automobile Liability including all owned automobiles and hired care coverage:
Limits: \$1,000,000 Bodily Injury/Property Damage Single Limit.
- c) Workman's Compensation including Employer's Liability:
Limits: Employer's Liability - \$100,000 (statutory)
- d) Umbrella Liability: Limits: \$1,000,000

BES LIBRARY– BLUESTONE ELEMENTARY SCHOOL

SPECIFIC CONDITIONS

RFP- AL-04062017

1. Scope: Harrisonburg City Public Schools requests for proposals for Bluestone Elementary School Library Opening Collection at Bluestone Elementary School.
2. Qualifications: All Bidders shall be prepared to show proof of their ability to satisfactorily fulfill the conditions and specifications enclosed herein. Failure to meet any one of the requirements may be sufficient cause for rejection of quote.
 - a. The supplier must have experienced representatives (3-years experience) who are knowledgeable and available (within 24 hours on premises and/or via collect phone call as deemed necessary by the purchasing department) to act as consultants.
 - b. Shall furnish first line products.
 - c. Have a minimum of three (3) years experience in the work and installation of products described herein.
 - d. Have financial and technical resources of sufficient scope to meet all conditions and specifications enclosed herein.
3. Quality of Product and Specific Specifications: The products shall be first line products. If specifications attached are based on brand name products, “an equal to or better than” product may be quoted. The Owner or its designee reserves the sole right to determine if the products are deemed “equal to or better than” and the Owner reserves the sole right to determine if a specification/s may or may not be waived as an informality.

SAMPLES - The Owner reserves the right to require samples and additional Descriptions of products or service quoted. Samples shall be delivered to location requested by Owner.

Any alternate brand quoted must include brand, model, number and description of equipment quoted.
4. Time is of the essence: Work shall be completed on or before August 11, 2017.
5. The bidder shall remain on the job site until work is completed to Owner’s satisfaction. The bidder shall have in his possession all proper materials, manpower and equipment before beginning the project.
6. Coordination of Services: The contractor for this project shall coordinate the work, if necessary, described herein with the work of others to assure proper sequence of operations and installation.
7. Base Quotes: Base quotes shall include all necessary labor and materials for producing, manufacturing, transporting, uncrating and installing items specified herein.

8. Warranty:
 - a. The contractor warrants for a period of one (1) year from date of acceptance that all products and workmanship sold under this contract shall be free from defects plus manufacturer's warranty.
 - b. The contractor shall repair or replace all defective property due to materials or workmanship within a reasonable period as determined by the Owner.
 - c. The Owner shall have the right to a full refund of purchase price if repair or replacement of defective property if not acceptable to Owner.
9. Quotes must be marked BES Library–RFP AL04062017 and received by Owner at time and place as specified hereto.
10. Commercial References: The bidder must submit three (3) commercial references (give contact person and phone number) of equal or greater contract quote amount in dollars and like quality of equipment or service. The bidder shall also submit other qualification statements as requested in this quote package.
11. Quote Award Criteria: The following criteria will be considered in determining quote award. Only one proposal per company will be considered and evaluated.
 - a. Substantial successful experience with Harrisonburg City Public Schools
 - b. Price of the collection and services
 - c. Proposed nonfiction books that align with the school curriculum and Virginia SOLs and fiction books in English and Spanish that support cultural relevancy for students
 - d. Representations illustrating the firm's technical capabilities and professional competence to accomplish the required work
 - e. Substantial successful experience in selection, preparation, installation, and delivery of similar collections
 - f. Complete and reasonable plan to provide the services and collection
 - g. Flexibility for future collection expansion and associated costs
 - h. Complete/enhanced MARC records, including reading level, interest level, purchase date, review sources, full annotation, complete subject headings, genre category and added entries
 - i. Plan for completion of collection
12. Equipment List: If requested, the bidder must submit an equipment list with the quote.
13. Damage to Existing Property: Any damage to existing property resulting from this work shall be repaired to the Owner's satisfaction by the contractor at the contractor's expense.

SPECIFICATIONS

RFP-AL-04062017

Attachment A Products/Services Requested Bluestone Elementary School Library Collection

Vendor Information - Specific Requirements

The Harrisonburg City School System is requesting proposals for an opening day collection for a new elementary school (Bluestone Elementary), due to open in August 2017.

The goal for the district is to open Bluestone Elementary School with a core collection of approximately 7500-8500 items ready for circulation for year one of operation. The vendor agrees to meet the specifications and terms of this proposal, beginning with the awarding of this bid.

The vendor will provide a list of three (or more) new school references of similar size in your area.

The vendor will supply a full range of books to create a balanced, K-5 core elementary school collection in English and Spanish, including but not limited to 50% fiction and 50 % non-fiction, and multiple binding formats including, but not limited to trade, library and company bound. Paperback binding shall not be included unless specifically requested. When creating the collection take note of the following requirements as they relate to the content of the collection:

- The curriculum for BES includes Math in Focus (Houghton Mifflin Harcourt), Houghton Mifflin Reading, Science Fusion (HMH Leveled Readers) and The Six Traits of Writing. The opening day collection should include titles that are aligned with the Virginia K-5 SOLs, as well as this curriculum.
- Vendor shall propose titles that are hardcover and the best possible company binding, unless otherwise specified.
- There will be no substitutions in formats, titles, publishers or editions.
- Vendor shall propose an opening day collection of nonfiction titles (English and Spanish) that align with Virginia SOLs for Kindergarten - Fifth grade.
- Vendor shall propose an opening day collection of fiction titles that includes both classic and popular titles and also supports cultural relevancy for students.
- Vendor shall include high interest, low reading level titles for both fiction and nonfiction for grades 2-5.
- Vendor shall propose authentic Spanish language fiction titles, preferably written originally in Spanish, and also bilingual fiction titles.
 - The Pura Belpré award and honor books for both narrative and illustration that fall within the K-5 reading level shall be included from the last 10 years.

- Caldecott Award Winning books shall be included in the opening day collection.
- Newbery Award Winners appropriate for a K-5 will be included.
- The Virginia Reader's Choice award winners from the last 5 years in the primary, elementary and middle levels shall be included in the opening day collection.
- Titles shall be proposed in the following categories:
 - E - Everybody Fiction (picture books)
 - SPA E - Spanish Everybody Fiction
 - RED E - Ready Readers (1st grade, beginning readers, not chapter books) ex. Fly Guy
 - SPA RED E - Spanish Ready Readers
 - *FIC - Star Fiction (beginning chapter books) ex. Junie B. Jones
 - SPA *FIC - Spanish Star Fiction
 - FIC - Chapter books
 - SPA FIC - Spanish Chapter books
 - GN - Graphic Novels
 - SPA GN - Spanish Graphic Novels
 - E 000 - Everybody Nonfiction (Kindergarten - early 2nd grade)
 - SPA E 000 - Spanish Everybody Nonfiction
 - 000 - Nonfiction
 - SPA 000 - Spanish Nonfiction
 - BIO - Biographies
 - SPA BIO - Spanish biographies
 - REF - Reference
 - SPA REF - Spanish reference
 - PRO - Professional titles
- The media specialist has generated a list of topics and titles based on curriculum and interests. The opening day collection shall include these titles as defined by HCPS and vendor.
- Other titles of the collection will be selected from a vendor/district generated list, based on the following parameters:
 - Relevant, timely, reading level appropriate materials
 - Inclusion of print and digital resources
 - Dewey distribution of titles based on state standards and curriculum
 - Acceptable age of titles within the collection with the exception of classic literature including award winning books, folktales, and fairytales.
 - Appropriate lexile level of titles
 - Other criteria to be determined by vendor and district
 - A description of what services vendor would propose to accompany the opening day collection
 - The new school order will be shipped in one shipment, with no backorders, on or about August 1, 2017 (Exact date TBA)
 - A fully cataloged and processed sample book

Cataloging

- Abridged Dewey classification and Sears subject headings, following specifications to be provided by the librarian
- Full US MARC21 (852 holdings) records on a USB compatible with Follett Software Company Destiny Library Manager for every title supplied
- Vendor will send a MARC record for titles received in the order only. MARC records will not contain titles that were not shipped.
- Every MARC record will contain shelf list information including purchase date and price.
- MARC records will contain reading level, interest level, review sources, full annotation, complete subject heading, **genre category** and added entries.

Shelf Ready Processing

- Vendor will provide a digital copy of Recommended Standard Core Collection list for Bluestone Elementary School's specifications with author, title publisher, ISBN#, editions available, type of binding, Dewey Decimal classification and supplier price as well as an Annotated Core Collection list with the listed items plus reviews. It is understood that schools can (but are not required to) mark either list of ordering.
- All books with book jackets will be furnished with fastened Mylar covers at no extra charge.
- Spine labels (with clear label protectors, unless a colored label protector is specified) attached on the spines.
- Barcodes (with clear label protectors) attached to front upper left corner
- Books will be properly stamped on the inside front cover, inside back cover, title page, and page 21
- Spanish titles will have a yellow label protector over both the barcode and the spine label
- All Fiction books (English and Spanish) will be genrefied according to categories set forth by the librarian
 - Each fiction book will include an additional spine label indicating the genre. Labels will be discussed with the librarian
 - The vendor will commit to applying the agreed upon genre labels to all future book orders
 - The MARC record will reflect the location of the book by genre

Evaluation Rubric

Substantial successful experience with Harrisonburg City Public Schools	15
Price of the collection and services	15
Proposed nonfiction books that align with the school curriculum and Virginia SOLs and fiction books in English and Spanish that support cultural relevancy for students	15
Representations illustrating the firm's technical capabilities and professional competence to accomplish the required work	10
Substantial successful experience in selection, preparation, installation, and delivery of similar collections	10
Complete and reasonable plan to provide the services and collection	10
Flexibility for future collection expansion and associated costs	10
Complete/enhanced MARC records, including reading level, interest level, purchase date, review sources, full annotation, complete subject headings, genre category and added entries	10
Plan for completion of collection	10
TOTAL	105

Opening Day Library Collection Bluestone Elementary School Harrisonburg City School Board

Issuing Agency: Harrisonburg City Public Schools (HCPS)
One Court Square
Harrisonburg, Virginia 22801
Attention: Tracy Shaver

Issue date: March 17, 2017

Bid deadline: April 6, 2017 at 2:00 p.m.

Bid Number: RFP-AL-04062017

An original and two copies of your submittal are requested. Proposals will not be accepted via fax machine or internet email.

All inquiries for information should be directed to: Anne Lintner, Principal, BES
(540) 434-9916.

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services and goods described at the prices indicated in attached bid form.

Name, Address, and Telephone Number of Firm Submitting Bid:

phone: _____

Signature of Authorized Bidder

Printed Name and Title

**FRONT AND BACK OF THIS PAGE TO BE COMPLETED AND RETURNED
WITH SUBMITTED BID.**

To be completed by bidder.

I/We propose to furnish the specified opening day collection services, materials, and shipping for the completion of BLUESTONE ELEMENTARY SCHOOL library media center for the sum listed below. All work shall be performed in a manner entirely satisfactory to applicable laws, rules and requirements of Harrisonburg City School Board.

COST FOR LIST OF TITLES: \$ _____

FILL PERCENTAGE OF TITLES REQUESTED: _____

ADDITIONAL VENDOR SERVICES TO BE PROVIDED (list below):

SUMMARY LIST OF BINDINGS TO BE SUPPLIED:

VENDOR WILL PROVIDE A FULLY CATALOGED AND PROCESSED SAMPLE BOOK.

Company Name

FRONT AND BACK OF THIS PAGE TO BE COMPLETED AND RETURNED WITH SUBMITTED BID.