Request for Proposal

Library Binding Services

July 8, 2011

Issued by

The University of Virginia
Procurement and Supplier Diversity Services
Charlottesville, Virginia

A VASCUPP Member Institution
# Library Binding Services

**Request for Proposal #MW070811**  
**July 8, 2011**

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Overview of the RFP Process</td>
<td>1</td>
</tr>
<tr>
<td>II. Background Discussion and Goals of the University</td>
<td>1</td>
</tr>
<tr>
<td>III. Scope of Goods and Services</td>
<td>2</td>
</tr>
<tr>
<td>IV. Basis of Selection</td>
<td>23</td>
</tr>
<tr>
<td>V. Contents of the Proposal</td>
<td>23</td>
</tr>
<tr>
<td>VI. Information about this RFP</td>
<td></td>
</tr>
<tr>
<td>A. Procurement Schedule</td>
<td>28</td>
</tr>
<tr>
<td>B. Issuance of RFP and Questions</td>
<td>28</td>
</tr>
<tr>
<td>C. Preproposal Conference</td>
<td>29</td>
</tr>
<tr>
<td>D. Proposal Deadline</td>
<td>29</td>
</tr>
<tr>
<td>E. Oral Presentations and Negotiations</td>
<td>29</td>
</tr>
<tr>
<td>F. Communications</td>
<td>29</td>
</tr>
<tr>
<td>G. Formation of the Agreement with the Selected Firm(s)</td>
<td>30</td>
</tr>
<tr>
<td>H. Provisions Deemed Included in the Proposal</td>
<td>30</td>
</tr>
<tr>
<td>I. Rejection of Proposals</td>
<td>31</td>
</tr>
<tr>
<td>J. Virginia Freedom of Information Act</td>
<td>31</td>
</tr>
</tbody>
</table>

| Attachment 1 - Mandatory Contractual Provisions | 33   |
| Attachment 2 - Preferred Contractual Provisions | 39   |
| Attachment 3 - Procedure for Resolution of Contractual Claims | 44   |
| Attachment 4 - Executive VP and COO’s Request for Commitment | 46   |
| Attachment 5 - Pricing Schedule               | 47   |
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This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services website and can be downloaded at: [http://www.procurement.virginia.edu/pagerfp](http://www.procurement.virginia.edu/pagerfp). It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. Addenda and attachments are posted if issued. We encourage you to check the website frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed in Section VI, Information about this RFP. Additional information can be found on Procurement and Supplier Diversity Services website at: [http://www.procurement.virginia.edu/pagehome](http://www.procurement.virginia.edu/pagehome)

I. Overview of the RFP Process

The Rector and Visitors of the University of Virginia (the “University”), a Virginia public corporation, seeks an experienced firm to provide a full range of binding products and services. This RFP is part of a competitive procurement process which helps to serve the University's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the University has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

For ease of reference, each firm receiving this RFP is referred to as a "firm" and the firm selected to provide services for the University is referred to as the "Selected Firm(s)." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm(s).

It is the policy of the Commonwealth of Virginia and the University to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth and the University encourage firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

II. Background Discussion and Goals of the University

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson’s spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University’s standing as a leader in education, research, and community service.

The 20,300 plus students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University’s outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and
Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it often heads the list, but among all American universities, public and private.

Over 12,400 permanent University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation’s finest, and graduates who have consistently been among the forefront of our nation’s shapers. At the University, our bright future is the direct result of our great history.

While the University is the lead agency in this procurement, the RFP is being done on behalf of all VASCUPP (Virginia Association of State College & University Purchasing Professionals) member institutions (“Institutions”) and their library/libraries (“Library”). However, none of the Institutions will be required to use any Agreement that may result from this RFP. For more information about VASCUPP and its members, visit the VASCUPP web site at: https://vascupp.org. Based on input from five of the VASCUPP libraries (University of Virginia, Virginia Commonwealth University, William and Mary, George Mason University, and Old Dominion University), the following is an approximate number of binding services requested by type in the previous year or so: Monographs ~ 7,375; Periodicals ~ 12,000, Enclosures ~ 700.

The University reserves the right to award to different firms to provide all or any part of the goods and services discussed in this RFP.

III. Scope of Goods and Services

It is the University's intent to enter into an Agreement with the Selected Firm(s) to provide a full range of binding products and services, including but not limited to standard and economy book binding, standard and custom periodical binding, theses/dissertation binding, pamphlet binding as well as the construction of portfolios, phase boxes, and other enclosures. The Selected Firm(s) must adhere to the methods and standards outlined in the latest edition of ANSI/NISO/LBI Standard for Library Binding (ANSI/NISO/LBI Z39.78-2000), herein referred to as the “Standard”. In addition to binding and enclosures, the Selected Firm(s) may be asked to perform ancillary services such as conservation and digitization services. Most terms and definitions used in this RFP can be found in the “Glossary” section of the Standard.

Each Library has the right to customize its profiles, state individual preferences, and state exceptions to those preferences on individual items. Each Library has the right to determine which, if any of the services, it will utilize. The Selected Firm(s) will work separately with each Institution’s Library/Libraries and handle all binding matters to include shipments and invoices for each Library separately and independently from each other. In order to achieve this goal the Selected Firm(s) may be requested to provide those goods and services outlined in this section.

A. Binding Service Requirements

All items should be bound according to the technical and materials specifications of the Standard. It is the Selected Firm(s) responsibility to abide by the Standard and adopt any changes in a timely manner should amendments or updates occur. Any exceptions, changes and/or additions to the Standard must be identified in the firm’s proposal. When options are offered in the Standard or when Libraries require specifications not included in the Standard, the Selected Firm(s) will follow the guidelines below. These guidelines clarify and expand the Standard, they do not replace it.
1. **Definitions of Binding Units**

   The Library will designate the binding style to be provided; any deviations from such designations are to be made only with the prior written consent of the Library.

   a. **Book(s)/Monograph(s)**
      
      For the purpose of this proposal request and any resulting agreement, a book or monograph is defined as one piece submitted for binding or rebinding as a single unit without reference to another unit. Although some items in this category may be bibliographically classed as serials or may be part of a set, the Library assumes responsibility for uniformity of color of cloth and stamping foil.

   b. **Serials/Periodicals**
      
      For the purposes of this proposal request and any resulting agreement, a serial and/or periodical publication is defined as a single item bound separately, or a series of two or more serially numbered items bound together, for which the cloth color will be selected, and the cover stamped with information so as to match other items in the same set or series. The Library initially supplies the stamping information, but the Selected Firm(s) assumes responsibility for maintaining the integrity of it for the duration of the agreement.

   c. **Thesis/Dissertation**
      
      For the purposes of this proposal request and any resulting agreement, a dissertation and/or theses is defined as one item submitted for binding as a single unit without reference to another unit. The color is pre-selected by the Library, and the imprinting information for each is provided to the Selected Firm(s) by the Library. The Selected Firm(s) assumes responsibility for maintaining the integrity of non-variable information for the duration of the agreement.

   d. **Enclosures**
      
      For the purposes of this proposal and resulting agreement, an enclosure is defined as any container constructed by the Selected Firm(s) for the Libraries.

2. **Materials Specifications**

   Unless otherwise specified, all materials used will be in accordance with the Material Specifications presented in the *Standard*, Sections 15.0 – 23.0.

   a. **Endpapers**
      
      Endpapers will be white and in accordance with the *Standard* unless product with reproduced endsheets is specified. Endpaper attachment preferences may be specified by each Library.

   b. **Pockets and Cases**
      
      Materials for pockets and cases will be in accordance with the specifications for Pockets and Cases for Supplementary Materials. Materials used for pockets and cases may include alkaline paper, spun olefin (TYVEK), tear resistant fabric, or fabric and board, depending on the bulk and weight of the materials they are designed to protect.

   c. **Adhesives**
      
      All adhesives for all binding processes will meet the specifications detailed in Section 19.1 - 19.5 of the *Standard*. 
(1) An emulsion copolymer of internally plasticized polyvinyl acetate adhesive (PVA) is the adhesive preferred for double-fan adhesive binding, making the case, and casing-in. Alternative adhesives must meet the requirements for Alternative Adhesives specified in the Standard. Any change in adhesive brand must be approved by the Libraries.

(2) Under no circumstances will the Selected Firm(s) employ animal based adhesives for any process.

3. Specifications for Monograph and Periodical Bindings

The Library reserves the right to specify multiple grades of products for monographs and periodicals. “Standard” products will be “bound as is”. “Custom” products may feature special instructions to which the Selected Firm(s) must pay close attention. These may include special collation instructions, pockets, stubbing, specialized tip-ins or repairs. Newspapers” products (a type of periodicals binding) will require basic collation for completeness and order.

a. Examination and Collation

(1) All volumes will have bundling materials (rubber bands, H-bands, binder’s clips, cloth ties) removed without charge and returned to the client Library if requested in advance. Other ties (such as butchers twine, etc.) may be cut and discarded.

(2) All volumes will be examined according to the Standard to detect damaged leaves and peculiarities that might make either first-time binding or rebinding inadvisable.

(3) Incomplete or imperfect volumes will be returned to the Library unbound unless the Library has acknowledged the incompleteness in some way. For example, a note instructing the Selected Firm(s) to “Bind as is” allows the Selected Firm(s) to bind incomplete or imperfect volumes.

(4) If, in any case, the Selected Firm(s) cannot determine the proper course of action for a particular item, they must either contact the sending Library for clarification or return the item unbound.

b. Mending and Options for Foldouts

(1) Mending

The decision to have the Selected Firm(s) mend tears is up to the preference of each Library. The Selected Firm(s) is not authorized to make repairs unless the Library specifically requests this option.

If the volume cannot be bound with the tear unrepaired, then the volume is to be returned unbound to the Library unless the Library has authorized repairs. The Selected Firm(s) may only repair tears using archival quality document repair tape, heat-set tissue or Japanese tissue and paste.

(2) Options for Foldouts

The Selected Firm(s) will adhere to the Library’s preference when dealing with maps, illustrations, and double leaves. Options may include selecting a method of leaf attachment that does not obscure above-mentioned items (including leaving text
block untrimmed), constructing pockets, or extending items with strips of alkaline paper or cloth of an appropriate weight.

c. Removing Backs & Preparing Text Blocks

(1) For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double fan adhesive binding, care should be taken to preserve as much as possible of the inner margin. Milling will conform to the *Standard*, Section 7.3.1 or 7.4.1. The Library has the option to request that items be returned unbound if the inner margin of the finished product will be less than ½ inch.

(2) Very bulky periodical issues that are saddle stitched (stapled through the fold), and which cannot be sewn through the fold (i.e., when they must be bound together with non-saddle stitched issues) will be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

(3) All staples must be pulled from side stapled text blocks to provide an inner margin of maximum width.

(4) Staples will be removed from all saddle-stitched issues prior to being sewn through the fold.

(5) Newspapers and periodicals with margins of less than one inch should be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

(6) For Double Fan Adhesive Binding, the Selected Firm(s) may choose to notch the spine to ensure greater durability. The notches will not exceed 3/32 inch deep.

d. Trimming

(1) Although the Libraries do permit trimming, it is expected that all trimming will be kept to an absolute minimum (less than 1/8 inch). When trimming is done, the heads, fore edges, and tails of text blocks will be trimmed as slightly as possible, and under no circumstances will printed matter be trimmed away. Volumes in which text and/or illustrations bleed to the edges of pages will be left untrimmed.

(2) The Selected Firm(s) must observe “no trim” instructions when included on the binding ticket. If “no trim” instructions are not observed, the item will be considered damaged and replacement costs will be applied.

(3) Trimming will not be used to remove staples from a side-stapled item; they will be carefully pulled from the item instead.

(4) Periodicals issued in signatures that are to be oversewn or adhesive bound will be prepared by slitting through the fold rather than by trimming or milling.

(5) The Selected Firm(s) will leave text blocks untrimmed when necessary to preserve text, margin notes, illustrations, and folded maps and inserts.

(6) Each Library may specify in their profile whether or not Recases may be trimmed.

e. Stubbing and Bound Together Materials
(1) When periodical parts of different heights are to be bound together, the bottom of the resulting text block should be flush, not the top. Stubbing will be used whenever practical to make up for size differences. In no case will one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.

(2) Stubbing will be added to compensate for thick pockets on back covers and to correct text blocks which flair out toward the fore edge.

(3) When media are bound together with text blocks, stubbing should be used to off-set the difference in thickness.

Papers used for stubbing and setting-out will meet the specifications cited in the Standard.

f. Leaf Attachment

All leaf attachment methods and practices should meet or exceed the specifications outlined in the Standard, Section 7. Any bindings considered to be deficient in this regard will be regarded as an error.

(1) Preferred Order of Attachment

The Library may state a preferred order of leaf attachment in general and/or a specific leaf attachment method for a particular item. When specified on the binding slip, the Selected Firm(s) will follow those instructions; however, if the Selected Firm(s) determines that the specified leaf attachment method would be inappropriate for the volume, the Library will be so advised in order to select a different method. If no method is specified either on the Library’s profile or an individual binding slip, the decision as to the method of affixing leaves will be at the professional judgment of the Selected Firm(s) guided by the specifications in the following paragraphs.

(2) Methods of Leaf Attachment

(a) Retain Sewing/New Case Only

This method will be used for all text blocks, either monographic or serial, which will be bound as a single unit (i.e., not with other pieces) and which are already sewn using an adequate number of secure, unbroken stitches. The sewing structure must be in good condition. The original hard cover will be removed and the old back lining and glue lifted from the spine in a manner which does not disturb the original sewing. Paper covers may or may not be removed according to Library preference.

(b) Double Fan Adhesive Binding

- Double Fan Adhesive Binding: This method will be used for materials that are not suitable for retain sewing/new case only or sewing through the fold and are less than 2½ inches thick.
- Spine Notching: The spine will be notched not more than 3/32nd inch in depth and ½ inch apart
to allow the adhesive to penetrate. The spine edge of the text block will be fanned out, glued up, then fanned out in the opposite direction and re-glued so that the adhesive penetrates the inner margin of the volume slightly.

(c) Sewing Through the Fold
Sewing through the fold should comply with the Standard. Items sewn through the fold should be sewn securely, without gaps between the signatures.

- This method will be used for all serials issued in single, saddle stitched signatures and monographs as specified.
- Extremely thick or heavy text blocks and those requiring hand sewing will be sewn on highest quality linen or cotton tapes of suitable width spaced no more than two inches apart.

d) Oversewing
Oversewing should comply with all applicable points of the Standard.

- This method will be used for the following materials only when specified: monographs and serials printed on sturdy, flexible paper with a margin of at least 5/8 inch, for which no other method of leaf attachment is possible.
- Items to be oversewn will be divided into uniform sections not to exceed 0.055 inch in thickness.
- Sewing will not be within 3/8 inch of the head and tail of the text block.

g) Rounding and Backing
Text blocks will be rounded and backed to conform to Section 10 of the Standard, except for the following:

1. Those which the Selected Firm(s) deems sufficiently rounded and backed.
2. Those that will not benefit from the rounding and backing process due to their structure or will be damaged by the rounding and backing process.
3. Any volumes measuring less than 1/2" thick.

h) Back Lining
Backs will be lined to conform to Section 11 and 17.2 of the Standard.

i) Cover Board
The Cover Board will conform to Section 16.0 of the Standard.

j) Covering Material
In general, cloth used for bindings or enclosures will be F-grade Buckram bookcloth that meet the specifications of the Standard. C-1
Grade Book cloth may be used if the Library requests it, per the above-named specifications. If cloths that do not meet these specifications will be used, the Selected Firm(s) must provide full materials specifications, occasions on which it may be used and justification for its use under those circumstances. The Library will reserve the right to choose the color of covering material for all types of binding products.

k. Case Making
Case construction will conform to Section 12.0 of the Standard, unless otherwise noted by the Library.

(1) The Library may select preferences for wide-hinged or narrow-hinged cases. Regardless of hinge chosen, the cases will be neatly made and attached securely along the entire text block. No gaps will be evident.

(2) The Library will provide the option for Traditional or Library Corners. There will be no additional charge for either corner.

(3) Boards and inlay will be securely adhered to the inside of the covering fabric using PVA. The inlay will be cut to the same height as the boards and the same width as the back of the text block.

l. Stamping
Stamping foil will conform to Section 22 of the Standard and will be available in white, black, and gold. Unless otherwise specified, foil color will comply with the default color chosen by the sending Library.

(1) Lettering
Lettering will be done to conform to section 12.2 of the Standard.

(2) Type and Size
(a) Lettering will be of a point size appropriate to the thickness of the volume. A 16 to 18 point size will be used for most volumes. If the Library requests it, the title will be in larger letters than the author. Volumes thinner than ¾ inch may be lettered in 14-point type. Lettering will not exceed ½ character onto the shoulder of the front or back cover. Characters must be available in both upper and lower cases for use when specified. Availability of diacritics is required. Imprint information and call numbers will be included in the price.

(b) The style of type used in the call number will make obvious the distinction between “I” and “j”, among “1” (one), “l” (eye) and “l” (ell); “o” (oh) and “0” (zero).

(c) Non-Roman Letters — The Selected Firm(s) should provide the following Greek letters for stamping titles: Alpha, Beta, Delta, Gamma, Omega, and Sigma.

(3) Placement and Spacing of Stamping
(a) The Library will specify order of priority for placement of author/title information on the covers.

(b) Unless otherwise specified, author/title information should be abbreviated when necessary to fit it on the spine. The Library may shorten titles according to
binding instructions. Otherwise, the Selected Firm(s) is to abbreviate to the first punctuation mark or the first five words of the title.

(c) The Library will specify if/when articles are to be left off at the beginning of the title.
(d) The Library will specify preferred abbreviations for variable titles for serials.
(e) The Library will specify preferred order for placement of author/title information for theses.
(f) The Library will specify order of priority for placement of call numbers on the covers.

m. Casing-In
(1) Casing-in will conform to Standard Section 13.0. Text blocks should be seated evenly, squarely, and securely within the cases. The hinges should be securely and evenly attached.
(2) Volumes will be cased-in and pressed between metal edged boards or in a hydro-press (i.e., a building-in machine). If the hydro-press is used, the heat, pressure, and dwell time will be sufficient to set the joints, ensure good adhesion, and permit the boards of the book to open easily. The Library retains the right to refuse the hydro-press for specific types of materials.
(3) The square which projects around the head, fore edge, and tail of the text block will be proportionate to the size and weight of the text block. The squares should be even on all sides and the endpapers should be evenly applied without bubbles, wrinkles or skew.
(4) In general, if a volume is over three inches thick or exceedingly heavy, it should be cased-in flush-bottom as described in Standard Section 13.0. A Library has the option to specify preference for case-in flush bottom or defer to the Selected Firm(s)’s discretion.

n. Inspection after Binding
All bound volumes will be carefully and critically inspected for defects in all aspects of construction and lettering, as per Standard Section 14.0 and will be wiped clean before packing if necessary.

o. Binding Slips and Selected Firm(s) Identification Labels
Binding slips will be inserted inside front covers in a non-damaging, non-permanent fashion in a consistent location. They must be easily removed without leaving a residue or removing any ink from the volume.

Identification labels from the Selected Firm(s) will be placed on the back endsheets. It will not be placed on any page with text on it. The labels should indicate the year the volume was bound.

p. Pockets and Cases for Supplementary Materials
(1) Pockets
The Library has the option of requesting stubbing and making their own pocket or specifying type of pocket material the Selected Firm(s) will use. These materials may include alkaline
paper, spun olefin (TYVEK), tear resistant fabric, or fabric and board.

Pockets will be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted into or removed from the pocket, i.e., they will fit the material they are designed to hold. Inappropriately fitted pockets will be considered an error, and the items will be returned as such.

Stubbing will be added to the text block to compensate for the thickness of the pocket and its contents when pockets for inserts that are greater than 3/16th inch thick.

(2) Media Cases
When media are bound together with text blocks, dense foam filling material such as Plastizote™ or similar inert, closed cell foam plastics should be used. Stubbing should be used to offset the difference in thickness. The Library will either provide the original or a template for the Selected Firm(s) to use for the cut out portion of the foam. Under no circumstances will plastics or foams with polyvinyl chloride (PVC) be used.

q. Special Handling or Treatment
(1) Brittle Materials — Materials that are too brittle for binding are to be labeled as such and returned to the Library unbound unless instructions specify otherwise.
(2) Flush Binding — If a text block is over three inches thick or exceedingly heavy, it will be bound flush with the bottom of the case. In such cases, the boards must be cut to eliminate the volume’s tail. The Library reserves the right to specify their preference for case flush bottom or leave it to the Selected Firm(s)’s discretion.

See Section III.A.3.m., Specifications for Monograph and Periodical Bindings, Casing-In, for additional information about flush bottom binding.

r. Books/Monographs Binding Styles
(1) Standard Binding for Books/Monographs
Volumes will conform to the criteria specified above in Section III.A.3, Specifications for Monograph and Periodical Bindings and in all points of the Standard unless otherwise specified by the Library.
(a) The Selected Firm(s) will check for overall completeness and to anticipate trimming needs so as not to damage material.
(b) Attached maps and charts will be bound in place.
(c) If no material color is given for case covering, it will be selected at random.
(d) Cases will be covered with Group F Buckram available in a range of colors.
(e) Stamping will be done in color specified by Library.
This includes white, gold or black foil. It will comply with the Library’s institutional profile.

(f) The Library will specify whether to remove or retain paperback covers. If the Library does not specify whether paperback covers are to be removed or retained, the Selected Firm(s) will retain the covers.

(2) Economy Binding for Books/Monographs:
Volumes will conform to the criteria for standard binding with the exception that the covering material may be Group C Buckram as defined in the *Standard*.

(3) Custom Binding for Book(s)/Monograph(s)
Volumes will conform to the criteria specified in section Specifications for Monograph and Periodical Bindings and in all points of the *Standard* unless otherwise specified by the Library.
(a) Loose maps and charts will be placed at the back of the volume in a pocket specified by the Library. The Library also has the option to decline this service.
(b) Volumes that consist entirely of loose parts, i.e., maps, charts, musical parts, plates, etc., will be placed in a case with pocket(s) to accommodate the loose items.
(c) Volumes that require special instructions for replacement pages, splitting volumes, and those that are “bound backwards” will be bound as custom.

(4) Graphic Covers for Paperback Book(s)/Monograph(s)
Volumes will conform to Section III.A.3, Specifications for Monograph and Periodical Bindings, and in all points of the *Standard* unless otherwise as specified below:
(a) The original cover should be reproduced by color imaging technology resulting in a permanent, waterproof image that is resistant to general abrasion and damage through normal use.
(b) Cloth used for as a base for the image transfer technology should meet be durable and ideally meet the standards used for Group F Buckram, starch-filled buckram, or cloth appropriate to the size and weight of the volume.
(c) The Library may specify if they want copies of both the recto and verso (if printed) of the front and back covers to be bound in with the text block of the text.

(5) Recase Only
(a) Retain original leaf attachment (e.g. sewing through the fold) and retain signatures if present.
(b) Maintain rounded or rounded and backed spine shape in those volumes previously rounded and/or backed.
(c) End sheets will be sewn on compatibly with leaf attachment of the item.
(d) Each Library may specify whether or not the text block may be trimmed.
(f) For Books with Paper Covers: Each Library may specify if they want to hinge in original paper covers.
Original paper covers will be hinged and attached to the text block using linen or Tyvek strips; they will NOT be tipped directly onto the text block.

s. Periodicals Binding Styles

(1) Standard Binding for Periodicals
Volumes will conform to criteria specified above in Section III.A.3, Specifications for Monograph and Periodical Bindings, and in all points of the Standard unless otherwise specified by the Library.
(a) Examination and collation:
All issues will be inspected for completeness, for correct order of issues, and to determine proper trimming choices.
- If out of sequence, the Selected Firm(s) will correctly arrange the title page, table of contents and issues.
- The Selected Firm(s) should not re-arrange supplements or indexes.
- Torn pages on the binding margin will be mended if requested in the Library’s profile.
- Incomplete and/or damaged volumes will be returned to the Libraries, unless otherwise specified to "bind as is".
- Replacement pages will be checked for completeness, bound in correct order and trimmed to match the size of the original.
- The Selected Firm(s) should not remove the cover of the first issue of a volume.
- Covers, advertisements, and similar material will be retained in place.
- Typed pages indicating missing issue(s) or page(s) will be bound in where placed by the Libraries.
(b) Method of Leaf Attachment for Periodicals:
Each Library will either state their preferred method of leaf attachment in their profile or defer to the Selected Firm(s)’s judgment.
(c) Stamping will comply with Section III.A.3, Specifications for Monograph and Periodical Bindings, Stamping.
(d) For trimming specifications, see Section III.A.3, Specifications for Monograph and Periodical Bindings, Trimming.
(e) Group F Buckram will be used for case making and will be available in a sufficient variety of colors.
(f) Extremely heavy or thick text blocks will be bound as specified in Section III.A.3, Specifications for Monograph and Periodical Bindings, Casing-In.

(2) Custom Binding for Periodicals
Volumes will conform to Section III, Specifications for Monograph and Periodical Bindings and all points for Product Specifications of the *Standard* unless otherwise specified by the Library.

(a) Customized collation and binding features may include:

- Odd-sized material will be aligned at the bottom of the text block, unless otherwise instructed.
- Attached maps and charts will be bound in place. Unless otherwise specified, loose maps and charts will be placed at a location specified by the Library.
- Awareness of fold-outs and other materials potentially damaged by trimming will result in no trim by the Selected Firm(s).
- The Library may specify a media case for audiotapes, videotapes, compact discs or computer diskettes.
- Heavy card inserts will be removed from the issue(s).

(b) Stamping:

Same for standard binding for periodicals, plus the following:

- Panel lines may be requested and will be printed where requested by the Libraries.

(3) Newspapers

Volumes will conform to Section III.A.3, Specifications for Monograph and Periodical Bindings, and in all points of the *Standard* unless otherwise specified by the Library.

(a) The Libraries will specify leaf attachment and special instructions based on the services that the Selected Firm(s) can supply. The Libraries prefers methods that can be reversed and that preserve the maximum amount of the inner margins. Methods may include reinforcement of folds and hinging-in of loose sheets. Edges will not be trimmed (unless instructed otherwise by the Library) once the leaf attachment is secure. Under no circumstances will printed matter be trimmed away.

(b) Newspapers that cannot be sewn through the fold will be split as described in Section III.A.3, Specifications for Monograph and Periodical Bindings, Trimming.

Due to the extremely small inner margin of most newspapers, the Selected Firm(s) is encouraged to not split or mill them in any manner that would increase the likelihood of damaging the text or impeding use.

(c) Stamping: Titles, mid-spine variable information and call numbers will be printed according to the Library’s
preference. Stamping will be done in the foil of the Library’s preference.

(d) Endpapers will have extra reinforcement, as appropriate.
(e) Rounding and backing are at the Selected Firm(s)’s discretion.

4. Specifications for Theses and Dissertations
Volumes will conform to Section III.A.3, Specifications for Monograph and Periodical Bindings, and in all points of the Standard unless otherwise specified by the Library.

a. Material will be bound as received.

b. Stubbing may be used to reinforce pages with photographs.

c. The default buckram color will be identified by the individual library or account. Material will be F Grade buckram.

d. The Library will specify stamping preferences. Stamping is included in the price.

e. Some theses and dissertations will require a pocket or case for graphs, charts, maps, videotapes, audiotapes, compact discs, and computer diskettes.

5. Insertion of Security System Strips/Targets
The above term will refer to the metal sensitized strips used by various security systems (tattle tape). A target will be affixed to the spine lining of each volume as specified by the Library. The removal of pre-existing strips for binding will incur no special charges.

B. Additional/Optional Services
The Selected Firm(s) should be able to provide the following services:

1. Enclosures
Materials will conform to all points of the Standard unless otherwise specified by the Library. The Library will specify that the material is to be boxed and either:

a) ship the item, or b) include measurements on the binding software.

a. Inspection after Creation of Enclosures
All enclosures will be carefully and critically inspected for defects in all aspects of construction and lettering, as per Standard Section 14.0 and will be wiped clean before packing if necessary.

b. Phase Boxes
(1) Materials — Phase boxes will be constructed of strong, flexible, alkaline buffered board, which will crease without splitting or delaminating. Gray/white barrier board is preferred.

(2) Box configuration will be two custom cut strips of board, crossed and adhered to form a two-ply rear board and four flaps which wrap around a book and support it firmly. The outer flap will be held closed either by button and string closures or by soundly attached Velcro coins or strips. If rivets are used, only non-corrosive/non-rusting metal rivets may be used to attach closures.

(3) Placement of Rivets/Velcro — Rivets will be attached to the fore edge (not to the front or rear face) so the box does not damage
materials shelved beside it. If Velcro is used, it must be attached by means other than exclusively adhesive to add durability.

(4) Stamping — Stamping for standard books/monographs will apply.

(5) Measurement — Library will provide measurements and binding slip/form to Selected Firm(s) or the Library may have the option to send the original item.

c. Phase Boxes, Cloth Covered

(1) Materials will conform to all points of the Standard unless otherwise specified by the Library.

(2) Construction — Phase boxes will be constructed of strong, flexible, alkaline buffered board, which will crease without splitting or delaminating. Gray/white barrier board is preferred.

(3) Box configuration will be two custom cut strips of board, crossed and adhered to form a two-ply rear board and four flaps which wrap around a book and support it firmly. The outer flap will be held closed either by button and string closures or by soundly attached Velcro coins or strips. If rivets are used, only non-corrosive/non-rusting metal rivets may be used to attach closures. If staples are used with Velcro, they should be composed of stainless steel.

(4) Placement of Rivets/Velcro — Rivets will be attached to the fore edge (not to the front or rear face) so the box does not damage materials shelved beside it. If Velcro is used, it must be attached by means other than exclusively adhesive to add durability. If staples are used with Velcro, they should be composed of stainless steel.

(5) Stamping — Stamping for standard books/monographs will apply.

(6) Measurement — Library will provide measurements and binding slip/form to Selected Firm(s).

d. Clamshell Box—Cloth Covered

(1) Construction — Clamshell boxes will be constructed of materials that conform to the materials specifications as outlined herein. Boards will be of a weight suitable for the size and weight of the contents they are meant to protect. Boxes will be made plain with a drop-back construction and will provide firm support for their contents; and will be made so that the contents can be easily removed and replaced in a non-damaging fashion.

(2) Stamping — Stamping will be specified by the Library in the ordering information.

(3) Measurement — The Library will either provide measurements or binding slip/form to the Selected Firm(s).

(4) Covering Material — The standard cloth for a clamshell box will be covered in F-grade buckram. Other custom cloths, such as a Canapetra finish (slubbed, paperbacked, uncoated cotton or linen) may be requested.
e. Portfolio

(1) Construction — Portfolios will be constructed of an interior four-flap adhered from the back to a cloth-covered case. The interior four-flap will be constructed of an alkaline buffered, lignin free card stock of at least 0.20 point weight or heavier. (The Library may request a heavier weight board.) The interior four-flap will be constructed by utilizing two custom cut strips of board, crossed and adhered to form a two-ply rear board and four flaps which wrap around a book and support it firmly. Velcro may be added for additional support, if necessary.

(2) Stamping — Stamping for standard books/monographs will apply.

(3) Measurement — Library will provide measurements and binding slip/form to Selected Firm(s).

(4) Covering Material — The exterior of the portfolio will be covered in F Grade buckram.

f. Lightweight Folding Book Box – Tongue and Slot Model

(1) Construction — Tongue and Groove model boxes will be constructed of heavy weight, buffered, lignin free card stock (20 point or higher). Boxes will be made with four flaps that open completely and will hold closed either with a self-locking tongue-and-slot mechanism. Boxes will provide firm support for their contents; and will be made so that the contents can be easily removed and replaced in a non-damaging fashion.

(2) Lettering — Stamping for standard books/monographs will apply.

(3) Measurement — Library will provide measurements and binding slip/form to Selected Firm(s) or the Library may have the option to send the original item.

(4) Covering Material — none

g. Lightweight Folding Book Box – Clamshell Model

(1) Construction — Folding book boxes will be constructed of buffered, lignin free corrugated board, such as E-flute. Boxes will be constructed to mimic the closing of a double-tray book box. Boxes will provide firm support for their contents; and will be made so that the contents can be easily removed and replaced in a non-damaging fashion.

(2) Lettering — Stamping for standard books/monographs will apply.

(3) Measurement — Library will provide measurements and binding slip/form to Selected Firm(s).

(4) Covering Material — none

2. Conservation Services — The Selected Firm(s) should be able to provide conservation services that include, but are not limited to:

- Deacidification
- Encapsulation
- Binding and restoration (including leather)
• Paper restoration
• Presentation bindings

3. Digitization Services
The Selected Firm(s) should scan Library content using a scanner rendering of at least 600 dpi. The files should be identified in accordance with the Library’s protocols. Scanning should cause no harm (such as spine damage) to the original object unless previously agreed to by Library/Selected Firm(s). All files will become the sole property of the Library.

The Library has the option of requesting a paper preservation facsimile as well as an electronic copy.

4. Printing-On-Demand / Binding-On-Demand

5. Shelf Preparation:
The Selected Firm(s) should apply, according to the Library’s specifications:

• Date due slips
• Property stamps
• Duplicate barcodes

6. Bar Code Replication
The above term will refer to the duplication of pre-existing barcodes previously applied to the original cover by the Library. Replication of original barcodes would reproduce the same numerical and graphic sequence resulting in a perfect, scannable reproduction of the original barcode and placed where Library specifies.

C. Pick-Up and Delivery

1. All pick-ups and deliveries will be made in the Selected Firm(s)’s own vehicle with all costs inclusive.
2. All pick-ups and deliveries will be made indoors at the sites chosen by the respective Libraries. Additional sites may be added at the discretion of the Libraries.
3. Items designated as “RUSH” by the Libraries must be boxed separately and clearly marked as “RUSH” on the exterior of the shipping container.
4. The Selected Firm(s) should return rush volumes via UPS as quickly as possible unless the Selected Firm(s) is due to deliver within the next five days.
5. Shipping cartons and binding tickets (if desired) will be provided by the Selected Firm(s) at no extra charge. Worn or damaged cartons will be replaced as needed.
6. Packing — The Libraries may choose to pack materials themselves or have the option of having the Selected Firm(s) pack the materials.

   a. If the Library chooses to pack the items themselves, they will sort materials by category, account, and binding style and pack them for shipment. The Library reserves the right to use various methods to secure fragile items for shipment. The Selected Firm(s) will accept responsibility for collecting and returning H-bands, binder clips, or other materials used to secure items in a reusable condition to the Library at no additional cost. Boxes will be sorted by account and type of material. If items are being shipped rather than picked up, the Selected Firm(s) will supply pre-printed shipping labels supplied by the Selected Firm(s).
b. If the Library chooses to have the Selected Firm(s) pack the materials, the Selected Firm(s) will pack materials for shipment to the Selected Firm(s) by the following categories:

- Monographic volumes
- Periodical volumes
- Document volumes
- Theses, dissertations, and honors
- Materials from special locations will be packed separately
- Materials requiring special binding treatment from any category will be packed separately. The material will be accompanied by a letter providing special instructions, if necessary.

7. Pick-up and Delivery Schedules

a. Times of Schedules
The Selected Firm(s) will provide the Libraries with a schedule of the coming year’s pickup/deliveries by December 1st of the preceding year. All pick-ups and deliveries by the Selected Firm(s) will be on the same day of the week at approximately the same time of day during normal working hours. The Selected Firm(s) will not alter the frequency or dates of each Library’s pickup/deliveries or the turnaround time without the permission of the Libraries and will provide at least two months notice before the proposed change is to become effective.

b. Binding Cycles
The institutions represented by this RFP currently operate under different pick-up and delivery schedules. Libraries may select a bi-weekly or monthly pick-up and delivery schedule. The Selected Firm(s) will establish pick-up and delivery schedules with each of the Libraries.

c. Material Return
(1) The expected turn-around time for each of the institutions is expected to match the delivery schedule. For bi-monthly delivery schedules, special handling may require an additional two weeks. All shipments should be returned to each of the libraries complete, except those materials requiring special handling (e.g. hand sewing, portfolios, etc.). Volumes requiring phase boxes, portfolios, newspapers or special handling will be an exception. They should be returned within 60 calendar days.

(2) Incomplete shipments should be documented on the Library’s invoice by indicating the number of volumes not returned, their titles and volume/date designations. The regular volumes not returned on schedule should be sent to the Libraries via UPS or via the Selected Firm(s)’s own carrier as soon as they are bound, at the Selected Firm(s)’s expense.

(3) The Selected Firm(s) will return the materials packed separately as specified in Section III.C.6, Packing, above.

(4) The category of each box will be legibly marked on the returned cartons.
D. Invoices and Billing

1. All invoices will be mailed to the address(es) specified by each Library. Purchase Order numbers must be clearly marked on the invoice.

2. The Selected Firm(s) will provide invoices for each shipment within two days of delivery of the shipment to the Library.

3. Delayed items from separate shipments will not be combined into one invoice.

4. Every invoice will include the full purchase order number, invoice sheet, invoice number, account number, and the specific Library or collection.

5. For each shipment returned, an itemized invoice of individual charges must be included. The invoice must allow for charges to be identified and verified easily. Each type of binding style or other treatment will be listed separately, including the total number of items bound in that style, the charge per item, and the total charge for all items bound in that style.

6. Invoices reflecting incomplete shipments will have attached a list of the items not returned with reasons for the delay. Books will be further identified by author, title, and shipment number. Serials will be further identified by call number, title, and item number. This list must also accompany the incomplete shipment when it is returned to the Library.

7. Any invoice that is unclear, illegible or does not conform to these specific requirements will be returned to Selected Firm(s) for re-issuance. Payment terms will commence only upon receipt of a proper, valid invoice. As requested, a summary statement of accounts/statistics will be issued.

8. Each invoice must be organized by Library location, pickup date, type of material (i.e., periodicals, books, theses, etc.).

9. When any extra charges are necessary, they should be shown by category and any special preparation or time charges should be explained clearly on the packing list or noted with the invoice.

10. No up-charges or extra charges will be permitted that are not in the contract pricing, unless previously approved by the Libraries.

11. The Selected Firm(s) will accept responsibility for invoicing at the prices quoted and in the proper units of measure as standardized by this Request for Proposal.

12. Packing lists should indicate withheld or “returned unbound” items. The Libraries will not be charged for “returned unbound” items.

13. An order may be considered complete, when all materials have been returned and/or accounted for. Whenever volumes are withheld or returned unbound for any reason, the invoices must include adjustments for the held or returned items. The withheld items will be separately invoiced at the conclusion of the work. A separate packing list for these withheld items must accompany the separate invoice. If an item is lost or damaged and this information is not accounted for on an invoice, the payment by the Libraries will be adjusted to exclude the binding services for the lost or damaged items.

14. Books, periodicals, and newspapers may be invoiced together. The following categories must be invoiced separately:

- Enclosures
- Conservation
- Theses and dissertations
- Corrections for theses and dissertations
• Withheld items
• Other corrections

15. When requested, the Selected Firm(s) will establish sub-accounts for campus departments soliciting binding services from the Selected Firm(s) through the Libraries (e.g. the Anthropology Department desires to bind its collection of journals or dissertations). These materials will be packed and invoiced separately, although pick-up will be arranged through the normal library pick-up sites. Payment for such sub-accounts will be solely the responsibility of the departments requesting the binding services, not the Library. Return shipments must be separately packed and separately invoiced for these accounts.

16. When requested, the Selected Firm(s) will simplify billing by providing invoices from one location. For example, if plant shutdown, work requirements, or other event required utilization of other plants to complete work, the Selected Firm(s) must provide single invoices routed through the primary service plant.

17. Provide a three-part billing invoice if requested by a Library

E. Automated System

The Selected Firm(s) should provide to each Library, at the Selected Firm(s)’s expense, an automated binding preparation software system for maintaining the Library’s binding database of serial and set titles. The software will be used for creating binding instruction records for periodicals, serials and monographs and will include a complete database of the Library’s current serial titles. The database will be the property of the Libraries.

1. Database Requirements

   a. The system should have the capability of storing separate databases and the Libraries should have the capability to edit fixed information and to add and delete records. Each record on the database should include the following information:

   (1) Mandatory

   • Title and author formatted as it will appear on the spine.
   • Format of the volume/data designation. Any fixed element of the designation will appear on the record as it will be printed on the spine. If there is no fixed element, the type of designation will be indicated in some way, e.g., fixed part = VOL, no fixed part = (year).
   • Foil color.
   • Buckram color.
   • Special instructions.
   • Shipment number.
   • Lot number.
   • Item number.

   (2) Optional

   • Library branch (Physics, Geology, Chemistry Libraries).
• Library location, e.g., Reference, Special Collections, etc.
• Type of collation (standard or custom)
• Binding frequency.
• Collation instructions.
• An area for special instructions and notes.
• ISSN.
• OCLC number.
• 13 character local control number.

b. The Selected Firm(s) should maintain at the Selected Firm(s)’s expense, a backup of the Library’s database of serial and set titles. The Selected Firm(s) should maintain the currency of this backup database by making changes to the fixed information that the Libraries have made and by adding and deleting records as necessary.

c. Records in the computer system should be accessible by a variety of search keys, including but not limited to author, title, call number, an alphabetical listing by title for all periodical titles, OCLC#, ISSN, and shipment, lot and item numbers.

d. The system should allow the Libraries to prepare and print binding tickets. Each bound item will be returned to the Libraries with a ticket documenting the binding instructions originally prepared by the Libraries. The system should be capable of preparing binding tickets for serials, sets, monographs, and theses.

e. The system should be capable of preparing reports of volumes prepared for binding and of volumes at the Selected Firm(s). Reports should be arranged by library branch, by shipment number (or date of shipment), and alphabetically by title or by call number. In addition to the title, a volume’s designation and call number should also appear on the report.

f. The system will maintain a binding history file, which will be directly accessible from the binding preparation function. Records for no fewer than the last six bound volumes of a serial will be stored in this file. Each record will include the date the volume was shipped to and received from the Selected Firm(s) and the volume designation as it appeared on the spine of the volume. The system will automatically delete records for older volumes after a period of time determined by the Libraries.

g. The system should be capable of transferring binding data electronically to the Selected Firm(s).

h. The Selected Firm(s) should cooperate in efforts to interface the binding preparation system with other automated systems used by the Libraries.

2. Training
The Selected Firm(s) will provide a knowledgeable person to provide training in the preparation of binding, if necessary, and using the automated binding system. This person should be available to answer questions about system operation and compatibility; transfer of shipment data; recovery of information; and enhancements to the system. If new updates or other software changes result in
major changes, the Selected Firm(s) should provide training in using the updated system.

3. Maintenance Support
   a. Preventive Maintenance
      The Selected Firm(s) should specify in writing the frequency and duration of the preventive maintenance required for the software offered, and the Library will specify the schedule for the performance of the preventive maintenance. This schedule may be modified by mutual agreement.
   b. Remedial Maintenance
      Remedial maintenance will be performed after notification that operating software is inoperative. The Selected Firm(s) will provide the Library with a designated point(s) of contact and make arrangements to enable its maintenance representative to receive such notification or provide an answering service or other continuous telephone coverage to permit the Library to make such contact.

4. System Acceptance Requirement
   a. Required Performance Level
      The system must meet the following standard of performance before any software offered in the proposal is accepted by the Library. This also includes replacements, and field modified items of software which are proposed after the completion of the original performance period. The performance period will begin on the installation date or on the date the Selected Firm(s) certifies to the Library that the software is ready for use, whichever is later, and will meet the standard of performance for a minimum of 30 consecutive days by operating in conformance with the Library’s technical specifications and functional descriptions, as contained in the proposal submitted by the Selected Firm(s), at an average monthly effectiveness level of 95% or more. The Library will not pay any charges, either before or retroactively, associated with the Selected Firm(s)’s requirement to achieve the performance level.
   b. Continuance of Performance Period
      In the event the software does not meet the standard of performance during the initial 30 consecutive days, the performance period will continue on a day-to-day basis until the standard of performance is met for a total of 30 consecutive days.
   c. Failure to Meet Standard of Performance:
      If any software fails to meet the standard of performance after 90 calendar days have elapsed from the start of the performance period, the Library may require a replacement to be provided. In the event that the software fails to perform at the required 95% performance level, the entire agreement may be terminated or, at the option of the Library and at no additional cost, replacement software may be acquired by the Library at no additional charge.

F. Communication
   The Selected Firm(s) should assign a representative from the Selected Firm(s) to the account. This person should be available to answer questions regarding pickups/deliveries, claims for lost, incorrect, damaged, and irreparable items and
invoices. The representative should be available via telephone or email and should visit the libraries at the Library’s request.

The Selected Firm(s) should allow scheduled on-site visits by Library staff members interested in Selected Firm(s) activities.

The Selected Firm(s) should provide toll free telephone communication to the Selected Firm(s) or accept collect telephone calls from the Libraries.

IV. Basis of Selection

The University will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

A. The firm's capability and skill to assist the University to meet its goals for binding services as discussed in Section II, Background Discussion and Goals, and Section III, Scope of Goods and Services;

B. The quality of the samples provided as evidence of the firm’s ability to successfully provide services.

C. The firm's references and its relevant experience, qualifications and success in providing the goods and services outlined in this RFP;

D. The firm's financial proposal including but not limited to discounts, service charges and other charges;

E. The contractual terms that would govern the relationship between the University and the Selected Firm(s);

F. The firm’s plan for the utilization of Small, Women-owned and Minority-owned (SWAM) businesses. (In evaluating the firm’s proposal, the University will assign a minimum of 10 percent of the total selection weight to this individual selection criterion.); and

G. Any other factors relevant to the firm's capacity and willingness to satisfy the University.

Note: The University reserves the right to award to different Selected Firm(s) to respectively provide any part of the goods and services discussed in this RFP.

V. Contents of the Proposal

Proposals should include information requested in this section and presented in the order as outlined. Copies of proposals must be sent to the Issuing Office, Procurement and Supplier Diversity Services, Carruthers Hall, and not to any other office or department whatsoever at the University.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of a firm’s...
lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

A. General Information

1. Name of the firm’s primary contact during the RFP process, to include phone numbers and email address.
2. A brief history and description of your firm’s operation (i.e. size, scope and nature of the firm, years of operation, etc.).
3. Evidence of the firm’s current certification by the Library Binding Institute (LBI). The successful Selected Firm(s) must also provide evidence of re-certification during the term of any resulting agreement.
4. Plant Portfolio

   Provide the following information regarding the firm’s plant and equipment capabilities of the plant that will be doing the work:
   - Square feet of plant space.
   - Number of full-time regular employees (including years and months in service for each).
   - Machines for through-fold sewing (state name of manufacturer).
   - Oversewing machines (state name of manufacturer).
   - Double-fan (Ehlermann) machines.
   - Current percent capacity of plant operation & percent increase that could result from this agreement.

5. Product/Supplier Information

   For the following types of products that your firm proposes to utilize, provide the a) manufacturer’ name, b) product name / number and 3) technical product specifications.
   - Adhesives
   - Boards
   - Coverings
   - Papers
   - Repair tissues
   - Threads

B. Goods & Services

1. Describe the types of commercial library book binding services that your company typically performs/provides. Address your company’s ability to perform/provide the commercial library book binding and enclosure services specified within.
2. Specifically describe the following:
   a. For Double Fan Adhesive Binding, describe the mechanized process for applying the adhesive, such as the “Ultrabind”.
   b. Describe your ability to provide wide-hinged and narrow-hinged cases.
   c. Describe the machinery used for notching
   d. Describe the process used to reproduce graphic covers
   e. Describe the various methods to bind newspapers
   f. Describe the method of attachment for Security System Strips/Targets.
f. Describe and state your firm’s ability to perform/provide the additional / optional services requested in Section III.B.
g. Describe your automated system, and address its ability to work with the Library ILS binding modules to automatically transmit information. Include all relevant documentation about the Selected Firm(s)’s current automated binding preparation software, including operation and installation.
h. Describe you decision tree for Leaf Attachment methods. If necessary, include descriptions.

3. Implementation Plan
Provide details on how the firm plans to establish a new account / to convert an existing account to a new account, and setup individual Library profiles.

C. Samples and Specifications
1. Samples of work for examination by the Library will include three sets of the following items:
   - Periodical – sewn through the fold by machine
   - Periodical – sewn through the fold by hand
   - Periodical with coated paper– double-fan adhesive bound
   - Periodical with uncoated paper – double-fan adhesive bound
   - Periodical – oversewn
   - Monograph – double-fan adhesive bound
   - Monograph – recased with hinged-in original covers
   - Monograph – recased only (original leaf attachment retained)
   - Monograph – sewn through the fold by machine
   - Monograph – sewn through the fold by hand
   - Monograph – in a graphic cover
   - Monograph—economy binding ½ inch thick or less
   - Monograph—economy binding 2 inch thick or more
   - Monograph or Periodical – With specified mounting for media
   - Enclosure – Phase box
   - Enclosure – Folding book box (clamshell)
   - Enclosure – Folding book box (tongue-in-slot)
   - Enclosure – Portfolio
   - Enclosure – Clamshell box

2. Additionally, the sample packet should include:
   - Bindings with pockets (may be one of the above-mentioned samples).
   - Monograph with reproduced endsheets (may be one of the above-mentioned samples).
   - Monograph in a graphic cover with reproduced original cover (may be the same sample volume as “Monograph – in a graphic cover.”
   - Samples of each type of end sheet used, clearly marked to indicate the style of binding for which they are utilized.
   - Sample binding ticket.
   - Sample invoice that illustrates how your company will itemize charges.
• Sample cloth colors.

3. Samples must be clearly labeled. Those representing more than one of the above-mentioned requirements will be clearly labeled indicating which samples they represent.

4. The three samples are to be sent to the following people (one sample to each):
   ● Kara McClurken  
     Preservation Room 201  
     Alderman Library  
     Charlottesville, VA 22904-4150
   
   ● Jean Sibley  
     College of William and Mary  
     Earl Gregg Swem Library Serials Dept.  
     P. O. Box 8794  
     400 Landrum Drive  
     Williamsburg, VA 23187-8794
   
   ● Patricia Selinger  
     Virginia Commonwealth University Libraries  
     Box 842033  
     Richmond, VA 23284-2033

Failure to supply full samples adequately identified by the specified time for the delivery of proposals may be cause for rejection of the proposal. All samples will become the property of the University of Virginia, the College of William and Mary, and Virginia Commonwealth University, and will be provided at no charge to the Universities.

D. References

1. Provide the following information:
   a. Three currently active library binding accounts (indicate the annual dollars) held by the firm, preferably comparable to the University.
   b. One reference from an account comparable to the University that has begun receiving services from the firm within the last year.
   c. One former library binding customer that has become the customer of another commercial library firm in the past year.

2. To qualify as references, the submitted references should:
   a. Utilize a computer-based automated record systems and services like those specified in this RFP.
   b. Represent clients that utilize the services of the plant under consideration for award of this RFP.
   c. Represent clients with contracts of similar nature (scope, cost, etc…) to that under consideration in this RFP.
   d. Include complete and accurate contact information (name, title, phone number, and email address) for the Preservation Administrator, or individual administratively responsible for Library Binding.
   e. Can speak to both the quality of both the products and the customer service provided under the terms of any existing or past contracts.
E. Financial Proposal
1. Complete and return the Pricing Schedule shown in Attachment 5, Pricing Schedule. Describe any other fees that will be charged for the goods and services that are not included in the Pricing Schedule. Include any additional discounts available for early payment of invoices (e.g., 1% Net 15/30).
2. State the firm’s agreement to receive payments electronically via Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment. Prior to contract award, the Selected Firm(s) will be required to contact University Procurement and Supplier Diversity Services’ Payment Processor Specialist group to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 and E-mail: uva-prs-boa@virginia.edu].

F. Contractual Arrangements
1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of Attachment 1, Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions.
4. Provide a written statement with the firm’s proposal that its principals or legal counsel has reviewed Attachment 1, Mandatory Contractual Provisions, and Attachment 2, Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.
5. Provide a list of clients with which the firm has signed a term contract that allows for cooperative procurement and/or if the firm has a General Service Accounting (GSA) schedule contract.
6. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at [http://www.vcu.edu/procurement/coopcon.htm](http://www.vcu.edu/procurement/coopcon.htm).
7. Provide a copy of the firm's most recent audited financial statements.

G. Small, Women-owned and Minority-owned (SWAM) Business
The University is committed to the goal of non-discrimination and to giving fair consideration for all vendors in its procurement programs. The University has set a voluntary goal of doing 5% more business with SWAM firms each year. The University’s 2011 SWAM plan spend goal for firms certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE) is 40%. Targets for each business segment are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Business Enterprises</td>
<td>4.0 %</td>
</tr>
<tr>
<td>Women Business Enterprises</td>
<td>5.0 %</td>
</tr>
<tr>
<td>Small Business Enterprises</td>
<td>31.0 %</td>
</tr>
</tbody>
</table>

This goal does not allow for "set aside" purchases. SWAM firms must compete equally with majority firms and be able to provide the University with quality goods and services at competitive prices. To view the University’s current quarterly achievements, click here [Current SWAM Report](#). As this report shows, the University is in need of assistance in the Minority-owned and Women-owned categories. Please tailor your firm’s SWAM plan to assist the University in meeting its goal and targets.
Provide the following information:

1. Specify whether the firm is a SWAM. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to increase business annually by 5% with these firms in accordance with Attachment 4, Executive VP and COO’s Request for Commitment letter.

2. Provide the name of the individual responsible for the firm’s supplier diversity program. This individual is responsible for implementing and reporting on the firm’s SWAM program as it will relate to this procurement should the firm be selected.

H. Other Information

1. Site Visits
   It may be necessary or desirable for the University's evaluation team of less than five people to travel to a site chosen jointly by the firm and the University to view its operation. Each firm will indicate whether it will reimburse the University for the reasonable and actual expenses (travel, lodging, meals, etc.) incurred by the University for its travel.

2. Provide any other information which the University should consider in evaluating the firm's proposal.

VI. Information about this RFP

A. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

- Issue Date of RFP: 07/08/11
- Preproposal Conference: 07/20/11
- Deadline for Receipt of Proposals: 08/05/11
- Negotiations: 09/15/11 & 9/16/11
- Contract Award: 10/31/11

B. Issuance of RFP and Questions

The Issuing Office for this RFP is:

Procurement and Supplier Diversity Services
University of Virginia
1001 North Emmet Street
P.O. Box 400202*
Charlottesville, Virginia  22904-4202
Attention: Michael Warlick
Telephone: (434) 924-8918
NOTE: If the RFP proposal is sent U. S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

Any questions concerning this RFP will be directed to Michael Warlick as listed above and not to any other person at the University, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Shannon Wampler, the University’s Senior Supplier Diversity Coordinator, at (434) 924-3173 or saw2w@virginia.edu. The University will determine whether any addenda should be issued as a result of any question or other matters raised.

C. Preproposal Conference Call
A conference call for firms receiving this RFP will be held on Wednesday, July 20, 2011, 10:00 a.m., EST. Participation in this conference call is advised if your firm wishes to raise any questions in connection with this RFP. During the call, the University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to ask questions concerning this RFP. To participate in the call, please call 866-842-5779 and use the conference code #9362107058.

D. Proposal Deadline
Proposals must be received at the Issuing Office by 3:00 p.m. EST, Friday, August 5, 2011. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University. Ten copies of each proposal must be provided in individual, bound volumes. Please send eight copies to the address above (Section VI.B) and one copy each to the Jean Sibley and Patricia Selinger using the addresses for them shown in Section V.C.4. Firms must also include an electronic copy of the proposal on a storage device (CD-ROM, thumb drive, etc.) excluding any pre-printed materials such as financial statements. The electronic copy should be formatted as a Microsoft Word document. In addition, please email a copy of your proposal to warlick@virginia.edu.

E. Negotiations
Negotiations with two or more firms will be conducted by the University on the firms' proposals and proposed terms and conditions. Negotiations are tentatively scheduled for September 15 – 16, 2011.

F. Communication between the University and the Firms Regarding this RFP

Informal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm(s) and all other firms have been notified, or when the University rejects all proposals, informal communications regarding this procurement will cease. Informal communications will include but not be limited to:

1. Requests from the firms to any department at the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.; and
2. Requests from any department at the University, or any employee of the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.

Formal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm(s) and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement and Supplier Diversity Services. Formal communications will include but not be limited to:

1. Preproposal Conference
2. Oral presentations
3. Site visits, Interviews, etc.

Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.

G. Formation of the Agreement with the Selected Firm(s)
All proposals received will first be carefully evaluated by the University. The University then intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described in Section H, Provisions Deemed Included in the Proposal, certain matters will automatically be deemed part of the proposal.

H. Provisions Deemed Included in the Proposal
The University will consider each proposal to include not only the matters expressly stated in the proposal as requested in Section V, Contents of the Proposal, but also other provisions which consist of two different types: those which are "mandatory" and cannot
be changed by a firm in its proposal; and those which are "preferred" by the University, but which a firm may wish to alter by expressly and specifically so stating in its proposal.

The University includes mandatory provisions so that all proposals will be governed by the same basic contractual terms. The University encourages any firm which feels that a mandatory provision is unreasonable to contact the University before proposals are due so the University can consider amending the provision. The University includes preferred provisions so that any difference between the firm and the University's preferred contractual provisions can be considered during the University's evaluation of proposals.

1. Mandatory Provisions
Each proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to the provisions of (a) and (b) below. Although such provisions will govern the firm's proposals as submitted, the University and one or more firms may later mutually agree to amend such provisions, such as when additional time is needed to consider proposals, or when contractual negotiations or performance indicate that such amendments are appropriate.

a. The proposal constitutes an offer by the firm which will remain open and irrevocable for a period of 120 days from the deadline for submitting proposals as stated in Section C, Proposal Deadline.
b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 1, Mandatory Contractual Provisions.

Unless a firm expressly and specifically provides otherwise in its written proposal, the proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to these provisions:

a. The firm consents to the University contacting and obtaining any information relevant to this RFP from the references and others identified by the firm in its proposal, as well as from any other persons, firms, or organizations which the University wishes to contact; and
b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 2, Preferred Contractual Provisions.

I. Rejection of Proposals
The University reserves the right to reject any or all proposals received. Nonacceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and the Selected Firm(s) exists, or when the University rejects all proposals.

J. Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
Trade secrets or proprietary information submitted by a firm as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.
Attachment 1

Mandatory Contractual Provisions

A. Nondiscrimination
During the performance of this Agreement, the Selected Firm(s) will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests
The Selected Firm(s) represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 et seq), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment
Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments
No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement and Supplier Diversity Services and by the individual signing the Selected Firm(s)'s proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm(s) deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices
Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender’s machine) if delivered no later than 4:00 p.m. (receiver’s time) on a business day or on the next business day if delivered (as verified by sender’s machine) after 4:00 p.m. (receiver’s time) on a business day or on a non-business day. All such notices will be addressed to a party at such party’s address or facsimile number as shown below.

If to the University:
Eric N. Denby
Director of Procurement and Supplier Diversity Services
Carruthers Hall
University of Virginia
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202
Fax: (434) 982-2690
If to the Selected Firm(s):

The person signing the Selected Firm(s)'s proposal in response to the University's RFP, at the Selected Firm(s)'s address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor

The Selected Firm(s) is not an employee of the University, but is engaged as an independent contractor. The Selected Firm(s) will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm(s)'s performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm(s) to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Workers' Compensation and Employers' Liability

The Selected Firm(s) will (i) maintain Employers Liability coverage of at least $100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace

The Selected Firm(s), its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property. During the performance of this Agreement, the Selected Firm(s) agrees to 1) provide a drug-free workplace for the Selected Firm(s)'s employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm(s)'s workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm(s) that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm(s), the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

I. Information Technology Access Act

In accordance with § 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:
NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of the Agreement:

- Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
- Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
- Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and
- Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement and Supplier Diversity Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.

If requested, the Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. eVA Business to Government Registration
The eVA Internet electronic procurement solution, web site portal [www.eva.virginia.gov](http://www.eva.virginia.gov), is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm(s) is required to register in the eVA Internet e-procurement solution prior to an award being made.

K. eVA Transaction Fee
The Selected Firm(s) agrees, by accepting an award as a result of this RFP, that it is a registered eVA vendor and will be subject to an eVA transaction fee, for which the Selected Firm(s) will be invoiced by Commonwealth of Virginia, Department of General Services. Additional information is available at [www.eva.virginia.gov](http://www.eva.virginia.gov).

L. Contractor License Requirements
State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed).
for the duration of the Agreement. It is the firm’s responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

M. Unauthorized Alien Use
The Selected Firm(s) warrants that it does not knowingly employ an “unauthorized alien,” as such term is defined in the federal Immigration Reform and Control Act of 1986. The Selected Firm(s) furthermore agrees that, during the term of the Agreement, it will not knowingly employ an unauthorized alien.

N. Use of Subcontractors
The successful Selected Firm(s) will not subcontract all or any part of the library binding work to be performed pursuant to this proposal request and the resulting contract, without the prior written approval of the Institution. The successful Selected Firm(s) is, however, encouraged to subcontract to small, disadvantaged or woman-owned businesses for library binding supplies, provided such supplies meet the specifications contained in the Library Binding Institute Standard.

All binding will be done on the premises of the Selected Firm(s) unless prior written permission to do otherwise is granted by the Institution.

No part of the work specified in any binding contract with these Institutions may be transferred or assigned to another firm, or to another plant or branch of the contracting firm(s) without the prior written authorization of the Institutions affected.

O. Insurance and Security
The successful Selected Firm(s) will be expected to provide insurance on all Library binding materials to protect the Libraries against loss, destruction, or damage from any cause from the time the insured materials are picked up at the Libraries until the time they are returned. The limit of liability for library materials lost, destroyed, or damaged beyond repair will be the replacement cost of the materials, plus the cost of searching, ordering and processing as determined by the Library. Each binding shipment is to be insured in an amount of at least $250 per volume.

P. Damaged, Destroyed, Lost, and Late Materials
Replaceable Materials
If the Selected Firm(s) loses, damages beyond repair, or destroys any item, they will be responsible for the full replacement cost. Replacement by the Library will include any and all services charges, including the current market value of the item to be replaced plus $100 to cover additional staff time and processing costs, as well as the cost of binding. Full replacement cost could include the cost of a complete volume of a serial or multiple volumes of a monographic set, if it can be obtained from a publisher or vendor only under those terms.

If the Selected Firm(s) does not make payment within 30 days of being notified, or pays less than full replacement cost, then the Library reserves the right to set off the full or remaining amount against any amount owed to the Selected Firm(s). If the amount owed to the Library exceeds the amount owed to the Selected Firm(s), then the Selected Firm(s) will remain liable for the additional amount.
Irreplaceable Materials
An item will be considered irreplaceable when a copy of the item is not available for purchase. When the Library determines that an item that has been damaged or destroyed is irreplaceable, it reserves the right to secure, at the Selected Firm(s)’s expense, an independent appraisal of the damage or loss sustained. The choice of appraiser will be made by the Library. The Selected Firm(s) will reimburse the Library in full for damage to, or fair market value of, the item, plus the cost of appraising, searching, ordering, and processing as determined by the Library. If Selected Firm(s) does not make timely payment, or pays less than the full amount, then the Library reserves the right to set off the full or remaining amount against any amount owed to the Selected Firm(s). If the amount owed to the Library exceeds the amount owed to the Selected Firm(s), then the Selected Firm(s) will remain liable for the additional amount.

Q. Lost Materials
An item will be considered lost if it is not returned to the Library within one (1) month of its shipment to the Selected Firm(s). In this case, the Library’s right to reimbursement for appraisal fees, etc. as outlined above under Irreplaceable Materials, will be invoked.

R. Late Materials
An item will be considered late if it is not returned to the Library within the specified shipment period for that Library. Unless extenuating circumstances (accident, natural or man-made disaster, etc…) caused the delay or prior-written permission of the Library was received, the completed product will be returned to the library without charge for either transportation or services rendered. This includes items shipped to incorrect locations or other clients of the plant rendering services.

S. Error Rates
The Selected Firm(s) will not exceed a three percent (3%) error rate per shipment. Selected Firm(s)’s errors will be corrected by the Selected Firm(s) at no cost to the Library within two (2) weeks after the Library returns the item. Exceeding the allowable 3% error rate may be deemed to be grounds for default, at the sole discretion of the University.

Errors may include but are not limited to the following: improperly stamped spine information attributable to the Selected Firm(s), improper choice of leaf attachment or endpaper construction, poor workmanship, and not following special instructions. Any condition arising from Selected Firm(s) action or inaction resulting in a volume out of circulation longer than reasonably expected, as defined by the Libraries, will also constitute an error. If not able to correct without damage, refer to section on Irreplaceable Materials listed in this RFP.

T. Departure from the Standard
Any exceptions, changes and/or additions to the Standard must be in written form and will require the prior written concurrence of the Institution. Unauthorized departure from the Standard may cause rejection of any work submitted and may be considered grounds for default in any resulting agreement.

U. Changes in Methods and Materials
Improvements in traditional methods and materials used by the Selected Firm(s), even those that conform to the Standard, may not be implemented without the Library’s written approval.
The Selected Firm(s) should not implement any changes in the manner in which the Selected Firm(s) performs/provides book binding services or other services, without prior written consent from the Library, to include, but not limited to, changes pertaining to:

- Book binding materials and methods;
- Pick-up / delivery practices;
- Completion (return time frame);
- Inspection / packaging / labeling / shipment;
- Lost, incorrect and damaged items; and
- invoicing, etc.; and
- Subcontracting relationships (as applicable).

Improvements in methods and materials will be acceptable to the Libraries within the terms of the agreement under the following conditions:

- The methods or materials must undergo extensive, documented testing that measures strength, durability, benignity, and functional qualities.
- The tests must clearly indicate that the innovation will lead to better protection and greater longevity of the text block.
A. **Goods and Services**
During the term of this Agreement, the Selected Firm(s) will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. **Term of Agreement**
The expected term of this Agreement will be for five years, with the ability to renew on the same or similar terms and conditions, for two additional one-year periods, if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

C. **Contract Administrator**
The University will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations but cannot approve amendments to the Agreement or price changes.

D. **Waiver**
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

E. **Indemnification**
The Selected Firm(s) will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non-performance of the Agreement by the Selected Firm(s) or its agents or subcontractors, including the provision of any services or products. The Selected Firm(s) warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the University (its employees and agents) from and against any such claim.

F. **Governing Law**
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

G. **Termination**
If the Selected Firm(s) fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm(s).
H. **Non-Appropriation**
Funding for any Agreement between the University and a Selected Firm(s) is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated by the University effective the last day for which appropriated funding is available.

I. **Right of Audit**
The University reserves the right to audit or cause to be audited the Selected Firm(s)'s books and accounts regarding the University's account at any time during the term of this Agreement and for three years thereafter. The Selected Firm(s) will make available to the University all books and records relating to performance of this Agreement as may be requested during said period. This specifically includes, but is not limited to, the right of the University to require that the Selected Firm(s) perform self-audits within reasonable parameters established by the University.

J. **Contractual Claims**
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. **Insurance**
Listed below is the insurance the Selected Firm(s) must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm(s) construe these minimum required limits to be their limit of liability to the University. The Selected Firm(s) will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm(s) satisfies the insurance requirements of the University. The Selected Firm(s) may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm(s).

*Comprehensive Commercial General Liability:*
The Selected Firm(s) and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence, with coverage for: premises/operations and products/completed operations.

*Automobile Insurance:*
The Selected Firm(s) and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per accident, with coverage for: owned, hired, and non-owned automobiles operated by their employees.

*Additional Insured:*
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia and the Rector and Visitors of the University of Virginia, its officers,

L. **Use of Agreement by Third Parties**
It is the intent of this RFP and any resulting Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm(s).
Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm(s), the Agreement may be extended to the entities indicated above to purchase at fees in accordance with the Agreement. The Selected Firm(s) will notify the University in writing of any such entities accessing the Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Selected Firm(s) will provide semi-annual usage reports for all entities accessing the Agreement. Participating entities will place their own orders directly with the Selected Firm(s) and will fully and independently administer their use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Selected Firm(s) to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes as the need may be.

M. Favored Nations
The Selected Firm(s) represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. The University's Authorized Representatives
The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to the Selected Firm(s) by the University's Director of Procurement and Supplier Diversity Services.

O. Purchasing Manual
This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available at this web site: [https://vascupp.org/hem.pdf](https://vascupp.org/hem.pdf)

P. Small, Women-owned and Minority-owned (SWAM) Business Reporting
The Selected Firm(s) will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm(s) will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm(s) will submit the quarterly SWAM business reports to:

Lorie Strother
SWAM Contract Administrator
Procurement and Supplier Diversity Services
E-mail: mailto:ljs8n@virginia.edu

The quarterly SWAM business reports will contain this information:
• SWAM firm’s name, address and phone number with which the Selected Firm(s) has contracted over the specified quarterly period.
• Contact person at the SWAM firm who has knowledge of the specified information.
• Type of goods and/or services provided over the specified period of time.
Total amount paid to the SWAM firm as it relates to the University’s account.

The Selected Firm(s)’s failure to provide SWAM reports on a quarterly basis which contain the information required by this section and/or the Selected Firm(s)’s failure to comply with the plan for utilizing SWAM businesses submitted by the Selected Firm(s) as part of its proposal and/or negotiation response may be grounds for debarment pursuant to Section 9. G. 4 of the “Purchasing Manual for Institutions of Higher Education and their Vendors.”

Q. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by the Selected Firm(s) (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. The Selected Firm(s) warrants to the University that the University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from any Agreement resulting from this RFP and will have full ownership and beneficial use thereof free and clear of claims of any nature by any third party including without limitation copyright or patent infringement claims. The Selected Firm(s) will execute any assignments or other documents needed for the University to perfect such rights.

Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

R. Payment Terms

The Selected Firm(s) may indicate payment terms of less than 30 days so long as those terms also contain a cash discount for early payment. For example: “5% 15/Net 30” would correspond to a 5% discount if paid in 15 days, otherwise net 30. The University will compute discounts from the date of delivery of goods at destination, after final inspection, and acceptance, from the date of completion of services, or from the date the correct invoice is received in the Accounts Payable Division, whichever is later. The University will take the cash discount if payment is made within the specified time frame.

Unless alternate payment terms, with cash discounts, are proposed by the Selected Firm(s), invoices submitted to the University by the Selected Firm(s) for the Goods and Services described in this RFP will be paid on a Net 30 days after receipt of the Goods and Services and University receipt and approval of the corresponding invoice.

The Selected Firm(s) agrees to receive payments electronically and provide any additional discounts that may result from paying electronically. The firm will contact the University’s Payment Processor Specialist group in Procurement and Supplier Diversity Services to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 or email: uva-prs-boa@virginia.edu]. Accordingly, the Selected Firm(s) agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.
S. **Marketing**
The University encourages the Selected Firm(s) to appropriately and specifically market itself to applicable end-using University departments that may be interested in the Selected Firm(s)’s Goods and Services. However, the Selected Firm(s) will not use non-specific mass marketing formats; such as, but not limited to, spam, emails and junk mail. In the event that the Selected Firm(s) engages in non-specific mass marketing formats, the University, in its sole discretion, may choose to terminate this Agreement.

T. **Future Goods and Services**
The University reserves the right to have the Selected Firm(s) provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

U. **Ordering Procedures**
The University does not place verbal orders for the Goods and Services. The University may only place orders for the Goods and Services by issuing a formal written Purchase Order in advance of Selected Firm(s)’s provision of the Goods and Services. Accordingly, at the University’s request, the Selected Firm(s) will issue a proposal/quotation listing the Goods and Services desired by the University and the corresponding fees and/or fee estimates. After any necessary discussions and/or revisions, the University will issue a corresponding Purchase Order for a specified fee amount. This specified fee amount cannot be exceeded by the Selected Firm(s) unless a new formal written Purchase Order or Purchase Order revision is issued by the University authorizing a specific additional fee amount. Under no circumstances does the University authorize the Selected Firm(s) to provide the Goods and Services before receipt of a formal written Purchase Order corresponding to its proposal/quotation. If the Selected Firm(s) provides Goods and Services prior to receipt of a formal written Purchase Order, or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

V. **Agreement Signature**
Any resulting agreement may be executed in counterparts, each of which will be deemed an original, and both of which taken together will constitute one and the same document. Electronically transmitted signatures will be deemed originals for all purposes relating to the agreement.
Attachment 3

Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2007, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors' intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm(s) must provide the written claim to:
   Assistant Director of Procurement and Supplier Diversity Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia 22904-4202

B. Although the Selected Firm(s) may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm(s) must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement and Supplier Diversity Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm(s). If such discussion is to be held, the Assistant Director of Procurement and Supplier Diversity Services will contact the Selected Firm(s) and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm(s) mutually agree.

D. The Assistant Director of Procurement and Supplier Diversity Services will mail his or her decision to the Selected Firm(s) within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm(s) may appeal the decision to:
   Director of Procurement and Supplier Diversity Services
   University of Virginia
   Carruthers Hall
   1001 North Emmet Street
   P.O. Box 400202
   Charlottesville, Virginia 22904-4202

   by providing a written statement explaining the basis of the appeal, within 15 days after the Selected Firm(s)'s receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm(s). If such discussion is to be held, the Director of Procurement
and Supplier Diversity Services will contact the Selected Firm(s) and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement and Supplier Diversity Services and the Selected Firm(s) mutually agree.

G. The Director of Procurement and Supplier Diversity Services will mail his or her decision to the Selected Firm(s) within 60 days after the Director of Procurement and Supplier Diversity Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.

H. Nothing in this Attachment 3 will preclude either party from filing a claim in any court of the Commonwealth of Virginia to seek legal or equitable remedy if a dispute should arise, in addition to such other remedies as are expressly provided in this Agreement; provided, the Selected Firm(s) may not file such claim unless and until it has complied fully with the procedure set forth in this Attachment 3.
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer
### Attachement 5

**Pricing Schedule**

**Note 1:** For Books/Monographs, base price on dimensions of 12” in height and 2.5” in thickness and 8 lines or 8 linear inches of lettering.

**Note 2:** For Periodicals, base price on dimensions of 12.5” in height and 2” or less in thickness.

**Note 3:** For Newspapers, base price on 16” or more in height.

**Note 3:** For Theses and Dissertations, base price on dimensions of 12.5” in height and up to 2.5” in thickness.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td><strong>Mandatory Services</strong></td>
<td></td>
</tr>
<tr>
<td>Periodical – sewn through the fold by machine</td>
<td></td>
</tr>
<tr>
<td>Periodical – sewn through the fold by hand</td>
<td></td>
</tr>
<tr>
<td>Periodical– double-fan adhesive bound</td>
<td></td>
</tr>
<tr>
<td>Periodical – oversewn</td>
<td></td>
</tr>
<tr>
<td>Periodical correction (not Selected Firm(s)’s error)</td>
<td></td>
</tr>
<tr>
<td>Standard monograph – double-fan adhesive bound</td>
<td></td>
</tr>
<tr>
<td>Standard monograph – recased only (original leaf attachment retained)</td>
<td></td>
</tr>
<tr>
<td>Standard monograph – sewn through the fold by machine</td>
<td></td>
</tr>
<tr>
<td>Standard monograph – sewn through the fold by hand</td>
<td></td>
</tr>
<tr>
<td>Standard monograph correction (not Selected Firm(s)’s error)</td>
<td></td>
</tr>
</tbody>
</table>
Custom monograph – in a graphic cover
Custom monograph – recased with hinged-in original covers
Custom monograph correction (not Selected Firm(s)’s error)
Monograph—economy binding
Economy monograph correction (not Selected Firm(s)’s error)
Theses/dissertations
Newspapers
Corrections (Selected Firm(s)’s error)
Hand trim
Spine notching
Extra height charge per inch
Extra thickness charge per inch
Cloth pockets/media enclosures
Paper pockets
Security Systems Strips (tattle tape) insert per volume
Charges for excessive title length, excessive volume size, additional lines for imprint and call number, and sewing through the fold.

Additional charges:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
• **Additional / Optional Services**

  Enclosure – Phase box

  Enclosure – Phase box -- cloth covered (F Grade buckram)

  Enclosure – Folding book box (clamshell)

  Enclosure – Folding book box (tongue-in-slot)

  Enclosure – Portfolio

  Enclosure – Clamshell box
    • Grade F buckram
    • Canapetta or other cloth

  Additional charges:

  Note: The following can be described generally or specifically as needed. Provide pricing information as appropriate:

  Conservation Services (optional service)