

DESCHUTES PUBLIC LIBRARY

REQUEST FOR PROPOSALS

PRIMARY MATERIALS VENDOR

2017

SECTION 1

REQUEST FOR PROPOSALS (“RFP”)

Primary Materials Vendor

Pursuant to ORS 279B.060 and District Rules 137-047-0260, governing competitive sealed proposals, and E-7, notice is hereby given that Deschutes Public Library District (hereinafter referred to as “DPL”) is requesting proposals until no later than 10 am on February 21, 2017 (Closing) at the Deschutes Public Library, 601 NW Wall S., Bend, OR 97703 for vendors and jobbers experienced in providing public libraries with popular, educational, technical, scientific and trade titles in various formats including books and/or AV materials and/or related services (hereinafter referred to as ‘The Proposer’) and awarding a non-exclusive purchasing agreement to meet DPL’s collection acquisitions requirements. No proposals will be received after closing. Electronically transmitted proposals (including faxed and emailed proposals) will not be opened and will be rejected as nonresponsive.

DPL serves Deschutes County with facilities in Bend, Redmond, LaPine, Sisters, and Sunriver. Materials are selected and purchased centrally using electronic ordering and invoicing. The library’s automation vendor is Innovative Interfaces, Inc., using the latest Sierra software. The library’s total materials budget for fiscal year 2016-2017 is \$1.4 million. This Request for Proposals is for Proposers who may be expected to sell \$100,000 or more worth of materials to DPL per fiscal year beginning July 1 and ending June 30.

DPL reserves the right to award one or more contracts based upon the proposals received. Multiple Awards may be made if DPL determines, in its sole discretion, that award to two or more proposers is necessary to ensure adequate availability, delivery, service or product compatibility.

The Request for Proposal, including contract terms, conditions and specifications, may be obtained from Emily O’Neal at emilyo@deschuteslibrary.org and shall be available for review at

the above address beginning January 24, 2017 until Closing. Sealed proposals must be hand delivered or mailed to Emily O’Neal at the above address.

Proposals will be opened directly after **10 am on February 21, 2017**. Per District Rule 137-047-0470, no prequalification for proposers is required. Selection committee members may not be contacted or solicited.

PUBLISH: January 17, 2017, The Bulletin, Bend Oregon

DATED this 17th day of January, 2017.

DESCHUTES PUBLIC LIBRARY, BEND OREGON

Emily O’Neal

Technical Services Manager

INTRODUCTION

DPL is requesting proposals from vendors or jobbers who wish to submit proposals for primary materials vendor for DPL. Proposers submitting proposals will be screened and may be selected from the written proposals.

SECTION 2

EVALUATION AND SELECTION

DPL will select the most qualified firm(s) pursuant to the weighted criteria listed in Section 4 which, in DPL's sole and absolute judgment, will best serve the interests of DPL. Proposals will be evaluated by the selection committee which will make a recommendation to the District Library Director. No pre-offer conference will be held. Selections will be based on an evaluation of the required documentation and the use of the scoring sheet. Based upon the number of qualified proposals received, DPL . DPL will purchase goods from multiple contracts in its sole and absolute judgment, which will best serve the interests of DPL.

DPL intends to enter into the attached contract with the intended awardee(s). Submittal of a proposal indicates proposer's intent to be bound by the terms within the attached contract. DPL will enter into contract negotiations as to any open terms with the highest ranked proposer(s). During negotiations, DPL may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If DPL is unable to come to terms with the highest rated proposer(s), discussions shall be terminated and negotiations will begin with the next highest rated proposer(s). DPL may reject any and all proposals.

In order to be considered as part of this proposal, the Proposer should be able to provide the required elements as noted in this RFP. Proposers who can provide the preferred elements in addition to the required elements will be given higher points in the evaluation process.

SECTION 3
PROPOSALS

A. INSTRUCTIONS TO PROPOSERS

Interested parties who wish to submit a proposal as outlined in this document shall submit three (3) completed packages containing all of the following:

1. Specifically required documents, as outlined within this RFP.
2. All proposals must include a statement that Proposers responding to the RFP do so solely at their expense and DPL is not responsible for any Proposer associated with the RFP.
3. All proposals must include a statement that Proposers responding to the RFP certify that the information contained herein is true and correct to the best of their knowledge.

Failure to comply with the information contained within an awardee's proposal will result

in termination of any resulting purchasing agreement. No plea of ignorance by the proposer of conditions that exist or that may herein exist as a result of failure to fulfill the requirements of the proposal and resulting purchase agreement will be accepted and will result in termination of purchasing agreement.

Written proposals will be received at the office set forth in the RFP until, but not after the date and time set forth in the RFP.

Written proposals will be evaluated by the selection committee for the purpose of ranking the proposals. Proposals will be evaluated independently by each member of the selection committee. If any of the requested documentation is unavailable, please provide a brief statement explaining its absence.

B. REQUIRED SUBMITTAL INFORMATION

VENDOR BACKGROUND:

1. Statement of business and service delivery philosophies.
2. A brief history of Proposer including year established, number of employees, associations and awards.
3. Satisfactory evidence that the proposer possesses relevant experience including summaries of important service experience.
4. The name(s) of the principal officers, partners, and staff to be assigned to the project. The name(s) of the individual(s) who will be considered in charge of the project. Statements as to whether staff may be reassigned during the course of the project.
5. Such additional information as will satisfy the selection committee and DPL that the Proposer is adequately prepared to provide the requested services.
6. Detailed fee estimate along with detailed discount and processing cost schedules.
7. Website URL's including online ordering interfaces URL including pertinent login information.

8. Certifications required under §3.A of this RFP.

DISCOUNT SCHEDULES:

Proposed discount of retail prices for all products and services provided by Proposer including discounts specifically available for the formats included in the Proposed Discount Schedule.

Proposed Discount Schedule:

Please fill in the expected discount per format. If you do not provide a specific format just indicate N/A in the appropriate box.

Adult Trade Hardcover	%
Adult Quality/Trade Paperback	%
Adult Mass Market Paperback	%
Adult Large Print	%
Adult Spanish language materials	%
Teen Trade Hardcover	%
Teen Quality/Trade Paperback	%
Teen Mass Market Paperback	%
Teen Spanish language materials	%
Juvenile Trade Hardcover	%
Juvenile Quality/Trade Paperback	%
Juvenile Mass Market Paperback	%
Juvenile Spanish language materials	%
Reference or Technical materials	%
Publisher’s Library Binding	%
School and Library Binding*	%
Short Discount	%

University Press	%
Spoken Word Audio Compact Discs	%
DVD	%
Blu-ray DVD	%
Music CD	%
Net Titles	%

*Also known as Single Library Edition or Reinforced Trade Edition.

Each Proposer should explain criteria for determining which titles receive less than full trade discounts.

SECTION 4
SCORING SHEET

PROPOSER: _____ REVIEWER: _____

Criteria	Possible Points	Total Points
Website functionality and order placement process	30	
Ability to fulfill orders	30	
Ability to provide required services and preferred services	30	
Ability to provide selection tools and services	25	
Discount Schedule	25	
Vendor Assessment Questionnaire	25	
Processing Costs Schedule	15	
Average order delivery times	10	
Responsiveness to RFP	10	
TOTAL POINTS	200	

SCORE: _____

NOTES:

SECTION 5

DESCRIPTION OF THE WORK OR PROJECT

The library expects to purchase materials using this Request for Proposals in a number of defined areas: adult books; children's and young adult/teen books; audiovisual materials in various formats; audiobook materials in various formats; audio music materials in various formats; continuation or standing order materials; automatic shipment plans; and secondary selections or out of print materials (i.e., those materials not easily available from other vendors); and possible other services as available from the Proposer.

SECTION 6

PRODUCTS & SERVICES

A. ORDER PLACEMENT, ORDERS, DELIVERY & CUSTOMER SERVICES FOR ALL MATERIALS

Responses to Section 6A are required for full consideration in this Request for Proposal. Please describe how your product fulfills the following requirements.

Required:

Vendor Details:

1. Interface to Innovative's Sierra software already in place at DPL. Modules used include but are not limited to Acquisitions, Cataloging, Serials, and Circulation.
2. Electronic, web based catalog of materials available in stock, in real time. Proposers should explain what is included in the electronic catalog (such as prices and discount schedules, search terms, and enhanced content), how it can be accessed and by whom, and any additional costs or user licensing fees associated with this product.
3. Only new materials will be offered, no used materials without the consent of DPL staff.

4. Vendor must be willing to provide multiple account numbers to library and to sort and ship materials by account number, so each shipment will contain materials for that account number only.

Cataloging and Processing

5. Preprocessing must be available (such as book jacketing, barcoding, shrink-wrap removal, etc.), price for each type of preprocessing service should be enumerated, and detail of how services will be invoiced.
6. MARC21 records that follow national standards of cataloging including AACR2 and RDA must be available for download into DPL's ILS system.
7. Ability to supply official OCLC MARC records.

Customer Service

8. Customer support must be available Monday-Friday 8 a.m.-5 p.m. Pacific Standard Time via a toll-free line, and electronic customer support must also be available.

Discounts

9. Discount schedules must be provided.

Invoicing

10. Invoicing using Edifact protocol already in place, with same day status reports.
11. All invoices/statements are to be delivered via email or to the address indicated on the purchase order within 7 days of order shipment.

Ordering

12. Proposer must be able to show which items on a sample order list they can fulfill, what price would be charged or discount given, and what the estimated delivery time would be.
13. Prepublication ordering (at least 3 months prior to publication date) and back ordering (of at least 6 months) must be available.
14. The Proposer must notify the Library within thirty (30) calendar days after they receive the order, of any books the Proposer cannot furnish.
15. For orders not fulfilled within thirty (30) days of order, ongoing status reports of un-filled orders will be provided at least monthly.
16. Describe how your product provides duplicate order checking at the time of materials selection and ordering.
17. Electronic ordering using Edifact protocol already in place, with same day status reports.

Return Policy

18. Returns must be allowed and the return policy must be explained in the proposal and any charges associated with returns.
19. Vendor must accept any publisher defective book up to one year and issue full credit with no restocking fee.

Selection Tools

20. Proposer should describe what selection or collection development tools are available and indicate any charges for this service.
21. Proposer should describe any standing order plans available, such as automatic purchase or shipment plans, and the costs for such plans.

Services

22. Proposer must bill the library directly for items purchased rather than having billing come from individual publishers or other suppliers.
23. Please specify any additional charges for materials purchased under the terms of this proposal. Any charges not stated cannot be added to materials purchased under the terms of this proposal without written consent of the Library.

Preferred:

1. Availability of on-demand reinforced bindings and/or for print on demand materials is preferred.
2. Links to out-of-print resources is preferred.
3. It is preferred that Proposer describe any other value added services offered, such as opening day collections, core titles lists, serials managements, and other collection development services and any other services.
4. Expanded hours of customer support preferred.
5. Replacement cover art services for AV materials.
6. Able to provide replacement disc, cassette, or part services and at what price.
7. Describe reports that are available to customers and how they can be accessed.
8. Claiming policy for missing items must be explained.

B. PROPOSER ASSESSMENT QUESTIONNAIRE:

Preferred: Detailed responses to all or some the following questions included in the Proposer Assessment Questionnaire. Though responses are not required, detailed and completed responses will be scored more favorably.

Proposer Details

1. Describe the vendor and its scope of product and services, including intended audience/service group, content, size of distribution, and number of titles provided.
2. Describe the breadth of products and services you offer including formats and processing abilities.
3. Does the product provide a search history mechanism?
4. Does the product provide a thesaurus, auto correct or smart searching?
5. What advanced search capabilities are available in your ordering interface?
6. Identify and list all integrated library systems for which you interface with.
7. What is the maximum number of results which display?
8. To what key publishers does this vendor have exclusive agreement? How many titles total?
9. In the past 12 months, how many new titles have been added?
10. In the past 12 months, how many titles have been removed?
11. Describe features for search limiting.
12. How frequently is publication status updated in the ordering database?
13. Please describe how the interface can be customized per selector or acquisitions staff login.
14. Describe the platform's inclusion of workflow aids such as templates, grids, fund structures, macros, and lists that support workflow efficiencies.

Cataloging and Processing

1. Is Z39.50 access available?
2. Please describe the process of receiving MARC cataloging records
3. Please describe the level and description of bibliographic data provided for brief bibliographic records when no OCLC bibliographic record is available?
4. Vendor should outline charges for providing processing and cataloging services as requested.
5. Please describe and attach pricing lists for pre-processing services.

Customer Service

1. Describe the availability of training opportunities and materials?
2. Is there a dedicated training staff apart from the sales staff?
3. How are notifications about system outages and product upgrades / and or changes provided?
4. Describe standards for response times and hours of operation for technical support.
5. Describe standards for response times and hours of operations for all other customer support needs.
6. Are there any limits on simultaneous use?

Discounts

1. Please describe your pricing structure.
2. Describe your discount schedules including titles, formats, processing costs and any other discount structure you may offer.
3. Does the vendor provide discounts for payments processed within a specified time frame?

Invoicing

1. Please explain how credit memos are issued and applied.
2. Do you provide EDI invoicing? Please describe this service.
3. What are your shipping prices for delivery? Returns?
4. Detail how invoices will be provided (mail, fax, electronically) and explain if items are invoiced before or after shipping

5. Describe what data is provided on the invoice including: number of copies, title, author, ISBN, order record #, publisher, unit price, discount percent, unit price after discount, and extended price
6. Detail how cataloging services will be invoiced.
7. Detail how processing services will be invoiced.
8. Does the vendor allow for electronic fund transfer?

Ordering

1. What is the average delivery time or speed of order fulfillment?
2. On average, how many days before publication date do institutions receive the items?
3. What processes are in place to ensure that institutions receive high demand orders before the item's release date?
4. Do you provide ftp ordering? Please describe this service.
5. Describe the ordering process across multiple locations and branches.
6. Fully describe the platform's acquisitions functionality both in terms of individual/manual processes as well as batch options (ftp, EDI, ordering, invoicing).
7. Describe the platform's supported acquisitions workflow(s), from selection through receipt and payment. Address varying order formats (subscription, Standing Order, firm order, etc.) as well as key points within the workflow (selection, ordering, invoicing, payment, claiming, returns, and credit memos).
8. Please describe how acquisitions staff would look up the status of an order.
9. How are fund codes and locations set up and managed in your ordering interface? Please describe.
10. How are grids set up and applied? Please describe ordering grids in detail.
11. Are materials that are on back order, out-of-print, not-yet-published or permanently unavailable clearly marked? Please show a diagram of how these are displayed.
12. Are processing costs clearly displayed at the time of ordering? Please show.
13. Are discount prices clearly displayed at the time of ordering? Please show.
14. What duplicate checks are available at the time of ordering?
15. What duplicate checks are available at the time of selection?
16. Does the product link to previous orders or current acquisitions? Please explain.
17. Does the product offer a mechanism to link to library catalog holdings? Please describe.

18. How is notification provided regarding order changes?
19. Describe any reports available to assist the Library in monitoring titles ordered, backordered, cancelled. What is the frequency of these reports? Is there a charge associated with these reports?

Return Policy

1. Please explain the returns process? What parameters must be in place for product returns?
2. What is the procedure for canceling items?
3. Are there any restocking fees applied to returns? Please explain return fees in detail.
4. Describe entire returns policy, including procedures for returns and time limits.
5. Does the returns policy differ for cataloged/processed items?
6. What is the returns policy for spoken audio? DVD or Blu-ray? Music CD?

Selection Tools

1. Provide details on the content available from your site.
2. What percentages of materials have published reviews available?
3. What selection tools are available to the library? Is there an added charge for the use of these tools?
4. Do you provide core collection lists, selection lists or book review lists? Please describe.
5. What criteria are used to identify materials for selection lists?
6. Are selection lists and other selection tools created by MLS-level Librarians?
7. What percentages of titles are out-of-print, permanently out-of-stock, etc.?

Services

1. Do you provide shelf-ready? Please describe this service.
2. Do you provide book leasing? Please describe this service.
3. Describe any service or product that is not automatically included in our agreement but for which would have an added cost associated to gain the functionality available.
4. Does the vendor apply service charges for the following: Net titles, Special Orders, Titles requiring prepayment from the publisher? If yes, what is the amount of the services charge? How is the charge quantified?
5. What additional services do you offer and is there an added cost?

SECTION 7

Summary of the Anticipated Time Line for Proposal, Initiation, and Completion of Work

<u>Action</u>	<u>Location</u>	<u>Date</u>
Advertising	The Bulletin	Jan. 17, 2017
Mail RFP to potential vendors		Jan. 24, 2017
Proposal due	Deschutes Public Library Technical Services Emily O'Neal 601 NW Wall St. Bend, OR 97703	Feb. 24, 2017
Proposal opening	Deschutes Public Library Technical Services Emily O'Neal 601 NW Wall St. Bend, OR 97703	Feb. 24, 2017
Proposal evaluation period	30 days	March 24, 2017
Notice of Intent to Award Purchasing Agreement		March 27, 2017
Challenge Period expires and Award of Purchasing Agreement		April 3, 2017
Begin Purchasing agreement(estimated)		May 1, 2017
Purchasing agreement Completed		June 30, 2018

SECTION 8

SUBMITTAL INFORMATION

Three copies of each proposal are to be received by DPL by **10:00 a.m. on February 21, 2017**. Emailed and/or faxed proposals will not be accepted. Any late proposals will not be considered and will be returned unopened.

Please send or deliver the proposals to:
Deschutes Public Library Technical Services
Emily O'Neal
601 NW Wall St.
Bend, OR 97703

Proposals will be considered as soon as possible after the opening. The successful Proposer(s) will be issued a "Letter of Intent to Award" approximately 45 days after proposal opening.

DPL shall not be responsible for the proper identification and handling of proposals not submitted in the designated manner or format to the required delivery point.

Selection committee members may not be contacted or solicited by any firm or individual submitting proposals. Emily O'Neal is the project contact person.

SECTION 9
GENERAL TERMS AND CONDITIONS

Confidentiality: The proposal shall be considered confidential and shall not be disclosed to the public until the date and time set forth for opening of proposals. .

Proposal Cost Preparation: DPL shall not be responsible for any costs of preparation of the proposals.

The District reserves the right to:

1. Reject any/or all of the proposals and make award(s) as they may be advantageous to the District.
2. If only one or no response is received by "submission date", the District has the right to reject and/or extend the solicitation from original submission date.
3. Cancel the entire solicitation.
4. Remedy technical errors and to waive all formalities in the solicitation.
5. Appoint evaluation committees to review proposals.
6. Seek the assistance of outside technical experts in evaluation of proposals.
7. Approve or disapprove the use of particular subcontractors.
8. Establish a short list of Proposers eligible for discussions after review of written proposals.
9. Negotiate with any, all, or none of the Proposers.
10. Solicit best and final offers from all or some of the Proposers.
11. Award a Purchasing agreement to one or more Proposers.
12. Accept other than the lowest cost proposal.
13. Waive informalities and irregularities in proposals.
14. Award a Purchasing agreement without discussions/negotiations.
15. Hold proposals for 90 days from submission date without action.
16. Extend the total hold beyond the original 90-day period prior to an award if agreed upon in writing by both parties and if offer holds firm.
17. All proposals must include a statement that Proposers responding to the RFP do so solely at their expense and DPL is not responsible for any Proposer associated with the RFP.
18. All proposals must include a statement that Proposers responding to the RFP certify that the information contained herein is true and correct to the best of their knowledge.
19. Reject any proposal not in compliance with all prescribed public proposal procedures

and requirements and may reject for good cause any and all proposals or waive any specification or requirement upon a finding that it is in the public interest to do so.

Application of Public Contract Law: DPL is a municipality of the State of Oregon. Contracts or Purchasing Agreements with DPL are subject to compliance with the applicable statutory public contract requirements, including but not limited to those stated in ORS Chapter 279B. Additionally, contracts or purchasing agreements with DPL are subject to Administrative Rules of Deschutes Public Library Review Board.

Neither the proposal nor the Purchasing agreement that may be entered into with DPL may be assigned, transferred or delegated without the written consent of DPL.

Contract Terms: Submittal of a proposal evidences proposer's intent to be bound by the terms of the attached contract. Failure to comply with the information contained within the proposal due will result in termination of resulting purchasing agreement. No plea of ignorance by the proposer of conditions that exist or that may herein exist as a result of failure to fulfill the requirements of the proposal and resulting purchase agreement will be accepted and will result in termination of purchasing agreement.

Withdrawal of Proposals: Any proposals may be withdrawn prior to opening, pursuant to District Rule 137-047-0440. **Vendors' proposals shall be valid for at least 30 days from RFP opening.**

Modification: Any vendor may modify its proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposal price but should provide that the final price or terms will not be known until the sealed proposal is opened.

Collusion: Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

Addenda and Interpretations: Statements by DPL staff or its representatives are not binding on DPL, unless confirmed by written addendum. Addenda will issue and proposers shall receive addenda per District Rule 137-047-0430, and as follows: DPL will not mail notice of addenda, but will publish notice of any addenda on DPL's website. Addenda may be downloaded off DPL's website. Proposers should frequently check DPL's website until closing (i.e., at least once weekly until the week of closing, and at least once daily the week of the closing period).

Requests for interpretations shall be submitted in the same manner as solicitation protests per District Rule 137-047-0730, but must be received at least **TEN (10) DAYS** prior to closing. Any and all responsive interpretations will be provided via addenda, as set forth above. Failure of any proposer to receive any such addenda shall not relieve such proposer from any obligation under this RFP. All addenda so issued

shall become as much a part of the solicitation documents, as if bound herein.

Nondiscrimination: Submittal of a proposal in response to this RFP evidences proposer's agreement that, in performing the work called for by this proposal and in securing and supplying materials, proposer has not and will not discriminate against: 1) any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap; and 2) a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by, or that employs a disable veteran as defined in ORS 408.225.

Failure to Submit Offer: If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the solicitation.

Solicitation Protests: Proposers may protest the procurement process or provisions of this RFP pursuant to District Rule 137-047-0730. Protests shall include all information required by ORS 279B.405, including a statement of desired changes to the procurement process for this RFP. Such protests shall be in writing and addressed to:

Deschutes Public Library Technical Services
Emily O'Neal
601 NW Wall St.
Bend, OR 97703

Such comments shall be submitted to DPL no later than **TEN (10)** days prior to the opening date. No comments will be accepted after that time.

Employees Not to Benefit: No employee or elected official of DPL shall be permitted to receive any share or part of this contract or any benefit that may arise therefrom.

Protest of Award: The award by the DPL's Board of Directors of the contract shall constitute a final decision of DPL to award the contract, if no written protest of the award is filed pursuant to District Rule 137-047-0740 with DPL within **SEVEN (7)** calendar days from the notice of intent to award. If a timely protest is filed, the award is a final decision of DPL only upon issuance of a written decision denying the protest and affirming the award. If a protest is received, confirmation or cancellation of the award will be sent to every proposer. DPL will not entertain a protest submitted after the time period established in this RFP.

Intergovernmental Cooperative Purchasing Statement: DPL grants to any Oregon public governmental agencies authorization to establish contracts or price agreements under the terms, conditions and prices of any contract between the awardee and DPL resulting from this RFP.

Recyclable Products: Proposers shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document, provided said recycled materials meet all applicable standards. Preference for such recycled materials shall be given pursuant to District Rule 137-046-0320.

Negotiation: DPL may negotiate the scope of work, discounts, and other pricing schedules as permitted by District Rule 137-047-0262(3).

SECTION 10
PROPOSER'S RESPONSE FORM

Submitted by:

Address:

Date:

Phone number:

Fax:

E-Mail:

The undersigned, through the formal submittal of this proposal response, declares that he/she has examined all related proposal documents and read the instruction and conditions, and hereby proposes to furnish primary materials specified, in accordance with the proposal documents herein, for the pricing and discount schedules in the proposal submittal attached hereto, and forming a part of this proposal.

All proposals are F.O.B., Deschutes Public Library, Oregon.

The proposer, by his signature below, hereby represents as follows:

(a) That no Director, officer, agent or employee of Deschutes Public Library District is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of DPL, its Directors, officers, agents, or employees had induced him to enter into this contract and the papers made a part hereof by its terms;

(b) The Proposer and each person signing on behalf of any proposer certifies, in the case of a joint proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in the proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposer prior to the proposal deadline, either directly or indirectly, to any other proposer or competitor;
3. No attempt has been made nor will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restraining trade;

(c) The proposer agrees to accept as full payment for the goods and services specified herein, amounts shown in its proposal.

(d) Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because a subcontractor is a minority, woman, or emerging small business enterprise certified under

ORS 200.055, or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

The names of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name Title
Name Title
Name Title

Proposer is/is not (cross out applicable choice) a resident proposer, as defined in ORS 279A.120. If not a resident, proposer, proposer's resident state is _____.

Proposer hereby agrees to comply with all applicable Oregon public contracting code provisions, as more specifically described in the attached contract and associated Exhibit A.

(If Sole Proprietor or Partnership)

In witness hereto, the undersigned has set his (its) hand this day of August, 2012

Name of Firm

Signature of Proposer

(If Corporation)

In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this day of August, 2011

Name of Corporation

By

Title

CONTRACT MANAGER:

Name Title:

Telephone number: