

## **Request for Proposals for Bindery Service**

The Library Network (TLN) seeks proposals from qualified vendors who will provide bindery services to our member libraries. Service would begin in January 2017 and continue through December 2019.

TLN serves as a central pick up, drop off point, and invoicing agency for 75 member public libraries that wish to utilize the bindery service. We estimate the total value of this 36 month contract to be in the \$7,000-\$8,000 range.

### **Responses must include the following:**

1. Cost projections, including any type of service charge (this includes fuel surcharges, if any) for a contract period of 36 months. This is to include per book costs for each type of service offered. An example would include Periodicals, Standard Books, Custom Books, Paperback Books, etc. Also, per book costs for Call Numbers, Letters, etc.
2. Description of bindery management services for pick up, drop off, invoicing and terms, insurance, etc.
3. A list of references, including contact information, of like organizations currently using its services.
4. Description of any software used to automate the bindery process and any software linkages the vendor may have with library automated systems.

### **Notifications of Preference to Responding Vendors:**

1. Preference will be given to vendors that assess NO fuel surcharge throughout the 36 month duration of this contract.
2. Preference will be given to vendors that assess NO cost increase throughout the 36 month duration of this contract.

### **Submission Rules and Procedures:**

**Issuing Agency:** The Library Network (TLN) issues this Request for Proposal (RFP). TLN is the sole point of contact with regard to all procurement and contractual matters relating to the services described within this RFP.

**Proposal Modifications:** TLN reserves the right to contact a respondent for clarification of information submitted and/or to negotiate modifications of proposed specifications and prescribed terms and requirements during the selection process. TLN is the only agency authorized to change and clarify the specifications and conditions of the RFP.

**Proposal Submission:** Respondents must submit proposals to:

Jim Flury  
Technical Services Manager  
The Library Network  
41365 Vincenti Court  
Novi, MI 48375

**Proposals must be received no later than 3:00 p.m. on Friday, July 22, 2016.**

Proposals which are received after the specified due date/time cannot be considered.

**Selection Process:** The TLN staff will evaluate the proposals. Proposals will be evaluated based on specifications, vendor reliability and cost. The respondent selected will be chosen on the basis of the greatest benefit to TLN and its member libraries, not necessarily on the basis of the lowest price. All or any bids may be rejected due to failure to respond adequately to the RFP. TLN reserves the right to contact parties that have used the respondent's previous services and use any other information that would assist in the evaluation. TLN reserves the right to interview respondents to clarify proposals. When the decision has been made, all respondents submitting a proposal will be notified in writing.

**Non-Discrimination Clause:** The accepted respondent agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status or handicap.

**Questions and Submissions:** Telephone, written, or email inquiries from respondents concerning this RFP, and all responses to this proposal, should be addressed to:

Jim Flury  
Technical Services Manager  
The Library Network  
41365 Vincenti Court  
Novi, MI 48375  
(248) 536-3100 ext. 133  
jflury@tln.lib.mi.us