

SBAC BID # 07-66
PURCHASE OF CLASSROOM AND MEDIA
CENTER BOOKS FROM LOCAL VENDORS

The purpose of this bid is to establish firm discounts and local sources of supply to provide classroom and media center educational books, on an “as needed” basis, to various schools, centers and departments. It is the intent that this contract only be utilized under the following conditions: **A)** when books are not available from established primary sources (i.e.- SBAC and/or State contracts); **B)** when book orders cannot be filled at 100%, or in substantive quantity, and be delivered in a timely manner from primary sources; or, **C)** when book orders are urgent and cannot be filled and delivered expeditiously at 100%, or in substantive quantity, by primary sources.

All book orders shall be subject to review by Media Services and/or Purchasing Department to determine the most appropriate source of acquisition in accordance with contract requirements and departmental procedures.

Award of contract has been made to the following local vendors under this bid: 1) **Barnes & Noble Bookstore**, 2) **Borders**, and 3) **Jonesberry Books**. Detailed ordering and contact information for each vendor is provided below.

GENERAL CONTRACT GUIDELINES

- A. **Discounts:** Discounts offered shall be in the form of a percentage (%) discount off established and verifiable publisher list/retail prices or store list prices that are in effect at the time of book ordering. Discount shall be inclusive of all handling, order processing, and any other direct and indirect cost associated with the contract. If request is made for direct delivery of order, additional charges may apply depending on method of transport. Also, additional charges may apply for “special” orders and expedited delivery (i.e.- FedEx Overnight, etc.) made at request of ordering site. No other incidental charges associated with “special” orders and delivery shall be permitted unless indicated at time quotation is given.
- B. **Price Quotations:** Requests for price quotations should be made using “**Price Quotation Form**” below. However, vendor generated price quotations forms are acceptable if all relevant information, including applicable discount, is included. All ordering sites are encouraged to solicit a minimum of two (02) written price quotations for single purchases exceeding \$1000.00. Vendor is required to return price quotations within twenty-four (24) hours of request.
- C. **Advantage Discounts:** In the event special price promotions or sales offers exceed the discount proposed in this contract at the time of order, the vendor shall present this special discount for consideration and pass all savings on to the District. As a supplement to this contract, all vendors provide an additional quantity and/or volume discount for one time large orders of books.
- D. **Verification:** It shall be the responsibility of District personnel at the time of quote to verify that item pricing and established discount are correct and that no other additional discounts are available.
- E. **Book Quality:** All books purchased under this contract shall be new and unused.
- F. **Substitutions:** Vendor shall not substitute any ordered book without the direct approval of the ordering school/department. In such event, school/department must follow all established procedures for purchase order changes.
- G. **Book Ordering:** All orders shall be made by official SBAC purchase order or internal purchase order. Verbal (telephone) orders or orders made in person that are not accompanied by a purchase order are prohibited. The appropriate school/department name and contact information (contact name, phone/fax number and/or email address), SBAC bid number, and quote number (if applicable) must be noted on all purchase orders.

- H. **Order Processing:** As a general rule, book orders shall be picked-up by an employee of the ordering school/department at vendors local store location. In the event Bidder elects to ship book order, all shipping shall be at the expense of vendor. However, direct shipment requests made by school/department may incur an additional shipping fee.
- I. **Order Pick-up:** When book order is ready for pick-up, notification shall be given to the appropriate SBAC contact person indicated on the purchase order. All orders shall be picked-up with three (03) business days. At the time of pick-up, a signed receipt, pick-up form or invoice shall be received and forwarded to the appropriate party at the school/department responsible for processing vendor invoices.

Should you have any additional questions regarding this contract, please call the Purchasing Department at #7581.

<i>Vendor:</i>	Barnes & Noble Booksellers		
<i>Address:</i>	3910 SW Archer Rd., Gainesville, FL 32608		
<i>Phone #:</i>	372-3535	<i>Fax #:</i>	372-3601
<i>Manager Name:</i>	Joe Merrill		<i>Email:</i>
<i>Quotation Contact Name:</i>	Tish Wiggs		<i>Email:</i> crm1972@bn.com
<i>Phone #:</i>	(352) 372-3535		<i>Fax #:</i> (352) 372-3601
<i>Internet Accessible?</i>	Yes	www.bn.com	Access website to: ✓ Determine Title/ISBN ✓ Determine list price ✓ Check availability
<i>Discount:</i>	20%	<i>Min. order amount:</i>	none
<i>Basis of Discount:</i>	Publisher's list price (call to confirm price). Discount not applicable to website pricing.		
<i>Exclusions to discount:</i>	Magazines, music, café, gift cards, textbooks and gift cards. Discounts may not be combined with coupons or other discount offers. On books already discounted, the higher discount always applies.		
<i>Volume discounts offered?</i>	Yes	<i>Dollar Volume:</i>	\$1 - \$4999 = 20% \$5000 and above = 25% Applies to single & multiple titles
<i>Order Availability:</i>	Orders shall be available for pick-up within 3-8 business days of receipt of purchase order.		
<i>Order Pick-up:</i>	Shipping charges will not apply.		
<i>Order Delivery:</i>	Local delivery available. No charge for local delivery for small orders. Shipping charges shall apply if express shipping is requested and if shipped directly from publisher or wholesale distribution center.		
<i>Return Policy:</i>	Full refund issued for new and unread books within 30 days with receipt. Store credit issued for new and unread books after 30 days or without a sales receipt. Credit issued at lowest sale price.		
<i>Comments:</i>			

<i>Vendor:</i>	Borders Store #355		
<i>Address:</i>	6837 Newberry Rd., Gainesville, FL 32605		
<i>Phone #:</i>	(352) 331-2722	<i>Fax #:</i>	(352) 331-8376
<i>Manager Name:</i>	Pam Jones	<i>Email:</i>	pjones2@bordersgroupinc.com
<i>Quotation Contact Name:</i>	Daniel Bloom	<i>Email: (prefer)</i>	dbloom@bordersgroupinc.com
<i>Phone #:</i>	(813) 340-1126	<i>Fax #:</i>	(727) 216-8532
<i>Internet Accessible?</i>	Yes	www.borderstores.com	Access website to: ✓ Determine Title/ISBN
<i>Discount:</i>	20%	<i>Min. order amount:</i>	\$25.00
<i>Basis of Discount:</i>	Publisher's list/Retail price (call to confirm price). Discount not applicable to website pricing.		
<i>Exclusions to discount:</i>	Not applicable on personal merchandise, certain "Net" books, periodicals, and non-stock special orders. Discount may not be combined with other promotional or special discount. Double discount not allowed. Other exclusions apply.		
<i>Volume discount offered?</i>	Yes	<i>Dollar Volume:</i>	\$1 - \$999 = 20% \$1000 and above = 25% Applies to single & multiple titles
<i>Order Availability:</i>	Orders shall be available for pick-up within 3-5 business days of receipt of purchase order.		
<i>Order Pick-up:</i>	Shipping charges may apply if order is expedited or if supplier charges Borders shipping freight. Free shipping on all orders over \$5000.		
<i>Order Delivery:</i>	Local delivery available. Shipping charges may apply for orders shipped directly to District site from publisher or wholesale distribution center.		
<i>Return Policy:</i>	Full refund issued for new and unread books within 30 days with receipt. Credit in the form of gift certificate shall be given on return of new and unread books after 30 days without a sales receipt. The lowest price offered for the item during the 12 month period prior to the return shall apply.		
<i>Comments:</i>			

<i>Vendor:</i>	Jonesberry Books		
<i>Address:</i>	12921 SW 1 st Road, #115, Jonesville, FL 32669		
<i>Phone #:</i>	333-2445	<i>Fax #:</i>	333-2778
<i>Manager Name:</i>	Caterhine Tarbox	<i>Email:</i>	catherine@jonesberrybooks.com
<i>Quotation Name:</i>	<i>Contact</i>	same	<i>Email:</i>
<i>Phone #:</i>	same	<i>Fax #:</i>	
<i>Internet Accessible?</i>	Yes	www.jonesberrybooks.com	
<i>Discount:</i>	12%	<i>Min. order amount:</i>	none
<i>Basis of Discount:</i>	Publisher's list/Retail price (call to confirm price).		
<i>Exclusions to discount:</i>	Not applicable to out of print books; may be adjusted of our distributor does not offer is our standard discounts		
<i>Volume discount offered?</i>	Yes	<i>Dollar Volume:</i>	Quote basis at time of order based on volume and category of book.
<i>Order Availability:</i>	Orders shall be available for pick-up within 3-5 business days of receipt of purchase order.		
<i>Order Pick-up:</i>	Charges may apply based on any shipping expenses incurred by Jonesberry Books. Charges will be passed on to the District.		
<i>Order Delivery:</i>	Local delivery available. No charges for local delivery. Shipping charges may apply for orders shipped directly to District site from publisher or wholesale distribution center.		
<i>Return Policy:</i>	New books may be returned within 30 calendar days. Restocking charge will apply at 10% of retail amount. No returns of out of print books and books not returnable to distributors.		
<i>Comments:</i>			