



Platte County School District

Request for Proposal

**Library Collection Creation
at
Barry Elementary School**

2022-2023

NOTICE TO BIDDERS

The Platte County R-3 School District wishes to obtain bids for Library Collection Creation at Barry Elementary School.

The Platte County R-3 School District will receive sealed proposals from Bidders **until February 9, 2023**, at the location given below, at which time, the bids received will be opened and read aloud. A public reading of the bids will be held at the address below on **February 9, 2023, 2:00pm**. The Platte County R-3 School District reserves the right to reject any or all bids and to waive informalities or irregularities in bids if deemed to be in the best interest of the District.

Each sealed bid shall contain completed Statement of Bidder Qualifications (Appendix A); References (Appendix B); Proposal Form (Appendix C). Bids should reflect first quarter pricing structures. Forms for each are included in this RFP.

Bids shall be in sealed envelopes labeled:

**Platte County R-3 School District
Library Collection at Barry Elementary School
Attention: Dr. Aaron Duff, Director of Secondary Education
998 Platte Falls Road
Platte City, MO 64079**

Bids received after the time and date above specified shall be returned, unopened, to the Bidder.

Any questions related to this RFP or bid requirements please email: Dr. Aaron Duff, Director of Secondary Education, Platte County School District duffa@platteco.k12.mo.us. All questions regarding the RFP or bid documents must be submitted by **February 3, 2023**. No other questions will be answered after this date and time.

Platte County School District is soliciting Requests for Proposals (RFPs) for an opening day Library Media Center collection for Bary Elementary School which is scheduled to open in August 2023.

The collections should represent grades K-5 with a population of 390 students. Actual total may be adjusted to fit the needs of the district.

- I. Bidders will supply a full range of books for a balanced core elementary school collection including nonfiction, fiction, reference, picture book, and biography. Take note of the following requirements when creating the collection:
 - A. Titles to complement the expectations of the Missouri Department of Elementary and Secondary Education, and the Missouri Learning Standards set forth by the aforementioned entity.
 - B. The collection should represent the demographics of the student population and local community.
 - C. The collection should consider Missouri SB 775 (Section 573.550). Books not congruent with MO SB 775 will be returned to the bidder and replaced at no additional cost to Platte County School District. Please see Appendix D for additional information.
 - D. The collection should include State Award Books, including, but not limited to: Show Me Readers Award; Mark Twain Readers Award; Dogwood Readers Award.
 - E. Hardcover is first choice. No paperbacks please. Please clearly indicate the actual binding being suggested and specify if the publisher hardcover item is a Library Reinforced binding, Trade binding or Rebound binding. Please indicate the total number of items in each binding category.
 - F. The RFP will be focused on text only. Please do not include database, periodical, or other subscription-based products.
 - G. Collection lists must be able to be posted to the internet. Internet ordering must show author, title, publisher, ISBN, Dewey Decimal classification and price as well as an annotation and reviews when available. District may choose titles from vendor lists or add additional titles as necessary.
 - H. Indicate typical fill rates.
- II. Bidders will supply the full range of cataloging and processing services including but not limited to:
 - A. Shelf ready materials with attached barcode, spine label, label protectors, ownership stamp or label and any customized processing as identified by district. Please indicate cost for all such services. In addition, please see Appendix C to include cost.

- B. Full Machine Readable Cataloging (MARC) records for uploading into the districts library automation system - 14 digit barcode. Please indicate cost for MARC records. In addition, please see Appendix C to include cost.
- C. Attached Mylar covers for book jackets. Please indicate cost for service. In addition, please see Appendix C to include cost.

III. Bidders will pack and ship the collection as directed by the district.

- A. Pricing for all books, services materials, and shipping, must be included on the bid. Please see Appendix C to include these cost.
- B. Unless otherwise agreed upon, all books and materials will be delivered directly to Barry Elementary School. Please indicate timeline of events in order for delivery to take place on, or before, the agreed upon date.
- C. If bidder provides shelving services, please describe and note associated costs. In addition, please see Appendix C to include cost.
- D. Indicate procedures for handling damaged or missing items.
- E. Please note any specific warranty on materials.
- F. District reserves the right to adjust payment on any invoice which is found to be in error due to incorrect quantity, quality, or prices of books delivered on this contract. Damaged or missing materials will be replaced as quickly as possible, but not to exceed forty-five (45) days from the date the supplier is notified of the error.
- G. District requires 30-day open billing on all invoices.
- H. Award will not be based solely on price. The ability of vendor to provide items and services requested, references, experience with opening day collections, customer service, special services including core collection, reviews, on-line collection management, etc. will be considered by the Platte County School District.
- I. Please include at least 3 references of other schools you have worked with on similar projects.
- J. Contract will be issued to successful bidder in the form of a purchase order. Projected date of award by the district board is **February 2023**. Purchase order will not be issued prior to the board awarding the bid.

Business Name & Address of Bidder:

Name

Signature of Bidder

Address

Typed Signature of Bidder

City State Zip

Position

Phone: _____

Fax: _____

Email Address: _____

By signing and submitting a proposal the proposer has read and understands the statements herein.

AUTHORIZED SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

If unable to respond to this proposal and you wish to receive future proposal invitations, please return this sheet to the following address:

Platte County R-III School District
Dr. Aaron Duff, Director of Secondary Education
998 Platte Falls Rd
Platte City, MO 64079

APPENDIX A: Statement of Bidder Qualifications

Each bidder, for the work included in the specifications and bid documents, shall submit the information requested in the following questionnaire. This information must be included in, and made a part of, the bid proposal. Failure to comply with these instructions may be regarded as justification for rejecting the bid.

Name of Bidder: _____

Business Address: _____

When Organized: _____

Date Incorporated: _____

Number of years engaged in conducting business under present firm name: _____

If you have operated business under a different name, please give name and location.

Have you ever failed to complete any work awarded to your company? If so, where and why?

Have you ever defaulted on a contract? If so, where and why?

List any school district, government entity or tax-based organization you work for currently, or have worked for in the past three (3) years. Please include the name of the organization, point of contact and contact information.

APPENDIX B: References

Please provide the name, address, and telephone number of at least three references who are familiar with the job performance of your company on similar jobs:

Reference 1:

Name:	Address:	Telephone Number:
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Reference 2:

Name:	Address:	Telephone Number:
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Reference 3:

Name:	Address:	Telephone Number:
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APPENDIX C: Proposal Form: Library Collection Creation at Barry Elementary School

Item/Service	Cost
Total Cost of All Hardbound Books	
Total Cost of Binding Options	
Total Cost of MARC Processing	
Total Cost of Mylar Book Covers	
Total Cost for Shelving Services	
Total Cost for Shipping	
Total Cost to Move Collection from Barry School to Platte Purchase Middle School 6,400 books total.	
Total Cost of Bid Proposal	

APPENDIX D: Missouri Senate Bill 775 (Section 573.550)

OFFENSE OF PROVIDING EXPLICIT SEXUAL MATERIAL TO A STUDENT

(Section 573.550)

This act provides that a person commits the offense of providing explicit sexual material to a student if such person is affiliated with a public or private elementary or secondary school in an official capacity and, knowing of its content and character, such person provides, assigns, supplies, distributes, loans, or coerces acceptance of or the approval of the providing of explicit sexual material to a student or possesses with the purpose of providing, assigning, supplying, distributing, loaning, or coercing acceptance of or the approval of the providing of explicit sexual material to a student.

This offense is a Class A misdemeanor.

APPENDIX E: District Student Demographics

