



Wentzville R-IV School District

Request for Bid (RFB)

"Library Start-Up Collection for Journey Elementary School"

RFB-P-JUN252020-159

Release Date June 12, 2020

RETURN BID THROUGH VENDOR REGISTRY: June 25, 2020 at 10:30 A.M., CST

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Bid (RFB) and as modified by any addenda thereto. All bids must be complete and properly executed by the vendor and received by the date and time noted above to be considered

This **REQUEST FOR BID (RFP) REQUEST FOR QUALIFICATIONS (RFQ) REQUEST FOR BID (RFB)** contains the following:

GEN – "GENERAL INFORMATION FOR VENDORS" -- The section referred to as "General Information for Vendors" contains general information about the District's business and bid procedures. Items listed may or may not be applicable. Please keep this section for future reference.

SPEC – "SPECIFICATIONS FOR VENDORS" -- The section referred to as "Specifications for Vendors" contains information specific to the goods and/or services in the Request for Bid. Specifications may be more detailed than the "General Information for Vendors" and therefore may be controlling.

GENERAL INFORMATION FOR VENDORS

GEN-1 GENERAL INFORMATION

1. Listed on the enclosed "Specifications and Bid Form" are items for which Wentzville School District is seeking bids.
2. Bids must be received through Vendor Registry no later than the date and time of the bid.
3. It shall be the vendor's sole responsibility to insure their bid was uploaded through www.vendorregistry.com prior to the deadline date and time.
4. Vendor will enter into an agreement with the District made under the laws of the state of Missouri, and for all purposes shall be construed in accordance with the laws of said state without regard to principles of conflicts of law. The agreement will also require that venue for any disputes arising out of the agreement will be in the Circuit Court of St. Charles County, Missouri.
5. Throughout this document the terms "RFP", "RFQ" and "RFB" are to be used interchangeably.
6. Throughout this document the term "District" refers to the Wentzville RIV School District.

GEN-2 LENGTH OF AGREEMENT

1. Acceptance of a bid by the District and subsequent execution of a written agreement shall create an agreement for the vendor to sell and the District to purchase, under the terms and conditions of the Specifications and Bid Form, the services, equipment and/or supplies specified in the vendor's bid and the District's acceptance of the bid amount. Agreements can be for a specific time to complete a service project, or up to a five year period as deemed by the RFB, if applicable.

GEN-3 AGREEMENT MODIFICATION

1. Vendors taking exception to any clause, in whole or in part, should do so by listing said exceptions on company letterhead and submitting them as an alternate bid. Said exceptions may or may not be honored by the District, and the District reserves the right to reject any alternate bid. Alternate bids should be clearly marked "Alternate Bid" and submitted on vendor letterhead.
2. Should the vendor need clarification on stated specifications or has questions of interpretation of any specifications, the vendor may e-mail Carol Harvey by the "Additional Information Date" stated in the RFB and all information will be provided by an addendum. See GEN-6 Addendums.
3. The Specifications and Bid Form expresses the conditions under which bids are solicited. Any modification thereto by the District shall be in writing and posted on the District website up to the "Additional Information Date". See GEN-6 Addendums.
4. Should the vendor fail to accurately respond to the specifications of an RFB and/or omit required RFB information, the District reserves the right to disqualify the RFB based on irregularities. It shall be each vendor's responsibility to obtain and verify all the information required on RFB held within, prior to the submission of stated RFB. No objections with regard to the application, meaning, or interpretation of any or all of the specifications and/or the general information will be considered after the closing date and time of this RFB.

GEN-4 FINANCIAL ABILITY

1. The District reserves the right to require the successful vendor to file proof of his ability to properly finance and execute the agreement, together with his record of successful completion of similar agreements. The District reserves the right to defer the acceptance of any bid and the execution of an agreement for a period not exceeding ninety (90) days after the date of opening the bids.

GEN-5 COMPANY REFERENCES, SUBCONTRACTING AND WARRANTIES

1. The District may request at least three (3) references, preferably educational institutions, whom you have supplied similar equipment and services. The names, titles and telephone numbers of contacts for each reference should be given. Unless you specify otherwise, District officials will be free to contact these references.

2. Please attach a statement indicating whether your company proposes to use subcontractors for any aspect of the contract and identifying the proposed subcontractor in detail. No subcontracting shall be permitted without prior written approval by the District. In addition, no changes in subcontractors will be permitted without prior written approval by the District.
3. Please attach a copy (or detailed description) of all warranties on the equipment to be supplied, plus the cost to the District of maintaining such warranties after the expiration of this agreement.

GEN-6 ADDENDUMS

1. As with any RFB there may be added information, deleted information, clarification of information or specifications or any questions a vendor may have in reference to the RFB. All questions should be addressed through www.vendorregistry.com by "Request for Additional Information" as stated in bid specifications. All questions and/or addendums will be posted on Vendor Registry. All addendums will become part of the original bid process.

GEN-7 EVALUATION

1. Upon receipt and after opening, all bids will be evaluated by the District. Additional information necessary to the evaluation process will be requested from the vendor, where appropriate.
2. The District may inspect the vendor's facilities to ensure that the vendor can provide the necessary services specified under this agreement.
3. Sufficient inventory of specified items may be required to be maintained by the vendor during the agreement period in order to meet the requirements of the District. Vendor's commitment to maintain a supply of items currently used by the District may be a consideration when evaluating the bid.

GEN-8 BASIS OF AWARD

1. The District's policy is to award a bid based upon the "lowest and best" bid. However, the District will also strive to select equipment, supplies and services, which best fulfill the District's overall needs. In making the award, the District will take the following factors into consideration:
 - Extent to which the services and items proposed meet or exceed specifications and function;
 - Vendor's ability to supply all or most items/services required;
 - Vendor's commitment to maintain a sufficient supply of items needed by the District;
 - Any prior experience or history between the District and vendor;
 - Financial strength of the company;
 - The price proposed by the vendor;
 - Other factors deemed significant by District officials.
2. The District reserves the right to reject a bid for any reason; to accept any bid which it deems to be in its best interest; and to reject all bids and solicit new bids. The District reserves the right to waive any technicalities and requirements in this Specifications and Bid Form.
3. The District also reserves the right to award various portions of the contract to different vendors. In other words, the District shall have the discretionary right to select any or all of the items in the bid at the bid price. Vendors may exclude items listed when submitting their bids. However, favorable consideration will be given to those vendors, which can supply all, or most of the items listed. However, if the RFB specifications call for a PRIME vendor, only one vendor will be selected.
4. The bid constitutes an offer to the District to supply some or all of the items included in the bid. Absent acceptance of part or all of the bid and execution of a written agreement by the District, the District is in no way obligated to the vendor. The District will promptly notify all successful vendors of any action to be taken. Others should contact District officials for information about the award.
5. The District reserves the right to discontinue any agreement with the vendor by giving written thirty-day notice if circumstances warrant such action. Examples of such circumstances include, but shall not be limited to: budget/financial considerations; vendor service/product no longer required; and unsatisfactory vendor performance (see GEN-9), etc.

GEN-9 POOR OR NONPERFORMANCE

1. During the term of the contract, the District may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the District and/or its duly appointed representative. In the event of termination, the District shall give the vendor written notice thirty (30) days prior to termination. The District may thereafter procure products or services from other vendors.
2. The vendor takes all responsibility for substandard or defective materials and will replace all items as requested.

GEN-10 DOMESTIC PRODUCTS PROCUREMENT

1. The District encourages its staff to purchase or lease products manufactured, or produced in the United States and for contractors and subcontractors of the District to do the same when providing goods and services to the District.
2. It is also the policy of the District to give preference to commodities manufactured, mined, produced or grown within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality, price and delivery are approximately the same. (Legal Reference Section 171.181 RSMo.)
3. The Board of Education may make awards to local businesses located within the Wentzville School District and paying property taxes received by the Wentzville School District. The Board of Education may grant such local businesses a 2% advantage not to exceed \$500 per invitation. (Financial Operation - Board Policy 3180)

GEN-11 BILLING AND PAYMENT

1. All shipments must be accompanied by a packing list giving a complete description of items, total quantity of items, and total number of containers in the shipment. Packing list should also show District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped.
2. Payments will be made in accordance with Wentzville School District payment cycles.

GEN-12 DELIVERY

1. All equipment, supplies, or services shall be delivered as specified on the District's purchase order or in the RFB.

GEN-13 PRICE

1. Price/s will be mandated by the RFB specifications. Length price will be in effect will be mandated by the RFB specifications.
2. Deletion of Items - The District reserves the right to delete any or all escalated items from the agreement if the item(s) can be purchased more economically from another source.

GEN-14 COLLUSION CLAUSE

By submission of this bid, each vendor, anyone signing on behalf of a vendor, and in the case of a joint bid, each party thereto, certifies under penalty of perjury, that to the best of his knowledge and belief:

1. The prices of this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or competitor; Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and no attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

GEN-15 TAX EXEMPT STATUS

1. The vendor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the vendor which are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
2. As set forth in 144.062 RSMo and 144.030 RSMo, contractors who purchase materials and/or supplies "for the purpose of constructing, repairing, or remodeling facilities for" the District are exempt from paying sales tax. The official State Tax exemption certificate will be furnished to the contractor. The quoted phrase was taken directly from the statute.

GEN-16 "OR EQUAL"

1. Whenever a material, article or piece of equipment is identified in the specifications by reference to manufacturers' trade name(s) etc., it is intended merely to establish a standard; and any material, article, or equipment of other manufacturers and vendors which will perform the duties imposed will be considered equal provided the material, article or equipment so proposed is, in the opinion of the Purchasing Office or using department, of equal substance and function. However, in some instances, the District will insist on specific brand names to meet District needs and requirements and will not permit "substitutes" or "or equals."

GEN-17 TOBACCO FREE ENVIRONMENT

1. Wentzville School District has adopted a tobacco free policy effective July 1, 1997. No tobacco products may be used in the facilities or on the grounds.

GEN-18 INDEMNIFICATION

1. To the fullest extent permitted by the law the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District, its Board of Education, Board Members, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible property, but only to the extent caused by the acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.
2. **By responding to this RFB all vendors acknowledge and agree that the District cannot and will not agree to indemnify, defend or hold harmless the vendor in any manner.**

GEN-19 SECURITY IDENTIFICATION BADGES (as related to on site work with services and construction, if applicable)

1. All vendor employees servicing, repairing, delivery within the school buildings will be required to sign-in at the front office and receive a temporary security badge.
2. Construction contractor or subcontractor employees working on project sites will be required to obtain security identification badges before coming to the project site. Badges may be obtained by the District's Project Manager, the District's architectural firm or the general contractor. For questions concerning security badges contact John Blanton, Project Manager at 636-327-3800 ext. 20329.
 - a. To obtain a construction security identification badge, the contractor or subcontractor employee shall be required to give their full name, present personal identification verifying their name (e.g., driver's license), give their employer's company name, and present documentation verifying their employment with the company (e.g., business card, identification letter on company letterhead, etc.). During normal working hours, employment confirmation may be made by a confirming telephone call to the company.
 - b. Security identification badge must be kept with the contractor or subcontractor employee and prominently displayed while they are on the project site. The security identification badge may be temporarily removed from prominent display if the security identification badge will pose a safety threat to the contractor or subcontractor employee as the employee carries out the work.
 - c. If the contractor or subcontractor employee temporarily removes the security identification badge from prominent display for safety purposes, the contractor or subcontractor employee shall promptly present the security identification badge to any

employee of the District that requests to see the security identification badge. Failure to promptly present the security identification badge shall be grounds for instant removal of the contractor or subcontractor employee from the project site until the security identification badge can be presented. If the contractor or subcontractor employee fails to present the security identification badge a second time, the District may request the contractor or subcontractor employee to be removed from the project site permanently.

- d. **No employee of the vendor shall be authorized to have contact with or otherwise be in the presence of District students without a District employee also being present.**

GEN-20 REQUIRED E-VERIFY COMPLIANCE

1. Vendors will be required to comply with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program. The vendor represents and warrants that it is in compliance with Section 285.530 at the time of award of this RFB. Vendors will be required to provide a sworn affidavit and supporting documentation affirming participation in a qualified federal work authorization program and that vendor does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to any agreement entered into with the District.
2. FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") must be filled out and sent in the sealed envelope.
3. FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT must be filled out and notarized and sent in the sealed envelope.

GEN-21 CONSTRUCTION PROJECTS – CONTRACTORS & SUB-CONTRACTORS

1. Pursuant to Section 292.675 RSMo the construction contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project.
2. It shall be mandatory upon the contractor and any subcontractor under him/her to pay not less than the specified rates to all workmen employed by them in the execution of the contract, (see 290.250, RSMo).
3. Contractors and sub-contractors shall forfeit as a penalty to the state, county, city and county district or other political subdivision on whose behalf the contract is made or awarded one hundred dollars for each workman employed, for each calendar day, or portion thereof, such workman is paid less than the said stipulated rates for any work done under said contract, by him/her or by any subcontractor under him/her, and the said public body awarding the contract shall cause to be inserted in the contract a stipulation to this effect, (see 290.250 RSMo).
4. Contractor must post a legible list of all prevailing wage rates in a prominent and easily accessible place at the worksite by each contractor and subcontractor on the project. Notice must be posted during the full time that any worker is employed on the job, (see section 290.265, RSMo).
5. The Wentzville School District will make final payment only after the vendor has filed an affidavit of Compliance with the contracting public body, (see section 290.290 and 290.325, RSMo). Before final payment will be made, the contractor and all subcontractors must file an Affidavit of Compliance with the contracting public body. No payment can be legally made by the public body (Wentzville School District) to the contractor(s) until this affidavit is filed in proper form and with the public body (Wentzville School District).
6. All workmen must be experienced in this line of work, the job site must be left in a clean first-class condition, and free of debris.
7. The Contractor shall comply with all applicable state laws, municipal ordinances and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Worker's Compensation Law. The Contractor shall save and hold harmless the District from and against all liability, claims and demands on account of personal injuries, property loss or damage of any kind whatsoever connected with the performance any agreement entered into with the District.
8. Only Missouri laborers from nonrestrictive states are allowed by law to be employed on Missouri's public works projects when the unemployment rate exceeds 5% for two consecutive months. (See Sections 290.550 through 290.580 RSMo). Therefore, this statute is in effect and will remain in effect as long as this notice is posted. For questions call (573) 751-3403. View the Frequently Asked

Questions at http://www.dolir.mo.gov/ls/fag/fag_PublicWorksEmployment.asp or view the statute 290.550 – 290.580 RSMo, at <http://www.moga.mo.gov/statutes/C290.HTM>. Nonrestrictive states, which includes the District of Columbia and the territories, and the words "United States" includes such district and territories, as of January 2008 are: Alabama, American Samoa, Arkansas, Georgia, Guam, Hawaii, Indian, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Nebraska, New Hampshire, New Mexico, New York, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and Wisconsin.

9. *Current Prevailing Wage Order* issued by the Missouri Division of Labor Standards will apply to all construction projects.

GEN-22 VENDOR REQUIREMENTS

1. The vendor shall possess all current permits and licenses for operation.
2. No vendor staff will not be under the influence of alcohol and/or drugs in the performance of their duties with the District. Rudeness, vulgar or obscene language or inappropriate physical contact will not be tolerated.
3. All employees, contractors and subcontractors working for or associated with the vendor, who will be on any school premises, and certainly during school hours, must have cleared both a Missouri Highway Patrol and a FBI background check. No vendor employee, contractor or subcontract will be allowed on any District premises who is a registered sex offender. Should services require vendor's staff to interact with students:
 - a. All vendor staff will have an FBI/Highway Patrol Background Check which includes fingerprints. The charge for this process will be paid by the vendor for all staff who will be in District Facilities. Vendor staff who have been convicted of a felony or misdemeanor may not be allowed to provide services to the District.
 - b. All vendor staff will have their name run through the Missouri State Highway Patrol/Missouri Department of Social Services Child Abuse or Neglect Criminal Records check. There is no charge for this service.
 - c. It is the total responsibility for the vendor to insure that their above paperwork mentioned is on file. If it is found that a vendor staff does not have the appropriate forms on file, they will be asked to leave the District premises until all forms are on file with the District Human Resource Department.
4. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the school board: including any committee member for the purpose of influencing consideration of this RFB.
5. Vendors are expected to utilize Carol Harvey as the sole representative for ALL information regarding this RFB. Vendors, who contact any other district employee or representative of the District regarding the subject of this RFB, are subject to disqualification.
6. The vendor must have been in business for a minimum of five years.
7. The vendor will not assign any of the rights, duties, or payments arising under any agreement to any third party without the consent of the District.
8. The vendor will disclose if any of the owners of their company are employed by the Wentzville School District, including persons who may sub for the district or have retired from the district.
9. It is the intent of this RFB and specifications to select a vendor or vendors to create a working agreement between all parties. The District however is under no obligation to assign, reward or select any vendor for the fulfillment of this RFB.
10. By submitting a RFB, the vendor specifically agrees that the decision of the Wentzville School District is final and binding and agrees to all contents of this RFB.
11. The vendor will comply with the Fair Labor Standards Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Missouri Human Rights Act and all other applicable Federal and State laws, as well as the applicable Policies and Regulations of the District's Board of Education.
12. Every provision of law and clause required by law to be inserted in any agreement with the District will be deemed to be inserted and the agreement will be read and enforced as though it were included.
13. No vendor will perform service or deliver product without a District purchase order.

Vendors, contractors and/or sub-contractors (used interchangeably) shall, at its expense, procure and maintain at a minimum for the duration for any service or project and through the correction period stated in the agreement, except as otherwise set forth herein, the types and amounts of insurance described below or as otherwise required by law on all of its operations, in companies registered to do business in the State of Missouri and having an A.M. Best Rating or A-IX or higher:

1. Workers' Compensation and Employers Liability Insurance: Shall carry Workers' Compensation Insurance as required by any applicable law or regulation. Employers Liability Insurance shall be in amounts no less than \$1,000,000 each accident for bodily injury, \$1,000,000 for bodily injury by disease and \$1,000,000 each employee for bodily injury by disease. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's and Harbor Workers compensation act, the Jones Act or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims. If the contractor's Employers Liability limits are below those stated above an umbrella liability policy may be used to the requested limit.
2. Commercial General Liability Insurance: Shall carry Commercial General Liability Insurance written on ISO occurrence for CG 00 01 07 98 or later edition (or a substitute form providing equivalent coverage) and shall cover all operations by or on behalf of the Contractor, providing insurance for bodily injury liability and property damage liability for the limits indicated below and for the following coverage:
 - a. Premises and Operations
 - b. Products and Completed Operations
 - c. Contractual Liability insuring the obligations assumed by the Contractor under this Contract
 - d. Personal Injury Liability and Advertising Injury Liability
 - e. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the general aggregate limit shall apply separately to the Contractor's project under this Contract. Completed Operations coverage must be maintained for the correction period provided by any agreement with the District.
3. Limit of Liability: The Commercial General Liability policy limits shall not be less than:
 - a. \$1,000,000 Each Occurrence (Combined Single Limit for Bodily Injury and Property Damage)
 - b. \$2,000,000 Aggregate for Products/Completed Operations
 - c. \$1,000,000 Personal Injury/Advertising Injury
 - d. \$2,000,000 General Aggregate (provide endorsement to apply the General Aggregate per project, if available. If not, see Umbrella Liability section).
4. Additional Insured: The District, all of its officers, directors and employees, shall be named as Additional Insured under the Commercial General Liability Insurance using ISO Additional Insured Endorsements CG 20 10 or substitute providing equivalent coverage. If additional insured status is required for a correction period then CG 20 37 or equivalent should also be used. These endorsements must be stated on the Insurance certificate provided to the District and a copy of the endorsements confirming coverage should accompany the insurance certificate.
5. Primary Coverage: Commercial General Liability Policy shall apply as primary insurance and any other insurance carried by the Architect (if applicable) or the District shall be excess only and will not contribute with vendor's insurance. This must be stated on the insurance certificate and a copy of the endorsement confirming coverage should accompany the insurance certificate.
6. Business Automobile Liability Insurance: The policy should be written on ISO form CA 0001, CA 0005, CA 0002, CA 0020 or a substitute form providing equivalent coverage and shall be at least \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident and should also cover Automobile Contractual Liability. The policy should name the District and all of its officers, directors and employees as Additional Insureds. The policy shall be endorsed to be primary coverage and any other insurance carried by the District shall be excess only and will not contribute with Contractor's Insurance. To confirm coverage, a copy of the Additional Insured Endorsement and the Primary Insurance Endorsement should accompany the Insurance certificate.
7. Umbrella Excess Liability: Should provide an umbrella excess liability policy that will provide a minimum of \$2,000,000 per occurrence/ \$2,000,000 aggregate over the above listed coverages. This policy should "follow-form" of the underlying policies and comply with all insurance requirements of those policies. If the General Aggregate of the Commercial General Liability policy does not apply per project, the limits should be \$3,000,000 per occurrence/ \$3,000,000 aggregate.

8. Waiver of Subrogation: The Commercial General Liability and Automobile Liability policies shall each contain a waiver of subrogation in favor of the District and its officers, director and employees.
9. Certificates of Insurance: As evidence of the Insurance, limits and endorsements required, a standard ACORD or equivalent Certificate of Insurance executed by a duly authorized representative of each insurer shall be furnished by the vendor to the District and Architect (if applicable) before any work is commenced by the vendor. The District shall have the right, but not the obligation, to prohibit vendor, contractor or any subcontractor from entering the project site until such certificates are received and approved by the District. With respect to insurance to be maintained after final payment, an additional certificate (s) evidencing such coverage shall be promptly provided to the District as a precondition to final payment. The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the District. Failure to maintain the insurance required herein may result in termination of any agreement at District's option. In the event the vendor does not comply with the requirements of this section, the District shall have the right, but not the obligation, to provide insurance coverage to protect the District and Architect (if applicable), and charge the vendor for the cost of that insurance. The required insurance shall be subject to the approval of the Architect (if applicable), but any acceptance of insurance certificates by the Architect (if applicable) or District shall in no way limit or relieve the vendor, contractor or any subcontractor of their duties and responsibilities in the agreement.
10. Copies of Policies: Shall furnish a certified copy of any and all insurance policies required under this Contract within ten (10) days of the District's written request for said policies. Subcontractors: Vendor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each subcontractor, subcontractors' commercial/general liability and business automobile liability insurance shall name the District and its Architect (if applicable) as Additional Insureds and have the Waiver of Subrogation endorsement added.
11. Other Insurance: The District may require insurance coverage in excess of the types and amounts required in this Exhibit. Vendor shall attempt in good faith to obtain quotes for such additional coverage and provide them to the District for review. Vendor shall purchase any such additional insurance as may be requested by the District in writing. The District shall pay any additional premium for such additional coverage.

GEN-24

GOVERNING LAW, JURISDICTION AND VENUE

1. The agreement shall be governed and interpreted in all respects according to the laws of the State of Missouri. In the event either party must bring a legal or equitable action to enforce any of its rights under the agreement, the venue for such actions shall be the Circuit Court of St. Charles County, Missouri.

GEN-25

CONFIDENTIALITY

1. To the extent that is applicable, the vendor will observe the confidentiality of and protect student information in accordance with applicable law, including but not limited to the Family Educational Rights and Privacy Act, (FERPA), 10 U.S.C. § 1232g, and the Health Insurance Portability and Accountability Act (HIPAA), and will indemnify the District for any damages suffered by it by reason of vendor's failure to do so.

SPECIFICATIONS FOR VENDORS

RFB NUMBER: RFB-P-JUN252020-159	RELEASE DATE: June 12, 2020	RFB NAME: Library Start-Up Collection for Journey Elementary School
DUE DATE THROUGH VENDOR REGISTRY Date: June 25, 2020 Time: 10:30 AM CST		REQUEST FOR ADDITIONAL INFORMATION BY: June 22, 2020 10:300 AM CST (See GEN-6) Use Vendor Registry

SPEC-1 SCOPE

1. This document is a formal Request for Bid (RFB) for soliciting qualified vendors who can provide library start-up book collections for our new Journey Elementary School. Purchases will be made approximately the end of July.
 - a. Journey will have \$100,000 for the start-up collection – do not go over this amount
 - b. Fiction books must have two (2) reviews
 - c. Non-fiction curricular support
 - d. Appropriateness for a K-6 audience
 - e. Popular appeal to students
 - f. Must have guaranteed bindings of library trade binding
 - g. Series Fiction (unless otherwise noted) include the first five (5) of a series and a few additional, newer titles with the series
 - h. Playaways of Mark Twain nominees and other popular fiction, not exceeding \$1000
 - i. Journey Elementary School 2000 Interstate Drive, Wentzville, MO 63385
 - j. Prime vendor bid – One vendor selected

SPEC-2 SPLIT OF COLLECTION SPECIFICATIONS

1. 60/40 Fiction to Non-Fiction
2. 30% Easy, 25% FIC 3-6 & 5-8 grade levels
3. 5% Young Adult (YA) appropriate for 6th grade
4. No more than 40% of collection should come from non-fiction with 25% coming from Junior "J" reader (A-N, 1-30 levels)

SPEC-3 ORGANIZATION OF PREPARED LISTS

1. Easy Fiction
2. Fiction
 - a. Library will be set up into the following genres:
 - i. Realistic Fiction
 - ii. Historical Fiction
 - iii. Social Issues
 - iv. Series books
 - v. Fantasy
 - vi. Mystery
 - b. Early chapter books I-N
 - c. Fiction levels O-Z
 - d. Young Adult (YA)

3. Dewey
 - a. Junior (J) up to level N-30
 - b. Please break up into these lists: 100-400, 500 & 600, 700-900
 - c. Regular non-fiction: group 100-400, 500 & 600, 700-900 together
4. Biographies
5. **5% - HI/LO readers need to be genrefied**

SPEC-4

DEWEY TOPICS

1. Non-fiction should be 2014 and newer copyrights unless otherwise indicated.
2. We will divide our non-fiction sections into a (J) K-2 level and regular non-fiction for older students.
3. Provide limited titles for non-represented areas of Dewey

300

1. Folk Tales, fairy tales
2. Include Galdone classic fairy tales
3. Monsters mythical creatures
4. **For older students**--mythology--Greek, Roman, Chinese, Muslim, Norse
5. Holidays
6. Careers from pathways
 - a. Military
 - b. 1st grade community--mayor, school, police, firefighters, community helpers, etc.
7. American Symbols and landmarks-2nd grade
8. Branches of Government
9. Include science concepts at the (J) level and upper school levels
10. Needs versus wants/economics/goods and services--2nd grade

400

1. Sign language, French, Spanish, German, Chinese
2. Language: idioms, figures of speech

500

1. Sciences: We need science concepts at the (J) level and upper school levels
 - a. Physical science - matter, sound, science fair and science processes, force and motion--catapults; magnets/rocks, fossils, soils; habitats--arctic, rainforest, tundra, plains, desert, ocean, etc.; animal life cycles--butterflies, frogs, chicks, ladybugs, plants, planets
(reading levels for 2nd grade--J/18-M/28. Hands on Science series--how to make a fizzy rocket, etc.
 - b. life science: heavy animal representation especially at "J", habitats, plants
 - c. earth science: natural disasters, weather, rocks, minerals, etc. , landforms
 - d. Universe, Solar system, planets: include eclipses
 - e. **Levels M/28 or higher:** rocks & minerals, volcanoes, earthquakes, tornadoes, matter electricity, force & motion, living things, water cycle, weather, solar systems, simple machines
 - f. Dinosaurs

600

1. Technology
 - a. (J) Non-fiction Heavy pets: dogs, cats, fewer of horses, include unique pets
 - b. Vehicles--big trucks, tractors, cars, trains, military vehicles, ect.
 - c. Weaponry --swords, etc.
 - d. Minecraft series

700

1. Origami, how to draw, I SPY, hobbies, sports for girls and boys
2. Graphic novels: Amulet, Babymouse, Garfield, Bone, Superheroes, Telgemeier titles, Dogman series, etc.

800

1. Literature:
 - a. Poetry Books– No more than 10
 - b. Joke Books – No more than 10

900

1. Ancient Civilizations and maps
 - a. Egypt, Greece, Rome, China, India; Middle Ages; Ancient Americas; World religions. Upper level 6th grade curriculum.
2. American History: **M/28 and higher for older grades**
 - a. Explorers--early settlements
 - b. Colonization
 - c. American Revolution
 - d. Lewis & Clark
 - e. Westward Expansion
 - f. Interactive histories
 - g. Choose your Own adventures
 - h. 50 states and properties
 - i. Native American tribes for both "J" and upper levels.
 - j. Pilgrims and Thanksgiving--Levels G-M
 - k. Maps and regions for 2nd grade
 - l. Civil War
3. Geography
 - a. US Regions **3rd grade**

SPEC-5**BIOGRAPHIES**

1. Biographies:
 - a. Early explorers
 - b. Famous Missourians
 - c. Inventors
 - d. Scientists
 - e. Who Was series
 - f. Pop figures of interest
2. You wouldn't want to be... series

SPEC-6**FICTION/EASY and YA will make up 60 % of the overall collection.**

1. Building Blocks: Two copies of current list
2. Show Me: Three copies of 2020-2021 list.
3. Mark Twains: Ten copies of 2020-2021 list--2 hardback and 8 paperback each title.
4. Trumans: Two copies of each title for 2020-2021 list.
5. Last 2 years of Judy Young's What's New in Children's Literature list.
6. All past Caldecott and Newberry awards.
7. Best Friend Books (Laminack)
8. Holidays: heavy Christmas and Halloween but also include Thanksgiving, Valentine's Day--
Sticker during processing

SPEC-7**BOOK PROCESSING**

1. Guaranteed Bindings
2. Each book will be stamped "Wabash Library" or "Stone Creek Library" in the inside left hand corner of the cover.
3. All books within the same series that have different authors, must be processed with the series name abbreviation – Spongebob readers: E SPO
4. Processing to include specialized sticker/labels and notations on the spines.
 - a. Stone Creek
 - i. Genre
 - ii. Sub-genre for fiction
 - iii. Author
 - iv. Number within series
 - b. Wabash
 - i. Genre

- ii. Author
- iii. Sub-genre for fiction
- iv. Number within series
- 5. For early chapter books below level "N" 30, provide a green dot at the top of the spine and add "GD" to the bottom. This books will not be genrefied.
- 6. For all genre books use "picture labels"
- 7. White Glove Service – Shelf all Books and remove boxes
- 8. Books should be ready to ship by end of July 2017
- 9. Shipping and Free Processing

SPEC-8 INDIVIDUAL FICTION BOOKS RECOMMENDED:

Title	Author	Series	Notes	Number of copies
		7 Habits Of Happy Kids	Recommendation from teacher.	1
11 Experiments That Failed	Jenny Offill		Covers curriculum on teaching students to be scientists (K)	1
365 Days of Wonder: Mr. Browne's Book of Precepts	Palacio, R. J.			1
Auggie and Me: Three Wonder Stories	Palacio, R. J.	Wonder Series		2 (copies of each book)
Batting Order	Lupica, Mike		Great author! Other titles: <i>Heat</i> , <i>Million Dollar Throw</i> , <i>Strike Zone</i>	1
Bear's New Friend	Wilson, Karma	Bear Series		1
Bear Snores On	Wilson, Karma	" "		1
Bear Stays Up for Christmas	Wilson, Karma	" "	There are many more good titles in this series.	1
Because of Winn Dixie	DiCamillo, Kate	Peirce, Lincoln.		2

Beneath	Smith, Roland		Great author! Other tiles: Above, Chupacabra, Elephant Run....	1
Biscuit	Capucilli, Alyssa	Biscuit Series		1
Biscuit Goes Camping	Capucilli, Alyssa	Biscuit Series		1
Biscuit Loves the Library	Capucilli, Alyssa	Biscuit Series		1
Biscuit Goes to School	Capucilli, Alyssa	Biscuit Series		1
Bud, Not Buddy	Curtis, Christopher Paul			2
Captain Invincible and the Space Shapes	by Stuart J. Murphy (Author), Remy Simard (Illustrator)		Graphic Novel feel and covers K curriculum	1
Cece Loves Science	by Kimberly Derting and Shelli R. Johannes, illustrated by Vashti Harrison		Covers Scientific Method for k-2 in a fun engaging manor Has many reviews	2
Charlotte's Web	White, E. B.		Also: <i>Stuart Little</i>	2
Creepy Carrots and Creepy Pair of Underwear	Reynolds, Aaron			1
The Day the Crayons Quit	Daywaltt, Drew		Other: <i>The Day the Crayons Came Home</i>	2
Dragons Love Tacos	Adam Rubin and Daniel Salmieri			1
Follow the money!	Leedy, Loreen		Hits curriculum on money and could work for k-2	1

From the Desk of Zoe Washington	Marks, Janae			1
Glad Monster, Sad Monster	Emberly, Ed		Social Emotional	1
The Greedy Triangle	by Burns, Marilyn; illustrated by Silveria, Gordon		Hits K curriculum	1
Hike	Oswald, Pete			1
Holes	Sachar, Louis		Great author!	2
How are you Peeling?	Freeman, Saxton		Social Emotional	1
The Invisible Boy	Lugwig, Trudy		Great author! Other: <i>Better than You, Gifts from the Enemy, Just Kidding, My Secret Bully, Sorry!, Trouble Talk.</i>	1
Ish Book	Reynolds, Peter H.		K-2 book	1
Lilly's Purple Plastic Purse	Henke, Kevin		Great author! Other titles: <i>Chrysanthemum, Wemberly Worried, Chester's Way,</i>	2
Lizzie Demands a Seat!: Elizabeth Jennings Fights for Streetcar Rights	Anderson, Beth		Covers Civil Rights movement for grades 2-4	2
Look Both Ways: A Tale Told in Ten Blocks	Reynolds, Jason		Popular Author, many awards!	1

Martha Doesn't Say Sorry	Berger, Samantha		Social Emotional	1
Mike Mulligan and His Steam Shovel	Burton, Virginia Lee		Other great book: <i>The Little House</i>	1
Mockingbird	Erskine, Kathryn.			1
Monkey time	Michael Hall		Hit curriculum for K on time and is similar to the Mo Williams books	1
Mighty Miss Malone	Curtis, Christopher Paul			1
Mouse Paint	Walsh, Ellen Stoll		Art teacher recommendation	1
My Lucky Day	Kaza, Keiko		Any book by this author is great! Badger's Fancy Meal, My Lucky Birthday, A Mother for Choco....	1
Not a Box	Antoinette Portis		Great book for Makerspace project!	1
Number the Stars	Lowry, Lois			2
Only one You	Kranz, Linda		Social emotional	1
Out of My Mind	Draper, Sharon			1
Pete the Cat: I Love My White Shoes	Litwin, Eric.		Several books in series. Easy readers are by different authors.	2
Potato Pants	Keller, Laurie			1

Refugee	Alan Gratz		Recommendation from computer teacher	2
Restart	Korman, Gordon		Great author, other titles: <i>Swindle Series, Slacker, Ungifted, Superungifted, Schooled, No More Dead Dogs.</i>	2
Round is a Mooncake: A Book of Shapes	by Roseanne Thong		Hits K curriculum and is culturally relevant	1
Rules	Lord, Cynthia			1
Runaway Twin	Kehret, Peg		Great author! Also order <i>Abduction, Stolen Children, Ghost Dog Secrets,</i>	1
Silver Packages	Rylant, Cynthia			1
Sylvester and the Magic Pebble	Steig, William		Social Emotional	1
Tale of Despereaux	DiCamillo, Kate			2
Thelma the Unicorn	Blabey, Aaron		Popular fiction	1
The Return of Thelma the Unicorn	Blabey, Aaron			1
Because of Winn Dixie	DiCamillo, Kate		Also order - Tiger Rising, Flora & Ulysses, Louisiana's Way Home, Beverly, Right Here, Raymie Nightingale	2


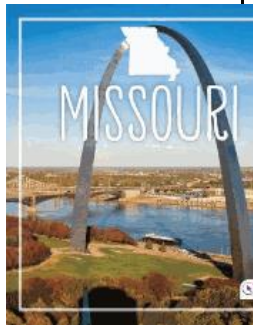
Today I feel silly:And Other Moods that Make my Day	Curtis, Jamie Lee			1
Took!	Hahn, Mary Downing		Great author! Also order - <i>Deep and Dark and Dangerous, The Ghost of Crutchfield Hall, Closed for the Season</i>	1
The Blue Day	Greive, Bradley Trevor		Social Emotional	1
The Bravest of us all	Arnold,Marsha Diane		Social Emotional	1
The Endless Steppe	Hautzig,Esther			1
The Lion and the Mouse	Pinkney,Jerry		Social Emotional	1
The Little Yellow Leaf	Berger,Carin		Social Emotional	1
The Pout- Pout Fish	Diesen,Deborah		Social Emotional	1
The Recess Queen	O'Neill, Alexis		Social Emotional	1
The Terrible Plop	Dubosarsky,Ursula		Social Emotional	1
The Wall	Bunting, Eve		Great author! Other titles: <i>December, Smoky Night, One Green Apple, Night Tree,The Memory String.</i>	1

The War I Finally Won	Bradley, Kimberly			1
The War that Saved My Life	Bradley, Kimberly			1
The Way I Feel	Cain, Janan		Social Emotional	1
Ways to Make Sunshine (A Ryan Hart Novel	Watson, Renée	Ryan Hart Novel	Recommended by Kelly Manning	1
When Sophie Gets Angry-Really, really Angry	Bang, Molly		Social Emotional Learning	1
When You Trap a Tiger	Keller, Tae			1
Where the Sidewalk Ends	Silverstein, Shel.		Other: <i>A Light in the Attic, The Giving Tree</i>	1
A Wrinkle in Time	L'Engle, Madeleine.			2
Snail & Worm: Three Stories About Two Friends	by Tina Kügler (text) & illus. by Tina Kügler	Snail and Worm Again, Snail and Worm all Day	One of the ALA 2019 best picks	1
Beautiful Oops	Saltzberg, Barney		Recommendation from staff member	1
The Dollhouse Murders	Betty Ren Wright			

SPEC-9**INDIVIDUAL NONFICTION BOOKS RECOMMENDED:**

Title	Author	Series	Notes	Copies
		National Geographic: Weird But True	Very popular!	A variety of copies
A Place To Land: Martin Luther King Jr. and the Speech That Inspired a Nation	Barry Wittenstein. illus. by Jerry Pinkney.		One of the top 10 best book for non-fiction 2019 ad deemed by the ALA	1
Amulet	Kibuishi, Kazu		8 comics in series	All 8 in series
Artists and their pets : true stories of famous artists and their animal friends	by Hodge, Susie; illustrated by Lemay, Violet		Art teacher recommendation	1
Big Nate	Peirce, Lincoln.		Several volumes in comic series. There are also chapter books.	All volumes
Peter and Ernesto: The Lost Sloths	Graham Annable		Listed as one of the best graphic novel by ALA in 2019	1
Guts,Sisters, Smile, Ghosts,	Telgemeier, Raina.		COMICS are a very popular format.	Each graphic novel in the series (2 copies a piece)
Baby-sitters Club	Different authors		7 comics in series	All 7 comics
Bone	Smith, Jeff	Bone Series	9 volumes plus prequel	All 9 columns, plus prequel
New Kid	Craft, Jerry			1
The Lost Heir	Deutsch, Berry	Wings of Fire	Order fiction	All books in the

		Graphic novel series	series and graphic novel series	graphic novel series
Oldest Student, The: How Mary Walker Learned to Read	Hubbard, Rita Lorraine		Talks about grit and determination	1
Social Studies topics: Community leaders, government, western expansion, states, countries, religions, languages,		Lightbox		
Science topics: Rocks, Volcanos, Planets, Math (geometry, fractions, number sense), simple machines, brain, heart, skeleton, plants, Animals		LightBox books by Follett. When you order, you receive a hardback book, plus an online book with videos/links/activities		
		Capstone:ACORN, Pebble Sprout, Pebble Explore,		
		ABDO: Kids, ZOOM,		
Popular Animals: Dogs, Cats, Penguins, Sharks, Fish, Horses, Birds, Pandas, Koalas, Monkeys,		ABDO, Capstone, Blastoff Readers (Bellwether Media) all have great books on animals on		

<p>Gorillas, Aardvarks, Rabbits, Hamsters,</p> <p>Bears, Tigers, Polar Bears, Dinosaurs, Lions, Snakes, Elephants, Zebras, Wolves, Foxes, Deer,Bats,</p>		different levels.		
		<p>Students like series where they compare 2 animals. They also have one for comparing cars.</p>		
		<p>Next Page Capstone: State Series - 50 states plus Washington D.C., Puerto Rico, Virgin Islands,American Samoa, Guam</p> 		

		<p>Series on Continents: First Facts</p> 		
<p>Who Was...</p> <p>Who Is...</p> <p>What Is....</p> <p>What Was....</p> <p>Where Is...</p> <p>What Is....</p>		Penguin Random House	Biographies and nonfiction books on places and events in history	
<p>City, Cathedral, Pyramid, Toilet,</p> <p>Built to Last,</p> <p>Crossing on Time: Steam Engines, Fast Ships, and a Journey to the New World</p>	David Macaulay			1 copy of each book listed
Weird but True	National Geographic kids			5 of the most popular

SPEC-10 Author List:

Polacco
Bunting
Ezra Jack Keats
Eileen Spinelli
Rylant
Mem Fox
Donald Crews
Kevin Henkes
De Paolo
Robert Munsch
Di Camillo
Jan Brett
David Shannon
Eric Carle
Mo Willems (2 copies of each)
Mike Lupica
Roland Smith,
Keiko Kaza
Gordon Korman
Peg Kehret
Mary Downing Hahn
Jason Reynolds

SPEC-11 Series List:

Author	Series	Note
Roy, Ron	A to Z Mysteries	Order whole series 26 books: there are also ‘Super Editions’
Brown, Marc	Arthur Series	Order at least 8 titles to include holidays. There are many in the series.
Parish, Peggy	Amelia Bedelia	Order at least 10 titles
Adler, David	Cam Jansen	First five of series
Warner, Gertrude	Boxcar Children	First ten of series
Lewis, C.S.	The Chronicles of Narnia	Complete series, and 2 copies each of: The Lion Witch and the Wardrobe and The Magician’s Nephew
DuPrau, Jeanne	The City of Ember	2 copies of each
Kinney, Jeff	Diary of a Wimpy Kid	All 16 books (2 copies a piece)
Russel, Rachel Renee	Dork Diaries...	Order whole series- 12 books
Mo Willems	Elephant and Piggie Series and Pigeon Series	29 books in series (choose at least 10) 10 books (choose at least 5)
Stilton, Geronimo	Geronimo Stilton	First ten of series
Daisy Meadows	Rainbow Magic Fairies Series	18 in series, choose 10
Arnold, Tedd	Fly Guy Series	20 books in series. Choose at least 10.
Lobel, Arnold	Frog and Toad	Get all 4 volumes
Lowery, Lois	The Giver Series	3 copies of The Giver, one copy of each of the other 3 books

Rowling, J. K.	Harry Potter Series	Order 2 copies of all 7 volumes. Order copies of younger fiction related to Harry Potter as well
Paulsen, Gary	Hatchet Series	Two copies of Hatchet, one copy of each of the other books.
Rylant, Cynthia	Henry and Mudge	28 books in series. (get 1st ten volumes)
Numeroff, Laura Joffe	If You Give a Mouse a Cookie	At least 4 books of the series, including the original
Barrows, Annie	Ivy and Bean	Get all 12
Osborne, Mary Pope	Magic Tree House Series	Order whole series - 54
Maddox, Jake	Jake Maddox	Choose a couple from each sport
Park, Barbara	Junie B. Jones	Order all 28 books
DiCamillo, Kate	Mercy Watson	8 books in series, order all
Various authors	Pokemon Series	Order various levels.
Blabley, Aaron	Pig the Pug	Every book in the series
Avi	Poppy	All 4 books, 2 copies of each
Miles, Ellen	Puppy Place/Kitty Corner	10 total
Various authors	Red Rhino	23 books in series. Order 10
Various authors	Star Wars Series	Try to order various levels
Hunter, Erin	Warriors Series	Original 6 books (2 copies a piece), and 1 copy of the first of each of the spin off series
Palacio, R. J.	Wonder	2 copies of each book
Jack Chabert and Sam Ricks	Eerie Elementary	First 5
Elliot, Rebecca	Owl Diaries	First 5

Cummings, Troy	Notebook of Doom	First 5
Flintham, Thomas	Press Start,	First 5
Tracey West and Graham Howells	Dragon Masters	First 5
Jones, Noah Z.	Princess Pink	First 5
Griffiths, Andy	13- Story Treehouse	9 in series, order all
Sutherland, Tui	Wings of Fire Series	All books, two copies a piece
Hunter, Erin	Warrior Cats	Order <i>The Prophecies Begins</i>
Sharmat, Marjorie Weinman	Nate the Great Series	A few copies of any of the books
Davies, Jacqueline	Lemonade War	All 3 books, 2 copies a piece
	Monster Boy	
	Barbie Readers	Pick 10 of the most popular
	Disney Princess	Pick 10 of the most popular
	Scooby Doo	Pick 10 of the most popular
	Spongebob	Pick 10 of the most popular
	Super Heros (Marvel/DC)	Pick 10 of the most popular
	Strawberry Shortcake	Pick 5 of the most popular
	Pinkilicious	Pick 10 of the most popular
	Curious George	Pick 10 of the most popular
	Noodles	Pick 5 of the most popular
	Fancy Nancy readers and picture books	Pick 10 of the most popular
	Trucktown	Pick 10 of the most popular
	Mr. Putter and Tabby	Pick 5 of the most popular

	Stink	Pick 5 of the most popular
	Buddy Files	Pick 5 of the most popular
	Milo and Jazz	Pick 5 of the most popular
	Nate the Great	Pick 10 of the most popular
	Amelia Bedelia	Pick 10 of the most popular
	Ghost Detectives	Pick 5 of the most popular
	Mercy Watson	2 copies of each title
	Cam Jansen	Pick 10 of the most popular
	Frog and Toad	Pick 10 of the most popular
	Flat Stanley	Pick 10 of the most popular
	Notebook of Doom	Pick 10 of the most popular
	Little Critters	Pick 5 of the most popular
	Arthur	Pick 10 of the most popular
	Froggy	Pick 5 of the most popular
	Houndsley and Catina	Pick 5 of the most popular
	Nancy Drew Clue Crew	Pick 10 of the most popular
	Ready Freddy	Pick 5 of the most popular
	Junie B. Jones	Pick 10 of the most popular
	Captain Underpants	Everybook 2 copies a piece
	Ricky Ricotta	Pick 5 of the most popular
	Super Diaper Baby	Entire series
	Dogman	Entire series

	Capitol Mysteries	Pick 10 of the most popular
	Rainbow Magic Fairies	Pick 10 of the most popular
Rylander, Chris	Code Name Zero	All 3 books (2 copies of each)
Wilder, Laura Ingalls	Little House on the Prairie	1 copy of each book
Hargreaves, Roger	Mr. Men and Little Miss	Pick the 10 most popular
Dewdney, Anna	Llama, Llama	Pick 10 most popular
Hale, Shannon & Dale	Princess in Black	First 5
Becker, Bonn	Bear and Mouse	All 6

SPEC-12 SPECIFICATIONS FOR BID RESPONSE

1. Bid response due June 25, 2020 at 10:30 AM through www.vendorregistry.com
2. Using information provided in specifications create a list of books with the following information provided:
 - a. Title
 - b. Author
 - c. Overall genre
 - d. Unit Price
 - e. Type of Binding
 - f. Grand Total
3. Save and name your list and upload to www.vendorregistry.com – use one file if possible
4. Include vendor name, contact person and email address on bid response
5. Include any incentives or promotions – can't be added at a later time
6. Vendor Registry automatically closed the portal at exactly 10:30 AM on July 25, 2020