TOWN OF ARLINGTON MASSACHUSETTS

BID #13-31

INVITATION FOR BID

Sealed bids pursuant to the Uniform Procurement Act, Chapter 30B are invited and will be received by the Town Manager, Arlington, Massachusetts, until 10:00 A.M., THURSDAY, SEPTEMBER 19, 2013 at the Town Managers Office/Purchasing Department, 730 Massachusetts Avenue, Arlington, Massachusetts, at which time and place they will be publicly opened and read for furnishing:

PERIODICALS SUBSCRIPTION

Bids received after this time will not be accepted. Specifications and Proposal Forms may be obtained at the Town Manager's Office/Purchasing Department at the above address.

Proposal must be submitted on form provided and in sealed envelope plainly marked:

BID ON PERIODICALS SUBSCRIPTION, BID #13-31.

Pursuant to MGL Chapter 30B, §10, a Certificate of Non-Collusion must be submitted with all bids. In addition, bidders must certify compliance with MGL Chapter 62C, §49A.

Bid will be awarded within thirty (30) days of bid opening.

For further information please contact Domenic R. Lanzillotti, Purchasing Officer at 781-316-3003.

The Town Manager reserves the right to cancel any Invitation for Bid, to reject in whole or in part any and all bids, when it is deemed in the best interest of the Town to do so.

TOWN OF ARLINGTON

Adam W. Chapdelaine Town Manager

September 5, 2013

TOWN OF ARLINGTON ROBBINS LIBRARY PERIODICALS SUBSCRIPTION INSTRUCTION TO BIDDERS

1. SUBMISSION OF BIDS

A. Original Bid

The original bid shall be signed, enclosed in an envelope and plainly marked with a description of the goods and services to be provided.

B. Filing of Bid

The original bid shall be filed at the place designated in the invitation.

C. Time for Filing Bid

The original bid shall be filed before the time and date designated in the invitation for the opening of the bids.

2. SPECIFICATIONS

By filing a bid the bidders do thereby represent, under the pains and penalties of perjury, that they have informed themselves about all conditions pertaining to the contract.

3. QUESTIONS

All questions as to the interpretation of the bid specifications shall be submitted in writing to the Robbins Library Director. Written answers to such questions will be sent by the Librarian to everyone on record as having taken a set of bid specifications. No questions will be answered unless received by the Robbins Library Director at least five (5) days prior to the expiration of the time set for filing bids.

4. CONTRACT AWARD

The Town Manager reserves the right to waive any informalities and to accept or reflect any or all bids and to award the contract for the best interests of the town.

5. AGREEMENT BY BIDDER

The submission of a bid shall constitute agreement on the part of the bidder that its bid shall remain binding for 90 calendar days and that, if the bidder is given or mailed a notice of acceptance, the bidder will within ten (10) calendar days (Saturdays, Sundays and legal holidays excluded) or receipt of such notice, deliver to the Robbins Library Director any contracts properly executed.

6. BID AWARD

Award shall be made to the lowest responsible and responsive bidder offering the needed quality of supply or service.

7. MULTI-YEAR CONTRACT

Any payment or performance obligation in multi-year contract for succeeding fiscal year shall depend on the availability and appropriation of funds. If no funds are appropriated or otherwise made available to support continuation of the performance of the contract in a subsequent fiscal year, the procurement officer is authorized to cancel the contract.

8. PROCUREMENTS

Procurements covered by this Invitation for Bid shall be governed by the Uniform Procurement Act of M.G.L. Chapter 30B.

9. ATTESTATION FORMS

Pursuant to M.G.L. Ch. 62C, Sec. 49A and M.G. L. Ch. 701 of the Acts of 1983 shall be submitted with bids in order to be considered.

PERIODICAL SUBSRIPTION SPECIFICATIONS

Overview of the Robbins Library System

The Robbins Library System includes the Main Library and the Fox Branch serving 45,000 citizens of the Town of Arlington. The Robbins Library system currently subscribes to over 250 periodicals, which are shipped to two physical locations.

Purpose

The Purpose and intent of the bid proposal is for the Robbins Library to enter into a general agreement with the successful bidder whereby that bidder will provide for the acquisition of periodical subscriptions and attendant services.

Contract Period

The contract period shall be from January 1, 2014 thru December 31, 2014. The contract may be renewed two consecutive years in one (1) year increments at the same or greater discount rates at the sole option of the Town Manager of Arlington. Vendor must commence delivery of periodicals with the January 2014 issue. The vendor is responsible for placing orders for subscriptions so that January issues are received on time.

General Requirements

- 1. All bids must show the percentage discount given on the gross amount of an invoice. Gross amount is defined as the sum of the lowest available. Gross amount is defined as the sum of the lowest available publisher's rate for each item.
- 2. All bids must show the percentage discount, which will be given for payment within a specified time period.
- 3. The invoice shall be firm when issued. No "charge backs" for publisher price increases will be accepted.
- 4. All bidders must have been in business for and providing this type of service for at least five years.
- 5. The successful bidder must:
 - a. List and describe all service charges not included in the above discounted quotes.
 - b. Submit with the bid a listing of at least five libraries, including address, telephone number and the contact person, having over 1,000 subscriptions the bidder has serviced during the past calendar or fiscal year.

5. (Continued)

- c. Submit, with the bid, their own catalog of a minimum of 10,000 titles services including descriptions of periodicals, newspapers, serials, U.S. Government Printing Office publications, microforms, monographs, services, proceedings. Of societies and Congresses, continuations, etc. Updates of the catalogs must be provided as they occur.
- d. Submit with the bid an alphabetical list of periodical titles available with the publisher's lowest price rate for each periodical on the attached list entitled "Robbins Library Proposed periodical List".
- e. Describe customer staffing assignments which will be given to the account. A specific person should be assigned to the account and the library should be notified as to the person's name and that person should be given the authority to deal with the publishers on behalf of the library. A toll-free number or collect call service must be provided.
- f. Describe orientation/training to be given to the library staff member responsible for dealing with the bidder.
- g. Provide the name of a representative who can visit the library as needed/requested.
- h. Availability to interface with the Triple I system is preferred.

Special Requirements

The Successful bidder must:

- a. Place all orders and submit payments DIRECTLY to Publishers not through agents, middlemen, etc.
- b. Place subscriptions for odd terms and multiple years contingent upon publisher acceptance.
- c. Place subscription renewals with publishers so that no gap occurs in the receipt of issues and also provide to customer a process renewal list six months prior to renewal time. This renewal list should note all titles previously ordered, plus current status, current process and renewal dates. Sample or renewal list must be submitted with bid.

- d. Provide the number of working days required for order entry prior to expiration date of periodicals being ordered
- e. Allow for additional subscriptions to be added or deleted after the initial order.

 No additional service fee or limit on the number of subscriptions can be instituted.
- f. Provide an extensive missing copy service (submit description of this service, especially with regard to comprehensiveness).
- g. Have available for a small additional charge, spine labels for at least 300 popular titles that can be ordered from the bidder. (Submit sample)
- h. Provide printed management control reports that include: (Submit a sample of each report with bid)
 - (1) Subscription listings by subject area
 - (2) Publication changes related to frequency, titles and mergers.
 - (3) Publications that are behind in schedule and publisher's time limits for acceptance of claim.
 - (4) Price changes over the past three calendar or fiscal years.
 - (5) A multiple year price comparison showing savings for placing multiple year subscriptions.
 - (6) Provide multiple copy invoices broken down by SHIP TO addresses. Invoices will show:
 - (a) Unit price and/or multi-year cost.
 - (b) Titles in alphabetical order.
 - (c) Frequency and month of publications.
 - (d) Length of subscription and start dates.
 - (e) Subscriptions as new or renewal.
 - (f) Provide email address for claiming missing issues on-line.
 - (g) Send subscription titles directly to SHIP-To Library location.

- (h) Provide an annual printout detailing all titles on order regardless of renewal dates. This printout should be in alphabetical order by title and indicate the appropriate subscription address by each title. (This printout can then be used as a current holdings list).
- (i) Provide a listing of subscription label numbers for online access to the magazine's website, where applicable.
- (j) Provide annual online renewal system.

ROBBINS LIBRARY PERIODICALS BID RESPONSE

Office of the Purchasing Agent 700 Massachusetts Avenue Arlington, MA 02476

1.	G	ross amount of attached list:
2.	P	ercentage discount allowed:
3.	S	ubtotal bid with discount:
4.		ercentage additional discount for payment within a specified time: ercent days
5.	N	umber of years in business: years
6.		ist of five libraries including address, telephone number and contract persons having ver 1,000 subscriptions which the bidder has services in the past year:
	I.	Name
		Address
		Telephone Number
		Contact Person
		Number of Titles
	П.	Name
		Address
		Telephone Number
		Contact Person
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Contact Person_
Number of Titles
IV. Name
Address
Telephone Number
Contact Person_
Number of Titles
7. Catalog of 10,000 titles includedyesno
8. Name of Account Person to be assigned:
9. Toll free service numberyesno
List number:
10. Number of working days required for order entry prior to the expiration date of periodicals being ordered:
11. All orders and payments are placed directly to publishers:
12. Place subscriptions for odd terms and multiple years contingent upon publisher acceptance:
13. Place subscription renewals with publishers so that no gap occurs in receipt of issue:
14. Provide to customer a process renewal list six months prior to renewal timeyesno

5. Allow for additional subscriptions to be entered af	ter initial order: _	yesno
6. Provide extensive missing copy service:	yes	no
ist number of titles carried in copy bank:		
7. Spine Labels. Cost:		
8. Management control reports included: (please chec	ck those reports att	ached)
a) Subscription list by subject.		
b) Publication changes related to free	quency, titles and r	mergers
c) Publications that are behind in acceptance of claims.	schedule and publ	lisher's time limits for
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f) Multiple copy Claim and Adjustmen	nt form; broken do	wn by SHIP-TO Addresses
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Address		

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CERTIFICATION OF NON-COLLUSION

submitted in good faith and without collusion o	natural person, business, partnership, corporation,
	(Name of person signing bid or proposal)
	(Name of business)
Pursuant to M.G.L. Ch. 62C, Sec. 49A I certify knowledge and belief, have filed all state return	
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New England Journal of Medicine	Print	English		Weekly	25	0028-479	Massachusetts Medical Society
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Nursing Career Directory	Print	English	American Journal of Nursing (AJN) (Print Edition)	Annual	1	0192-239	Lippincott Williams & Wilkins
O The Oprah Magazine	Print + Online	English		Monthly	12	1531.324	Hearst Magazines Division
Occupational Outlook Quarterly	Print + Online	English		Quarterly	4	0199-478	Superintendent of Documents
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People Weekly (Time Inc)	Print	English		Weekly	53	797-690	Time Inc.
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Spider	Print	English		irregular	O	1070-291	Carus Publishing Company
Spin Magazine	Print	English		Bi-Monthly	9	0886-3032	
Sports illustrated	Print	English		Weekly	26	0038-822	
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Vegetarian times	Print	English		Irregular	თ	0164-849	Active Interest Media
Vegnews Magazine	Print	English		Bi-Monthly	9	1544-8495	
Victorian Homes	Print	English		Quarterly	4	0744-415)	Seckett Publications
Video Librarian	Print	English		Bi-Monthly	9	0887-6851	
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je Votce, The	Print	English		Weekly	22	0042-6180	The Village Voice
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Voice of Youth Advocates (VOYA)	Print + Digital	English		Bi-Monthly	9	0160-4201	
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Boston Magazine	Print + Online	English	muonomen	Monthly	12	0006-7989	MetroCorp
Consumer Reports (With Buying Guide)	Print	English	Consumer Reports (With Buying Guide) (Print Edition)	Monthly	13	0010-7174	Consumers Union of US, Inc
Consumer Reports Buying Guide (with Consumer Reports)	Print	English	Consumer Reports (With Buying Guide) (Print Edition)	Annual	7	1555-2357	Consumers Union of US, Inc
Cooking Light	Print	English	The state of the s	Monthly	112	0886-4446	Southern Living Inc.
Cricket	Print	English		Irregular	6	0090-6034	Carus Publishing Company
Glamour	Print	English		Monthly	12	0017-0747	Conde Nast Publications
Good Housekeeping	Print	English		Monthly	12	0017-209X	Hearst Magazines Division
Highlights for Children	Print	English		Monthly	112	0018-165X	Highlights for Children
Hom Book Cumulative Index	Print	English	Horn Book Magazine (Print Edition)	Annual	,		Media Source Inc
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Hom Book Magazine	Print	English	Hom Book Magazine (Print Edition)	Bi-Monthly	9	0018-5078	Media Source Inc
Ladies Home Journal	Print	English		Irregular	10	0023-7124	Meredith Corporation
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Library by Design	Print	English	Library Journal (Print + Online + Email)	Semi-Annually	2	_	Media Source Inc
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Martha Stewart Living	Print	English	**	Monthly	12	1057-5251	Martha Stewart Living Omnimedia
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New York Times Book Review	Print	English		Weekly	52	0028-7806	New York Times
Newsweek	Print + Online	English		Weekly	54	0028-9604	Newsweek
O The Oprah Magazine	Print + Online	English		Monthly	12	1531-3247	Hearst Magazines Division
Parenting Early Years	Print	English		Monthly	11	0890-247X	Bonnier Corporation
People Weekly (Time Inc)	Print	English		Weekly	53	0093-7673	Time Inc.
Publishers Weekly	Print + Digital	English		Weekly	51	0000-0019	PWkyz, LLC
Real Simple	Print	English		Monthly	12	1528-1701	Time inc.
School Library Journal	Print + Online	English	School Library Journal (Print + Online)	Monthly	12	0362-8930	Media Source Inc
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Sports Illustrated	Print	English		Weekly	26	0038-822X	Time Inc.
Sports Illustrated For Kids	Print	English		Monthly	12	1042-394X	Time Inc.
This Old House	Print	English		irregular	10	1086-2633	Time Inc.
Time Magazine,	Print	English		Weekly	56	0040-781X	Time Inc.
Wall Street Journal	Print	English	Wall Street Journal (Print Edition)	Daily	306		Dow Jones & Company Inc.
Wall Street Journal (Weekend Edition)	Print	English	Wall Street Journal (Print Edition)	Weekly	52		Dow Jones & Company Inc
Yankee Magazine	Print	English		Bi-Monthly	9	0044-0191	Yankee Publishing Inc