

City of Salem



Invitation for Bids

R-68

Automated Library Network Services

May 16, 2016

BIDS DUE:

Tuesday, May 31, 2016, 2:00 PM

*Late bids will be rejected

Whitney C. Haskell
Purchasing Agent
93 Washington Street, 2nd Floor
Salem, MA 01970
whaskell@salem.com
(978) 619-5695

R-68
AUTOMATED LIBRARY NETWORK SERVICES
COVER SHEET

PLEASE PRINT OR TYPE:

Name of Bidder:	Contact Individual:			
Address:				
Zip Code	#	Street	City/Town	State
Phone:	Alternate Phone:			
Email Address:	Social Security/Federal Tax Identification Number:			
Authorized Signature: _____				

R-68
AUTOMATED LIBRARY NETWORK SERVICES
CHECKLIST

Submission Requirements:

Please Check:

- Completed Cover Sheet
- Bid Form
- Signed Certificate of Non-Collusion
- Signed Tax Compliance Certification
- Certificate as to Corporate Bidder
- Reference Form
- Acknowledgement of Addenda: _____ (*if applicable*)
(#s)

R-68
AUTOMATED LIBRARY NETWORK SERVICES
BID FORM

PART I

1. Beverly Public Library, Beverly, MA	YEAR 1	YEAR 2 (Option)
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Beverly Farms Branch Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
2. Peabody Institute Library, Danvers, MA	YEAR 1	YEAR 2
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
3. Parlin Memorial Library, Everett, MA	YEAR 1	YEAR 2
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Shute Branch Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
4. Sawyer Free Library, Gloucester, MA	YEAR 1	YEAR 2
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
5. Lynn Public Library, Lynn, MA	YEAR 1	YEAR 2
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
6. Lynnfield Public Library, Lynnfield MA	YEAR 1	YEAR 2
Basic Services:		
Part I Automated Network Cost	\$ _____	\$ _____
Part IIA EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC OverDrive Collection Cost	\$ _____	\$ _____
TOTAL BASIC COST	\$ _____	\$ _____
7. Abbott Public Library, Marblehead, MA	YEAR 1	YEAR 2
Basic Services:		

Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
8. Melrose Public Library, Melrose, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
9. Peabody Institute Library, Peabody		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
	South Branch Cost	\$ _____	\$ _____
	West Branch Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
10. Reading Public Library, Reading, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
11. Revere Public Library, Revere, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
12. Salem Public Library, Salem, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
13. Saugus Public Library, Saugus MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
14. Stoneham Public Library, Stoneham, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____

Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
15. Swampscott Public Library, Swampscott, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
16. Lucius Beebe Memorial Library, Wakefield, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	\$ _____
Part IIA	EBSCO Periodical Cost	\$ _____	\$ _____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	\$ _____
17. Winthrop Public Library, Winthrop, MA		YEAR 1	YEAR 2
Basic Services:			
Part I	Automated Network Cost	\$ _____	_____
Part IIA	EBSCO Periodical Cost	\$ _____	_____
Part IIC	OverDrive Collection Cost		
	TOTAL BASIC COST	\$ _____	_____
PART I	TOTAL BASIC COST (1-17)	\$ _____	\$ _____

PART I.4

		YEAR 1	YEAR 2
Original Retrospective Catalog of Title not in Networking Database:			
Unit Price \$ _____ x 200 Titles (est.)		\$ _____	\$ _____

PART IIA & PART IIC

Included in Part I	-	-
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PART II D-Cost of Additional Databases

II.D.1. Auto Repair Reference Center		YEAR 1	YEAR 2
Year 1 per library cost	\$ _____ x 5 (est.)	\$ _____	
Year 2 per library cost	\$ _____ x 5 (est.)		\$ _____
II.D.2. ConsumerReports.org			
Year 1 per site cost	\$ _____ x 6 (est.)	\$ _____	
Year 2 per site cost	\$ _____ x 6 (est.)		\$ _____
II.D.3. eBook Public Library Collection			
Year 1 per site cost	\$ _____ x 2 (est.)	\$ _____	
Year 2 per site cost	\$ _____ x 2 (est.)		\$ _____
II.D.4. EBSCO Full Text Customizable Local Instance			
Year 1 per site cost	\$ _____ x 3 (est.)	\$ _____	
Year 2 per site cost	\$ _____ x 3 (est.)		\$ _____

II.D.5. EBSCO Discovery Service	Year 1	per library cost	\$_____	x 1 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 1 (est.)		\$_____
II.D.6. My Heritage Library Edition	Year 1	per site cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per site cost	\$_____	x 2 (est.)		\$_____
II.D.7. H.W. Wilson Core Collection Databases	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.8. History Reference Center	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.9. Hobbies & Crafts Reference Center	Year 1	per library cost	\$_____	x 1 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 1 (est.)		\$_____
II.D.10. Home Improvement Reference Center	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.11. Learning Express	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.12. Legal Information Reference Center	Year 1	per library cost	\$_____	x 4 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 4 (est.)		\$_____
II.D.13. LibraryAware Service Customizable Local Instance	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.14. Literary Reference Center	Year 1	per library cost	\$_____	x 8 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 8 (est.)		\$_____
II.D.15. Literary Reference Center Plus	Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.16. Commonwealth eBook Collection	Year 1	per library cost	\$_____	x 4 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 4 (est.)		\$_____
II.D.17. Poetry and Short Story Reference Center	Year 1	per library cost	\$_____	x 1 (est.)	\$_____	
	Year 2	per library cost	\$_____	x 1 (est.)		\$_____

II.D.18. Points of View Reference Center					
Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.19. Rosetta Stone					
Year 1	per library cost	\$_____	x 2 (est.)	\$_____	
Year 2	per library cost	\$_____	x 2 (est.)		\$_____
II.D.20. Science Reference Center					
Year 1	per library cost	\$_____	x 1 (est.)	\$_____	
Year 2	per library cost	\$_____	x 1 (est.)		\$_____
II.D.21. Small Business Reference Center				YEAR 1	YEAR 2
Year 1	per library cost	\$_____	x 1 (est.)	\$_____	
Year 2	per library cost	\$_____	x 1 (est.)		\$_____
II.D.22. Small Engine Repair Reference Center					
Year 1	per library cost	\$_____	x 1(est.)	\$_____	
Year 2	per library cost	\$_____	x 1(est.)		\$_____
II.D.23. The Nation Archive					
Year 1	per library cost	\$_____	x 1(est.)	\$_____	
Year 2	per library cost	\$_____	x 1(est.)		\$_____
II.D.24. The New Republic Archive					
Year 1	per library cost	\$_____	x 1(est.)	\$_____	
Year 2	per library cost	\$_____	x 1(est.)		\$_____
PART II.D	TOTAL COST (1-24)			\$_____	\$_____

PART III-Cost of Additional Services

A. Web Site Hosting				YEAR 1	YEAR 2
Year 1	initial set up charge	\$_____	x 2 units (est.)	\$_____	
Year 2	initial set up charge	\$_____	x 2 units (est.)		\$_____
annual maintenance					
Year 1	fee	\$_____	x 18 units (est.)	\$_____	
Year 2	fee	\$_____	x 18 units (est.)		\$_____
editing fee					
Year 1	(per/hour)	\$_____	x 5 units (est.)	\$_____	
Year 2	editing fee (per hour)	\$_____	x 5 units (est.)		\$_____
B. PC Support Service					
Year 1	base fee	\$_____	x 15 units (est.)	\$_____	
Year 2	base fee	\$_____	x 15 units (est.)		\$_____
Year 1	per PC and	\$_____	x 700 units	\$_____	

Year 2	networked printer per PC and networked printer	\$_____	(est.) x 700 units (est.)	\$_____
Year 1	per server charge	\$_____	x 3 units (est.)	\$_____
Year 2	per server charge	\$_____	x 3 units (est.)	\$_____

C. PC Reservation/Print Management Service

Year 1	PC Reservation New Building Licenses	\$_____	x 2 units	\$_____	
Year 2	PC Reservation New Building Licenses	\$_____	x 2 units		\$_____
Year 1	PC Reservation Annual Building License Maintenance	\$_____	x 15 units	\$_____	
Year 2	PC Reservation Annual Building License Maintenance	\$_____	x 15 units		\$_____
Year 1	PC Reservation New Client Licenses	\$_____	x 20 units	\$_____	
Year 2	PC Reservation New Client Licenses	\$_____	x 20 units		\$_____
				YEAR 1	YEAR 2
Year 1	PC Reservation Annual Client License Maintenance	\$_____	x 235 units	\$_____	
Year 2	PC Reservation Annual Client License Maintenance	\$_____	x 235 units		\$_____
Year 1	LPT: One Print Management New Building Licenses	\$_____	x 2 units	\$_____	
Year 2	LPT: One Print Management New Building Licenses	\$_____	x 2 units		\$_____
Year 1	LPT: One Print Management Annual Building License	\$_____	x 13 units	\$_____	
Year 2	LPT: One Print Management Annual Building License	\$_____	x 13 units		\$_____
Year 1	LPT: One Print Management New Client Licenses	\$_____	x 20 units	\$_____	
Year 2	LPT: One Print Management New Client Licenses	\$_____	x 20 units		\$_____

Year 1	LPT: One Print Management Annual Client License Maintenance	\$_____	x 216 units	\$_____	
Year 2	LPT: One Print Management Annual Client License Maintenance	\$_____	x 216 units		\$_____
Year 1	Coin & Bill Acceptor	\$_____	x 2 units	\$_____	
Year 2	Coin & Bill Acceptor	\$_____	x 2 units		\$_____
Year 1	Coin & Bill Acceptor Annual Maintenance	\$_____	x 7 units	\$_____	
Year 2	Coin & Bill Acceptor Annual Maintenance	\$_____	x 7 units		\$_____

D. Wowbrary Service

Year 1	Wowbrary Weekly Email Newsletter	\$_____	x 10 libraries	\$_____	
Year 2	Wowbrary Weekly Email Newsletter	\$_____	x 10 libraries		\$_____

PART III.	TOTAL COST (A-D)			YEAR 1	YEAR 2
				\$_____	\$_____

BID SUMMARY

		YEAR 1	YEAR 2
PART I	Total Basic Cost for all Libraries (1-17)	\$_____	\$_____
	Total Cost for Original Retrospective Cataloging of		
PART I.4	Titles not in the Network Database	\$_____	\$_____
PART II.D	Total Cost for Additional Databases (II.D.1-24)	\$_____	\$_____
PART III	Total Cost for Additional Services (III.A-D)	\$_____	\$_____
	TOTAL BID	\$_____	\$_____
	NET TOTAL BID (TOTAL BID YEAR 1 + YEAR 2)	\$_____	\$_____

Signature of Authorized Representative: _____

Printed Name: _____

Date: _____

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AUTOMATED LIBRARY NETWORK SERVICES
BID FORM

FORM A
NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Business (if applicable))

FORM B
TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Business (if applicable))

(Federal Tax Identification or Social Security Number)

FORM C
CERTIFICATE OF CORPORATE AUTHORITY

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

(Secretary-Clerk)

Dated: _____

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Business (if applicable))

R-68
AUTOMATED LIBRARY NETWORK SERVICES
REFERENCES

(1) Reference Name (Contact Person):	City/Town/Company:	
Address:		
Phone:	Fax:	Email:
Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____		
Description of Services Provided:		

(2) Reference Name (Contact Person):	City/Town/Company:	
Address:		
Phone:	Fax:	Email:
Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____		

Description of Services Provided:			
(3)Reference Name (Contact Person):		City/Town/Company:	
Address:			
Phone:	Fax:	Email:	
Dates of Services Provided: ____ / ____ / ____ to ____ / ____ / ____ ____			
Description of Services Provided:			

PART 1. GENERAL INFORMATION

1.1 PROCUREMENT DESCRIPTION

The City of Salem is seeking bids for automated library networking services as described below for the libraries of the participating communities listed in Attachment B.

The term of contract that may result from this procurement shall commence July 1, 2016 and terminate June 30, 2017 with the option to renew for one additional year through June 30, 2018.

1.2 APPLICABLE LAW

This procurement will be conducted pursuant to Massachusetts General Laws Chapter 30B, Section 5.

1.3 APPROVAL

Any contract that may result from the procurement shall be subject to the approval of the Mayor of the City of Salem.

1.4 INCORPORATION BY REFERENCE

All requirements, specifications, terms and conditions described in this Invitation for Bids shall be incorporated by reference into any contract that may result.

1.5 TIME FOR AWARD

Any contract that may result from the procurement shall be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 days by agreement between the City and apparent low bidder.

1.6 RIGHT TO CANCEL/REJECT

The City reserves the right to cancel this Invitation for Bids or reject in whole or in part any and all bids if the City determines that cancellation or rejection serves the best interests of the City.

1.7 TAXATION

Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid pricing.

Copies of the City's tax exempt paperwork shall be available upon request of the selected contractor.

1.8 OBTAINING THE INVITATION FOR BIDS

The Invitation for Bids shall be available beginning, Monday, May 16, 2016.

The Invitation for Bids and related documents shall be available for free download from the City's Purchasing Department website at saalem.com/purchasing under "Open Procurements."

Hardcopies of the Invitation for Bids and related documents may be obtained at the Office of the Purchasing Agent, 93 Washington Street, Salem, MA 01970, between the hours of 8:00 AM-4:00 PM on Monday-Wednesday, 8:00-7:00 PM on Thursday, and 8:00 AM-12:00 PM on Friday.

PART 2. INSTRUCTIONS

2.1 REQUIREMENTS AND SUBMISSIONS

Below please find a description of the requirements and submissions that must be included as part of a bid. Bids must be sealed and marked as noted.

2.1.1 BID PRICING FORM

Every bid must include a completed 'Bid Pricing Form'. See attached. All material, equipment and labor is F.O.B. City of Salem.

2.1.2 NON-COLLUSION

Every bid must include a certification of good faith, certifying that the bid was made in good faith and without collusion or fraud. See 'Non-Collusion Form' attached.

2.1.3 TAX COMPLIANCE

Every bid must include a written certification that the bidder has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See 'Tax Compliance Form' attached.

2.1.4 CORPORATE AUTHORITY

If the bid is being submitted by a corporation, the bid must include a certification that the individual submitting the bid has been authorized to bind the corporation. See 'Certificate of Corporate Authority' attached.

2.1.5 REFERENCE FORM

Every bid must include at least three (3) references.

2.1.6 SPECIFICATIONS

Bidder must submit detailed specifications for each machine bid.

2.2 BID DELIVERY

Below please find a description of the manner in which sealed bids must be submitted.

2.2.1 DUE DATE AND TIME

Bids shall be received by the Office of the Purchasing Agent on or before **2:00 PM, on Tuesday, May 31, 2016.**

Any bid received after that time shall be rejected as non-responsive.

2.2.2 ADDRESS

Sealed bids shall be delivered to the Office of the Purchasing Agent, 93 Washington Street, 2nd Floor, Salem MA 01970.

2.2.3 HOURS OF OPERATION

Bids must be delivered during the normal hours of operation of the City of Salem:

Monday-Wednesday:	8:00 AM-4:00 PM
Thursday:	8:00 AM-7:00 PM
Friday:	8:00 AM-12:00 PM

2.2.4 COPIES

Bidders must submit one (1) original and one (1) copy of the bid.

2.2.5 LABELING

The outside of the envelope containing the sealed bid must be labeled with 1) the bid number 2) the bid opening date and time and 3) the name of the bidder.

2.3 SIGNATURES

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

2.4 QUESTIONS, CHANGES, MODIFICATIONS AND WITHDRAWALS

2.4.1 QUESTIONS/REQUESTS FOR CLARIFICATION

Questions concerning this Invitation for Bids must be submitted in writing to: Whitney Haskell at whaskell@salem.com at least five (5) days prior to the bid opening date. Written responses will be mailed to all bidders on record as having picked up the Invitation for Bids.

2.4.2 CHANGES

If any changes are made to this Invitation for Bids, addenda will be issued. Addenda will be posted in the Office of the Purchasing Agent, on the website and e-mailed to all bidders on record as having picked up the Invitation for Bids.

2.4.3 MODIFICATIONS AND WITHDRAWALS

A bidder may correct, modify, or withdraw a bid by written notice received by the City of Salem prior to the time and date set for bid opening.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the Invitation for Bids.

After the bid opening a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

2.5 UNFORESEEN OFFICE CLOSURES

If, at the time of the scheduled bid opening, 93 Washington Street, Salem, MA 01970, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

2.6 BID OPENING PROCEDURE

At the time and place fixed for opening of bids, the City will cause to be opened and publicly read aloud every bid received within the time set for receiving bids, irrespective of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

PART 3. SCOPE OF SERVICES

3.1 SCOPE OF SERVICES

PART I - AUTOMATED NETWORK

1. SERVICES REQUIRED - General

The Contractor will provide an automated network which can provide a public access on-line catalog, on-line interlibrary loan capabilities, acquisitions management, serials control, cataloging services, on-line circulation control, and on-line direct access and search of data about the collections owned by the following libraries: PHILLIPS ACADEMY, HOLMES LIBRARY, Andover, MA.; BEVERLY PUBLIC LIBRARY, Beverly, MA.; MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS PROFESSIONAL LIBRARY, Boston, MA.; BUNKER HILL COMMUNITY COLLEGE, BHCC LIBRARY AND LEARNING COMMONS, Charlestown, MA.; PEABODY INSTITUTE LIBRARY, Danvers, MA.; ENDICOTT COLLEGE, DIANE M. HALLE LIBRARY, Beverly, MA.; PARLIN MEMORIAL LIBRARY, Everett, MA.; SAWYER FREE LIBRARY, Gloucester, MA.; JENKS LIBRARY, GORDON COLLEGE, Wenham, MA.; LYNN PUBLIC LIBRARY, Lynn, MA.; LYNNFIELD PUBLIC LIBRARY, Lynnfield, MA.; ABBOT PUBLIC LIBRARY, Marblehead, MA.; MELROSE PUBLIC LIBRARY, Melrose, MA.; MCQUADE LIBRARY, MERRIMACK COLLEGE, North Andover, MA.; MIDDLESEX COMMUNITY COLLEGE LEARNING RESOURCE CENTERS, Bedford and Lowell, MA.; PAUL C. SCOTT LIBRARY, MONTSERRAT COLLEGE OF ART, Beverly, MA.; LEARNING RESOURCE CENTERS, NORTH SHORE COMMUNITY COLLEGE, Danvers and Lynn, MA.; NORTHERN ESSEX COMMUNITY COLLEGE LEARNING RESOURCE CENTERS, Haverhill and Lawrence, MA.; PEABODY INSTITUTE LIBRARY, Peabody, MA.; READING PUBLIC LIBRARY, Reading, MA.; REVERE PUBLIC LIBRARY, Revere, MA.; SALEM PUBLIC LIBRARY, Salem, MA.; SALEM STATE UNIVERSITY, Salem, MA.; SAUGUS PUBLIC LIBRARY, Saugus, MA.; STONEHAM PUBLIC LIBRARY, Stoneham, MA.; SWAMPSCOTT PUBLIC LIBRARY, Swampscott, MA.; LUCIUS BEEBE MEMORIAL LIBRARY, Wakefield, MA.; and WINTHROP PUBLIC LIBRARY, Winthrop, MA. Libraries may be added to or deleted from this enumeration by action of the Meeting of the Members established in Section 2 of these Specifications.

For an additional charge, the Contractor will provide service to additional branch library locations. Included in the charge will be the cost of the data line, maintenance of the specified telecommunications equipment, telephone troubleshooting support, regular statistical reports and notices.

2. GOVERNANCE OF NETWORK

There shall be Members Meetings which shall consist of either the Director of each Library in Section 1, or a substitute appointed by the Library's governing body, and each Director shall have one vote at the Meetings. The Members shall elect OFFICERS, to include a President, Vice-President/President-Elect, Treasurer, Clerk, who shall serve as the EXECUTIVE BOARD, together with up to five at-large members appointed by the President, and the Network's Executive Director as a non-voting ex-officio member. The Members shall adopt By-Laws and operating policies, and shall approve a budget. The Members shall meet no less than four times each fiscal year (July-June).

3. DATABASE

The bibliographic database must include access to the holdings of the above mentioned libraries in the network, and must consist of at least one million (1,000,000) titles which must be in MARC format, and at least three million (3,000,000) item records. The database shall NOT include items owned by libraries other than those listed in Section 1 without the express approval by vote of the Membership, with the exception of links to electronic full-text.

4. CATALOGING

The Contractor must provide MARC format bibliographic records from OCLC, or equivalent quality, for current acquisitions of all network member libraries. The Contractor must also provide for MARC-format authority control of bibliographic records. Members must also have the ability to provide files of MARC records for their acquisitions to be loaded in the database; the Contractor may establish minimum quality standards for such records. The Contractor must also provide MARC-format bibliographic records not currently in database for retrospective conversion projects, at an additional, separate per-title charge. Projects exceeding 100 records per institution will be arranged and scheduled in advance.

5. NETWORK TRANSFERS

The Contractor must provide an electronic system for requesting materials between and among the libraries in the network, and there must be clearly-defined policies and protocols for how these requests will be handled. The system must automatically provide statistics on interlibrary transfers and on reciprocal borrowing. The system must also interface with the Mass. Commonwealth Catalog.

6. PUBLIC CATALOG

The Contractor must provide a stateless Web-based public access catalog which indexes and displays the holdings of libraries named in Section 1. Scoping shall be provided within the catalog software to limit searches to a single member library's holdings as well as the entire collection. The Web catalog must provide full bibliographic information for each item, as well as location and status (on-shelf or checked-out). Searching must be possible by Author, by Subject, by Title, and by Keyword, and Boolean search capabilities must be provided. The Web catalog must employ automated authority control and offer global change capabilities. Catalog users must have the ability to securely request catalog items for pick-up at a designated member library, check their account, renew items and receive messages from the library.

The Web catalog must be available via the Internet to users outside the library as well as available within the library via a high-speed data network.

7. CIRCULATION CONTROL

The Contractor must provide a system that will accomplish all standard library circulation control procedures including, but not limited to, check-out, check-in, fine calculation, tally of unpaid fines with stop at check-out, reserve books with stop at check-in, hourly and daily loan periods, and the daily generation of overdue notices (mailing and postage at the expense of the member library) and e-mail notices. A database of all network patrons must be provided and maintained, with circulation statistics computer-generated by statistical categories. Statistics on circulation must be available and be generated by vendor daily for each location, and cumulated by month. Annual comparative summary reports must also be generated. Statistics must also be generated for non-resident borrowing and for Inter-Library Loans. The Circulation Control Module must function using existing barcodes on library material and library patron borrowers' cards.

8. SOFTWARE

The Contractor shall use a library automation package with a graphical user interface for library staff users. Client software must be compatible with Windows 10, Windows 8, Windows 7, Linux and Mac OSX 10 and above. Minimum Windows workstation hardware requirements may not exceed a dual-core Intel or AMD processor with 8 GB of RAM. Local workstation costs are the responsibility of each member library. If not using Evergreen library system software, software package must be reviewed and approved by vote of the Membership.

9. HARDWARE

The Contractor must utilize a central server capable of serving 1,250 simultaneous users: 350 staff users and 900 public catalog users and the database requirements in Section 3. Data must be backed up at least every business day, with a complete data file stored off-site at least weekly, and the systems must employ disk storage with RAID (Redundant Array of Independent Disks) level 5 or better to ensure security of data.

10. TELECOMMUNICATIONS

The Contractor must provide a telecommunications network, with remote diagnostics, which provides complete telecommunications access between and among all public libraries in Section 1 and the Central Site. The telecommunications system must provide a minimum of 50 mbps Internet bandwidth to the principal library location. The costs of the router and modem and the basic Internet service are borne by the bidder. Additional bandwidth options will be available at additional cost.

11. GATEWAY

The Contractor must provide hardware and software to provide access to other library networks in Massachusetts and to the Internet. Internet access must be provided utilizing TCP/IP software via dedicated connection of at least 20 Mbps capacity to the Internet service provider.

12. NOVELIST

The Contractor will provide access to the NovelList Plus and NovelList Plus K-8 readers advisory service from EBSCO for all participating libraries. The Contractor will also provide NovelList Select information and links, Content Café cover images, and full-text reviews from Library Journal, School Library Journal, Booklist, Publishers Weekly, Choice and Estreams, embedded within catalog record displays.

13. TECHNICAL SUPPORT

Personnel

The Contractor provide staffing exclusively for the operation of this network as follows: (a) a full-time Executive Director who shall possess the recognized M.L.S. professional library degree, and who shall have experience in a multi-type library automation cooperative, and library or network management experience; (b) a full-time Member Services Manager who shall possess the recognized M.L.S. professional library degree, and who shall have public library or academic library cataloging experience with MARC records;(c) a full-time system manager, with a B.A. or B.S., to operate the system, and with experience appropriate to assisting libraries in trouble-shooting, documentation interpretation, etc.; (d) a full-time technical assistant or full-time-equivalent staffing; (e) part-time staffing, as required to comply with all terms of the specifications. At a minimum, staff must be available Mondays - Fridays 8:30 am – 5:00 pm

Training Facilities

The Contractor shall provide training programs as necessary and shall be able to accommodate meetings of up to seventy-five people and, in addition, shall provide a separate dedicated training room with PC training stations and equipment for hands-on-training for at least ten people simultaneously.

PART II - COMMERCIAL DATABASES

A. Basic EBSCO Periodical Database

The Contractor will provide access to a database of at least 3,000 indexed and abstracted periodicals, with at least 1,800 of those periodicals available in full-text, with retrospective holdings of at least five years. Database package must include Master File Premier, Business Source Premier, Academic Search Elite, Health Source Consumer and Health Source Nursing/Academic, ERIC, MEDLINE, Middle Search Plus, Newspaper Source, Primary Search, and Professional Development Collection. Information in such database must also be licensed for both printing and downloading for personal use of library users both in the libraries and from home PC's. The Membership has approved EBSCOhost as the approved database for this service.

B. EBSCO Full Text Finder

The Contractor will provide access to a single shared instance of EBSCO Full Text Finder finding aid for electronic resources available to all participating libraries, including the EBSCO databases provided in Part II.A. and all the periodical databases provided by the Mass. Board of Library Commissioners and the Massachusetts Library System. Contractor will also provide pricing for an optional local instance of EBSCO Full Text Finder.

C. Downloadable eBook and Audiobook Collection

The Contractor will provide access to a collection of at least 10,000 downloadable ebook and audiobook titles from OverDrive or an equivalent service approved by the Members. Access to the collection will be limited to residents of the participating communities and users affiliated with participating academic institutions as listed in Part I. The Contractor will provide monthly and annual usage statistics by institution.

D. Additional Databases

The Contractor will also provide access to all the following databases, and Members will each select (each cafeteria-style at any times during year) any number (all, some, or none) and receive access to and pay the bid price, prorated, for each of the databases selected. The Contractor shall bid a full-year cost for each database;

however, actual individual Member cost for any database shall be the full-year cost if access is for the full year, or if access is for less than the full year, Members shall pay an amount prorated by month for the period from first day of the month of access to the end of the fiscal year.

- D.1. Auto Repair Reference Center
- D.2. ConsumerReports.org
- D.3. eBook Public Library Collection
- D.4. EBSCO Full Text Finder
- D.5. EBSCO Discovery Service
- D.6. My Heritage Library Edition
- D.7. H.W. Wilson Core Collection Databases
- D.8. History Reference Center
- D.9. Hobbies & Crafts Reference Center
- D.10. Home Improvement Reference Center
- D.11. Learning Express
- D.12. Legal Information Reference Center
- D.13. LibraryAware Service Customizable Local Instance
- D.14. Literary Reference Center
- D.15. Literary Reference Center Plus
- D.16. Commonwealth eBook Collection
- D.17. Poetry & Short Story Reference Center
- D.18. Points of View Reference Center
- D.19. Rosetta Stone
- D.20. Science Reference Center
- D.21. Small Business Reference Center
- D.22. Small Engine Repair Reference Center
- D.23. The Nation Archive
- D.24. The New Republic Archive

PART III - ADDITIONAL SERVICES

The Contractor must provide the following services, and Members will each select (each cafeteria-style at any times during year) any number (all, some, or none) and receive the services indicated at bid price.

A. Web Site Hosting

Should a Library select this option, the Library will develop its own World Wide Web site on the Contractor's server. The Contractor will consult with each library selecting this option. The Contractor must support the use of WordPress. File storage will not exceed 500 megabytes per library site. Storage requirements in excess of 500 megabytes will incur an additional annual maintenance fee, in increments of 500 megabytes. Contractor will bid on set-up cost, annual maintenance fee, and per hour cost of web site editing and minor modifications.

B. PC Support Service

The Contractor shall be willing to provide support and troubleshooting for PCs and Windows-based servers using Windows 8, Windows 7, Windows 10 and Apple Mac operating systems and networked printers. Service will include an onsite review of technology with recommendations, remote (telephone and remote access) troubleshooting, onsite diagnosis of problems not able to be resolved remotely, installation and

configuration of new PCs and network printers, resolution of software problems and specialized training sessions on PC issues. Software licenses will be the responsibility of the library, not the Contractor. Repair of monitors and the cost of any needed PC parts will be the responsibility of the contracting library. Service will be priced on a flat-per member base annual fee and a variable cost per PC, server or network printer supported. Libraries choosing to participate in the PC Support Service will have all their PCs covered under the service.

C. PC Reservation/Print Management Service

Access to a centrally-hosted public PC Reservation, time management and printing control system. Features will include: time management, including allocating time to each user, sending a warning when time is almost up, and logging the user off; bookings including book ahead of time and book via the web; usage statistics; limits such as max sessions per day; centralized shutdown of all public PCs. An optional module will control printing from managed PCs. EnvisionWare is the preferred software package.

D. Wowbrary Service

The Contractor shall be willing to coordinate orders and provide setup for libraries seeking to use the Wowbrary service which automatically delivers weekly e-mail newsletters showcasing new acquisitions.

PART 4. EVALUATION AND SELECTION

4.1 RULE FOR AWARD

Any contract that results from this Invitation for Bids will be awarded to the responsive and responsible vendor offering the services contained herein for the lowest price.

PART 5. TERMS AND CONDITIONS

5.1 TERM OF CONTRACT

The term of any contract that may result from this procurement shall commence July 1, 2016 and terminate June 30, 2017 with the option to renew for one additional year through June 30, 2018.

5.2 ASSIGNMENTS AND SUBCONTRACTING

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

5.3 PAYMENT

The City shall make every effort to furnish payment within thirty (30) days of receipt of a reasonably detailed invoice. Any invoice received must reference the contract number.

5.4 CHANGE ORDERS AND ADJUSTMENTS

Any request for a change order or adjustment must be submitted in writing and contain, an explanation of the need for the change order, a statement of work including a cost breakdown of each addition, and a statement that the change order is in the best interest of the awarding authority. The City is not obligated to pay for change orders that are not approved in writing, by the original contract signatories. Three (3) copies of the change order shall be required.

5.5 INDEMNIFICATION

Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees.

5.6 FEDERAL AND STATE LAW

The selected contractor shall comply with all applicable Federal, State and Local laws and ordinances.

5.7 STATEMENT OF WORK

Except as otherwise specifically stated in the bid and contract documents the selected contractor shall secure, at its own expense, all necessary permits and licenses and comply with all city and state codes and regulations. The selected contractor shall provide and pay

for all materials, equipment, labor, tools, temporary construction of every nature, charges, levies, fees, or other expenses incurred and all other services and facilities of every nature whatsoever for his performance of the Contract within the specified time, and required for this project. The selected contractor must provide all materials and equipment free of any lien, claim or encumbrance.

5.8 SAMPLE CONTRACT

See 'Sample Contract' attached. (Attachment A)

**ATTACHMENT A
SAMPLE CONTRACT**

**CITY OF SALEM
SALEM PUBLIC LIBRARY
AUTOMATED LIBRARY NETWORK SERVICES
CONTRACT # R-68**

This Contract made this ____ day of _____, by and between the City of Salem, a municipal corporation located within the Commonwealth of Massachusetts, (hereinafter, the “City”), and _____ a corporation with a business address at _____ (hereinafter, the “Vendor”).

Article 1
Scope of Services

The Vendor shall provide _____ in accordance with the scope of services, terms and conditions of Request for Proposals R-53, which is incorporated herein in full, and Attachment A-Scope of Services. Contract documents shall include said Invitation for Bids, Vendor’s bid dated _____, and Insurance Certificates, all of which are incorporated by reference.

Article II
Term of Contract

This contract shall commence _____ and shall terminate on or around _____, with the option to renew, at the sole discretion of the City, for one additional year.

Article III
Compensation

The City shall make to the Vendor in accordance with the rates contained in Attachment B. Payment shall be made within thirty (30) days from receipt and acceptance of a reasonably detailed invoice. The above contract number must be referenced on all invoices in order for the vendor to be paid.

Article IV
Affirmative Action

The parties hereto agree that it shall be a material breach of the contract for the Architect to engage in any practice which shall violate any provision of the Massachusetts General Laws, Chapter 151B, relative to discrimination or privileges of employment because of race, color, religion, sex, national origin, ancestry, age, sexual orientation or disability.

Article V
Compliance with Laws

The Vendor shall comply with all Federal, State, and local laws, rules, regulation and orders applicable to the work provided pursuant to this Contract, and shall be responsible for obtaining all necessary licenses, permits and approvals.

Article VI
Incorporation of G.L.

This Contract shall be considered to include all terms required to be included by the General Laws of the Commonwealth of Massachusetts, as amended, and any other laws as through such terms were set forth in full herein, to the extent that the same are applicable to this Contract and the Contractor.

Article VII
Independent Contractor

The Vendor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Contract, and shall not be considered an employee or agent of the Town for any purpose.

Article VIII
City's Liability

The City's liability under this Contract shall be to make all payments when they shall become due, and the City shall be under no further obligation or other liability. Nothing in this Contract shall be construed to render the Mayor, City Council or other officer in the City, or their successors in office, personally liable for any obligation under this Contract.

Article IX
Indemnification

The Vendor shall indemnify and hold harmless the City, its officers, boards, agents and employees, commissions, and committees from any loss, damage, cost, charge, expense or claim for injury to person or property, which may be made as a result of any act, omission or default on the part of the Vendor, or any of its agents or employees, and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the City may retain out of any payments, then or thereafter due to the Contractor, a sufficient amount to protect the City against such claims, costs and expenses.

Article X
Insurance

A. The Vendor shall obtain and maintain during the term of this Contract the insurance coverage required in the Request for Qualifications

B. All policies shall identify the City as an additional insured (except Workers' Compensation) and shall provide that the City shall receive written notification at least 30 days prior to the effective date of any amendments or cancellation. Certificates evidencing all such coverage shall be provided to the City upon execution of this Contract. Each such certificate shall specifically refer to the Contract and shall state that such insurance is required by the Contract. Failure to provide or to continue in force such insurance shall be deemed a material breach of the Contract and shall be grounds for termination.

Article XI
Assignment

The Vendor shall not assign, sublet, or otherwise transfer this Contract, in whole or in part, without the prior written consent of the City and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the City.

Article XII

Inspection and Reports

The City shall have the right, at any time, to inspect the work of the Vendor, including the right enter upon property owned or occupied by the Vendor, whether situation within or beyond the limits of the City. Whenever requested, the Vendor shall furnish to the City full and complete written report of his operation under this Contract in such detail and with such information as the City may request.

Article XIII Termination for Cause

If, at any time during the term of this Contract, the City determined that the Vendor has breached the terms of this Contract by negligently or incompletely performing the work, or any part thereof, or by failing to perform the same, to the satisfaction of the City, or by not complying with the direction of the City or its agents, or by otherwise failing to perform this Contract in accordance with all of its terms and provision, the Town shall notify the Vendor in writing stating therein the nature of the alleged breach and directing the Vendor to cure such breach within 10 days. The Vendor specifically agrees that it shall indemnify and hold harmless the City as provided in Article IX, from any loss, damage, cost, change, expense or claim arising out of resulting from such breach, regardless of its knowledge or authorization of the actions resulting in the breach. If the Vendor fails to cure said breach within 10 days, the City may, at its election at any time after the expiration of said 10 days, terminate the Contract by giving written notice thereof to the Vendor specifying the effective date of termination. Upon the date so specified, this Contract shall terminate. Such terminate shall not prejudice or waive any rights or action which the City may have against the Vendor up to the date of such termination and the Vendor shall be liable to the City for any amount which it may be required to pay in excess of the Contract sum provided herein in order to complete the work specified herein in a timely manner.

XIV Notice

Any and all notices, or other communications required or permitted under this Contract, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party.

Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

Article XV Severability

If any term of condition of the Contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Contract shall not be deemed affected thereby unless one or both of the parties would be substantially or materially prejudiced

Article XVI Governing Law

The Contract shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Contractor submits to the jurisdiction of any of the appropriate courts for the adjudication of disputes arising out this Contract.

Article XVII
Entire Agreement

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by written document executed by the parties hereto.

By:

CITY OF SALEM:

By:

Authorized Signature

Kimberley Driscoll,
Mayor

Authorized Officer (print name)

Sarah Stanton,
Finance Director

Title

Margarita Ruiz,
Superintendent of Schools

Whitney Haskell,
Purchasing Agent

Approved as to form:

Elizabeth Rennard, Esq.,
City Solicitor

ATTACHMENT B PARTICIPATING COMMUNITIES

Beverly Public Library
 32 Essex Street
 Beverly MA 01915
 Patricia Cirone, Director

Reading Public Library
 64 Middlesex Avenue
 Reading MA 01867
 Ruth Urell, Director

Peabody Institute Library
 15 Sylvan Street
 Danvers MA 01923
 Alan Thibeault, Director

Revere Public Library
 179 Beach Street
 Revere MA 02151
 Kevin Sheehan, Director

Parlin Memorial Library
 410 Broadway
 Everett MA 02149
 Deborah Abraham, Director

Salem Public Library
 370 Essex Street
 Salem MA 01970
 Tara Mansfield, Acting Director

Sawyer Free Library
 2 Dale Avenue
 Gloucester MA 01930
 Deborah Kelsey, Director

Saugus Public Library
 295 Central Street
 Saugus, MA 01906
 Mary O'Connell, Interim Director

Lynn Public Library
 5 North Common Street
 Lynn MA 01902
 Theresa Hurley, Director

Stoneham Public Library
 431 Main Street
 Stoneham MA 02180
 Mary Todd, Director

Lynnfield Public Library
 18 Summer Street
 Lynnfield MA 01940
 Holly Mercer, Director

Swampscott Public Library
 61 Burrill Street
 Swampscott MA 01907
 Alyce Deveau, Director

Abbot Public Library
 235 Pleasant Street
 Marblehead MA 01945
 Patricia Rogers, Director

Lucius Beebe Memorial Library
 345 Main Street
 Wakefield MA 01880
 Sharon A. Gilley, Director

Melrose Public Library
 69 West Emerson Street
 Melrose MA 02176
 Linda Walsh, Director

Winthrop Public Library
 2 Metcalf Square
 Winthrop MA 02151
 Diane Wallace, Director

Peabody Institute Library
 82 Main Street
 Peabody MA 01960