

**STATEWIDE COMPETITIVE CONTRACT
AWARD**

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING**



NUMBER : 408131
BUYER : LILLIE CHRISTOPHER
BUYER PHONE : (225)342-8024
T-NUMBER : 91322
DATE ISSUED : 06/17/09
VENDOR NUMBER : 204101469 00
VENDOR PHONE : (260)982-2107-0000
REQ AGENCY : 107001

OFFICE OF STATE PURCHASING

HF GROUP LLC
1010 N SYCAMORE ST
N. MANCHESTER, IN 46962

AGENCY REQ NO. :
ISIS REQ NO. : 1324448
FISCAL YEAR : 10
EFFECTIVE DATE : 07/21/09
EXPIRATION DATE : 07/20/10

BINDING AND REBINDING BOOKS, PERIODICALS

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL: Lillie Christopher APPROVED BY: Rosemary Jackson

STATE PURCHASING OFFICER/SUPERVISOR

DENISE LEA
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS

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- 1 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.
- 2 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.
- 3 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.
- 4 CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
- 5 NON-EXCLUSIVITY CLAUSE:

THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.
- 6 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.
- 7 DELIVERIES: NOTE SUCCESSFUL VENDOR WILL BE REQUIRED TO COMPLETE EACH ORDER OF REGULAR BINDING WITHIN 28 DAYS FROM PICK-UP. THEY MUST MAINTAIN AN ADEQUATE SUPPLY OF ALL NECESSARY ITEMS TO INSURE PROMPT DELIVERY WHEN BINDING IS DESIRED IMMEDIATELY. FOR EACH DELIVERY THE CONTRACTOR WILL SUBMIT A DELIVERY TICKET SHOWING PURCHASE RELEASE ORDER NUMBER, DELIVERY DATE, QUANTITY, UNIT PRICE, DELIVERY TICKET NUMBER AND CONTRACTOR'S FIRM NAME. A WRITTEN SCHEDULE IS TO BE FURNISHED IN ADVANCE FOR PICK-UP DAYS.

RUSH DELIVERY PERIOD:FOURTEEN CALENDAR DAYS. CONTRACTOR AGREES TO PROVIDE A RUSH SERVICE WHICH CALLS FOR COMPLETION AND SHIPMENT OF MATERIALS SELECTED BY THE AGENCY AND/OR UNIVERSITY WITHIN A PERIOD OF ONE TO TEN PLANT WORKING DAYS. THE IN PLANT PERIOD BEGINS ON THE FIRST WORKING DAY AFTER THE SHIPMENT ARRIVES AT THE CONTRACTOR'S PLANT.
 - A. FOR RUSH SERVICE, THE CONTRACTOR MAY NOT CHARGE EXTRA FOR RUSH SERVICE.
 - B. THE AGENCY/UNIVERSITY MUST LIMIT ITS RUSH ORDERS TO ONE BOX OF MATERIAL PER WEEK, UNLESS THE CONTRACTORS AGREES IN WRITING TO MORE THAN ONE BOX.
 - C. IF THE AGENCY /UNIVERSITY REQUIRED RUSH SERVICE ON AN ITEM AFTER IT HAS BEEN SENT IN A REGULAR SHIPMENT, THE TEN DAY PERIOD WILL NOT BEGIN UNTIL THE ITEM HAS BEEN FOUND BY THE CONTRACTOR.

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INVOICE: WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY /UNIVERSITY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER DELIVERY DATE, PURCHASE ORDER NUMBER , QUANTITY, UNIT PRICE AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN TRIPPLICATE DIRECTLY TO THE AGENCY/UNIVERSITY.

PAYMENT: THE AGENCY/UNIVERSITY WILL PAY THE CONTRACTOR UPON RECEIPT OF PROPERLY EXECUTED INVOICE AFTER GOODS HAVE BEEN RECEIVED, INSPECTED AND ACCEPTED. INVOICES WILL BE PAID WITHIN 30 DAYS OF RECEIPT OF COMPLETE AND SATISFACTORY DELIVERY, OR RECEIPT OF PROPERLY EXECUTED INVOICE, WHICH EVER IS LATER. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHINGS AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE AGENCY/UNIVERSITY REFUSE TO MAKE PARTIAL PAYMENT TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER.

GOVERNMENT RESTRICTIONS: IN THE EVENT ANY GOVERNMENTAL RESTRICTIONS MAY BE IMPOSED WHICH WOULD NECESSITATE ALTERATION OF THE MATERIAL, QUALITY, WORKMANSHIP, OR PERFORMANCE OF THE ITEMS OFFERED ON THIS PROPOSAL PRIOR TO THEIR DELIVERY, IT WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER TO NOTIFY STATE PURCHASING AT ONCE, INDICATING IN HIS LETTER THE SPECIFIC REGULATION WHICH REQUIRED SUCH ALTERATIONS. THE STATE RESERVES THE RIGHT TO ACCEPT ANY SUCH ALTERATIONS, INCLUDING ANY PRICE ADJUSTMENTS OCCASIONED THEREBY, OR TO CANCEL THE CONTRACT.

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
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LINE NO.	COMMOITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: STATEWIDE DELIVERY				
00001	COMMODITY CODE: 908-10-002632 HALF CHARGERS CORRECTIONS FOR MONOGRAPHS	1	EACH	\$ 3.35000	
00002	COMMODITY CODE: 908-10-002619 HALF CHARGERS CORRECTIONS FOR PERIODICALS	1	EACH	\$ 3.80000	
00003	COMMODITY CODE: 908-10-002632 LIBRARY BOOK BINDING, CUSTOM	1	EACH	\$ 6.70000	
00004	COMMODITY CODE: 908-10-002622 LIBRARY BOOK BINDING, ECONOMY, WITH TYPE II MATERIAL COVER	1	EACH	\$ 8.70000	
00005	COMMODITY CODE: 908-10-002619 LIBRARY BOOK BINDING, ECONOMY, WITH MYLAR COVER	1	EACH	\$ 6.70000	
00008	COMMODITY CODE: 908-45-002645 STANDARD PERIODICAL BINDING	1	EACH	\$ 7.55000	
00007	COMMODITY CODE: 908-45-002635 CUSTOM PERIODICAL BINDING	1	EACH	\$ 13.00000	
00008	COMMODITY CODE: 908-55-002653 NEWSPAPER BINDING	1	EACH	\$ 43.20000	
00009	COMMODITY CODE: 908-75-002667 PAMPHLET BINDING, WIRE OR SIDE STITCH WITH FLAT BACK	1	EACH	\$ 12.00000	
00010	COMMODITY CODE: 908-75-002670 THESIS, DISSERTATION, MANUSCRIPT, RESEARCH REPORT BINDING	1	EACH	\$ 7.80000	
00011	COMMODITY CODE: 908-10-002611 MUSIC BINDING	1	EACH	\$ 7.80000	
00012	COMMODITY CODE: 908-10-002575 EXTRA LINES, LETTERING OVER 7 LINEAR INCHES, ON BOOKS, MAGAZINES AND CONSERVATION BOXES (EXCLUDING CALL NUMBERS) NO ADDITIONAL CHARGE FOR THIS LINE	1	LINE	N/A	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00013	COMMODITY CODE: 908-10-002563 CALL NUMBERS	1	LINE	\$.05000	
00014	COMMODITY CODE: 908-10-002591 FRONT STAMPING NO ADDITIONAL CHARGE FOR THIS LINE	1	LINE	N/A	
00015	COMMODITY CODE: 908-65-002659 RESTORING AND SPECIAL WORK (ANY CHARGES OVER ONE HOUR MUST HAVE PRIOR APPROVAL BEFORE PROCEEDING)	1	HOUR	\$ 23.00000	
00016	COMMODITY CODE: 908-10-002594 HAND SEWING	1	EACH	\$ 11.55000	
00017	COMMODITY CODE: 908-10-002583 EXTRA THICKNESS OVER STANDARD 2-1/2"	1	INCH	\$ 1.75000	
00018	COMMODITY CODE: 908-10-002583 EXTRA HEIGHT OVER 14"	1	INCH	\$ 1.75000	
00019	COMMODITY CODE: 908-10-002601 MAP POCKETS, PAPER	1	EACH	\$ 3.20000	
00020	COMMODITY CODE: 908-10-002601 MAP POCKETS, CLOTH	1	EACH	\$ 6.00000	
00021	COMMODITY CODE: 908-10-002605 TATTLE TAPE, FURNISHED AND INSTALLED	1	EACH	\$.35000	
00022	COMMODITY CODE: 525-05-033901 PHASE BOX (LIGNIN FREE BOARD)	1	EACH	\$ 22.50000	
00023	COMMODITY CODE: 525-05-033902 PHASE BOX (GREY/WHITE BOARD)	1	EACH	\$ 19.50000	
00024	COMMODITY CODE: 525-05-033903 PHASE BOX (PER INCH/OVER 12 INCHES)	1	EACH	\$ 2.70000	
00025	COMMODITY CODE: 525-05-033904 DOUBLE TRAY (HINGED) BOOK BOX	1	EACH	\$ 54.40000	
00026	COMMODITY CODE: 525-05-033905	1	EACH	\$ 4.50000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00027	DOUBLE TRAY (HINGED) BOOK BOX, (PER INCH /OVER 12 INCHES IN HEIGHT) COMMODITY CODE: 525-05-033905 LEAF ATTACHMENT NO ADDITIONAL CHARGE FOR THIS LINE	1	EACH	N/A	
00028	COMMODITY CODE: 525-05-033905 PRESERVATION TREATMENT DEACIDIFICATION	1	EACH	\$ 70.00000	
00029	COMMODITY CODE: 525-05-033905 PRESERVATION TREATMENT ENCAPSULATION	1	EACH	\$ 12.00000	
00030	COMMODITY CODE: 525-05-033905 PRESERVATION TREATMENT LAMINATION	1	EACH	\$ 12.00000	
00031	COMMODITY CODE: 525-05-033905 PRESERVATION TREATMENT MILDEW REMOVAL	1	EACH	\$ 70.00000	
00032	COMMODITY CODE: 908-10-002601 MEDIA POCKET - CD (JEWEL) CASE MOUNTED TO THE INSIDE OF THE BOOK COVER -	1	EACH	\$ 7.70000	
00033	COMMODITY CODE: 908-10-002601 BOX POCKET - POCKETS CONSTRUCTED FOR MATERIAL 1/4" THICK	1	EACH	\$ 12.70000	
00034	COMMODITY CODE: 908-10-002632 STUBBING/FILLER	1	EACH	\$ 3.60000	
00035	COMMODITY CODE: 908-10-002632 PHOTOCOPY UP TO 11" X 17", BLACK AND WHITE	1	EACH	\$.25000	
00036	COMMODITY CODE: 908-10-002632 PHOTOCOPY UP TO 11" X 17", COLOR	1	EACH	\$.95000	
<p>THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE</p>					

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	AMOUNT, AT THE UNIT PRICE STATED IN THE BID.				

GENERAL REQUIREMENTS

LIBRARY BINDING AND REBINDING BOOKS

Contact Scope

To provide library binding and rebinding services for use by State Agencies, University Libraries, and University Textbook Rental Departments. The Louisiana State Library, thirteen (13) University Libraries and one (1) University Textbook Rental Department currently utilize contract services for binding and rebinding.

1. All bidder/binders must guarantee their work to meet and/or exceed the Library Binding Institute's most current specifications for Library Binding. ANSI/NISO/LBI Z39.78-2000.
2. Pickup and Delivery Considerations
 - a. The Contractor shall provide the Agency and/or Library with a schedule of the coming year's specific pickup/delivery dates within thirty (30) days of the contract award date in coordination with the Libraries holiday schedule. The Contractor shall not alter the frequency or specific dates of pickup/deliveries or the turnaround time except in extreme cases without coordinating with the Libraries and must provide at least two (2) calendar days notice before the proposed change is to become effective. Deliveries should occur between 8 a.m. and 4:30 p.m. on weekdays or a day/time agreed upon between the individual Library and Contractor
 - b. The Agency and/or Library will sort all materials by category (e.g., serials, books with typed spine lettering instructions, books without typed spine lettering instructions, perma binding paperbacks, thesis, etc.) and pack them for shipment. Type of material will be noted on the preprinted address label.
 - c. Contractor will supply shipping cartons with inner lining, preprinted address labels, binding tickets, rubber bands, and strapping tape with appropriate dispenser at no extra charge.
 - d. All pickups and deliveries will be made indoors at a location specified by the Agency and/or Library.
 - e. The Contractor shall make regularly scheduled pickups and deliveries no less frequently than once every fourteen (14) days unless a different rate of frequency is mutually agreed upon by the Agency and/or Library and the Contractor.
 - f. Materials returned to the Agency and/or Library shall be packed in cartons with shipment number, category of contents, and specific destination legibly marked on the outside of the carton. A detailed shipping list that includes title and volume-specific information must be attached to the outside of the box or the box must otherwise be clearly labeled to indicate that a shipping list is enclosed. A detailed shipping list must accompany all shipments.
 - g. All materials shall be bound and **complete** shipments returned within twenty-eight (28) calendar days from the date of pickup except when the Agency and/or Library and the Contractor agree upon a different schedule for return of specific items or shipments. Any volume not returned on the specified due date, due to Contractor error will be bound at no charge to the Library/Agency, unless the Library/Agency has previously been notified and has agreed to an alternate due date.
 - h. All binding must be done on the premises of the Contractor, unless special arrangements have been made between an individual Agency/Library and the Contractor.
3. Contractor shall have the staff and equipment necessary to perform the following styles of binding, according to the Library Binding Institute Standards for Class "A" Library Binding (JAN 2000).
 1. Library Books
 2. Custom Periodical Binding
 3. Standard Periodical Binding
 4. Economy Periodical Binding
 5. Newspapers

GENERAL REQUIREMENTS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

6. Pamphlets
7. Thesis, Dissertations, Manuscripts and Research Report Binding
8. Perma Binding
9. Perma Glue

4. The Contractor shall be able to match the binding pattern, placement of lettering on the spine, and color of stamping foil and cloth on already-bound volumes of the Library's serial titles. Contractor shall furnish materials and personnel for obtaining rubs of each serial title the Library binds and must match existing style, color of lettering and color of material (cloth, buckram, etc.). Any period of transition must be satisfactorily completed at all Agency/Library within thirty (30) calendar days of the awarding of the contract.

All rubs, special plates, and dies are the property of the State of Louisiana and at the end of the contract are returned to the using Agency/Library.

5. Guarantee and Liability Clause: The Contractor accepts the following guarantees: Compliance with all LBI specifications and standards. In the event that the Agency and/or Library shall so desire, they may submit any volume as to which there is a question of conformity to the LBI Standard or other specifications, or they may submit volumes which are a representative sample of the binding as a whole, to an LBI Panel of Examiners for a determination of conformity to such standard. The determination of the Panel shall be final and conclusive.

Samples of workmanship may be sent by the Agencies and/or Libraries to the Library Binding Institute for testing.

Contractor will be solely responsible for all volumes received from any Agency and/or Library as a result of this contract, whether they are in transit or during the performance of any of the Contractor's duties under this agreement. Contractor will be responsible for any negligent acts committed during the performance of this agreement.

6. Special Instructions

- a. Should the Agency and/or Library give specific instructions, the Contractor is to follow them, exactly. If extra work is required, the Contractor should contact the Agency and/or Library prior to proceeding with the work.
- b. The Contractor shall follow binding tickets or the Library's instructions for color and for all special instructions or exceptions such as lettering of the spine (e.g., supplement, index, and series), diacritical marks, arrangement of material, trimming, etc.
- c. For material being bound via an on-line computer system, the Contractor will follow specific instructions from section 15A "On-line Automated System".
- d. If title page, contents or index is missing, and if the Library so requests, the binder will bind in stub.

7. Examination and Collation: All volumes shall be examined to detect damaged leaves and peculiarities of paper or construction which might make first-time binding, or rebinding, inadvisable.

8. Errors and Delays

- a. Any errors made by the Contractor shall be corrected without additional charge to the Library (provided corrections do not damage the text block) and returned within fourteen (14) days of the Contractor's having received the items for correction.
- b. Any extra transportation costs resulting from errors made by the Contractor will be paid for by the Contractor.
- c. A margin of error of 2% of volumes in a given shipment will be allowable. For errors over 2%, the following measure of liquidated damages will be imposed on the contracting firm:

GENERAL REQUIREMENTS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

1. For errors over 2% to 5%, a \$3.00 penalty per book returned will be charged. For errors over 5%, a \$5.00 penalty per book returned will be charged.
 2. For the purpose of this contract, any condition arising from bindery action resulting in a volume out of circulation longer than normally expected will constitute an error.
 3. Should the error rate exceed 2%, the penalty will be collected by reducing the total(s) on the invoice(s) so affected (after all other allowable discounts have been deducted) at the rate of \$3.00 per book with error (if the error rate is from 2% to 5%) or \$5.00 per book with error (if the error rate exceeds 5%). An appropriate note explaining the alteration will be added to each copy of the invoice(s).
9. Mending: Paper tears shall be mended using strong, alkaline Japanese paper and an alkaline, water reversible adhesive which has good aging characteristics, archival quality heat-set tissue, or "archival quality" paper base pressure sensitive tape. All adhesives, paper, and other materials used for mending must be approved by the Agency and/or Library. The Agency and/or Library shall have the option of establishing a no-mend policy in which case tears shall not be mended at the bindery but shall be brought to the attention of the Library by some simple means, e.g., flagging. When a no-mend policy is in effect, items which cannot be bound before paper repairs are made shall be returned to the Agency and/or Library unbound.
10. Trimming
- a. The head, foreedges, and tails of text blocks shall be trimmed as slightly as possible and under no circumstances shall printed matter be trimmed away.
 - b. Volumes in which text and/or illustrations bleed to the edges of pages shall be left untrimmed.
 - c. The Agency and/or Library may request that individual pieces not be trimmed.
11. Rounding and Backing: All text blocks shall be rounded and backed to conform to the LBI Standard except the following:
- a. Those which will be fitted with a new case only and which the binder deems sufficiently rounded and backed.
 - b. Items too fragile to be subjected to rounding and backing without risk of damage to the text block or sewing structure.
 - c. Very thin items.
12. Lettering
- a. Lettering shall be done to conform to the LBI Standard.
 - b. Characters must be available in both upper and lower cases for use as appropriate in call numbers.
 - c. All titles and names of authors shall be lettered in all capitals.
 - d. The Agency/Library reserves the right to determine the placement, spacing, and size of lettering used on the spine of library binding in collaboration with the Contractor.
 - e. Accommodations will be made to place special characters on spine to reflect collection location, when requested by an Agency/Library.
13. Stubbing
- a. When serial parts of different heights are to be bound together, the bottom of the resulting text block should be flush, not the top.

GENERAL REQUIREMENTS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

- b. Stubbing should be used whenever practical to make up for size difference.
 - c. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.
 - d. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound, back covers and to correct text blocks, which flare out towards the foredge.
 - e. Paper for stubbing shall meet materials specification of the ANSI/NISO/LBI Standard 15.2.
14. Inspection.
- a. The Contractor should have an established quality control program to identify defects. A detailed description of the company's quality control policies shall be included with this bid.
 - b. The Contractor shall carefully and critically inspect all bound volumes for defects in all aspects of construction and lettering. The volumes shall be wiped clean, if necessary, before packing for return to the Library.
15. Placement of Binding Slips
- a. The Contractor will attach binding slips to the front end sheet in a non-damaging fashion.
 - b. They must be easily removable.
16. Special Preparation: Whenever necessary, the Contractor shall set out (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, and inserts in order to preserve printed matter which would otherwise be destroyed by trimming and/or sewing along the spine edge.
17. Items Unsuitable for Binding: Items which are unsuitable for binding shall be boxed in accordance with special instructions provided by the Agency and/or Library or returned to the Agency and/or Library unbound if no instructions are given.
18. Communication
- a. The Contractor shall be willing to accept collect telephone calls or provide a toll-free number when such calls are warranted. The Contractor must provide the capability of communicating by email and the availability of a website with customer support functions such as the ability to contact account representatives, request additional supplies, and arrange for alternate pickup dates/times.
 - b. A representative from the Contractor shall make a prearranged visit to the Agency and/or Library at least once a year, meet once a year with representatives of the Agency and/or Library at a prearranged time and place, and be available upon request.
 - c. The representative shall be thoroughly familiar with the terms of the contract, shall have in-depth knowledge of the technical aspects of library binding and operations of the Contractor he/she represents, and an understanding of the relationship between library binding and the preservation of library materials.
 - d. The binder shall be prepared to provide in-service training for Library staff members involved in binding preparation activities. Training shall focus on helping the staff to better understand Library binding technology and its applications.
19. Contractor must be able to provide both an on-line automated system and a manual pre-printed ticket system. It will be the decision of each Agency and/or Library as to which service they elect to use.
- A. On-line Automated System

GENERAL REQUIREMENTS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

The Contractor shall make available at no extra charge the LARS online data retrieval and processing system. The system shall include, but not be limited to, the services outlined in this bid. A COMPLETE DESCRIPTION OF

THE CONTRACTORS SYSTEM AND VERSION OF CURRENT SOFTWARE IS TO BE SUBMITTED WITH HIS BID, INCLUDING SAMPLE PRINTOUTS AND ANY OTHER FORMS OR MANUALS USED WITH THE SYSTEM DESCRIBED.

It shall be the Contractor's responsibility to provide and maintain an online computer workstation(s) which connects the Library/Agency to the Contractor's database and to develop programs needed in transmitting information to the Contractor according to the variable needs of the Library/Agency at no extra charge. It shall be the Library/Agency's responsibility to notify the binder if the provision of an online computer workstation(s) is not needed.

The following specifications will apply to any automated data retrieval and processing system used by the Libraries. Any variation of these specifications will be mutually agreed upon by the Library and the Contractor.

1. Equipment

- a. The Contractor shall provide and maintain a computer online work station(s) that connects the Library to the Contractor's database, a printer, printer supplies (i.e., binding tickets or perforated paper, ink cartridges, etc.) and backup facilities sufficient to meet the needs of the Library/Agency at no additional charge. All equipment supplied by the Contractor should be state-of-the-art, suitable for optimum performance. It will be the Library/Agency's responsibility to notify the Contractor if the provision of this equipment is not necessary.
- b. The storage capacity of each work station shall be sufficient to contain proper customer file data and to accommodate normal addition of new titles to the master title file.
- c. The Contractor shall be responsible for providing communications equipment at the Library and Contractor necessary for maintaining and updating a complete communications package at no extra cost to the Library.
- d. It is the Contractor's responsibility to provide trained personnel who have an adequate background in data base utilization, the ability to manipulate the system in order to maintain existing programs according to the needs of the Library within a reasonable time. This may require on site visits if requested by the Library.
- e. The Contractor must be responsible for maintaining the equipment provided for the Library and assuming all risks including insurance, repairs, and general maintenance of the system. Any breakdowns must be corrected with 2 working days of notification. If a piece of equipment must be replaced, its replacement must arrive by the end of the fifth working day from the date of notification of the breakdown.
- f. It will be the Library's responsibility to provide adequate and secure location (s) to house the equipment and to be responsible for providing, at no cost to the Contractor, adequate dedicated electrical power circuits.

2. Communications and Transmission

- a. The Contractor will be responsible for all communication costs.
- b. Transmission will take place by file transfer protocol (FTP) before the pickup of each outgoing binding shipment. The schedule will be mutually agreed upon by the Contractor and the Library/Agency. Transmission will take place one to three times per week on a prearranged schedule. Schedules will be mutually agreed upon by the Contractor and the Library.

GENERAL REQUIREMENTS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

- c. Ready back ups of all parts of the operating system and database will be provided for and maintained by the Contractor.
 - d. Maintenance and new titles transmitted from the Library will be completed and returned to the Library's customer file during the next transmission or within 2 days, whichever is more reasonable for the Contractor.
3. System Software: The Contractor will be responsible for developing and implementing all programs to meet the daily needs of the computer system (applicable to individual needs of the Library). The system shall have the following minimum capabilities:
- a. To provide access to the customer file via call number, title number and keywords of spine titles with a response time to be reasonable as determined by the Library.
 - b. To provide a means for the addition of variant customer information to the database.
 - c. To provide a mechanism to correct and update customer information such as call number, buckram color, subtitle lettering and misspelled main title entries, and to delete useless entries from the data base.
 - d. To provide for multiple entries with variable customer information to any main title entered into the data base.
 - e. To provide for ready correction of data input by an operator either at the time of original entry or later by means of a recall program.
 - f. To provide a means of automatically assigning consecutive ticket numbers within one shipment or numbers to run multiple shipments concurrently and to provide a means of readily displaying the total count reflecting specific tickets not used or deleted at any time prior to final transmission or release of specified shipments.
 - g. To provide a user's manual and the initial training sessions at the Library site. The Library will provide on going, on site training of employees.
 - h. To provide installed programs for activating a printer in conjunction with the computer system. These programs will provide capabilities for:
 - 1. Daily listings in call number order, title number order, or consecutive ticket number order.
 - 2. Segments of customer history as needed by the Library.
 - 3. Maintenance and new title additions being transmitted to the binder.
 - 4. Complete customer file information if needed.
 - i. To provide a means of sending messages to and from the Contractor via the Library's work station(s).
 - j. Individual display screens for each program should be user friendly and meet the needs of the Library. Printout samples of the screens should be supplied with this bid.
 - k. To provide a comprehensive and accurate customer history file with a scroll screen ability that shows complete binding ticket information including specific volume information, date piece was bound shipment number and ticket number. The history of each volume input into the Library's work station should be transferred to the Library's history file within seven (7) days from the date the Library releases the shipment which includes that volume. The Library would be able to correct

GENERAL REQUIREMENTS (CONTINUED)

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mistakes found in the history. In addition, a bound printout of customer history, in duplicate, is to be provided by the Contractor once every six (6) months in an arrangement as dictated by the Library, if needed.

- l. New entries to Library files: The Contractor will be responsible for providing a means by which the Library can enter new titles into the work station that are not already in the customer database, specifying call numbers, color, and variable information for each title.
- m. Title Searches: A title search will provide a means for keyword searches from the customer database. This keyword search must incorporate a quick search in the exact order of spine lettering and an exhaustive keyword search with the words arranged in any order. All possibilities using the keywords must be searched and found with the exhaustive search. These searches should be found within a reasonable time, not to exceed 15 minutes for each entry in the exhaustive searches. If the user's work station is equipped with a printer, programs should provide an option for the search results to be printed.
- n. Property of the State of Louisiana: All floppy disks, if required by Agency/Library, shall remain the property of the State of Louisiana.
- o. Successful Contractor may be requested to perform a test run of his software program.

B. Pre-Printed Tickets

The Contractor shall supply any Library/Agency that elects not to use the automated binding system with multiple-part pre-printed binding tickets that contain all pertinent binding information.

Each binding ticket shall contain:

1. The Title of the periodical
2. The correct title placement on the spine
3. The proper type size
4. The color of buckram
5. Call number

Each ticket must have space for the insertion of variable information.

It shall be the responsibility of the Library/Agency to notify the Contractor of the number of pre-printed binding tickets needed per title per year.

CONTRACTOR'S ARE REQUESTED TO SUBMIT (WITH BID) TICKET SAMPLES AND A LETTER OF EXPLANATION OF THEIR BINDING PROCESSING SYSTEM.

ALL AGENCIES AND/OR UNIVERSITIES HAVE THE OPTION TO USE EITHER SYSTEM.

Currently, more than 80% of the users of this contract are using the automated system. Approximately 8 facilities are using hardware provided through this contract.

C. Management Reports

1. At the conclusion of each fiscal year, the contractor shall provide to each Library a statistical report of the year's activity, indicating, at a minimum, the quantity of items handled in each category.

Contract Usage

Usage of contract services for binding and rebinding of books for the previous twelve (12) months of the contract was approximately \$173,965.66.

SPECIFICATIONS

LIBRARY BINDING AND REBINDING BOOKS

- A. All Contractors must guarantee their work will meet all specifications for library binding and rebinding books that are set forth in the latest edition of the Library Binding Institute Standard for ANSI/NISO/LBIZ39.78-2000.

A copy of above book can be obtained from:

Library Binding Institute
Roster, New York

NISO PRESS
Bethesda, Maryland

1. Any interpretation of the above binding standards and specifications which become necessary subsequent to the awarding of this contract shall be agreed upon by both Office of State Purchasing and Contractor and shall be so stated in a policy letter which shall become a part of this contract.
2. All materials used by the Contractor must comply with the Library Binding Institute's regulations regarding acid-free products and durability.
3. All library binding using buckram shall employ proxylin-impregnated buckram.
4. All library binding shall employ type "Y" end paper.
5. It is expected that all materials, equipment, and appliances furnished in fulfilling this binding contract shall be of the highest quality as measured by the highest standards of the trade, except where a lower grade is defined and called for in the specifications or instructions. Unauthorized departure from this standard may cause rejection of any work submitted.
6. All workmanship shall be guaranteed. **Binder must furnish with this bid a statement for a specified amount of time for which the guarantee applies.**
7. Complete shipments shall be guaranteed.

B. Types of Binding and Method of Treatment Used

1. The State reserves the right for the Agency and/or Library to specify binding styles and methods of treatment for any and all items, should this decision making be deemed necessary for any reason. The style (e.g., method of leaf attachment) or type (e.g., standard binding) specified for each item by the Agency and/or Library shall not be changed by the binder without prior consent of the Agency and/or Library.
2. If an item cannot be bound in the manner specified, it shall be returned by the binder with an explanation of the reason for its rejection and with suggestions (s) for alternative means of preservation.

C. End Sheets: All end papers shall be white, using acid-free paper.

D. Types of Binding

1-2. Half Charges for Corrections

- a. Half charges may apply in those instances where an agency has made an error in its instructions to the contractor relative to binding of periodicals and monographs, which necessitate binding rework to correct the error.

3. Custom Book Binding: Items bound in this category are rebinding of hard cover books for library use and first time hard binding of paper back books for library use. Custom bound books have buckram covers and are bound in accordance with ANSI/NISO/LBI standards.

4. Economy Book with Type II Material Cover: This term shall apply to ordinary book volumes or magazines that are brittle or have extremely narrow back margin not permitting normal sewing process. Size shall not be more than 2 inches in thickness and 13 inches in height. The application of adhesive (Perma Blue or

SPECIFICATIONS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

equal) will be applied to the trimmed spine, the pages fanned to allow the adhesive to penetrate the inner tip as well as the back of each page.

5. Economy Book with Mylar Cover: This terms shall apply to "paperback" books or similar books bound in paper. Title, author when applicable, and call number will be stamped on the spine by the binder before exterior plastic film is applied. If the piece to be bound has no cover, or if covers are mutilated, decorative paper of binder's choice is used.
 - a. Materials: Board quality shall conform to commercial standard #16 library binding, for solid binder's board. Board thickness shall be between 0.070 and 0.205 inch, determined by size and weight of volume. The plastic film (vinyl film, "Mylar", or equal) shall be clear, tough, and not less than 0.001 inch thick. Adhesive used for spines shall be polyvinyl resin, strong, resilient, and flexible. A super back lining cloth shall be applied to the full length of the spine and on to each end paper no less than 3/4 inches.
 - b. Procedures: Collating or major mending will not be required. Original paper covers are to be removed or decorative papers used, and applied to the outside of a new hard board case. The film should be laminated to the case providing strong lasting adhesion resulting in a mirror-like finish, free of creases, bubble or blemishes or any sort. Old adhesive shall be completely removed and trim of binding and other edges kept to a minimum. Polyvinyl adhesive applied to spine shall thoroughly coat the back edges and penetrate inner tips of sheets to assure good adherence of each sheet to the spine. The book should be rounded, backed, and cased in, according to standard format and procedure. This material and workmanship should be a standard to provide a minimum of five years of use before failure of the binding becomes evident.
6. Standard Periodical Binding: Items bound in this category shall be inspected for completeness. In accordance with the latest edition of Standard for Library Binding, the binder's examination of serials bound in this category shall include inspection for correct order of issues. Title page, table of contents, shall be placed in front of volume, index shall be placed in back, supplements and other inserts, and advertisements shall be bound as laid. Incomplete or defective volumes shall be returned to the Library or bound as is, per the instructions of the Library. The bid price shall include all lettering including foreign titles but excluding call numbers. Items having standard binding shall be bound in buckram.
7. Custom Periodical Binding: (Class A) Items bound in this category shall receive page by page collation. In accordance with the latest edition of Standards for Library Binding, the collation for serials bound in this category shall include one or all of the following services per the instructions of the Library: custom placement of title page, table of contents, index, supplements, and other inserts; removal of covers and un-paginated advertising at the front and back of each issue; inspection to insure correct order of issues; and examination for completeness or defects. Incomplete or defective items shall be returned to the Library or bound as is, per the instructions of the Library. The bid price shall include all lettering including foreign titles but excluding call numbers. Items having custom binding shall be bound in buckram.
8. Newspaper Binding: Items bound in this category shall be hand sewn and hard bound according to Libraries instruction.
9. Pamphlet Binding: Items bound in this category are for books less than 3/8" in thickness, bound pamphlet style, wire, or side stitch with flat back.
10. Thesis, Dissertation, Manuscript, and Research Report Binding: These terms shall be understood to require the same procedures called for by the Standards for Library Binding of the LBI using either double fan adhesive or sewn binding as the method of leaf attachment per instructions by the Library. Base price will include full title and author imprinted on the spine. The binder may up charge for full title and author imprinted on the front cover, if required by the Agency and/or Library.
11. Music Style Binding: This term shall include such processes as "sew-to-tape", "through-sew", and "singer-sew". It shall apply to all binding of signature-type materials where hand sewing to tape shall be done to provide flat opening, utilizing the correct number of tapes to correspond with format, size of volume, and all other procedures in accordance with the latest edition of the LBI standards. Covers shall be retained, and

SPECIFICATIONS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

items to be bound shall not be trimmed. Bid prices shall include all lettering, including foreign titles but excluding call numbers.

12. Extra lines: This charge is for all lettering over seven (7) lines excluding call numbers on books or periodicals.
13. Call numbers:
 - a. Contractor may up charge for call numbers.
 - b. The order for placement of call numbers on the spine of a volume is in horizontal lines. If a volume is too thin for the call number to be put on the spine in horizontal lines, the call number should be placed vertically on the spine or in horizontal lines in the upper left-hand corner of the front cover as close to the spine as possible or as instructed by the individual Library/Agency.
 - c. Call numbers based on the U.S. Superintendent of Documents classification scheme are to be imprinted in two lines, the first line ending with the colon. If the spine is not wide enough for the call number to be imprinted horizontally, then the call number should be imprinted vertically in two lines.
14. Front Stamping: This charge is when Library requires stamping on front cover.
15. Restoring and Special Work: This charge is for restoring old material to original likeness. This will be bid on an hourly charge and must be approved by the Agency and/or Library prior to restoring book.
16. Hand Sewing: This is required when books are too high, thick or paper too brittle and require the items to be hand sewn.
17. Extra Thickness: This charge is for all books, over 2-1/2" thick.
18. Extra Height: This charge is for all books, over 14" high.

19. Map Pockets, Paper: Pockets are made of alkaline paper, and shall be constructed so that the materials they contain are firmly supported and are not easily damaged as they are inserted in or removed from the pocket.
20. Map Pockets, Cloth: Same as above, except made of tear-resistant fabric or fabric and board.
21. Tattle Tape: Security feature. Price includes tape and installation.
- 22-24. Phase Box: Phase boxes should be constructed of strong, flexible, barrier board, which will crease without splitting. These four flap boxes are constructed from two pieces of barrier board. The boxes will be available in grey/white barrier board or lignin-free board, which is approximately 60 pt. board with a long grain. Each sheet has a pH of approximately 8.5 throughout the entire sheet and has been buffered with a 3% calcium carbonate. The boards are acid-free, colorfast, stain, and soil resistant.

The box shall be configured as follows:

It will include two custom cut strips of board, crossed and adhered to form a floor and four flaps which wrap around a book and support it firmly. The flap is to be folded over the book first and shall cover its entire board, and shall be stamped "Fold This Flap first." The box shall be held closed by very strong Velcro or waxed linen cord ties and rivets. Rivets shall be attached to the fore-edge (not to the front or rear face), so that the box does not damage materials which will be shelved beside it. The author and title will be stamped on the spine of the box, if requested by the customer. **(Note: Lines in excess of seven (7) linear inches for the title or author will be an extra charge, in accordance with the pricing schedule.)**
- 25-26. Double-tray (Hinged) Book Box: Hinged boxes are constructed with acid-free binder's board with a thickness of approximately .123". The boards are cut to the dimensions required for the individual volume, covered in F-grade buckram, and lined with acid-free, lignin-free archival paper. The binder's board must

SPECIFICATIONS (CONTINUED)

LIBRARY BINDING AND REBINDING BOOKS

meet the specifications listed in the Library Binding Institute Standard for Library Binding, ANSI/NISO/LBI 239.78-2000. The acid-free paper must have a pH of 7.0 or greater. Boxes shall be made so that the contents can easily be removed and replaced in a non-damaging fashion.

27. Leaf Attachment

- a. The Binder shall use the specifications set forth in the current version of the Library Binding Institute Standards for the following methods of leaf attachment: oversewing; sewing through the fold; double-fan adhesive binding; and recasing. Side sewing shall not be used.
- b. Unless specifications for the binding type dictate otherwise, the Contractor shall select the method of leaf attachment using the best professional judgment to produce volumes of the greatest usefulness at least cost.
- c. The Library reserves the right to specify the method of leaf attachment in special circumstances such as the binding of volumes having bibliographic and/or intrinsic significance.

28-31. Preservation Treatment

- a. The Library may wish to have monographs or serials treated for mildew removal or other special preservation treatments, such as deacidification, encapsulation, and lamination. Bids should include a price for these activities.

32. Media Pocket: Pocket used for CD (jewel) case to be mounted to the inside of the book cover.

33. Box Pocket: Box pocket constructed for material 1/4" thick.

34. Stubbing/Filler: This charge is used whenever practical, to make up for the size difference when serial parts of different heights are to be bounded together. Stubbing shall be added to volumes to compensate for thick pockets inside back covers and to correct text blocks that flare out towards the fore edge.

35-36. Photocopy: This charge is for photocopies up to 11" x 17" for black & white and color copies.