



**CHESTERFIELD COUNTY  
PROCUREMENT DEPARTMENT  
CHESTERFIELD, VIRGINIA  
Invitation for Bids**



**IFB Number:**..... **ADMN22000107**

**Title:**..... Library Books, Media and Services for CCPS

**Issue Date:** ..... October 14, 2021

**Sealed Bids Due and Opening:**..... November 15, 2021, 2:00 P.M.

**Bid Opening Location:**..... [Chesterfield County Virtual Bid Opening Link](#)

**Inquiries:** Questions which may arise as a result of this solicitation may be addressed to Jianchong Luo, Senior Contract Officer, at (804) 748-1701, or by email to [procurement@chesterfield.gov](mailto:procurement@chesterfield.gov). Inquiries must be received by October 15, 2021 in order to be considered. Contact initiated by a bidder concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder from this transaction.

**All prices shall be F.O.B. Destination:** Various Chesterfield County Public Schools and Libraries  
Freight, delivery costs, and incidental charges shall be included.

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My signature below certifies that:

- I agree to abide by all conditions of this bid and that I am authorized to sign this bid;
- the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under § 18.2-498.1, et. seq. of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
- that the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§ 2.2-3100, et. seq. of the *Code of Virginia*). Specifically, without limitation, no County/School Board employee or a member of the employee's immediate family shall have a proscribed personal interest in a contract; and
- that the accompanying bid is in accordance with applicable provisions of the Virginia Public Procurement Act, Art. 6 Ethics in Public Contracting (§ 2.2-4367, et. seq. of the *Code of Virginia*), and any other applicable law as set forth therein.

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In compliance with this Invitation for Bids and to all conditions imposed therein the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

**Complete Legal Name of Firm:** \_\_\_\_\_

**Order From Address:** \_\_\_\_\_

**Remit To Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Fed ID No.:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**This page must be returned with the Bid Form.**

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## I. **PURPOSE**

The purpose of this Invitation for Bid is to establish a requirements contract for the purchase of Library Books, Media, and Services for use by Chesterfield County Public Schools (County).

## II. **BACKGROUND**

### **District Overview**

- A. Chesterfield County Public Schools consists of **64 schools: 1 preschool, 39 elementary schools (grades K-5), 12 middle schools (grades 6-8), 12 high schools (grades 9-12), and two technical centers.** With a current enrollment of more than **60,000 students** and **7,000 staff**, CCPS is one of the 100 largest school systems in the country and the five largest in Virginia. Families continue to make Chesterfield County a “first choice” because the public school system has been recognized by SchoolMatch, an independent research and data service, as among the top school districts in the nation that have “what parents want”.

### **Library and Central Library Services Overview**

- B. The Central Library Services department provides district level service for all 64 school libraries through overseeing the ordering and receiving, cataloging, processing and delivery of library print and nonprint materials. Central Library Services monitors the online budget and acquisitions software and maintains division level guidelines regarding the collection development of school libraries. CCPS has site based budgeting and accounts for library materials but we are open to district level purchases as well. Over the past few years, CCPS has made large purchases for district wide initiatives. The cataloging and classification of materials is formatted according to MARC, RDA, Dewey Decimal and Library of Congress rules. Central Library Services educates school librarians in collection development and our district ordering system and all aspects of our library automation system.

- A. Historically, annual expenditures by the County for library books and media services is approximately \$350,000.00.

## III. **SCOPE OF WORK/SPECIFICATIONS**

### **General Requirements**

#### **BOOKS:**

- a. Hardback books – Hardback books in a variety of bindings may be accepted, depending on availability, but school and library bindings are preferable and will be expected unless out-of-print. Hardback editions will make up the majority of all orders. There will be no substitutions of paperback books for hardback books unless expressly requested.
- b. Prebound books - Prebound books will constitute an additional category of books that might be requested. Hardcover bindings of new paperbacks which have

been prebound to ensure longer life will be accepted when expressly requested. The contractor will assure a 90% or better fulfillment rate with delivery within 60 days of receipt of order. All bindings should be of library quality and will be guaranteed.

- c. Paperback books – Paperback books and paper “big books” may be requested but should never serve as substitutes to hardback or prebound titles.
- d. Additional bindings – Kapco coverings should be applied, per manufacturer’s specifications, to paperback books upon request.

## **MEDIA**

- a. Media – CDs, DVDs, digital audio devices (such as “Playaways”).

- 2. **Specific Requirements: At no additional charge to the school libraries, the contractor shall:**

- B. Provide a name, toll-free phone number and extension and email address of a specific company representative to assist with adjustments or coordination of transactions.

1.

Name of company representative:\_\_\_\_\_

Toll-free phone number:\_\_\_\_\_

E-mail address:\_\_\_\_\_

2.

3.

Provide a representative to meet with the librarians as a group.

4.

Confirm all orders with a title list by mail or electronically no more than 30 calendar days from the date the original electronic order is placed.

5.

Provide all shipping and handling for all orders.

6.

Provide all item processing and MARC downloads on each order.

7.

8.

Provide a replacement guarantee. (Bidder shall provide a copy of the guarantee to the bid response).

9.

10.

Provide security strips if requested in either of two formats: magnetic and radio frequency.

Provide school ownership stamping or labels for all materials.

Provide processing based on individual school specifications.

Provide the option to order titles for a genrefied fiction section with book processing according to district genrefication specifications. (Bidder shall provide a list of genres

with the bid response.)

Provide electronic ordering with all orders passing through Central Library Services for approval.

Provide the ability to check the status of orders, download records, and print invoices from the vendor website.

11. Provide order duplication checks.

12. There shall be no ordering minimums.

13. Provide a price lock for 60 days from the date the electronic order is placed.

14. Allow NYP (not yet published) orders to be placed and shipped immediately upon publication.

15. Provider will post unavailable titles from each order back to the user's online account.

16. Provider will offer collection matching for titles to see at a glance what is already owned by the school.

17. Provide an inventory of approximately 700 hardback books published in the current year that align with the CCPS collection rotation schedule. Librarians visit the collection displayed at Central Library Services to examine these newest titles, series and award winning books for possible future purchase.

18. Provide online collection analyses for each school library collection that includes a breakdown by topics for assessing collections: including, but not limited to, age of the collection, the number of titles in the collection, recommended titles for weeding, and title designations by genre, SEL category, type of diversity, literary themes and other parameters. (Bidder shall provide a sample collection analysis report with the bid response.)

19. Describe the vendor's capacity to provide accessible materials upon request.

20. Provide professionally current, curated searchable title lists for libraries on the vendor website. (Bidder shall provide a sample of a curated title list with the bid response.)

21. Provide custom created lists on any topic or in any language upon request. (Bidder shall provide a sample list of 25 multiple authentic language titles with the bid response.)

Provide a wide variety of professional journal reviews that are linked to specific titles.

Provide accounting/order management software allowing for differentiated accounts for each school library. The software shall provide budget and order reports

configured to meet CCPS financial and processing specifications.

Provide screenshots that reflect their accounting/order management program which accommodates individualized budgeting for multiple accounts for each school.

Screenshots to include:

- a. general account information
26. b. spending history details
- c. allocation details
- d. ability to clone accounts and transfer money from one account to another
- e. multiple levels of user rights
- f. ability of Central Library Services to modify school orders before they are placed
- g. "receiving" screen – demonstrating the ability of the County technician to verify received items electronically by ISBN and/or barcode number
- h. payment (invoicing) screen – demonstrating the ability of the County technician to approve invoices for payment electronically through the management program order.
- i. customizable to meet the needs of the CCPS purchasing and financial procedures
27. j. a complete list of the reports available for accounting and management.
28. Provide assistance creating, unpacking, and shelving Opening Day Collections.
29. Provide a sample processed book for every binding type (to include mylar, barcode, spine label and school ownership stamping/labeling).
30. Provide properly formatted MARC records which reflect multiple holdings - one for each location (if multiple libraries purchase the same item). Refer to ATTACHMENT B. Bidders shall provide a sample MARC records with the bid response.

C.

Provider will submit .mrc and .json files to TLC for the automatic import process into the cataloging program when each order is shipped.

**ADDITIONAL REQUIREMENTS:** The following requirements will be kept on file by the contractor. If processing is provided by the contractor, the barcode range will be kept on file by the contractor. If a third-party processor is used, the responsibility for communicating County processing requirements to the third party lies solely with the contractor. Purchase orders will be placed as "per these requirements" and should be

filled by the contractor according to these specifications.

**Library Automation System:** TLC - Library. Solution, version 5.6.3.

### **MARC record specifications**

- a. Electronic file transfer to TLC - Library. Solution of .mrc and .json records for each order.

1.

### **MARC Record Information**

2.

- a. Format: **USMARC** is preferred but the USMARC MicroLIF protocol (post 1991 format) is acceptable.

3.

- b. Data files must strictly conform to USMARC. The file name must be Marc.001 or Microlif.001.

- c. MARC records should **not** be supplied for any items not shipped. MARC records will be provided for 100% of the materials shipped.

- d. Electronic downloads will be sent to the Resource Acquisition Support Specialist and to any designee identified. They will also be available for download from within the accounting/order management platform.

- e. A separate file is required for each order and files will be identified with the school name, purchase order number and order name.

- f. Each order must be accompanied by a printed report listing the purchase order number, complete 14 digit barcode number, brief title, author, call number, control number, and the cost of each item on the disk. The records, all printed reports, and the invoice will be listed alphabetically by title.

- g. MARC records will adhere to RDA cataloging code and USMARC specifications with full description beyond the RDA Core Element level.

- h. No files that contain CIP or partial records will be accepted.

- i. All records must contain valid leaders coded according to USMARC rules.

- j. Records **must** contain 001s, which represent unique keys (each ISBN has its own control #). All 001s must be prefixed by a 3-letter vendor/contractor code, which is not currently in use by LC. The only exception to this will be LC source contractors in which the contractor has duplicated the 010 in the 001. 001 tags will be no longer than 10 digits.

- k. All LC source records must contain the LC 010 field.

- l. All records shall contain fully coded 008 fields, 007 fields, and 006 fields where applicable. 008s for non-LC records should contain "d" in the source field.

- m. Diacritics will be correctly represented on the MARC record and translated

correctly.

- n. ISBNs shall be 13 digits. One MARC 264 field is expected.
  - o. MARC 336,337, 338 are expected to include the correct subfield “a”, “b”, and “c”.
  - p. Two MARC 380 fields are preferred: one for form of work, one for item format when possible.
  - q. MARC 385 field is preferred.
  - r. Series to include properly formatted 490/8XX tags. 440 series tags are not accepted.
  - s. At least 95% of records submitted shall contain 520 field.
  - t. MARC 521 field, indicator 2, is expected.
  - u. Lexile scores: If applicable, a 521 tag to include Lexile score, (first indicator =”8” ; second indicator = blank). EX: 521 8\_ (\$a) 780 (\$b) Lexile.
  - v. Subject Headings: Subject headings will be Library of Congress (LCSH) and/or Library of Congress Children’s Subject Headings – with LCSH preferred.
  - w. All MARC records must have at least one (1) subject heading. No Sears headings or other thesaurus will be accepted.
  - x. Genre form terms in the 655 MARC field will have an indicator of 7 and the subfield \$2lcgft. (Multiple genre terms are acceptable).
  - y. Every MARC record will contain local holding information, interest level, review sources, full annotation, RDA 3XX content fields, complete LC subject headings, and added entries.
- 4.

**Collection codes, Call numbers and Cuttering:**

- a. Use the Collection Codes from APPENDIX A.
- b. Use Abridged Dewey, to include digits after the decimal up to the first segmentation mark, for all nonfiction call numbers and include three letter cutters – in CAPS.
- c. All letters shall be UPPER CASE. Class books in other languages and graphic novels with their subjects (unless otherwise noted in individual school specifications).
- d. Graphic novels, unless nonfiction or biographical in subject matter, will be put



into fiction or easy depending on the audience.

e. Call numbers:

Fiction	FIC + first 3 letters of author's surname or main entry
Easy	E + first 3 letters of author's surname or main entry
Story Collection	SC + first 3 letters of author's surname or main entry
Nonfiction	Abridged Dewey + first 3 letters of author's surname or main entry
Individual Biography	B + entire surname of Biographee
Collective Biography	920 + first 3 letters of author's surname or main entry
Reference	REF (as the prefix) + Dewey + first 3 letters of author's surname or main entry
Professional	PRO (as the prefix) + Dewey + first 3 letters of author's surname or main entry
Audio-visual	AV prefixes:  Compact disc – CD + Dewey + first three letters of the main entry  Digital audio device – DAD + Dewey + first three letters of the main entry  DVD – DVD + Dewey + first three letters of main entry

5.

f. Cuttering: Cuttering must follow AACR2 main entry rules.

**MARC record local holdings field specifications**

a. Local holdings field should be 949.

b. 949 field should be formatted as follows:

subfield a	School location code plus collection code (per Appendix A)
subfield b	Call number prefix (i.e. "PRO" for Professional, "REF" for Reference) in CAPS
subfield c	Abridged Dewey call number [space] 3 cutter letters in CAPS
subfield g	Barcode number

subfield p	<b>MSRP price (no dollar sign, but must have a decimal point)</b>
subfield t	book binding (L-R=library and reinforced; T-HC=trade and hardcover; PBK=paperback; PRE=pre-bound)
subfield i	volume or supplement number
subfield v	contractor name
subfield w	invoice number

Example of a 949 field properly formatted for a reference book for Spring Run Elementary School (school location = 0080) for **Library.Solution** (no indicators):

949 \_\_ (\$a)0080REF (\$b)REF (\$c)031 WOR (\$g)30080004235687 (\$p)78.00 (\$t)book binding (\$i)vol. 5 (\$v)Book Vendor (\$w)Invoice

- c. Price: Each individual title and each volume in a set must contain the individual item MSRP price (not the discounted price) in the 949 holdings tags.

6. **A sample MARC Record File must be provided for approval and accompany the bid response.** The file must contain MARC records, formatted per specifications and based upon the attached Elementary and Secondary Sample Lists with a record for each item on the lists. Each MARC record must include a correctly formatted local holdings field based upon our specifications and a corresponding sample of barcode labels to be tested on our TLC library automation system. It is anticipated that multiple copies of a title will be ordered to be distributed one per school. If multiple copies of an item are ordered, the MARC record for the item will reflect multiple holdings - one for each location. In the sample MARC Record File, include at least five (5) examples of this.
- 7.

### **Barcode Specifications**

- a. 14 digit - Code 39 ; the 14<sup>th</sup> check digit – Mod 10 (numeric).
- b. Leading code of 3 required, with the next 4 digits the school location code.
- c. 14<sup>th</sup> numeric check digit shall be printed on the barcode.
8. d. 14<sup>th</sup> numeric check digit shall be included on the MARC record.
- e. Barcode labels shall display the following information: school name (30 digits maximum), book title, barcode number, and call number (See Appendix A for list of CCPS school libraries).

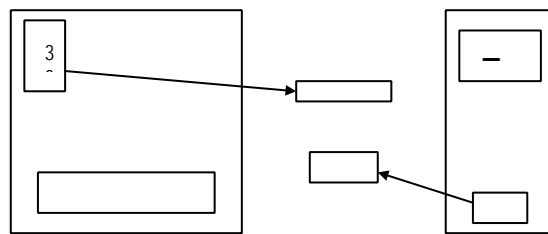
**Assigning barcodes:** Contractor must call Resource Acquisitions Support Specialist at 1-804-639-8968 directly to be assigned a range of barcode numbers. The contractor will then keep the assigned barcode range on file.

Contractor will be asked for the following information before receiving the barcode range:

- a. Company name.
- b. Contact person.
- c. Phone number/fax number.
- d. School name.
- e. How many item barcode numbers are needed.

### Processing Specifications

9. a. County will purchase shelf-ready books with attached labels. Processing includes MARC records, barcodes and spine labels, as shown in Example #1 (barcode label) and Example #2 (spine label). Processing for **audiovisual materials will be unattached.**



- b. Barcode should be placed vertically, in the upper left corner, and read top to bottom (same direction as spine).
- c. Spine labels must contain a call number as in SECTION D ABOVE and be affixed one half inch from the bottom of the label to the bottom of the book. No school name should appear on the spine label.
10. d. Mylar covers will be attached (taped) only on books with dust jackets.
- e. Barcode and spine labels will be covered with plastic label protectors except on books with dust jackets. Mylar covers can be placed over dust jackets so no label protectors are needed.

### Shipping Requirements

- a. Shipments must be inside delivery only.
- b. Each box must be clearly labeled with the CCPS purchase order number from original request, school name, the contractor's invoice number, and the invoice enclosure notification prominently displayed in plain sight on the outside of each shipping container. A packing slip will be included in alphabetical order by title. The order is limited to two (2) shipments. An exception is provided for materials which are not-yet-published (NYP).
- c. Shipping of orders will be FOB destination. Only inside deliveries will be accepted (no curb or tailgate deliveries will be accepted).

### **Delivery Requirements**

- a. Confirmation of Order (Time-line):
  11. (1) The contractor will confirm receipt of order, electronically, within twenty-four (24) hours.
  - (2) The contractor will ship at least 50% of the order within 30 days of order confirmation.
  - (3) The contractor will ship the balance of the order within 60 days.
- b. Conditions of Order Rejection: Orders may be rejected in whole or in part and returned to the contractor at the contractor's expense under the following conditions:
  - (1) Materials in an order, which are defective, damaged, substituted editions or titles otherwise not in compliance with the original order request. Replacement of defective or damaged materials is expected. Such materials will not be returned by CCPS unless specifically requested by the contractor – shipping to be paid by the contractor.
  - (2) Unauthorized shipments for orders which were not confirmed, or were received after the sixty (60) calendar day confirmation had expired.
  12. (3) Books processed incorrectly may be returned for adjustments to the problem area (bar coding, spine label) at the library's discretion.
  13. (4) CCPS reserves the right to return previewed AV materials per contractor's stated return policies.

**INSIDE DELIVERIES** will be made to the following address: Central Library Services, CTC@Hull, 13900 Hull Street Road, Midlothian, VA 23112).

### **SCHOOL VISITATIONS**

- a. The contractor shall not call on, or visit, school libraries without a written authorization from the school librarian. All other communication shall be directed to Central Library Services.

## Invoicing and Billing Requirements

- a. Two (2) invoice copies need to be prepared with every order.  
Central Library Services  
CTC@Hull  
13900 Hull Street Rd.  
Midlothian, VA 23112
- b. Payment of invoice will be made when all discrepancies between orders and books received and invoices have been adjusted.

## Contractor Purchase Order Instructions

- a. Chesterfield Public School Libraries use the specifications listed in this document for processing and MARC records. **The vendor will keep these specifications on file and apply them to all orders.** The following statements shall be printed on all purchase orders sent to the vendor:

### (1) PROCESSING AS PER CCPS SPECIFICATION

### (2) DO NOT EXCEED PURCHASE ORDER AMOUNT

- b. Each MARC record disc and printed report must be labeled with the Purchase Order number.
- c. Purchase order amount includes print and non-print materials. There will be no other additional charges unless requested by individual school specifications.
- d. **Any questions about an order, or processing on an order should be directed to the Resource Acquisition Support Specialist in Central Library Services (phone # 804-639-8968), not to the school librarian.**
- e. The contractor's representative should make all processing specifications known to his/her own processing department in order that they may adjust records for all schools.

## IV. INSTRUCTIONS

### Submission and Receipt of Bids

Sealed bids shall be received at Chesterfield County, Lane B. Ramsey Building, c/o Procurement Department, 9901 Lori Road, P.O. Box 51, Chesterfield, Virginia, 23832 until, but no later than the specified time and date of opening as designated in the invitation, and then publicly opened and read aloud. Bids shall be submitted in a sealed envelope with the IFB number and due date and time written on the outside of the envelope. **ANY NOTATION ON THE EXTERIOR OF THE ENVELOPE PURPORTING TO ALTER, AMEND, MODIFY OR REVISE THE BID CONTAINED WITHIN THE ENVELOPE SHALL BE OF NO EFFECT AND SHALL BE DISREGARDED.** The time of receipt shall be determined by the official time clock

stamp. Bidders are responsible for ensuring that their bids are stamped by Procurement Department personnel or designee before the deadline. Late bids shall be rejected.

Should the bidder decide to utilize an express delivery service or hand deliver, please note that the Lane B. Ramsey Building is located at the intersection of Ironbridge Road (State Route 10) and Lori Road. All bids shall be delivered to the Lobby.

2. Bids or changes to a bid response shall not be accepted via fax or email.

3. In the event that Chesterfield County government offices are not operating under normal staffing levels or if the location for bid submission, bid opening or a pre-bid conference is inaccessible due to inclement weather or other emergency situations at the published time, the bid submission, bid opening or pre-bid conference will default to the next regular business day at the same time.

5. All bids shall be signed in the space provided for a signature on the cover sheet and returned. If the bidder is a partnership or corporation, the bidder shall show the title of the individual signing the bid, and if the individual is not the president or vice president of the partnership or corporation, if requested, the bidder shall submit proof that the individual has the authority to bind the partnership or corporation.

6. Bids concerning separate bid invitations are not to be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.

7. Unless otherwise specified, bidders are to complete and return the Bid Form furnished by the County.

9. No bid shall be altered or amended after the specified time for opening.

10. If you are an individual with a disability and require a reasonable accommodation in order to participate in this procurement, please notify the Procurement Department at (804)748-1617 as soon as possible.

B. For information pertaining to the bid tabulation, decision to award and/or award on this procurement transaction, bidders may access public notification electronically at: [www.chesterfield.gov/procurement](http://www.chesterfield.gov/procurement).

**Amendments or Requests to Withdraw Bids by a Bidder Prior to Bid Opening:** A bidder may amend and/or withdraw their bid before the due date and time designated for receipt of bids. All requests from a bidder to return their bid shall be in writing, addressed to the Procurement Department, and signed by a person authorized to represent the person or firm that submitted the bid. The bidder may be contacted by telephone to verify the authorization of the return request and the signature involved if there is doubt as to the document's authenticity. All amendments to the bid are to be initialed by an individual authorized to represent the bidder.

## V. TERMS AND CONDITIONS

The following terms and conditions are applicable to, and incorporated by reference in, any governmental procurement from a nongovernmental source conducted by the Chesterfield County Procurement Department (or pursuant to delegated purchasing authority) on behalf of all Chesterfield County public bodies, as public bodies are defined in *Code of Virginia* Section 2.2-4301, as amended, including any agencies, boards, authorities, schools, or other entities for which the Chesterfield County Procurement Department acts as purchasing agent. The term "County" as used in any general or special terms and conditions includes the applicable entity or entities listed above as the context may require.

### GENERAL TERMS AND CONDITIONS

- A. **Addenda:** Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Procurement Department web site at: <https://www.chesterfield.gov/3935/PING-Bids>. Each bidder is responsible for obtaining all addenda posted at the Procurement Department website or by calling (804) 748-1617. Acknowledgement of receipt of all addenda shall be in the space provided within the solicitation or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda issued shall become part of the solicitation and all resulting contract documents.
- 1.
  2. **Appropriation of Funds:** The continuation of the terms, conditions, and provisions of a resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year. In the event of non-appropriation of funds, the contract shall be automatically terminated with no recourse for the Contractor.
  - 3.
  4. **Assignment of Contract:** The County and Contractor bind themselves and any successors and assigns to the contract. The employees of the Contractor will perform the work necessary to fulfill the contract. The Contractor shall not assign, sublet, subcontract or transfer any of its interest in the contract without written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and Contractor.
- Audit of Vendor Records:** Contractor shall maintain full and accurate records with respect to all matters covered under the contract including, without limitation, accounting records, written policies and procedures, time records, telephone records, reproduction cost records, travel and living expense records and any other supporting evidence necessary to substantiate charges and compliance related to the contract. Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours by the County and its employees, agents or authorized representatives to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor pursuant to this contract. Such records subject to examination shall also include, without limitation, those allocations as they may apply to costs associated

with the contract. The County shall have access to such records from the effective date of the contract, for the duration of the contract, and until two (2) years after the date of final payment by the County to the Contractor pursuant to this contract. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this paragraph.

**Change Orders:** Change orders must be approved by the County prior to work being performed.

**Commitment to Diversity and Chesterfield Businesses:**

5. a. Chesterfield County is a growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. The County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status. The County is committed to increasing the opportunities for participation of minority-owned businesses, service disabled veteran-owned businesses, small businesses, women-owned businesses, and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all solicitations. In addition, the County strongly encourages each Contractor and/or supplier with which the County contracts to actively solicit minority-owned businesses, service disabled veteran-owned businesses, small businesses, women-owned businesses, and businesses located in the County as subcontractors/suppliers for their projects. Upon award/completion of work, the County will require the Contractor to furnish data regarding subcontractor/supplier activity with minority-owned businesses, service disabled veteran-owned businesses, small businesses, women-owned businesses, and businesses located in Chesterfield County on a Certification of Subcontractor/Supplier Activity form. The form will be provided to the Contractor by the Procurement Department. This information will enable the County to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.
6. b. Definitions:
  - i. Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.
  - ii. Minority-Owned Business (MOB) – a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority. (*Code of Virginia*, Section 2.2-4310, as amended)



- iii. Service Disabled Veteran-Owned Business (SDVOB) – a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans. (*Code of Virginia*, Section 2.2-4310, as amended)
  - iv. Small Business (SB) – a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. (*Code of Virginia*, Section 2.2-4310, as amended)
  - v. Women-Owned Business (WOB) - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (*Code of Virginia*, Section 2.2-4310, as amended)
- c. This provision only applies to contracts valued in excess of \$10,000.

7. If the contractor intends to subcontract work as part of its performance under this contract, the contractor shall include in the proposal a plan to subcontract to small, women-owned, minority-owned, and service disabled veteran-owned businesses. (*Code of Virginia*, Section 2.2-4310, as amended)

8. **Contract Execution:** Though the term “County” is defined herein to include distinct entities, the contract shall be entered into by, and in the name of, the specific entity receiving the benefit of the goods and services.

9. **Contractor Background Checks:** In order to preserve the integrity and security of County government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.

**Contractor’s Authorization To Transact Business:** In accordance with *Code of Virginia*, Section 2.2-4311.2, as amended, any bidder organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership

or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its bid the identification number issued to it by the State Corporation Commission. Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its bid a statement describing why the bidder is not required to be so authorized. This information shall be provided on Attachment A titled "Virginia State Corporation Commission (SCC) Registration Information". Failure to provide the required information may result in the rejection of the bid. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. SEE ATTACHMENT A.

10. **Copyrights or Patent Rights:** The bidder certifies by submission of a bid that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this solicitation. The Contractor shall, at his own expense, defend any and all actions or suits charging such infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability, loss, or expense incurred by any such violation, or alleged violation.

11. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) calendar days written notice, terminate the employment of the Contractor and procure such goods or services from other sources. In such event, the Contractor shall be liable to the County for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.
- 12.

**Drug Free Workplace:** (*Code of Virginia*, Section 2.2-4312, as amended) This provision only applies to contracts valued in excess of \$10,000.

- a. During the performance of this contract, the Contractor agrees to
- i. provide a drug-free workplace for the Contractor's employees;
  - ii. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - iii. state in all solicitations or advertisements for employees placed by or on

behalf of the Contractor that the Contractor maintains a drug-free workplace;  
and

- iv. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- b. For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**Employment Discrimination:** (*Code of Virginia*, Section 2.2-4311, as amended)  
This provision only applies to contracts valued in excess of \$10,000.

- 13. a. During the performance of the contract, the Contractor agrees as follows:
  - i. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- 14. b. The Contractor shall include the provisions of the foregoing paragraphs i., ii., and iii. in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**Environmental, Health & Safety (EHS):**

- a. The Contractor shall follow all federal, state and local environmental and safety laws and regulations. Chesterfield County’s Department of Risk Management, Environmental, Health & Safety Division maintains an EHS Management System based on ISO 14001 and 45001 standards. The Offeror shall review and comply with the Contractor EHS Guidelines (EHS.FORM.011) accessible at <https://www.chesterfield.gov/DocumentCenter/View/1842/Contractor-Environmental-Guideline-and-Policy-PDF>. The Contractor shall work with the County Project Manager to manage and control those activities that may cause

an environmental impact or present a safety hazard. Proposal or bid pricing shall include all costs associated with controls, permits and training to ensure regulatory compliance and to protect human health and the environment.

- b. The Contractor, its employees and Subcontractors shall comply with all current applicable local, state and federal policies, regulations and standards relating to occupational health and safety, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health (VOSH) Compliance Program administered by the Virginia Department of Labor and Industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the contract. The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Contractor.
  - c. The Contractor shall provide a supervisor for each job site who is competent, qualified, and authorized on the worksite, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor shall be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and shall be capable of ensuring compliance with all applicable safety and health regulations, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's or Subcontractor's employees from the work site.
  - d. The Contractor may be required to provide to the County a copy of the Contractor's policies or manuals related to Environmental, Health & Safety compliance, and/or copies of training records for Contractor or Subcontractor employees.
  - e. If the County provides written or verbal notice to the Contractor that any of his activities have been determined to be hazardous and need to be stopped, the Contractor shall immediately discontinue those activities until notified by the County that he may resume activities.
  - f. If requested by the County Project Manager, the Contractor shall provide a written health and safety plan for the project prior to proceeding with work.
- 15.

**ePayables:** Chesterfield County recognizes the importance of timely payments to our vendors. Therefore, we offer our vendors the opportunity to enroll in our ePayables program. This program allows us to make card payments to our vendors and features an online portal to facilitate payments as well as reduce payment processing times. Our ePayables program is mutually beneficial and is our preferred method of payment. If you choose not to enroll in this program, payments will be made by check and mailed through the postal service which could impact how quickly you receive payments. No action is required for vendors already enrolled in the program. Please contact the Accounting Department at (804) 748-1673 with

questions.

**Faith-Based Organizations:** (*Code of Virginia*, Section 2.2-4343.1, as amended) Chesterfield County does not discriminate against faith-based organizations.

**Finance/Interest Charges:** Finance and/or interest charges imposed by the Contractor on any invoice shall not be paid by the County.

16. **Force Majeure:** Neither party shall be held liable or responsible to the other party  
 17. nor be deemed to have defaulted under or breached this Agreement for failure or  
 18. delay in fulfilling or performing any obligation under this Agreement when such  
 failure or delay is caused by or results from causes beyond the reasonable control of  
 the affected party, including but not limited to fire, floods, embargoes, war, acts of  
 war (whether war is declared or not), insurrections, riots, civil commotions, strikes,  
 lockouts or other labor disturbances, acts of God or acts, epidemics, omissions or  
 delays in acting by any governmental authority; provided, however, that the party so  
 affected shall use reasonable commercial efforts to avoid or remove such causes of  
 nonperformance, and shall continue performance hereunder with reasonable  
 dispatch whenever such causes are removed. Either party shall provide the other  
 party with prompt written notice of any delay or failure to perform that occurs by  
 reason of force majeure. The parties shall mutually seek a resolution of the delay or  
 the failure to perform as noted above.

19. **Governing Law:** Contracts shall be governed by the provisions hereof and by the  
 laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws.  
 Disputes arising out of this contract shall be resolved in the Courts of the  
 Commonwealth of Virginia, in and for Chesterfield County.

20. **Indemnification:** The Contractor shall hold harmless and indemnify the County, its  
 officers, officials, employees and agents against any and all injury, loss or damage  
 arising out of the Contractor's negligent or intentionally wrongful acts or omissions.  
 21. As a matter of law, the County is prohibited from indemnifying the Contractor,  
 subcontractors, or any third party beneficiaries of the contract(s).

22. **Invoices:** Invoices for goods and services ordered and delivered shall be submitted  
 by the Contractor to the remittance address shown on the purchase order. All  
 invoices shall show the purchase order number, description of the goods and  
 services, stock number and contract price as applicable. The County's obligation to  
 pay amounts due under the contract shall be contingent upon receipt of invoices in  
 sufficient detail to permit identification of the goods and services.

### **Mistakes in Bids**

#### **a. Mistakes discovered following bid opening but prior to award:**

- i. If there is a significant and obvious disparity between the prices of the lowest apparent responsive bidder and other bidders, the low bidder may be contacted by the purchasing authority to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in the bid and can provide clear and

convincing evidence that supports the existence of a clerical error to the satisfaction of the purchasing authority, the bid may be withdrawn in accordance with the withdrawal procedure provided herein.

- ii. Prices shall be stated in units of quantity and/or work as specified in the Pricing Schedule. In the event of a discrepancy in calculating price extensions (an error in the multiplication of units of quantity and/or work and the unit price), the unit price shall govern and the discrepancy will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum of the column will be resolved in favor of the correct sum total. The County reserves the right to audit price extensions and/or totals, and may use corrected price extensions and/or totals after such audit to determine the apparent low bidder. The County is not responsible for a bidder's clerical or mathematical errors. The County further reserves the right to reject any bid in whole or in part, delete items before making an award, or waive any informality, in accordance with the Virginia Public Procurement Act.

- b. Mistakes discovered after award: Bids containing mistakes by bidders shall not be withdrawn after award of a contract or issuance of a purchase order.

23. **Modification of the Contract:** The contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the contract.

24. **Negotiation:** In accordance with 2-47 of the County Code, if the bid from the lowest responsible bidder exceeds available funds, the county may negotiate with the apparent low bidder to obtain a contract price within available funds. Such negotiation may include, but is not necessarily limited to, adjustment of the bid price and changes in the bid scope or requirements in order to bring the bid within the amount of available funds. Negotiation shall be conducted by the procurement director, or his designee, with assistance from the user department.

25.

**Payment:** If the Contractor performs all of the obligations of the contract to the satisfaction of the County, the County shall pay the Contractor for the performance of the work in the manner and within the time specified in the contract documents, which shall be consistent with the provisions of *Code of Virginia* Sections 2.2-4352 and 2.2-4354, as amended. Furthermore, the Contractor shall, within seven days after receipt of payment by the County, take the following actions:

- 26. a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or
- b. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

**Precedence of Terms:** All Special Terms and Conditions contained in this solicitation that may be in variance or conflict with these General Terms and Conditions shall have precedence over these General Terms and Conditions. If no

changes or deletions to General Terms and Conditions are made in the Special Terms and Conditions, then the General Terms and Conditions shall prevail in their entirety.

**Preferences:**

27. a. In accordance with *Code of Virginia*, Section 2.2-4324 (B), as amended, whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Commonwealth's Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this section, the County will rely upon the accuracy of the information posted on this website. In accordance with *Code of Virginia*, Section 2.2-4324 (D), as amended, for the purposes of this section, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.
28. b. In accordance with *Code of Virginia*, Section 2.2-4328, as amended, and Article 4, Section 2-47 of the County Code, in the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth of Virginia pursuant to *Code of Virginia*, Section 2.2-4324, as amended, or where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content. If no County or Commonwealth of Virginia preference is applicable, the tie shall be decided by lot.

**Proprietary Information:** *Code of Virginia*, Section 2.2-4342(F), as amended, states: "Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by *Code of Virginia*, Section 2.2-4342(F), as amended, is not properly invoked then the bids will be subject to disclosure pursuant

to applicable law.

29. **Quality Expectation Statement:** The County, through its quality initiative, is a recognized leader in providing quality goods and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, goods and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide goods and services with a target of "zero defects – zero rework".

30. **References:** If requested, the bidder shall provide references which substantiate past work performance and experience in the type of work required for the contract. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder.

31. **Safety:** The Contractor shall provide a supervisor at each job site who is competent, qualified, has authority over the worksite, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor shall be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and shall be capable of ensuring compliance with all applicable safety and health regulations, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's employees from the work site. This supervisor shall be accessible by the County Project Manager, the County Procurement Department, and County Department of Risk Management.

32.

**Sensitive Information Handling:** Any information in the possession of the County which is specific to an employee, student, citizen, County business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no circumstances remove Sensitive Information from County facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the County facility. No Sensitive Information may be remotely accessed by contract workers by dial in, VPN, web interface or other means without expressed consent of the County's department head, if any, and the specific entity's information systems technology department manager or director. In the event that the specific entity entering into the contract does not have an information systems technology department, then the consent must be obtained from the Chesterfield County Chief Information Officer, or his designee. Any access to County information by contract workers from outside the County intranet shall be in accordance with existing technology security policies and procedures as required by the executed contract. Contract worker network connected computer equipment will be subject to all applicable County policies and procedures. Any exception to the application of these policies shall require approval by the specific entity's information systems technology department manager or director. In the event that the specific entity



entering into the contract does not have an information systems technology department, then the approval must be obtained from the Chesterfield County Chief Information Officer, or his designee.

33. **Taxes:** The County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by the County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by the County on materials and supplies that are installed by a Contractor and become a part of real property. Contractors are not exempt from paying taxes on these materials and supplies, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.

34. **Technology Agreements:** The bidder shall submit terms of service, terms of use, end user license agreements, software license agreements, etc. with the bid for any online activity (i.e., hosted, online, portal, website, support site, etc.) or software that is required to use or support the product or service being provided.

35. **Termination:** It shall be the sole right of the County to terminate the contract upon written notification to the Contractor.

36. **Termination for Breach or Non-Performance:** If the Contractor fails to perform the work promptly and diligently, or if the Contractor breaches the Contract in any other way, the County may:

- a. after providing the Contractor with 15 days written notice, supply any workmen, equipment or materials necessary to ensure that the work is performed promptly and diligently. The County may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Contractor;
- b. terminate the contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the work.

37. If the contract is terminated by the County, the Contractor shall not be entitled to receive any further payment from the County until completion of the work has occurred. After completion of the work, the County shall pay to the Contractor the amount of the unpaid balance due to the Contractor at the time the contract was terminated minus the cost incurred by the County to complete the work. If the cost incurred by the County to complete the work exceeds the unpaid balance due to the Contractor, the Contractor shall be due no money from the County and, instead, the Contractor shall pay to the County the difference between the unpaid balance due and the County's cost to complete the work.

38.

**Unauthorized Aliens:** (*Code of Virginia*, Section 2.2-4311.1, as amended) The Contractor agrees that he does not, and shall not, during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**Vendor Rewards/Gift Programs:** It is the policy of the County not to participate in

any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your bid and demonstrate in the bid how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.

39. **Waiver of One Breach Not Waiver of Others:** No waiver by the County or its agents or employees of any breach of this contract by the Contractor shall be construed as a waiver of any other or subsequent breach of the contract by the Contractor. All remedies provided by this contract are cumulative, and in addition to each and every other remedy under the law.

### **Withdrawal of Bids**

40. a. Withdrawal: Construction (*Code of Virginia* Section 2.2-4330, as amended)

- i. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw its bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
- ii. The bidder shall give notice in writing to the Director of Procurement of its claim of right to withdraw its bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. The work papers, documents and materials shall, at the bidders request, be considered as trade secrets or proprietary information subject to compliance with the provisions of *Code of Virginia* Section 2.2-4342(F), as amended.
- iii. Within 5 business days, the County will notify the bidder in writing of its decision. If the County denies the withdrawal of a bid under the provisions of this section, or *Code of Virginia* Section 2.2-4330, as amended, it shall state in such notice the reasons for its decision and award the contract to such

bidder at the bid price, provided such bidder is a responsible and responsive bidder. At the same time that the notice is provided, the County will also return all work papers and copies thereof to the bidder.

b. Withdrawal: Other than Construction

A bidder for a public contract may request withdrawal of its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of its bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. Such notice shall be sent to the Procurement Department prior to award. The work papers, documents and materials shall, at the bidders request, be considered as trade secrets or proprietary information subject to compliance with the provisions of *Code of Virginia* Section 2.2-4342(F), as amended.

B.

### **SPECIAL TERMS AND CONDITIONS**

1. **Access to County Property:** Access to the County's property shall be as follows:

Contractor's employees shall be required to check in through the Raptor system in each school's main office. The Raptor system requires that the employee's driver's license be scanned and performs an instant check through the state police sex offender database. A visitor pass will only be issued to employees that have cleared the background check.

2. **Acceptance of Goods/Services:** The goods and/or services delivered under a resulting contract shall remain the property of the Contractor until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the Contractor or revoke acceptance of the defective or non-conforming goods and return goods to the Contractor at the Contractor's expense.

3. **Acceptance Period of Bids:** All bids submitted shall be binding for sixty (60) calendar days following bid opening date. The sixty (60) calendar day acceptance

period may be extended by mutual consent of both parties.

4. **Contact with Students:** As required by *Code of Virginia*, Section 22.1-296.1, as amended, Bidders who will provide services that will place Contractor or Contractor's employees in direct contact with students on school property during regular school hours or during school-sponsored activities, shall certify, by signing and submitting their bid or proposal, that none of the individuals who will perform the work under the contract have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

5. **Contract Term/Contract Renewal/Contract Extension**

- a. Contract Term

The initial term of this contract shall be effective from March 1, 2022 through February 28, 2023.

- b. Contract Renewal

This contract may be renewed by the County for four (4) successive one year periods under the terms and conditions of the original contract. Pricing for renewal terms shall be based on the minimum percentage discount from the Manufacturer's Suggested Retail Price (MSRP). Although the price list in effect may vary during a contract term, the fixed minimum percentage shall remain firm for the entire term of the contract, to include each renewal term. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

- c. Contract Extension

The County has the right to extend this contract for up to one hundred eighty (180) days following any term on the contract.

6. **Cooperative Procurement:** This procurement is being conducted by Chesterfield County in accordance with the provisions of *Code of Virginia*, Section 2.2-4304, as amended. If agreed to by the Contractor, other public bodies may utilize this contract, except for 1) contracts for architectural and engineering services; or, 2) construction contracts. The Contractor shall deal directly with any public body it authorizes to use the contract. The County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield County contract. The County assumes no responsibility for any notification of the availability of the contract for use

by other public bodies, but the Contractor may conduct such notification.

- 7. Insurance Requirements: The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a certificate of insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.**

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the County, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management Director and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract. All insurance carriers shall waive any and all subrogation against the County, and it shall be the responsibility of the Contractor/the Contractor's insurance professional to ensure compliance with this requirement.

The Contractor's insurance coverage shall be primary and non-contributory to any program of insurance or self-insurance that the County may or may not have in force, and the insurance required hereunder shall not be interpreted to relieve the Contractor of any obligations under the contract. The Contractor shall remain fully liable for all deductibles and amounts in excess of the coverage actually realized.

The Contractor shall maintain during the initial term and any additional terms of this contract the following equivalent coverage and minimum limits:

- a. Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage must be Broad Form and include Products & Completed Operations, Bodily Injury, Property Damage and Contractual Liability.
- b. Business Automobile Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage should include all owned, hired and non-owned automobiles.
- c. Workers' Compensation: Virginia Statutory limits including Employers Liability limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.

An insurance certificate shall be provided as evidence of the required insurance.

The insurance certificate:

- d. Must reflect that the Commercial General Liability policy names Chesterfield County Public Schools, the County of Chesterfield, their officers, employees, and agents, as an additional insured by endorsement to the policy or as required by contract.

Additional insured status applies to all work of the named insured performed on behalf of Chesterfield County Public Schools and the County of Chesterfield for this policy period.

- e. Must reflect that the policies are endorsed to require no less than 30 days' notice of cancellation or other change in coverage to the County;
- f. Must have an authorized signature;
- g. The Certificate Holder should be listed as:

Chesterfield County  
c/o Purchasing Department  
P.O. Box 51  
Chesterfield, VA 23832-0001

- 8. **Pricing:** Pricing for the initial contract term and for renewal terms shall be based on the Minimum Percentage Discount from the Manufacturer's Price List on file with the Chesterfield County Purchasing Department. Although the price list in effect may vary during a contract term, the minimum percentage discount shall remain firm for the initial term of the contract, as well as each renewal term. The minimum discount when applied to prices listed on the price lists shall include delivery f.o.b. destination, freight, and inside delivery as the responsibility of the Contractor. Should any items be excluded or differ in respect to the minimum discount offered, it must be stated under "Exceptions" in the Pricing Schedule. The discounted prices shall include all charges that may be incurred in fulfilling the requirements of the contract.

It is the Contractor's responsibility to provide the Procurement Department and County locations with the up-to-date price lists against which discounts are to be applied; this may include approximately two (2) price lists per manufacturer

- 9. **Requirements Contracts:** Quantities set forth in solicitations seeking a source of supply for requirements contracts for goods and/or services are estimates only. No guarantee or warranty is given or implied by the County as to any minimum or total amount that may be purchased from any resulting contracts. The Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such quantities are more or less than those set forth in the solicitation and/or the pricing schedule.

In the event that a requirements contract is awarded for goods and/or services, the County reserves the right to bid individual bulk purchases if the County deems it will best serve their interest.

10. **Usage Reports:** Upon request, the Contractor shall provide the Chesterfield County Purchasing Department with a summary of all sales by delivery site, to include quantity and description of items.

## VI. BID FORM

### BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder(s) on the Grand Total bid basis. Bidders shall be able to provide a price on all items less the percentage discount provided below for the bid to be considered. In order to ensure availability of product when needed, the County may award to a single or to multiple contractors.

A.

### PRICING SCHEDULE

The bidder agrees to furnish the goods/services as specified herein, and in compliance with the terms and conditions of this Invitation for Bids at the following price(s):

B.

### CATEGORY DESCRIPTION      PERCENT OF DISCOUNT (based upon MSRP)

Lot 1. Elementary Books, Hardback & Paperback \_\_\_\_\_%

Lot 2. Secondary Books, Hardback & Paperback \_\_\_\_\_%

Lot 3. Elementary, Pre-binds. \_\_\_\_\_%

Lot 4. Secondary, Pre-binds. \_\_\_\_\_%

Lot 5. Media. \_\_\_\_\_%

Alternate 1. State a flat discount for all books provided: \_\_\_\_\_%

Alternate 2. State a flat discount for all books and

Media regardless of format. \_\_\_\_\_%

\*\* Sample MARC records included with bid response? YES NO (circle one)

The following list of items represents a sampling of library items and media that will be ordered under this contract. Bidders must offer pricing on all items within a category in order to be considered for award.

Based upon the Manufacturer's Suggested Retail Price (MSRP) in effect October 1, 2021 as indicated below, bidders shall apply their discount listed above and indicate their net delivered price to the County. **NOTE: Do not mark on this page except for the price column. Any changes or exceptions shall disqualify the bidder.**

#### Lot 1. Elementary Book, Hardback & Paperback

Title	Author	ISBN	Publisher	DOP	Binding	Notes	MSRP	PRICE
MINIONS: THE RISE OF GRU	CHESTERFIELD, SADIE	9780316425841	LITTLE, BROWN	2022	Trade	GN	\$12.99	
BAILE DE LAS ABEJAS	NUNO, FRAN	9788418302244	CUENTO DE LUZ	2021	Trade	SPA	\$16.95	
BECQUER PARA NINOS	RONDA, MAGELA	9788417736941	B DE BLOK (PRH GRUPO EDITORIAL)	2021	Trade	SPA	\$16.95	



COCODRILO QUE VINO A CENAR	SMALLMAN, STEVE	9788448856069	BEASCOA EDICIONES (PRH GRUPO EDITOR	2021	Trade	SPA	\$15.95	
COYOTE AND RABBIT = COYOTE Y CONEJO	DE LLANO, BERTA	9781731641779	KEEPSAKE STORIES (LIBRARY)	2020	Library	SPA/ENG	\$22.79	
DELTA FORCE	GARSTECKI, JULIA	9781644662748	CREATIVE COMPANY	2018	PBK		\$9.99	
EMMIE ES INVISIBLE	LIBENSON, TERRI	9781644733349	ALFAGUARA (PRH GRUPO EDITORIAL)	2021	PBK	SPA	\$12.95	
FUEGO, FUEGITO = FIRE, LITTLE FIRE	ARGUETA, JORGE	9781558858879	PINATA BOOKS	2019	Trade	SPA/ENG	\$18.95	
ICKABOG : (SPANISH)	ROWLING, J K	9786073197748	SALAMANDRA	2021	Trade	SPA	\$18.95	
IGUALDAD	BOSQUE, AMPARO	9788416470204	EDITORIAL FINEO	2021	Trade	SPA	\$18.00	
INSECTS	NEUENFELDT, ELIZABETH	9781644872956	BELLWETHER MEDIA	2021	Library		\$25.95	
NATURAL RESOURCES ECO FACTS	HOWELL, IZZI	9780778763635	CRABTREE PUBLISHING COMPANY	2019	PBK		\$8.95	
OVER IN THE MEADOW	CABRERA, JANE	9780823444755	HOLIDAY HOUSE	2020	Board	BOARD	\$7.99	
PORQUE SI	BARNETT, MAC	9786075570457	OCEANO TRAVESIA	2021	Trade	SPA	\$12.95	
REAL MOTHER GOOSE BOARD BOOK	WRIGHT, BLANCHE FISHER	9780590003681	CARTWHEEL BOOKS (SCHOLASTIC)	1998	Trade	BOARD	\$6.99	
ROMPE LAS REGLAS : MANUAL INFANTIL SOBRE LA ANARQUIA	SEVEN, JOHN	9781945665226	MANIC D PRESS	2021	Trade	SPA	\$14.95	
STUCK TOGETHER	SMITH, BRIAN	9780062981172	HARPERALLEY	2020	Trade	GN	\$12.99	
SUPER DETECTIVES!	ATKINSON, CALE	9780735267428	TUNDRA BOOKS	2021	Trade	GN	\$12.99	
TORNADOS : (SPANISH)	SUEN, ANASTASIA	9781645491989	AMICUS PUBLISHING	2021	Library	SPA	\$27.11	
TOTAL ECLIPSE OF NESTOR LOPEZ	CUEVAS, ADRIANNA	9780374313609	FARRAR STRAUS GIROUX (BYR)	2020	Trade		\$16.99	
<b>TOTAL CATEGORY 1</b>								

## Lot 2. Secondary, Books, Hardback & Paperback

Title	Author	ISBN	Publisher	DOP	Binding	Notes	MSRP	Price
7 IDEAS : RECETAS FACILES Y DELICIOSAS PARA CADA DIA DE LA S	OLIVER, JAMIE	9788418007743	GRIJALBO SPANISH (PRH GRUPO EDITORI	2021	Trade	SPA	\$39.95	
AZUL	DARIO, RUBEN	9788418008016	EDITORIAL ALMA	2021	Trade	SPA	\$14.95	
BLOODSWORN	REINTGEN, SCOTT	9780593119228	CROWN BOOKS FOR YOUNG READERS	2021	Library		\$20.99	

CAREERS IN SOCIAL MEDIA	KALLEN, STUART A	9781682826171	REFERENCE POINT PRESS	2020	Library		\$34.39	
CASA DE LOS AMORES IMPOSIBLES	BARRIO, CRISTINA LOPEZ	9788499894775	DEBOLSILLO (PRH GRUPO EDITORIAL)	2021	PBK	SPA	\$16.95	
CHE GUEVARA'S FACE : HOW A CUBAN PHOTOGRAPHER'S IMAGE BECAME	SMITH-LLERA, DANIELLE	9780756554408	COMPASS POINT BOOKS	2016	Library		\$26.49	
CHRISTIANITY	MARSICO, KATIE	9781634722872	CHERRY LAKE PUBLISHING	2017	PBK		\$9.95	
CID. EL PRIMER CABALLERO	PLAZA, JOSE MARIA	9788420451657	ALFAGUARA (PRH GRUPO EDITORIAL)	2021	Trade	SPA	\$16.95	
DJELIYA	JUNI, BA	9781952203275	TKO STUDIOS	2022	Trade	GN	\$24.99	
DOROHEDORO : 3	HAYASHIDA, Q	9781421533773	VIZ MEDIA	2011	PBK	GN	\$12.99	
HOWLING	KNOX, HEATHER	9781680769074	EPIC PRESS / ABDO	2019	Library		\$19.99	
INUYASHA OMNIBUS : 13	TAKAHASHI, RUMIKO	9781421532929	VIZ MEDIA	2012	PBK	GN	\$19.99	
MARILYN : UNA BIOGRAFIA	HESSE, MARIA	9788426407771	LUMEN BOOKS (PRH GRUPO EDITORIAL)	2021	Trade	SPA	\$25.95	
NOMBRE DE DIOS	HERNANDEZ, JOSE ZOILO	9788466668453	EDICIONES B (PRH GRUPO EDITORIAL)	2021	Trade	SPA	\$24.95	
OUT! : HOW TO BE YOUR AUTHENTIC SELF	MCKENNA, MILES	9781419739941	AMULET BOOKS	2020	Trade		\$19.99	
POLICE IN AMERICA : INSPECTING THE POWER OF THE BADGE		9781642823271	NEW YORK TIMES EDUCATIONAL PUBLISHING	2020	Library		\$39.95	
PRIDE GUIDE : A GUIDE TO SEXUAL AND SOCIAL HEALTH FOR LG	LANGFORD, JO	9781538110768	ROWMAN & LITTLEFIELD PUBLISHERS	2018	Trade		\$40.00	
SOMOS LA ULTIMA GENERACION QUE PUEDE SALVAR EL PLANETA	BRUNA, CARLOTA	9788417922849	MONTENA (PRH GRUPO EDITORIAL)	2020	PBK	SPA	\$18.95	
VIAJE AL CENTRO DE LA TIERRA	BERTON, MATTEO	9788416817467	THULE EDICIONES	2021	Trade	SPA	\$21.95	
YO TAMBIEN SOY DIFERENTE : CUENTOS PARA POTENCIAR LA AUTOEST	IBARROLA, BEGONA	9788448855253	BEASCOA EDICIONES (PRH GRUPO EDITOR)	2021	Trade	SPA	\$16.95	
<b>TOTAL CATEGORY 2</b>								

## Lot 3. Elementary, Pre-bind

Title	Author	ISBN	Publisher	DOP	Notes	MSRP	Price
ABRAHAM LINCOLN	MARA, WIL	9780531249796	CHILDRENS PRESS	2014		13.00	
BABA YAGA'S ASSISTANT	MCCOOLA, MARIKA	9781536213102	CANDLEWICK PRESS	2020	GN	16.04	
BENNY AND PENNY IN LOST AND FOUND!	HAYES, GEOFFREY	9781943145508	TOON BOOKS	2020	GN	14.04	

BUENOS DIAS, ANITA!	KRATKY, LADA	9781682925171	SANTILLANA PUBLISHING COMPANY	2018	SPA	16.04	
DRAGONS VS. GRIFFINS	LOH-HAGAN, VIRGINIA	9781534161634	45TH PARALLEL PRESS (CLP)	2020		17.00	
DRAWING ZENTANGLE SEA LIFE	GEDDES, HANNAH	9781538207215	GARETH STEVENS	2018		17.56	
ES NAVIDAD!	SEBRA, RICHARD	9781541526587	EDICIONES LERNER	2018	SPA	16.04	
FRIDA KAHLO Y SUS ANIMALITOS	BROWN, MONICA	9780735843431	NORTHSOUTH	2022	SPA	16.00	
HELLO OCEAN = HOLA MAR	RYAN, PAM MUNOZ	9781570913723	CHARLESBRIDGE PUBLISHING	2003	SPA/ENG	15.00	
HERSHEL AND THE HANUKKAH GOBLINS	KIMMEL, ERIC A	9780823431946	HOLIDAY HOUSE	2014	25TH ANNIV	15.04	
HOW TO DRAW EVERYTHING	GRAY, PETER	9781784282097	ARCTURUS PUBLISHING	2018		24.00	
LEAK	PETTY, KATE REED	9781250217967	FIRST SECOND	2021	GN	22.04	
LUPIN LEAPS IN	DUNN, GEORGIA	9781449495220	ANDREWS MCMEEL PUBLISHING	2019	GN	17.04	
MARAVILLOSOS PATINES DE EMMA	NADJA	9786078614110	LECTORUM PUBLICATIONS	2018	SPA	15.04	
MY HOME IN THE CITY	KELLY, MIRANDA	9781427129666	CRABTREE PUBLISHING COMPANY	2021		14.80	
PERRO GRANDE...PERRO PEQUENO = BIG DOG...LITTLE DOG	EASTMAN, P D	9780394851426	RANDOM HOUSE	1982	SPA/ENG	11.04	
POR ELLOS, CAPITAN!	GARLANDO, LUIGI	9788490438466	MONTENA (PRH GRUPO EDITORIAL)	2018	SPA	17.00	
RIO DE PIEDRAS DE LAVA ROJAS Y CALIENTES	SO, HYEON	9781949061260	ALTEA (PRH GRUPO EDITORIAL)	2018	SPA	26.04	
YEAR OF THE BABY	CHENG, ANDREA	9780544225251	HMH BOOKS FOR YOUNG READERS	2014		14.04	
YO-KAI WATCH : 14	KONISHI, NORIYUKI	9781974703128	VIZ MEDIA	2020	GN	17.04	
<b>TOTAL CATEGORY 3</b>							

#### Lot 4. Secondary, Pre-binds

Title	Author	ISBN	Publisher	DOP	Notes	MSRP	Price
1984	ORWELL, GEORGE	9780452262935	PLUME	1983		\$24.05	
BLUE ROAD : A FABLE OF MIGRATION	COMPTON, WAYDE	9781551527772	ARSENAL PULP PRESS	2019	GN	\$16.00	
CONTACTO : LA ELECTRICIDAD	KIM, MI-GYEONG	9781947783638	ALTEA (PRH GRUPO EDITORIAL)	2018	SPA	\$24.04	
GHOST RIDER : ROBBIE REYES - THE COMPLETE COLLECTION	SMITH, FELIPE	9781302925345	MARVEL ENTERTAINMENT GROUP	2021	GN	\$47.04	
GREAT SPIES OF THE WORLD	PERRITANO, JOHN	9781680218893	SADDLEBACK EDUCATIONAL	2021		\$18.00	

			PUBLISH				
HOMBRES A MONSTRUOS	NESS, PATRICK	9786073182409	NUBE DE TINTA (PRH GRUPO EDITORIAL)	2019	SPA	\$24.04	
KRISTY AND THE SNOBS : A GRAPHIC NOVEL	MARTIN, ANN M	9781338304602	GRAPHIX	2021	GN	\$20.04	
MARTIN LUTHER KING : THE PEACEFUL WARRIOR	CLAYTON, ED	9781536222906	CANDLEWICK PRESS	2022		\$15.04	
MATTIE	ALTER, JUDY	9781493052745	TWODOT	2022		\$25.05	
MUJERES DE CIENCIA	IGNOTOFSKY, RACHEL	9786070133626	LOQUELEO	2018	SPA	\$28.04	
NATIVE ACTORS AND FILMMAKERS : VISUAL STORYTELLERS	ROBINSON, GARY	9781939053312	7TH GENERATION	2021		\$17.00	
NO SOY YO, ERES TU	STROHM, STEPHANIE KATE	9788416712397	EDICIONES B (PRH GRUPO EDITORIAL)	2017	SPA	\$25.00	
ONE PIECE : 6 : THE OATH	ODA, EIICHIRO	9781591167235	VIZ MEDIA	2005	GN	\$17.04	
PREPARADA, LISTA...BIENVENIDA A CLASE!	JAMIESON, VICTORIA	9788417708030	MAEVA	2019	SPA/ GN	\$29.04	
REACHING FOR THE MOON : THE AUTOBIOGRAPHY OF NASA MATHEMATIC	JOHNSON, KATHERINE	9781534440845	ATHENEUM BOOKS FOR YOUNG READERS	2020		\$15.04	
SALEM WITCH TRIALS	GILMAN, SARAH	9780766078802	ENSLOW PUBLISHING	2017		\$11.71	
SENORA PINKERTON HA DESAPARECIDO	AGUIRRE, SERGIO	9789587760163	NORMA S A EDITORIAL	2018	SPA	\$20.04	
SEPARATE PEACE	KNOWLES, JOHN	9780743253970	SCRIBNER	2003		\$23.05	
SHOMIN SAMPLE : 15	TAKAFUMI, NANATSUKI	9781645059974	SEVEN SEAS	2021	GN	\$20.04	
ZO ZO ZOMBIE : 1	NAGATOSHI, YASUNARI	9781975353414	JY (HACHETTE)	2018	GN	\$19.05	
<b>TOTAL CATEGORY 4</b>							

## Lot 5. Media, PreK-12

Title	Author	ISBN	Publisher	DOP	Product	MSRP	PRICE
AMAZING BONE	STEIG, WILLIAM	9781662291456	WONDERBOOK	2021	Playaway Wonderbook/Unabridged	70.58	
ASIAN AMERICANS		9781531712563	PBS HOME VIDEO	2020	DVD/HOME	34.99	
BRIDGE OF SOULS	SCHWAB, VICTORIA	9781664998384	PLAYAWAY	2021	Playaway Audio/Unabridged	59.99	
DANIEL TIGER'S NEIGHBORHOOD : EXPLORE THE OUTDOORS		9781531712358	PBS HOME VIDEO	2020	DVD/HOME	6.99	
I SURVIVED THE BATTLE OF D-DAY, 1944	TARSHIS, LAUREN	9781987156287	PLAYAWAY	2019	Playaway Audio/Unabridged	49.99	
JACK B. NINJA	MCCANNA, TIM	9781664998094	WONDERBOOK	2021	Playaway Wonderbook	*52.93	

LIVING THE CONFIDENCE CODE : REAL GIRLS. REAL STORIES. REAL	KAY, KATTY	9781094119991	BLACKSTONE AUDIO	2021	Audiobook CD/Unabridged MP3	39.99	
MIRROR'S EDGE	WESTERFELD, SCOTT	9781664998421	PLAYAWAY	2021	Playaway Audio/Unabridged	74.99	
NOBLEMAN'S GUIDE TO SCANDAL AND SHIPWRECKS	LEE, MACKENZI	9781094170343	BLACKSTONE AUDIO	2021	Audiobook CD/Unabridged MP3	39.99	
NUTRITIONAL SCIENCE : HEALTH & WELL BEING IN THE 21ST CENTURY			TMW MEDIA	2018	DVD/PPR	44.95	
ODYSSEY : (1997)	ASSANTE, ARMAND		MILL CREEK ENTERTAINMEN T	2019	DVD	14.98	
OUT OF MY HEART	DRAPER, SHARON M	9781797128627	SIMON & SCHUSTER AUDIO	2021	Audiobook CD/Unabridged	29.99	
PINKALICIOUS & PETERIFIC : PLAYTIME WITH PINKALICIOUS!		9781531712792	PBS HOME VIDEO	2021	DVD/HOME	6.99	
SCIENCE KIDS : HONEY BEES : WHAT ALL THE BUZZ IS ABOUT!			WONDERSCAPE ENTERTAINMEN T LLC	2020	DVD/PPR	37.99	
SECRET MIND OF SLIME		9781531712747	PBS HOME VIDEO	2020	DVD/HOME	24.99	
STUNTBOY, IN THE MEANTIME	REYNOLDS, JASON	9781797111797	SIMON & SCHUSTER AUDIO	2021	Audiobook CD/Unabridged	19.99	
TWELVE YEARS A SLAVE	NORTHUP, SOLOMON	9781664988897	PLAYAWAY	2021	Playaway Audio/Unabridged	59.99	
VIRUS THAT SHOOK THE WORLD		9781531713508	PBS HOME VIDEO	2021	DVD/HOME	24.99	
WILD ROBOT	BROWN, PETER	9781549175435	LITTLE, BROWN BOOKS FOR YOUNG READE	2020	Audiobook CD	15.00	
ZARA HOSSAIN IS HERE	KHAN, SABINA	9781664998483	PLAYAWAY	2021	Playaway Audio/Unabridged	64.99	
<b>TOTAL CATEGORY 5</b>							
<b>GRANT TOTAL CATEGORIES 1,2,3,4,5</b>							
C.							
1.							
<b>GRAND TOTAL CATEGORIES 1, 2, 3, 4 AND 5 IF ALTERNATE 2 IS OFFERED</b>							
2.							

## DELIVERY SCHEDULE

Bidders are required to state the time of proposed delivery. Unless otherwise specified, bid the earliest delivery possible.

Bidders **MUST** insert a definitive time frame IN CALENDAR DAYS, within which delivery will be made after receipt of Order. **INDEFINITE TERMS SUCH AS “PROMPTLY”, “STOCK”, “AS SOON AS POSSIBLE”, “APPROXIMATELY”,**

**ETC., WILL NOT BE GIVEN CONSIDERATION. THE FAILURE OF A BIDDER TO PROVIDE A DEFINITE DELIVERY TIME WILL RESULT IN THE BID BEING REJECTED AS NONRESPONSIVE IN ITS ENTIRETY OR, WHEN APPLICABLE, FOR THE ITEM SPECIFIED.**

The County desires delivery within 60 calendar days after receipt of order (ARO).

State your earliest firm delivery in calendar days \_\_\_\_\_ after receipt of order (ARO).

This may be a factor in the award decision.

### **ADDENDA**

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bids:

D.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

### **BUSINESS CLASSIFICATION**

E.

Bidders are requested to provide the following information to Chesterfield County regarding their business. This information is for statistical purposes and, except in the case of tie bids, all firms submitting bids will receive equal consideration (refer to Clause 6 of the General Terms and Conditions). Bidder shall indicate whether they are classified as a:

Minority-Owned Business: Yes ☐ No ☐

Women-Owned Business: Yes ☐ No ☐

Chesterfield Business: Yes ☐ No ☐

F.

Small Business: Yes ☐ No ☐

Service Disabled Veteran-Owned Business: Yes ☐ No ☐

### **BIDDER'S CHECKLIST**

This checklist is provided to assist bidders in submitting a responsive bid and may not be inclusive of all solicitation requirements. Bidders are expected to carefully read the entire solicitation and verify that the following issues have been addressed prior to

submission of a bid:

Provide completed cover page to include signature.

Provide completed Bid Form.

Provide completed Attachment A.

Sample MARC records

A copy of the replacement guarantee to this document

A list of genres

A sample collection analysis report

A sample of a curated title list

A sample list of 25 authentic language titles

Screenshots of the account/order management program and details

A sample processed book for every binding type (to include mylar, barcode, spine label and school ownership stamping/labeling)

G.

### **CONTRACTOR'S REPRESENTATIVE**

Please furnish the name(s) of a contact person, address, telephone, fax number, and email address for placing orders:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (voice): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please furnish the name(s) of sales person(s), address, telephone, fax number, and email address service this contract:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (voice): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please furnish the name(s) of staff, address, telephone, fax number, and email address

service this contract:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (voice): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## **PAYMENT TERMS**

- H. If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County.  
Our terms are: \_\_\_\_\_

## **BIDDER DATA**

- I. QUALIFICATIONS OF BIDDER: Firms shall have the capability in all respects to perform fully the contract requirements and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance of the contract to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of good(s) and/or service(s) required for this contract.

\_\_\_\_\_ years \_\_\_\_\_ months

Provide a minimum of three (3) references that will substantiate past work performance and experience in the type of work required for this contract.

Company Name, Address, Phone Number and Contact Person's Name and Email



Address:

1.

2.

3.

## **ATTACHMENT A - Virginia State Corporation Commission (SCC) Registration Information**

**The bidder shall check one of the following. The bidder is:**

☐ a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids. No award shall be issued to a bidder who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers): ☐

**ATTACHMENT B - COLLECTION AND LOCATION CODES FOR 949 HOLDINGS TAG SUB-FIELD "a"**

1. Books classified as reference will be assigned the collection code "REF".
2. Books classified as fiction will be assigned the collection code "FIC".
3. Books classified as easy will be assigned the collection code "E".
4. Books classified as nonfiction & collective biographies will be assigned the collection code "NF".
5. Books classified as individual biographies will be assigned the collection code "BIO".
6. Books classified as story collections will be assigned the collection code "SC".
7. Books classified as professional and big books will be assigned the collection code "PRO".
8. Materials classified as media or audiovisual will be assigned the collection code "AV".

*School name will be printed on barcodes as indicated below in **BOLD AND CAPS***

**Location and Collection Code  
for 949 sub-field "a"**

**Description of Type  
of Material by School**

**BAILEY BRIDGE MIDDLE**

0063FIC	Bailey Bridge Fiction
0063NF	Bailey Bridge Nonfiction
0063REF	Bailey Bridge Reference
0063SC	Bailey Bridge Story Collection
0063BIO	Bailey Bridge Biography
0063PRO	Bailey Bridge Professional
0063AV	Bailey Bridge Audio-visuals

**BELLWOOD ELEMENTARY**

0066FIC	Bellwood Fiction
0066NF	Bellwood Nonfiction
0066REF	Bellwood Reference
0066SC	Bellwood Story Collection
0066BIO	Bellwood Biography
0066PRO	Bellwood Professional
0066E	Bellwood Easy
0066AV	Bellwood Audio-visuals

**BENSLEY ELEMENTARY**

0043FIC	Bensley Fiction
0043NF	Bensley Nonfiction

0043REF  
0043SC  
0043BIO  
0043PRO  
0043E  
0043AV

Bensley Reference  
Bensley Story Collection  
Bensley Biography  
Bensley Professional  
Bensley Easy  
Bensley Audio-visuals

### **BEULAH ELEMENTARY**

0013FIC  
0013NF  
0013REF  
0013SC  
0013BIO  
0013PRO  
0013E  
0013AV

Beulah Fiction  
Beulah Nonfiction  
Beulah Reference  
Beulah Story Collection  
Beulah Biography  
Beulah Professional  
Beulah Easy  
Beulah Audio-visuals

### **BIRD HIGH**

0001FIC  
0001NF  
0001REF  
0001SC  
0001BIO  
0001PRO  
0001AV

Bird Fiction  
Bird Nonfiction  
Bird Reference  
Bird Story Collection  
Bird Biography  
Bird Professional  
Bird Audio-visuals

### **BON AIR ELEMENTARY**

0002FIC  
0002NF  
0002REF  
0002SC  
0002BIO  
0002PRO  
0002E  
0002AV

Bon Air Fiction  
Bon Air Nonfiction  
Bon Air Reference  
Bon Air Story Collection  
Bon Air Biography  
Bon Air Professional  
Bon Air Easy  
Bon Air Audio-visuals

### **CARVER COLLEGE AND CAREER ACADEMY**

0003FIC  
0003NF  
0003REF  
0003SC  
0003BIO  
0003E

Carver Academy Fiction  
Carver Academy Nonfiction  
Carver Academy Reference  
Carver Academy Story Collection  
Carver Academy Biography  
Carver Academy Easy

0003PRO  
0003AV

Carver Academy Professional  
Carver Academy Audio-visuals

### **CARVER MIDDLE**

0042FIC  
0042NF  
0042REF  
0042SC  
0042BIO  
0042PRO  
0042AV

Carver Middle Fiction  
Carver Middle Nonfiction  
Carver Middle Reference  
Carver Middle Story Collection  
Carver Middle Biography  
Carver Middle Professional  
Carver Middle Audio-visuals

### **CHALKLEY ELEMENTARY**

0055FIC  
0055NF  
0055REF  
0055SC  
0055BIO  
0055PRO  
0055E  
0055AV

Chalkley Fiction  
Chalkley Nonfiction  
Chalkley Reference  
Chalkley Story Collection  
Chalkley Biography  
Chalkley Professional  
Chalkley Easy  
Chalkley Audio-visuals

### **CHESTER EARLY CHILDHOOD LEARNING ACADEMY (CECLA)**

0033BB  
0033FIC  
0033NF  
0033REF  
0033SC  
0033BIO  
0033PRO  
0033E  
0033AV

CECLA Board Books  
CECLA Fiction  
CECLA Nonfiction  
CECLA Reference  
CECLA Story Collection  
CECLA Biography  
CECLA Professional  
CECLA Easy  
CECLA Audio-visuals

### **CHRISTIAN ELEMENTARY**

0078FIC  
0078NF  
0078REF  
0078SC  
0078BIO  
0078PRO  
0078E  
0078AV

Christian Fiction  
Christian Nonfiction  
Christian Reference  
Christian Story Collection  
Christian Biography  
Christian Professional  
Christian Easy  
Christian Audio-visuals

**CLOVER HILL ELEMENTARY**

0015FIC	Clover Hill Elementary Fiction
0015NF	Clover Hill Elementary Nonfiction
0015REF	Clover Hill Elementary Reference
0015SC	Clover Hill Elementary Story Collection
0015BIO	Clover Hill Elementary Biography
0015PRO	Clover Hill Elementary Professional
0015E	Clover Hill Elementary Easy
0015AV	Clover Hill Elementary Audio-visuals

**CLOVER HILL HIGH**

0074FIC	Clover Hill High Fiction
0074NF	Clover Hill High Nonfiction
0074REF	Clover Hill High Reference
0074SC	Clover Hill High Story Collection
0074BIO	Clover Hill High Biography
0074PRO	Clover Hill High Professional
0074AV	Clover Hill High Audio-visuals

**COSBY HIGH**

0084FIC	Cosby Fiction
0084NF	Cosby Nonfiction
0084REF	Cosby Reference
0084SC	Cosby Story Collection
0084BIO	Cosby Biography
0084PRO	Cosby Professional
0084AV	Cosby Audio-visuals

**CRENSHAW ELEMENTARY**

0041FIC	Crenshaw Fiction
0041NF	Crenshaw Nonfiction
0041REF	Crenshaw Reference
0041SC	Crenshaw Story Collection
0041BIO	Crenshaw Biography
0041PRO	Crenshaw Professional
0041E	Crenshaw Easy
0041AV	Crenshaw Audio-visuals

**CRESTWOOD ELEMENTARY**

0056FIC	Crestwood Fiction
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0056NF	Crestwood Nonfiction
0056REF	Crestwood Reference
0056SC	Crestwood Story Collection
0056BIO	Crestwood Biography
0056PRO	Crestwood Professional
0056E	Crestwood Easy
0056AV	Crestwood Audio-visuals

### **CURTIS ELEMENTARY**

0049FIC	Curtis Fiction
0049NF	Curtis Nonfiction
0049REF	Curtis Reference
0049SC	Curtis Story Collection
0049BIO	Curtis Biography
0049PRO	Curtis Professional
0049E	Curtis Easy
0049AV	Curtis Audio-visuals

### **DAVIS ELEMENTARY**

0062FIC	Davis Elementary Fiction
0062NF	Davis Elementary Nonfiction
0062REF	Davis Elementary Reference
0062SC	Davis Elementary Story Collection
0062BIO	Davis Elementary Biography
0062PRO	Davis Elementary Professional
0062E	Davis Elementary Easy
0062AV	Davis Elementary Audio-visuals

### **DAVIS MIDDLE**

0087FIC	Davis Middle Fiction
0087NF	Davis Middle Nonfiction
0087REF	Davis Middle Reference
0087SC	Davis Middle Story Collection
0087BIO	Davis Middle Biography
0087PRO	Davis Middle Professional
0087AV	Davis Middle Audio-visuals

### **ECOFF ELEMENTARY**

0048FIC	Ecoff Fiction
0048NF	Ecoff Nonfiction

0048REF  
0048SC  
0048BIO  
0048PRO  
0048E  
0048AV

Ecoff Reference  
Ecoff Story Collection  
Ecoff Biography  
Ecoff Professional  
Ecoff Easy  
Ecoff Audio-visuals

### **ENON ELEMENTARY**

0039FIC  
0039NF  
0039REF  
0039SC  
0039BIO  
0039PRO  
0039E  
0039AV

Enon Fiction  
Enon Nonfiction  
Enon Reference  
Enon Story Collection  
Enon Biography  
Enon Professional  
Enon Easy  
Enon Audio-visuals

### **ETTRICK ELEMENTARY**

0035FIC  
0035NF  
0035REF  
0035SC  
0035BIO  
0035PRO  
0035E  
0035AV

Ettrick Fiction  
Ettrick Nonfiction  
Ettrick Reference  
Ettrick Story Collection  
Ettrick Biography  
Ettrick Professional  
Ettrick Easy  
Ettrick Audio-visuals

### **EVERGREEN ELEMENTARY**

0030FIC  
0030NF  
0030REF  
0030SC  
0030BIO  
0030PRO  
0030E  
0030AV

Evergreen Fiction  
Evergreen Nonfiction  
Evergreen Reference  
Evergreen Story Collection  
Evergreen Biography  
Evergreen Professional  
Evergreen Easy  
Evergreen Audio-visuals



**FALLING CREEK ELEMENTARY**

0059FIC	Falling Creek Elementary Fiction
0059NF	Falling Creek Elementary Nonfiction
0059REF	Falling Creek Elementary Reference
0059SC	Falling Creek Elem. Story Collection
0059BIO	Falling Creek Elementary Biography
0059PRO	Falling Creek Elementary Professional
0059E	Falling Creek Elementary Easy
0059AV	Falling Creek Elementary Audio-visuals

**FALLING CREEK MIDDLE**

0067FIC	Falling Creek Middle Fiction
0067NF	Falling Creek Middle Nonfiction
0067REF	Falling Creek Middle Reference
0067SC	Falling Creek Middle Story Collection
0067BIO	Falling Creek Middle Biography
0067PRO	Falling Creek Middle Professional
0067E	Falling Creek Middle Easy
0067AV	Falling Creek Middle Audio-visuals

**GATES ELEMENTARY**

0036FIC	Gates Fiction
0036NF	Gates Nonfiction
0036REF	Gates Reference
0036SC	Gates Story Collection
0036BIO	Gates Biography
0036PRO	Gates Professional
0036E	Gates Easy
0036AV	Gates Audio-visuals

**GORDON ELEMENTARY**

0029FIC	Gordon Fiction
0029NF	Gordon Nonfiction
0029REF	Gordon Reference
0029SC	Gordon Story Collection
0029BIO	Gordon Biography
0029PRO	Gordon Professional

0029E  
0029AV

Gordon Easy  
Gordon Audio-visuals

**GRANGE HALL ELEMENTARY**

0018FIC  
0018NF  
0018REF  
0018SC  
0018BIO  
0018PRO  
0018E  
0018AV

Grange Hall Fiction  
Grange Hall Nonfiction  
Grange Hall Reference  
Grange Hall Story Collection  
Grange Hall Biography  
Grange Hall Professional  
Grange Hall Easy  
Grange Hall Audio-visuals

**GREENFIELD ELEMENTARY**

0007FIC  
0007NF  
0007REF  
0007SC  
0007BIO  
0007PRO  
0007E  
0007AV

Greenfield Fiction  
Greenfield Nonfiction  
Greenfield Reference  
Greenfield Story Collection  
Greenfield Biography  
Greenfield Professional  
Greenfield Easy  
Greenfield Audio-visuals

**HARROWGATE ELEMENTARY**

0046FIC  
0046NF  
0046REF  
0046SC  
0046BIO  
0046PRO  
0046E  
0046AV

Harrowgate Fiction  
Harrowgate Nonfiction  
Harrowgate Reference  
Harrowgate Story Collection  
Harrowgate Biography  
Harrowgate Professional  
Harrowgate Easy  
Harrowgate Audio-visuals

**HENING ELEMENTARY**

0050FIC  
0050NF  
0050REF

Hening Fiction  
Hening Nonfiction  
Hening Reference

0050SC  
0050BIO  
0050PRO  
0050E  
0050AV

Hening Story Collection  
Hening Biography  
Hening Professional  
Hening Easy  
Hening Audio-visuals

### **HOPKINS ELEMENTARY**

0006FIC  
0006NF  
0006REF  
0006SC  
0006BIO  
0006PRO  
0006E  
0006AV

Hopkins Fiction  
Hopkins Nonfiction  
Hopkins Reference  
Hopkins Story Collection  
Hopkins Biography  
Hopkins Professional  
Hopkins Easy  
Hopkins Audio-visuals

### **JACOBS ROAD ELEMENTARY**

0040FIC  
0040NF  
0040REF  
0040SC  
0040BIO  
0040PRO  
0040E  
0040AV

Jacobs Fiction  
Jacobs Nonfiction  
Jacobs Reference  
Jacobs Story Collection  
Jacobs Biography  
Jacobs Professional  
Jacobs Easy  
Jacobs Audio-visuals

### **JAMES RIVER HIGH**

0077FIC  
0077NF  
0077REF  
0077SC  
0077BIO  
0077PRO  
0077AV

James River Fiction  
James River Nonfiction  
James River Reference  
James River Story Collection  
James River Biography  
James River Professional  
James River Audio-visuals

### **MANCHESTER HIGH**

0060FIC  
0060NF  
0060REF  
0060SC

Manchester High Fiction  
Manchester High Nonfiction  
Manchester High Reference  
Manchester High Story Collection

0060BIO  
0060PRO  
0060AV

Manchester High Biography  
Manchester High Professional  
Manchester High Audio-visuals

1. **MANCHESTER MIDDLE**

0025FIC  
0025NF  
0025REF  
0025SC  
0025BIO  
0025PRO  
0025E  
0025AV

Manchester Middle Fiction  
Manchester Middle Nonfiction  
Manchester Middle Reference  
Manchester Middle Story Collection  
Manchester Middle Biography  
Manchester Middle Professional  
Manchester Middle Easy  
Manchester Middle Audio-visuals

**MATOACA ELEMENTARY**

0037FIC  
0037NF  
0037REF  
0037SC  
0037BIO  
0037PRO  
0037E  
0037AV

Matoaca Elementary Fiction  
Matoaca Elementary Nonfiction  
Matoaca Elementary Reference  
Matoaca Elementary Story Collection  
Matoaca Elementary Biography  
Matoaca Elementary Professional  
Matoaca Elementary Easy  
Matoaca Elementary Audio-visuals

**MATOACA MIDDLE**

0011FIC  
0011NF  
0011REF  
0011SC  
0011BIO  
0011PRO  
0011AV

Matoaca Middle Fiction  
Matoaca Middle Nonfiction  
Matoaca Middle Reference  
Matoaca Middle Story Collection  
Matoaca Middle Biography  
Matoaca Middle Professional  
Matoaca Middle Audio-visuals

**MATOACA HIGH**

0053FIC  
0053NF  
0053REF  
0053SC  
0053BIO  
0053PRO  
0053E

Matoaca High Fiction  
Matoaca High Nonfiction  
Matoaca High Reference  
Matoaca High Story Collection  
Matoaca High Biography  
Matoaca High Professional  
Matoaca High Easy

0053AV

Matoaca High Audio-visuals

**MEADOWBROOK HIGH**

0058FIC

Meadowbrook Fiction

0058NF

Meadowbrook Nonfiction

0058REF

Meadowbrook Reference

0058SC

Meadowbrook Story Collection

0058BIO

Meadowbrook Biography

0058PRO

Meadowbrook Professional

0058AV

Meadowbrook Audio-visuals

**MIDLOTHIAN HIGH**

0004FIC

Midlothian High Fiction

0004NF

Midlothian High Nonfiction

0004REF

Midlothian High Reference

0004SC

Midlothian High Story Collection

0004BIO

Midlothian High Biography

0004PRO

Midlothian High Professional

0004AV

Midlothian High Audio-visuals

**MIDLOTHIAN MIDDLE**

0032FIC

Midlothian Middle Fiction

0032NF

Midlothian Middle Nonfiction

0032REF

Midlothian Middle Reference

0032SC

Midlothian Middle Story Collection

0032BIO

Midlothian Middle Biography

0032PRO

Midlothian Middle Professional

0032AV

Midlothian Middle Audio-visuals

**MONACAN HIGH**

0028FIC

Monacan Fiction

0028NF

Monacan Nonfiction

0028REF

Monacan Reference

0028SC

Monacan Story Collection

0028BIO

Monacan Biography

0028PRO

Monacan Professional

0028AV

Monacan Audio-visuals

### **OLD HUNDRED ELEMENTARY**

0090FIC  
0090NF  
0090REF  
0090SC  
0090BIO  
0090PRO  
0090E  
0090AV

Old Hundred Fiction  
Old Hundred Nonfiction  
Old Hundred Reference  
Old Hundred Story Collection  
Old Hundred Biography  
Old Hundred Professional  
Old Hundred Easy  
Old Hundred Audio-visuals

### **PROVIDENCE ELEMENTARY**

0038FIC  
0038NF  
0038REF  
0038SC  
0038BIO  
0038PRO  
0038E  
0038AV

Providence Elementary Fiction  
Providence Elementary Nonfiction  
Providence Elementary Reference  
Providence Elementary Story Collection  
Providence Elementary Biography  
Providence Elementary Professional  
Providence Elementary Easy  
Providence Elementary Audio-visuals

### **PROVIDENCE MIDDLE**

0069FIC  
0069NF  
0069REF  
0069SC  
0069BIO  
0069PRO  
0069E  
0069AV

Providence Middle Fiction  
Providence Middle Nonfiction  
Providence Middle Reference  
Providence Middle Story Collection  
Providence Middle Biography  
Providence Middle Professional  
Providence Middle Easy  
Providence Middle Audio-visuals

### **REAMS ROAD ELEMENTARY**

0070FIC  
0070NF  
0070REF  
0070SC  
0070BIO  
0070PRO  
0070E  
0070AV

Reams Fiction  
Reams Nonfiction  
Reams Reference  
Reams Story Collection  
Reams Biography  
Reams Professional  
Reams Easy  
Reams Audio-visuals

### **ROBIOUS ELEMENTARY**

0073FIC	Robious Elementary Fiction
0073NF	Robious Elementary Nonfiction
0073REF	Robious Elementary Reference
0073SC	Robious Elementary Story Collection
0073BIO	Robious Elementary Biography
0073PRO	Robious Elementary Professional
0073E	Robious Elementary Easy
0073AV	Robious Elementary Audio-visuals

### **ROBIOUS MIDDLE**

0076FIC	Robious Middle Fiction
0076NF	Robious Middle Nonfiction
0076REF	Robious Middle Reference
0076SC	Robious Middle Story Collection
0076BIO	Robious Middle Biography
0076PRO	Robious Middle Professional
0076E	Robious Middle Easy
0076AV	Robious Middle Audio-visuals

### **SALEM CHURCH ELEMENTARY**

0021FIC	Salem Church Elementary Fiction
0021NF	Salem Church Elementary Nonfiction
0021REF	Salem Church Elementary Reference
0021SC	Salem Church Elem. Story Collection
0021BIO	Salem Church Elementary Biography
0021PRO	Salem Church Elementary Professional
0021E	Salem Church Elementary Easy
0021AV	Salem Church Elementary Audio-visuals

### **SALEM CHURCH MIDDLE**

0072FIC	Salem Church Middle Fiction
0072NF	Salem Church Middle Nonfiction
0072REF	Salem Church Middle Reference
0072SC	Salem Church Middle Story Collection
0072BIO	Salem Church Middle Biography
0072PRO	Salem Church Middle Professional
0072E	Salem Church Middle Easy
0072AV	Salem Church Middle Audio-visuals

**SCOTT ELEMENTARY**

0085FIC	Scott Fiction
0085NF	Scott Nonfiction
0085REF	Scott Reference
0085SC	Scott Story Collection
0085BIO	Scott Biography
0085PRO	Scott Professional
0085E	Scott Easy
0085AV	Scott Audio-visuals

**SMITH ELEMENTARY**

0047FIC	Smith Fiction
0047NF	Smith Nonfiction
0047REF	Smith Reference
0047SC	Smith Story Collection
0047BIO	Smith Biography
0047PRO	Smith Professional
0047E	Smith Easy
0047AV	Smith Audio-visuals

**SPRING RUN ELEMENTARY**

0080FIC	Spring Run Fiction
0080NF	Spring Run Nonfiction
0080REF	Spring Run Reference
0080SC	Spring Run Story Collection
0080BIO	Spring Run Biography
0080PRO	Spring Run Professional
0080E	Spring Run Easy
0080AV	Spring Run Audio-visuals

**SWIFT CREEK ELEMENTARY**

0034FIC	Swift Creek Elementary Fiction
0034NF	Swift Creek Elementary Nonfiction
0034REF	Swift Creek Elementary Reference
0034SC	Swift Creek Elementary Story Collection
0034BIO	Swift Creek Elementary Biography
0034PRO	Swift Creek Elementary Professional



0034E  
0034AV

Swift Creek Elementary Easy  
Swift Creek Elementary Audio-visuals

**SWIFT CREEK MIDDLE**

0027FIC  
0027NF  
0027REF  
0027SC  
0027BIO  
0027PRO  
0027E  
0027AV

Swift Creek Middle Fiction  
Swift Creek Middle Nonfiction  
Swift Creek Middle Reference  
Swift Creek Middle Story Collection  
Swift Creek Middle Biography  
Swift Creek Middle Professional  
Swift Creek Middle Easy  
Swift Creek Middle Audio-visuals

**THOMAS DALE HIGH**

0061FIC  
0061NF  
0061REF  
0061SC  
0061BIO  
0061PRO  
0061AV

Thomas Dale Fiction  
Thomas Dale Nonfiction  
Thomas Dale Reference  
Thomas Dale Story Collection  
Thomas Dale Biography  
Thomas Dale Professional  
Thomas Dale Audio-visuals

**THOMAS DALE HIGH-WEST**

0261FIC  
0261NF  
0261REF  
0261SC  
0261BIO  
0261PRO  
0261AV

Thomas Dale-West Fiction  
Thomas Dale-West Nonfiction  
Thomas Dale-West Reference  
Thomas Dale-West Story Collection  
Thomas Dale-West Biography  
Thomas Dale-West Professional  
Thomas Dale-West Audio-visuals

**TOMAHAWK CREEK MIDDLE**

0088FIC  
0088NF  
0088REF  
0088SC

Tomahawk Fiction  
Tomahawk Nonfiction  
Tomahawk Reference  
Tomahawk Story Collection

0088BIO  
0088PRO  
0088AV

Tomahawk Biography  
Tomahawk Professional  
Tomahawk Audio-visuals

**WATKINS ELEMENTARY**

0065FIC  
0065NF  
0065REF  
0065SC  
0065BIO  
0065PRO  
0065E  
0065AV

Watkins Fiction  
Watkins Nonfiction  
Watkins Reference  
Watkins Story Collection  
Watkins Biography  
Watkins Professional  
Watkins Easy  
Watkins Audio-visuals

**WEAVER ELEMENTARY**

0051FIC  
0051NF  
0051REF  
0051SC  
0051BIO  
0051PRO  
0051E  
0051AV

Weaver Fiction  
Weaver Nonfiction  
Weaver Reference  
Weaver Story Collection  
Weaver Biography  
Weaver Professional  
Weaver Easy  
Weaver Audio-visuals

**WELLS ELEMENTARY**

0005FIC  
0005NF  
0005REF  
0005SC  
0005BIO  
0005PRO  
0005E  
0005AV

Wells Fiction  
Wells Nonfiction  
Wells Reference  
Wells Story Collection  
Wells Biography  
Wells Professional  
Wells Easy  
Wells Audio-visuals

**WINTERPOCK ELEMENTARY**

0086FIC  
0086NF  
0086REF  
0086SC  
0086BIO

Winterpock Fiction  
Winterpock Nonfiction  
Winterpock Reference  
Winterpock Story Collection  
Winterpock Biography

0086PRO  
0086E  
0086AV

Winterpock Professional  
Winterpock Easy  
Winterpock Audio-visuals

**WOOLRIDGE ELEMENTARY**

0044FIC  
0044NF  
0044REF  
0044SC  
0044BIO  
0044PRO  
0044E  
0044AV

Woolridge Fiction  
Woolridge Nonfiction  
Woolridge Reference  
Woolridge Story Collection  
Woolridge Biography  
Woolridge Professional  
Woolridge Easy  
Woolridge Audio-visuals