

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: 2017-71500-01

This contract entered into the 1st day of July 2017, by Perma-Bound hereinafter called the "Contractor" and Commonwealth of Virginia, The Library of Virginia, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From July 1, 2017 through June 30, 2020 with two one-year additional renewal periods.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal #2017-71500-01 dated April 10, 2017:
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions
- (3) The Contractor's Proposal dated April 11, 2017, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: Betty Hillig

Title: Sales Coordinator

PURCHASING AGENCY:

By: Carrie B. Warr

Title: Deputy

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



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A DIVISION OF HERTZBERG-NEW METHOD, INC.

617 E. VANDALIA ROAD
JACKSONVILLE, ILLINOIS 62650-3599
800-637-6581
217-243-5451
FAX: 800-551-1169
FAX: 217-243-7505
WEB SITE: <http://www.perma-bound.com>

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP# 2017-71500-01 Library Materials
Due April 28, 2017 at 4:00 p.m.

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Serving schools
and libraries
with pride,
for over
a century
and a half.

REQUEST FOR PROPOSAL

Issue Date: April 10, 2017

Title: Library Materials

Commodity Codes: 71510,71512,71535, 71505, 71590

Issuing Agency: Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Using Agency: Library of Virginia on behalf of Mid-Atlantic Library Alliance (MALiA)

Initial Period of Contract: From July 1, 2017 through June 30, 2020 with two one-year additional renewal periods.

Sealed Proposals Will Be Received Until 4:00 p.m. (Eastern Standard Time) on Friday, April 28, 2017, For Furnishing The Services Described Herein.

All Inquiries For Information Should Be Directed To: Carolea Newsome, Contract Administrator, 276/328-0152 (V), 276/455-9374 (C), or MALiAContract@ehc.edu.

IF PROPOSALS ARE MAILED, ARE HAND DELIVERED OR EXPRESS MAILED, SEND DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

Name and Address of Firm: Perma-Bound Books, 617 E. Vandalia Road, Jacksonville, IL 62650
Date: April 11, 2017
By: Carol Foster

Name: Carol Foster (Signature in Ink)
eVA Vendor ID or DUNS 00-522-8721 (Please Print)
Fax Number: 800-551-1169
Title: Bid Coordinator
E-mail Address: books@perma-bound.com
Telephone Number: 800-637-6581

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA

ATTACHMENT A

Offeror Data Sheet

QUALIFICATIONS OF THE OFFEROR: Offerors shall return a completed copy of this attachment with their proposals. Offerors shall exhibit sound business environment with experience in providing library materials, capability and capacity in all respects to fully satisfy the contractual requirements, including the number of years the offeror has been actively engaged in the business and favorable references from current accounts. To adequately evaluate proposals, MALiA requires the following information of all offerors.

1. **YEARS IN BUSINESS:** Indicate the length of time the contractor has been in business providing these types of goods and services. Years 62 Months since
2. **REFERENCES:** Offerors shall provide a list of 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person, telephone number and email address.

ORGANIZATION	ADDRESS	CONTACT	TELEPHONE
2.1. <u>Spiller Elem, Wythe, VA</u>	<u>Megan Cox, Libn.</u>	<u>276-228-3561</u>	
2.2. <u>Auburn Elem, Riner, VA</u>	<u>Lidia Van Blerk, Libn.</u>	<u>540-381-6521</u>	
2.3. <u>Richlands Elem, Richlands, VA</u>	<u>Kathy Browning, Libn.</u>	<u>276-964-4112</u>	

3. **CONTRACT ADMINISTRATION:** List full names and addresses of the contractor and any branch offices that may be responsible for administering the contract.

3.1. Contractor:

Name: Perma-Bound Books

Address: 617 E. Vandalia Road City: Jacksonville State: IL Zip: 62650

3.2. Person to contact re proposal:

Name: Carol Foster

Telephone: 800-637-6581 Fax: 800-861-8143 E-Mail: bids@perma-bound.com
Ext. 113

3.3. Person to contact re changes during the life of the contract:

Name: Carol Foster

Address: 617 E. Vandalia Road City: Jacksonville State: IL Zip: 62650

Telephone: 800-637-6581 Fax: 800-861-8143 E-Mail: bids@perma-bound.com
Ext. 113

4. Customer Service:

4.1. Contractor must have a sales representative for states served by Malia (Virginia, Tennessee, and North Carolina)

Name: Eric Rosentreter

Address: 112 Tall Oak Drive City: Mooreville State: NC Zip: 28117

Telephone: 888-547-3491 Fax: 704-663-3491 E-Mail: erosentreter@perma-bound.com

4.2. Contractor must provide toll-free customer service telephone number and/or E-Mail, and an account representative must be assigned to the library to respond to problems (e.g., with orders, claims, renewals, invoices, credits) and provide management reports and data.

Account Representative: Angela Brannon, Customer Service Representative

Telephone: 800-637-6581 Fax: 800-551-1169 E-Mail: angelab@perma-bound.com

Web address: www.perma-bound.com

4. EXPERIENCE:

In the space provided, give a description of the offeror's related work experiences that would demonstrate the offeror's ability to fulfill the contract. Include the extent to which your company is actively engaged in supplying, to libraries, materials of the type listed in this RFP.

Perma-Bound Books has been in business for over 62 years. We are located at 617 E. Vandalia Road, Jacksonville, IL 62650. We service schools and libraries as well as public libraries. Our stock includes 70,000 titles, with an inventory of 3,500,000 volumes, ready to ship. We also provide Audio/Video products and eBooks and services. We have sales representatives located throughout the United States and Canada. We sell books to schools and libraries in all 50 states, Canada, and international. Our website: www.perma-bound.com, lists over 400,000 titles. In addition we can supply virtually any title that is in print, upon request. We attend and exhibit at all National Conferences that cater to librarians and classroom teachers.

5. COMPANY STABILITY:

6.1 Describe your company's financial stability, available equipment, and other resources that will ensure the delivery of acceptable services to MALIA.

Bank Reference: Bank of Jacksonville, Jacksonville, IL 62650 217-479-8888
Acct. Number 4100220

Perma-Bound's Illinois facility consists of 182,000 square feet of warehouse and office space and 50,000 square feet of manufacturing space with state-of-the-art equipment. We employ 150 trained and experienced factory personnel. Perma-Bound's Library Cataloging Department provides complete cataloging services to Libraries. All cataloging and processing is done in-house, by our own personnel. Perma-Bound has library contracts and library relationships with every state in the U.S. Perma-Bound has online services in place to handle large volumes of website traffic with searching, list-building and ordering.

6.2 Explain how that your company is a prime jobber dealing directly with publishers. Include a list of the publishers/distributors represented. (If that list is too long, list the publishers/distributors NOT represented and indicate that you have chosen this option.)

Perma-Bound order from over 1,000 publishers. We have over 50 years experience in dealing with the leading publishers of relevant book & Media materials. We include a list of publishers.

		PERMA-BOUND BOOKS			
		LIST OF PUBLISHERS			
		ABBEVILLE PUB. GROUP			
		ABC-CLIO			
		ABDO & DAUGHTERS PUB.			
		ABINGDON PRESS			
		ACE/PENGUIN/PUTNAM PAPER			
		ADAMS MEDIA CORP.			
		ADDISON WESLEY/GOOD YEAR			
		ADDISON-WESLEY/ PEARSON			
		ADVANTAGE LEARNING SYSTEM			
		AERIE BOOKS			
		AHA] PROCESS			
		AIMS SPANISH BOOKS			
		AIRMONT PUBLISHING CO.			
		ALADDIN/COLLIER PAPERBACK			
		ALASKA NORTHWEST BOOKS			
		ALBERT WHITMAN & CO.			
		ALFRED KNOPF			
		ALL THINGS FAMILY			
		AMERICAN GIRL PUBLISHING			
		AMERICAN LIBRARY ASSOC			
		AMISTAD PRESS			
		ANDREWS & MC MEEL			
		ARTE PUBLICO PRESS			
		ARTESIAN PRESS			
		ASCD			
		ASSOCIATED PUBLISHERS GR			
		ATHENEUM DIV OF MACMILLAN			
		AUDIO BOOKSHELF			
		AUDIO PARTNERS			
		AUDIOCRAFT			
		AUDREY SMITH PUBLISHING			
		AUGSBURG FORTRESS PUB			
		AUGUST HOUSE PUB., INC.			
		AVALON PUBLISHING GROUP			
		AVE MARIA PRESS			
		AVON BOOKS			
		BAKER & TAYLOR			
		BALLANTINE BOOKS, INC.			
		BANTAM BOOKS, INC.			
		BANTAM DELL PUBLISHING			
		BAREFOOT BOOKS			
		BARNEY PUBLISHING			
		BARRONS EDUCATIONAL SER			
		BEACON PRESS			

	BEARPORT PUBLISHING CO			
	BELLWETHER MEDIA, INC			
	BERKLY/PENGUIN/PUTNAM PAP			
	BETHANY HOUSE PUBLISHERS			
	BEYOND WORDS PUBLISHING			
	BIG GUY BOOKS			
	BIG KIDS.COM			
	BILINGUAL PUBLICATIONS CO			
	BILINGUAL REV. PRESS			
	BIRDSONG BOOKS			
	BLACK RABBIT BOOKS			
	BLACKBIRCH PRESS, INC.			
	BLACKSTONE AUDIOBOOKS			
	BLACKWELL PUBLISHERS			
	BLAINE RAY WORKSHOPS			
	BOB JONES UNIV. PRESS			
	BOYDS MILLS PRESS			
	C. R. SAMS II PHOTOGRAPHY			
	CABLE FILMS			
	CAMBRIDGE UNIV. PRESS			
	CANDLEWICK PRESS			
	CAPSTONE PRESS			
	CAREER PRESS			
	CARROLL & GRAF PUB. INC.			
	CARSON-DELLOSA PUBL.			
	CASCADILLA PRESS			
	CASWELL CORPORATION			
	CHARLES E. TUTTLE CO, INC			
	CHARLES SCRIBNER'S SONS			
	CHARLESBRIDGE PUBLISHING			
	CHARLESBRIDGE/WHISP COYOT			
	CHELSEA HOUSE PUBLISHERS			
	CHICAGO REVIEW PRESS			
	CHILDREN'S BOOK PRESS			
	CHILDRENS PRESS/GROLIER			
	CHILD'S PLAY			
	CHILD'S WORLD			
	CHOOSECO LLC			
	CHRISTOPHER GORDON PUBL			
	CHRONICLE BOOKS			
	CINCO PUNTOS PRESS			
	CLEARVUE/EAV			
	COASTAL CAROLINA PRESS			
	COLONIAL PRESS			
	COMPASS POINT BOOKS			
	COMPTON'S ENCYCLOPEDIA			
	CONCORDIA PUB. HOUSE			
	CONSORTIUM			
	CONTEMPORARY BOOKS, INC.			
	CONTINENTAL BOOK CO.			
	COTEAU BOOKS			
	COUNCIL OAK BOOKS			

	COURT WAYNE PRESS			
	CRABTREE PUBLISHING CO.			
	CREATIVE EDUCATION			
	CREATIVE PRINTERS			
	CRICKET BOOKS			
	CROSSWAY BOOKS			
	CROWN PUBLISHERS INC.			
	CURBSTONE PRESS			
	D.K., INC			
	DA CAPO PRESS			
	DARK HORSE COMICS			
	DAVID R. GODINE			
	DAWN PUBLICATIONS			
	DC STAMPLEY ENTERPRISES			
	DELL-YEARLING			
	DIAL/PENGUIN-PUTNAM			
	DIAMOND BOOK DISTRIBUTORS			
	DIAMOND COMICS DIST			
	DISCOVER WRITING CO.			
	DISCOVERY CHANNEL SCHOOL			
	DISNEY EDUCATIONAL PROD.			
	DK PUBLISHING INC			
	DOUBLEDAY & COMPANY			
	DOVER PUBLICATIONS, INC			
	DOWN EAST BOOKS			
	DRAMATISTS PLAY SERVICE			
	DUTTON/PENGUIN-PUTNAM			
	EAKIN PUBLICATIONS			
	EDC PUBLISHING			
	EDUCATIONAL VIDEO NETWORK			
	EKARE/IACONI BOOK IMPORTS			
	EMC CORPORATION			
	ENCYCLOPAEDIA BRITANNICA			
	ENSLOW PUBLISHERS, INC.			
	ETA/CUISENAIRE			
	F & W PUBLICATION			
	FABER & FABER			
	FACING HISTORY & OURSELF			
	FACTS ON FILE, INC.			
	FAIRWOOD PRESS			
	FARRAR STRAUS & GIROUX			
	FAWCETT PUBLICATIONS			
	FEDERAL STREET PRESS			
	FEMINIST PRESS			
	FILMS MEDIA GROUP			
	FIREFLY BOOKS LTD.			
	FITZHENRY & WHITESIDE			
	FONDO DE CULTURA ECONO.			
	FRANCES LINCOLN			
	FRANK SCHAFFER PUB.			
	FRANKLIN WATTS/GROLIER			
	FREE PRESS			

	FREE SPIRIT PUB., INC.			
	FRONT STREET PRESS			
	FULCRUM PUBLISHING			
	FULL CAST AUDIO			
	G. P. PUTNAM PUBLISHING			
	GALAXY PRESS			
	GALE GROUP			
	GALLAUDET UNIV. PRESS			
	GARETH STEVENS PUBLISHING			
	GHOST ROAD PUBLISHING			
	GIBBS M. SMITH, INC.			
	GLENCOE-MACMILLA/MCGRAW			
	GOOD GROUND PRESS			
	GOOD NEWS PUBLISHERS			
	GOOD YEAR BOOKS			
	GPN			
	GRAPHIC ARTS CTR. PUB. CO			
	GREATLAND GRAPHICS			
	GREENHAVEN PRESS, INC.			
	GREENWOOD PRESS			
	GROSSET DUNLAP/PUTNAM			
	GROUNDWOOD BOOKS			
	GROVE/ATLANTIC			
	GRYPHON HOUSE			
	GUILFORD PUBLICATIONS			
	H.W. WILSON COMPANY			
	HACHETTE BOOK GROUP			
	HACHETTE BOOK GROUP			
	HACHETTE BOOK GROUP			
	HAL LEONARD CORP.			
	HAMMOND WORLD ATLAS CORP			
	HARCOURT			
	HARCOURT ACHIEVE			
	HARMONY HOUSE			
	HARPER COLLINS PUBLISHERS			
	HARRY N. ABRAMS			
	HARVARD UNIV. PRESS			
	HEALTH COMMUNICATIONS			
	HEINEMANN EDUCATIONAL BKS			
	HEINEMANN LIBRARY			
	HENDRICK-LONG PUBLISHING			
	HENRY HOLT & CO.			
	HERALD PRESS			
	HERTZBERG NEW METHOD			
	HEYDAY BOOKS			
	HIGH NOON BOOKS			
	HILL & WANG, INC.			
	HOLIDAY HOUSE, INC.			
	HOLT, RINEHART & WINSTON			
	HOUGHTON-MIFFLIN			
	HUMAN SCIENCES PRESS			
	HUNGRY MINDS INC			

	IDEALS PUBLICATIONS, INC			
	ILLUMINATION ARTS PUB. CO			
	IMAGE COMICS			
	INDIANA HISTORICAL SOC.			
	INGRAM			
	INGRAM BOOK CO.			
	IUNIVERSE, INC.			
	IVAN R. DEE PUBLISHER			
	JIST PUBLISHING			
	JOHN WILEY & SONS, INC.			
	JOHNS HOPKINS UNIV. PRESS			
	JOHNSON PUBLISHING CO.			
	JOVE/PENGUIN/PUTNAM PAPER			
	KANE PRESS			
	KANE/MILLER BK PUBLISHERS			
	KAR-BEN PUBLISHING, INC			
	KENSINGTON BOOKS			
	KIDS CAN PRESS			
	KINGFISHER			
	KRIEGER PUBLISHING			
	KULTUR INTERNATIONAL FILM			
	LANDMARK MEDIA INC.			
	LAREDO PUBLISHING			
	LAWRENCE HILL & CO.			
	LEARNING LINKS/SWAN BKS			
	LEARNING WORKS			
	LECTORUM PUBLICATIONS, IN			
	LEE AND LOW BOOKS			
	LEARNER PUBLICATIONS			
	LIBRARIES UNLIMITED			
	LIBRARY VIDEO COMPANY			
	LISTEN & LIVE AUDIO, INC.			
	LISTENING LIBRARY, INC.			
	LIVE OAK MEDIA			
	LLEWELLYN WORLDWIDE			
	LOBSTER PRESS, LTD.			
	LUCENT BOOKS			
	LYONS PRESS			
	MACMILLAN			
	MAINE LAKES CONSERVANCY			
	MAJOR VIDEO CONCEPTS, INC			
	MAPLE TREE PRESS			
	MARSHALL CAVENDISH			
	MARVEL			
	MASON CREST PUBLISHERS			
	MATH SOLUTIONS			
	MAVERICK BOOKS			
	MCCLELLAND AND STEWART			
	MCGRAW HILL			
	MCGRAW HILL SCH. DIVISION			
	MCGRAW-HILL BOOK CO.			
	MERRIAM WEBSTER INC			

	MILKWEED EDITIONS			
	MILLBROOK PRESS			
	MITCHELL LANE PUBLISHERS			
	MODERN CURRICULUM PRESS			
	MODERN LANGUAGE ASSOC.			
	MONDO PUBLISHING			
	MONTEREY MOVIE COMPANY			
	MOODY PRESS PUBLISHERS			
	MORGAN REYNOLDS, INC.			
	MORNING GLORY PRESS			
	MOUNTAIN PRESS PUB CO			
	NAEYC RESOURCE SALES			
	NATIONAL BOOK NETWORK			
	NATIONAL ED. SYSTEMS			
	NATIONAL GEOGRAPHIC SOC.			
	NBM			
	NELSON/WORD DIRECT			
	NESTENTERTAINMENT			
	NEW AMERICAN LIBRARY			
	NEW DIRECTION PRESS			
	NEW VIDEO			
	NEW VISION ENTERTAINMENT			
	NORTH LIGHT BOOKS			
	NORTHEAST FOUNDATION			
	NORTHLAND PUBLISHING			
	NORTH-SOUTH BOOKS			
	NORWOOD HOUSE PRESS			
	NOVEL UNITS, INC			
	NTC PUBLISHING			
	NUTMEG MEDIA			
	OCLC			
	OLIVER PRESS INC			
	OMNIGRAPHICS			
	ORCA BOOKS			
	ORCHARD BOOKS			
	OTTER CREEK PRESS			
	OVERLOOK PRESS			
	OXFORD UNIVERSITY PRESS			
	PACIFIC VIEW PRESS			
	PAN ASIAN PUBLICATIONS			
	PARENTING PRESS			
	PARTNERS BOOK DIST.			
	PAUL H. BROOKES PUBL			
	PEACHTREE PUBLISHERS, LTD			
	PEARSON EDUC. K-12			
	PEARSON EDUC.-COLLEGE			
	PEEL PRODUCTIONS			
	PELICAN PUBLISHING CO.			
	PENGUIN PUTNAM ADULT			
	PENGUIN/PUTNAM			
	PEOPLE'S EDUCATION			
	PERFECTION LEARNING			

	PERMA-BOUND CANADA			
	PERSEA BOOKS			
	PERSEUS DISTRIBUTION			
	PETER BEDRICK PRESS			
	PETERSON'S			
	PICTURE BOOK STUDIO/A.P.			
	PICTURE WINDOW BOOKS			
	PINEAPPLE PRESS, INC.			
	PIONEER VALLEY EDUCATIONAL			
	PITSPOPANY PRESS			
	PLANETA PUBLISHING CORP.			
	POCKETBOOK ARCHWAY			
	POCKETBOOKS/PARAMOUNT PUB			
	PRENTICE HALL/HUNGRY MIND			
	PRENTICE HALL-COLLEGE			
	PRENTICE-HALL/HUNGRY MIND			
	PRESTEL PUBLISHING			
	PRESTWICK HOUSE			
	PRICE STERN SLOAN PUBLI			
	PRODUCTION PRESS			
	PROMETHEUS BOOKS			
	PUBLIC SQUARE PRESS			
	PUBLISHERS GROUP WEST			
	QUESTAR VIDEO, INC.			
	RAINBOW EDUCATIONAL VIDEO			
	RAND MCNALLY & CO.			
	RANDOM HOUSE, INC.			
	RANDOM HOUSE/GOLDEN BKS			
	RANDOM HOUSE-DR. SEUSS			
	RAVEN TREE PRESS, LLC			
	RAVENSTONE PRESS			
	RED CYGNET PRESS			
	REFERENCE POINT PRESS			
	RICHARD C. OWEN PUB., INC			
	RIVER ROAD PUBL.			
	ROARING BROOK			
	ROSEN PUBLISHING GROUP			
	ROURKE PRESS, INC			
	ROUTLEDGE			
	ROWMAN & LITTLEFIELD PUBL			
	RUNNING PRESS			
	RUTLEDGE HILL PRESS			
	SADDLEBACK PUBLISHING			
	SAGE PUBLICATIONS			
	SAINT MARY'S PRESS			
	SAMUEL FRENCH INC.			
	SANDLAPPER PUBLISHING CO.			
	SANTILLANA PUBLISHING CO			
	SASQUATCH BOOKS			
	SCHOENHOF'S			
	SCHOLASTIC BOOK SERVICE			
	SCOTT, FORESMAN AND CO.			

	SECRET PASSAGE PRESS			
	SHEN'S BOOKS AND SUPPLIES			
	SHOE STRING PRESS, INC.			
	SILVER MOON PRESS			
	SIMON & SCHUSTER, INC.			
	SIMON & SCHUSTER-ADULT			
	SLEEPING BEAR PRESS			
	SMALL PLANET COMM., INC.			
	SMITH AND KRAUS, INC.			
	SONY MUSIC DISTRIBUTION			
	SOPRIS WEST			
	SOUNDPRINTS			
	SOURCEBOOKS			
	SPANPRESS, INC			
	SPOKEN ARTS			
	SPOTLIGHT			
	SPRINGER VERLAG			
	SQUARE FISH			
	ST. MARTINS PRESS			
	STAR BRIGHT BOOKS			
	STECK-VAUGHN/RAINTREE			
	STEMMER HOUSE			
	STENHOUSE PUBL.			
	STERLING PUBLISHING CO.			
	STEWART, TABORI & CHANG			
	STODDART KIDS			
	STONE ARCH BOOKS			
	SUNDANCE PAPERBACK DIST			
	SVE AND CHURCHILL MEDIA			
	SYDNEY PRESS			
	SYLVAN DELL			
	T&N CHILDREN'S PUBLISHING			
	TEN SPEED PRESS			
	TEXAS TECH UNIV. PRESS			
	THEATRE COMMUNICATIONS			
	THIRD WORLD PRESS			
	THOMAS NELSON			
	THOMSON LEARNING			
	THOMSON LEARNING (ITP)			
	THORNDIKE PRESS			
	THUNDER'S MOUTH PRESS			
	TICKNOR & FIELDS/HOUGHTON			
	TIGER TALES			
	TILBURY HOUSE, PUBLISHERS			
	TMW MEDIA GROUP			
	TOKYOPOP			
	TOMATO ENTERPRISES			
	TORTUGA PRESS			
	TOTAL SPORTS			
	TOWNSEND PRESS			
	TRADITION PUBLISHING			
	TRI LATERAL LLC			

	TUNDRA BOOKS			
	TWENTY-FIRST CENTURY BOOK			
	TWO-CAN PUBLISHING LLC			
	TYNDALE HOUSE PUBL.			
	UNI. OF NOTRE DAME PRESS			
	UNI. OF WASHINGTON PRESS			
	UNI. PRESS OF NEW ENGLAND			
	UNIV OF MICHIGAN PRESS			
	UNIV OF CHICAGO PRESS			
	UNIV OF HAWAII PRESS			
	UNIV OF NEBRASKA PRESS			
	UNIV. OF CALIF. PRESS			
	UNIV. OF ILLINOIS PRESS			
	UNIV. OF N. CAROLINA PRES			
	UNIV. OF NEW MEXICO PRESS			
	UNIV. OF PITTSBURGH PRESS			
	UNIV. OF TORONTO PRESS			
	UNIVERSITY OF TEXAS PRESS			
	VACATION SPOT PUBL.			
	VANGUARD PRESS, INC.			
	VHPS			
	VIZ COMMUNICATIONS, INC			
	W. W. NORTON			
	WALKER AND COMPANY			
	WARNER BOOKS JUVENILE			
	WATSON-GUPTILL PUB.			
	WEIGL PUBLISHERS, INC			
	WESTON WOODS			
	WGBH ENTERPRISES			
	WILDLIFE EDUCATION			
	WILLIAM MORROW & CO.			
	WILLIAMSON PUBLISHING			
	WINGS PRESS			
	WIZARD WORKS			
	WM. B. EERDMANS PUB. CO.			
	WORKMAN PUBLISHING CO. INC			
	WORLD EDUCATIONAL GUILD			
	ZONDERVAN PUB. HOUSE			

This list does not include imprints.

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA

ATTACHMENT B

Service Requirements Deemed Important
in Consideration of Contractor Selection

Offerors shall return a completed copy of this attachment with their proposals, indicating how they will meet each requirement in regard to the scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules. The following section is an itemized checklist of the service requirements to be considered. In the **space provided**, describe the services that will be performed by the contractor. Additional documents may be attached **only** if necessary.

LOT 1 – BOOKS

1.1 Approximate number of publishers/distributors you can supply (by category):

Over 1,000 book and media publishers.

1.2. Approximate number of titles you currently supply:

400,000 titles listed on our website: www.perma-bound.com
 70,00 titles in stock.

1.3. Types of materials you can supply (check all that apply):

<input checked="" type="checkbox"/> Fiction	<input type="checkbox"/> Backlist
<input checked="" type="checkbox"/> Nonfiction	<input type="checkbox"/> Out-of-Print
<input checked="" type="checkbox"/> Reference	<input type="checkbox"/> Continuations
<input checked="" type="checkbox"/> Current/Popular	

1.4 Types of audience you can supply

<input checked="" type="checkbox"/> Children
<input checked="" type="checkbox"/> Young Adult
<input checked="" type="checkbox"/> Adult

LOT 2- Audio/Visual

2.1 Approximate number of publishers/distributors you can supply (by category):

Audio - 35

Video - 35

2.2. Approximate number of titles you currently supply:

Approximately 3,500

2.3. Types of materials you can supply (check all that apply):

☒ **Audio- Music/Spoken Word**

2.3.1 ☐ Cassette Tapes

☒ Compact Discs

A) ☐ Classical

B) ☐ Popular

C) ☒ Spoken Word

☒ **Video**

2.3.2 ☐ VHS

☒ DVD

☒ Blu-Ray

A) ☒ Educational

B) ☒ Feature/Entertainment

C) ☒ Foreign

D) ☒ Instructional

1.4 Types of audience you can supply

☒ Children

☒ Young Adult

☒ Adult

LOT 3 - SOFTWARE

N/A

3.1 Approximate number of publishers/distributors you can supply (by category):

3.2. Approximate number of titles you currently supply:

3.3. Types of materials you can supply (check all that apply):

☐ Library
☐ Business
☐ Home
☐ Educational
☐ Games

3.4 Types of audience you can supply

☐ Children
☐ Young Adult
☐ Adult

LOT 4 – E- BOOKS

4.1 Approximate number of publishers/distributors you can supply (by category):

57 publishers

4.2. Approximate number of titles you currently supply:

293,000

4.3. Types of materials you can supply (check all that apply):

<input checked="" type="checkbox"/> Fiction	<input type="checkbox"/> Backlist
<input checked="" type="checkbox"/> Nonfiction	<input type="checkbox"/> Out-of-Print
<input type="checkbox"/> Reference	<input type="checkbox"/> Continuations
<input checked="" type="checkbox"/> Current/Popular	

4.4 Types of audience you can supply

☒ Children
☒ Young Adult
☒ Adult

4.5 Are you able to provide integrated search and access to full text on the same platform and user interface for both eBooks and databases?

No presently.

4.6 Are your eBooks maintained on a third party dark archive, from which they could be made accessible in the event your platform ceases to exist?

No

4.7 For purchased eBooks, are there limits to the number of times per year any given title can be accessed or loaned?

Limits are publisher restricted.

4.8 Do you offer eBook download (download of entire eBooks)? Access of eBooks may be made by download of our app. Some eBooks are not downloadable.

4.8a Is there additional cost to enable download?

No

4.8b Is the checkout period configurable by the library? To what extent?

Yes

4.8c Is maximum simultaneous checkouts per user configurable?

Maximum checkouts is publisher restricted.

4.8d Do you offer holds functionality?

Yes

4.9 For purchased eBooks, what concurrent user options do you offer? If multiple, please specify number of concurrent users.

1-1

1-Many

Metered

Subscriptions

General questions pertaining to all formats.

1. Are you the sole source of any material offered? Yes ☒ No ☐

If yes, describe:

We are the sole source for books in Perma-Bound bindings.
Sole source letter included.

2. Do you supply country of foreign publishers? Yes ☒ No ☐

If yes, describe:

We order from Spanish publishers in Spain and Mexico.

3. Provide evidence that demonstrates that your company maintains sufficient inventory to supply up to 10 copies of most titles without backordering.

Perma-Bound has an inventory of 70,000 titles with a volume of 3,500,000 ready for shipment.

4. Describe how data about publishers/producers/distributors, titles, and availability are made available to customers.

Perma-Bound has this information in our printed catalogs and also on our website: www.perma-bound.com



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A DIVISION OF HERTZBERG-NEW METHOD, INC.

617 E. VANDALIA ROAD
JACKSONVILLE, ILLINOIS 62650-3599
800-637-6581
217-243-5451
FAX: 800-551-1169
FAX: 217-243-7505
WEB SITE: <http://www.perma-bound.com>

April 11, 2017

19

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALia)
John Cook Wyllie Library
University of Virginia's College at Wise
One College Ave.
Wise, VA 24293

Re: RFP 2017-71500-01 Library Materials
General questions pertaining to all formats
1. Are you the sole source of any material offered?
Sole Source Letter

To Whom It May Concern:

Perma-Bound Books has a collection of over 55,000 titles. We are the sole source for Perma-Bound Books. We purchase publisher's editions and pre-bind them in our state-of-the-art production facility to meet the highest quality control standards and strict library binding specifications. Our Perma-Bound bindings are unconditionally guaranteed. The specifications are enclosed and they state in detail our operation.

Perma-Bound Books cannot be purchased from any source other than Perma-Bound, a Division of Hertzberg-New Method, Inc., Jacksonville, IL 62650.

Sincerely,

Todd Young
Secretary-Treasurer
Perma-Bound Books, A Division of
Hertzberg-New Method, Inc.

Serving schools
and libraries
with pride,
for over
a century
and a half.



PERMA-BOUND SPECIFICATIONS



20

General Questions Pertaining to
all formats

1. Are you the sole source of
any material?

These specifications apply to the binding of Pre-Bound Books in a hard cover binding, and the binding itself should be unconditionally guaranteed against faulty materials of workmanship of any kind.

- A. Original Publisher's adhesive will be completely removed from the spine of the volume. Removal will be clean, without fraying, tearing, or mutilation of the parts, pages or contents of volume.
- B. Double fan adhesive binding shall be used. No drilling or stapling will be permitted. Durable easy opening should result, allowing the volume, when open, to lie flat, without stress or tightness of any kind.
- C. Adhesives shall be high grade internally plasticized co-polymer acetates of an emulsion type that meet AH-30 performance standards. Adhesive application is made to outer spine edge, as well as inner edge on both front and back of page by double fanning process. Run-in of adhesive not to exceed .0625 of an inch. Adhesive should be evenly and uniformly distributed.

Polyurethane reactive hot melts form an instant bond by the loss of heat which later crosslinks into a urethane material with better heat and water resistance. Conventional hot melts not permitted.

- D. Trimming should not be in excess of 0.125 of an inch on spine, top, bottom or fore edge of volume.
- E. Covers shall be laminated with a clear polyester film, thickness should be rated at, excluding the adhesive, not less than .001 of an inch in thickness and be free from blemishes or distortions of any kind.
- F. Children's books, 3/8 inch or less in thickness, should be equal to the Styleline Binding Specifications of Perma-Bound books. Styleline Binding is a Perma-Bound exclusive and patented process.

Endsheets have 2 1/4 inch wide reinforcing cloth extension, with a second leaf attached to the extension along the binding edge.

The inlay will be made from flexible paperboard with the grain running parallel to the spine of the case. The inlay will be cut to the length of the volume and the full width of the spine board separation. This will be securely fastened in place in making the case. The case, before casing in, will be formed in such a way as to score the inlay, providing flexibility and openability. The book is then cased so that book hinge and spine are bonded to the cover in both the hinge and full width at the spine joint. In this manner, the joint and the hinge are fully locked in the wrap-around to the spine of the book, eliminating any buckling, space separations or gapping.

- G. Cover base paper turn in on case boards should be at least .006 of an inch in thickness without lamination. Turn in should not be less than .500 of an inch.
- H. Binders board should be Davey or equal cover board with thickness of not less than .060 of an inch. Board shall be in conformance with Commercial Standards CS-50-34.
- I. Back lining on spine should be full length of backbone. Back lining shall consist of stretch fabric (minimum .018 of an inch in thickness).

- J. All end papers shall be fabricated into a unit with the grain of the paper running parallel to the spine of the book and consisting of at least one free endleaf.
- K. Volumes shall be cased in with a glycol paste of polyvinyl resin - processed through a building-in machine - with sufficient pressure to insure good adhesion of the end papers and proper adhesion in the joints.
- L. All cases will have an inlay of flexible paper, with the grain running lengthwise of the inlay, securely attached to the inside of the backbone of the cover.
- M. All volumes are to be rounded and backed.
- N. All work is to be processed in binder's own plant and facilities.
- O. Quality Control Station should be set up at each operation, the end result should be an unconditional guarantee.
- P. Adequate inventories of all titles will be carried to assure 90% or better fulfillment and prompt deliveries of all orders.
- Q. The plant and facilities should be open for inspection.
- R. Shipment must be made within 30 days of receipt of order.

5. Do you offer an electronic system for placing orders and performing related services?

Yes ☒ No ☐

If yes, describe costs and what equipment, etc., is needed by MALIA libraries to participate.

NO cost for website usage. MALIA Libraries would need access to a computer.

6. Do you support online order transfer from the local library's acquisition system?

Yes ☒ No ☐

Cross out the items not covered: adult trade hardcover, quality paperbacks, mass-market paperbacks, pre-bound paperbacks; juvenile trade hardcover, publishers' library bindings, pre-bound books; university press trade and non-trade; serial book continuations; reference works; audio (spoken word), audio (music), video, software, CD-ROM.

If yes, what equipment, etc., is needed by libraries to participate?

PC with modem.

7. Do you require a minimum order requirement including, rush orders? Yes ☐ No ☒

If yes, describe:

8. Do you accept telephone-ordering and/or E-mail for rush orders? Yes ☒ No ☐

If yes, describe: Please call 800-637-6581 to your Perma-Bound Customer Care Representative Angela Brannon, ext. 111 or email her at angelab@perma-bound.com

9. Do you assess a service charge for any item ordered on behalf of the library?

Yes ☐ No ☒

If yes, how is charge calculated and on what items?

10. Do you offer continuation service for serial books? Yes ___ No ☒

If yes, describe how you accomplish the goal of providing additional titles in a series and any limit on the service.

11. Do you offer leasing programs for books, audiobooks (CD or cassettes), music CDs, or video recordings (DVD or VHS)? Yes ___ No ☒

If yes, describe the services offered.

12. Reports: Describe the types and formats of reports that can be generated, schedule for supplying routine reports, list any costs, and **include sample copies**.

12.1. Management reports: Examples include shipment history, title reports, etc.
Shipment and history reports - quarterly, semi-annually, or annually.

12.2. Status Reports: When materials cannot be shipped immediately, contractor will supply status reports within 7 days of receipt of an order detailing out of print, out of stock indefinitely, out of stock temporarily, publication cancelled, not yet published, etc. Yes ☒ No ___

Information concerning materials not shipped, will be listed on the packing slip
Remarks:
contained in the order and also on the invoice.

12.3. Cancellation Reports: Contractor will report which titles cannot be supplied within 120 days of receipt of order. Yes ☒ No ___

Remarks: These items will be listed as cancelled on the invoice.

12.4. Annual Reports: Contractor will provide to the library annual report details, including number of items shipped; total net dollars invoiced for products shipped; total list price dollars for products shipped; net unit item price for products shipped; average number of copies per title ordered; percentage of purchase by category outline in Attachment C. Yes ☒ No ___

Remarks: Upon request.

12.5. Invoices: Invoices will be as stated below unless otherwise indicated under
Remarks.

12.5.1. Describe the types and formats of reports of billing procedures and options for varying invoices depending upon needs of individual MALIA member library.

Remarks: Each purchase order will be billed separately and we will bill and ship as indicated on the purchase order.

12.5.2 Invoices will list code(s), applied line item, to indicate discount category (e.g., "T" for trade discount, "A" for academic, "J" for juvenile, etc.). Yes ___ No ☒

Remarks: All books will receive the same discount.

12.5.3. Contractor will issue separate invoices for each purchase order and reference the purchase order on each invoice. Yes ☒ No ___

Remarks: Each purchase order will be billed separately and the purchase order number will be referenced on each invoice.



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FAX: 800-551-1169
FAX: 217-243-7505
WEB SITE: <http://www.perma-bound.com>

Attachment B
General Questions pertaining to all formats
No. 12 Reports

April 11, 2017

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP #2017-71500-01 Library Materials
Shipment History Report

Blue Ridge Regional Library
Shipment History for period of Jan. 1, 2017
through Mar. 31, 2017

Books Shipped	Dollar amount spent on books
13	\$203.30

Total amount spent: \$203.30

Sincerely,

Carol Foster
Bid Coordinator

Attachment B
General questions
pertaining to all formats
TERMS-30 DAYS
No. 12 Reports
FED.I.D. NO 37-1001726

A Division of Hertzberg - New Method, Inc.

PERMA-BOUND

617 EAST VANDALIA ROAD
JACKSONVILLE, IL 62650-3599
800/637-6581 217/243-5451

Items not shipped/
Status Rep.

INVOICE NO.
1714915-00

BILL TO: 014977-0000

BLUE RIDGE REGIONAL LIBRARY
ATTN PATTY EANES
310 E CHURCH ST

MARTINSVILLE, VA

SHIP TO: 014977-0000

BLUE RIDGE REGIONAL LIBRARY
ATTN PATTY EANES
310 E CHURCH ST

MARTINSVILLE, VA

24112

BILL TO	SHIP TO	SALES NO. STATE	CUSTOMER P.O. NUM	DATE BILLED	DATE SHIPPED	PAGE
0000000	2- 02-	056-46	0	2/06/17	2/06/17	1

ORDER DATE	ORDER ENTERED	D.N.E. AMOUNT	DUE DATE	SHIP VIA	NO. PKGS.
1/13/17	1/31/17 NO BO	\$203.30	0/00/00	UPS	1

BOOK NO.	UNITS ORD/SHIP	KITS ORD/SHIP	ITEM DESCRIPTION	STS	UNIT PRICE	TOTAL
M000118482	1	1	ELENA AND THE SECRET OF AV		13.59	13.59
000089689	1	1	ENORMOUS CROCODILE		13.62	13.62
J000123522	1	1	GIRAFFES		19.95	19.95
I003558386	1	1	I AM A LITTLE GIRAFFE		3.39	3.39
T000017496	1	1	PEANUT AND PEARL'S PICNIC		7.35	7.35
000307584	1	1	TURTLE SPLASH!: COUNTDOWN		12.85	12.85
000033918	1	1	TWENTY-SIX PRINCESSES		12.85	12.85
001077174SE	1	1	SUPER SPECIES (ABDO KIDS)		119.70	119.70
J000123520	1	1	BLUE WHALES			
J000123521	1	1	CAPYBARAS			
J000123522	1	1	GIRAFFES			
J000123523	1	1	GOLIATH BEETLES			
J000123524	1	1	GREEN ANACONDAS			
J000123525	1	1	OSTRICHES			

Thank you for your order.

* Please note that the prices on this invoice reflect *
* our SCHOOL and LIBRARY DISCOUNTED PRICES. *
* We are confident this NET DISCOUNTED SCHOOL and *
* LIBRARY pricing structure, with free shipping & *
* handling on all orders, is part of our commitment *
* to offer the best books, in the best bindings, *
* with the best terms to our customers. *

4	4	PERMA-BOUND BOOKS	46.67
6	6	PERMA-BOUND BOOKS IN 1 SETS	119.70
2	2	ORIGINAL PUBLISHERS	33.54
1	1	TRADE TITLES	3.39
		INVOICE TOTAL	203.30
		TRANSPORTATION AND INSURANCE	*FREE*
		FINAL TOTAL	203.30

BACK ORDER TO FOLLOW

FINAL SHIPMENT
X

NUMERIC COPY INVOICE

13. Fulfillment: Fulfillment will be as stated below unless otherwise specified under Remarks.

13.1. Contractor will ship 50% of order from stock within 14 days of receipt of order.

Yes ☒ No ☐

Remarks: Our normal fulfillment is 30 days after receipt of purchase order for the initial shipment. If you need the books within 14 days, please make a note on the purchase order.

13.2. Contractor will ship 95% of each order within 120 days of receipt of order.

Yes ☒ No ☐

Remarks:

13.3. Contractor will supply materials that are not currently available from publishers within 120 days of receipt of order. Yes ☒ No ☐

Remarks:

13.4. The library may cancel any title that is not received within 90 days of order date.

Yes ☒ No ☐

Remarks:

14. Accuracy: Accuracy will be as stated below unless otherwise indicated under Remarks.

14.1. 99% of materials shipped will be the correct title, edition, and number of copies.

Yes ☒ No ☐

Remarks:

14.2. Contractor will supply the latest edition of a title unless an earlier edition is specified.

Yes ☒ No ☐

Remarks:

14.3. Binding supplied will be as specified in the order. Yes ☒ No ☐

Remarks: All titles will be Perma-Bound bindings except those indicated as publisher's library or hard cover bindings. Paperbacks only shipped upon special request.

15. Multiple Copies: Multiple copies of a title will be shipped together. Back-orders of parts of a multiple-copy title are not acceptable. Yes ☒ No ☐

Remarks:

16. Packaging: Each package will indicate the library's purchase order number, and only one purchase order may be represented in each package. Yes ☒ No ☐

Remarks:

17. Packing Slips: A packing slip that duplicates the invoice will accompany each shipment. Yes ☒ No ☐

Remarks:

18. Defective Material: The library reserves the right to return defective material at the contractor's expense. **There should be no exceptions to this.** Yes ☒ No ☐

Remarks:

19. Returns: All returns will be scheduled by the contractor for pick-up via UPS. Yes ☒ No ☐

Remarks: Please contact your Customer Service Representative, Angela Brannon to arrange for the return of defective materials.
Phone: 800-637-6581, ext. 111
Email: angelab@perma-bound.com

20. Credits: Contractor will provide self-credit system for library to facilitate returns.
Yes ☒ No ☐

If yes, outline details.

Remarks: Credit will be issued upon receipt of returns.

21. Shipping: Contractor shall specify how shipping charges, if any, will be determined and shall indicate estimate cost of shipping for dollar amount of purchase order.

Remarks: There is no charge for shipping.

22. Service Charge: The contractor shall describe the type of service fees levied for handling a MALIA account.

Remarks: None

23. Multiple Accounts: Contractor will provide at least 20 separate accounts for a given library. Materials in these accounts will be ordered separately and must be shipped and invoiced separately. Yes ☒ No ☐

Remarks:

24. Other Services: Specify other services provided.

Processing is available for every title we offer. Each account will be handled individually, with separate records kept on file.

Free bibliographic searches, Free book lists, Free typing Service, Free Opening Day Collections, Free Manage My Collection service.

Books in Perma-Bound bindings are unconditionally guaranteed. If you are ever dissatisfied with a book in our Perma-Bound binding, we will replace it.

25. Service Requirements Not Met: If not covered under the sections above, list any specifications in this document that our company will be unable to meet. If you propose to meet service needs in an alternative fashion, give the alternative.

None , Perma-Bound will meet all specifications.

RFP
REQUEST FOR PROPOSAL
Title: Library Materials
Mid-Atlantic Library Alliance, MALiA
ATTACHMENT C

PRICING FOR OFFER CONSIDERATION
Discounts for Library and Staff Orders

Offerors shall return a completed copy of this attachment with their proposals. If pricing differs by type of library (public academic, school, special, or state agency), the contractor shall submit a separate copy of this attachment and specify the type of library for which pricing is proposed.

MALiA desires an attractive, predictable pricing structure and, at the same time, a high level of order fulfillment. Accordingly, MALiA seeks to select one or more primary contractors as well as one or more secondary contractors.

All discounts quoted will be applied to the publishers' lowest list price in effect at the time of shipment and exclude freight-pass-through pricing.

All discounts will apply to all shipments, including backorders, for each order placed by the library.

Participating libraries reserve the right to request supporting documentation (including copies of the publishers' invoices) on discount or service charge decisions of the contractor at any time during the contract period.

MATERIAL

DISCOUNT / PRICING

LIBRARY TYPE (specify): <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> School <input checked="" type="checkbox"/> Special <input checked="" type="checkbox"/> State Agency			
		*see note at bottom of page	
		1 Copy	2+ Copy
1. Books (Reference LOT 1)			
1.1. Adult Trade Hardcover Bindings			
1.1.1. Fiction		15%-30%*	15%-30%*
1.1.2 Non-fiction		15%-30%*	15%-30%*
1.2. Paperbacks	Please call for availability and pricing.		
1.2.1. Quality		15%*	15%*
1.2.2. Mass-market		15%*	15%*
1.2.3. Pre-bound		0%-40%*	0%-40%*
1.2.4. Time required to ship prebound orders:	30 days after receipt of order.		

*Prices in Perma-Bound catalogs and on our website are pre-discounted up to 40% off the list price of books in Perma-Bound bindings.
Our website prices reflect School and Library discounts of 15-30% off publisher list price on most publisher editions.
Our website prices on paperbacks reflects a 15% School and Library discount off publisher list price.
See letter attached for further quantity discount.

MATERIAL

DISCOUNT / PRICING

1.3. Juvenile Titles

*See note at bottom of first pricing page
(Our page 31) 15%-30%*

1.3.1. Trade hardcover bindings

15%-30%*

1.3.2. Publishers' library bindings

0%-40%*

1.3.3. Reinforced bindings

0%-40%*

1.3.4. Pre-bound books

1.3.5. Time required to ship prebound orders:

30 days after receipt of order.

1.4. Small Press

N/A

1.5. University Press

1.5.1 Trade

N/A

1.5.2. Non-trade

N/A

1.6. Serial Books (continuations)

No Bid

1.7 Reference materials

0%-40%*

1.8. Cataloging and Processing - Include total support detail and brochures for these services

1.8.1. Complete cataloging and processing

1.08

1.8.2. Cataloging and processing without mylar jacket

1.08

1.8.3. Mylar jacket and kit, unfastened Mylar free

.71 catalog card kit unattached

1.8.4. Mylar jacket, fastened or unfastened

Free

1.8.5. Kit, unfastened (to include book pocket, book card, spine label, complete set of catalog cards)

.71

1.8.6. Catalog card set

.45

1.8.7. Machine-readable cataloging per record

Free

1.8.8. Additional charges Bar Codes or
Spine Labels

.06 unattached
.37 attached

1.8.9. Reinforced plastic cover for paperbacks: 5 mil thick

2.45 Kapco
1.25 CoLibri

1.8.10. Lighter laminate: N/A

Describe & specify thickness: _____

MATERIAL DISCOUNT / PRICING

1.8.11. Theft-detection devices: attached .50

1.8.12. Theft-detection devices: unattached N/A

2. Audiovisual (Reference LOT 2)

2.1. Formats

2.1.1. Spoken word cassettes 0%

2.1.2. Books on tape 0%

2.1.3. Books on CD 0%

2.1.4. Compact discs 0%

2.1.5 Music cassettes 0%

2.1.6 DVD 0%

2.1.8 VHS 0%

2.1.9 Blu-Ray 0%

2.1.10 Others: _____

2.2. Performance rights

2.2.1. Public N/A

2.2.2. Home use N/A

2.3. Cataloging and Processing -

2.3.1. Catalog card sets .71 unattached

2.3.2. Machine-readable cataloging Free

2.3.3. Theft-detection devices .50

Provide complete information about what services are offered:

We include our Library Processing Specifications flyer, listing processing options and costs.

Cataloging and processing is available for every title we offer.

3. Software (Reference LOT 3)

3.1. MAC

N/A

3.2. Windows

N/A

MATERIAL

DISCOUNT / PRICING

4.E-Books

**See note below

4.1.. Fiction

10%-50%**

4.2. Non-fiction

10%-50%**

**eBook, digital audio, and database digital products are School and Library priced at 10-50% off publisher list price.

4.3 For purchased eBooks, what fees or other charges are applied in addition to the eBook title price? Which of these are paid up front? And which are recurring?

No additional fees.

Our eHub digital reader platform is available to your institutions free of charge.

5. Delivery - INSIDE DELIVERY REQUIRED

5.1. Prepaid FOB

5.1.1. Destination

Free

5.1.2. Point of Shipment

N/A

5.2 Mode of shipment

UPS or freight



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FAX: 217-243-7505
WEB SITE: <http://www.perma-bound.com>

April 18, 2017

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALia)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP # 2017-71500-01 Library Materials
Due April 28, 2017 at 4:00 p.m.

Perma-Bound Discount Schedule

Perma-Bound offers special School and Library (S&L) discounted pricing on both our website (www.perma-bound.com) and in our print catalogs and brochures.

Our website prices reflect School & Library (S&L) discounts of 15-30% off publisher list price on most publisher editions and a 30%-40% discount off list price on Perma-Bound pre-bound editions.

Multiple copy orders of 25-99 Perma-Bound editions of same title qualify for an additional 2% discount off S&L pricing. Multiple copy orders in excess of 99 Perma-Bound editions of the same title qualify for successively higher additional discounts up to a cap of 6% additional discount. These discounts apply to all but a relatively small number of short discount titles on our website.

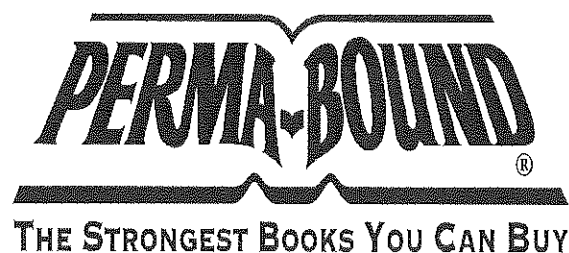
Paperback web pricing reflects a 15% S&L discount off publisher list price. 6-24 copies of same title receive discounts of 15-25% off publisher list price, and 25+ paper quantities of the same title receive discounts ranging from 20-36% off publisher list price on all but a small number of short discount titles.

We offer **free** standard UPS shipping at no additional charge on all orders.

Ebook, digital audio, and database digital products are S&L priced at 10% - 50% off publisher list price.

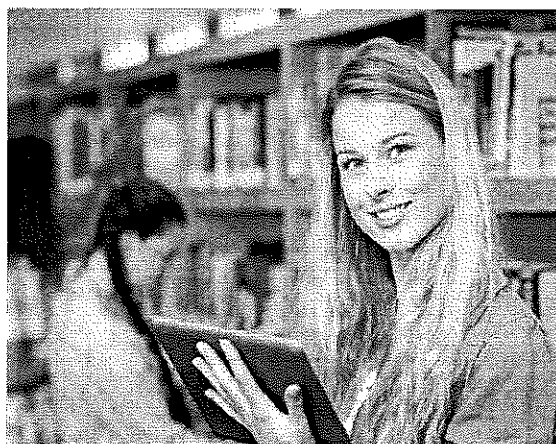
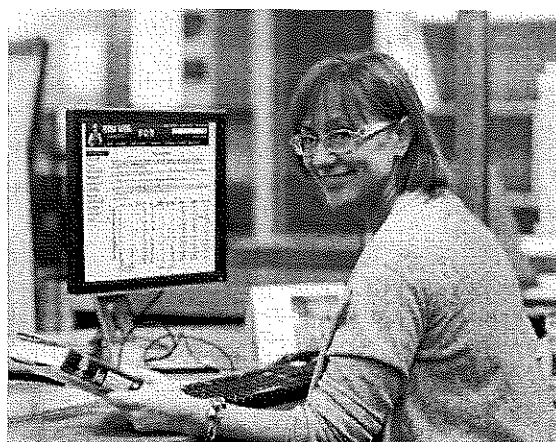
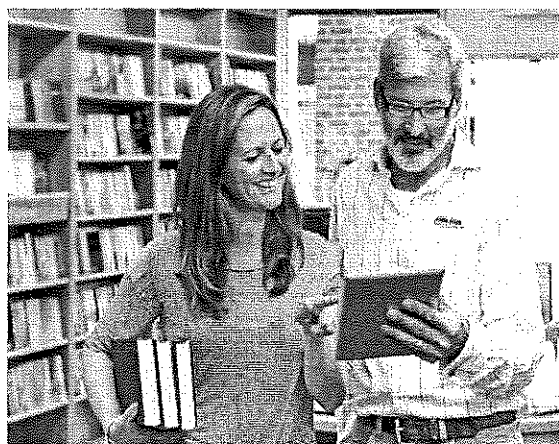
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and libraries
with pride,
for over
a century
and a half.



Library Processing Specifications

RDA
Labels
Barcoding
Theft Detection



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MARC Records

Free with book order!

Perma-Bound's MARC records exceed
Library of Congress full level standards!

Receive your records via email or web
download.

Choose your Subject Headings!

- ☐ Library of Congress
- ☐ Library of Congress Children's
- ☐ Sears

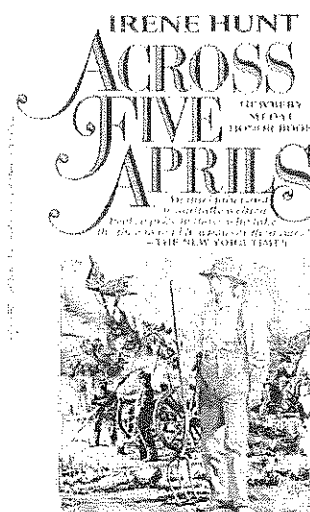
Call numbers and subject headings
conform to MARC21 requirements.

Tag Descriptions

LDR	Leader	336	Content Type
001	Control Number	337	Media Type
003	Control Number Identifier	338	Carrier Type
005	Date & Time	490	Series Statement
007	Physical Description Fixed Field	500	General Note
008	Fixed Length Data Element	504	Bibliography, etc. Note
010	LCCN	505	Formatted Content Note
020	ISBN	510	Citation / Reference Note
040	Cataloging Source	520	Summary
043	Geographical Location	521	Target Audience
050	Library of Congress Call Number	526	Reading Program Note
082	Dewey Decimal Call Number	586	Awards Note
092	Local Dewey Decimal Call Number	600	Subject Heading - Personal Name
100	Main Entry--Personal Name	610	Subject Heading - Corporate Name
240	Uniform Title	650	Subject Heading - Topical Name
245	Title Statement	651	Subject Heading - Geographic Name
246	Varying Form of Title	655	Genre
250	Edition Statement	700	Added Entry - Personal Name
264	Production, Publication, and Copyright Notice	852	Local Holdings Data
300	Physical Description	856	Electronic Location and Access
		900	Call Number Display

Sample Catalog Record - Print Book

000 01680nam 2200493 i 4500
 001 pb000090967
 003 IJPBB
 005 19711124000001.0
 008 140910t19861964nyu j 000 1 eng
 140910t19861964nyu j 000 1 eng
 010 \$a 64017209
 020 \$a9780425102411
 020 \$a0425102416 :\$c [\$] 12.50
 020 \$a9780605845954
 020 \$a0605845956
 040 \$aDLC\$beng\$cDLC\$dDLC\$erda\$dIJPBB
 043 \$an - us --- \$an - us - il
 050 00\$aPZ7 . H9156\$bAc 1986
 082 00\$a [Fic] \$223
 092 \$aF Hun
 100 1 \$aHunt, Irene.
 245 10\$aAcross five Aprils /\$cby Irene Hunt.
 250 \$aBerkley edition.
 264 1\$aNew York :\$bBerkley Books, \$c1986.
 264 4\$ccopyright1964
 300 \$a190 pages ;\$c18 cm.
 336 \$atext\$2rdacontent
 337 \$aunmediated\$2rdamedia
 338 \$avolume\$2rdacarrier
 520 \$aThe story of a young boy, his family, and his neighbors who live in a backwoods Illinois community during the period of the Civil War.
 521 0 \$a6.6\$bPerma-Bound Books.
 521 2 \$a4-7\$bPerma-Bound Books.
 521 0 \$a6.6\$bPerma-Bound Books.
 521 0 \$a6.6\$bPerma-Bound Books.
 526 0 \$aAccelerated Reader AR\$bMG\$c6.6\$d10.0\$z102.
 586 \$aNewbery Medal/Honor, 1965
 650 1\$aFarm life\$vFiction.
 650 7\$aFarm life\$vFiction. \$2sears
 651 1\$aUnited States\$xHistory\$xCivil War, 1861-1865\$vFiction.
 651 7\$aUnited States\$xHistory\$x1861-1865, Civil War\$vFiction.\$2sears
 651 7\$aIllinois\$vFiction.\$2sears
 651 1\$aIllinois\$vFiction.
 655 7\$aHistorical fiction.\$2gsafd
 852 1 \$hF Hun\$p65001\$9p12.50usd
 856 4 \$3Image\$http://www.perma-bound.com/ws/image.cover/000090967/m



Sample Catalog Record - Ebook

```

000 01744nam 2200505 i 4500
001 pb600262759
003 IJPBB
005 19711124000001.0
007 cr
008 160707t20021964nyu js 0 eng
    160707t20021964nyu js 0 eng
020 $a9781101127940
020 $a1101127945 :$c [$] 10.99
040 $aIJPBB$beng$cIJPBB$dIJPBB$erda
043 $an - us - - - $an - us - il
050 00$aPZ7 . H9156$bAc 2002
082 00$a [ Fic ] $221
092 $aF Hun
100 1 $aHunt, Irene.
245 10$aAcross five Aprils /$cby Irene Hunt.
250 $aBerkley JAM edition.
264 1$aNew York :$bBerkley JAM, $c2002.
264 4$ccopyright1964
300 $a1 volume (unpaged)
336 $atext$2rdacontent
337 $acomputer$2rdamedia
338 $aonline resource$2rdacarrier
510 3 $aBulletin (Center for Children's Books)
510 3 $aNewbery Medal/Honor
510 3 $aNew York Times Book Review
510 3 $aNCTE Adventuring With Books
520 $aThe story of a young boy, his family, and his neighbors who live in a backwoods
    Illinois community during the period of the Civil War.
521 0 $a6.6$bPerma-Bound Books.
521 2 $a5-9$bPerma-Bound Books.
521 0 $a6.6$bPerma-Bound Books.
521 0 $a6.6$bPerma-Bound Books.
526 0 $aAccelerated Reader AR$bMG$c6.6$d10.0$z102.
650 1$aFarm life$vFiction.
650 7$aFarm life$vFiction. $2sears
651 1$aUnited States$xHistory$xCivil War, 1861-1865$vFiction.
651 7$aUnited States$xHistory$x1861-1865, Civil War$vFiction.$2sears
651 7$aIllinois$vFiction.$2sears
651 1$aIllinois$vFiction.
655 7$aHistorical fiction.$2gsafd
852 1 $hF Hun$p65002$9p10.99usd
856 4 $uhttp://www.perma-ehub.com/ebook/1/dIPYYP8kFqDUIN3qSesyjg

```

Library Services

Let us help you build and maintain a quality library collection.

Customized Opening-Day Collections

- Developed by our on-staff librarians.
- Chosen to reflect your school's demographics, reading programs, and curriculum needs.
- Created to meet your designated budget.

Marc Records

FREE upon request with every title purchased.

- On-staff, certified librarians catalog each title, book-in-hand.
- Our records meet or exceed Library of Congress Cataloging Standards.
- MARC records are available for every title, including our Audio-Visual products and Multi-Volume Reference materials.

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- Use our charts and graphs to secure funding.



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☐ Use specs on file☐ Change my specs☐ Create new profile (first orders only)

Date _____ PO # _____ School/Library _____

Ship to No. _____ Attention _____

District _____ Address _____

Attention _____ City _____ State _____ Zip _____

Address _____ Phone () _____ Fax () _____

City _____ State _____ Zip _____ Home Phone optional () _____

Phone () _____ Fax () _____ Home Email optional _____

Contact information during holiday breaks: [Phone () _____ Fax () _____
Email _____

1A Packages

A. Catalog Card Kit

Includes card set (shelf list, subject, main entry, title), borrower's card, pocket with date due grid, and spine label

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Unattached | \$0.71 |
| <input type="checkbox"/> Attached | \$1.08 |
| <input type="checkbox"/> Per Book | <input type="checkbox"/> Per Title |

B. Circulation Kit

Includes shelf list, borrower's card, pocket with date due grid, and spine label

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Unattached | \$0.38 |
| <input type="checkbox"/> Attached | \$0.72 |
| <input type="checkbox"/> Per Book | <input type="checkbox"/> Per Title |

C. Automated Processing

Includes bar code label and spine label

- | | |
|---|--------|
| <input type="checkbox"/> Unattached | \$0.12 |
| <input type="checkbox"/> Attached | \$0.44 |

With Reading Program Label

- | | |
|--|--------|
| <input type="checkbox"/> Unattached | \$0.18 |
| <input checked="" type="checkbox"/> Attached | \$0.58 |

Choose one:

- ☐ Accelerated Reader
- ☐ Reading Counts
- ☐ Lexile
- ☐ Guided Reading

1B Individual Items

Each book receives a \$0.20 processing fee. Fee is waived when individual items are purchased in addition to any package. Prices below are per each book and/or item. Unattached is the standard option. Please check all items that apply to your profile.

RDA/MARC Records..... FREE

CARDS

- | | | | | |
|---------------------------------|--------------------------|----------|--------------------------|--------|
| Catalog Card Set..... | <input type="checkbox"/> | \$0.45 | | |
| Shelf List Card..... (quantity) | <input type="checkbox"/> | \$0.10 | | |
| Borrower's Card..... | <input type="checkbox"/> | \$0.10 | | |
| | Unattached | Attached | | |
| Date Due Slip..... | <input type="checkbox"/> | \$0.06 | <input type="checkbox"/> | \$0.17 |
| Pocket..... | <input type="checkbox"/> | \$0.16 | <input type="checkbox"/> | \$0.27 |

LABELS

LABELS		Unattached	Attached		Unattached	Attached			
Bar Code Label #1	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Reading Program Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
Bar Code Label #2	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Reading Program				
Bar Code					Information Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
Accession Strip	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Guided Reading Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
ISBN Bar Code Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Lexile Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
School/Title					Classroom Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
Page Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Colored Dots	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
School Library Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Common Core Label				
Spine Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	(CCR, CCS, CCA)	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
Vertical Spine Label	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	Customer Specific	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17
AR Program					Genre Label				
Indicator (Blue)	<input type="checkbox"/>	\$0.06	<input type="checkbox"/>	\$0.17	(Attached Only)			<input type="checkbox"/>	\$0.32

OTHER

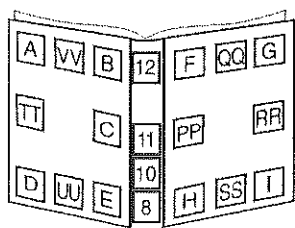
- | | | |
|--|--------------------------|--------|
| Hand Stamping (\$30 charge for stamp)..... | <input type="checkbox"/> | \$0.18 |
| Theft Detection..... | <input type="checkbox"/> | \$0.50 |
| RFID Tag..... | <input type="checkbox"/> | \$1.26 |
| Book Presortment..... | <input type="checkbox"/> | \$0.17 |
| Mylar on Publisher Cover..... | <input type="checkbox"/> | FREE |
| Kapco on Paperback Cover..... | <input type="checkbox"/> | \$2.45 |
| CoLibri | | |
| A. Paperback Only..... | <input type="checkbox"/> | \$1.25 |
| B. Paperback + Publisher Hardcover..... | <input type="checkbox"/> | \$1.25 |

2 Label Locations includes pocket/stamp/theft detection

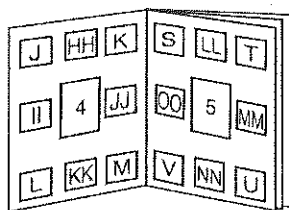
The diagrams below show all available label location options. Please indicate location and direction of each attached label using the letter or numeric identifier.

Location

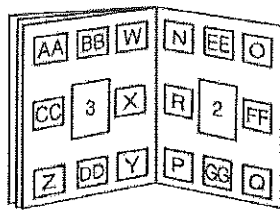
Direction



Outside Cover



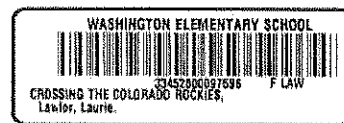
Cover
Flyleaf
Inside Front



Flyleaf
Cover
Inside Back



#2 - Bottom to Top



#3 - Left to Right

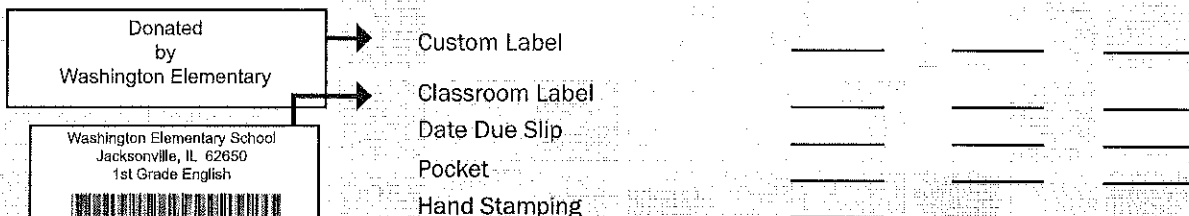
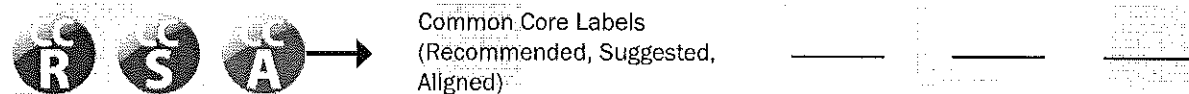
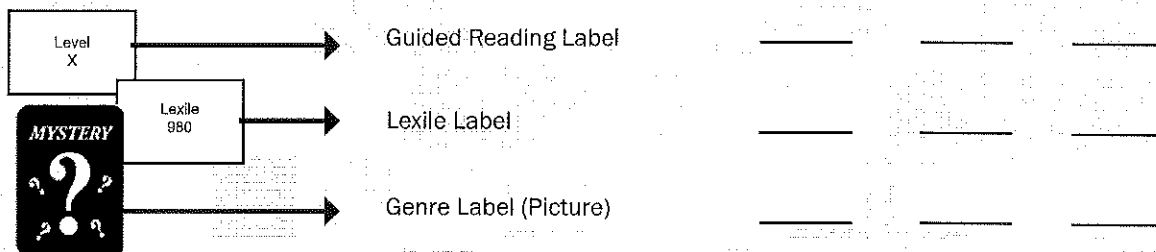
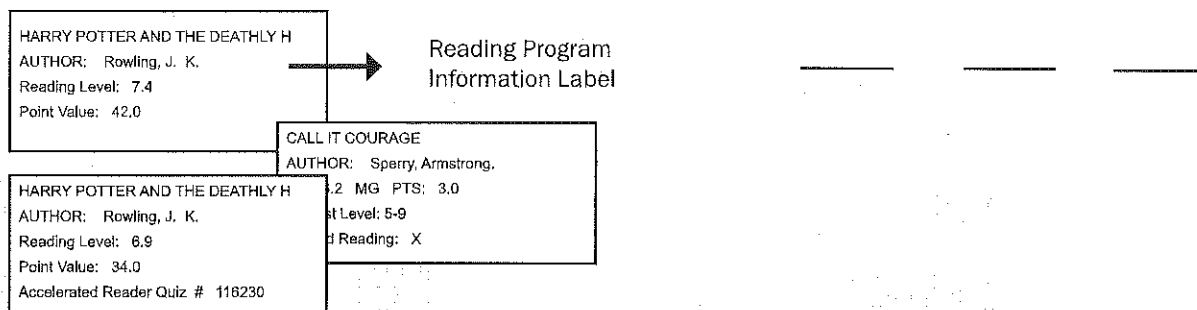
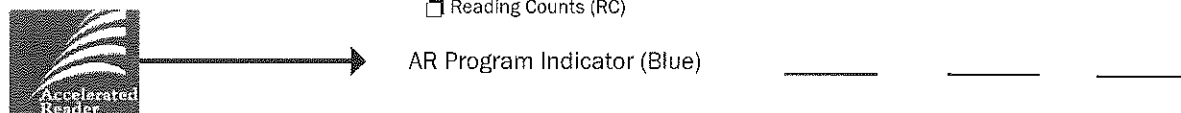
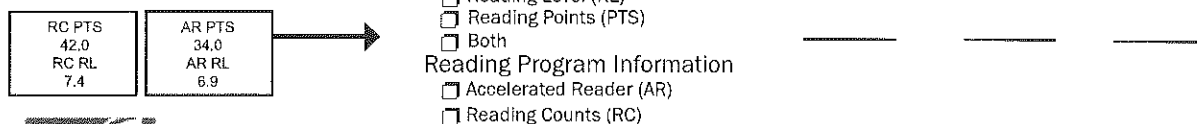
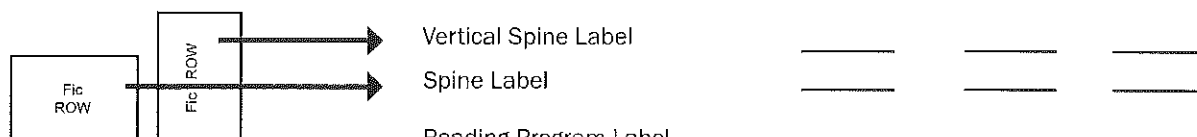
- ☐ Labels may obscure title/author information.
- ☐ Locate Labels As Closely As Possible To Desired Location Without Obscuring Title/Author Information.
- ☐ Use Alternate Location If Label Will Obscure Title/Author Information.

Complete this section only for attached items selected in your profile.

Sample	Description	Location	Direction	Alternate
	Bar Code Label #1 Bar Code Label #2	_____	_____	_____
	Bar Code Accession Strip	_____	_____	_____
	ISBN Bar Code Label	_____	_____	_____
	School/Title Page Label	_____	_____	_____
	School Library Label	_____	_____	_____

2 Label Locations continued

Sample Description Location Direction Alternate



Washington Elementary School
Jacksonville, IL 62650
1st Grade English

HARRY POTTER AND THE DEATHLY H
Rowling, J. K.

AR RL: 6.9 MG PTS: 34.0 QUIZ # 116230
RC RL: 7.6 PTS: 34.0 980 L

Theft Detection ☐ Inside Spine ☐ Behind Book Pocket

We recommend not attaching to front or back flyleaf.

If you use a location not provided, please call 1-800-637-6581.

3 Cataloging Profile for kits, cards, MARC records

- ☐ I want standard cataloging. Standard options indicated with * symbol.
☐ Complete my profile as indicated below.

1. Pocket and/or Date Due Slip

Price Information

- ☐ No Price *
☐ Prices listed

Reading Program Information

- ☐ Reading Level (RL)
☐ Points (PTS)
☐ Both *

School Information

5 lines, 20 characters maximum per line.
 Perma-Bound will abbreviate if over 20 characters.

2. Call Number

- ☐ With call number *
☐ No call number (no further information needed for 2.)

Author/Biography Cutter Lettering

- ☐ Upper and lower case letters, ex. Lin *
☐ All capital letters, ex. LIN

Fiction

- ☐ F * ☐ Fic ☐ No Call Number
☐ FIC ☐ Author letters only ☐ Other _____
 (7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Big Book

- ☐ None * ☐ Other _____
☐ Text in Addition to Call #
☐ Replace Call #

Board Book

- ☐ None * ☐ Other _____
☐ Text in Addition to Call #
☐ Replace Call #

Chapter Book

- ☐ None * ☐ Other _____
☐ Text in Addition to Call #
☐ Replace Call #

Graphic Novel

- ☐ None * ☐ Other _____
☐ Text in Addition to Call #
☐ Replace Call #

Easy

- ☐ E * ☐ Same as Fiction
☐ EASY ☐ No Call Number
☐ Easy ☐ Other _____
☐ Author letters only (7 characters maximum)

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Nonfiction

- ☐ Abridged Dewey * ☐ Other _____
☐ No call # (7 characters maximum)

Picture Book

- ☐ None * ☐ Other _____
☐ Text in Addition to Call #
☐ Replace Call #

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Easy Nonfiction

Nonfiction with reading levels grade 3 or lower may receive an Easy prefix over the Dewey number.

- ☐ No Easy prefix on nonfiction *
☐ Easy prefix (as selected)

Individual Biography

- ☐ 92 * ☐ Dewey number by subject
☐ 921 ☐ No call number
☐ B ☐ Other _____
☐ BIO (7 characters maximum)
☐ Biographee letters only

Biography Letters

- ☐ _____ letters (7 characters maximum)
☐ Biographee's complete surname

Collective Biography

- ☐ 920 * ☐ No call number
☐ 92 ☐ Other _____
☐ B (7 characters maximum)
☐ Author letters only ☐ Dewey number by subject

Author/Main Entry Letters

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Story Collections

- ☐ 808.83 * ☐ No call number
☐ SC ☐ Other _____
☐ Same as fiction (7 characters maximum)
☐ Author letters only

3 Cataloging Profile continued

Author/Main Entry Letters

Collections by more than one author receive a maximum of 3 letters of the main entry.

- ☐ _____ letters (7 characters maximum)
☐ Author's complete surname

Juvenile

- ☐ No J in call number *
☐ J with call number on all titles
☐ J with call number on fiction
☐ J with call number on fiction & nonfiction
☐ J with call number on everything but easy
☐ J with call number on nonfiction

Reference Books

- ☐ None * ☐ Other _____
☐ REF ☐ Text in Addition to Call #
☐ Replacing Call # ☐ Replace Call #
☐ R

Professional Books

- ☐ None * ☐ Other _____
☐ P ☐ Text in Addition to Call #
 ☐ Replace Call #

Paperback Book

- ☐ None * ☐ Other _____
 ☐ Text in Addition to Call #
 ☐ Replace Call #

Language

For foreign language books only

- ☐ By language *
 (468.6 for Spanish, 448.6 for French, 495.9 for Vietnamese)
☐ By subject
 classification will be in accordance with profile
☐ Other _____ (7 characters maximum)
 ☐ Text in Addition to Call #
 ☐ Replace Call #

3. Shelf List Card

For Sears Subject Heading cards only. Choose one.

- ☐ Summary and/or contents notes appear *
☐ ISBN and price appear instead of summary
☐ No notes, No ISBN, and no price

4. Ebooks

- ☐ Standard call number *
☐ Other _____
 ☐ Text in addition to call #
 ☐ Replace Call #
☐ Ebook MARC record

Perma-Bound's ebook URL can be found in the 865 tag. If your systems require additional tags for searching ebooks, state the word requested on the line below, and the tag or/and subfield you would like this to appear on.

Tag _____

Subfield _____

5. Subject Headings

- ☐ Sears * ☐ Library of Congress
☐ Library of Congress Children's with default to LC

6. Audio/Visual Materials

Audiobooks

- ☐ None * ☐ Other _____
 ☐ Text in Addition to Call #
 ☐ Replace Call #

Compact Discs

- ☐ None * ☐ Other _____
 ☐ Text in Addition to Call #
 ☐ Replace Call #

DVDs

- ☐ None * ☐ Other _____
 ☐ Text in Addition to Call #
 ☐ Replace Call #

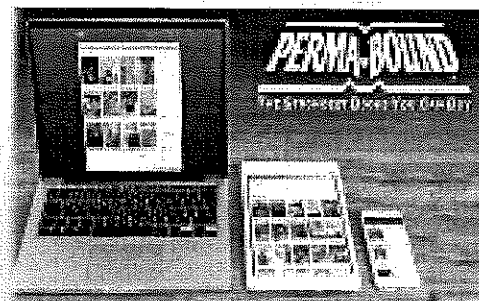
Playaways

- ☐ None * ☐ Other _____
 ☐ Text in Addition to Call #
 ☐ Replace Call #

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Anywhere.



7. Presortment

Catalog Cards

- ☐ Author, title, subject & shelf list individually presorted
- ☐ No presortment

Books

- ☐ No presortment
- ☐ Packed in call number order (\$0.17 per book)

8. Theft Detection (\$0.50 per book)

- ☐ No theft detection *
- ☐ 3M Tattle Tape
- ☐ Checkpoint Detection Tags
- ☐ Teeny Beeper Processed Book recommended Frequency
- ☐ 8.2
- ☐ 9.5
- ☐ Other _____
- ☐ Checklabel Frequency _____
- ☐ Other _____
- RFID Tag (3m) (\$1.26 per book)
- ☐ Basic Tag (D4)

4 Barcode Profile Attached

If you are unaware of any information pertaining to your bar coding software, STOP and contact your library automation software provider. Accuracy is critical when creating your bar code profile with Perma-Bound.

1. Number of bar code labels per book _____

2. Bar Code Symbology

- ☐ Interleaved 2 of 5
- ☐ Code 3 of 9
- ☐ CODABAR

Important:

Attach sample of your bar code here.

Bar Code Samples
2 of 5

Washington Elementary School



4000084

HARRY POTTER AND T FIC ROW RC 7.4
Rowling, J. K.

3 of 9

Washington Elementary School



30102340000858

CALL IT COURAGE 398.2 SPERRY RC
Sperry, Armstrong.

CODABAR

Washington Elementary School



30102340000841

HARRY POTTER AND T FIC ROW
Rowling, J. K.

3. Bar Code Imprint

Up to 30 characters, including spaces. If over 30 characters, Perma-Bound will abbreviate.

4. Bar Code Length

Number of digits in bar code,
including check digit _____

5. Check Digits

- ☐ None
- ☐ Follett Classic - 2 of 5
- ☐ Modulus 10 normally used with 3 of 9 or CODABAR

6. If using a school code as a bar code prefix,
indicate digits _____

7. Bar Code Range

- ☐ First orders only: Use this exclusive Bar Code range for all Perma-Bound orders:
_____ to _____
- ☐ Use the next number in my file at Perma-Bound
- ☐ Accession number needed for this order only: _____ to _____

Consider an Easier Way to Track New Titles
in Best-Selling Fiction Series



This service allows you to
- create a custom list
- Monthly notification of new titles and formats
- Access important series detail in one convenient location

5 MARC Records Profile

1. MARC Records

- ☐ FREE with book order
- ☐ No MARC Records
- ☐ MARC Records for previously ordered books
Call 1-800-637-6581 for more information.

2. Data Format

MARC21 RECORD FORMAT
(also called USMARC or 1991 Microlif Protocol)

- ☐ US MARC21/852 Holdings
- ☐ US MARC21/949 Holdings
- ☐ US MARC21/Other

3. Delivery

- ☐ Email (compressed file)
email address _____
- ☐ Web Download from My Home Page on
Perma-Bound Web Page
PBWeb user ID _____

4. Automated Circulation System Software

- ☐ Alexandria
- ☐ Athena
- ☐ Atrium
- ☐ Dynix
- ☐ Follett/Destiny
- ☐ Mandarin
- ☐ SIRSI
- ☐ Winnebago Circ/Cat
- ☐ Other _____

6. ISBN Information

Check with your software vendor to see which option is compatible with your system in tag 020.

- ☐ 10 digits only
- ☐ 13 digits only
- ☐ Both

7. Cover Image / Web Link

FREE full-color image that can be viewed from your circulation system.

- ☐ Actual Image (856 tag)

8. Publisher Information

Not included on standard MARC Records

- ☐ Reading Level (521 tag)
- ☐ Interest Level (521 tag)
- ☐ Reviewing Agencies (510 tag)
- Reading Program Information (526 tag)
- ☐ Accelerated Reader ☐ Lexile
- ☐ Reading Counts ☐ Guided Reading

Ex. 526 tag:

_a reading program name, _b program interest level, _c program reading level, _d program points, _z quiz number, _5 library location code

9. Subject Headings

- ☐ Include all 3 *
- ☐ Sears only
- ☐ Library of Congress only
- ☐ Library of Congress Children's only

Perma-Bound can customize your MARC records if you use an option not listed.

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FAX: 217-243-7505
WEB SITE: <http://www.perma-bound.com>

April 11, 2017

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP# 2017-71500-01 Library Materials
Due April 28, 2017 at 4:00 p.m.

Dear Ms. Newsome:

Per the requirements in this bid, Perma-Bound Books is registered with eVA for Basic Vendor Registration Service.

We thank you for the opportunity to submit this proposal and look forward to continuing to be of service to MALiA member libraries.

Sincerely,

Carol Foster,
Bid Coordinator

Serving schools
and libraries
with pride,
for over
a century
and a half.

ATTACHMENT D

MALiA Membership 2016-2017

Name	Member #	City, State
1. Albemarle Regional Library	1129	Winton, NC
2. Alexander County Library	1103	Taylorsville, NC
3. Alleghany Highlands Regional Lib./Charles P. Jones Memorial Library	1197	Covington, VA
4. Amherst County Public Library	1001	Amherst, VA
5. Anderson Public Library 2016-17	1278	Lawrenceburg, KY
6. Anne Arundel County Public Library	1293	Annapolis, MD
7. Appalachian Regional Library	1252	West Jefferson, NC
8. Appomattox Regional Library System	1002	Hopewell, VA
9. Arlington Public Library 2016-17	1288	Arlington, VA
10. Augusta County Library	1089	Fishersville, VA
11. Averett University Library	1093	Danville, VA
12. Bath County Memorial Library 2016-18 New	1291	Owingsville, KY
13. Bedford Public Library	1003	Bedford, VA
14. Belington Public Library	1251	Belington, WV
15. Benton County Public Library	1220	Camden, TN
16. BHM Regional Library	1258	Washington, NC
17. Blackwater Regional Library	1004	Courtland, VA
18. Blue Ridge Community College	1006	Weyers Cave, VA
19. Blue Ridge Regional Library	1007	Martinsville, VA
20. Bluefield College/Easley Library	1008	Bluefield, VA
21. Boone County Public Library	1263	Burlington, KY
22. Boone Madison Library	1239	Madison, WV
23. Botetourt County Library	1009	Roanoke, VA
24. Boynton Beach City Library	1265	Boynton Beach, FL
25. Bracken County Public Library 2016-17	1289	Brooksville, KY
26. Braswell Memorial Library	1155	Rocky Mount, NC
27. Brevard College, J.A Jones Library	1116	Brevard, NC
28. Bridgewater College /Alexander Mack Library/	1085	Bridgewater, VA
29. Bristol Public Library	1010	Bristol, VA
30. Buchanan County Public Library	1011	Grundy, VA
31. Buncombe County Public Libraries	1144	Asheville, NC
32. Caldwell County Public library	1101	Lenoir, NC

33.Campbell County Public Library	1012	Rustburg, VA
34.Cape Fear Community College	1188	Wilmington, NC
35.Caroline Library, Inc.	1112	Bowling Green, VA
36.Carroll County High School	1015	Hillsville, VA
37.Caswell County Public Library	1200	Yanceyville, NC
38.Catawba County Library System	1270	Newton, NC
39.Central Rappahannock Regional Library	1016	Fredericksburg, VA
40.Central Virginia Community College Library	1094	Lynchburg, VA
41.Chapel Hill Public Library	1141	Chapel Hill, NC
42.Charlotte County Library	1194	Charlotte Court House, VA
43.Charlotte Mecklenburg Library	1130	Charlotte, NC
44.Chatham County Public Library System	1271	Pittsboro, NC
45.Chesapeake Public Library	1107	Chesapeake, VA
46.Chesterfield County Public Library	1084	Chesterfield, VA
47.Chesterfield County Public Schools	1189	Midlothian, VA
48.Christopher Newport University/Tribble Library	1213	Newport News, VA
49.Clarksburg-Harrison Public Library	1234	Clarksburg, WV
50.Clarksville-Montgomery County Public Library	1241	Clarksville, TN
51.Cleveland County Memorial Library	1123	Shelby, NC
52.Clifton Forge Public Library	1145	Clifton Forge, VA
53.College of William & Mary/Wolf Law Library	1149	Williamsburg, VA
54.Colonial Heights Public Library	1017	Colonial Heights, VA
55.Craft Memorial Library	1190	Bluefield, WV
56.Craig County Public Library	1115	New Castle, VA
57.Culpeper County Library	1114	Culpeper, VA
58.Cumberland County Public Library	1275	Burkesville, KY
59.Cumberland County Public Library	1111	Cumberland, VA
60.Danville Community College	1019	Danville, VA
61.Danville Public Library	1020	Danville, VA
62.Davidson County Public Library	1152	Lexington, NC
63.Davie County Public Library	1212	Mocksville, NC
64.Delray Beach Public Library	1273	Delray Beach, FL
65.Duplin County Public Library	1139	Kenansville, NC
66.Durham Technical Community College	1191	Durham, NC
67.East Albemarle Regional Library	1186	Elizabeth City, NC
68.Eastern Shore Community College	1193	Melfa, VA

69.Eastern Shore Public Library	1022	Accomac, VA
70.ECPI University	1268	Virginia Beach, VA
71.Elizabethton/Carter County Public Library	1172	Elizabethton, TN
72.Emory & Henry College	1023	Emory, VA
73.Essex Public Library	1113	Tappahonnock, VA
74.Falkville Public Library	1260	Falkville, AL
75.Farmville Public Library	1224	Farmville, NC
76.Fauquier County Public Library	1024	Warrenton, VA
77.Fauquier County Public Schools	1185	Warrenton, VA
78.Ferrum College/Thomas Stanley Library	1025	Ferrum, VA
79.Floyd County Public Library	1238	Prestonburg, KY
80.Fontana Regional Library	1173	Bryson City, NC
81.Franklin County Library	1171	Louisburg, NC
82.Franklin County Public Library	1026	Rocky Mount, VA
83.Galax-Carroll Regional Library	1027	Galax, VA
84.Garrard County Public Library	1250	Lancaster, KY
85.Gaston County Public Library	1147	Gastonia, NC
86.Germanna Community College	1118	Locust Grove, VA
87.Gibsonville Public Library	1255	Gibsonville, NC
88.Gloucester County Library	1087	Gloucester, VA
89.Grant County Public Library	1254	Williamstown, KY
90.Graves County Public Library	1233	Mayfield, KY
91.Greensboro Public Library	1143	Greensboro, NC
92.Greenup County Public Library	1285	Greenup, KY
93.Halifax County-South Boston Public Library	1028	Halifax, VA
94.Hampden-Sydney College	1096	Hampden-Sydney, VA
95.Hampshire County Public Library	1243	Romney, WV
96.Hampton Public Library	1092	Hampton, VA
97.Handley Regional Library	1099	Stephens City, VA
98.Hanover County Public Schools	1136	Ashland, VA
99.Hardin County Public Library	1279	Elizabethtown, KY
100. Hardy County Public Library	1196	Moorefield, WV
101. Haywood County Public Library	1170	Waynesville, NC
102. Heartland Library Cooperative	1264	Okeechobee, FL
103. Henrico County Public Library	1018	Henrico, VA
104. Henrico County Public Schools	1135	Henrico, VA
105. Henry County Public Library	1276	Eminence, KY
106. Heritage Public Library	1029	Providence Forge, VA

107.	Hickory Public Library	1256	Hickory, NC
108.	Hocutt-Ellington Memorial Library	1214	Clayton, NC
109.	Hopkinsville Christian County Public Library 16-17	1287	Hopkinsville, KY
110.	J. Sargeant Reynolds Community College	1030	Richmond, VA
111.	James L. Hamner Public Library/Amelia County	1083	Amelia Court House, VA
112.	James W. Curry Public Library	1269	French Creek, WV
113.	Jefferson Madison Regional Library	1031	Charlottesville, VA
114.	Jessamine County Public Library	1210	Nicholasville, KY
115.	John Tyler Community College Library	1032	Chester, VA
116.	Kanawha County Public Library	1236	Charleston, WV
117.	Keyser-Mineral County Public Library	1218	Keyser, WV
118.	King University	1034	Bristol, TN
119.	Laurel County Public Library	1242	London, KY
120.	Lee County Library	1272	Sanford, NC
121.	Library of Virginia	1134	Richmond, VA
122.	Lincoln County Public Library	1245	Stanford, KY
123.	Lincoln County Public Library	1128	Lincolnton, NC
124.	Linebaugh Public Library System	1228	Murfreesboro, TN
125.	Logan County Public Library	1232	Russellville, KY
126.	Lonesome Pine Regional Library	1036	Wise, VA
127.	Lord Fairfax Community College/Paul Wolk Library	1037	Middletown, VA
128.	Lunenburg County Public Library	1253	Victoria, VA
129.	Lynchburg College/Knight-Capron Library	1226	Lynchburg, VA
130.	Lynchburg Public Library	1038	Lynchburg, VA
131.	Madison County Public Library	1225	Richmond, KY
132.	Maitland Public Library	1290	Maitland, FL
133.	Marion County Public Library	1281	Fairmont, WV
134.	Mary Riley Styles Public Library	1039	Falls Church, VA
135.	Mary Wood Weldon Memorial Library	1277	Glasgow, KY
136.	Mason County Public Library	1211	Point Pleasant, WV
137.	Mauney Memorial Library	1133	Kings Mountain, NC
138.	McCreary County Public Library	1284	Whitley City, KY
139.	McDowell County Public Library	1146	Marion, NC
140.	Mecklenburg County Public Library	1126	Boydton, VA
141.	Mecklenburg County Sheriff's Office	1231	Charlotte, NC

Libraries			
142.	Meherrin Regional Library	1040	Lawrenceville, VA
143.	Menifee County Public Library	1246	Frenchburg, KY
144.	Middlesex County Public Library	1104	Urbanna, VA
145.	Montgomery County Public Library	1235	Mt. Sterling, KY
146.	Montgomery County Public Schools	1090	Christiansburg, VA
147.	Montgomery-Floyd Regional Library	1041	Christiansburg, VA
148.	Mooneyham Public Library	1174	Forest City, NC
149.	Morgantown Public Library	1208	Morgantown, WV
150.	Mountain Empire Community College/Wampler Library	1042	Big Stone Gap, VA
151.	New Hanover County Public Library	1216	Wilmington, NC
152.	New Martinsville Public Library	1205	New Martinsville, WV
153.	New River Community College	1091	Dublin, VA
154.	Newport News Public Library System	1044	Newport News, VA
155.	Norfolk Public Library	1045	Norfolk, VA
156.	Norfolk State University	1249	Norfolk, VA
157.	Norris Library Foundation, Inc.	1247	Rutherfordton, NC
158.	North Palm Beach Library 2016-17	1286	North Palm Beach, FL
159.	Northeast State Community College/Wayne G. Basler Library	1046	Blountville, TN
160.	Northern Virginia Community College	1132	Annandale, VA
161.	Northumberland Public Library	1047	Heathsville, VA
162.	Northwestern Regional Library	1165	Elkin, NC
163.	Nottaway County Public Library	1142	Crewe, Va
164.	Orange County Public Library	1125	Hillsborough, NC
165.	Orange County Public Library	1117	Orange, VA
166.	Pamunkey Regional Library	1048	Hanover, VA
167.	Paris-Bourbon County Library	1274	Paris, KY
168.	Patrick Henry Community College/Lester Library	1049	Martinsville, VA
169.	Paul Sawyier Public Library	1266	Frankfort, KY
170.	Pearisburg Public Library	1050	Pearisburg, VA
171.	Pender County Public Libraries	1138	Burgaw, NC
172.	Pendleton County Library	1183	Franklin, WV
173.	Pendleton County Public Library	1261	Falmouth, KY
174.	Perry Memorial Library	1223	Henderson, NC
175.	Petersburg Public Library System	1051	Petersburg, VA

176.	Piedmont Virginia Community College/Betty Sue Jessup Library	1102	Charlottesville, VA
177.	Pittsylvania County Public Library	1052	Chatham, VA
178.	Polk County Library Cooperative	1267	Bartow, FL
179.	Polk County Public Library	1184	Columbus, NC
180.	Poquoson Public Library	1053	Poquoson, VA
181.	Portsmouth Public Library	1127	Portsmouth, VA
182.	Powhatan County Public Library	1088	Powhatan, VA
183.	Prince William Public Library System	1054	Prince William, VA
184.	Public Library of Anniston-Calhoun County	1292	Anniston, AL
185.	Public Library of Johnston County & Smithfield/Selma is under this library as a branch. Number was 1166	1160	Smithfield, NC
186.	Pulaski County Library	1055	Pulaski, VA
187.	Pulaski County Public Library	1283	Somerset, KY
188.	Radford Public Library	1056	Radford, VA
189.	Raleigh County Public Library	1259	Beckley, WV
190.	Randolph County Public Library	1221	Asheboro, NC
191.	Randolph-Macon College/McGraw-Page Library	1058	Ashland, VA
192.	Rappahannock Community College	1097	Warsaw, VA
193.	Rappahannock County Library	1206	Washington, VA
194.	Richmond Public Library	1108	Richmond, VA
195.	Richmond Public Schools	1237	Richmond, VA
196.	Ritchie County Public Library	1177	Harrisville, WV
197.	Roanoke City Public Library	1109	Roanoke, VA
198.	Roanoke County Public Library	1059	Roanoke, VA
199.	Robeson County Public Library	1164	Lumberton, NC
200.	Rockbridge Regional Library	1120	Lexington, VA
201.	Rowan Public Library	1150	Salisbury, NC
202.	Russell County Public Library	1061	Lebanon, VA
203.	Salem Public Library	1063	Salem, VA
204.	Sampson-Clinton Public Library	1137	Clinton, NC
205.	Samuels Library	1064	Front Royal, VA
206.	Scotland County Memorial Library	1222	Laurinburg, NC
207.	Scott County Public Library	1262	Georgetown, KY
208.	Shenandoah County Library	1179	Edinburg, VA
209.	Sheppard Memorial Library	1182	Greenville, NC
210.	Smyth-Bland Regional Library	1066	Marion, VA

211.	Southern Pines Public Library	1158	Southern Pines, NC
212.	Southern Virginia University/Von Canon Library	1204	Buena Vista, VA
213.	Southside Regional Jail Library	1187	Emporia, VA
214.	Southside Virginia Community College	1203	Keysville, VA
215.	Southwest Virginia Community College	1067	Cedar Bluff, VA
216.	Spindale Public Library	1163	Spindale, NC
217.	Stanly County Public Library	1195	Albemarle, NC
218.	State Library of North Carolina	1248	Raleigh, NC
219.	Staunton Public Library	1068	Staunton, VA
220.	Suffolk Public Library	1069	Suffolk, VA
221.	Sullivan County Public Library	1070	Blountville, TN
222.	Tazewell County Public Library	1071	Tazewell, VA
223.	Temple Rodef Shalom Library	1257	Falls Church, VA
224.	Tennessee State Library & Archives	1199	Nashville, TN
225.	Thomas Jefferson Library	1280	Falls Church, VA
226.	Thomas Nelson Community College	1072	Hampton, VA
227.	Tidewater Community College	1100	Norfolk, VA
228.	Transylvania County Library	1156	Brevard, NC
229.	Union County Public Library	1140	Monroe, NC
230.	University of Virginia's College at Wise/Wyllie Library	1124	Wise, VA
231.	Upshur County Public Library	1244	Buckhannon, WV
232.	Vienna Public Library	1192	Vienna, WV
233.	Virginia Beach Public Library	1073	Virginia Beach, VA
234.	Virginia Department of Corrections-All Facilities	1201	Richmond, VA
235.	Virginia Highlands Community College	1075	Abingdon, VA
236.	Virginia State University/Johnston Memorial library	1198	Petersburg, VA
237.	Virginia Western Community College	1077	Roanoke, VA
238.	Warren County Memorial Library	1217	Warrenton, NC
239.	Washington County Public Library	1078	Abingdon, VA
240.	Wayne County Public Library	1168	Goldsboro, NC
241.	Whitley County Public Library	1215	Williamsburg, KY
242.	Williamsburg Regional Library	1080	Williamsburg, VA
243.	Wilson County Public Library	1162	Wilson, NC
244.	Wolfe County Public Library	1282	Campton, KY
245.	Wythe-Grayson Regional Library	1098	Independence, VA

246.	Wytheville Community College Library	1082	Wytheville, VA

ATTACHMENT E

Small Business Subcontracting Plan

Definitions

Small Business: "Small business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Women-Owned Business: "Women-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Minority-Owned Business: "Minority-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Bidder Name: Perma-Bound Books

Preparer Name: Carol Foster Date: 4/11/17

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder's total price for the initial contract period. in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: _____ Certification Date: _____

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement See letter.

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract (\$ or %)
Totals					

Perma-Bound does not use subcontractors

See letter included.



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April 11, 2017

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
(Carolea Newsome, Contract Administrator)
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP #2017-71500-01 Library Materials
Due April 28, 2017 at 4:00 p.m.
Attachment E Small Business Subcontracting Plan
Section B

Perma-Bound Books is a "one-product company." We supply schools with re-bound and reinforced books. We purchase these books from publishers who offer the book titles that the schools are looking to buy. Only a small number of these publishers are minority or female owned and they offer only a limited selection of titles we would be purchasing. Yet, our product, the book itself, represents the major portion of the expenses/purchases we are trying to share with minority and female owned suppliers. A listing of these publishers is included.

All of our binding, cataloging, processing, stocking, and packing are done in house, with our own employees. We do not subcontract any of this work.

We utilize Sales Representatives who are independently employed and sell Perma-Bound Books, and many of these are minority or female.

We also include a list of small business firms from whom we order supplies. We plan to continue our good faith efforts to increase our purchases from Small Business suppliers.

Please let us know if there is anything further we can provide at this time.

Sincerely,

Carol Foster,
Bid Coordinator

Serving schools
and libraries
with pride,
for over
a century
and a half.

FEMALE OWNED

American Girl
Kristen Kellerman
8400 Fairway
Middleton, WI 53703
800-845-0005

Aims International Spanish Books
Georgia Crowell
7709 Hamilton Avenue
Cincinnati, Ohio 45231
800-733-2067

Kar-Ben Copies
Madeline Wikler
6800 Feldenwood Lane
Rockville, MD 20852
301-984-8733

Arte Publico (+Hispanic)
University of Houston
Russ Williams
4800 Calhoon Street
Houston, TX 77204

Ediciones Universal (+Hispanic)
Juan Saliat
PO Box 450353
Miami, FL 33145
305-641-3234

Laredo Book List (+Hispanic)
V. P. Clara Koken
Owner Sam Laredo
22930 Lockness Ave.
Torrance, CA 90501
310-517-1890

Lauren Ashley & Joshua Press
Storybooks & Publishing
Marilyn Shearer
PO Box 3951
Los Angeles, CA 90051
800-247-8679

Morning Glory Printers
Carole Blum
6595 San Harold Way
Buena Park, CA 90620
714-828-1998

Lectorum Publications
Rolondo Lam
137 West 14th Street
New York, NY 10011
800-345-5946

Shen's Books & Supplies (+Asian)
Mayuan Shen
821 S. First Avenue
Arcadia, CA 91006
800-456-6660

Santillana Dist.
902 W. Walnut Street
Compton, CA 90220
800-345-5946

Hawthorne Press
Kathy Poelker
PO Box 135
Wheeling, IL 60090
708-438-1517

Crabtree Press
Bobbie Kalman
350 Fifth Ave., Suite 3308
New York, NY 10118
800-387-7650

BLACK OWNED

Just Us Books
364 Glenwood Avenue
Bldg. 182nd Floor
East Orange, NJ 07017
201-676-4345

Amistad Publishers
Time & Life Building
Rockefeller Center, Room 3845
New York, NY 10020
212-522-6936

Howard University Press
1240 Randolph Street NE
Washington, DC 20017
Nenia Brown
800-441-1303

Jacaranda Design, Ltd.
Carrie Williams
PO Box 7936
Boulder, CO 80306
303-440-5235

Black Butterfly Children's Books
Scott Payne
14333 River Oaks Ct.
Florissant, MO 63034
800-788-3123

Black & White and Read All Over (+Female)
Irene Schultz
PO Box 452
Lake Bluff, IL 60044
312-295-1077

DeSane & Associates
John DeSane
PO Box 1069
Teaneck, NJ 07666
201-569-5324

Oryx Press
4041 N. Central Avenue
Suite 700
Phoenix, AZ 85012
800-279-6799

HISPANIC SUPPLIERS

Black & White and Read All Over
Irene Schultz
PO Box 452
Lake Bluff, IL 60044
312-295-1077

ASIAN SUPPLIERS

Pan Asian Distr.
29564 Union City Blvd.
Union City, PA 94587
510-476-1185

Shen Books & Supplies (+Female)
821 South First Avenue
Arcadia, CA 91006
Mayuan Shen
800-456-6660

NATIVE AMERICAN

Tonatiuh-Quinto Sol
Olga Ramono
PO Box 9275
Berkeley, CA 94709
510-655-8036

Pemmican Publishers
Unit # 2 1635 Burrows Ave.
Winnipeg, Manitoba,
Canada R2X 0T1
204-589-6346

OTHER MINORITY

UAHC Press (Hebrew)
838 5th Avenue
New York, NY 10021
Stuart Beneck
212-249-0100



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April 11, 2017

Library of Virginia, on behalf of
Mid-Atlantic Library Alliance (MALiA)
(Carolea Newsome, Contract Administrator)
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Re: RFP #2017-71500-01 Library Materials
Due April 28, 2017 at 4:00 p.m.
Attachment E Small Business Subcontracting Plan
Section B

Perma-Bound Books does not subcontract. However, we use the following local small business vendors for supplies (approximately 5%)

Production Press
307 E. Morgan Street
Jacksonville, IL 62650
217-243-3353
We purchase book covers

Branstiter Printing Company
217 E. Morgan
Jacksonville, IL 62650
217-245-6533
We purchase labels and business cards/copying and printing services.

American Solution for Business
2025 N. Jasper
Decatur, IL 62526
217-429-1450
We purchase office supplies, custom printing and custom forms.

Serving schools
and libraries
with pride,
for over
a century
and a half.

Attachment F
REQUEST FOR PROPOSAL

Title: Library Materials

Mid-Atlantic Library Alliance, Inc. (MALiA)

ATTACHMENT F

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

☒ is a corporation or other business entity with the following SCC identification number:

F-186370-5 -OR-

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

☐ is 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-

☐ is 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 (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐