



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

February 11, 2021

To All Interested Parties:

**Subject: Addendum #2, RFP 1750-P (eVA RFP-L179-943-1)
Library Books, Print and/or Digital**

Please note the following response to questions received regarding the above Request for Proposal.

Question: Clarify Section II Item D. What is truly needed from Suffolk of a financial nature and to whom is this sent to?

Answer: This doesn't necessarily have to be financial statements but can be letters from your Finance Dept. stating the capacity of the proposer, statements of position, liquidity statements **or** any other proof that demonstrates the financial capacity that a proposer can perform the work as specified. This will be submitted with your proposal. Should the proposer require the signature of NDAs, Suffolk Public Schools will sign. Please mark any of these financial statements or other proof as proprietary or confidential should you wish to keep them confidential.

Question: Would you be able to send an electronic copy of your district's processing specifications?

Answer: The current vendor allows the schools to customize by the building because there are differences between some of the buildings and is something that needs to continue. Book jackets should be included in the pricing. We do not have an electronic copy; however, our Media Specialists have provided the information below:

Processing Specifications

Spine label: 1 1/2" measurement

Mylar: Tape Mylar on Dust Jackets Only

Bar code label: Back Cover Lower Right Horizontal

Bar code inscription: NANSEMOND PARKWAY ELEMENTARY (school specific)

Cataloging Specifications

Subject Headings: Sears subjects
Fiction: FIC with first 3 letters of author's surname
Nonfiction: Class number with first 3 letters of author's surname
Individual Biography: 921 with first 3 letters of biographee's surname
Collective Biography: 920 with first 3 letters of author's surname
Easy Fiction: E with first 3 letters of author's surname
Short Story: SC with first 3 letters of author's surname
Foreign Language: Class number assigned by subject (no special coding)
Reference: REF above class number with first 3 letters of author
Professional: PRO above call number

Reading Program

Accelerated Reader: Title Infolabel - Front Flyleaf Upper Right Horizontal

Bar code and Automation System Information

Automation System: DESTINY
Bar code number: 16484 (school specific)
Bar code symbology: Code 39
Bar code prefix: 1270220 (school specific)
Bar code length: 14
Data format: MARC21
Holding code: 12700220 (school specific)

TIME EXTENTION:

Due to the time needed to obtain answers to questions, Suffolk Public Schools will be issuing an extension for this procurement. The new due date for proposals will be **Thursday, February 25, 2021, on or before 2:00 PM.**

Suffolk Public Schools will allow additional questions until 2:00 PM on February 18, 2021. No questions will be considered after that time.

Please email Linda Bates at lindabates@spsk12.net if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 2 Acknowledged:

Date_____

Sent by:

Linda Bates, VCA
Purchasing Technician