

FY 2011
MLS MATERIAL AND SUPPLY COOPERATIVE
SUMMARY OF SPECIFICATIONS SUBMITTED TO VENDORS

The FY 2011 Massachusetts Library Systems (MLS) Material and **Supply** Cooperative runs from July 1, 2010 to June 30, 2011. The Cooperative reserves the right to extend terms offered by each vendor for two one-year periods: July 1, 2011 to June 30, 2012 (FY 2012), July 1, 2012 to June 30, 2013 (FY 2013).

Past performance, i.e. quality of service, quality of fill rate, customer service, order status reporting, product, shipment, and length of response time to requests and turnaround time between order placing and receipt, etc. will be considered in determining if vendor is a responsible bidder.

The Cooperative assumes no business functions or responsibilities on behalf of its participants. Cooperative members are responsible for direct contact with vendors including all business transactions, ordering, invoicing, payment, status reporting, shipping, and customer service.

The Cooperative reserves the right to spend more or less than its budgeted amount during the purchasing period, although each library should make a good faith effort to spend at least 75% of the amount pledged. It is understood that the amounts pledged for each year are subject to local and state appropriation and **are not binding**.

Following are specifications particular to the type of product:

SUPPLIES (book jackets, book cards, bar code labels, etc.)

1. The Cooperative is seeking bids, based on an estimated amount to be purchased of each, for approximately 300 items.
2. Cooperative is seeking a blanket discount for supplies listed in vendor's catalog.
3. A low bid will not be honored if vendor's product does not meet the specifications outlined in the description of the product.
4. Vendor will only bid on those items that are a regular stock item.
5. The vendor will not require a minimum dollar amount for purchases.
6. Supplies must be furnished on approval with privilege of return for credit. Vendor must replace all imperfect materials regardless of library markings. All return shipping and carrying charges are to be paid by the vendor.
7. Duplicate or multiple invoices are required showing quantity, discount, list price, unit price, and total price. Invoice or packing slip must be enclosed with each shipment.
8. Services available by means of toll-free telephone and e-mail shall be provided upon request.
9. Vendor will incur all shipping charges to libraries.