



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Cowell Jr, John A
 PHONE #: 401-574-8114

CREATION DATE : 24-APR-08
 BID NUMBER: 7082858
 TITLE: BOOK BINDING (MPA-139)
 BLANKET START : 01-JUL-08
 BLANKET END : 30-JUN-11
 BID CLOSING DATE AND TIME: 16-MAY-2008 11:15:00

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-139 7/1/08-6/30/09 PERIODICALS (CLASS A)	2,052.00	Each		
2	MPA-139 7/1/09-6/30/10 PERIODICALS (CLASS A)	2,052.00	Each		
3	MPA-139 7/1/10-6/30/11 PERIODICALS (CLASS A)	2,052.00	Each		
4	MPA-139 7/1/08-6/30/09 PERIODICALS (1/4 BUCKRAM)	2,275.00	Each		
5	MPA-139 7/1/09-6/30/10 PERIODICALS (1/4 BUCKRAM)	2,275.00	Each		
6	MPA-139 7/1/10-6/30/11 PERIODICALS (1/4 BUCKRAM)	2,275.00	Each		
7	MPA-139 7/1/08-6/30/09 MONOGRAPHS	920.00	Each		
8	MPA-139 7/1/09-6/30/10 MONOGRAPHS	920.00	Each		
9	MPA-139 7/1/10-6/30/11 MONOGRAPHS BIDS SHALL SHOW EXTRA CHARGES, IF ANY, FOR SUCH ITEMS AS:	920.00	Each		
10	MPA-139 7/1/08-6/30/09 CLASS "B" BINDING	144.00	Each		
11	MPA-139 7/1/09-6/30/10 CLASS "B" BINDING	144.00	Each		
12	MPA-139 7/1/10-6/30/11 CLASS "B" BINDING	144.00	Each		
13	MPA-139 7/1/08-6/30/09 RUSH BINDING	1.00	Each		
14	MPA-139 7/1/09-6/30/10 RUSH BINDING	1.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
15	MPA-139 7/1/10-6/30/11 RUSH BINDING	1.00	Each		
16	MPA-139 7/1/08-6/30/09 CALL NUMBERS	3,144.00	Each		
17	MPA-139 7/1/09-6/30/10 CALL NUMBERS	3,144.00	Each		
18	MPA-139 7/1/10-6/30/11 CALL NUMBERS	3,144.00	Each		
19	MPA-139 7/1/08-6/30/09 LOCATION NOTES	1.00	Each		
20	MPA-139 7/1/09-6/30/10 LOCATION NOTES	1.00	Each		
21	MPA-139 7/1/10-6/30/11 LOCATION NOTES	1.00	Each		
22	MPA-139 7/1/08-6/30/09 INDEX NOTATION	1.00	Each		
23	MPA-139 7/1/09-6/30/10 INDEX NOTATION	1.00	Each		
24	MPA-139 7/1/10-6/30/11 INDEX NOTATION	1.00	Each		
25	MPA-139 7/1/08-6/30/09 EXTRA LINES OF PRINTING	1,548.00	Each		
26	MPA-139 7/1/09-6/30/10 EXTRA LINES OF PRINTING	1,548.00	Each		
27	MPA-139 7/1/10-6/30/11 EXTRA LINES OF PRINTING	1,548.00	Each		
28	MPA-139 7/1/08-6/30/09 EXTRA THICKNESS	43.00	Each		
29	MPA-139 7/1/09-6/30/10 EXTRA THICKNESS	43.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
30	MPA-139 7/1/10-6/30/11 EXTRA THICKNESS	43.00	Each		
31	MPA-139 7/1/08-6/30/09 EXTRA HEIGHT	40.00	Each		
32	MPA-139 7/1/09-6/30/10 EXTRA HEIGHT	40.00	Each		
33	MPA-139 7/1/10-6/30/11 EXTRA HEIGHT	40.00	Each		
34	MPA-139 7/1/08-6/30/09 HAND SEWING	2.00	Each		
35	MPA-139 7/1/09-6/30/10 HAND SEWING	2.00	Each		
36	MPA-139 7/1/10-6/30/11 HAND SEWING	2.00	Each		
37	MPA-139 7/1/08-6/30/09 POCKETS	34.00	Each		
38	MPA-139 7/1/09-6/30/10 POCKETS	34.00	Each		
39	MPA-139 7/1/10-6/30/11 POCKETS	34.00	Each		
40	MPA-139 7/1/08-6/30/09 LENGTHWISE LETTERING	1,309.00	Each		
41	MPA-139 7/1/09-6/30/10 LENGTHWISE LETTERING	1,309.00	Each		
42	MPA-139 7/1/10-6/30/11 LENGTHWISE LETTERING	1,309.00	Each		
43	MPA-139 7/1/08-6/30/09 HALF PORTFOLIOS	1.00	Each		
44	MPA-139 7/1/09-6/30/10 HALF PORTFOLIOS	1.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
45	MPA-139 7/1/10-6/30/11 HALF PORTFOLIOS	1.00	Each		
46	MPA-139 7/1/08-6/30/09 FULL PORTFOLIOS	1.00	Each		
47	MPA-139 7/1/09-6/30/10 FULL PORTFOLIOS	1.00	Each		
48	MPA-139 7/1/10-6/30/11 FULL PORTFOLIOS	1.00	Each		
49	MPA-139 7/1/08-6/30/09 SINGLE SLIPCASE	1.00	Each		
50	MPA-139 7/1/09-6/30/10 SINGLE SLIPCASE	1.00	Each		
51	MPA-139 7/1/10-6/30/11 SINGLE SLIPCASE	1.00	Each		
52	MPA-139 7/1/08-6/30/09 DOUBLE SLIPCASE	1.00	Each		
53	MPA-139 7/1/09-6/30/10 DOUBLE SLIPCASE	1.00	Each		
54	MPA-139 7/1/10-6/30/11 DOUBLE SLIPCASE	1.00	Each		
55	MPA-139 7/1/08-6/30/09 ARCHIVAL STORAGE PORTFOLIO	2.00	Each		
56	MPA-139 7/1/09-6/30/10 ARCHIVAL STORAGE PORTFOLIO	2.00	Each		
57	MPA-139 7/1/10-6/30/11 ARCHIVAL STORAGE PORTFOLIO	2.00	Each		
58	MPA-139 7/1/08-6/30/09 BRITTLE BOOK REPLACEMENT	1.00	Each		
59	MPA-139 7/1/09-6/30/10 BRITTLE BOOK REPLACEMENT	1.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
60	MPA-139 7/1/10-6/30/11 BRITTLE BOOK REPLACEMENT	1.00	Each		
61	MPA-139 7/1/08-6/30/09 THESIS BINDING	634.00	Each		
62	MPA-139 7/1/09-6/30/10 THESIS BINDING	634.00	Each		
63	MPA-139 7/1/10-6/30/11 THESIS BINDING	634.00	Each		
64	MPA-139 7/1/08-6/30/09 PAMPHLET BINDING	1.00	Each		
65	MPA-139 7/1/09-6/30/10 PAMPHLET BINDING	1.00	Each		
66	MPA-139 7/1/10-6/30/11 PAMPHLET BINDING	1.00	Each		
67	MPA-139 7/1/08-6/30/09 MUSIC BINDING	1.00	Each		
68	MPA-139 7/1/09-6/30/10 MUSIC BINDING	1.00	Each		
69	MPA-139 7/1/10-6/30/11 MUSIC BINDING	1.00	Each		
70	MPA-139 7/1/08-6/30/09 STUBBING	6.00	Each		
71	MPA-139 7/1/09-6/30/10 STUBBING	6.00	Each		
72	MPA-139 7/1/10-6/30/11 STUBBING	6.00	Each		
73	MPA-139 7/1/08-6/30/09 EXTRA TIME CHARGES	150.00	Half Hour		
74	MPA-139 7/1/09-6/30/10 EXTRA TIME CHARGES	150.00	Half Hour		

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
75	MPA-139 7/1/10-6/30/11 EXTRA TIME CHARGES	150.00	Half Hour		

Delivery: _____

Terms of Payment: _____

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BID SPECIFICATIONS

BLANKET REQUIREMENTS: 7/1/08 - 6/30/11
WITH TWO (1) YEAR RENEWAL OPTIONS.
PRICING TO REMAIN THE SAME AS THAT OF THE 7/1/10 - 6/30/11 PERIOD.

MASTER PRICE AGREEMENT #139

BOOK BINDING

BINDING, REBINDING AND REPAIRS OF BOOKS.

1. GENERAL REQUIREMENTS:

A. THE BINDER SHALL BE A CERTIFIED LIBRARY AS APPROVED BY THE LIBRARY BINDING INSTITUTE. A COPY OF YOUR CURRENT CERTIFICATION SHOULD ACCOMPANY YOUR BID.

B. THE BINDER SHALL SUPPLY SHIPPING CARTONS, TAPE FOR SEALING CARTONS (IF SEALING IS REQUIRED), SEVERAL PACKS OF BUCKRAM COLOR SWATCHES IN CURRENT USE, AND BINDING FORMS FOR EACH KIND OF BINDING, OF A SIZE AND COMPOSITION SELECTED BY THE LIBRARY.

C. ALL VOLUMES SHALL BE BOUND BY THE LIBRARY BINDING INSTITUTE'S "CLASS A" STANDARDS, UNLESS OTHERWISE SPECIFIED BY THE LIBRARY. NO VOLUMES SHALL BE CLEAT-LACED.

D. EACH VOLUME SHALL BEAR A LABEL OR STAMP ON THE INSIDE BACK COVER IDENTIFYING THE BINDER AND SHOWING THE MONTH AND YEAR IN WHICH THE VOLUME WAS BOUND.

E. THE BINDER SHALL CHECK INCOMING BINDING WITH SUFFICIENT CARE TO DETECT AND REPORT OBVIOUS ERRORS ORIGINATED AT THE LIBRARY.

F. ONLY COMPLETE VOLUMES SHALL BE BOUND. UNLESS OTHERWISE SPECIFIED BY THE LIBRARY. VOLUMES RETURNED UNBOUND SHALL HAVE A BINDER'S NOTE ATTACHED CITING THE REASON FOR NOT BINDING THAT VOLUME.

G. BINDING SLIPS SHALL NOT BE ATTACHED ANYWHERE WITHIN THE VOLUME, BUT SHALL BE PLACED IN THE VOLUME AT THE TITLE PAGE AND PROTRUDE SLIGHTLY.

H. LIBRARY MATERIALS LOST OR DAMAGED AT THE BINDERY OR IN TRANSIT SHALL BE REPLACED AT THE BINDER'S EXPENSE. ANY BINDING ERRORS SHALL BE CORRECTED AT THE BINDER'S EXPENSE AND SENT OUT ON A RUSH BASIS. DAMAGE IS MEANT TO INCLUDE, BUT IS NOT RESTRICTED TO:

1. ANY VOLUMES NOT BOUND BY THE LIBRARY BINDING INSTITUTE'S "CLASS A" STANDARDS AND ACCORDING TO THE SPECIFICATIONS OF THIS CONTRACT, UNLESS OTHERWISE SPECIFIED BY THE LIBRARY.
2. ANY VOLUMES HAVING BLEEDING MARGINS.
3. ANY VOLUMES OVER-TRIMMED TO DESTROY PRINT.
4. ANY VOLUMES WITH PERTINENT MATERIAL DISCARDED.

I. THE BINDER SHALL KEEP NECESSARY RECORDS BY WHICH UNIFORMITY OF SETS MAY BE MAINTAINED. THIS MEANS THAT THE BINDER SHALL COMPILE AND MAINTAIN ALL RECORDS REQUIRED FOR THE PROPER AND CONSISTENT BINDING OF THE TITLES SUBMITTED.

J. A COMPUTERIZED BINDING SLIP SYSTEM SHALL BE PROVIDED BY THE BINDER FOR USE IN BINDING PERIODICALS. ALL COMPUTER-PRODUCED BINDING SLIPS SHALL BE THE PROPERTY OF THE LIBRARY.

K. THIS CONTRACT MAY BE CANCELLED ON 30 DAYS NOTICE IF THE BINDER'S PERFORMANCE FAILS TO MEET THE SPECIFICATIONS OF THIS CONTRACT OR FULFILL THE INSTRUCTIONS OF THE LIBRARY.

II. PICKUPS AND DELIVERIES:

A. THE BINDER SHALL MAINTAIN A 2-WEEK PICK-UP AND DELIVERY SCHEDULE. ALL VOLUMES MUST BE BOUND AND RETURNED WITHIN 14 DAYS.

B. THERE SHALL BE NO CHARGE FOR TRANSPORTATION. NO SHIPMENTS SHALL BE MADE BY COMMON CARRIER.

C. PICK-UPS AND DELIVERIES SHALL BE AT DESIGNATED LOCATIONS WITHIN THE LIBRARY.

D. INVOICES SHALL BE DELIVERED WITH EACH SHIPMENT AND NO PARTIAL LOT SHIPMENTS SHALL BE MADE.

E. THE BINDER SHALL ENSURE THAT ALL VOLUMES OF THE SAME TYPE OF BINDING ARE PACKED IN THE SAME CARTON OR CARTONS WHEN RETURNED TO THE LIBRARY.

III. FORM OF BID:

A. BIDS SHALL SHOW A UNIT PRICE FOR VOLUMES UP TO 14" IN HEIGHT AND 2 1/2" IN THICKNESS FOR MONOGRAPHS BOUND AND 3" IN THICKNESS FOR PERIODICALS BOUND, AND FOR EACH KIND OF SEWING OR BINDING PROCESS (OVER-SEWING, HAND-SEWING, RECASING, ADHESIVE BINDING).

B. THE BINDER SHALL BE RESPONSIBLE FOR PLACING THEFT DETECTION STRIPS INTO EACH BOUND VOLUME AT THE TIME OF BINDING. THE TYPE OF THEFT DETECTION STRIP TO BE USED WILL BE SPECIFIED BY, AND SUPPLIED BY THE LIBRARY.

C. SUCCESSFUL BIDDER SHALL SUBMIT SAMPLES OF EACH KIND OF SEWING OR BINDING PROCESS TO BE COVERED BY THIS CONTRACT FOR INSPECTION AND RETENTION PRIOR TO AWARDED OF THIS CONTRACT.

D. FAILURE OF BIDDER TO CONFORM TO THESE BIDDING REQUIREMENTS MAY BE CONSIDERED GROUNDS FOR DISQUALIFICATION OF THAT BID.

IV. PERIODICAL BINDING REQUIREMENTS:

A. COLLATION

1. PERIODICALS SHALL BE COLLATED AND ANY MISSING PAGES/ISSUES REPORTED TO THE LIBRARY BEFORE A VOLUME CAN BE BOUND.

2. ALL FRONT COVERS ARE TO BE RETAINED AND LEFT IN PLACE WITH THEIR RESPECTIVE ISSUES. BACK COVERS WILL BE RETAINED IF THEY CONTAIN CONTENTS OR ANY OTHER PERTINENT INFORMATION. IF CONTENTS APPEAR ON BACK COVERS, THEY SHALL BE MOVED TO THE APPROPRIATE PLACE WITHIN THE VOLUME (SEE ITEM 4). THE LIBRARY RESERVES THE RIGHT TO REQUEST VOLUMES TO BE BOUND "AS IS."

3. ALL DAMAGED PAGES/COVERS SHALL BE REPAIRED.

4. WHEN ISSUES OF A VOLUME ARE PAGED CONSECUTIVELY, CONTENTS SHALL BE PLACED AT THE FRONT OF THE VOLUME. WHEN EACH ISSUE IS PAGED SEPARATELY, CONTENTS SHALL REMAIN IN THE FRONT OF EACH ISSUE.

5. CUMMULATIVE CONTENTS ARE TO BE PLACED IN THE FRONT OF THE VOLUME.

6. INDEXES ARE TO BE BOUND IN THE BACK OF THE VOLUME. IF THE VOLUME IS BOUND IN PARTS, THE INDEX SHALL BE BOUND IN THE LAST PART.

THE INDEXES IN INDIVIDUAL ISSUES WILL BE REMOVED AT THE REQUEST OF THE LIBRARY. THIS MAY BE MADE A STANDARD INSTRUCTION FOR CERTAIN PERIODICAL TITLES AS SPECIFIED BY THE RESPECTIVE LIBRARIES. IF THE INDEX IS MISSING, STUB FOR THE INDEX AND BIND.

7. ALL UNPAGED ADS SHALL BE REMOVED.

8. WHEN SUPPLEMENTS ARE PAGED SEPARATELY, BIND AT THE END OF THE VOLUME AFTER THE INDEX, SEPARATED BY A COLORED LEAF.

9. WHEN 2 OR MORE VOLUMES ARE BOUND TOGETHER, SEPARATE VOLUMES WITH A COLORED LEAF.

10. LOOSE OR LARGE MAPS SHALL HAVE A POCKET MADE IN THE BACK OF THE VOLUME.

B. BINDING:

1. THE LIBRARY SHALL DETERMINE THE COLOR OF BUCKRAM TO BE USED FOR EACH VOLUME.

2. ALL VOLUMES SHALL BE BOUND BY THE LIBRARY BINDING INSTITUTE'S "CLASS A" STANDARDS, UNLESS SPECIFIED BY THE LIBRARY. IF THE BINDER RECEIVES A VOLUME WHICH CANNOT BE BOUND BY "CLASS A" STANDARDS, HE SHALL CONTACT THE LIBRARY WITH ALTERNATE PROPOSALS AND THE LIBRARY SHALL ASSUME RESPONSIBILITY FOR THE DECISION. NO VOLUMES SHALL BE CLEAT LACED.

3. INNER MARGINS SHALL BE NO LESS THAN 1/4" WIDE AFTER SEWING.

4. VOLUMES SHALL BE TRIMMED AS SLIGHTLY AND AS EVENLY AS POSSIBLE. IN SOME CASES THE VOLUME SHOULD NOT BE TRIMMED AT ALL DUE TO THE PUBLISHER'S PRINTING; THIS DECISION SHALL BE LEFT TO THE BINDER'S DISCRETION.

5. THE LIBRARY HAS DETERMINED THAT CERTAIN TITLES SHALL BE HAND-SEWN AND WILL NOTE THIS ON THE BINDING SLIP. THE BINDER MAY DETERMINE THAT A VOLUME, WHICH HAS NOT BEEN SO

DESIGNATED, SHOULD BE HAND-SEWN IF OVER-SEWING WOULD RESULT IN VIRTUALLY NO MARGINS OR BLEEDING MARGINS.

6. IN MOST CASES, VOLUMES SHALL BE BOUND TO A THICKNESS OF 2 1/2" BUT ABSOLUTELY NO MORE THAN 3" IN THICKNESS.

7. IF ISSUES ARE OF UNEVEN SIZE, MAKE EVEN AT THE TOP, EXCEPT WHERE SMALLER ISSUES ARE SUBSTANTIALLY THICKER AND HEAVIER, THEN MAKE EVEN AT THE BOTTOM.

C. LETTERING

1. ALL LETTERING SHALL BE GOLD, WHITE, OR BLACK, AS SPECIFIED BY THE LIBRARY.

2. ALL LETTERING SHALL BE AS LARGE AS LEGIBLE AS POSSIBLE. VOLUMES SHALL BE LETTERED AS PREVIOUSLY DONE, WITH HEIGHTS OF LETTERING TO MATCH THE LIBRARY'S SETS. IF THE LIBRARY SENDS NEW TITLE TO BE BOUND, THE LETTERING HEIGHT SHALL BE STANDARD AS SPECIFIED BY THE STANDARDIZED LETTERING FOR BOUND MAGAZINES OF THE LIBRARY BINDING INSTITUTE.

3. IF THE SIZE OF A VOLUME CHANGES MORE THAN 1/2" UP OR DOWN, THE BINDER MAY ADJUST THE HEIGHT OF TITLE LETTERING. ALL VOLUME AND DATE LETTERING SHALL BE UNIFORM.

4. THE BINDER SHALL GUARD AGAINST THE UNNECESSARY DIVISION OF WORDS, WHENEVER POSSIBLE.

5. IF A VOLUME IS TOO THIN TO BE LETTERED HORIZONTALLY, THE VOLUME SHALL BE LETTERED DOWN THE SPINE.

6. IF A VOLUME IS BOUND IN PARTS, THE LIBRARY SHALL SPECIFY THE MONTHS, NUMBERS, OR OTHER INFORMATION TO BE USED ON THE SPINE.

SPECIFICATIONS: QUARTER BUCKRUM PERIODICAL BINDING

THE FOLLOWING SPECIFICATIONS ARE BASIC TO THE STYLE, AND THEY MUST BE ADHERED TO CONSISTENTLY.

A. GENERAL SPECIFICATIONS:

1. THE LIBRARY SHALL REMOVE COVERS AND NON-PAGINATED ADVERTISING ONLY WHEN DESIRED.

2. THE BINDER SHALL BE RESPONSIBLE FOR INSPECTING MATERIAL FOR COMPLETENESS AND CORRECT ORDER OF ISSUE SEQUENCE.

3. THE BINDER SHALL GUARANTEE UNIFORMITY OF SIZE, BUCKRAM COLOR, TYPE POSITION AND SIZE, AND GENERAL CONFIGURATION.

4. THE BINDER SHALL PROVIDE BUCKRAM COLORS THAT INCLUDE THE FOLLOWING: BROWN, BLACK, DARK BLUE, MAROON, AND MID-GREEN. THE LIBRARY WILL SPECIFY THE COLOR FOR EACH BOUND VOLUME.

B. MATERIAL AND METHOD OF CONSTRUCTION SPECIFICATIONS:

1. INNER MARGIN PERMITTING, SPINE OF VOLUMES WILL BE NOTCHED.

2. DOUBLE-FAN, EHLERMAN-TYPE ADHESIVE BINDING, USING ADHESIVE FORMULATED FOR THE MACHINE SHALL BE USED. THE ADHESIVE SHALL BE APPLIED IN SUCH A WAY AS NOT TO SPREAD BEYOND THE NOTCHES ONTO THE SURFACE OF THE PAGES.

3. ENDSHEETS SHALL BE SINGLE-FOLD WHITE, TO HAVE A PH OF NOT LESS THAN 7.0 AND SHALL BE OF APPROVED LIBRARY BINDING INSTITUTE (LBI) STANDARD.

4. SPINES SHALL BE LINED BEFORE COVERING WITH A WOVEN HINGE CLOTH OF APPROPRIATE STANDARD (LBI), WRAPPING ONTO THE ENDSHEETS NOT LESS THAN THREE (3) CENTIMETERS.

5. INSIDE MARGINS AND EDGES SHALL BE TRIMMED AS LITTLE AS POSSIBLE.

6. COVER JOINTS SHALL HAVE A HINGE WIDE ENOUGH TO ALLOW THE VOLUME TO OPEN FLAT WITHOUT STRAIN, WITH A MINIMUM HINGE WIDTH OF 3/8" AND A MAXIMUM WIDTH OF 5/8".

7. BOARDS OF APPROVED STANDARD (LBI) APPROPRIATE TO THE SIZE AND WEIGHT OF THE MATERIAL, WITH A MINIMUM THICKNESS OF .074" AND MAXIMUM THICKNESS OF .090", CONTINUED ON PAGE THE ENDSHEETS AND PRESSED, WITH THE DISTANCE FROM THE BACK EDGE NOT TO EXCEED 1.5 CENTIMETERS OR TO BE LESS THAN 1.0 CENTIMETERS.

8. GROUP F BUCKRAM OF APPROVED STANDARD (LBI) SHALL BE USED TO COVER THE SPINE, GLUED DIRECTLY ON TOP OF THE SET HINGE CLOTH AND WRAPPED ONTO THE BOARDS NO MORE THAN 5 CENTIMETERS AND NO LESS THAN 2 CENTIMETERS.

9. BOARDS SHOULD NOT BE CLAMP MARKED DURING THE TRIMMING PROCESS, AND THE SPINE COVERINGS SHOULD NOT BE LOOSEMED OR LEFT RAGGED. EDGE SCOURING CAUSED BY NICKED OR WORN GUILLOTINE KNIFE IS ACCEPTABLE PROVIDING THAT THE BOUND EDGES ARE CLEARLY CUT.

10. PRINTING MUST NOT BE "BLED" BY CARELESS TRIMMING. THE LIBRARY WILL SEPARATE VOLUMES NOT SUITABLE FOR TRIMMING, AND WILL NOTE SPECIAL FEATURES, SUCH AS FORE-EDGE FOLDS, ETC.

V. MONOGRAPH BINDING REQUIREMENTS:
(INCLUDES MUSIC SCORES AND THESES)

A. COLLATING AND MENDING:

1. MONOGRAPHS SHALL BE COLLATED BEFORE BINDING, AND ANY DETERMINED TO HAVE MISSING PAGES SHALL BE RETURNED TO THE LIBRARY UNLESS INSTRUCTIONS ON THE BINDING SLIPS INDICATE OTHERWISE.

2. ALL DAMAGED PAGES SHALL BE REPAIRED.

3. WHEN TWO OR MORE VOLUMES ARE BOUND TOGETHER, THE VOLUMES SHALL BE SEPARATED WITH A COLORED LEAF.

A. BINDING

1. ALL MONOGRAPHS SHALL BE BOUND OR REBOUND IN "CLASS A" BINDING ACCORDING TO THE SPECIFICATIONS OF THE LIBRARY BINDING INSTITUTE'S STANDARD FOR LIBRARY BINDING WITH THE FOLLOWING EXCEPTIONS OR ADDITIONAL STIPULATIONS.

A. THOSE MONOGRAPHS WHICH ARE UNSUITED FOR OVER-SEWING, DO NOT HAVE SIGNATURES OR FOLDED SECTIONS, OR DO NOT HAVE SPECIFIC SEWING INSTRUCTIONS NOTED ON THEIR BINDING SLIPS SHALL BE BOUND USING A HIGH GRADE COLD MELT POLYVINYL PERMEATING ADHESIVE WITH THE SHEET BEING FANNED IN BOTH DIRECTIONS TO ASSURE PROPER ADHESION.

B. NO MONOGRAPHS SHALL BE ELATE-LACED.

C. INNER MARGINS ON MONOGRAPHS SHALL BE NO LESS THAN 1/4" WIDE AFTER SEWING

D. MUSIC SCORES SHALL BE HAND-SEWN ON TAPES TO LIE FLAT ON A MUSIC RACK. A POCKET SHALL BE PROVIDED IN THE BACK INSIDE COVER WHEN PARTS ACCOMPANY THE SCORE.

E. INSTRUCTIONS WRITTEN ON BINDING SLIPS FOR SUCH PROCESSES AS HAND SEWING, TIPPING OR BINDING IN LOOSE PAGES AND ERRATA SLIPS, ETC. SHALL BE FOLLOWED BY THE BINDER.

B. OTHER:

1. SPINE LETTERING SHALL BE IN GOLD, WHITE, OR BLACK AS SPECIFIED BY THE LIBRARY AND SHALL INCLUDE AUTHOR, TITLE AND YEAR, LENGTHWISE LETTERING SHALL BE PLACED SO THAT AUTHOR AND TITLE AND YEAR READ DOWNWARD ON THE SPINE.

2. ONLY CERTAIN COLORS OF BUCKRAM SELECTED BY THE LIBRARY FROM THE PACKS OF COLOR SWATCHES SHALL BE USED.

DELIVERY AS REQUESTED BY AGENCY.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV