



Blount County Purchasing

385 Court Street, Maryville, Tn 37804-5906
865-273-5740 Fax 865-273-5746
<http://www.blounttn.org/purchase.aspx>

ADDENDUM No. 1

Date Issued: **August 29, 2014**

Bid No: **RFP 2014-2304**

Bid Title: **Web-based Integrated Library System for the Blount County Public Library**

Question #1 *How many titles are in the database (not items)?*

Answer #1 *The Blount County Public Library's titles figure is 300,000.*

Question #2 *Does Blount County want Enhanced Content to be included in the cost? (Amazon book jackets are free.)*

Answer #2 *Yes.*

Question #3 *Do you need Serials and/or Acquisitions software?*

Answer #3 *Not at this time, but at a later date - yes.*

Question #4 *How many staff workstations are used in the library today (to run cataloging, circulation, etc.)?*

Answer #4 *Currently, the Blount County Public Library has 40 staff workstations.*

Question #5 *Would Blount County extend the proposals due date?*

Answer #5 *The proposal submittal deadline has been moved to:*

September 10, 2014 at 1:30 p.m. E.S.T.

A handwritten signature in blue ink that reads "Laurie Bell".

Issuer's Name

Title



REQUEST FOR PROPOSAL

BLOUNT COUNTY PURCHASING DEPARTMENT
385 COURT STREET
MARYVILLE, TENNESSEE 37804-5906



Proposals are being accepted for a web-based Integrated Library System (ILS) solution for the Blount County Public Library in Maryville, TN as stated herein.

Proposers shall submit their offers in sealed envelope to:

**Blount County Purchasing Department
Blount County Courthouse, Room 319
385 Court Street
Maryville, Tn. 37804-5906**

Public Opening of the proposals will be held at the above address at the deadline date and time designated in the Request for Proposal (RFP).

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DATE ISSUED:	August 19, 2014
RFP NO:	2014-2304
RFP TITLE:	Web-based Integrated Library System for the Blount County Public Library
RFP DEADLINE DATE & TIME:	September 3, 2014 at 1:30 p.m. Eastern Standard Time zone (E.S.T.)
RFP CONTACT:	Lauri Bell, Sr. Contract Administrator
CONTACT PHONE:	(865) 273-5740
CONTACT EMAIL ADDRESS:	LBell@BlountTN.org

Web-based Integrated Library System for the Blount County Public Library

Terms and Conditions of the Request for Proposal

1. Award

The right is reserved, as the interest of the County may require, to reject any and all proposals and to waive any informality in proposals received. The County reserves the right to make an award on all items or on any of the items and for an item quantity less than the quantity bid upon unless qualified by specific limitation of the vendor. The contract shall be awarded to that responsible proposer whose proposal, conforming to the Request for Proposal (RFP), will be most advantageous to the County, price and other factors considered. (*Responsive Bidder* is defined as a bidder that has submitted a bid that conforms in all material respects to the ITB. *Responsible Bidder* is defined as a bidder that has the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.) In the event tie proposals are totally equal, selection shall be made by publicly witnessed drawing of lots. Disputes arising from the award of this Request for Proposal (RFP) must be submitted in writing to the Blount County Purchasing Agent and received no later than three (3) calendar days from contract award date. In the event no funds are appropriated by Blount County for the goods and services specified or insufficient funds exist for future orders, Blount County is under no obligation to make a contract award, contract renewal, or purchase.

2. Preparation of Bids

(A) Bidders are expected to examine all bid documents. Failure to do so will be at the bidder's risk.

(B) Each bidder shall furnish all information required by the Invitation. The bidder shall sign the Invitation; erasures or other changes shall be initialed by the person signing the offer. Bids that are submitted on forms other than the enclosed forms are subject to disqualification.

(C) Unit price shall include freight unless otherwise specified in the Invitation. In case of discrepancy between any unit price and an extended price, the unit price shall govern.

(D) Alternate bids for supplies or services other than those specified will not be considered unless authorized by the Invitation.

(E) Bidders must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the Invitation.

(F) Delivery time, when stated as a number of days, will include Saturdays, Sundays, and holidays.

(G) Bidders are cautioned to check their bid for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to honor their pricing or be subject to disqualification for award.

3. Availability of Requested Items

Bidders must accept responsibility for verifying availability of specified items prior to submission of bid. Bidder shall notify the County no less than 96 hours prior to the bid deadline, excluding weekends and legal holidays, per Tennessee Code Annotated (T.C.A.) § 12-4-113 if specified items are discontinued, replaced, or will not be available for an extended period of time.

4. Restrictive or Ambiguous Specifications

It is the responsibility of the prospective bidder to notify Blount County Purchasing if there is a question as to the specifications or bidding procedures being formulated in a manner that would unnecessarily restrict competition. Any such question must be received no less 96 hours prior to the bid deadline, excluding weekends and legal holidays, per T.C.A. § 12-4-113. These requirements also apply to specifications or procedures that are in error or ambiguous.

5. Delivery

Delivery will be f.o.b. destination unless otherwise specified in this RFP. This will apply to regular and normal stock items and special items which must be ordered direct from manufacturer.

6. Federal Tax and State Sales Tax

Purchases by the County are not subject to any state sales or federal excise taxes. Exemption certificates shall be furnished by the County upon the Contractor's request.

7. Addenda

No modifications to the Invitation shall be binding upon the County unless made in writing by an authorized representative of the Blount County Purchasing Department. Bid addenda, if issued, are posted on the County's website: <http://www.blounttn.org/purchasing/select.asp>. Prior to submitting a bid, it is the responsibility of the bidder to ascertain that they have received all addenda issued and bid accordingly. No addenda will be issued later than 48 hours prior to bid deadline, excluding weekends and legal holidays, per T.C.A. § 12-4-113.

8. Submissions of Proposals

(A) Proposals shall be enclosed in a sealed envelope and addressed to the Blount County Purchasing Department, 385 Court Street, Maryville, Tennessee 37804-5906. The name and address of the vendor shall be identified on the face of the envelope along with the proposal number and title. Proposals for construction projects exceeding \$25,000.00 must include the required contractor license information on the face of the envelope per T.C.A. § 62-6-119.

(B) Blount County does not accept proposals by facsimile or any electronic transmission. See Clause 10 under Terms and Conditions of the Request For Proposal regarding proposal modifications or withdrawal.

(C) Samples of items, when required, must be submitted within five (5) calendar days and at no expense to the County unless otherwise specified by the County. If not consumed by testing, samples will be returned at vendor's request and expense unless otherwise specified in the Invitation.

9. Public Disclosure

The County will be free to use all information in the vendor's bid for the County's purposes. The vendor understands that any material supplied to the County may be subject to public disclosure under the Tennessee Open Records Act, T.C.A. §§ 10-7-501 et seq.

Web-based Integrated Library System for the Blount County Public Library

Terms and Conditions of the Request for Proposal

10. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by signed written notice to Blount County Purchasing or in person by an authorized vendor representative provided the modification or withdrawal is received prior to the proposal deadline. A vendor representative making a modification in person shall have proper identification and shall initial the change. The vendor representative shall sign a receipt for the withdrawal of a proposal. A telegraphic notice with an authorized signature would be acceptable for proposal modification or withdrawal. It is the vendor's responsibility to confirm receipt of the modification or withdrawal. The telegraphic communications shall not reveal the proposal price but shall provide the addition, subtraction or other modifications so that the final prices or terms will not be known by the County until the sealed proposal is opened.

11. Late Proposals

It is the responsibility of the vendor to deliver their proposal or proposal modification on or before the deadline date and time. Modifications cannot be made to the proposal after the deadline. The time of record will be the date/time stamp of the Blount County Purchasing Department. Late proposals will not be considered or returned.

12. Qualifications of Vendors

The County may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work and the vendor shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal if the evidence submitted by or investigation of such vendor fails to satisfy the County that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

13. Subcontracts

The vendor is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the County.

14. Non-Collusion

The requirements of State and Federal Antitrust Law, as well as the terms and conditions of this RFP, require that all decisions made as to matters concerning this proposal be made on an individual firm basis. By signing this proposal, the vendor certifies that no company employees, agents, or representatives colluded in any respect with any other person or firm as to the terms and conditions of the company's proposal. Any concerted activity with respect to this proposal will be reported to the Antitrust Division of the Office of the Attorney General, State of Tennessee.

15. Compliance with Applicable Laws

The vendor shall comply with all laws relating to the manufacture, sale and purchases of items or services by County Governments insofar as they pertain to the purchase made under this contract.

16. Proposal Acceptance

Proposal prices quoted shall be held firm and subject to acceptance by the County for a period of sixty (60) calendar days from the proposal deadline, unless vendor indicates otherwise in their proposal. If awarded the RFP within the time frame specified, vendor agrees to furnish all supplies/services described or specified at the prices and delivery time quoted.

17. Notification to County

If no proposal is to be submitted in response to this RFP, it is not necessary to return the Request; however, notice should be given to the County if the recipient wishes to remain on the County's vendor list for future solicitations.

Web-based Integrated Library System for the Blount County Public Library

Terms and Conditions of Purchase

1. Definitions

A. The "County" is Blount County, Tennessee, and includes its designated representatives.

B. The "Contractor" is those mentioned as such "contractor, seller, vendor, supplier", in the contract and includes their designated representatives.

C. The "Specifications" includes instructions to vendors, the terms and conditions of purchase, the definitions and the technical specifications of the work.

D. A "Subcontractor" is a person, firm or corporation having a contract with the Contractor to furnish labor and materials or both, or who performs services of the project.

E. "Calendar Days" are consecutive days, as occurring on a calendar, without regard to the day of the week, month, year, or holidays.

F. The National Institute of Governmental Purchasing (NIGP) Online Dictionary of Procurement Terms, at www.nigp.org, will govern on questions as to any other definition in this contract.

2. Contract Terms

Upon award, the performance of this contract shall be covered solely by the terms and conditions set forth herein. Authorization to furnish goods/services will be made via purchase order signed by the County Purchasing Agent and Finance Director or other designated personnel. Any language contained on any invoice, shipping order, bill of lading or other document furnished by the seller at any time and the acceptance by the County of any goods/services to be furnished hereunder accompanied by any such document shall not be construed as an acceptance by the County of any terms or conditions contained in such document which are inconsistent with the terms and conditions set forth in this Invitation. Any different or additional terms contained in the seller's acceptance are hereby objected to.

3. Contract Modification

The contract expresses the complete agreement of the parties. Any changes hereto must be in writing and signed by the County Purchasing Agent. No other individual is authorized to modify the contract in any manner.

4. Delivery Requirement

To insure adequate service level to the people, Blount County requires that all goods or services ordered will be delivered when specified. Time is, therefore, the essence of this contract. If deliveries are not made or services performed at the time agreed upon, the County reserves the right to cancel and purchase elsewhere and hold seller accountable therefore.

5. Transportation Charges

When terms of delivery or conditions of this order are f.o.b. destination, all transportation charges shall be paid by the seller.

6. Packaging

The County will not be liable for any charges for packaging, crating, carting, drayage, or storage in excess of the purchase price of this order unless stated otherwise herein.

7. Quantities

The County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to the County's rejection and return at seller's expense.

8. Indemnification and Insurance

If any work covered by this contract is to be done on the County's premises, Contractor agrees to carry liability and Worker's Compensation insurance satisfactory to the County and to indemnify the County against all liability, loss and damage arising out of any injuries to persons and property caused by the Contractor, his employees or agents. The Contractor will furnish written evidence of such insurance coverage if requested.

9. Inspection and Acceptance

The Contractor shall be responsible for all material or service until they are delivered and accepted. No material or service received by the County pursuant to this contract shall be deemed accepted until the County has had reasonable opportunity to inspect said material or service. All material discovered to be defective or does not conform to any warranty of the seller herein, upon initial inspection or at any later time if the effects contained in the material were not reasonably ascertainable upon inspection, may be returned at the seller's expense for full credit or replacement. No goods returned as defective will be replaced without buyer's written authorization. Such return shall in no way affect the County's discount privileges or exclude any other legal, equitable or contractual remedies the County may have therefore. Performance of services shall be completed to the County's satisfaction.

10. Warranty

The seller expressly warrants that all goods and work covered by this contract will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the County and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of said goods or work or by payments for them.

11. Invoices

Invoices shall be submitted to address as noted on Purchase Order. Invoices shall contain the following information: purchase order number, item number, contract description of supplies or services, quantities, unit prices and extended totals. Delay in receiving invoices and errors in omissions on statements or invoices will be considered just cause for withholding settlement without losing privileges.

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Terms and Conditions of Purchase

12. Notice and Service Thereof

Any notice to any contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof complied when said notice is posted with said contractor or his authorized representative.

13. Acts of God

Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental action of any kind or any other causes of similar character beyond their control and without their fault or negligence.

14. Patents

The seller guarantees that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent. The seller covenants that he will, at his own expense, defend every suit which may be brought against the County, or those selling or using the County's product (provided seller is promptly notified of such suit and all papers therein are delivered to the seller) for any alleged infringement of any patent by reason of the sale or use of such articles and seller agrees that he will pay all costs, damages and profits recovered in any such suit.

15. Bankruptcy or Insolvency

In the event of any voluntary or involuntary proceedings by or against either party in bankruptcy or insolvency, or for the appointment of a receiver, trustee or an assignee for the benefit of creditors of the property of seller, or in the event of breach of any of the terms hereof including the warranties of the seller, the County may cancel this contract or affirm the contract and hold the seller responsible for damages.

16. Equal Opportunity

It is the policy of the County to ensure compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, Part 21 and related statutes and regulations to the end that no person shall be excluded from participation in or be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or any other funding source on the grounds of race, color, sex, national origin, or ancestry. By virtue of submitting a response to this solicitation, vendors agree to comply with the same non-discrimination policy.

17. Non-Conflict

No employee, officer or agent of Blount County shall participate in the selection, or award of, or administration of a contract if a conflict of interest, real or apparent, would be involved.

18. Provisions Required by Law Deemed Inserted

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such assertion or correction.

19. Termination of Contract

The County reserves the right to terminate the contract at any time if any of the provisions of the contract are violated by the contractor or by any of his subcontractors, in the sole judgment and discretion of the Purchasing Agent. In the event of such termination, the Contractor shall be liable for any excess cost incurred by the County. If the contract is so terminated the County may purchase, upon such terms and in such manner as the County Purchasing Agent may deem appropriate, supplies or services similar to those so terminated and the Contractor will be liable for excess cost occasioned thereby. In the event the contract is terminated by the County for due cause, the vendor may be barred from bidding on County contracts for a period of 12 months.

Special Provisions

Intent: Blount County, TN is seeking proposals from a qualified vendor to provide a web-based Integrated Library System (ILS) solution for the Blount County Public Library in Maryville, TN. The County will require a "go live" date of mid to late October 2014.

Background: The Blount County Public Library is funded through a local government agency. We are looking for a browser-based integrated library management solution for a mid-size public library that provides services to 90,000 patrons through access to 250,000+ collection items with an annual circulation of 800,000 items in digital, print and non-print formats. Solutions under consideration should include comprehensive, reliable, and easy-to-use patron tools and resources included, but not limited to: mobile apps; patron driven interactions with the database for reserves, password creation/changes, and materials use status; federated search options; and built in search interface with Overdrive and other external subscription databases. The Library is currently using VERSO by Autographics. Vendor will be responsible for coordinating the migration of library records (patron, collection) from the existing system to the new system.

Current technologies used at Blount County Public Library include:

- Multiple Subnets within organization
- Multiple Windows 2003 and 2008 servers
- Internet Access at the desktop
- Wireless Access with personal mobile devices including smart phones and tablets
- Windows 7 at the desktop
- MS Office
- Overdrive
- One Click Digital
- Tennessee Electronic Library
- A variety of fee-based subscription databases

Proposal Cost: This RFP is not a commitment by Blount County Government to fund any development, to lease or purchase any equipment, products, services or any other materials from the vendor. Blount County Government will not be liable for any direct or indirect costs that the vendor may incur in the preparation or production of a response to this RFP, or for any subsequent sales, due diligence, or negotiation costs.

Evaluation and Award: In addition to cost, proposals shall be evaluated on the products and services offered as well as the experience and capability of the vendor. Award, if made, will be to the responsible, responsive vendor submitting the proposal that is most advantageous to the County. Proposers may be invited to make a presentation to the County. The County reserves the right to negotiate any contract terms.

Vendor Requirements: Vendor(s) must meet or exceed the following to be considered for award:

- Must have provided solution within the last 3 years for at least one public sector organization with similar size and complexity as Blount County.
- Complied with all instructions in the RFP and provided a response to all items requested with sufficient detail for the proposal to be properly evaluated. Any deficiencies in this regard will be determined by the County Purchasing Agent to either be a defect that the Agent can waive, or that the proposal can be sufficiently modified to meet the requirements of the RFP.
- Deemed by the County to be financially responsible and properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

Insurance Requirement: Prior to entering into a contract with the successful vendor, Blount County must have an up-to-date Certificate of Liability Insurance from that vendor with the minimum limits and requirements as noted on the enclosed insurance checklist. Complete copies of insurance policies must be provided, if requested.

Web-based Integrated Library System for the Blount County Public Library

Questions: Questions regarding this request must be submitted via email to Ms. Lauri Bell, LBell@BlountTN.org, no later than **August 26, 2014 at 12:00 p.m. E.S.T.** Responses will be issued in the form of an addendum to the RFP. See Clauses 4 and 7 under Terms and Conditions on page 2 regarding addenda. Prior to submitting a response, it is the vendor's responsibility to check our website at <http://www.blounttn.org/purchase.aspx> for all published addenda and propose accordingly.

Proposal Submittal: The following information shall be addressed in your proposal. It is requested that you submit your qualifications in this form and order for ease of review.

1. Include a summary of company background and relevant experience and achievements.
2. Include number of the key personnel who will be involved in this project.
3. Include overview and functionality of all solutions offered, and how the solution will meet the solution requirements stated in this RFP.

Describe your:

- system architecture including hardware and software requirements;
 - customization capabilities;
 - security architecture; and
 - disaster recovery options
4. Explain your implementation process and ability to meet "go live" timeframe of mid to late October 2014.
 5. Provide overview of your training process.
 6. Provide an overview of your customer support and maintenance services.
 7. Provide a detailed list of any and all costs for implementation of the system (including, but not limited to support, maintenance, training and travel) for the proposed solution. The Library is only interested in a cloud-based option with off-site hosting of database. Vendor shall also state the annual support costs for the years two (2) through five (5). Vendor shall state the hourly rate for any additional work.
 8. Provide at least three similar client references. Include the contact name, phone, and email for the project owner.
 9. Vendor shall submit one (1) original signed proposal, three (3) exact hard copies and an electronic copy on either a CD or thumb drive. Include the phone number and email address of the contact person for your company who would address questions relating to the proposal.
 10. Attachment "A", pages 8–16, with an answer circled for each item listed.

In a sealed envelope referencing the RFP number, title and deadline. Must be received by Blount County Purchasing no later than **September 3, 2014 at 1:30 p.m. E.S.T.**

Attachment “A”

Please answer the following items by circling Y = Yes, N = Not Available, D = In Development, or P = Planned.

General Functions	
Y/N/D/P	The vendor offers a Self- or Vendor-Hosted option.
Y/N/D/P	The vendor offers one or more Apple/Android compatible mobile Apps
Y/N/D/P	The system consists of a SQL database designed to run on Windows® 2003 Server, 2008 Server or Linux.
Y/N/D/P	The system supports Admin, Circulation and OPAC through a current web browser (no client software required)
Y/N/D/P	The system is fully accessible by an unlimited number of licensed seats and an unlimited number of OPAC stations.
Y/N/D/P	The system has a built in Z39.50 client and server included without additional software or cost.
Y/N/D/P	The system supports Accelerated Reader®, Scholastic's Reading Counts!®, and Lexile®.
Y/N/D/P	The system is fully MARC 21 compatible.
Y/N/D/P	The system is able to import and export MARC 21 records without additional software.
Y/N/D/P	The system supports 10- and/or 13-digit ISBNs.
Y/N/D/P	On-line help is available everywhere in the system. It is comprehensive, detailed and relevant to the function in use.
Y/N/D/P	The system is able to accept exported patron information from an ASCII file in tab delimited, fixed length fields, or in quote and comma delimited formats.
Y/N/D/P	The system is able to batch import patron information.
Y/N/D/P	The system supports up to 16 digit barcodes.
Y/N/D/P	The system allows workers to configure the software to display the most recently used menus.
Y/N/D/P	The system has an easy-to-use, high-level password security system than can be defined by the library administrator.
Y/N/D/P	The system has a way for the library administrator to establish a default set of permissions that can be assigned to individuals in a particular worker group.
Y/N/D/P	The system also has password protection available to prevent unauthorized users from having access or restricted access to certain functions such as inventory, circulation, etc.
Y/N/D/P	System log-on is an authorized function reserved for those who have an appropriate login and password combination.
Y/N/D/P	The system allows authorized overrides by a supervisor during the circulation process when an authorized user has lesser permissions.
Y/N/D/P	The system provides workers with the ability to configure some of the ways they interact with the system for circulation and cataloging purposes.
Y/N/D/P	The system provides the library administrator with the ability to establish a default way that workers will interact with the system for circulation and cataloging purposes.
Y/N/D/P	The system has a full range of standard reports as well as be able to produce customizable reports for all the various modules within the software, including drill-down features from within the reports to a specific database record.
Y/N/D/P	The system allows the library administrator to rename User Defined Field(s) in the program.
Y/N/D/P	The system allows the library administrator to review all transactions pertaining to specific functions being performed within the system.
Y/N/D/P	The system is SIP2 compliant without additional cost.
Y/N/D/P	The system has a federated search tool built in that interfaces with other subscription information databases.
Y/N/D/P	The Vendor will be responsible for the successful conversion of existing Library data from the VERSO system into the new system; and this cost will be included in submitted bid price.
Y/N/D/P	The Vendor will provide free access to all BC Library data/records at the termination of any

	contract entered into with the Blount County Public Library.
Specific Functions	
Searching Features (OPAC)	
Y/N/D/P	The system is user friendly, to both novices and experienced users, requiring minimal assistance from library personnel.
Y/N/D/P	The system provides an extensive choice of OPAC themes, allowing the library administrator to choose a style that represents the library's patronage.
Y/N/D/P	The system provides a kid-friendly OPAC theme with a graphical icon-based interface.
Y/N/D/P	The system allows for easy or advanced searching.
Y/N/D/P	The system provides at least five levels of searching: a one-term simple search, a two- or three-term Boolean search, visual search, combo search, and search by study programs.
Y/N/D/P	The system allows patrons to define their search by author, title, subject and keyword or a user-defined combination of any or all search types.
Y/N/D/P	The system allows for visual (picture based) searching, which may be configured by the library administrator.
Y/N/D/P	The system allows the librarian to add, modify, or delete the visual search, i.e., icons, titles, search strings, or categories.
Y/N/D/P	The system allows for selective searching by author, title, subject, keyword and donor in the one-term simple search.
Y/N/D/P	The system allows simultaneous OPAC searches.
Y/N/D/P	The system allows patrons to compile and print bibliographies from one or more searches.
Y/N/D/P	The system allows the user to review all items selected for a bibliography before printing it.
Y/N/D/P	The system provides a printable version link for search results and bibliographies.
Y/N/D/P	The system displays results in summary form and full entry formats.
Y/N/D/P	Summary form should include Title, Author, Copyright, Number of Copies, Call Number(s), Summary, Item Status, Study Program Information (I/A), and/or Cover Images.
Y/N/D/P	Full entry should include Title, Author, Series Title (I/A), Material Type, ISBN, Statement of Responsibility, Summary, URL(s), Subject Heading(s), Study Program Information, Content Enrichment Information (optional subscription) or Location Information, i.e., Call Number, Barcode Number, Item Status.
Y/N/D/P	The system displays search results in an optional card image.
Y/N/D/P	The system allows patrons to search the catalog. Then, when an item is found that has a URL in the 856u field of the MARC record, they can click on the URL and immediately go to that site on the Internet for more information about their topic.
Y/N/D/P	The system supports sorting search results in ascending or descending order by title, author, call number, or copyright.
Y/N/D/P	The system allows for searching by donor including given by, in memory of or in honor of.
Y/N/D/P	Librarians or other authorized staff members are able to create topical searches and link them with icons to make searching even easier.
Y/N/D/P	Librarians or authorized staff is able to add, modify, delete, or disable book lists for special topics, projects, reading lists, etc.
Y/N/D/P	On the full entry screen of a search result, a patron is able to click on a subject heading with its subdivisions to perform another search.
Y/N/D/P	Patrons are able to see holdings information for each title, including location, circulation status (with anticipated return date) and shelf status when the item is checked in.
Y/N/D/P	The system provides a "Did you mean?" search option in OPAC for misspellings. (Synonym Ring)
Y/N/D/P	The system provides an option for wildcard character(s) for substitution of characters at the beginning, within or at the end of search criteria.
Y/N/D/P	The system allows for wildcard searches with as few as just one character before the wildcard.
Y/N/D/P	The system provides an option for wildcard characters for truncation of words or headings and for substitution of characters.
Y/N/D/P	The system has a way for patrons to check their circulation status via the OPAC using their

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	barcode number and a unique PIN number.
Y/N/D/P	The system has a way for patrons to reset their PIN through the system.
Y/N/D/P	The system has a way for patrons to sign up for account access online.
Y/N/D/P	The system has a way for patrons to reserve items, renew items or review (if authorized) in OPAC using their barcode number and unique library-issued PIN.
Y/N/D/P	The system is capable of supporting optional content enrichment subscription, i.e., Cover Images, Annotations, Author Notes, Book Reviews, Fiction and Biography Profiles, Tables of Contents, etc.
Y/N/D/P	The system allows the library administrator to define the length of time before OPAC is refreshed to the default search screen.
Y/N/D/P	The system allows the library administrator to specify the number of search results that will appear on a page.
Y/N/D/P	The system allows the library administrator to input Library Information, i.e., hours of operation, librarian's name, phone, link to map of library location, etc. without having to know HTML.
Y/N/D/P	The system allows the library administrator to create a News and Messages page for the library without having to know HTML.
Y/N/D/P	The system allows the library administrator to decide whether or not to display Library Info, Patron Info and/or My Items on OPAC.
Y/N/D/P	The system allows the library administrator to decide whether or not to have the Study Program or Lexile Search options appear in OPAC.
Y/N/D/P	The system allows the library administrator to choose the icon which will visually identify the type of material that is found in the OPAC.
Y/N/D/P	The system allows the library administrator to create links to other web sites for patrons to easily access.
Y/N/D/P	The system allows the library administrator to establish stop words for searches.
Y/N/D/P	The system allows for eBook support without additional cost.
Y/N/D/P	Kiosk Mode for in-house OPAC stations that restricts Internet access.
Y/N/D/P	The system offers a free integrated API for Overdrive
Circulation Features	
Y/N/D/P	The system supports check-in, checkout, reserves, renewals, paying or waiving fines/fees, and/or assessing fines/fees.
Y/N/D/P	The circulation screen has configuration options to support different workflows.
Y/N/D/P	The system has an optional Fingerprint reader identification system for checkout purposes.
	The system has an optional Self Check-out module with the following options:
Y/N/D/P	Fingerprint recognition and lookup;
Y/N/D/P	Barcode recognition and lookup;
Y/N/D/P	Name recognition and lookup.
Y/N/D/P	The system supports an optional touch screen monitor for self-check circulation.
Y/N/D/P	The system has special barcodes that can be used during circulation without having to use the mouse or keyboard.
Y/N/D/P	The system allows authorized workers to create a brief holding during circulation for items that don't exist in the database.
Y/N/D/P	The system allows for renewal of all items on loan to a patron without having to scan or type each of the item's barcodes.
Y/N/D/P	The system supports bulk renewal of item (s) back to the patron that currently has the item(s) checked out.
Y/N/D/P	The system supports single check-ins or checkouts or in batch.
Y/N/D/P	The system allows an authorized operator to assign a special check-in date previous to today for items that were returned after reopening the library due to inclement weather, items collected from the book drop, or any other unscheduled closing.
Y/N/D/P	The system supports advanced bookings of items for a specified date or time range.
Y/N/D/P	The system allows for collecting of in-library usage of materials.
Y/N/D/P	The system allows an authorized operator to checkout an item that is currently checked out to

Web-based Integrated Library System for the Blount County Public Library

	someone else with or without a notification.
Y/N/D/P	The system provides for assessment for damages, loss of an item, etc. from the checkout screen.
Y/N/D/P	The system provides the ability to specify item(s) that fine payment is being applied.
Y/N/D/P	The system allows authorized workers to identify the reason a fine is waived or why a fine or fee was assessed.
Y/N/D/P	The system supports printing of receipts that include transactions related to check-in, checkout, reserves, renewals, paying and or waiving fines/fees.
Y/N/D/P	The system supports receipt printing.
Y/N/D/P	The system allows the library administrator to configure the receipt header / footer, font size and/or make receipt text bold.
Y/N/D/P	The system allows the library administrator to configure the receipt to be printed with or without the patron's name and/or barcode number.
Y/N/D/P	The system calculates due dates, fines, and circulation status according to the patron type and item circulation class established by the library administrator.
Y/N/D/P	The system allows the library administrator to assign loan periods, grace periods, renewal options, and fine amounts for various groups of patrons and types of items.
Y/N/D/P	The system allows the library administrator to specify the type of loan periods for materials as one of the following: days, hours, or specific date.
Y/N/D/P	The system automatically accounts for hourly circulation based upon the hours of operation of the library.
Y/N/D/P	The system allows the library administrator to assign limits on the number of reserves, overdues, fines, and items out for various groups of patrons.
Y/N/D/P	The system lets the library administrator reassign material due dates on a detailed 12-month calendar for multiple -years in advance.
Y/N/D/P	The system lets the library administrator supply default closed dates for the library, i.e., Sundays, etc.
Y/N/D/P	The system provides the library administrator with a way to define specific permissions approved for circulation workers that are associated with that worker's login and password.
Y/N/D/P	The system enables circulation to be carried out simultaneously on any or all workstations.
Y/N/D/P	The authorized operator is able to check-out items to patrons, check-in items, and identify patron IDs using barcode readers or by manually entering numbers, complete names of patrons, or partial surnames or given names.
Y/N/D/P	The authorized operator is able to look up a patron by the barcode number of any item checked out to the patron.
Y/N/D/P	The system projects fines for overdue items calculated according to due dates along with the patron type and item circulation class as established by the library administrator.
Y/N/D/P	The system allows authorized operators to reassign due dates for holidays and other days the library will be closed by using a pop-up calendar.
Y/N/D/P	The system allows authorized operators to prevent calculation of fines on specific holidays and other days the library will be closed.
Y/N/D/P	The system allows for supervisory override of circulation functions when other personnel have lesser permissions with respect to override of blocked functions.
Y/N/D/P	An authorized operator is able to change the due date by manually typing the new date or selecting the date from a pop-up calendar.
Y/N/D/P	When changing due dates, operators has the option of changing the dates forward or backward as necessary for any item checked out to a patron.
Y/N/D/P	The system allows an operator to specify lost or damaged items.
Y/N/D/P	The system is able to reserve items, queue reserves, and/or remove reserves.
Y/N/D/P	The system allows an authorized operator to review an item.
Y/N/D/P	The system allows an authorized operator to view the cost, projected fine(s), and times renewed from the circulation screen for each item currently checked out to a patron.
Y/N/D/P	The system allows an authorized operator to review a patron's record.
Y/N/D/P	The system allows an authorized operator to review a patron's history.

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Y/N/D/P	The system is configurable so that review of a patron's history can be disabled when maintaining patron privacy requires the removal of access to this feature.
Y/N/D/P	The system is able to display the picture of the patron at the time of checkout.
Y/N/D/P	The system allows authorized operators view a patron's entire record instantly, including details regarding outstanding loans, reserves, fines, and demographic data.
Y/N/D/P	The system allows authorized operators to browse patron names and ID numbers.
Y/N/D/P	The system is configurable to automatically play sound alerts during circulation.
Y/N/D/P	The system automatically provides notification when multi-media kits or multi-part items are checked out or checked in for verification of contents.
Y/N/D/P	The system automatically provides notification for items on reserve and printing of an optional routing slip.
Y/N/D/P	The system automatically marks patrons as having delinquent status.
Y/N/D/P	The system allows authorized operators to place alerts and/or comments specific to a patron on his/her record.
Y/N/D/P	The system allows authorized operators to check the status of both items and patrons.
Y/N/D/P	The system assigns fines automatically, but the use of fines is optional.
Y/N/D/P	The system notifies when a lost item is found upon check-in.
Y/N/D/P	The system is configurable to notify when a refund is due, but giving refunds is optional
Y/N/D/P	The system allows an authorized operator to renew a patron's card from the circulation screen prior to circulating items to the patron.
Y/N/D/P	The system allows an authorized operator to accept full or partial payment of fines owed by patrons.
Y/N/D/P	The system allows an authorized operator to modify notices for both short-term and long overdue items and fine notices.
Y/N/D/P	The system is able to display the cost of an item when printing overdue lists and notices.
Y/N/D/P	The system is able to keep patron records which should include, but is not limited to demographic data (Name, Address, Telephone, etc.) and loan privileges (including loan periods for various types of materials, number of items which may be borrowed at one time, renewal options, etc.).
Y/N/D/P	The system automatically charges a patron account a "set" fee for placing a reserve.
Y/N/D/P	The system restricts placement of reserves on materials that are in the building.
Y/N/D/P	The system allows overdue, fine and reserve notices to be sent by e-mail.
Y/N/D/P	The system provides an alternate circulation tool if the network is down. This tool is able to synchronize the circulation information when the system is back on-line.
Y/N/D/P	The system is able to print, but is not limited to the following:
Y/N/D/P	Lists and notices for overdue items;
Y/N/D/P	Lists and notices for fines/fees;
Y/N/D/P	Address labels;
Y/N/D/P	Statistical report for amount of fines paid/waived;
Y/N/D/P	Statistical report for number of circulated items by classification;
Y/N/D/P	Statistical report for number of times item(s) have been circulated;
Y/N/D/P	Statistical report for number of circulated items by patron classes.
Y/N/D/P	Statistical report for number of times patron(s) have circulated items;
Y/N/D/P	Statistical report for number of items checked out, checked in, renewals made, in-house use, bibliographic records added/modified/deleted, holding records added/modified/deleted, patrons added/modified/deleted, total amount of fines owed, amount of fines paid based on a date range.
Y/N/D/P	Statistical report for patron catalog uses (OPAC)
Patron Database Features	
Y/N/D/P	The system allows an authorized operator to add, modify, or delete patron records.
Y/N/D/P	The system allows manual input of patron records with context sensitive helps for each data field.
Y/N/D/P	The system permits export of patron information in ASCII format.
Y/N/D/P	The system provides for expiration and renewal of patron cards.

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Y/N/D/P	The system allows an authorized operator to print smart and/or dumb patron barcodes.
Y/N/D/P	The system is able to print a specific number of dumb barcodes while skipping over barcode numbers that are already in use.
Y/N/D/P	The system provides an authorized operator to batch edit or move patrons from one patron class or circulation class to another.
Y/N/D/P	The system allows an authorized operator to review a patron's history from the patron entry screen.
Y/N/D/P	The system provides a "Did you mean?" search option for patron records for possible misspellings.
Y/N/D/P	The system allows patron pictures to be associated with a patron's record.
	The system allows for the following patron entry screen defaults:
Y/N/D/P	City
Y/N/D/P	Zip Code
Y/N/D/P	Area Code
Y/N/D/P	State
Y/N/D/P	Country
Catalog Database Features	
Y/N/D/P	The system allows an authorized operator to add, modify, or delete bibliographic records.
Y/N/D/P	The system allows an authorized operator to add, modify, or delete holding records.
Y/N/D/P	Saved cataloged items are immediately ready for circulation and/or searching
Y/N/D/P	The system allows for importing and exporting MARC 21 records.
Y/N/D/P	The system allows for merging of bibliographic records during batch import of MARC records, based on LCCN or ISBN with the same title.
Y/N/D/P	The system allows for enhancement of bibliographic records during batch import of MARC records, based on barcode and/or ISBN/LCCN with the same title.
Y/N/D/P	The system provides a way for automatically detecting brief records based on specific criteria
Y/N/D/P	The system automatically detects duplicate entries of catalog records.
Y/N/D/P	The system provides a way to consolidate duplicate bibliographic records.
Y/N/D/P	The system allows adding an additional copy of an item.
Y/N/D/P	The system is configurable to include automatic assignment of barcode numbers to new records.
Y/N/D/P	The system is configurable with respect to the format of call numbers, i.e., upper case or mixed case as preferred.
Y/N/D/P	The system is configurable and allows viewing and/or editing of bibliographic records in any of the following views: easy, full, MARC or card.
Y/N/D/P	The system allows an authorized operator to edit the MARC leader.
Y/N/D/P	The system provides a cataloging feature, which allows an authorized operator to enter items without having to understand all the details of cataloging of MARC records.
Y/N/D/P	The system allows electronic copying of bibliographic information from a similar bibliographic record.
Y/N/D/P	The system permits tracking and reporting on the condition of items.
Y/N/D/P	The system permits tracking and reporting of funding source information.
Y/N/D/P	The system permits tracking and reporting of vendor information.
Y/N/D/P	The system permits tracking and reporting of donor information.
Y/N/D/P	The system permits tracking of a person or organization that places a memorial in honor of a person or program.
Y/N/D/P	The system permits use of Dewey Decimal and Library of Congress
Y/N/D/P	The system imports MARC records with the option to choose whether or not to review before the records are added to the database.
Y/N/D/P	The system imports and maintains full MARC records using MARC 21 bibliographic protocol.
Y/N/D/P	The system is able to import MARC records from book jobbers, CD-ROMs, retrospective conversion services, and other MARC-based systems.
Y/N/D/P	The system permits the operator to do original cataloging and create standard MARC records

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	without having to understand all the details of MARC records.
Y/N/D/P	The system allows defaults to be set up so that little or no knowledge of MARC tag numbers is necessary.
Y/N/D/P	The system allows MARC tag numbers to be repeated as often as required based on AACR2 cataloging rules.
Y/N/D/P	The system allows local cataloging data specific to the library to be added individually to standard MARC records.
Y/N/D/P	The system allows local data, such as format, location, report class, target audience, and circulation class, etc. to be automatically assigned to new records.
Y/N/D/P	The system easily records multiple holdings of one title.
Y/N/D/P	Authorized operators are able to catalog and import catalog records while Patrons are searching the collection.
Y/N/D/P	The system should export MARC 21 records without additional software or cost.
Y/N/D/P	The system is able to export records for the whole collection or to limit those items exported by a particular location, format, call number range, date of entry, or other criteria as fits the needs of the library.
Y/N/D/P	The system should automatically index keywords and phrases from the subject, author, title, summary, and notes fields of the MARC record.
Y/N/D/P	The system allows for marking an item as lost or found.
Y/N/D/P	The system permits authorized operators to delete individual records from the database when no encumbrance is associated with the bibliographic record.
Y/N/D/P	The system permits authorized operators to bulk delete records from the database when no encumbrance is associated with the bibliographic records.
Y/N/D/P	The system automatically deletes all keywords, titles, and key phrases associated with a catalog record when such a record is deleted.
Y/N/D/P	The system prevents unauthorized users, by use of a worker profile, from accessing the cataloging screen or entering cataloging data and performing other functions for which they do not have permission.
Y/N/D/P	The system prints spine and barcode labels without additional software or cost.
Y/N/D/P	The system permits electronic marking of printed spine and barcode labels to avoid costly inadvertent duplication of such processes.
Y/N/D/P	The system provides real-time update of the catalog indexes as records are added, edited, or deleted. Changes are reflected immediately in all modules.
Y/N/D/P	The system supports printing spine and barcode labels in a format specified by the library.
Y/N/D/P	The system supports multi-media functions that include URLs, documents, movies, images and sounds.
Y/N/D/P	The system provides an authorized operator to batch edit or move items from one item class to another, i.e., location, age group, report class, etc.
Y/N/D/P	The system provides an authorized operator to batch edit call number, donor information, cost, purchase date and/or funding source of items.
Y/N/D/P	The system allows an authorized operator to review an item's history from the catalog entry screen.
Y/N/D/P	The system allows for manual entry or batch importing MARC records for eBooks.
Y/N/D/P	The system provides a way for library workers to be able to search the database by barcode, keyword, title, author, ISBN, Subject, Series, Donor and/or Call Number.
Report Features	
Y/N/D/P	The system is able to display and print circulation and cataloging statistics.
Y/N/D/P	The system is able to display and print standard circulation and cataloging reports.
Y/N/D/P	The system provides the library administrator the ability to create customized reports that can be tailored to fit the librarian's needs.
Y/N/D/P	The system provides a variety of statistical reports as needed.
Y/N/D/P	The system maintains detailed information about each item in the library and an authorized operator is able to generate reports based on the information.
Y/N/D/P	The system lets an authorized user define multiple criteria with various operators to customize

Web-based Integrated Library System for the Blount County Public Library

	reports dynamically at any time.
Y/N/D/P	The system lets an authorized user define as many criteria as necessary for compiling a subset of the catalog or patron database.
Y/N/D/P	The system is able to print usage statistics for patrons and/or items. Reports may be prepared daily, weekly, monthly, yearly, or for other periods specified by an authorized operator.
Y/N/D/P	The system prints overdue, fine/fee, or cards expired notices containing multiple notices per page or on individual sheets for mailing purposes.
Y/N/D/P	The system is able to print a shelf list report in call number or a list in barcode number order.
Y/N/D/P	The system provides a way to schedule the printing and/or e-mailing of selected report(s) on a specific day or daily.
Y/N/D/P	An authorized operator is able to customize reports to specify items by format, location, source, target audience, report class, acquisition date, or a combination of these and/or other criteria.
Y/N/D/P	The system displays a progress bar and cancel button when generating reports, allowing authorized operators to monitor the progress or stop the report.
Y/N/D/P	The system allows a way to view all the reports that have been generated during a specific timeframe. This feature allows you to view the report again or cancel it from being stored.
Y/N/D/P	The system uses the report already running instead of generating a new one if the same report is requested by another worker.
Y/N/D/P	The system allows for an authorized operator to select any relevant field for display and/or sorting of the report.
Y/N/D/P	The system allows an authorized operator to select and examine a specific bibliographic and/or holdings record(s) within a report.
Y/N/D/P	The system is able to print in-library usage statistics. Reports may be generated daily, weekly, monthly, yearly, or for other custom time periods specified by an authorized operator.
Y/N/D/P	Authorized operators are able to edit, preview, print, and/or export reports.
Y/N/D/P	Authorized operators are able to save report templates for future use.
Y/N/D/P	The system allows authorized operators to use saved report templates for filtering purposes on additional reports.
Y/N/D/P	The system allows authorized operators to insert page breaks when printing reports.
Y/N/D/P	The system is able to create reports on, but not limited to the following:
Y/N/D/P	Items on loan;
Y/N/D/P	Items on reserve;
Y/N/D/P	Overdue items;
Y/N/D/P	Fines;
Y/N/D/P	History;
Y/N/D/P	List of book lists;
Y/N/D/P	List of patrons;
Y/N/D/P	List of titles;
Y/N/D/P	List of titles by author;
Y/N/D/P	List of vendors;
Y/N/D/P	List of used barcodes;
Y/N/D/P	List of unused barcodes;
Inventory Features	
Y/N/D/P	The system allows for complete inventory of the collection as well as compute and print inventory reports (lost, missing, out-of-place materials, etc.).
Y/N/D/P	The system allows for multiple inventories to be open at the same time.
Y/N/D/P	The system allows the operator to perform inventory on all or part of the collection at one time.
Y/N/D/P	An authorized operator is able to use either portable or non-portable barcode readers for inventory. Or, if desirable or necessary, the operator may use the keyboard for inventory.
Y/N/D/P	The system allows an authorized user to perform inventory by importing a text file of barcode numbers.
Y/N/D/P	The system allows authorized operators view inventory reports via both the screen and the printed page.

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Y/N/D/P	The system allows change of location and/or change of circulation type during inventory, example: move to reserve shelf with circulation restricted to "in house only," etc.
Y/N/D/P	The system prints a list of all missing items during the inventory process.
Y/N/D/P	The system displays reports listing the following:
Y/N/D/P	The number of items seen;
Y/N/D/P	The number of items unseen;
Y/N/D/P	The number of items lost;
Y/N/D/P	The items out of order (with items on both sides listed for ease of location);
Y/N/D/P	The numbers of items in the active inventory.
System and Database Maintenance	
Y/N/D/P	The system maintains date of entry and date of last update/use in the bibliographic records.
Y/N/D/P	The vendor administers the updates for the customer via the Internet and a secure connection.
Y/N/D/P	The system automatically optimizes database files and eliminates the need for re-indexing database files.
Y/N/D/P	The system can be backed up on the fly without shutting down the system, meaning that users can still search, catalog, et cetera.
Y/N/D/P	The system provides the system administrator with a way to perform scheduled, automated backups.
Y/N/D/P	The automated backup system provides the system administrator with the option to specify the location to backup to and the number of backups to keep.
Y/N/D/P	The system provides automatic e-mail notification to the system administrator(s) about the backup status.
Training and Technical Support	
Y/N/D/P	The purchase price of the system includes one year of technical support.
Y/N/D/P	The free year of technical support begins when the customer goes live.
Y/N/D/P	The vendor provides technical support for the system via the Internet.
Y/N/D/P	The vendor provides technical support for the system via e-mail.
Y/N/D/P	The vendor provides technical support for the system via an 800 number which is available from 8:00 a.m. to 8:00 p.m. Eastern Standard Time.
Y/N/D/P	The vendor offers On-site Comprehensive Training

BLOUNT COUNTY PURCHASING DEPARTMENT INSURANCE CHECKLIST

Vendor understands and agrees to confirm to these insurance requirements if given notice of intent to award this contract. The successful Vendor shall obtain and keep in force for the term of the project, workman's compensation, comprehensive general liability insurance and bodily injury and property damage insurance sufficient to hold the County harmless in the event of accident or injury to Proposer or any employee or subcontractor of Proposer.

	Coverage Required:	Minimum Limits Required:
<input checked="" type="checkbox"/>	1. Workers' Compensation & Employer's Liability	Statutory Limits \$100,000 per occurrence, \$100,000 disease, \$500,000 annual aggregate
<input checked="" type="checkbox"/>	2. Commercial General Liability to include Contractual Liability, XCU, Personal Injury Perils, Products Liability and Completed Operations Liability.	\$1,000,000 per occurrence, \$2,000,000 annual aggregate
<input checked="" type="checkbox"/>	3. Business Auto Liability, Personal Injury. (Symbol 1)	\$1,000,000 combined single limits
<input type="checkbox"/>	4. Professional Liability	\$1,000,000 per occurrence \$3,000,000 annual aggregate
<input type="checkbox"/>	5. Excess Umbrella Liability with Contractor's Form, including Excess Employers' Liability Coverage.	\$1,000,000 excess of above coverage \$5,000,000 for large projects or high risk
<input type="checkbox"/>	6. Builder's Risk -	<input type="checkbox"/> Installation Floater.
<input checked="" type="checkbox"/>	7. Vendor's insurance policy shall be endorsed to show <i>"Blount County Government and Blount County Public Library" named as additional insured</i> on all required liability insurance. The above shall be named as loss payee on all types of required property insurance and for which any political subdivision of Blount County has an insurable interest.	
<input checked="" type="checkbox"/>	8. Cancellation clause on any insurance certificates MUST be amended to read, <i>"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder."</i>	

Any deviation from the above requirements shall be disclosed to the Blount County Purchasing Agent. Coverages specified above shall be written on an "occurrence" coverage form suitable to Blount County Government. Complete certified copies of insurance policies shall be provided upon request. Insurer's A.M. Best Rating Guide shall be A IX or better.

Certificate Holder shall be:

Blount County Risk Management
c/o Blount County Purchasing
385 Court Street
Maryville, TN 37804-5906

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Producer's Company Name Address 1 Address 2 City ST 12345-0000	CONTACT NAME: Agent's Name PHONE (A/C, No, Ext): (123)456-7890 FAX (A/C, No, Ext): (123)456-7890 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: ABC123456789
INSURED Company Name Address 1 Address 2 City ST 12345-0000	INSURER A: Insurance Company A NAIC # 01234 INSURER B: Insurance Company B INSURER C: Insurance Company C INSURER D: Insurance Company D INSURER E: Insurance Company E INSURER F: Insurance Company F

COVERAGES **CERTIFICATE NUMBER: 12/13 WC** **REVISION NUMBER:**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NO	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						AGGREGATE (per occurrence) \$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR			000123456789	7-13	7-1-14	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS			000123456789	7-13	7-1-14	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						Medical payments \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						Underinsured motorist \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DEDUCTIBLE						\$
	RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PERSONNEL OR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)			000123456789	7-1-13	7-1-14	E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (See Additional Remarks Schedule, if more space is required)

Blount County Government and Blount County Public Library are additional insured on the General, Auto and Umbrella liability policies per written agreement.

CERTIFICATE HOLDER Blount County Risk Management % Blount County Purchasing 385 Court Street Maryville, TN 37804-5906	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. AUTHORIZED REPRESENTATIVE
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Title VI

For Title VI Compliance, the County of Blount requests voluntary disclosure of the following information, related to the owner/operator of the company:

Company Name: _____

Address: _____

Phone Number: () _____ Fax Number: () _____

 Authorized Signature Date

Business Ownership (Check One or More)		Ownership Ethnicity (Check Only One)
<input type="checkbox"/> D Disabled (Minority Owned)	<input type="checkbox"/> N Non-Minority Owned	<input type="checkbox"/> C Caucasian
<input type="checkbox"/> G Government Owned	<input type="checkbox"/> F Female (Minority Owned)	<input type="checkbox"/> B Black/African American
<input type="checkbox"/> E Race/Ethnic Background (Minority Owned)	<input type="checkbox"/> M Male (Minority Owned)	<input type="checkbox"/> H Hispanic
	<input type="checkbox"/> P Non-Profit Organization	<input type="checkbox"/> A Asian
		<input type="checkbox"/> I American Indian or Alaskan Native
		<input type="checkbox"/> N Native Hawaiian or other Pacific Islander
		<input type="checkbox"/> O Other (Specify)

Bid/Proposal No. (if applicable):	2014-2304
Bid/Proposal Title:	Web-based Integrated Library System for the Blount County Public Library
Date of Bid/Proposal Deadline:	September 3, 2014 at 1:30 p.m. E.S.T.

The County of Blount complies with Title VI of the Civil Rights Acts of 1964, as codified in 42 U.S.C. 2000D, which states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

The County of Blount does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its program or activities and is in compliance with ADA (American with Disabilities Act of 1990) 42 U.S.C. 12101.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	Blount County Purchasing Department 385 Court Street Maryville, TN 37804-5906
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.