

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP)**

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The Administrative Office of the Courts is seeking bindery services for the Maryland State Law Library for a variety of library materials, including periodicals, paperbound works and collections of unbound papers and reports. Binding these materials will preserve them and extend the useful life of the collection.

1.2 Description of materials to be bound

Materials in need of binding include issues of periodicals, paper copies of governmental reports, paperbound continuing education handbooks, “pocket part” law book supplements, as well as minutes of governmental meetings. Some publications will be softcover or paperbound, but others will be in loose-leaf format. The rebinding of older books with deteriorating binding—but consisting of useable, pliable pages—is also included. If a volume is not able to be rebound, it should be placed in a “phase box” for archival safekeeping. The dimensions of the publications vary widely, but most have dimensions of 12” x 9” x 2 ½” or less.

1.3 Pre-Proposal Conference:

A Pre-Proposal Conference (Conference) will be held on Wednesday, March 30, 2011 beginning at 10:00AM, at Maryland State Law Library, Conference Room, 361 Rowe Boulevard, Annapolis, MD 21401. Attendance at the Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals.

1.4 Statement of Work

Scope

The Library will need to have approximately eighty (80) volumes bound per month.

Handling requirements

Most materials are in good condition and do not require any special handling, however, a few volumes may be in fragile condition and will require special care and handling. Bindery must be capable of handling delicate materials, as well as everyday binding. Bindery must also be capable of several methods of binding, including hand stitching.

Process and Delivery

The Library requires on-site pick up and delivery of publications in accordance with a mutually agreed-upon annual list of monthly pick-up and delivery dates. The cost of the pick-up and delivery of materials shall be included in the contract price. Library staff will complete any necessary bindery order forms, either in paper or online, with information regarding the work to

be done. The bindery will provide the Library with at least two (2) fabric weights: “Grade F Buckram” for heavier use materials such as periodicals; and “Grade C-1” fabric for other publications). The bindery shall provide the Library with ample color choices: at least twenty (20) color choices for “Grade F Buckram” fabric; and at least eight (8) color choices for “Grade C-1” fabric). Additionally, the Library requires a turn-around time of approximately thirty (30) days, in accordance with the annual list of monthly pick-up and delivery dates.

Certification and Adherence to Standards

Bindery services must adhere to ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding (attached). Additionally, the binder must be a Certified Library Binder of the Library Binding Institute. Generally, the Library expects the bindery to use high quality materials and to demonstrate superior workmanship.

1.5 Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price.

1.6 Contract Term

The AOC requires a one year contract for the period of July 1, 2011, to June 30, 2012, with the option of 2 one-year renewal periods to be exercised at the sole discretion of the AOC.

1.7 Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Kelly Moore, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1583
Email: Kelly.Moore@mdcourts.gov

1.8 Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted. Volume I – Technical proposals must not exceed five (5) pages in length (excluding attachments). Volume I must include a written response to the Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services.

Volume II – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

1.9 Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 1.7, no later than 12:00 PM (local time) on Tuesday, April 12, 2011, in order to be considered.

1.10 Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

Attachment A - Price Proposal Form

For services as proposed, the price for contract term shall be for:

Periodical Bindings

Custom

Up to 12" x 9" x 2 1/2"

Custom lettering

7 lines/inches of spine lettering

Choice of 20 buckram colors

Choice of white, gold or black lettering

Full collation - except ad removal

Standard

Same as above except:

Standardized lettering

White lettering

Standard collation - bound as published

Library Book Rebindings

Custom

Up to 12" x 9" x 2"

5 lines/inches of spine lettering

Choice of 20 buckram or 8 bookcloth colors

Choice of white, gold or black lettering

Standard

Same as above except:

Random C-grade cover material colors

White lettering

Special Bindings

Reports

Reports, Minutes, Log Books,

Briefs, Bulletins, Manuscripts, etc.

Up to 12" x 9" x 2 1/2"

7 lines/inches spine lettering

Choice of 20 buckram colors

Choice of white, gold or black lettering

Additional Lettering Options

Extra lines of lettering-per line/inch

Call or shelf numbers-per line

Accents/subscripts-per line

Foreign Titles-per line

Library imprints-per line

Head & tail/panel lines-per line

Additional Binding Options

Fold sewing (machine)-per volume

Hand sewing-per volume

Recasing-per volume

Restoring original sewing-per volume

Restoring original sewing w/sewn endsheets-per volume

Extra thickness-per inch

Hinging paper covers-per cover

Mounting paper covers-per cover

Oversize inches (over 12" x 9")-per inch

Oversize inches (over 15" x 12")-per inch

"Phase box" construction

Special Handling

Stubbing, guarding, slitting, pre-trimming, hand adhesive binding, excessive collating-page-by-page, moving "issue" contents and indices, hand stamping, excessive staple removal, tipping, hand sectioning, hand casing-in, excessive mending, refolding and other special or hand operations.

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification #