



March 9, 2020

ADDENDUM NO.: TWO

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# LBS-1077**
Dated: February 21, 2020
Commodity: Library Physical Collection Services
RFP Closing On: ~~March 11, 2020 at 2:00 pm EST~~
March 17, 2020 at 2:00 pm EST

Please note the clarifications and/or changes made on this proposal program:

1. In reference to Section X. Pricing Schedule, Part A: Collection Inventory/Measurement is usually conducted in a format and to a level of detail required by Long-Term Collection Layout/Space Planning Requirement

Monograph Collections- (LC Circ, Reference, Dewey Circ., SuDocs, NLM, etc.)

Question #1- Do you anticipate the Linear Inventory to be conducted to the following level- Class? Sub-Class? Subject#####? Cutter 1? Cutter 2?

Note: This designation based on future variable Fill Ratios of Collection groupings.

JMU Response: We are primarily interested in measurements of the collections as a whole at each location listed, but would find a class breakdown useful. If a class breakdown incurs additional cost this should be broken out as a separate line item.

Title by Title Collections- (Bound Journals, Display Periodicals, Newspapers, Microfilm/Fiche, etc.).

Question #2- Prior to Inventory, can the Library provide Contractor with a "Title List" in electronic format? If so, which format?

JMU Response: Yes, in text, cvs or xml format with holdings

Question #3- Will the "Title List" indicate "Active" vs. "Dead" Titles for purposes of future growth planning?

JMU Response: Yes

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752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

Question #4- Will the "Title List" indicate format? i.e. Current Display Unbound, Bound, Microfilm, Microfiche, etc.

JMU Response: Yes

Question #5- Does the Library anticipate "splitting" Titles (multiple records per title) for purposes of future space planning (multiple final locations) based on date break, i.e. pre-2010, 2010 to current? Future Segregation/Integration?

JMU Response: We anticipate one bib record per title with multiple holdings statements indicating pre-2010/pre-2010 to current with associated location. We have very little active print holdings as we continue to move current subscriptions to electronic; and, so, any future moving wall for these collections would be much smaller and likely handled in 5-10-year increments, depending upon usage, space needs, and storage capacity.

Question #5- Can the Library provide an estimate of the number of titles in each of these Collections?

JMU Response: Most "display" periodicals are limited retention, so only the most recent one-twelve issues are kept depending upon the title. We have 561 current subscriptions, including newspapers.

Bound journal volumes @55,000

Microform pieces (e.g., film, fich, ultrafiche) @220,000

Special Collections- (boxed, artwork, artifacts, alternate formats and other realia).

Question #6- Does the Library anticipate conducting an "Item by Item" Inventory of Special Collection holdings?

JMU Response: We are interested only in a space estimates (linear or cubic feet) at this time. We maintain our own inventory counts at the appropriate levels for all of our collections.

Question #7- If so, can the Library provide an estimate of the number of items?

JMU Response: N/A

Question #8- If so, prior to Inventory, can the Library provide Bib Item Record(s) for Special Collections holdings, in electronic format?

JMU Response: Yes

2. In reference to Section X. Pricing Schedule, Parts C, D, & G: A substantial cost component for JMU Library Physical Collection Projects is Labor Cost.

Question #1- Does JMU, VASCUPP or State of Virginia have particular Vendor employee base wage requirements that will apply to this contract? Union Labor Wage Rates? Prevailing Wage Rates? Other?

JMU Response: No.

Question #2- If so, what are the applicable rates?

JMU Response: N/A

Question #3- Does the Library anticipate conducting "Physical Collection Projects" during regular working hours or will "Overtime" scheduling be required?

JMU Response: It is anticipated that projects will be conducted during regular working hours, which are 8am -5pm except in the case of an emergency.

Signify receipt of this addendum by initialing "*Addendum #2* _____" on the signature page of your proposal.

Sincerely,



LeeAnne Beatty Smith
Buyer Senior
Phone: (540-568-7523)