



ST. LOUIS' ORIGINAL
SEARCH ENGINE®

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TO: All Proposers

FROM: Rita Kirkland

DATE: December 9, 2021

SUBJECT: Proposal Addendum No. 2

BID#: 22-990050

DATE ISSUED: December 9, 2021

THE PROJECT: Collection, Resale and Disposal of Library Materials

INTENT

This addendum is issued to provide a modification/addition to proposal plans and/or specifications.

MODIFICATION / ADDITIONS

1. You mention that in 2017 there were 125,000 items removed. Is this still a good working annual number going forward? **Yes**
2. What is the % breakdown of books, media, magazines, etc.? **Approx. 70% books and 30% media.**
3. How many gaylord/pallets would typically be picked up at a time? We usually have 10pallets to pick up 12 at the most. **We email the company as needed and they are usually able to pick up the books in 2 – 3 business days.**
4. We understand that there is not a dock at the facility. Is there a pallet jack available for use? **We do have a jack, but not motorized equipment.**
5. Will surplus also include donations? **Yes**
6. Can the Library staff assist with loading trucks or is this a 100% "driver load" scenario? **Staff have helped in the past as needed. Prefer Contractor to schedule all pickup before 4:00 pm.**
7. Under 3.3 "Scope of Work" you mention that Better World Books will "prepare items for resale, including culling those that will not sell and removing library markings." Per Marketplace Guidelines and BWB's standard operating procedures, we do not recommend removing library markings from items as it defaces and devalues those items. Please clarify the necessity of this requirement. Books that are unable to be sold or donated are recycled and library markings are destroyed during the recycling process? **This is okay.**
8. Which ILS provider do you use? **SIRSI, migrating to Polaris**

(More)

Mission Statement

The St. Louis Public Library will provide learning resources and information services that support and improve individual, family, and

9. Is the current process for weeding materials based off a program such as Collection HQ or your ILS provider or does it vary branch by branch? [A mixture of Collection HQ, ILS, and visual condition weeding](#)
10. Do you have any interest in hosting book donation drop boxes at some of your branches? [No](#)
11. Does the Library have any interest in partnering on future community book donation events? [We are interested in community events, depending on the specifics.](#)
12. Where does the Library source the majority of print materials? [Baker and Taylor and Ingram](#)
13. We understand that pickups could start occurring 30 days after the contract is awarded. Can you tell us when you plan to award the contract? [Shortly, after all bids are received on 12/14/2021.](#)

I have read and understand the preceding addendum and said changes are reflected in my proposal. The vendor signed addendum should be included with your response packet.

COMPANY NAME:

VENDOR'S SIGNATURE:

TITLE:

Date