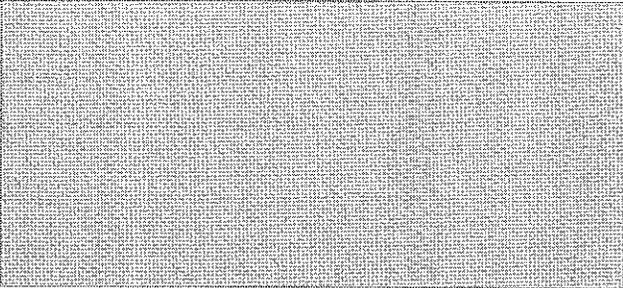


INVITATION FOR BID	
FILE NO: 6510	
COMMODITY: Periodicals Published in English the English Language Within the United States	
BIDDER'S FED. ID.	

TO: Amy L. Witts, Purchasing Agent PH: (617) 349-4310 FAX: (617) 349-4008
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the Cambridge Chronicle on **Thursday, July 10, 2014** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA 02139 by **11:00 A.M. on Thursday, July 24, 2014**. **This bid may be downloaded from the City's web site, www.CambridgeMa.gov, Online Services, Purchasing, Bid list, Invitation for Bid, File No. 6510.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Formal Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: **"This envelope contains a bid for "Periodicals Published in the English Language Within the United States" opened at 11:00 A.M. on Thursday, July 24, 2014. The bid and all documents submitted with it are public records.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated.

See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Formal Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____ **FAX NUMBER:** _____

EMAIL ADDRESS _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership. Names of partners: _____

() Individual: _____

Name of Bidder: _____

TO: GENERAL TERMS AND CONDITIONS

- LAWS:** All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.
- MATERIAL SAFETY DATA SHEETS:** Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

Name of Bidder: _____

FILE NO. 6510 Periodicals Published in English Language within the United States. – Thursday, July 24, 2014 @ 11:00 AM

Amy L. Witts, Purchasing Agent
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to furnish and deliver **Periodicals Published in the English Language within the United States**. A contract will be awarded to the responsive and responsible bidder offering the **highest percentage discount**.

Prices must remain FIRM during the entire contract period.

One award will be made as a result of this invitation for bid. **The contract will be for a period of one year with two one year options to renew.**

Contract will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

A sample contract is attached hereto. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

Please see on pages 6 - 15 a list reflecting the size, scope, & complexity of orders that will be asked of the awarded vendor to fill. (It is not the actual order for 2015.)

PLEASE SUBMIT YOUR BID IN DUPLICATE (One original and one copy).

DO NOT SUBMIT BIDS IN HARD BINDERS.

Questions

Questions concerning this Invitation to Bid must be submitted in writing by Thursday, July 17, 2014 by 3:00pm. All questions can be faxed to the Office of the Purchasing Agent at 617-349-4008.

An addendum will be posted to the website to notify all bidders of the questions and answers. Bidders will not be notified individually of Addendums.

Please check the Purchasing website for Addendums before submitting your bid to the City.

Please check the bidders list on the website. If your firm is not listed on the bidders list please click on "Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

Name of Bidder: _____

Scope of Services

This contract is for delivery of periodicals published in the English language within the United States.

All bidders must certify the following:

The vendor must provide 10 positive references from libraries of a similar size

The vendor is able to deal with multiple types of serials and publishers, e.g. irregular publications, memberships, non-profits, societies, and alternative presses.

The vendor is able to supply 95% of subscriptions, excepting cessations and suspensions.

The vendor is able to accept orders placed by webpage, mail, e-mail, fax, or telephone and customize invoices for multiple fund codes and customers.

The vendor will have an internet based claims module with "real-time" claiming, tracking, report generation, claims history, and online inventory. The vendor will also have direct contact via e-mail, fax, and phone. (Vendor will demonstrate the claims module before contract is signed).

The vendor is able to verify the accuracy & completeness of the library's order information (publication title, place of publication, ISSN, subscription start & end date) and will notify the library of any special inclusions or exclusions.

The vendor will supply confirmation and proof of pre-payment of each new subscription (order, start date, & duration) to the library.

The vendor will pre-pay publishers on behalf of the library.

The library will pay vendor on a quarterly basis in United States dollars (USD).

All weekly titles must be delivered within five (5) business days of the newsstand date.

All Semi-monthly, biweekly or quarterly titles must be delivered within five (5) business days of the newsstand date.

Vendor will reimburse credit refund (at the discretion of the library) for all items not delivered "on-time", or not delivered. Example, a weekly magazine "People" is supposed to be received on Tuesday. If it is not received by Tuesday of the next week after a claim is made the CPL will receive a credit for the issue.

The vendor is able to follow publisher requirements for timely renewals and will provide uninterrupted service of renewed subscriptions and timely starts for new subscriptions.

The vendor will provide notice of publisher price increases greater than 10% sufficiently in advance of the effective date to allow the library to make a cancellation.

The vendor will provide full or pro-rated credit refunds for ceased or cancelled titles when available from publishers.

The vendor is able to arrange shipments to multiple addresses and bill to only one address.

The vendor will name a specific customer service representative for the library's accounts, and provide an address, toll-free number, fax number, and e-mail address for that individual.

The library reserves the right to withhold monies quarterly to cover un-recovered magazine title expenses. These credits will be applied to the next quarter invoice.

The vendor must offer electronic data interchange (EDI) for claims through the serials module of the library's current

Name of Bidder: _____

integrated library service (ILS).

The vendor must be a current member of the Association of Subscription Agents & Intermediaries (ASA).

To estimate the size & scope of the domestic periodicals order, please see the 2014 order (attached).

Quality Requirements

A “ NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle Yes or No for each of the following Quality Requirements. (1-3)

1) Bidder has at least five years experience as a subscription agency.

Yes No

2) Bidder is able to supply 95% of the subscriptions, excepting cessations and suspensions.

Yes No

3) Bidder is able to meet the Performance Measurements and the requirements listed in the Scope of Services.

Yes No

Bid Submission Requirements

- 1) Bidders shall provide contact names, addresses, & phone numbers for at least ten (10) references of customers similar in size to the Cambridge Public Library. The bidder's full name must also be provided, along with the name, address, phone, fax, and e-mail of its contact person for this contract. In addition, the City reserves the right to use itself as a reference.

Bidders may use additional sheets

Name of Bidder: _____

Example of Order List:

Example of Order List: Periodicals Published in English		
Title	ISSN	QTY
Reference Department		
AARP Membership (American Association of Retired Persons)		1
Adoptive Families Magazine	1076-1020	1
AFAR Magazine	1947-4377	1
Allure	1054-7711	1
AMC Outdoors and Appalachia Journal Combo Subscription	1067-5604	1
American Art Review	0092-1327	1
American Association of Individual Investors Basic Membership		1
American Conservative	1540-966X	1
American History	1076-8866	1
American Journal of Nursing (AJN)	0002-936X	1
American Prospect	1049-7285	1
American Record Guide	0003-0716	1
American Scholar	0003-0937	1
American Scientist	0003-0996	1
AntiqueWeek (Eastern Edition)		1
Aperture	0003-6420	1
Archaeology	0003-8113	1
Architect Magazine	1935-7001	1
Architectural Digest	0003-8520	1
Architectural Record	0003-858X	1
Architecture Boston	1099-6346	1
Arion: Journal of Humanities & the Classics	0095-5809	1
Army Times (Single User)	0004-2595	1
Art in America	0004-3214	1
ARTFORUM International	1086-7058	1
ArtNews	0004-3273	1
Astronomy Magazine	0091-6358	1
Atlantic, The	1072-7825	2
Aviation Week & Space Technology	0005-2175	1
Backpacker	0277-867X	1
Baffler, The	2164-926X	1
Banker & Tradesman	0005-5409	1
Barrons	1077-8039	1
Bay State Banner (Mail)		1
Bead & Button	1072-4931	1
Believer, The	1543-6101	1
Better Homes & Gardens	0006-0151	1
Bible Study Magazine	1945-0923	1
Bicycling	0006-2073	1
Bitch Magazine	1524-5314	1
Black Enterprise	0006-4165	1
Black Hair	1460-8146	1
Bloomberg BusinessWeek	0007-7135	1
Bon Appetit	0006-6990	1
Booklist (Password)	0006-7385	2
Bookmarks Magazine	1546-0657	1
Boston Business Journal	0746-4975	1
Boston Magazine	0006-7989	2
Brew Your Own	1081-826X	1
Brides (United States)	1084-1628	1
Buddhadharma	1499-9927	1

Name of Bidder: _____

Burda Style		1
Bust Magazine	1089-4713	1
Cape Codder, The (Mail)		1
Car & Driver	0008-6002	1
CAREERS & the disABLED Magazine	1056-277X	1
Ceramics Monthly	0009-0328	1
Chess Life	0197-260X	1
Christian Science Monitor	0882-7729	1
Chronicle of Higher Education	0009-5982	1
Climbing	0045-7159	1
Coastal Living	1097-1165	1
Columbia Journalism Review	0010-194X	1
Commentary	0010-2601	1
Computers in Libraries	1041-7915	1
Conde Nast Traveler	0893-9683	1
Consumer Reports (With Buying Guide)	0010-7174	2
Consumer Reports Money Adviser	1547-4534	1
Cooking Light	0886-4446	2
Cooks Country	1552-1990	1
Cooks Illustrated	1068-2821	1
Cosmopolitan	0010-9541	1
Crisis, The	1559-1573	1
Curve	1087-867X	1
Daedalus	0011-5266	1
Dance Magazine	0011-6009	1
Details	0740-4921	1
Diabetes Forecast	0095-8301	1
Digital Photo	1948-5557	1
Discover	0274-7529	1
Dissent	0012-3846	1
Dog Fancy	0892-6522	1
Downbeat	0012-5768	1
Drawing (American Artist)	2161-5373	1
Dwell Magazine	1530-5309	1
Ebony	0012-9011	1
Edible Boston	2159-2608	1
Entertainment Weekly (Public & College Libraries & Others)	1049-0434	3
Entrepreneur	0163-3341	1
Esquire	0194-9535	1
Essence Magazine	0014-0880	1
Every Day with Rachael Ray	1932-0590	1
Family Circle	0014-7206	1
Family Handyman	0014-7230	1
Family Tree Magazine	1529-0298	1
Fast Company	1085-9241	1
Fence	1097-9980	1
Film Comment	0015-119X	1
Fine Gardening	0896-6281	1
Fine Homebuilding	1096-360X	1
Fine Woodworking	0361-3453	1
First for Women	1040-9467	1
Fit Pregnancy	1079-3615	1
Flying	0015-4806	1
Food & Wine	0741-9015	1

Name of Bidder: _____

Food Network Magazine	1944-723X	1
Forbes	0015-6914	1
Foreign Affairs	0015-7120	1
Foreign Policy	0015-7228	1
Fortune	0015-8259	1
Free Inquiry	0272-0701	1
Gay Parent	1545-6714	1
Glamour	0017-0747	1
Gluten-Free Living	1545-3146	1
Good Housekeeping	0017-209X	1
GQ Gentlemens Quarterly	0016-6979	1
Harpers Magazine	0017-789X	2
Harvard Business Review	0017-8012	1
Harvard Review	1077-2901	1
Health	1059-938X	1
Hedgehog Review	1527-9677	1
Herb Quarterly	0163-9900	1
Horticulture Magazine	0018-5329	1
House Beautiful	0018-6422	1
In Style	1076-0830	1
Inc Magazine	0162-8968	1
International Living	0277-2442	1
iPhone Life		1
JAMA (Journal of the American Medical Association)	0098-7484	1
Jewish Advocate	1077-2995	1
Kiplingers Personal Finance Magazine	1528-9729	1
Kiplingers Retirement Report	1075-6671	1
Kirkus Review	0042-6598	1
Knitters Magazine	0747-9026	1
Ladies Home Journal	0023-7124	1
Landscape Architecture Magazine	0023-8031	1
Lapham's Quarterly	1935-7494	1
Library Hotline	0740-736X	1
Library Journal	0363-0277	4
Locus: The Magazine of the Science Fiction and Fantasy Field	0047-4959	1
Lucky Peach		1
MacLife (Mac Life) (Non-Disc Version)	1935-4010	1
MacWorld	0741-8647	1
Make: Technology on Your Time	1556-2336	1
Marketing Library Services	0896-3908	1
Martha Stewart Living	1057-5251	2
Martha Stewart Living Weddings	1534-553X	1
Massachusetts Lawyers Weekly	0196-7509	1
Maxim	1092-9789	1
Mayo Clinic Health Letter	0741-6245	1
McSweeney's Quarterly Concern		1
Men's Journal	1063-4657	1
Mental Floss	1543-4702	1
MHQ Military History Quarterly	1040-5992	1
MIT Technology Review	1099-274X	1
Model Railroader	0026-7341	1
Money	0149-4953	1
More Magazine: Smart Talk for Smart Women	1094-7868	1
Mother Earth Living		1

Name of Bidder: _____

Mother Jones	0362-8841	1
Motorcyclist	0027-2205	1
Ms Magazine	0047-8318	1
Muscle & Fitness	0744-5105	1
N+1 (N Plus One)	1549-0033	1
Nation, The	0027-8378	1
National Geographic Magazine	0027-9358	2
National Geographic Traveler	0747-0932	1
National Review (Libraries Only)	0028-0038	1
Natural Health Magazine	1067-9588	1
New England Home	1936-6051	1
New England Journal of Medicine	0028-4793	1
New England Quarterly, The	0028-4866	1
New England Runner	1041-4800	1
New Republic	0028-6583	1
New York Magazine	0028-7369	1
New York Review of Books	0028-7504	1
New York Times (Large Type Weekly)	0028-7814	1
New York Times Book Review	0028-7806	1
New Yorker, The	0028-792X	3
O The Oprah Magazine	1531-3247	2
OK Magazine (US Edition)	1556-8172	1
Old House Journal	0094-0178	1
Organic Gardening	1536-108X	1
OUT Magazine	1062-7928	1
Outside Magazine	0278-1433	1
Paper Crafts & Scrapbooking	1548-5706	1
Paris Review	0031-2037	1
People Weekly (Time Inc)	0093-7673	2
Ploughshares	0048-4474	1
Poetry	0032-2032	1
Poets & Writers Magazine	0891-6136	1
Popular Mechanics	0032-4558	1
Popular Photography	1944-0510	1
Pottery Making Illustrated	1096-830X	1
Prevention	0032-8006	1
Professional Artist		1
Progressive, The	0033-0736	1
Psychology Today	0033-3107	1
Publishers Weekly	0000-0019	3
Quilter's Newsletter	0274-712X	1
Readers Digest	0034-0375	1
Real Simple	1528-1701	2
Redbook	0034-2106	1
Road & Track	0035-7189	1
Rolling Stone	0035-791X	2
Romantic Times Book Reviews	1933-0634	1
Runners World	0897-1706	1
Sail	0036-2700	1
Saveur	1075-7864	1
Science	0036-8075	1
Scientific American Magazine	0036-8733	1
Scientific American Mind	1555-2284	1
Self	0149-0699	1

Name of Bidder: _____

Shambhala Sun	1190-7886	1
ShopSmart Consumer Reports	1932-3557	1
Shutterbug	0895-321X	1
Skin Art	1061-3013	1
Sky & Telescope	0037-6604	1
Smart Computing	1093-4170	1
Smithsonian Magazine	0037-7333	1
Somerset Studio	1096-5823	1
Spiritual Life	0038-7630	1
Sports Illustrated	0038-822X	1
Stereophile	0585-2544	1
Strand Magazine	1523-8709	1
StyleWatch by People	1935-0457	1
Sun Magazine, The (Chapel Hill)	0744-9666	1
Taproot		1
Taste of Home	1071-5878	1
This Old House	1086-2633	1
Time Magazine	0040-781X	1
Tin House	1541-521X	1
Town & Country	0040-9952	1
Travel & Leisure	0041-2007	1
Treasures Magazine: Antiques to Modern Collecting	2162-3147	1
Tricycle: The Buddhist Review	1055-484X	1
Tufts University Health & Nutrition Letter	1526-0143	1
Urban Farm		1
US Weekly	1529-7497	2
Utne Reader	1544-2225	1
Vanity Fair	0733-8899	1
Vegetarian Times	0164-8497	2
Vegnews Magazine	1544-8495	1
Veranda Magazine	1040-8150	1
Video Librarian	0887-6851	1
Vogue	0042-8000	2
W Magazine	0162-9115	1
Wanderer, The	1068-168X	1
Washington Monthly	0043-0633	1
Washington Spectator	0887-428X	1
Week, The	1533-8304	1
Weekly Standard	1083-3013	1
Weight Watchers Magazine	0043-2180	1
Wine Spectator	0193-497X	1
Wired	1059-1028	1
Womans Day	0043-7336	1
Women's Review of Books	0738-1433	1
Womens Health (Rodale)	0884-7355	1
Working Mother	0278-193X	1
Writer's Digest	0043-9525	1
Writer, The	0043-9517	1
Yankee Magazine	0044-0191	1
Yoga Journal	0191-0965	2
Zoetrope (All Story)	1091-2495	1

Boudreau Branch Library

Atlantic, The	1072-7825	1
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Name of Bidder: _____

Boston Magazine	0006-7989	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooking Light	0886-4446	1
Disney Princess	1544-9742	1
Dwell Magazine	1530-5309	1
Elle Decor	1046-1957	1
Essence Magazine	0014-0880	1
Fine Cooking	1072-5121	1
J-14: Just for Teens	1522-1989	1
Kiplingers Personal Finance Magazine	1528-9729	1
Library Journal	0363-0277	1
Mad Magazine	0024-9319	1
Martha Stewart Living	1057-5251	1
National Geographic Kids	1542-3042	1
New York Review of Books	0028-7504	1
New Yorker, The	0028-792X	1
O The Oprah Magazine	1531-3247	1
People Weekly (Time Inc)	0093-7673	1
Prevention	0032-8006	1
Real Simple	1528-1701	1
Runners World	0897-1706	1
School Library Journal	0362-8930	1
Time Magazine	0040-781X	1
Vanity Fair	0733-8899	1
Vogue Knitting Magazine	0890-9237	1

Central Square Branch Library

Allure	1054-7711	1
Atlantic, The	1072-7825	1
Bay State Banner (Mail)		1
Bon Appetit	0006-6990	1
Booklist (Password)	0006-7385	1
Boston Magazine	0006-7989	1
Cobblestone (Discover American History)	0199-5197	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooking Light	0886-4446	1
Cosmopolitan	0010-9541	1
Cricket	0090-6034	1
Ebony	0012-9011	1
Entertainment Weekly (Public & College Libraries & Others)	1049-0434	1
Essence Magazine	0014-0880	1
Glamour	0017-0747	1
Horn Book Magazine	0018-5078	1
House Beautiful	0018-6422	1
Ladybug	1051-4961	1
Mad Magazine	0024-9319	1
Martha Stewart Living	1057-5251	1
Mens Health Magazine	1054-4836	1
Muse	1090-0381	1
Nation, The	0027-8378	1
National Geographic Kids	1542-3042	1
National Geographic Magazine	0027-9358	1
New York Review of Books	0028-7504	1
New Yorker, The	0028-792X	1

Name of Bidder: _____

O The Oprah Magazine	1531-3247	1
People Weekly (Time Inc)	0093-7673	1
Poets & Writers Magazine	0891-6136	1
Publishers Weekly	0000-0019	1
Rolling Stone	0035-791X	1
Scientific American Magazine	0036-8733	1
Seventeen	0037-301X	1
Sports Illustrated	0038-822X	1
Sports Illustrated For Kids	1042-394X	1
This Old House	1086-2633	1
Time Magazine	0040-781X	1
Vanity Fair	0733-8899	1
Vogue	0042-8000	1
Yoga Journal	0191-0965	1

Collins Branch Library

American Girl	1062-7812	1
Better Homes & Gardens	0006-0151	1
Boston Magazine	0006-7989	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooks Illustrated	1068-2821	1
Discovery Girls	1535-3230	1
Fine Cooking	1072-5121	1
Good Housekeeping	0017-209X	1
Harpers Magazine	0017-789X	1
Mad Magazine	0024-9319	1
Martha Stewart Living	1057-5251	1
National Geographic Kids	1542-3042	1
New Yorker, The	0028-792X	1
O The Oprah Magazine	1531-3247	1
People Weekly (Time Inc)	0093-7673	1
Real Simple	1528-1701	1
Vanity Fair	0733-8899	1
Vegetarian Times	0164-8497	1
Vogue	0042-8000	1
Yoga Journal	0191-0965	1

O'Connell Branch Library

Babybug	1077-1131	1
Bloomberg BusinessWeek	0007-7135	1
Bon Appetit	0006-6990	1
Boston Magazine	0006-7989	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooking Light	0886-4446	1
Cosmopolitan	0010-9541	1
Disney Princess	1544-9742	2
Entertainment Weekly (Public & College Libraries & Others)	1049-0434	1
Esquire	0194-9535	1
Every Day with Rachael Ray	1932-0590	1
Family Circle	0014-7206	1
Glamour	0017-0747	1
Highlights High Five	0018-165X	1
House Beautiful	0018-6422	1
In Style	1076-0830	1

Name of Bidder: _____

J-14: Just for Teens	1522-1989	1
Kiplingers Personal Finance Magazine	1528-9729	1
Ladies Home Journal	0023-7124	1
Martha Stewart Living	1057-5251	1
Money	0149-4953	1
National Geographic Kids	1542-3042	1
National Geographic Magazine	0027-9358	1
O The Oprah Magazine	1531-3247	1
People Weekly (Time Inc)	0093-7673	1
Publishers Weekly	0000-0019	1
Real Simple	1528-1701	1
Shape	0744-5121	1
Sports Illustrated	0038-822X	1
US Weekly	1529-7497	1
Vanity Fair	0733-8899	1
Vogue	0042-8000	1

O'Neill Branch Library

American Girl	1062-7812	1
Better Homes & Gardens	0006-0151	1
Bon Appetit	0006-6990	1
Boston Magazine	0006-7989	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooking Light	0886-4446	1
Disney Princess	1544-9742	1
Dwell Magazine	1530-5309	1
Elle Decor	1046-1957	1
Entertainment Weekly (Public & College Libraries & Others)	1049-0434	1
Essence Magazine	0014-0880	1
FamilyFun	1056-6333	1
Girls Life	1078-3326	1
Horn Book Guide	1044-405X	1
In Touch Weekly	1540-8280	1
Kiplingers Personal Finance Magazine	1528-9729	1
Library Journal	0363-0277	1
MacWorld	0741-8647	1
Marie Claire	1081-8626	1
Martha Stewart Living	1057-5251	1
National Geographic Kids	1542-3042	1
New York Review of Books	0028-7504	1
New Yorker, The	0028-792X	1
O The Oprah Magazine	1531-3247	1
Parents Magazine	1083-6373	1
People Weekly (Time Inc)	0093-7673	1
Prevention	0032-8006	1
Real Simple	1528-1701	1
School Library Journal	0362-8930	1
Seventeen	0037-301X	1
Sports Illustrated	0038-822X	1
Sports Illustrated For Kids	1042-394X	1
Vegetarian Times	0164-8497	1
Voice of Youth Advocates (VOYA)	0160-4201	1

Valente Branch Library

Name of Bidder: _____

American Girl	1062-7812	1
Booklist (Password)	0006-7385	1
Bookmarks Magazine	1546-0657	1
Boston Magazine	0006-7989	1
Consumer Reports (With Buying Guide)	0010-7174	1
Cooks Illustrated	1068-2821	1
Disney Princess	1544-9742	1
Eating Well	1046-1639	1
Entertainment Weekly (Public & College Libraries & Others)	1049-0434	1
Essence Magazine	0014-0880	1
Family Circle	0014-7206	1
Fitness Magazine (Mind Body Spirit)	1060-9237	1
Food Network Magazine	1944-723X	1
Glamour	0017-0747	1
Health	1059-938X	1
House Beautiful	0018-6422	1
J-14: Just for Teens	1522-1989	1
Library Journal	0363-0277	1
National Geographic Kids	1542-3042	1
National Geographic Magazine	0027-9358	1
New Yorker, The	0028-792X	1
O The Oprah Magazine	1531-3247	1
People Weekly (Time Inc)	0093-7673	1
Publishers Weekly	0000-0019	1
Real Simple	1528-1701	1
Rolling Stone	0035-791X	1
School Library Journal	0362-8930	1
Sports Illustrated For Kids	1042-394X	1
Time Magazine	0040-781X	1
Twist	1094-4257	1
US Weekly	1529-7497	1
Vanity Fair	0733-8899	1
Vegetarian Times	0164-8497	1
Whole Living Magazine	1539-0004	1

Children's Department

American Girl	1062-7812	1
Babybug	1077-1131	1
Booklist (Password)	0006-7385	1
Bulletin of the Center for Children's Books	0008-9036	1
Calliope (Exploring World History)	1050-7086	1
Click	1094-4273	1
Cobblestone (Discover American History)	0199-5197	1
Cricket	0090-6034	1
Discovery Girls	1535-3230	1
Disney Princess	1544-9742	1
East Village Inky		1
Faces: People Places & Cultures	0749-1387	1
FamilyFun	1056-6333	1
Highlights for Children	0018-165X	1
Horn Book Guide	1044-405X	1
Horn Book Magazine	0018-5078	2
Ladybug	1051-4961	1
Muse	1090-0381	1

Name of Bidder: _____

National Geographic Kids	1542-3042	1
New Moon Girls	1943-488X	1
Odyssey (Adventures in Science)	0163-0946	1
Parenting Magazine	0890-247X	1
Parenting School Years	0890-247X	1
Parents Magazine	1083-6373	1
Publishers Weekly	0000-0019	1
Ranger Rick Jr	2169-2750	1
School Library Journal	0362-8930	1
Skipping Stones	0899-529X	1
Spider	1070-2911	1
Sports Illustrated For Kids	1042-394X	1
Stone Soup: The Magazine by Young Writers and Artists	0094-579X	1
Voice of Youth Advocates (VOYA)	0160-4201	1

Young Adult

J-14: Just for Teens	1522-1989	2
Mad Magazine	0024-9319	1
Scholastic New York Times Upfront (Teacher Edition)	1553-3794	1
Seventeen	0037-301X	2
Slam	1072-625X	2
Teen Vogue	1540-2215	1
Twist	1094-4257	2

Name of Bidder: _____

Price Proposal

The bid will be awarded to the responsible, responsive bidder who meets all of the specifications and offers the highest percentage discount. Rate of discount must remain FIRM for the entire contract period.

PRICE PROPOSAL: YEAR ONE

Bids should be in the form of a percentage discount from retail prices. The discount must be applicable to all invoices. Vendors will not be required to supply free or gift periodicals. Percent discount from Publisher's list price for Periodicals for the Cambridge Public Library and its branches as per the attached specifications.

_____ % Rate of discount to be FIRM for the entire contract period.

Percentage rate in words: _____

Bidders Name _____

Signature of Bidder _____

Name of Bidder: _____

Ship-To Addresses

Reference	Cambridge Public Library Reference Department 449 Broadway Cambridge, MA 02138
Children's	Cambridge Public Library Children's Room 449 Broadway Cambridge, MA 02138
Young Adults	Cambridge Public Library Young Adults 449 Broadway Cambridge, MA 02138
O'Neill	O'Neill Branch Library 70 Rindge Avenue Cambridge, MA 02140
Valente	Valente Memorial Branch Library 826 Cambridge Street Cambridge, MA 02141
Boudreau	Boudreau Branch Library 245 Concord Avenue Cambridge, MA 02138
Collins	Collins Branch Library 64 Aberdeen Avenue Cambridge, MA 02138
Central Square	Central Square Branch Library 45 Pearl Street Cambridge, MA 02139
O'Connell	O'Connell Branch Library 48 Sixth Street Cambridge, MA 02141

Name of Bidder: _____

**Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors and withholding and remitting child support.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature)

(Name of person signing bid)

(Name of Business)

Address: _____

City, State, Zip Code _____

Name of Bidder: _____

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. _____ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

(Typed or printed name of person signing quotation, bid or proposal)

Signature

(Name of Business)

NOTE:

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors who check Line 3 will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

This form must be submitted with your bid

Name of Bidder: _____

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;

Name of Bidder: _____

- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the City.

11. The Personnel Department will assist affected departments in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

ORDINANCE NUMBER 1312

Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.

City of Cambridge

In the Year Two Thousand and Eight

AN ORDINANCE

In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:

Adding after Section 2.112.050 the following new sections:

SECTION 2.112.060

CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE

Sections:

- 2.112.061 Purpose**
- 2.112.062 Definitions**
- 2.112.063 CORI-Related Standards of the City of Cambridge**
- 2.112.064 Waiver**
- 2.112.065 Applicability**

2.112.061 Purpose

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor’s deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

Name of Bidder: _____

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.
Passed to be ordained by a yea and nay vote:-
Yeas 9; Nays 0; Absent 0.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

**City Of Cambridge
Articles of Agreement**

Commodity:

File Number:

This agreement is made and entered into this _____, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and _____ existing under the laws of the State of _____ ("the Contractor").

Address:

Telephone, Fax, E-mail:

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on _____ and ending on _____.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of (bid opening date) or (proposal if appropriate).

Contract Value:

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. Contractor shall invoice department to which it provided the service, not the Purchasing Department.

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Name of Bidder: _____

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. The Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. The Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

The City:

The Contractor:

Richard C. Rossi
City Manager

Signature and Title

Amy L. Witts
Purchasing Agent

Approved as to Form:

Nancy E. Glowa
City Solicitor

Name of Bidder: _____