



Baker & Taylor Contract Details

Contract Award – The Board of Education approved this contract for Baker & Taylor on September 24, 2003 for a period of 24 months including three options to renew for a period of one year each. All schools and departments are required to purchase from this selected vendor to capture the savings that volume buying provides for. Having one vendor with sales and service personnel dedicated to CPS should save you time and stretch your budget dollars further. Submitting purchase orders will be simpler utilizing Baker & Taylor's online ordering tool. In the long this will save you money by the attractive pricing discounts being offered to CPS.

Scope of Services – Baker & Taylor will provide library books for all school libraries, classroom libraries and curriculum supplements (e.g. after school programs, novels for classroom instruction) under the Strategic Sourcing Initiative. The library book category includes print materials only. Several related services may be utilized as necessary from the vendor such as processing, automated ordering, invoicing, payment, technical support, standard and rush delivery, collection development, and other services. All books will be shipped free of charge with the exception of rush orders which will be the responsibility of each ordering department or school.

Customer Service – Baker & Taylor is committed to ensuring that any services our librarians need is provided as expeditiously as possible. A dedicated "800" telephone line has been established with a dedicated customer service agent, Norma Terbeek ready to respond to your questions.

Discounts – Baker & Taylor has proposed a CPS-specific discount off the publisher's list price for each item. These discounts will be reflected in Baker & Taylor's online tool *School Select*. These book prices will be locked in for 60-90 days upon a quotation having been provided by Baker & Taylor to the ordering school or department. The savings that you will be afforded will provide more books per library.

Book Reviews - Full text critical reviews will be available on *School Select* as well as links to websites that CPS finds appropriate for their librarians. Full text reviews will be included from, among other publications, School Library Journal, Publishers Weekly, Booklist, Library Journal and Criticas.

Collection Development & Opening Day Assistance – Baker & Taylor has committed to ensuring that our schools receive the assistance they need in both of these areas. These services are free of charge to all CPS schools.

Delivery – All books order will be delivered at no cost to CPS via UPS. Orders will be fulfilled in two shipments. The first shipment will include all in-stock (book only) items and will arrive within 4-5 days of receipt of purchase order. The second shipment will occur 60-90 days later. All deliveries are to be made inside between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Baker & Taylor will expedite orders whenever possible at no additional cost. However, overnight shipping costs incurred by Baker & Taylor will be the responsibility of the requesting school or department.

List of Pricing Discounts offered by Baker & Taylor –

Type of purchase	Discount offered (% off publisher list price)
Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction)	44.2%
Juvenile Trade Hardcover Editions (Popular Fiction & Non-Fiction)	44.2%
Adult and Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)	40.2%
Mass Market Paperback Editions	40.2%
Single Edition Reinforced (Juvenile)	40.2%
BT Bound Editions	28%
Publisher's Library Edition (Juvenile)	19.2%
University Press Trade Editions	15%
Text, Technical, Reference & Small Press Editions	5.0%*

*Titles which receive minimal publisher discount will be invoiced at publisher's list price.

On those titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price plus \$4.95/unit service charge.

Exact discounts for any title are available at any time on the School Select on-line ordering tool.

Cataloging and Processing Prices offered by Baker & Taylor –

<u>Processing Option</u>	<u>Price Per Unit</u>
Shelf List Card	\$0.08
Borrowing Card Pocket with ownership information and date due	\$0.15
Borrower's Card	\$0.08
Two barcodes with protectors	FREE
Spine label with protector	\$0.08
Mylar cover (for books with dust jackets)	\$0.35
Theft protection strips	\$0.35

Any additional questions may be directed to Lee Saulter, Commodity Manager/Education with the Department of Procurement & Contracts at (773) 553-2989.