

**Howard Community College**

RFP: Disposal of Surplus Library Materials

Bid Number: 12P-006

Proposal Opening Date: January 11, 2012

Addendum No. 2

Question:

*1. Do you have the storage capacity to support larger shipments of 25 boxes or more at a time?*

The College does not have the storage capacity to support larger shipments.

*2. Does the College have a 53' loading dock available for trucks to pick up shipments? Can trucks back up flush to the loading dock? Are the books located on a different level than the loading dock? Is there a pallet jack or forklift available to load the books?*

The College has a loading dock, including a forklift, which will accommodate a tractor trailer length truck, and will allow trucks to back up directly to the dock. The books are located on a different level than the loading dock. The winning bidder is responsible for the loading and removal of any and all shipments from the College.

*3. How will the books be packaged for shipments?*

Books will be boxed for shipments. Vendors should specify in their bid response if standard boxes are required or if boxes will be provided to the College.

*4. What are the expected shipment dates?*

The College can control when books are pulled from shelves and boxed for shipments. The shipping schedule can be adjusted accordingly. Shipping is expected to begin in March 2012, but the College can be flexible in scheduling with the winning bidder.

*5. Does the College have a rough estimate or further information on the number of volumes and type of material being weeded? What is the percentage of Antiquarian, Rare and Collectible, Children's, journals, magazines, monographs, non-fiction, donations, or ex-library materials? Have these items ever been in a sale or a bookstore?*

The size of the College's book collection is just under 50,000 volumes. It is expected that a quarter to a third of the collection will be weeded in the initial large weeding project. The items will be monographs, primarily non-fiction, and media including cds, vhs, and dvds. The bulk will be ex-library materials, with a small percentage of donated books that have not been accepted for the collection. Items have not been in a sale or bookstore; therefore, items will come directly from the library shelves or from donations.

*6. Does the College have a library foundation or non-profit organization it would prefer to support?*

The College does not have a foundation or non-profit organization identified at this time.

Issued January 5, 2012.