



Purchase & Contract
ADMINISTRATION

Statewide Term Contract 908A Library and Binding Services

Bid Number	201401327
Contract Name	Library and Textbook Binding Services
Effective Dates	December 1, 2014 through November 30, 2017; no further renewals
Awarded Vendor(s) and Contacts	The HF Group LLC – 800-444-7534 – Scott May
Contract Covers	Library and Textbook Binding Services
Convenience Contract	<p>This is a convenience contract and may be used by all state agencies, departments, institutions, public schools, community colleges, the university system and non-state agencies listed below.</p> <p>Nonprofit corporations operating charitable hospitals, local nonprofit community sheltered workshops or centers that meet standards established by the Division of Vocational Rehabilitation of the Department of Health and Human Services, private nonprofit agencies licensed or approved by the Department of Health and Human Services as child placing agencies, residential childcare facilities, private nonprofit rural community and migrant health centers designated by the Office of Rural Health and Resource Development, private higher education institutions, counties, public school units, cities, towns, government entities, volunteer fire departments, rescue squads, other subdivisions of the state and public agencies.</p>
Transportation Charges (FOB Destination)	<p><u>100 Volumes or More:</u> Vendor shall pick up all orders of 100 volumes or more within 20 calendar days after order placement. Vendor shall complete the job within 30 calendar days. However, special conditions may exist and the agency may authorize additional delivery time. Upon request, the Vendor shall provide the agency shipping boxes and labels.</p> <p><u>Less Than 100 Volumes:</u></p> <ul style="list-style-type: none"> • Vendor is not required to pick up orders less than 100 volumes. • Vendor will apply a surcharge. • Vendor shall return volumes within 30 calendar days at Vendor’s expense. • Agency may elect to ship (FOB-D) via FedEx/UPS at agency’s expense. <p>Agency may elect to consolidate orders into a centralized pickup location. A designated agency contact shall coordinate the centralized pickup with the Vendor. The Vendor shall return the shipment, packed in individually labeled boxes by originating agency, to the pickup location. Each agency shall be invoiced separately.</p>
Minimum Order	Shipping charges will apply to orders less than 100 volumes.
Order Placement	Orders may be placed through the E-Procurement system or the agency may elect to use the Vendors LARS/ ABLE order system. If elected, the Vendor shall provide the system at no charge to the agency.

Warranty	All work shall be guaranteed for two (2) years of normal wear. Vendor shall mark the inside back cover of the volume with the date and job lot number.
Taxes	Prices do not include North Carolina sales or use tax.
Loaded into E-Procurement	No. Ordering Instructions only. Items in this contract are not currently listed in the E-Procurement catalog.
Contract Administrator	Margaret Serapin – (919) 807-4529
Contract Addenda	December 5, 2014 – Updated Order Placement Guidelines October 28, 2015 – Contract Renewal through November 30, 2016 November 30, 2016 – Contract Renewal through November 30, 2017, Removed Bridgeport Bindery, Inc. since the HF Group has purchased

SEE BELOW FOR PRICING INFORMATION

Pricing Information

N/C denotes No Charge

Library Books

Brief collation, page affixing, decorated or random color F grade buckram covers; white lettering (5 lines horizontal, 1 line vertical) for volumes up to 2” thick and up to 12” in height.

Vendor	Description	Price Per Volume
The HF Group LLC	Flat Back Wide Hinge	\$6.85
	Rounding and Backing	\$6.85

Magazines and Periodicals, Etc.

Issue sequence and brief margin collation; over-sewn or double fan adhesive bound; choice of F grade buckram and lettering colors (7 lines horizontal, 1 line vertical) for volumes up to 2” thick and up to 12” in height.

Vendor	Description	Price Per Volume
The HF Group LLC	Flat Back Wide Hinge	\$8.70
	Rounding and Backing	\$8.70
	Sew thru Fold by Machine	\$1.00

Newspapers

Cloth or buckram sides, over-sewn by hand or machine; up to 2” thick.

Vendor	Description	Price Per Volume
The HF Group LLC	Tabloid Size	\$30.00
	Full Size	\$42.00

Thesis Binding

To be bound in strict accordance with accepted standards; buckram covers.

Vendor	Description	Price Per Volume
The HF Group LLC	Flat Back Wide Hinge	\$8.00
	Rounding and Backing	\$8.00
	Add for Front Cover Lettering Price	\$1.00

Paperbacks

No collation; double fan adhesive bound; hardboard using randomly selected Type II materials over standard binder boards; 1-line vertical stamping; covers removed unless otherwise specified; for volumes up to 2” thick and up to 12” in height.

Non-laminated Cover

Vendor	Price Per Volume
The HF Group LLC	\$6.10

Laminated Cover with 1.5 mil. Mylar over Binder Board

Vendor	Price Per Volume
The HF Group LLC	\$6.10

Re-Case Books

Volumes with intact stitching cased in new covers; not re-sewn, may be used for text blocks (either books or periodicals) which are bound as a single unit.

Vendor	Price Per Volume
The HF Group LLC	\$8.20

Textbooks

Bound to be durable and useable for intended purpose; maximum opening ability; using appropriate binding techniques, cloth or Type II materials.

Vendor	Price Per Volume
The HF Group LLC	\$7.50

Additional Services (FOB)

			Vendor	Price	
1	Surcharge for less than 100 volumes per order		The HF Group	\$95.00	Order
2	Panel lines per volume		The HF Group	\$1.25	Volume
3	Foreign titles per volume	Automated	The HF Group	N/C	Volume
		Manual	The HF Group	\$0.50	Volume
4	Library imprints per volume		The HF Group	\$0.50	Volume
5	Extra horizontal lines of printings per line		The HF Group	\$0.25	Line
6	Over 1-line vertical printing, per line		The HF Group	N/C	Line

7	Each inch or fraction thereof over 2" thick		The HF Group	\$1.00	Each
				\$1.00	Each
8	Custom collation of periodicals per volume		The HF Group	\$4.50	Volume
9	Labels (not sold separately but as part of complete order)		The HF Group	\$3.50	Each
10	Filler stubs		The HF Group	\$2.50	Each
11	Pockets, buckram each		The HF Group	\$4.25	Each
12	Pockets, paper each		The HF Group	\$2.25	Each
13	Custom binding (conform to pattern or sample supplied by agency) per volume		The HF Group	\$1.00	Volume
14	Accession or call number per line	Automated	The HF Group	N/C	Line
		Manual	The HF Group	\$0.40	Line
15	Excessive mending, restoration, sponging and processing, mounting, guarding and all other extra or special work shall be invoiced on an hourly basis.		The HF Group	\$35.00	Hour
16	Per box price for packing on agency premises		The HF Group	\$10.00	Box
17	Archival (acid free) phase box, in lieu of binding, made to size:				
	a. With case (cloth buckram) per volume		The HF Group	\$22.00	Each
	b. Without case per volume		The HF Group	\$17.00	Each
18	Detection strip, inserted per volume				
	a. Agency supplied		The HF Group	\$0.20	Volume
	b. Vendor supplied		The HF Group	\$0.40	Volume

19	Hinging soft covers	Gluing	The HF Group	\$1.50	Volume
		Cloth		\$2.00	Volume
		Tape		\$2.00	Volume
		Sewing		\$2.00	Volume