

The University of Iowa
Request for Proposal No. 10060
Regents Library Binding Services

Heckman Bindery Response

About Heckman Bindery

Heckman Bindery is uniquely qualified to meet the goals and objectives of The University of Iowa, Iowa State University, and The University of Northern Iowa's library binding requirements. Incorporated in May of 1949, we have developed a culture that is geared *exclusively* toward library binding. We have always been in the same location and ownership has always been with the Heckman family. This has given the company stability and allowed us to become one of the nation's only full-service binderies.

We are not a small division of a large company. Library binding is our only business. Our service area covers approximately 30 states and 75-80% of our total volume comes from research libraries.

Our location in a small Indiana town has also contributed to the stability in our work force. Approximately 40% of our current work force has been with us for over ten years. Arguably, no other library binder has a work force of our caliber, dedication, and stability. This allows a pride in workmanship and provides a strong work ethic throughout the company.

We have a full-service Conservation Department that can do ultrasonic encapsulation, non-aqueous de-acidification, postbinders for encapsulated volumes, leather bindings, rebinds (new binding on original book with page mending), and restores (restoration of original cover and textblock). In addition, we can do archival enclosures to meet all of your special storage needs.

We follow the *ANSI/NISO/LBI Standard for Library Binding* meticulously, unless customer instructions contradict the standard.

Heckman Bindery welcomes the opportunity to handle The University of Iowa, Iowa State University, and The University of Northern Iowa's library binding. If any other questions or concerns arise, please contact our Contract Manager, Teresa Galley, at (800) 334-3628 x116.

Guarantee

Heckman Bindery guarantees our binding for a lifetime of use. If our binding does not stand the test of time, your volume will be rebound or repaired at no cost to the library.

The University of Iowa

**Request for Proposal
Number 10060**

for

**Regents Library Binding Services
at
The University of Iowa
Iowa City, Iowa**

**Iowa State University
Ames, Iowa**

**The University of Northern Iowa
Cedar Falls, Iowa**

**The University of Iowa
Purchasing Department
202 PCO
Iowa City, Iowa 52242-2500**

June 2004

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SECTION 3 SPECIFICATIONS / VENDOR REQUIREMENTS

At a minimum, any Vendor submitting a proposal must be able to meet the requirements that are outlined below. All Vendors must demonstrate their ability to comply with these requirements. Additional details relevant to the services and requirements outlined below may be provided through Attachment C: "Proposal Compliance Form". Deviations from these requirements must be noted on Attachment C. Failure to comply may be reason for disqualification. All work is to be done for the Regent Libraries according to the specifications detailed in this Request for Proposal. These specifications apply to the binding and protective enclosure of monographs and serials and are to be adhered to by the Binder unless instructions from a Library directs otherwise and in that case, the change applied only to that Library. The specifications and administrative requirements outlined in this Request for Proposal are intended to serve only as a general guideline for each proposal. Each Vendor is expected to submit a detailed proposal that adequately describes the advantages and benefits, which the Regent Institutions would realize by acceptance of its proposal.

Binding Companies must clearly demonstrate and provide documentation substantiating that they are compliant in each of the following areas. The University reserves, solely, the right to reject any proposal if the evidence or references submitted by such Binding Company fails to satisfy the University that said Binding Company is properly qualified in any of these areas. It shall not be the responsibility of the University to request additional information to satisfy these requirements, if such information is not provided with the submitted proposal.

General Services

3.1 Binder must submit two samples of each work as identified in Section 3.20 including but not limited to: text blocks that have been double-fan adhesive bound; double-fan adhesive bound with clay-coated, glossy paper; fitted with a new case only (original sewing structure retained); over-sewn; sewn through the fold by machine and by hand; and a selection of portfolios and boxes typical of those made by the Binder. Additionally, the Binder must submit two samples of each type of end sheet used by the Bindery and two samples of any other product the Binder desires to propose and price in a contract bid, including prices for preservation services.

Note: all samples requested must be clearly marked and labeled with Vendor name, name of sample and corresponding binding style for which each is appropriate. Samples submitted will not be returned to the Binders. One sample will be taken apart to determine quality of construction.

3.2 Binders shall have adequate financial resources and be financially sound as demonstrated by the documents, requested in 4.1.5. The Binding Company must have been in business continually for the last five (5) years.

3.3 Binders must furnish at least three (3) large academic accounts, plus, one (1) small academic account, under \$35,000, as references which can attest to the skill, competency, experience and adequacy of service of the Binder. Include with each reference, name of academic institution, name of contact person, address and phone number for service verification. See Section 7.4.

3.4 Binder must provide statistics regarding plant resources, as detailed in 4.1.6.

3.5 Binder must provide demonstration of a proven automated bindery preparation and records system,

meeting the specifications outlined in section 3.19. The system description must be accompanied by a sample of written operating instructions and/or manual, as well as demonstration of the capacity to convert existing on-line binding records. The Binder shall provide the names of three (3) references, with large academic accounts that have utilized the Binders automated system including contact name, address and phone number. Binder must also provide as reference, the name, address and phone number of an academic account whose records were converted.

3.6 Binder must provide a single managerial level contact for each Regent institution to coordinate all Regent institutions requirements and to be the point of contact for any problems / questions which may arise. This individual would meet periodically with Regent Library personnel, and be available by telephone, to review concerns, problems and/or questions relative to each Regent institution binding requirements. This individual must be able to successfully resolve, or to coordinate resolution of, any concerns or problems identified by the Libraries. Resolution must occur in a timely fashion. Additionally, the Binder must provide a full staff listing including management, customer service representatives, technicians and other bindery workers and the number of years of employment with the Binder.

3.7 If a satisfactory evaluation of the Binder cannot be made through review of the vendor's responses and evaluation of the references provided, the Binder shall allow the Regent institution Libraries' Binding Managers to visit the Bindery to inspect its operations if deemed necessary to evaluate the Binder. The cost of these visits, if necessary, shall be the responsibility of the Regent institutions.

3.8 Prior to the contract award, and at any time during the contract period, the Binder shall permit representatives from the Regent Libraries and/or Purchasing Departments (The University of Iowa, Iowa State University and The University of Northern Iowa) to inspect the Bindery during its normal working hours. Expenses related to these visits will be the responsibility of the Regent's institutions.

3.9 Binder must be willing to provide a toll-free number for all communications from the Regent Libraries to the Binder.

3.10 All prices quoted shall be set in advance for all binding categories and for all standard piece-work. The Binder may perform special work outside the scope of the specifications, provided the Binder provides an estimate to the Library for this work prior to its being performed.

3.11 Prices quoted in this Request for Proposal are not subject to re-negotiation for the initial contractual period (36 months); two-24 month extensions are allowed (See Section 6.12). Prices may be re-negotiated at the start of an extension period but they must remain firm for the 24 months of that extension. A notice of intent to change prices for an extension period must be submitted in writing to The University of Iowa Purchasing Department and to each Library no later than May 1st, prior to the fiscal year that they would take effect. In the event that any change in price cannot be mutually agreed upon, the contract is subject to cancellation by either party at the end of the contract period. Materials and services furnished to the Libraries are not subject to Federal Excise Tax, Federal Transportation Tax or Iowa State Sales Tax; such taxes should not be included in bid prices.

3.12 Each Library should have the ability to define an independent profile specifying default binding treatment for which no special processing costs would apply. For example, one Library may choose to bind all volumes flush while a second would elect that their volumes rest on the squares. If this independent profiling option is available, neither Library would incur an additional expense as the default treatment would be applied to all volumes bound for that Library. The Binder must provide a comprehensive list of any additional special processing costs, or up-charges (e.g., hand sewing, etc.), and must describe the conditions under which these fees shall be assessed.

3.13 The Regent Libraries reserve the right to specify binding styles and methods of treatment for any

and all items should this decision making be deemed necessary for any reason.

3.14 The Binder must insure, at no extra cost to the Library, all materials against loss or damage from any cause, from the time they leave the Library until they are returned. Each binding shipment is to be insured in the amount specified by the Library, but for not less than \$100.00 per volume. The limit of liability for an item lost or destroyed shall be a sum that will cover the cost to the Library of reordering, processing and binding the item. As proof of compliance with this requirement, the Binder must furnish a Certificate of Insurance to The University of Iowa Purchasing Department with submittal of the proposal.

3.15 The Binder must be able to match the binding pattern, placement of lettering on the spine, and color of stamping foil and cloth to already-bound volumes of the Library's periodical, serial and set titles.

3.16 Shipment Processing and Shipping Services

3.16.1 For packing, pickup and delivery, the Library will sort all materials by category (e.g., standard monographs, standard serials, etc.) and style of binding if specified (e.g., new case only, hand sew through the fold, etc.) and pack them for shipment to the Binder.

3.16.2 The Binder should make regularly scheduled pickups and deliveries once every fourteen (14) calendar-days unless an individual Library and the Binder mutually agree to a different rate of frequency. The Binder shall specify in advance which day of the week the shipment shall be picked-up and returned.

3.16.3. There must be no separate charges for materials pick-up, delivery, or for fuel surcharges.

3.16.4 Shipping cartons, pre-printed address labels and binding tickets must be provided by the Binder at no extra charge.

3.16.5 The Libraries shall have ownership identification on / in each piece prior to sending it to the Bindery.

3.16.6 Materials returned to the Library shall be packed in cartons with lot number, category of contents and specific destination legibly marked on the outside of the shipping cartons.

3.16.7 All materials should be bound and returned within 14 calendar days from the date of pick-up, except when one of the Libraries and Binder agree upon a different schedule for return of specific items or shipments.

3.16.8 All pick-ups and deliveries shall be made indoors at specific location(s) and during normal working hours as identified by each Library. The Libraries reserve the right to specify up to two pick-up locations for each Library.

3.16.9 The Binder must be able to retrieve any individual item from any regular shipment at the Library's request. The Library will endeavor to keep this type of retrieval to a minimum, and will pay transportation costs for those items that must be returned to the Library by some means more expedient than the Binders trucking service.

3.16.10 The printing of binding tickets shall be done by the Library on forms supplied by the Binder. At least one copy of each binding ticket shall be included with each bound volume returned. Each binding ticket included in a bound volume must include at least the following data elements.

- Account number
- Title number
- Complete binding title
- Complete third panel information
- Complete fourth panel information, if appropriate
- Complete constant and variable call number information, if appropriate
- Memoranda (e.g., library-supplied binding instructions)

3.16.11 Blank binding tickets must be supplied, at no extra cost, for the preparation of manual work tickets. Blank binding tickets should provide at least four non-carbon copies.

3.16.12 The Libraries may, with permission of the Binder, create other types of binding tickets, for particular groups of materials, such as theses.

3.17 Billing Services

3.17.1 The Binder must provide detailed invoices in triplicate for each shipment within seven days of delivery of the shipment to the Libraries. Invoices shall reflect the price structure delineated in this Request for Proposal. Each type of treatment must be listed separately, and include the number of items so treated, the charge per item, and the total charge for that treatment.

3.17.2 Each Library must be invoiced separately from all other Libraries even when one or more are located on the same campus (e.g., The University of Iowa Libraries and The University of Iowa Law Library). All invoicing must be sent to each Library's billing address as designated in the contract.

3.17.3 The Binder must be able to bill separately those other departments for which the Libraries process binding, as well as keeping these accounts active for a period of five to seven years.

3.18 Miscellaneous Services

3.18.1 At a Library's direction, the Binder shall maintain a supply of security system detection strips to be provided by the Library. At a Library's direction, these detection strips must be placed into all volumes for that Library during the binding process. The strips must not be damaged (bent, cut, etc.) before or during insertion, as this will destroy their charging ability. Only one strip shall be placed in a book.

3.18.2 Detection and removal of security strips from books sent for re-binding is the responsibility of the Binder.

3.18.3 Barcodes should be retained, unharmed, in their original positions whenever possible, unless otherwise specified by the Library.

3.18.4 Bindery tickets shall be inserted, without adhesion, into the volume following the title page.

3.19 Bindery Preparation and Records System Specifications (Online Services)

The Binder, at its own expense, shall provide a computer-based bindery preparation and record management system for the storage and manipulation of data controlling the titles that the Libraries will bind. The system shall provide for the electronic transmission to the Binder of binding shipment data (binding tickets). For purposes of this Request for Proposal, and resulting contract, the Regent Libraries shall not be testing sites for the Binder to determine its ability to provide automated record

services. The Binder must supply reference contact names for three (3) active users of the on-line system with large academic accounts.

3.19.1 The Binder shall, at no additional cost, convert the existing online bindery records for serials and set titles maintained by each Library. Conversion of associated data files must be completed within thirty (30) days of the effective beginning date of the contract, and before the initial shipment pick-up is made. The conversion must result in the creation of a separate file, or database, for each Library. Binder must be able to demonstrate their ability to load the existing database of bindery preparation records mapping all data elements, including the slot positions for all spine lettering, into the Binders own file structure. Binder must supply a site reference where successful conversion occurred.

3.19.2 The source data comprising the "Binding File" and its associated "History File" shall remain the property, and responsibility of each Regent Library. The computer application program used to manipulate and utilize this data remains the property and responsibility of the Binder. The Binder will maintain, or contract with a third party to maintain, the binding management application program.

3.19.3 Upon written request the Binder must provide, at no charge to the Libraries, one complete digital copy of each Library's database as well as the database and record layout specifications and any additional necessary programming instructions that would allow the Libraries to manipulate and use the data; database refers to the "Binding File" and the "History File" as noted below.

3.19.4 The system must identify each current periodical and continuation title with a binding record; these binding records will comprise the "Binding File". Local entry must be optional for all fields. The system shall allow for the entry of the following elements in a binding record:

- Complete binding title including subtitles and series titles.
- Complete title number.
- Library's local integrated system record number.
- Constant elements of the call number
- Binding color or code.
- Foil color or code.
- Associated shipment number.
- Associated ticket number.
- Third panel information
- Established pattern of fourth panel information (may be coded).
- Codes for elements used to complete the call number (four or more characters)
- Forth panel of the last several previous uses.
- Variable parts of the call number (year, pages, etc.)
- Code for the location within the Library (at least four characters).
- Rush indicator.
- Memorandum field which will be printed on the binding work ticket with a minimum length of 160 characters.
- Designated area in which a Library may request specific additions such as Map Pockets, Stubbing, etc.
- Automatic imprint of the University's abbreviation (e.g., UI, UI-LAW, ISU, UNI) at the spine tail, if the Library specifies.

3.19.5 The system must allow the Libraries to add new binding records. The system must allow the Libraries to modify, add and delete data within the binding and history records.

3.19.6 The system will allow shipment specific updates to be made to any binding record.

3.19.7 The system must provide an online data transmission mechanism such that volume specific binding information (binding tickets) can be electronically sent to the Binder for each shipment. The system may also include the ability for the Binder to transmit shipment data back to the Libraries. One copy of the printed binding ticket must be returned with each bound volume as described in Section 3.18.4 above.

3.19.8 The system shall provide the capability for preparing, and transmitting, monographic binding tickets.

3.19.9 Two forms of record deletion must be provided:

- A library operator may cancel or indicate that a particular binding work ticket is not descriptive of a volume to be bound. The record will not be deleted from the database, and;
- A library operator may, when it is no longer needed, cause the deletion or erasure from that Library's database that data or record which is no longer specific to a particular shipment or shipments. This function must be security protected to prevent the accidental deletion of data.

3.19.10 The History File shall consist of the last three (3) years of binding activity for each title bound. It will be maintained on-line by the system and each record will include the following elements; local entry must be optional for all fields. The system shall permit the editing/correction of the binding history by library binding personnel.

- Complete binding title including subtitles and series titles.
- Variable subtitle or series title.
- Complete title number.
- Library's local integrated system record number.
- Consistent elements of the call number.
- Binding color and code.
- Foil and color code
- Associated shipment number.
- Associated ticket number,
- Date (month / year) when ticket entered.
- Third panel information
- Fourth panel information for each volume bound during that period.

3.19.11 The system shall permit the printing of shipment lists, which will include all binding record information. Available sort for this list must include: by ticket number, by call number or by alphabetical title order. The system shall provide a means of determining the number of items prepared for a current shipment grouped by the binding treatment specified. This transaction counting function shall distinguish all deleted transactions tickets when indicating the number of transactions in a shipment.

3.19.12 The system shall have the capacity of supporting, providing access to, and maintaining through updates each Library's Binding File. The current approximate size of the Libraries Binding Files:

The University of Iowa Libraries	71,000 titles
The University of Iowa Law Library	8,000 titles
Iowa State University Library	24,000 titles
The University of Northern Iowa Library	10,500 titles

3.19.13 The system shall allow the copying of data from one binding record to a new record. This

feature must allow the transfer of shipment specific up-dates to the new record. The system shall provide programmable function keys.

3.19.14 The system shall provide for the utilization of more than one binding color in conjunction with a particular title or title-call number combination.

3.19.15 System response time must meet the Libraries' need for rapid processing of a high volume of material. Record retrieval, record creation and editing must be possible with no system imposed response delays. Data transmission rates must meet or exceed industry averages. Simultaneous use of system must be permitted and not interfere with response time.

3.19.16 A full range of search options shall be provided for binding record retrieval including, but not limited to: title, call number, title number and various standard numbers, including locally defined numbers.

3.19.17 The system shall permit the printing of any work screen and all of its elements at any time.

3.19.18 The Binder must provide, at no extra charge, sufficient printed copies of each Library's binding file in alphabetical order by title or title number or by call number. This print copy of the binding file shall be produced at a minimum, annually. Alternatively, the system shall provide an easy mechanism for printing such a list locally on demand. The system shall also provide a means for easily determining the total number of records in the database.

3.19.19 The Binder shall furnish diagnostic services over-the-phone to the Libraries for remedial maintenance during normal business hours. In the event that the defect or malfunction cannot be corrected by telephone communications, the Binder must provide timely on-site support to restore the system to normal operation.

3.19.20 The Binder is responsible for the initial on-site training of the Libraries' staff in the use of the system and for any training related to subsequent improvements. Additionally, The Binder will provide for repetition of the initial training, on-site, if sufficient Library staff turnover makes such training necessary.

3.19.21 The Binder must provide written documentation for the system and must up-date this documentation as the system is modified. The Binder must provide copies of the documentation and its up-dates to each Library identified in this Request for Proposal and resultant contract in sufficient number as determined by each Library and at no cost to the Library.

3.19.22 The system shall provide for simple and effective back-up of all parts of the operating system and databases. It shall have sufficient safeguards to prevent the accidental deletion of shipment specific data. The system shall have security options sufficient to prevent use by unauthorized individuals.

3.20 Technical Specifications

Unless otherwise specified, all work must conform to the current ANSI/NISO/LBI Z39.78 Standard for Library Binding referred to here as the NISO/LBI Standard. All citations in the Request for Proposal refer to the 2000 edition. Any subsequent modifications to or revision of the NISO/LBI Standard shall automatically become part of this Request for Proposal and resultant contract upon adoption by the Library Binding Institute. *Numbers in parentheses in the following text refer to the relevant sections of the NISO/LBI Standard.* Comments provide special emphasis or special requests of the Regents Libraries. These comments may qualify or extend application of the relevant NISO/LBI Standard.

3.20.1 Assessment (examination, collation, preparation & repair)

The Binder shall examine all volumes to detect damaged leaves and peculiarities of paper or construction that might make first-time binding or rebinding inadvisable. The Binder shall select the leaf attachment method following the Library preferred order of (1st) new case only, (2nd) sewing through the fold, (3rd) double fan adhesive binding, (4th) oversewing. The library will make reasonable efforts to flag illustration spreads, maps, and inserts in order to alert staff to matter that would otherwise be damaged by trimming and/or sewing, but this assistance does not relieve the Binder from the obligation to be alert for such material. Based on this inspection a suitable method of leaf attachment shall be selected.

On selected titles, each Library may state a specific leaf attachment method. When specified on the binding slip, the Binder shall follow those instructions, however, if the Binder determines that the specified leaf attachment method would be inappropriate, the Library shall be so advised.

For individual Libraries that choose to use institution specific designed end sheets, the Binder shall utilize such end sheets for all forms of binding and rebinding.

All paper tears shall be repaired with transparent pressure-sensitive alkaline paper mending tape unless there are special arrangements to decline mending or to use alternative mending materials.

The Binder shall hinge (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, inserts and stiff paper covers in order to preserve printed matter which would otherwise be destroyed by trimming, sewing, and/or double fan adhesive binding along the spine edge or inaccessible to use. All hinges shall be at least $\frac{3}{4}$ inch in width to insure that hinged material will extend far enough from the gutter of the binding to allow easy access to the information.

If the Binder determines that certain library volumes sent for binding are not able to be bound or may be damaged by binding, the books shall be returned to the Libraries with notice of such determination.

3.20.2 Standard monograph

A monograph is defined as one piece of graphic material submitted for binding or rebinding as a single unit without reference to another. Libraries assume responsibility for any multiple item uniformity of color and cover stamping.

3.20.3 Standard Serial

A serial or continuation is defined as a series of two or more serially numbered graphic units to be bound together, for which cloth color must be selected and cover stamped by the Binder so as to match other publications in the same set or series.

Serials shall be collated by the Binder to assure their completeness and to absolutely confirm correct sequence of parts. Incomplete volumes shall be returned unbound unless the Library has acknowledged the incompleteness. Covers, advertisements and similar material shall be retained in place, unless otherwise specified by the Library on a per title basis.

When serial parts of different heights are bound together, the assembled parts will be jogged to the head edge, permitting all irregularity to occur on the tail edge. Full unperforated infill stubbing will be supplied to permit fanning and support. When serial parts combine both folded and adhesive bound numbers, the folded items shall be stitched and integrated with adhesive bound material or hand slit and combined with adhesive bound material.

3.20.4 Theses

The preferred method of leaf attachment will be double fan adhesive binding. Theses may be oversewn when judged necessary by the Binder.

3.20.5 Music

Music shall be bound to open flat. Multi-signature items with folded signatures and broken sewing shall be dis-bound and then sewn through the fold by the Binder. Tyvek or cloth pockets should be provided to contain music parts. Each music part consisting of more than a single folio shall be gathered, reinforced with an outer end sheet and sewn through the fold.

3.20.6 Pamphlets

Applied to single-signature items, such pamphlets should be sewn through the fold into a pamphlet binder constructed with a clear polyester front cover.

3.20.7 Enclosures

3.20.7.a Portfolio

Shall provide excess dimension not greater than 1/8 inch all around. A portfolio shall have three or four flaps. Excepting with single sheet or thin items, the flaps should be double creased to accommodate the item thickness. The lining shall be of alkaline paper or smooth surfaced permanent/durable board. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. The spine width of the cover should permit a square and snug closing over the portfolio flaps. With approval of the individual Library, their standard profile will permit C grade cloth on small portfolios (items less than 8" height), otherwise Buckram grade is specified.

3.20.7.b Bindery built book box (cloth covered clam-shell or double-tray)

Shall provide a free fit for the enclosed item with excess dimension not greater than 1/16 inch all around. The design shall be a drop spine configuration with a snug fit and square alignment of the telescoping trays on closing. With approval of the individual Library, their standard profile will permit C grade cloth on small boxes (items less than 8" height), otherwise Buckram grade is specified.

3.20.7.c Machine cut corrugated board clam-shell box

Library shall: (1) supply the Binder with three (3) dimensional measurements for each box, or (2) send a book to the binder for this enclosure service. All boxes will be made to these dimensions with no more than 3 mm tolerance.

3.20.7.d Phase box

Shall be constructed of buffered board that will crease without splitting. Configuration shall be two pieces of board crossed and adhered to form a floor and four flaps that wrap around the item. The flap to be folded over the item first shall be stamped "Fold this flap first". The Library can specify cord tie or Velcoin closures. Rivets for ties should be placed on the fore-edge flap so that the box does not snag adjoining items.

3.20.8 Preservation Photocopy

This service shall provide xerographic, duplexed copies from cut pages of brittle books. The copies will be produced on paper stock that meets ANSI/NISO Standard and provides copier run ability characteristics including reliable copier transport and effective image fusing. This paper may be supplied or specified by the Library. Copier engines must be maintained to assure fusing of the image. Image fusing can be tested (tape pull) by the Library and inadequately fused copies can be rejected by the Library.

The service shall provide effective reproduction of both text and halftone originals with capacity for full color and oversize reproduction of graphic originals. The book margins of the text block of the facsimile will be increased by 1/8 inch while the gutter margin will be increased at least 1 ½ inch from the margin of the text at the gutter.

Before binding, the service shall provide accurate collation of the facsimile, page by page, along side of the original. The original shall be returned in proper order and carefully reassembled.

3.20.9 Preservation Imaging

This service shall provide digital capture of book pages and documents to be delivered in standard imaging formats recorded to computer media or transmitted to the library as requested. File management and metadata production routines to be mutually established by Library and Binder.

3.20.10 Other Preservation Services

3.20.11 Alkalization

Binder is asked to explain what experience they have had with any of the mass deacidification methods, what system(s) they use or plan to use, what services they offer, or plan to offer, and their pricing and processing procedures.

3.20.12 Attaching Leaves (7.0)

3.20.12.a New Case (7.1)

When text blocks are sewn through the fold, oversewn, or side sewn, and are intact (that is when the original sewing thread is unbroken and the number of stitches is adequate for the size and weight of the text block) the sewing can be retained and the text block fitted with a new case.

3.20.12.a.1 Preparation (7.1.1)

Old covers, adhesive and back lining shall be carefully and completely removed from the text block without damaging the sewing thread. The text block shall be inspected after the back is cleaned. If the

original sewing is not sound, minor repairs shall be made, a different method of leaf attachment shall be selected, or the volume shall be returned to the Library.

3.20.12.a.2 Attaching endpapers (7.1.2)

Sewn endpapers shall be applied. These can be sewn on with continuing stitches begun in outer gatherings of the text, or by sewing to linen tapes adhered to the text back or by tipping of endpapers to the text followed by stitching through the back lining fabric.

3.20.12.a.3 Endpaper construction (7.1.2.1)

A single leaf hinged with reinforcing material to a single folded sheet, or a folded sheet hinged with reinforcing material to another folded sheet with sewing piercing the inner (text adjacent) folded sheet shall be used.

3.20.12.b Sewing through the fold (7.2)

Sewing through the fold may be provided by hand stitching or by machine stitching.

3.20.12.b.1 Preparation (7.2.1)

Staples shall be removed prior to sewing. Weakened and damaged folds shall be reinforced or repaired with pressure-sensitive alkaline paper mending tape.

3.20.12.b.2 Attaching endpapers (7.2.2)

Sewn endpapers shall be applied. Hand sewn text and endpapers shall incorporate linen tapes.

3.20.12.b.3 Endpaper construction (7.2.2.1 and 7.2.2.2)

For multiple signature texts, a single leaf hinged with reinforcing material to a single folded sheet, or a folded sheet hinged with reinforcing material to another folded sheet with sewing piercing the inner (text adjacent) folded sheet shall be used. For single signature texts, two folded sheets with the outer folded sheet reinforced shall be used. The signature and the endpaper shall be sewn together as a single unit.

3.20.12.c Double-fan adhesive binding (7.3)

A high solids, emulsion copolymer of internally plasticized polyvinyl acetate adhesive designed for cold emulsion binding of book leaves shall be used.

3.20.12.c.1 Preparation (7.3.1)

Periodicals issued in signatures that are to be double fanned, shall be prepared by slitting through the fold rather than by trimming or milling. The back of the text block shall be milled or trimmed as necessary to prepare the gutter edge of the leaves for uniform contact and effective bonding with the adhesive. Clean cut gutter edges should be roughened by sanding or shallow notching that shall not exceed 1 mm depth. Trimming will not be used to remove staples from a side-stapled volume. Such staples must be removed by hand.

3.20.12.c.2 Attaching endpapers (7.3.2)

Endpapers should be attached during the double-fan operation.

3.20.12.c.3 Endpaper construction (7.3.2.1)

Endpapers shall be constructed of a single folded sheet.

3.20.12.d Oversewing (7.4)

On request, this method shall be used for monographs and serials printed on sturdy, flexible papers with an unprinted margin of at least 5/8th inch (after milling).

3.20.12.d.1 Preparation (7.4.1 and 7.4.3)

No more than 1/8th inch of binding margin shall be removed by milling.

3.20.12.d.2 Attaching endpapers (7.4.1)

Endpapers shall be sewn continuously with the text sewing.

3.20.12.e Cleat lacing

This method of leaf attachment may be used when (and only when) none of the other leaf attachments outlined above or in the NISO/LBI Standard are practical.

3.20.13 Trimming the text block (8.0)

The Libraries, unless otherwise noted in Appendix III, request a “no trim” general specification. Requests for trimming of the head edge only will be accepted as well as request for trimming of all edges. Trimming should be as slight as possible with a maximum allowance of 1/8 inch.

3.20.14 Back treatment (10.0)

3.20.14.a Flat backed

Rounding and backing shall be omitted on volumes thinner than 1/2 inch.

3.20.14.b Rounding and backing (10.1)

Rounding and backing shall be provided on volumes 1/2 inch or thicker.

3.20.15 Lining the back (11.0)

The lining shall extend to within 1/2 inch of the head and tail of the text block, and extend squarely onto each endpaper at least 1 inch. Binder will provide uniform, secure adhesion of the lining, without voids, to the back of the text. Text blocks over 1 inch thickness shall have an alkaline paper lining applied over the cloth lining.

3.20.16 Cover making (12.00-21.06)

Cover board shall be provided in various thicknesses, which will be applied in accord with volume size and weight. For exceptionally large volumes the boards shall be no less than 0.125, for heavy or large, no less than 0.095 and for small or light volumes, no more than 0.08.

The inlay shall be cut squarely and shall be the same width as the back of the text and height of the cover boards. Covering material shall be cut squarely, providing 3/4 inch overhang on all four sides to provide 5/8 inch turn-ins. Lay out space for a grooved joint shall not exceed 8 mm. The cover shall be assembled with secure bonds throughout. Corners will be uncut to produce a “library” miter.

3.20.17 Casing in (13.0)

Squares should be uniform over each edge except for volumes specified for a flush tail casing.

Cased-in volumes shall either be pressed between edged boards until thoroughly dry; or built-in by machine using sufficient heat, dwell and pressure to ensure tight adhesion of the endpapers to the boards and the covering material to the joint of the text block. The back lining margin extending onto the pastedown will be securely bonded to the gutter margin of the cover boards.

3.20.18 Lettering (12.2)

All lettering shall be in 18 point, except for volumes thinner than 1 inch, which shall be lettered in 14 point. All call numbers shall be stamped in 18 point. Characters must be available in upper and lower case as well as in standard diacritical characters.

Author and title information shall be placed in horizontal lines across the spine of the cover, unless the volume is thinner than 5/8 inch. When a volume is thinner than 5/8 inch, the author/title information should be in vertical lines running down the spine. For items with a spine width of less than 1 inch, the Binder may truncate the title if no spine title has been supplied by the Library.

The order of priority for placement of call numbers on the covers of classified volumes is: (1) in horizontal lines on the spine and, when volumes are too thin, (2) in vertical lines on the spine. If the volume is too thin for the text to be on the spine it should be printed in horizontal lines on the lower left-hand corner of the front cover near the spine, unless the individual library adopts another placement in its standard binding profile.

Binder must be able to letter stamp an ownership initialism (e.g., ISU, UNI) on a line at the spine tail (within the bottom ½ inch of the spine). Each Library shall have the option of this as part of their binding profile.

Book lettering shall be done in white and phase box lettering shall be in black as a standard unless the Libraries stipulate another color foil for selected items.

3.21 Materials Specifications

Unless otherwise specified, all materials must conform to the current ANSI/NISO/LBI Z39.78 Standard for Library Binding and referred to here as the NISO/LBI Standard. Comments provide special emphasis or special requests of the Regents Libraries. These comments may qualify or extend application of the relevant NISO/LBI Standard.

3.21.1 Paper (15)

3.21.1.a Inlays (15.3)

Inlays shall be alkaline and buffered.

3.21.2 Reinforcing material (17.0)

3.21.2.a For lining backs of text blocks (17.2)

Back-lining materials will be selected based on strength and flexibility and the support they provide to the text block and cover; working properties of the material as it relates to automated machinery in the bindery is a secondary consideration.

3.21.3 Adhesives (19.0)

3.21.3.a Adhesive for double fan binding (19.2)

Adhesives used in the double-fanning process shall be selected with the greatest emphasis given to strength and flexibility properties of the adhesive rather than on how well the adhesive works in automated double-fan binding equipment.

3.22 Compliance to Technical/Materials Specifications

3.22.1 Guarantee

The Binder shall correct all bindery errors without cost to the Library. The Binder shall guarantee binding work for the life of the paper and repair failures that are not the result of mistreatment, poor handling or brittle paper.

3.22.2 Changes, improvements

Changes from NISO/LBI Standard technical services and materials may be acceptable to the Libraries provided that evaluation of such changes (i.e., change of adhesive type used for double-fan binding) shall be independently tested to verify protection and increased longevity of the item. Such testing will be commissioned by the Binder. Testing data for the changed technique or material will be provided to the Libraries and submitted to the Library Binding Institute for review and approval.

3.23 Errors and Delays

3.23.1 Any errors made by the Binder shall be corrected (provided corrections do not damage the text block) without additional charge to the Library and returned within 14 days of the Binders having received the item for correction. Any extra transportation costs resulting from such errors shall be paid for by the Binder. Errors that require the skills of a conservator to correct, or, which cannot be corrected, shall be subject to "Insurance and Security" provisions as detailed in this Request for Proposal.

3.23.2 The Binder shall pay a liquidated damages charge of one dollar per calendar week, or any part thereof, for each overdue item. No penalty shall apply in cases in which the Library has been notified that the return of an item will be delayed due to the need for special treatment.

3.23.3 Whenever books are withheld from a return shipment for any reason, the return consignment documentation must explain what books are withheld and the reason for such action.

3.23.4 If a volume is damaged during the Binding process, the Binder shall be held responsible for the cost of replacement as well as a processing fee to be determined by each Library.

3.24 Guarantee

The Binder shall guarantee all binding work for the life of the paper and shall repair, at no cost to the Libraries, all bindings which have failed when the failure is not the result of mistreatment, poor handling in the Libraries or brittle paper.

3.25 Performance Bond

Upon receipt of Notice of Award or Purchase Order, the vendor may be required to furnish a surety bond in the amount of one hundred percent (100%) of the contract price as security for faithful performance of the contract. The bond shall be in the form of the "Contract Performance Payment Bond Form" (Addendum C). The surety on such bond shall be a surety company duly authorized to do business in the State of Iowa, and said bond shall be signed or countersigned by an Iowa resident

Section Four

4.1.12 The Binder is requested to specify their usual source(s) by business name; (e.g. Library Binding Service, Des Moines, IA; Holliston, Kingsport, TN; Gane Brothers, Elk Grove Village, IL) of materials and products used by the company for the binding of library materials (e.g. binders board, cover cloth, adhesives, thread, lining materials).

4.1.14 Heckman Bindery has continually strived to eliminate the “extra charges” that many binders use to increase their profit. While we realize that there are some special items that our customers will request, we do not believe they should be charged for necessary services. For this reason, we do not charge for stubbing and filler, extra height up to 14”, extra thickness up to 3”, machine-stamping, extra lines of lettering, cal number stamping, and many other similar services.

4.4.1 We provide plastic totes to the libraries for the storage and transport of their materials because we feel they are far superior to cardboard boxes.

4.4.6 Heckman Bindery is able to provide an imprint of the Library’s initials or any other such information at the bottom of the spine. If the imprint can be stamped on our automated stampers, no cost will be incurred by the library. If the imprint must be handstamped due to the size or font required, a \$2.50 per imprint charge will be assessed.

APPENDIX III SPECIFICATIONS LIMITED TO A SINGLE INSTITUTION

A. The University of Iowa

1. Monographic color selection.
The Library permits the Binder to select the cloth color for monographic titles, except for multi-volume sets in which case the Library shall select the Binder's color that most closely matches the original cover.
2. Request trimming of all head edges to a maximum of 1/8 inch. Requests trimming of all serials and continuations, with heads, foreedges, and tails of text trimmed as slightly as possible (a maximum of 1/8/ inch) and under no circumstances shall printed matter be trimmed. Volumes in which text and/or illustrations bleed to the edges of pages shall be left untrimmed. Trimming shall not be used to remove staples from a side stapled volume; they shall be carefully pulled from the item instead.

B. The University of Iowa Law Library

1. Monographic color selection.
The Library will provide color selection for all monographs.

C. The University of Northern Iowa

1. Detection Strips.
The Library does not require the insertion of detection strips.
2. Workstation and Printer.
The Library will need the binder to provide a workstation and printer.
3. Monographic color selection.
The Library permits the Binder to specify the cloth color for monographic titles, if not specified by the Library.
4. The Library can accept invoices via EDI transmission.
5. Request trimming of all head edges to a maximum of 1/8 inch. Requests trimming of all serials and continuations, with heads, foreedges, and tails of text trimmed as slightly as possible (a maximum of 1/8/ inch) and under no circumstances shall printed matter be trimmed. Volumes in which text and/or illustrations bleed to the edges of pages shall be left untrimmed. Trimming shall not be used to remove staples from a side stapeled volume; they shall be carefully pulled from the item instead.

D. Iowa State University

1. Detection Strips.
The Library does require the insertion of detection strips.
2. Monographic color selection.
The Library permits the Binder to select the cloth color for monographic titles except for selected individual volumes for which a color shall be specified by the Library, and multi-volume sets, in which case the Library shall select the cloth color.

Request for Proposals

Issue Date 06/02/2004

RFP Number **10060**



Purchasing Department
202 PCO
Iowa City, IA 52242-2500

Regents Library Binding RFP

To receive consideration, proposals must be in this office by:
Due Date 07/13/2004 Due Time 3:00 PM CDT/CST
RFP Number and due date must be printed on all return envelopes

Heckman Bindery Incorporated (110755)
1010 N Sycamore St
PO Box 89
North Manchester, IN 46962-0089
PH: 219-982-2107 FAX: 219-982-1130

If there are any questions regarding this RFP please contact:
Anne Sopher
anne-sopher@uiowa.edu
PH: 319-335-0378
FAX: 319-353-2358

THIS IS NOT AN ORDER. Unless otherwise specified, this quotation constitutes an offer to sell at the prices and terms specified and acceptance in the form of a University purchase order constitutes a contract.

Due to statutory prohibition, in making a request for quotation it is necessary to designate the needed articles in general terms and by general specifications and not by brand, trade name or other individual mark. If any reference is made to brand or trade name, it is made for your reference as to the specifications desired. Please therefore, quote upon that grade and quality or its equivalent, and designate the brand, trade name or other individual name, if any, by which each article you propose to furnish, is designated. If substitutes are offered, submit descriptive literature with return quotation.

Code of Iowa: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

Offered prices shall remain firm for a minimum of 60 days after the due date of this RFP, unless indicated otherwise. Accepted prices shall remain firm for the duration of the contract.

The University reserves the right to accept or reject any or all proposals, waive irregularities, to accept any part of a proposal, to withhold the award, and to make no award as is deemed to be in the best interests of The University of Iowa. The successful vendor must be licensed to do business in the State of Iowa and comply with provisions of Chapter 490 of the Iowa Code.

The University of Iowa, acting as lead agency for the Board of Regents institutions, also including Iowa State University and the University of Northern Iowa, is seeking proposals from qualified binding companies for Regents Library Binding Services for the period October 1, 2004 through September 30, 2007 with the option for two additional twenty-four (24) month extensions for a potential seven (7) year agreement per the enclosed Request for Proposal document.

Please Note: Attachment B - Intent and Question Submission Form, along with any questions relative to the Request for Proposal document, must be faxed to the University of Iowa Purchasing Department no later than June 15, 2004. Proposals are due at 3:00 P.M. CDT July 13, 2004. See Section 2 - Instructions to Vendors for additional details.

ADDENDUM # 1: See enclosed document dated June 22, 2004

INSTRUCTIONS: General terms and conditions found on our website (www.uiowa.edu/~purchase/purchase/termsrfp.pdf) are by reference made a part of this document. Please reference above RFP number in all communications. Your quotation:

1. must be received in this office by the date and time specified above.
2. must reflect the same units as the RFP.
3. should be submitted on this original form. Telephone quotes must be confirmed with a signed original within 72 hours.
4. should be submitted FOB Iowa City, IA. Unless you specify otherwise, we will consider prices quoted FOB destination.
5. should be submitted with minimum of 2%10Net 30 days for payment if cash discount is offered. Please specify. Discount period will begin upon receipt of material or invoice, whichever is later.
6. must not include any federal, state, local, excise or use taxes. Exemption certificates will be furnished on request.

Debby Zumbach
Director of Purchasing

Delivery can be made in _____ days after receipt of order	Cash terms	Contact Information	e-mail address	
Firm name	Type Name/Title			
Telephone	Extension	FAX number	Signature 	Date



**ADDENDUM # 1
REQUEST FOR PROPOSAL # 10060**

**Regents Library Binding Services
at
The University of Iowa
Iowa City, Iowa**

**Iowa State University
Ames, Iowa**

**The University of Northern Iowa
Cedar Falls, Iowa**

June 22, 2004

The following question has been submitted regarding Request for Proposal 10060. This addendum is being sent to provide our answer. All vendors who received the original Request for Proposal are receiving this addendum.

Question: Relating to Attachment D Proposal Pricing Schedule: Description of Commodity or Service, #'s 4, 5, 6 refer to "economy collation", what and where within Section 3.20 Technical Specifications is an explanation of the term "economy collation"?

Answer: "Economy Collation" is defined as follows:

Items are bound as sent with covers and advertisements left in place and with issue sequence being spot-checked for accuracy. No mending or collation is done. Inner margins are not checked before binding. Materials may range in size up to 12" in height and 2" in thickness. Typically economy collation is offered at a lower price than other collation options. Binders are, of course, free to tell us whether they comply or if they have other requirements for economy collation.

