



COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM

TO: Buffalo & EC Public Library, Business Office

FROM: Lorraine M. Kolb, Buyer *lmk*

DATE: 3-31-20

SUBJECT: **BINDING SERVICES FOR THE BUFFALO & EC LIBRARY #218374-005**



The Division of Purchase has EXTENDED the bid for Binding Services.

Bid No. 218374-005

Vendor: HF Group LLC

Vendor #: 109198

Effective Dates: January 1, 2020 through December 31, 2020

Training: As Needed

Commodity No.: 908 Purchase Group 005

Pricing: Attached

If you have any questions, please feel free to contact me at Ext. 6340.

lmk

cc Vallie M. Ferraraccio, Director of Purchase

REQUEST FOR BID

BINDING SERVICES FOR THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY

RFB SUBMITTAL FORM

BIDDER CERTIFIES THAT THE PRICING BELOW CONSTITUTES THE ENTIRETY OF CHARGES TO THE LIBRARY, INCLUDING ANY SHIPPING, HANDLING, DELIVERY, AND INSTALLATION CHARGES.

ESTIMATES OF YEARLY VOLUME: SERIALS: 300 VOLUMES; RE-BOUNDS (I.E. BOOKS) :20; SPECIAL BINDERIES (I.E. NEWSPAPERS): 50 - 75. THESE ARE ESTIMATES ONLY AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.

**BOOKS**

<u>Height of volume</u>	<u>AMOUNT</u>
Up to 8 inches	\$ 11.80
Over 8 inches to 10 inches	\$ 11.80
Over 10 inches to 12 inches	\$ 11.80
Over 12 inches to 14 inches	\$ 15.30
Over 14 inches to 16 inches	\$ 18.80
Over 16 inches to 18 inches	\$ 25.80

All above prices shall include the lettering of up to five lines.

**SERIALS**

<u>Height of Volume</u>	<u>AMOUNT</u>
Up to and including 10 inches	\$ 15.15
Over 10 inches to 12 inches	\$ 15.15
Over 12 inches to 14 inches	\$ 23.15
Over 14 inches to 16 inches	\$ 30.15
Over 16 inches to 18 inches	\$ 37.15

All above prices shall include the lettering of up to seven lines



REQUEST FOR BID

BINDING SERVICES FOR  
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RFB SUBMITTAL FORM

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SERIALS	
Height of Volume	AMOUNT
Up to and including 14 inches and up to and including 3 inches of thickness	\$ 15.15
The above prices shall include the lettering of up to seven lines.	
NEWSPAPERS & PORTFOLIOS	
	AMOUNT
Newspapers: Under 18" and 1" thick	\$ 100.00
each addl inch of thickness	\$ NIC
18" and over - 1" thick	\$ 100.00
each addl inch of thickness	
Portfolios: 10" and under	\$ 50.00
each additional inch	\$ 5.00

**BINDING SERVICES FOR  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY**

<u>EXTRA CHARGES</u>	<u>AMOUNT</u>
Extra thickness, over 2 1/2 inches & including 3"	\$ 3.50
Extra thickness, over 3 inches & including 4"	\$ 3.50
Extra thickness, over 4 inches & including 5"	\$ 3.50
Lettering, per extra line	N/C
Extra line stamping	N/C
Lettering, lengthwise, per line	N/C
Call number, first line	N/C
Call number, per extra line	
Excessive preparation, per hour	\$60.00
Foreign titles	N/C
Extra thickness, machine sewing	N/C
Adhesive binding on rebinds & serials	N/C
Glued endsheets	N/C
Cave Sews	N/C
Front cover	\$1.50 /line
Archival phase box/enclosure made to size	Quote per order
Score folder (score sewn into folder)	\$3.75
Score & parts (score sewn into folder, pockets for parts)	\$6.30
Shipping	N/C
Surcharges	
List any additional charges:	Fuel surcharge up to 4% may be added based on price of fuel
	\$7.40 Pamphlet
	\$12.90 Cop. cover
	\$ 3.50 oversew + sew thru
	\$ 4.00 Paper pocket. fold
	\$ 6.50 Cloth pocket

**SERVICES FOR  
BUFFALO & ERIE COUNTY PUBLIC LIBRARY**

**SAMPLES TO BE SUBMITTED WITH RFB RESPONSE:**

1. Sample binding ticket
2. Sample invoice that includes itemized charges



\*\* 50 volume minimum pick-up is free of charge.

Less than 50 volumes .....\$50.00 fee

Orders of any size may be shipped in and will be charged return shipping.

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8844 MAYFIELD RD.  
CHESTERLAND, OH 44026  
(440)729-9411

[www.hfgroup.com](http://www.hfgroup.com)