

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Library

Department contract file name (use effective date): B&T_LIBRARY-CCL_20240901

Project Code: Click here to enter text.

Contract type: Other

Contracted Services/Goods: Book leasing credits

Contract Component: undefined

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Baker & Taylor

Effective Date: 09/01/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: Click here to enter a date.

Total Amount: \$24,276

Please Return Contract to:

Name: Amanda Girelli

Email:

Amanda.girelli@chathamlibraries.or

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Special Instructions for Clerks

Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: Amanda Girelli (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No

If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract



BAKER & TAYLOR

06/10/2024

Mr Dan Lamontagne
Chatham Community Library
Lease Plan - Pittsboro
197 N C Hwy 87 N.
Pittsboro, NC 27312

RE: Account #: F940023

Dear Mr Lamontagne:

Baker & Taylor has appreciated the opportunity to be your supplier for library books through our Book Leasing System. We sincerely hope services rendered in the past have been satisfactory.

At this time, we would like to offer for your consideration the renewal of your Book Leasing program. A renewal specifications form is enclosed for your convenience. Your library's current plan size is 100 quota per month. To renew your book leasing program, please sign and return the renewal form via fax to 1-877-460-6011, email to leasing@baker-taylor.com or mail to the following address:

BAKER & TAYLOR
BOOK LEASING SYSTEM
251 MT. OLIVE CHURCH RD.
COMMERCE, GA 30599

If you wish to make changes from the previous contract, please make the appropriate notation on the renewal form before returning it to us. The prompt return of the completed renewal form will prevent any lapse in your book leasing service. The Renewal Notice is not an invoice. Please do not submit payment without first returning your signed renewal form via fax or mail. Once your signed renewal is received, you will be invoiced on the first day of the month your contract begins.

Please feel free to contact our book leasing department any time we may be of assistance (800-775-3800). We consider it a privilege to serve your book leasing needs and look forward to continuing this service.

Sincerely,

Jessica Krieger

Attachment

251 Mt. Olive Church Road
Commerce, GA 30599
tf 800-775-3800 ext. 2235
p 706-335-5000 ext. 2235
www.baker-taylor.com



This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Roy Lynch, Finance Officer

Renewal Notice
BAKER & TAYLOR BOOK LEASING SYSTEM
251 MT. OLIVE CHURCH ROAD
COMMERCE, GA 30599-2300

To renew your Book Leasing Account, please make any changes necessary, then sign and return to Baker & Taylor Book Leasing System along with your purchase order, if applicable.

Service Inquiries: 800-775-3800 or FAX: 877-460-6011

RENEWAL AUTHORIZATION: Please Confirm Phone Numbers For Internal Use Only
Name / Title (Please Print) Phone (919) 545-8084 Contract #: 016
Signature Fax: (919) 545-8080 Master #: 531990
Acct #: F940023
Territory ID: 478

Plan BO100 Beginning On: 9/01/2024 Ending On: 08/31/2025 Please check cutoff range below.

Bill To: Chatham Community Library
Lease Plan - Pittsboro
197 N C Hwy 87 N.
Pittsboro, NC 27312
Ship To: Chatham Community Library
Lease Plan - Pittsboro
197 N C Hwy 87 N.
Pittsboro, NC 27312

Service Requested: Book Plan
Monthly Quota Allowance 100
Annual Quota Allowance: 1,200

Management Report Sequence: (SAME)

- Author
Title
Ship Date
Summary Only

Quota Cutoff:(check if chosen)
Cutoff: \$29.00 Total Contract Amt:
2nd Cutoff: \$39.00 \$22,956.00
3rd Cutoff: \$49.00 **Plus taxes where applicable**

Quota Cutoff:(check if chosen)
Cutoff: \$30.00 Total Contract Amt:
2nd Cutoff: \$40.00 \$24,276.00
3rd Cutoff: \$50.00 **Plus taxes where applicable**

- Payment Plan Chosen:
1. Monthly Payments of:
2. Quarterly Payments of:
3. Semi-Annual Payments of:
4. Annual Payments of: \$22,956.00

- Payment Plan Chosen:
1. Monthly Payments of:
2. Quarterly Payments of:
3. Semi-Annual Payments of:
4. Annual Payments of: \$24,276.00

-- 2% discount for annual pmt of program within 60 days of inv date
-- 1% discount for semi-annual pmt of program within 30 days of inv date
Credit card payments are not eligible for any prepay discount.

- Invoicing Instructions:
1. Purchase order number, if applicable:
2. Library systems only:
Separate invoices by branch
One combined invoice

- Cataloging: (SAME)
Dewey/LC Subject Headings
LC/LC Subject Headings
Pocket on Front Flyleaf
Pocket on Back Flyleaf
Mylar Jacket Only
Machine Readable Cataloging Records

Book Identification: (SAME)
Each book will have a white adhesive label that will readily identify it as a Baker & Taylor Lease Book. Please indicate below exactly how you wish your library name and address to appear on the label.
Line 1
Line 2
Line 3