

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-GO_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: \$5,739

Please Return Contract to:

Name: Amanda Girelli

Email:

Amanda.girelli@chathamlibraries.org

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.

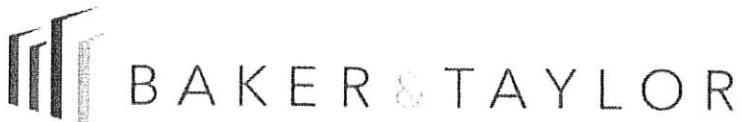
Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract



06/10/2024

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

RE: Account #: F940031

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 25 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
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) 898-4522	Contract #: 016
Signature <i>[Signature]</i>	Fax:	Master #: 531990
		Acct #: F940031
		Territory ID: 478

Plan BO025 Beginning On: 9/01/2024 Ending On: 08/31/2025 Please check cutoff range below.

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

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

Service Requested:
Book Plan
Monthly Quota Allowance 25
Annual Quota Allowance: 300

Management Report Sequence: (SAME)
 Author
 Title
 Ship Date
 Summary Only

Quota Cutoff:(check if chosen)
Cutoff: \$29.00
2nd Cutoff: \$39.00
3rd Cutoff: \$49.00
Total Contract Amt:
\$5,739.00
Plus taxes where applicable

Quota Cutoff:(check if chosen)
Cutoff: \$30.00
2nd Cutoff: \$40.00
3rd Cutoff: \$50.00
Total Contract Amt:
\$6,069.00
Plus taxes where applicable

Payment Plan Chosen:
1. Monthly Payments of:
2. Quarterly Payments of:
3. Semi-Annual Payments of:
4. Annual Payments of: \$5,739.00

Payment Plan Chosen:
1. Monthly Payments of:
2. Quarterly Payments of:
3. Semi-Annual Payments of:
4. Annual Payments of: \$6,069.00

-- 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 _____