



MACKIN

EDUCATIONAL RESOURCES

3505 County Road 42 West
Burnsville, MN 55306
mackin@mackin.com
www.mackin.com
(P) 800-245-9540
(F) 800-369-5490

August 22, 2013

Lafayette Parish School System
Lee Francis, Purchasing Agent
113 Chaplin Drive
Lafayette, LA 70508

Paperback Books

Bid #03-14

Due: Monday, August 26th 2013 at 2:00pm

Dear Lee,

Thank you for the opportunity to provide a proposal for Lafayette Parish School System. Mackin is a true, one-source acquisition service providing more than 2.4 million titles from over 18,000 different publishers through one continuously updated online catalog: www.mackin.com. We are confident you will find that Mackin provides the vast selection and custom services that are necessary to support your district schools. The General Information included below outlines the many benefits of using Mackin:

II. General Information

- A. *The bidder will provide a brief description of services designed to aid in the selection and ordering of books.*

Mackin's online catalog, available at www.mackin.com, is truly the nation's largest PreK-12 database of materials in print, nonprint, and digital formats. In addition to various search options including title, author, ISBN, binding, reading level, interest level, reading program, reviews and more, Mackin also offers custom book lists created by our in-house MLS librarians. With millions of titles reflected online and more being added weekly, you're sure to find the right materials for your Parish needs.

- B. *LPSS reserves the right to return for credit any book(s) ordered which are defective or considered unsuitable after examination by appropriate school authority.*

Mackin will replace or credit any book(s) that is defective as per our warranty (attached). Additionally, any titles considered unsuitable after examination by appropriate school authority may be returned for full credit if they are not processed.

- C. *The bidder will describe discount policy using publisher's list price as base.*

In addition to the discount specified within this proposal, **Mackin can provide further discounts on high quantity and/or high dollar amount orders** – saving the Parish even more money on paperback titles. We also include **FREE shipping and FREE standard cataloging and processing** on all orders. We truly want to be your partner in education, providing you access to the highest variety of titles for your schools. Our partnership on projects of similar nature with

Iberia Parish Schools and St Tammany Parish Schools reflects Mackin's desire to provide high quality, appropriate materials as requested throughout the school year.

- D. *The bidder will describe billing practices to include cancellation, back orders, and credit adjustments.*

Mackin will provide titles as requested on purchase orders; unavailable materials will be reported immediately and/or canceled after 45 days ARO unless otherwise specified. Returns and credit adjustments can be requested by calling our Customer Service department any time at 800-245-9540.

- E. *Bids shall be submitted without state, city, or parish taxes.*

Mackin will not include state, city or parish taxes on any orders resulting from this proposal.

- F. *Vendors shall not require a minimum order quantity.*

Mackin does not require a minimum order quantity.

Our average fill rate for orders is 98-100% because of our unique on-demand procurement system and you can rest assured that our state-of-the-art system will yield timely order fulfillment. Mackin procures all materials as requested at the time your order is placed – giving you access to millions of titles instead of limiting you to only what is available in an inventory. We recognize and appreciate that delivery is of prime importance and will work with the district to provide materials in a timely manner for curriculum use.

The enclosed flyers outline Mackin's Classroom Services options, such as novel sets, classroom libraries, and supplementary curriculum materials. Find out more about this classroom and curriculum materials, including Common Core, at <http://www.mackin.com/corp/classroom/classroom.html>.

Mackin is committed to providing a superior level of customer service. When you need assistance, it's only one phone call, email, or live chat away. Mackin's Customer Service department can be reached at 800-245-9540 or customerservice@mackin.com. Additionally, Herbie Thorpe will serve as your local sales consultant and is available at your convenience. Mr Thorpe can be reached at 800-245-9540 (toll-free), 985-807-7545 (cell), or herbie.thorpe@mackin.com. We look forward to expanding our relationship with Lafayette Parish School System.

Sincerely,



Rebecca Michael
Bids Coordinator

Online Catalog
(updated daily)

www.mackin.com

BID PROPOSAL FORM, BID #03-14

Brief description of services: Please see cover letter, specifically
Section II.A.

Brief description of billing practices: Please see cover letter, specifically
Section II.D.

Discount from Publisher's List Price: Additional 5% off Mackin.com prices.*

Delivery Time ARO: First shipment no later than 25 days ARO.
Second (final) shipment only if needed.

**Envelope containing bid should be marked on the outside "Sealed Bid—Paperback Books—#03-14
Opening August 26, 2013 at 2:00 pm.**

The bidder acknowledges receipt of addendum:

No.1 DATED _____ No.2 DATED _____ No.3 DATED _____
No.4 DATED _____ No.5 DATED _____ No.6 DATED _____

That I have read and agree to comply with and be subject to the provisions and/or penalties involved in the "General Conditions and Instructions to Prospective Bidders" and the bid form as contained herein the bid documents.

Mackin Educational Resources
Name of Firm

Rebecca Michael
Signature of Bidder

3505 County Rd 42W.
Burnsville, MN 55306
Address

Rebecca Michael
Typed Name of Bidder

800.245.9540
Telephone Number

800.369.5490
Fax Number

* Our Mackin.com prices are already discounted up to 40% off publishers' list prices. This is an additional 5% discount. See cover letter for additional discount information.

<p style="text-align: center;">Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions</p>
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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

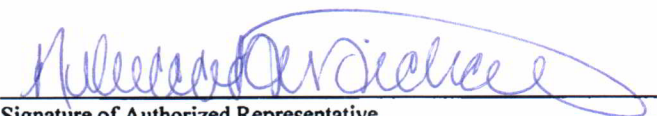
CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Wackin Educational Resources

Date 8/28/13

By Rebecca Michael, Bids Coordinator
Name and Title of Authorized Representative


Signature of Authorized Representative

WARRANTY

As the distributor of all materials purchased through Mackin, we warranty all items against any publisher damage or defects for one year. Additionally, if any items are ever damaged during shipping, simply give us a call and we'll be glad to replace those items for you.

Mackinbound prebound books are further guaranteed against defects for the life of the book.

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