

DATE: 9/30/2015

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BID NO.: 50-00114458

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Samantha Bourne

ADDRESS: 270 Skipjack Rd

CITY, STATE: Prince Frederick, MD ZIP: 20678

TELEPHONE: (800) 638-1304 FAX: (410) 535-5499

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 6,500.00

AUTHORIZED SIGNATURE: Samantha Bourne

Samantha Bourne

Printed Name

TITLE: RFP Specialist

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

BID NO.: 50-00114458

SPECIFICATIONS

BID NUMBER: 50-00114458

TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE FOR A PUBLIC LIBRARY, TO COMPLEMENT AN EXISTING SERVICE.

Jefferson Parish Library requires a digital content service that will host a discovery website, support and provide e-books that the library can purchase and/or license, to add to the library website.

The service must include easy-to-use apps and support many types of computers and portable devices. The library requires an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interest, requests and needs.

Digital content must be public library oriented, downloadable e-books, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus, and Scholastic.

Jefferson Parish Library is a public library serving a suburban population of approximately 434,123 with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

The service shall complement an existing digital content service to offer library users an alternate method for accessing e-books.

The two (2) year contract will take effect upon contract ratification.

The annual service and/or hosting fee payment will be on a 12-month (year by year) basis. The library will pay the hosting fee one year at a time. Content added during the year will be paid for as ordered.

The Annual service and/or access fee will be binding as quoted, and will become part of the final contract.

FOR LIBRARY PATRONS

The bidder must provide a digital content service that includes hosting and supporting a discovery website and providing e-books that the library can purchase and/or license, to add to the website.

The bidder must provide free user applications (apps) that are easy to download and allow for reading or listening off line.

The apps must provide full access to the catalog of titles and all functions of the service including discover, checking out, returning, downloading and reading or listing to e-books.

The service must be compatible with most types of computers and portable devices including PCs and Apple computers, Apple devices such as iPhone and iPad, Android phones and tablets, Kindles, Nooks and Windows devices.

User authentication must be stored in the apps so patrons won't have to re-authenticate to search for, check out, read or listen to an e-book.

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use.

A personal account must sync seamlessly across a user's devices and computers, including automatically and manually created bookmarks, allowing a user to read a book on multiple devices without losing their place.

The service must allow for automatic as well as early check-ins or returns.

The service must allow for hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

All features of the service must be accessible 24/7, in the library and remotely.

FOR LIBRARY STAFF

The entire service, including the library's content must reside on a server hosted by the bidder.

Hosting and maintenance of the service will be on a subscription basis while downloadable e-books can be purchased and licensed at any time during the life of the contract.

The bidder must provide a Library Administration Tool that allows staff to set library criteria for check outs, holds and other patron facing functions, purchase content, and access usage reports and purchase orders.

The Library Administration Tool, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Firefox and Explorer.

Digital content must be public library oriented, downloadable e-books, for library users of all ages.

The bidder must provide an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interests, requests and needs.

The catalog must be updated continuously with new titles as they are published, and it must be searchable by keyword, title, author, subject, genre, age level, format and publication date.

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens, and children, from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus and Scholastic.

The catalog must allow for quick and easy online ordering, with current titles added to the library's collection within 24 hours after ordering.

The bidder must provide collection development assistance including suggested titles, bestseller lists, new titles list, subject interest lists, award winners and read-a-like-lists.

The bidder must provide electronic order confirmations, order status updates, electronic invoices via email and online purchase history reports.

The bidder must provide OCLC vetted MARC catalog records for each title to allow linking from the library's online catalog to the digital content website.

The bidder's service must be compatible with the library's integrated library system (ILS) for discovery, library card authentication, and patron account synching.

SUPPORT

The bidder must provide assistance with all aspects of the service and include email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

The bidder must update apps, websites and content formats, to be compatible with device and computer operating system updates, and new devices and computers, in a timely manner.

The bidder must provide marketing support including reproducible book marks, posters, graphics for the library's website, templates for press releases and patron handouts, and a wide variety of customizable usage reports.

For Library Patrons

OneClickdigital will provide Jefferson Parish with a digital content service that includes hosting and supporting a discovery website and e-books that the library can purchase and/or license, to add to the website.

Apps are free and easy to use. Reading and listening is available offline after the book has been downloaded

Apps are enabled with full access to allow patrons to complete the checkout process from start to finish

Please see attached list of compatible devices

User re-authentication is not necessary to search or check out books once the initial log in has been completed.

Users have the ability to create a wish list, place books on hold and see titles that have been checked out.

The patrons account allows them to use multiple devices. Users can bookmark their book at any point for use at a later time.

If a book is checked out for the time allotted it will automatically be returned. Users do have the option of returning books before they are due.

The patron can place a title on hold. They can monitor their place in line or remove the hold. When the title becomes available for checkout the user will receive an email notification and have 48 hours to check the book out. If a user signs in to their account when a held title is available, the title will then be automatically added to the users account.

OneClickDigital is available 24 hours a day 7 days a week in the library and remotely.

For Library Staff

All content is hosted on Recorded Books Servers

The service is a yearly subscription platform with the ability to add titles as needed.

The library will receive access to an administrative website. This site allows users to run statistical reports, change library setting and shop for content. This is a secure site with an administrator username and password.

The library administration tool is compatible with multiple internet browsers including Chrome, Firefox, and Internet Explorer.

Recorded Books Inc. provides a wide variety of eBooks including best sellers and back list titles suitable for users of all ages.

The online catalog is available at www.recordedbooks.com.

Our catalog is updated daily and can be searched in a variety of ways.

As a long standing publisher of audiobooks dedicated to serving the public library sector, Recorded Books provides selections for all age ranges and interests from a wide range of sources

Ordering online is user friendly and generally titles are available for the libraries use within 24 hours after the order has been placed.

Recorded Books will create curated lists of content to make it easier for libraries to order. These lists will be curated by the sales representative in your area.

There are a variety of reports that can be produced for the libraries convenience. These include Circulation Reports, Holds, New Patrons, and Patron Recommendations. Invoices are available via email at invoicerequest@recordedbooks.com

MARC records are available for all content and can be linked to the library's online catalog

Recorded Books has provided API's for OneClickDigital to all major ILS providers and can be fully integrated into a cataloging system. This offers users the ability to checkout and download content right from the ILS system.

Support

Recorded Books has a technical support team that is available to assist with any problems the library staff and end users might have. Support is available by email 24 hours a day 7 days a week at support@oneclickdigital.com. Toll free support is available Monday-Friday from 7:30am to 6:30pm EST at 1-877-828-2833. Onsite and offsite training for staff and patrons is also available at no charge.

Updates are performed on a regular basis to ensure compatibility with all major systems and devices.

We have a full selection of marketing tools available for download from our website. These include posters, bookmarks, fliers and shelf talkers.

Compatible Devices

eAudio

iPod Shuffle, iPod Nano, iPod Click Wheel, iPod Classic, iPod Touch, iPad iPhone, Phillips Go Gear vibe series, Samsung Galaxy Tab Series* (Windows 7 & Vista Only) USB connection must be set to MTP Mode, Sansa Fuzw+, Sansa Clip Zip, Sansa Clip, Sony NWZ A,B,E,S,W, and X Series Walkman (DRM 10 compatible devices only) Zen Mozaic LX, Zen X-fi, Zen Sleek, Zen sleek photo.

Windows 7 Vista (unprotected content through OneClickDigital Media Manager)

Coby MP

201,301,315,550,601,620,707,727,757,767,768,800,815,820,823,826,827,828,837

Zen Nano Plus, ZEN wAV (MTP User Interface), Zen Stone with/without built-in speaker, Zen Stone Plus with/without built-in speaker, Zen MX, Zen Mozaic EZ Series (300/200/100), Zen X-Fi2, ZEN X-Fi Style, ZEN Style Services (100/300), ZEN Style M300/M100, Zen x-fi3, ZEN Touch2(with or without GPS).

Mac OS x 10.6 OR higher (Protected and Unprotected content through Oneclick Digital Media Manger)

iPod Shuffle, iPod Nano, iPod click wheel, iPod Classic, iPod Touch, iPad, iPhone.

eBooks

Any device that supports Adobe Digital Editions

Apps are available for eAudio and eBooks

iOS for Apple Products

Android for Kindle Fire and Nook color.

For eAudio there is a desktop manager player for PCS and Macs

We authenticate based on the libraries preference. We generally offer authentication by using secure URL, barcode prefix/length, or by IP range. No proxy server is necessary.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Recorded Books Inc.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Recorded Books Inc.
INCORPORATED, DULY NOTICED AND HELD ON January 21, 2015,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Richard Freese, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.



SECRETARY-TREASURER

10/12/15

DATE

**Non-Public Works Bid
Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

BID NO.: 50-00114458

Non-Public Works Bid

AFFIDAVIT

STATE OF Maryland

PARISH/COUNTY OF Calvert

BEFORE ME, the undersigned authority, personally came and appeared: Edward Longo
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Chief Operations Officer of Recorded Books Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00114458, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

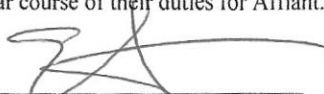
Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

BID NO.: 50-00114458

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

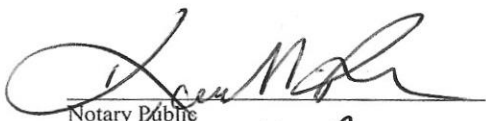


Signature of Affiant

Edward Longo

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 12th DAY OF October, 2013.



Notary Public

Karen M. Penn

Printed Name of Notary

Not needed in Maryland

Notary/Bar Roll Number

My commission expires 3/27/17.

Karen M. Penn
NOTARY PUBLIC
Calvert County, Maryland
My Commission Expires 3/27/2017

