



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 17, 2024

ADDENDUM # 1

Bid Number: 50-00144279

Bid Opening Date: January 22, 2024 at 11:00 am cst

Description of Bid: Three (3) Year Contract to Provide Audiobook Compact Discs for the Jefferson Parish Library Department

REVISION

Remove the bid form in its entirety. Replace with the bid form attached to this addendum which states "Revised per Addendum #1".

This addendum is to remove duplicate line item 10 from this bid.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Buttery".

Mark Buttery
Purchasing Specialist II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

DATE: 1/17/2024

THIS IS NOT AN ORDER

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BID NO.: 50-00144279

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: Midwest Tape, LLC

PURCHASING SPECIALIST:
MBUTTERY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7-10 Business Days

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

Midwest Tape, LLC

SIGNATURE:

(Must be signed here)



TITLE:

Vice President

PRINT OR TYPE NAME:

Sue Bascuk

ADDRESS:

1417 Timberwolf Drive

CITY, STATE:

Holland, Ohio

ZIP:

43528

TELEPHONE:

(800) 875-2785

FAX:

(800) 444-6645

EMAIL ADDRESS:

sbascuk@midwesttapes.com or BIDRFPinfo@midwesttapes.com

TOTAL PRICE OF ALL BID ITEMS: \$ 391.89

REVISED PER ADDENDUM #1

DATE: 1/17/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three (3) Year Contract to Provide Audio book Compact Discs for the Jefferson Parish Library		
1	1.00	EA	0010 - Discount (percentage) from Publisher's non-freight pass through list prices for Trade Edition. Discount <u>0</u> % *CATEGOREIS I, II, XII	\$ _____	\$ _____
2	1.00	EA	0020 - Discount (percentage) from Publisher's non-freight pass through list prices for Short/Non-Trade. Discount <u>0</u> % *CATEGORY IX	\$ _____	\$ _____
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass through list prices for Net/No Discount Items. Discount <u>0</u> % *CATEGORY XI **LINE ITEMS 0040 THROUGH 0130 ARE TYPICAL ITEMS JEFFERSON PARISH LIBRARY DEPARTMENT WOULD PURCHASE.**	\$ _____	\$ _____
4	1.00	EA	0040 - Provide the cost of the title with discount applied. Only the Dead (Compact Disc) Author: Carr, Jack ISBN - 9781797154732 Publish Date - 5/16/2023	\$ <u>\$44.99</u>	\$ <u>\$44.99</u>
5	1.00	EA	0050 - Provide the cost of the title with discount applied. The Secret (Compact Disc) Author: Child, Lee ISBN - 9780593452790 Publish Date - 10/24/2023	\$ <u>\$44.99</u>	\$ <u>\$44.99</u>
6	1.00	EA	0060 - Provide the cost of the title with discount applied.	\$ <u>49.99</u>	\$ <u>49.99</u>

REVISED PER ADDENDUM #1

DATE: 1/17/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	1.00	EA	<p>Resurrection Walk (Compact Disc) Author: Connelly, Michael ISBN - 9781668632352 Publish Date - 1/2/2024</p> <p>0070 - Provide the cost for the title with the discount applied.</p>	\$ 19.99	\$ 19.99
8	1.00	EA	<p>The Whole Enchilada (Compact Disc) Author: Davidson, Diane Mott ISBN - 9780062333438 Publish Date - 5/27/2014</p> <p>0080 - Provide the cost for the title with discount applied.</p>	\$ 36.99	\$ 36.99
9	1.00	EA	<p>The Best Is Yet to Come (Compact Disc) Author: Focus on the Family ISBN - 9781646071340 Publish Date - 10/3/2023</p> <p>0090 - Provide the cost for the title with discount applied.</p>	\$ 39.99	\$ 39.99
10	1.00	EA	<p>Unbroken Bonds of Battle (Compact Disc) Author: Jones, Johnny Joey ISBN - 9798212691222 Publish Date - 6/27/2023</p> <p>0100 - Provide the cost for the title with discount applied.</p>	\$ 39.99	\$ 39.99
11	1.00	EA	<p>The Wager Author: Gram, David ISBN - 9780307747488 Publish Date - 4/18/2023</p> <p>0110 - Provide the cost for the title with discount applied.</p>	\$ 31.99	\$ 31.99
12	1.00	EA	<p>The Little Liar (Compact Disc) Author: Albom, Mitch ISBN - 9798212700139 Publish Date - 11/14/2023</p> <p>0120 - Provide the cost for the title with discount applied.</p>	\$ 42.99	\$ 42.99

REVISED PER ADDENDUM #1

DATE: 1/17/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	<p>Goodbye Girl (Compact Disc) Author: Grippando, James ISBN - 9798212896313 Publish Date - 01/09/2024</p> <p>0130 - Provide the cost for the title with discount applied.</p>	\$ 38.99	\$ 38.99
14	1.00	EA	<p>A Different Kind of Gone (Compact Audio) Author: Hyde, Catherine Ryan ISBN - 9798400148361 Publish Date - 12/05/2023</p> <p>0140 - Yearly Cost of Inventory/ electronic ordering service.</p>	\$ 0.00	\$ 0.00
15	1.00	EA	<p>0150 - Cost to repackage multidisc CD sets per CD sets per</p> <p>specifications, including placing cover art in sleeve</p> <p>CD Case - Size: Small</p>	\$ 0.00	\$ 0.00
16	1.00	EA	<p>0160 - Cost to repackage multidisc CD sets per CD sets per</p> <p>specifications, including placing cover art in sleeve</p> <p>CD Case - Size: Medium</p>	\$ 0.00	\$ 0.00
17	1.00	EA	<p>0170 - Cost to repackage multidisc CD sets per CD sets per</p> <p>specifications, including placing cover art in sleeve</p> <p>CD Case - Size: Large</p>	\$ 0.00	\$ 0.00
18	1.00	EA	<p>0180 - Cost to produce and apply barcodes and hub label sets.</p>	\$ 0.00	\$ 0.00
19	1.00	EA	<p>0190 - Cost to provide barcode scanning.</p>	\$ 0.00	\$ 0.00
20	1.00	EA	<p>0200 - Cost to provide downloadable purchase order record.</p> <p>(On-order record)</p>	\$ 0.00	\$ 0.00

REVISED PER ADDENDUM #1

DATE: 1/17/2024

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	1.00	EA	0210 - Cost to provide Marc record including complete call number.	\$ 1.40/title	\$ 1.40/title
22	1.00	EA	0220 - Cost for original cataloging record including complete call number.	\$ 1.40/title	\$ 1.40/title
23	1.00	EA	0230 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	\$ 1.70/title	\$ 1.70/title
24	1.00	EA	0240 - Cost to print and apply branch label (per label).	\$ 0.00	\$ 0.00
25	1.00	EA	0250 - Cost to print and apply spine label.	\$ 0.00	\$ 0.00
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	\$ 0.99	\$ 0.99
27	1.00	EA	0270 - Cost to apply RFID Stingray tag per disc.	\$ 0.00	\$ 0.00
28	1.00	EA	0280 - Cost to provide a RFID Stingray NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	\$ 0.00	\$ 0.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Midwest Tape, LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Midwest Tape, LLC
INCORPORATED, DULY NOTICED AND HELD ON January 16, 2024,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Sue Bascuk, Vice President, 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
Sheref Abou-Donia

1-16-2024

DATE

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

5/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC CL One SeaGate, Suite 1800 Toledo, OH 43604 419 243-1191		CONTACT NAME: Jennifer Lake, CISR PHONE (A/C, No, Ext): 419 392-6429 FAX (A/C, No): E-MAIL ADDRESS: Jennifer.Lake@usi.com															
INSURED Midwest Tape, LLC P.O. Box 820 Holland, OH 43528-0820		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Transportation Insurance Company</td> <td>20494</td> </tr> <tr> <td>INSURER B : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D : Midwest Employers Casualty Company</td> <td>23612</td> </tr> <tr> <td>INSURER E : Westchester Surplus Lines Insurance Co.</td> <td>10172</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Transportation Insurance Company	20494	INSURER B : Continental Insurance Company	35289	INSURER C : Continental Casualty Company	20443	INSURER D : Midwest Employers Casualty Company	23612	INSURER E : Westchester Surplus Lines Insurance Co.	10172	INSURER F :	
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

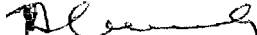
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR OH Stop Gap \$1mi/\$1mi/\$1mi GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	6071847392	05/09/2023	05/09/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000
A		X	X	6071847392	05/09/2023	05/09/2024	PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	6071847408	05/09/2023	05/09/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$0	X	X	6071847425	05/09/2023	05/09/2024	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	WC671847411	05/09/2023	05/09/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
E			X	EWC009148	05/09/2023	05/09/2024	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Tech E&O/Cyber	X	X	F15620304004	05/09/2023	05/09/2024	\$5,000,000/\$100k ret

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council are additionally insured for General Liability and Auto Liability.

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish Bid 50-138177 4747 West Napoleon Ave. Metairie, LA 70001-2310	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Here for Libraries.

January 16, 2024

**Invitation to Bid From Jefferson Parish
Three (3) Year Contract to Provide Audiobook Compact Discs for
Jefferson Parish Library Department
Bid No.: 50-00144279**

Section 1.0 Conditions

Midwest Tape provides competitively priced Audio Book titles that are sent to the library in our patented SoundSafe™ Case at no additional cost. All Audiobook inventory is housed in our single location in Holland, Ohio.

The SoundSafe™ audio book case is shelf-ready and comes in four capacities (6 discs, 12 discs, 22 discs and 44 discs). That means when you order audio books from Midwest Tape your staff does not have to do any cutting of artwork or re-sizing of the packaging. By providing the case with the product for our libraries, the library can see a cost savings of \$8.00 per item as compared to other Audio Book vendors.

All Audio Books (Spoken Word on Compact Disc) titles can be viewed on our website (www.midwesttape.com) and in our weekly and monthly printed, mailed catalogs. We welcome the evaluation committee's review of our user-friendly website with the following login combinations during the months of November and December:

January:	Username: MWTguest2024	February:	Username: MWTguest2024
	Password: lyc2KRDU!		Password: Ra6yHEmH!

Midwest Tape offers Customized Standing Order Plans designed to allow flexibility and support a variety of Audiobook selection plans for the Library at **no additional cost**. This service delivers customized selection lists based upon various plan profiles of library collections. Lists are sent as online carts every two weeks or once a month contingent on the criteria enabling the library to edit and select all materials. No automatic orders or shipments are made (unless required by the library). The library has complete control over this process; there are NO minimum order requirements or contracts. These carts can be then created in a CSV format list should the library desire.

Some of our Audiobook Customized Standing Order Plans include:

- Hot New Fiction, Genre Fiction, Non-Fiction, and Children's/Young Adult
- Best Selling Authors Pre-Publication
- New York Times Best Selling Titles
- Critics' Picks Titles
- New & Notable for Fiction and Children's/Young Adult

All high demand Audio book notifications occur bi-weekly as much as 9 months before release date. This enables us to continually increase "on order" quantities with the manufacturers. The basis for our inventory begins with the known required quantities of our standing order customers plus the pre-release regular orders from the total customer base.

The number of plans/profiles is at the discretion of the Library. Midwest Tape will work with the selection staff to prepare and monitor plans/profiles on an ongoing basis. Adjustments, as required, will be done quickly and can be done at any time.

Section 2.0 Specifications

The library will not incur any fees for shipping or any returns of defective or damaged product.



Here for Libraries.

All audiobooks are new and will play on standard CD players. Midwest Tape purchases from over 350 publishers. We offer content from some of the biggest names in the publishing industry, such as HarperCollins, Tantor, Blackstone, Simon & Schuster, Oasis Audio, Hachette, Macmillan, and Dreamscape to name a few. With over 75,000 unique Audio Book titles available. Our Purchasing and Marketing Department work daily to acquire new publishers and titles, adding to our ever-growing database of audio book titles.

Section 3.0 Ordering

We offer several online tools that make ordering fast, efficient and provide fund codes, collection codes and location information. Our website and order records are available for **free**. Midwest Tape is fully compatible with SirsiDynix Symphony to help streamline the creation of order records by adding 9xx tags to the vendor records we offer for download. There is no charge for either the programming of these 9xx tags, or the downloading of the vendor records.

Using these robust vendor records for the items populating your Midwest Tape carts eliminates entirely your need to hand-create the order in your system. These electronic orders can be transmitted directly to Midwest Tape via EDI with confirmation of orders the same day.

Midwest Tape's website, www.midwesttape.com, provides for **free**, unlimited logins for Jefferson Parish Library's selectors and other designated staff.

Our website provides a feature called the Smart Cart. The Smart Cart allows the user to change, update, view, and sort items from one neatly organized screen. The user can view title, street date, order numbers, discount prices, list prices and any other information necessary to complete their ordering process. Dynamic sorting enables the user to choose multiple ways to view the cart; multiple edits are simple and seamless; view images and descriptions at the cart level. For libraries with multiple branches or libraries managing large carts find this cart option most beneficial.

Our website provides several tools in which to notify our libraries of all new releases to provide the earliest notifications possible. Our Home Page provides an upper scroll of all newly released material, which can be sorted by each format we provide, including Audio Books.

Section 4.0 Shipping and Billing

Jefferson Parish Library will receive audio book materials with **no** freight charges assessed, all shipments will be inside deliveries with each purchase order invoiced and shipped separately per the library's requirements.

Midwest Tape uses new boxes for each shipment. Our system is designed to provide the most accurate size box for its contents so that the shipping of material is protected and organized for the library. Recycled paper is used to pack the material and corner protectors are used to secure the product in place. If multiple box shipments are being provided to the library, each box is marked appropriately to alert the receiving department of the Jefferson Parish Library of how many boxes to expect within a shipment.

Any box containing the invoice can be marked as such. If the library specifies accounts for services such as MARC Records orders, Rush Orders, Non-Processed and Processed product, those boxes are marked appropriately and can be tagged with special labels to provide the expediting of materials for the library.

Invoices are provided to the library in several methods to satisfy the needs of Jefferson Parish Library:

- An original invoice can be provided in the shipping carton with the box clearly identified noting the document enclosed. Additional copies (2 or more) of this invoice can be provided at the time of shipment if required by the library.
- Invoices can also be emailed at the time the product is invoiced at Midwest Tape if needed. This invoice is provided just prior to the items being manifested through our UPS system. This allows the library to receive early notification of the shipment to prepare library staff. We have determined that shipments to Jefferson Parish Library take approximately 2 – 3 business days from the time they leave our single warehouse in Holland, Ohio.
- Electronic invoicing services are available for our Sirsi Symphony ILS customers, if desired. Our staff would be happy to provide the free set up and support needed to provide this valuable service.
- Invoices can also be accessed on our website should the need arise to reprint a copy of an invoice.

Every audiovisual item that is sold to Jefferson Parish Library from Midwest Tape is guaranteed for one year against shipping damage and manufacturing defects. Incorrect titles sent in a shipment may also be returned. The process for your staff is simple: Notify our customer service team, either by phone or email, of a problem within 60 days of the invoice date, we will send a call tag (a UPS label that is prepaid by Midwest Tape) to pick up the item at no charge. Replacements are sent to the library as soon as the damaged items are received back at the Midwest Tape warehouse.

Additional service – Free Replacement Disc Program: The Jefferson Parish Library will receive *free* replacement Audiobook discs as needed to assist when an audiobook cannot be circulated due to a lost or damaged volume because of patron usage. Please contact your library assigned support person when replacements are needed.

Every audiovisual product we sell is guaranteed for one year against manufacturer's defect or shipping damage. If the library notifies your library-assigned Customer Support Person (Amber Lorenz – alorenz@midwesttapes.com), a pre-paid UPS call tag is provided for the return of the product. The library will be provided this return label by email along with a Return Merchandise Authorization document to help expedite the no-charge replacement of product.

These issues are tracked to ensure that we are providing a consistent level of excellent customer service to the library. Your Account Executive (Jeff Clark) will meet with the library three to four times per year to review these types of service issues in person with management as well as the department leads. The information we learn from this experience is used to continually improve our service.

Section 5.0 Discount

Our Audiobooks are sold at Retail Price. Each title includes being repackaged (non-label integrated) into our patented SoundSafe™ audio book case at no additional cost.

The Jefferson Parish Library incurs no freight charges.

Section 6.0 Bid Award

The library is provided free access to our website, free customized selection lists, free vendor level records, free ILS integration, free audiobook disc replacements, free customer support, free industry news and updates along with hassle-free product returns providing a true value to your library.

Section 7.0 Cataloging

As a founding partner in the OCLC cataloging partnership program, Midwest Tape can provide your library with high quality cataloging at an affordable price for Audio Books. Our Full MARC Records cost **\$1.40***

MIDWEST TAPE

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per title. They are the same records you would download from WorldCat® for a fraction of the cost. Utilizing this service can save your library time and money by eliminating searching, downloading, and overhead charges.

Every title you order from Midwest Tape will have a corresponding MARC record. Audiobooks are typically cataloged three weeks prior to street date. With multiple MARC record delivery options (including FTP, e-mail, and shipping your product directly to the branches completely shelf-ready, with full MARC records and barcode linking).

Set up time for the Full MARC Records is approximately 21 business days.

All Original cataloging (to include Dewey Decimal information) services can be provided by Midwest Tape through this partnership with OCLC and will provide for all local cataloging practices for the Jefferson Parish Library. Original cataloging services can take up to 20 weeks to complete the programming and agreement of content of these records. This type of record has an average cost of \$12.50 or higher depending on the requirements of the library. OCLC would provide a quote upon request.

We would like to offer to help reduce the original cataloging costs for the library by allowing the Library to transmit information such as dewey numbers, call numbers, genre category, or other information needed to complete a spine label at the time of order. By transmitting this information through an order, the library can utilize our Full MARC Records costing only \$1.40 per title. Linking charges of \$0.30 per 949 tag apply if linking services are required.

Midwest Tape would like the opportunity to fully explain all Cataloging options with the Library to determine which program would provide the most cost-effective method of MARC Records.

The following staff is available to discuss these options during the evaluation process:

Amber Lorenz, Processing Sales

Jeff Anderson, MARC Record Coordinator

800-875-2785 alorenz@midwesttapes.com 800-875-2785 janderson@midwesttapes.com

Section 8.0 Processing

Midwest Tape can provide the required processing services for the Jefferson Parish Library. We offer digital processing called VIP encompassing all the required labeling for the library. The benefits include perfect label placement every time, deters theft, and it saves the library the expense of creating labels and the labor costs associated with the processing.

We seek to provide your library with our Audiobook format product lines with value added services. Should your evaluation team have any questions or require a demonstration of our website, please feel free to contact the following staff members:

Jeff Clark, Account Executive

800-875-2785

jclark@midwesttape.com

Janet Timm, Bid Specialist

800-875-2785

jtimm@midwesttape.com

Sincerely,



Sue Bascuk, Vice President
Midwest Tape, LLC