

DATE: 5/04/2022

Page: 6

BID NO.: 50-00138177

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 X _____

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 7-10 days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Midwest Tape, LLC

ADDRESS: 1417 Timberwolf Drive

CITY, STATE: Holland, Ohio ZIP: 43528

TELEPHONE: (800) 875-2785 FAX: (800) 444-6645

EMAIL ADDRESS: sbascul@midwesttapes.com

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 115.79

AUTHORIZED
SIGNATURE: 

Sue Bascuk

Printed Name

TITLE: Vice President

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.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138177

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>TWO (2) YEAR CONTRACT TO PROVIDE MUSIC COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.</p> <p>0010 - Discount (percentage) from Publisher's non-freight pass</p> <p>through list prices. <u>27.5</u> %</p> <p>Line Items 0020 - 0110 is a list typical items the Jefferson Parish Library Department would purchase.</p>		
2	1.00	EA	<p>0020 - Provide the cost of the title with the discount applied.</p> <p>Title: Good Morning Gorgeous Artist: Blige, Mary J. EAN/UPC: 00810043688567</p>	\$9.42	\$9.42
3	1.00	EA	<p>0030 - Provide the cost of the title with the discount applied.</p> <p>Title: All the Truth That I Can Tell Artist: Dashboard Confessional EAN/UPC: 05056167165569</p>	\$10.14	\$10.14
4	1.00	EA	<p>0040 - Provide the cost of the title with the discount applied.</p> <p>Title: IMPERA Artist: Ghost EAN/UPC: 00888072406551</p>	\$10.87	\$10.87
5	1.00	EA	<p>0050 - Provide the cost of the title with the discount applied.</p> <p>Title: Love Sux Artist: Lavigne, Avril EAN/UPC: 00075678637582</p>	\$9.42	\$9.42
6	1.00	EA	<p>0060 - Provide the cost of the title with the discount applied.</p> <p>Title: Run Rose Run Artist: Parton, Dolly EAN/UPC: 00192641819995</p>	\$9.42	\$9.42
7	1.00	EA	<p>0070 - Provide the cost of the title with the discount applied.</p>	\$10.87	\$10.87

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138177

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	EA	<p>Title: Unlimited Love Artist: Red Hot Chilli Peppers EAN/UPC: 0093624880646</p> <p>0080 - Provide the cost of the title with the discount applied.</p>	\$10.87	\$10.87
9	1.00	EA	<p>Title: The Tipping Point Artist: Tears for Fears EAN/UPC: 00888072404120</p> <p>0090 - Provide the cost of the title with the discount applied.</p>	\$7.24	\$7.24
10	1.00	EA	<p>Title: Palomino Artist: Lambert, Miranda EAN/UPC: 00194399657225</p> <p>0100 - Provide the cost of the title with the discount applied.</p>	\$16.67	\$16.67
11	1.00	EA	<p>Title: Take me the the River: New Orleans Artist: Various EAN/UPC: 00843563144275</p> <p>0110 - Provide the cost of the title with the discount applied.</p>	\$10.87	\$10.87
12	1.00	EA	<p>Title: Together Alone Artist: Borges, Sarah EAN/UPC: 00677967220125</p> <p>0120 - Yearly Cost of inventory/ electronic ordering service.</p>	\$0.00	\$0.00
13	1.00	EA	<p>0130 - Cost to repackage multidisc CD sets per CD sets per</p> <p>specifications, including placing cover art in sleeve.</p>	\$4.79	\$4.79
14	1.00	EA	<p>0140 - Cost to produce and apply barcodes and the hub label</p> <p>sets.</p>	\$0.65	\$0.65
15	1.00	EA	<p>0150 - Cost to provide barcode scanning.</p>	\$0.00	\$0.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138177

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	1.00	EA	0160 - Cost to provide downloadable purchase order record. (On-order record)	\$0.00	\$0.000
17	1.00	EA	0170 - Cost to provide Marc record including complete call number.	\$1.20 Full MARC/per title	\$1.20
18	1.00	EA	0180 - Cost for original cataloging record including complete call number.	\$1.20 Full MARC/per title	\$1.20
19	1.00	EA	0190 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	\$1.20 Full MARC/per title	\$1.20
20	1.00	EA	0200 - Cost to print and apply branch label (per label).	\$0.00	\$0.00
21	1.00	EA	0210 - Cost to print and apply spine label.	\$0.00	\$0.00
22	1.00	EA	0220 - Cost for digital processing including cover art, barcode, branch label and spine label.	\$2.61	\$2.61
23	1.00	EA	0230 - Cost to apply and program RFID tag per disc.	\$0.75	\$0.75
24	1.00	EA	0240 - Cost to provide a RFID Stingray NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Biblotheca.	\$0.00	\$0.00

Non-Public Works Bid

AFFIDAVIT

STATE OF OHIO

PARISH/COUNTY OF LUCAS

BEFORE ME, the undersigned authority, personally came and appeared: _____
Sue Bascuk, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Vice President of Midwest Tape, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00138177, 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.]

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

Sue Bascuk, Vice President

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 5th DAY OF May, 2022.

Notary Public



Printed Name of Notary

Julia A. Gardocki

2018-RE-756911

Notary/Bar Roll Number



JULIA A. GARDOCKI
NOTARY PUBLIC - OHIO
MY COMMISSION EXPIRES 12-02-2023

My commission expires 12-2-2023.

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 May 4, 2022
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.

Sheref Abou-Donia

SECRETARY-TREASURER

Sheref Abou-Donia

May 4, 2022

DATE



May 24, 2022

Invitation To Bid From Jefferson Parish
Two (2) Year Contract to provide Music Compact Discs for
Jefferson Parish Library Department
Bid No.: 50-00138177

Section 1.0 Specifications

All Music Compact Disc titles can be viewed on Midwest Tape's website (www.midwesttape.com) and in our weekly and monthly catalogs. We welcome the evaluation committee's review of our user-friendly website with the following login combinations during the months of June and July:

June: Username: mwtguest2022
Password: HegPKL6n

July: Username: mwtguest2022
Password: Hw0bLOqN

Midwest Tape purchases from over 3,000 music studios with over 100,015 unique Music titles available. Our Purchasing and Marketing Department work daily to acquire new studios and titles, adding to our ever-growing database.

Midwest Tape offers Customized Standing Order Plans designed to allow flexibility and support a variety of 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. 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.

All high demand Music notifications occur bi-weekly as much as 3-4 months before release date. This enables us to continually increase "on order" quantities with the manufacturers.

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.

A single discount profile for our Music offering is provided to the Jefferson Parish Library and is indicated on the required Bid Pricing Form.

All shipments of Music on Compact Discs to the Jefferson Parish Library will be sent free from any shipping charges, regardless of order size.



Section 2.0 Ordering

We offer several online tools that make ordering fast, efficient and provides for fund codes, collection codes and location information. Our website and order records are available at **no charge**. 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 absolutely no charge for either the programming of these 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. A sample of our free vendor record has been provided in our response as Attachment A.

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, and view and sort items from one neatly organized screen. The user has the ability to view title, street date, order numbers, discount prices, list prices, music tracks 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 is sorted by each format we provide, including Music albums.

Section 3.0 Shipping and Billing Procedures

Jefferson Parish Library will receive Music CD 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 papers are used to pack the material to secure the product in place. If multiple box shipments are being provided to the library, each box is marked appropriately so as to alert the receiving department of 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 particular 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.



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) and RMA (Return Merchandise Authorization) form to pick up and return 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.

Invoices are provided to the library in a number of methods:

- 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 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.

Section 4.0 Discount

The firm discount profile has been indicated on the Bid Pricing Form as requested.

The Jefferson Parish Library incurs no freight charges for any order placed with Midwest Tape.

Section 5.0 Bid Award

Midwest Tape understands that the Parish desires to base the award on total price.

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

Section 6.0 Cataloging

As a founding partner in the OCLC cataloging partnership program, Midwest Tape is able to provide you high quality cataloging at an affordable price for Music titles. Our Full MARC



Records cost **\$1.20*** 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. Feature films typically are 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. A sample of a Full Record has been provided in Attachment B.

Record linking charges of \$0.25 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:

Jeff Clark, Account Executive
800-875-2785
jclark@midwesttape.com

Myanna Evans-Allmon, Processing Coordinator
800-875-2785
MyannaE@midwesttape.com

Section 7.0 Processing

Midwest Tape can provide the required processing services for the Jefferson Parish Library. We offer digital processing called VIP (Variable Integrated Processing) (see Attachment C). The benefits include: perfect label placement every time, deters theft, and it saves the library the expense of creating labels and the labor costs associating with the processing.

Hand-application of vendor supplied RFID disc overlays and tags can be provided and the cost is noted on the Bid Pricing Form.

Midwest Tape can offer a Full Level OCLC MARC Record for \$1.20 per title. Any additional per item charge, in terms of cataloging, are item tag linking service in the 949 tag (or other designated tag location) at the cost of only \$0.25.

Sincerely,

Sue Bascuk, Vice President
Midwest Tape, LLC

Attachment A – Sample Vendor MARC Record

=LDR 01379njm 22003252a 4500
 =001 ocn980879190
 =003 MWT
 =005 20220510010542.1
 =007 sd\fmngnmmned
 =008 220510s2017\\ \xxu\\n\e\\ \ \ \ \ \ \ \ \ \ \eng\d
 =040 \\\$aMidwest
 =020 \\\$a\$c{dollar}13.99
 =024 1\\\$a843930029761
 =028 42\$a11850328
 =110 2\\\$aRascal Flatts.
 =245 10\$aBack to Us\$h[sound recording] /\$cRascal Flatts.
 =260 \\\$a[United States] :\$bBig Machine,\$c2017.
 =300 \\\$a1 sound disc :\$bdigital ;\$c4 3/4 in.
 =500 \\\$aCompact disc.
 =500 \\\$a05/19/2017
 =505 00\$tYours if you want it\$g(3:27)\$tBack to us\$g(3:59)\$tI know you won't\$g(3:53)\$tHopin' you
 were lookin'\$g(2:57)\$tDance\$g(3:22)\$tAre you happy now\$g(3:59)\$tLove what you've done with the
 place\$g(3:31)\$tKiss you while I can\$g(3:15)\$tVandalized\$g(3:23)\$tOur night to shine\$g(3:38).
 =511 1\\\$aLauren Alaina.
 =520 \\\$aAfter releasing their first ever Christmas album in 2016, country superstars Rascal Flatts
 return with a new studio album. The album has already yielded a hit with the single Yours if You Want It.
 =650 \4\$aCountry.
 =655 \4\$aCountry.
 =700 1\\\$aAlaina, Lauren
 =856 7\\\$3View cover art\$uhttps://thumbnail.midwesttape.com/11850328_180.jpg\$2https
 =947 \\\$aAVWBR\$b1\$hWBRONORDER\$p13.99\$v11850328
 =947 \\\$aAVHAR\$b1\$hHARONORDER\$p13.99\$v11850328
 =946 \\\$a11850328



Attachment B – Sample Full MARC Record

=LDR 03957cjm 2200541li 4500
=001 ocn980879190
=003 OCoLC
=005 20180626112949.0
=007 sd fungnn|||ed
=008 170403s2017 caucynn dz n eng d
=020 \\\$c{dollar}13.99
=024 1\\\$a843930029761
=035 \\\$a(OCoLC)980879190
=040



\\\$aTEFMT\$beng\$erda\$cTEFMT\$dTEF\$dOCLCF\$dON8\$dAPL\$dGK8\$dCKE\$dVP@\$dOCL\$dRB0\$dTXNPSS
dPLS
=028 02\$aBMRRF0400A\$bBig Machine
=037 \\\$bMidwest Tape\$nhttp://www.midwesttapes.com
=049 \\\$aLMJA
=050 \4\$aM1630.18.R37\$bB33 2017
=082 04\$a782.421642\$223
=099 \\\$aCD COUNTRY RAS
=110 2\\\$aRascal Flatts (Musical group),\$ecomposer,\$eperformer.
=245 10\$aBack to us /\$cRascal Flatts.
=264 1\\\$aSanta Monica, CA :\$bBig Machine,\$c[2017]
=300 \\\$a1 audio disc (35 min., 22 sec.) :\$bCD audio, digital ;\$c4 3/4 in.
=336 \\\$aperformed music\$bprm\$2rdacontent
=337 \\\$aaudio\$bs\$2rdamedia
=338 \\\$aaudio disc\$bsd\$2rdacarrier
=340 \\\$b4 3/4 in.
=344 \\\$adigital\$2rda
=347 \\\$aaudio file\$bCD audio\$2rda
=500 \\\$aTitle from disc label.
=511 0\\\$aRascal Flatts with Lauren Alaina.
=508 \\\$aProduced by Jay Demarcus and Rascal Flatts.
=500 \\\$aCompact disc.
=500 \\\$aLyrics and credits on container insert.
=505 00\$tYours if you want it\$g(3:27) --\$tBack to us\$g(3:59) --\$tI know you won't\$g(3:53) --\$tHopin'
you were lookin'\$g(2:57) --\$tDance\$g(3:22) --\$tAre you happy now\$(with Lauren Alaina)\$g(3:59) --
\$tLove what you've done with the place\$g(3:31) --\$tKiss you while I can\$g(3:15) --\$tVandalized\$g(3:23) -
-\$tOur night to shine\$g(3:38).
=520 \\\$aRascal Flatts release the follow-up to their Greatest Gift Of All album.
=650 \0\$aCountry music\$y2011-2020.
=650 \7\$aCountry music.\$2fast\$0(OCoLC)fst00881424
=650 \1\$aCountry music\$y2011-2020.



Attachment B – Sample Full MARC Record

Cont'd

=648 \7\$a2011-2020\$2fast

=655 \7\$aCountry music.\$2fast\$0(OCOLC)fst01726574

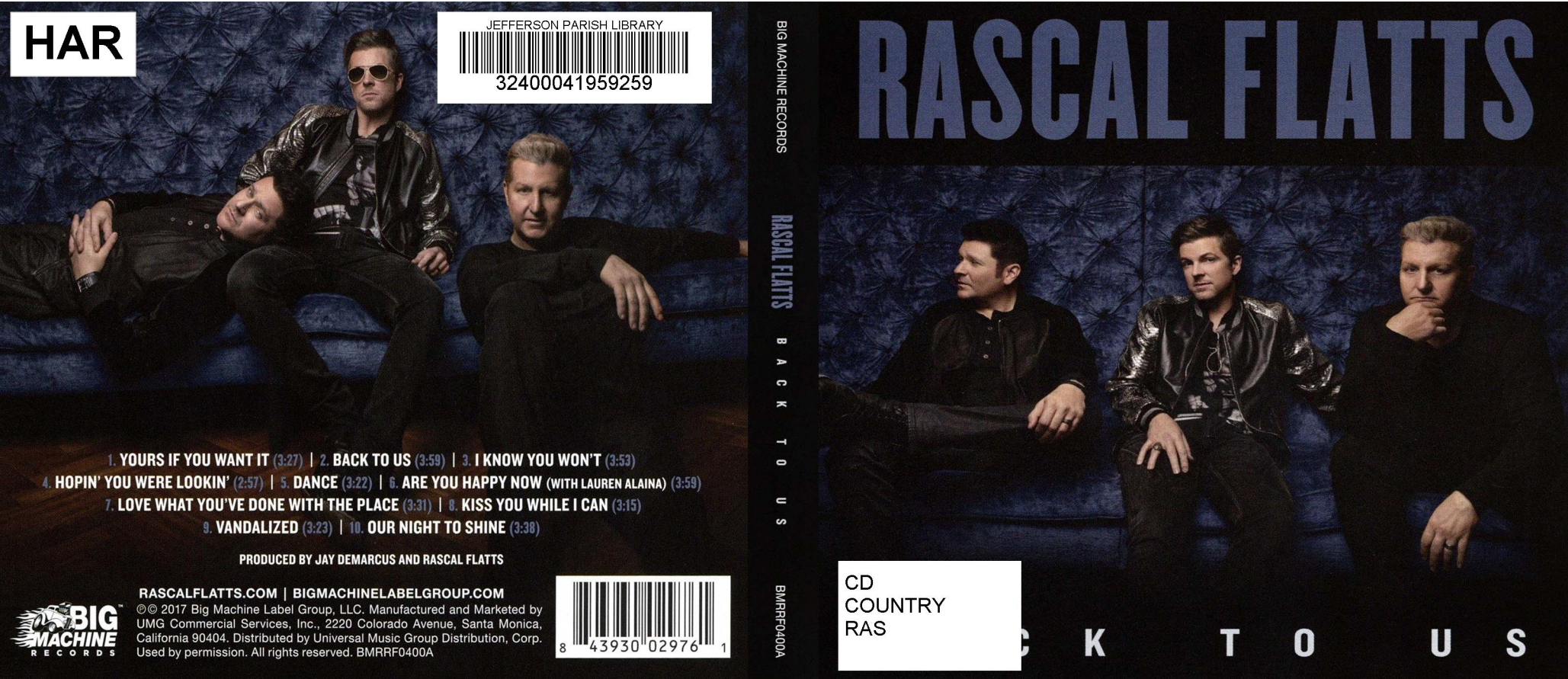
=655 \7\$aCountry music.\$2lcgft

=655 \4\$aCountry.

=655 \7\$aMusic on cd.\$2ppls

=700 1\ \$aAlaina, Lauren,\$d1994-\$seperformer.

=949 \ \$aCD COUNTRY RAS\$i32400041959259\$mHAR\$I MUSICCD\$tMUSICCD\$zADULT\$p{dollar}13.99



ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

5/10/2022

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): 419 243-1191 E-MAIL ADDRESS: Jennifer.Lake@usi.com FAX (A/C, No):	
INSURED Midwest Tape, LLC P.O. Box 820 Holland, OH 43528-0820		INSURER(S) AFFORDING COVERAGE INSURER A : Transportation Insurance Company INSURER B : Continental Insurance Company INSURER C : Continental Casualty Company INSURER D : Midwest Employers Casualty Company INSURER E : Westchester Surplus Lines Insurance Co. INSURER F :	
		NAIC #	
		20494	
		35289	
		20443	
		23612	
		10172	

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 <input checked="" type="checkbox"/> OH Stop Gap \$1m/\$1m/\$1m GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6071847392	05/09/2022	05/09/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000
A				6071847392	05/09/2022	05/09/2023	PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6071847408	05/09/2022	05/09/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			6071847425	05/09/2022	05/09/2023	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC671847411	05/09/2022	05/09/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
D				EWC009148	05/09/2022	05/09/2023	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Cyber Liab/EO			F15620304003	05/09/2022	05/09/2023	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 .

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish Louisiana Library
 RP 0378
 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

