

**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 120 days from date of opening

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: Recorded Books Inc.

ADDRESS: 270 Skipjack Rd

CITY, STATE: Prince Frederick, MD ZIP: 20678

TELEPHONE: ( 800 ) 638-1304 FAX: ( 410 ) 414-2576

EMAIL ADDRESS: rfp@recordedbooks.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 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: \$ 399.78

AUTHORIZED SIGNATURE: Neil Tress

Neil Tress  
Printed Name

TITLE: Chief Financial Officer

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.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT		
1	1.00	EA	0010 - Discount (percentage) from Publisher's non-freight pass  through list prices for Trade Edition. <u>10*</u> %  Line Items 0040 through 0130 is a list of typical items the Jefferson Parish Library Department would purchase.		
2	1.00	EA	0020 - Discount (percentage) from Publisher's non-freight pass  through list prices for Short/Non-Trade. <u>10*</u> %		
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass  through list prices for Net/No Discount Items. <u>10*</u> %		
4	1.00	EA	0040 - Provide the cost of the title with discount applied.  Any Dream Will Do ISBN - 1524783676 EAN - 9781524783679	\$40.00	\$36.00
5	1.00	EA	0050 - Provide the cost of the title with discount applied.  Barely Legal ISBN - 0525492348 EAN - 9780525492344	\$35.00	\$31.50
6	1.00	EA	0060 - Provide the cost of the title with the discount applied.  Charlatans - Street Smart ISBN - 1524775592 EAN - 9781524775599	\$45.00	\$40.50
7	1.00	EA	0070 - Provide the cost of the title with discount applied.		

\*Please see attached discount information

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	EA	The Color of Fear (Sharon McCone Mystery) ISBN - 1478916087 EAN - 9781478916086	\$30.00	\$27.00
			0080 - Provide the cost of the title with discount applied.		
9	1.00	EA	Crime Scene ISBN - 052549250X EAN - 9780525492504	\$40.00	\$36.00
			0090 - Provide the cost of the title with discount applied.		
10	1.00	EA	Emma in the Night ISBN - 1427289301 EAN - 9781427289308	\$39.99	\$36.00
			0100 - Provide the cost of the title with discount applied.		
11	1.00	EA	Exposed (Rosato & Dinumzio Novel #5) ISBN - 1427285748 EAN - 9781427285744	\$39.99	\$36.00
			0110 - Provide the cost of the title with discount applied.		
12	1.00	EA	The Force ISBN - 150468060X EAN - 9781504680608	\$39.95	\$35.95
			0120 - Provide the cost of the title with discount applied.		
13	1.00	EA	I Know a Secret (Rizzoli & Isles) ISBN - 14805502510 EAN - 9781480502512	\$36.99	\$33.33
			0130 - Provide the cost of the title with discount applied.		
14	1.00	EA	Y is for Yesterday (Kinsey Millhone Novel #25) ISBN - 0385393997 EAN - 9780385393997	\$45.00	\$40.50
			0140 - Yearly cost of inventory/ electronic ordering service.	\$0.00	\$0.00

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	1.00	EA	0150 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve CD Case - Size: Small	\$0.00	\$0.00
16	1.00	EA	0160 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve CD Case - Size: Medium	\$0.00	\$0.00
17	1.00	EA	0170 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve CD Case - Size: Large	\$0.00	\$0.00
18	1.00	EA	0180 - Cost to produce and apply barcodes and hub label sets.	\$1.00	\$1.00
19	1.00	EA	0190 - Cost to provide barcode scanning.	\$0.50	\$0.50
20	1.00	EA	0200 - Cost to provide downloadable purchase order record. (On-order record)	\$0.00	\$0.00
21	1.00	EA	0210 - Cost to provide Marc record including complete call number.	\$1.25*	\$1.25*
22	1.00	EA	0220 - Cost for original cataloging record including complete call number.	\$1.25*	\$1.25*
23	1.00	EA	0230 - Cost to provide OCLC Marc record including complete call number and item information for item	\$1.25*	\$1.25*

\*MARC Records can be obtained via [www.recordedbooks.com](http://www.recordedbooks.com) at no charge.

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	EA	creation. 0240 - Cost to print and apply branch label (per label).	\$0.50	\$0.50
25	1.00	EA	0250 - Cost to print and apply spine label.	\$0.50	\$0.50
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	Starts at \$3.25	Starts at \$3.25
27	1.00	EA	0270 - Cost to apply RFID tag per disc.	\$1.00, supplied by the library	\$1.00 Supplied by the library
28	1.00	EA	0280 - Cost to provide a RFID NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	N/A, Recorded Books Inc. does not supply RFID Tags	N/A, Recorded Books Inc. does not supply RFID Tags

Jefferson Parish:

Founded in 1979, Recorded Books has built its reputation on providing the highest quality audiobook recordings of the best, most popular and relevant titles in the industry. Developing its business with the public library market in mind, Recorded Books now offers more than 29,000 individual titles covering the interests of adults, children and teens. In addition, every three months, Recorded Books adds to its collection by publishing an additional 193 titles which include best sellers and products of specialty interest (e.g. inspirational, romance, African-American, educational, etc.).

As the library industry undergoes constant change, Recorded Books' consistent focus provides applicable solutions and ongoing confidence to its customers. New developments in digital products and remote patron services have generated entirely new product lines and opportunities for Recorded Books' customers. For example, audiobooks and eBooks are now available in a downloadable format for patrons to use on portable media players (e.g., iPods); database options include access to legal forms, continuing education and standardized test preparation services; and even popular collections of DVDs and Video Games are now available through Recorded Books.

All Recorded Books publications have been designed to circulate in libraries for years. Each volume comes in sturdy plastic packaging with cloth CD holders to protect the content.

Recorded Books Inc. publisher and distributes a wide variety of titles ranging from best sellers to classics. All available inventory can be viewed at [www.recordedbooks.com](http://www.recordedbooks.com). Processing and cataloging is done in house, by a team that has been led by Susan Worsham for 20 years.

We accept orders via mail, telephone, web or fax. The library is able to set up an account at [www.recordedbooks.com](http://www.recordedbooks.com). There is no limit on the number of library personnel that can have an account. Once that account is active, discounts will be shown. Below is an example of what our website shows when a title is searched for:

### The Revenge of the Beetle Queen

[Home](#) > [The Revenge of the Beetle Queen](#)



CD - unabridged  
Audio (6 discs)  
Product Number: C05136  
Released: Feb 10, 2018  
Publisher: Recorded Books, Inc.

Business Term: Purchase  
ISBN: #9781501986093  
A set of three small icons: a book, a star, and a moon.

Author(s):  
MG, Leonard

Series:  
Beetle Boy  
Series No:  
2

Genre:  
Juvenile Fiction, Suspense Thriller,  
Fantasy

Recorded Books EDI interface is available to allow for ordering and invoicing to a SIRSI ILS. As status, report can be made available via email no later than 24 hours after the order is placed. An EDI order confirmation is sent then the order is placed.

Shipments are packaged in boxes and packed with packing paper. Maximum weight per box is 40 lbs. Multiple box shipments are numbered, i.e., 1 of 6, 2 of 6 etc. Numbering is located on the shipping label. Policy is that the packing slip is included in the first box of the shipment. We will gladly replace any items damaged during shipping at no charge.

Returns can be made for damaged shipments, incorrect titles, defects etc. Credits will be issued upon receipt of the product. Forms are not required for returns. Simply include a note indicating what is being returned, the order number and account number so that we may properly adjust the invoice. Return authorization numbers are not needed. Self-credit can be done by simply "short paying" an invoice for incomplete or damaged shipments, an e-mail message or phone call informing us of the "short pay" with details, i.e., missing or damaged product, account number and invoice number will suffice. If the return is due to an error on our part, we will issue a call tag for UPS to pick up the shipment. Recorded Books will never charge a service or restocking fee. Inside delivery can be accommodated.

Our only warehouse is located at 270 Skipjack Rd, Prince Frederick, MD 20678.

Free lifetime replacements are available for any Recorded Books production that is purchased.

The lifetime replacement policy states that the library may choose a new title of equal or lesser value if a title becomes no longer available. If a CD is damaged or lost, Recorded Books will replace the individual CD at no charge within the first year of ownership. There will be a fee of \$6.95 per individual CD after the one-year period. A free six-month replacement warranty in individual CDs is offered on any item not produced by Recorded Books. There will be a fee of \$7.95 per individual CD after the six-month period.

Title or version substitutions will never be sent.

Invoices include- account number; bill to and ship to address; purchase order number; quantity and individual title number; list price; discount; discount cost for material; net total for all copies after discount, processing cost for material. Invoices can be provided in duplicate. Processing fees are generally included with the order, however if requested, processing fees can be billed on a separate order. PO's and processing charges will never be consolidated on one invoice.

For items that are in stock, and do not require processing, the turnaround time would be 1 week. Our average turnaround time and fill rates are as follows:

- Rush orders will be sent out within 48 hours (for in-stock merchandise)
- Average turnaround time for order completion: 9.4 days
- Average turnaround time for first shipment against order: 3 days
- Average turnaround time for items that must be obtained from other publishers: 2-4 weeks, dependent upon availability
- Audiobooks: 100% for Recorded Books produced inventory. 95% for non-Recorded Books published items purchased through other sources.

Titles can be cancelled any time prior to shipping without penalty. Recorded Books will inform the library via email of any titles that have not shipped within 90 days of order, citing the purchase order number.

All titles are shipped with cover art and are news. The library will never pay shipping for title order. Any supplies the library may purchase will incur a shipping charge.

All discounts offered to the library will be based on Recorded Books Inc. pricing. We never charges a stocking fee. Shipping on all title orders is at no charge.

The discounts offered in this bid will be good for 120 days from bid opening and if awarded will remain firm.

Processing and cataloging are available and done in house. We are able to comply with all standards set forth by the library.

Any questions concerning this bid may be forwarded to Samantha Bourne, RFP Specialist, 800-638-1304 ext 1602 or [rfp@recordedbooks.com](mailto:rfp@recordedbooks.com)

## Recorded Books Discount Structure

Recorded Books produced audiobook CD's	10%
When bundled with eAudio	42%
When ordered through a Standing Order Plan	20%
Continuous Order Plan bundled with eAudio	47.8%
Recorded Books produced audiobook mp3 CD's	10%
When bundled with eAudio	20%
When ordered through a Standing Order Plan	20%
Recorded Books Backlist CD's purchased with Rewards Program	40%
Titles distributed from other publishers	Retail Price Match
When bundled with eAudio	20% off CD's / 5% off eAudio
When ordered through a Standing Order Plan	10%
Standing Order Plan bundled with eAudio	28% off CD's / 5% off eAudio

At this time Recorded Books Inc. does not offer discounts on cataloging & processing services.

The pricing list is as follows:

MARC Records are free if downloaded from our website <http://recordedbooks.library.net/> or \$1.25 per audio customized.

Recorded Books Inc. packages all audio titles into a sturdy clamshell case at no charge to the library.

Spine Label \$0.50

Barcode \$0.50

Property Label \$0.50

Content Label \$0.25

Security or RFID \$1.00 supplied by the library

Book Description Label \$0.50

Card and Pocket \$0.50

CD Hub \$0.50



Digital  
Processing  
Services

from **Recorded▶Books**

Customizable processing options for your  
multimedia collections—let us catalog your  
CDs, MP3s, DVDs, and more!

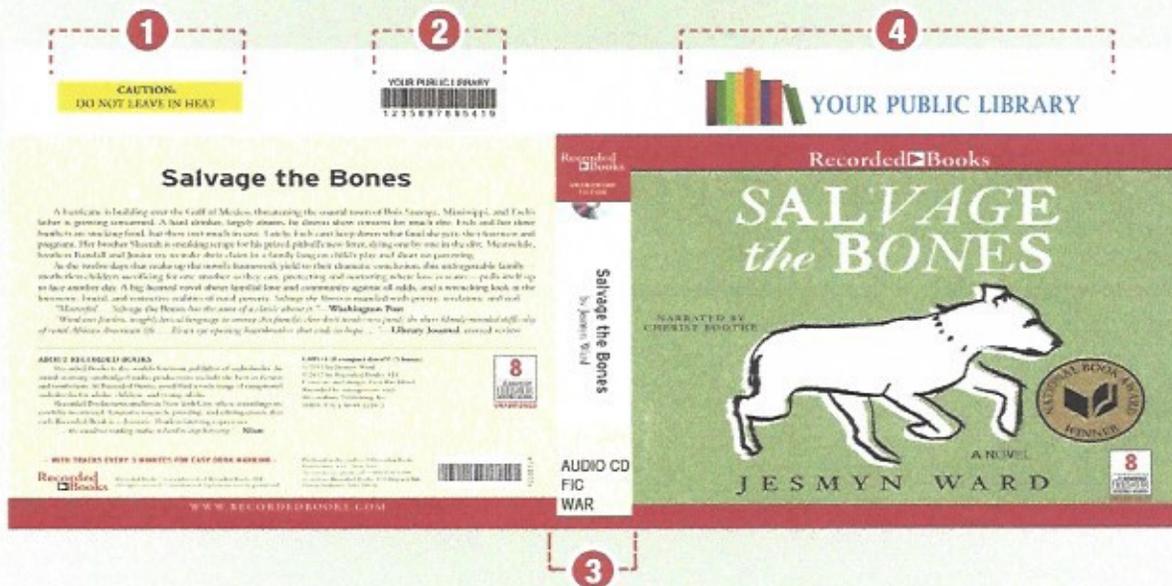
# Save Time and Money!

## Processing services to meet your library's specific needs

With staff and budget constraints putting the squeeze on your library, it's crucial to find ways to save time—and money. Recorded Books wants to help free you from having to endlessly create and place labels. Our customizable digital processing tools embed all the information you need within the cover art itself. That means no more stickers wearing off or tearing off, and more time to do what you love—provide expert assistance to patrons visiting your library.

### Customizable Options:

- 1 Specialty Labels**  
Alert Label—Allows you to enter special instructions (e.g., Do not place in book drop; Do not leave in excessive heat; etc.)
- 2 Integrated Barcodes**  
Including the option for processing down to the branch level
- 3 Spine Labels**  
Call number, genre, and other reference IDs
- 4 Branding**  
Library name and logos



### Need more options?

If you don't see the processing service you need listed here, don't worry. Give us a call and we'll work with you to optimize your processing experience **until titles on your shelves appear the way you want them.**

For more information or for pricing options, call **1-800-638-1304, extension 1160** or email **customerservice@recordedbooks.com** today!

Name of library \_\_\_\_\_

Customer number(s) \_\_\_\_\_

Contact name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Please indicate which services you require:**

**MARC records:**

*Note: MARC records are available at no charge on [www.recordedbooks.com](http://www.recordedbooks.com).*

CD-ROM \_\_\_\_\_

Email \_\_\_\_\_

**Custom cataloging specifications:**

*Please attach a sample.*

USMARC/852 holdings: \_\_\_\_\_

USMARC/other holdings: \_\_\_\_\_

Catalog cards: \_\_\_\_\_

Shelf list cards: \_\_\_\_\_

Edit sheets: \_\_\_\_\_

**Digital processing** \_\_\_\_\_

*Please email your library logo to [sworsham@recordedbooks.com](mailto:sworsham@recordedbooks.com) in a bitmap image file (.bmp) or a 300 dpi jpeg (.jpg) file.*

	CD	DVD	MP3 CD
Spine label	_____	_____	_____
Property or library name/logo label	_____	_____	_____
Content label	_____	_____	_____
Card and pocket	_____	_____	_____
Security strips	_____	_____	_____
Bar codes	_____	_____	_____
Other	_____	_____	_____

## Labels

Example: CD  
FIC  
AUTHOR

**SPINE LABEL:** Please specify your requirements.

<u>Example:</u> CD FIC AUTHOR	FICTION	NONFICTION	BIOGRAPHY
J= 10 - 12 YA/Y= 13-18  <i>(Please specify age range and prefix).</i>	JUVENILE FICTION **	JUVENILE NONFICTION **	JUVENILE BIOGRAPHY**
<u>DVD Example:</u> DVD FIC AUTHOR	FICTION	NONFICTION	BIOGRAPHY
<u>MP3 CD Example:</u> MP3 FIC AUTHOR	FICTION	NONFICTION	BIOGRAPHY

\*\* Homework/Readalong pack processing is available. Please call for more information.

**Custom Cataloging Specifications:** *Please attach a sample.*

Please indicate proper placement of labels on the chart below. Please indicate if the label is to have horizontal or vertical placement.

Back Cover	Spine	Front Cover
------------	-------	-------------

**Property Labels or Library Name/Logos:** *Please write information as you wish it to appear on the label.*

Name of library/school \_\_\_\_\_

Label \_\_\_\_\_

Other \_\_\_\_\_

<p><b>CONTENT LABEL:</b></p> <p>Number of items in case _____</p> <p>Circulation card and pocket _____</p>	<p><b>RFID:</b></p> <p>Checkpoint _____</p> <p>Bibliotheca _____</p> <p>3M _____</p>
<p><b>SECURITY STRIPS:</b></p> <p>Checkpoint _____</p> <p>3M _____</p> <p>CD 3M overlay _____</p>	<p><b>BOOK DESCRIPTION LABELS:</b></p> <p>Title, author, and spine information</p>

**Bar Codes:**

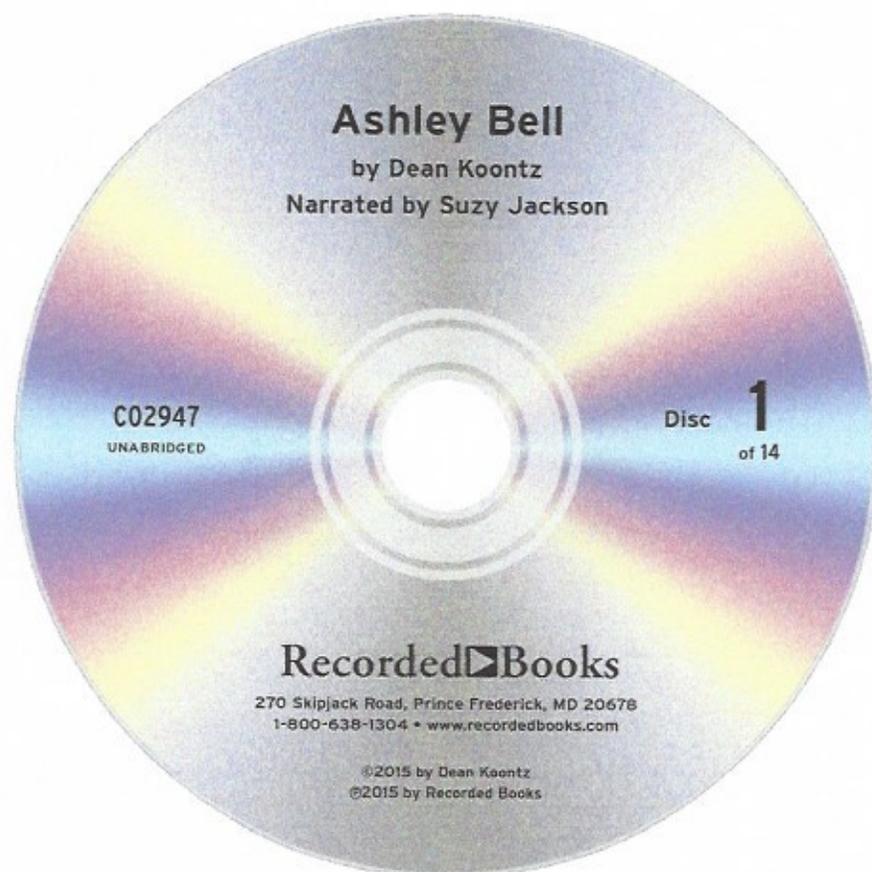
Range \_\_\_\_\_

Symbology \_\_\_\_\_ Supplied by \_\_\_\_\_

Library name to appear on bar code \_\_\_\_\_

- Check one:  Label supplied by library  
 Label created by Recorded Books

Other: *Please be specific about any other requirements.*



**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. 6/6 2016  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Tom MacIsaac, 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

10/5/2017  
\_\_\_\_\_  
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*

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Maryland

PARISH/COUNTY OF Calvert

BEFORE ME, the undersigned authority, personally came and appeared: James Schmidt  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized VP of Sales & Marketing of Recorded Books Inc (Entity),  
the party who submitted a bid in response to Bid Number 50-00121088, 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.

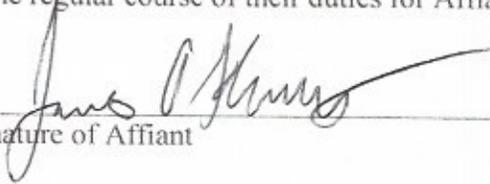
**Choice B**  X  There are **NO** debts which would require disclosure under Choice A of this section.

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

James Schmidt  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Karen M. Penn  
\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/28/2017

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 rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Insurance Services of California, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@willis.com FAX (A/C, No): 1-888-467-2378	
<b>INSURED</b> Recorded Books, Inc. 270 Skipjack Road Prince Frederick, MD 20678		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: National Fire Insurance Company of Hartford NAIC# 20478 INSURER B: Continental Insurance Company 35289 INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: W3807505 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 INSD	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  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			6016477938	01/31/2017	01/31/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			6016477941	01/31/2017	01/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6016477955	01/31/2017	01/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>WC &amp; Empl Liab</b> Per Statute			6016477969	01/31/2017	01/31/2018	E.L. - Each Accident \$1,000,000 E.L. - Disease Policy \$1,000,000 E.L. - Disease - Each Emp \$1,000,000

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

<b>CERTIFICATE HOLDER</b>  The Parish of Jefferson, Its Districts Departments and Agencies under the direction of the Parish President and the Parish Council Jefferson Parish Library, 4747 W. Napoleon Ave Metairie, LA 70001	<b>CANCELLATION</b>  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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## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Recorded Books Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>270 Skipjack Road</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Prince Frederick, MD 20678</b>	
	7 List account number(s) here (optional)	

<b>Part I Taxpayer Identification Number (TIN)</b>																																																														
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																																														
<b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="3" style="text-align: center;">-</td> <td colspan="4"></td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>or</b></td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">6</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">2</td> </tr> </table>	<b>Social security number</b>																				-			-							<b>or</b>										<b>Employer identification number</b>										4	6		-	4	5	3	3	1	2	2
<b>Social security number</b>																																																														
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<b>or</b>																																																														
<b>Employer identification number</b>																																																														
4	6		-	4	5	3	3	1	2	2																																																				

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ <i>[Signature]</i> <div style="border: 1px solid black; padding: 2px; display: inline-block; text-align: center;">           Verified by PDFfiller 01/02/2017         </div>
	Date ▶ <b>01/02/2017</b>

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.