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August 31, 2020

Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 400
Gretna, LA 70053

Digital Content Service Subscription

RFP #50-131853

Due: September 1st, 2020 at 2:00PM

Dear Jefferson Parish Purchasing Department:

Thank you for the opportunity to provide a response for the Digital Content Service Subscription for Public Library Request of Proposal for Jefferson Parish Purchasing Department.

Founded over 35 years ago, Mackin is a privately-held company who now serves over 50,000 public libraries, schools and districts, government entities and consortia worldwide. Mackin is a true acquisition service which means our online catalog at **Mackin.com** offers a wide variety of titles from over 18,000 different publishers in digital, print and audio-visual formats. Currently there are more than 2 million digital resources available for purchase.

Our digital resources fulfill a varied assortment of interest levels, topics, genre and are accessible on our device-agnostic MackinVIA™ eResource system. The following proposal will showcase the technical merits and abilities of our no cost, award-winning platform, along with the features that make MackinVIA user-friendly and perfectly appropriate for your **Children's and Young Adult collections**.

When you need assistance, it's only one phone call, email, or live chat away. Mr. Herbie Thorpe, your Mackin Sales Consultant, in combination with our in-house experts are happy to provide support and ongoing service for your library staff. We are confident you will find Mackin provides the vast experience, selection and custom services that are necessary to support Jefferson Parish Public Library.



Sincerely,

Grace Mundt
Bids Manager

Why Mackin?

Mackin wishes to become your partner in developing a robust digital library for your Children and Young Adult patrons. Mackin is a unique business partner; our business strategy is not to offer our customers large pre-selected, one-size-fits all packages. Instead, we understand that our customers have an inherent desire to support your patrons, and we work *with you* to build a collection that is customized, based on the interests, requests and needs of your users.

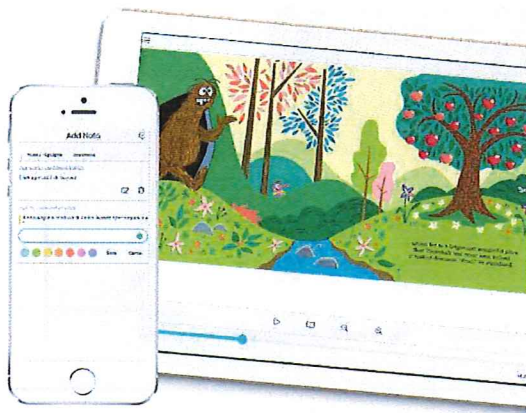
The beauty of Mackin is in our vast array of resources, our free digital platform MackinVIA, and our team of highly trained professionals who will work to ensure that you are finding exactly what you need, every time you visit Mackin.com.

- ✓ **Free digital platform** – no annual hosting or joining fees
- ✓ Dedicate your entire budget to procuring more eBooks for your patrons
- ✓ **User-friendly platform** built specifically for Children and Young Adult patrons
- ✓ Selection of over 1 million children and young adult eBooks from our thousands of publishers
- ✓ Read online at www.MackinVIA.com or offline with our easy-to-use MackinVIA app
- ✓ **No minimum purchase requirements**
- ✓ Superior customer service support for library staff
- ✓ Robust online help guides, tutorials, and resources
- ✓ Constantly changing free resources available from our publisher partners
- ✓ Easy login access with library card integration



Over 1,000,000 Children's and YA eBooks

Mackin is an acquisition service providing more than 1,000,000 eBooks from our thousands of publishers through one continuously updated catalog: www.mackin.com. Find often-requested eBooks with interest levels appropriate for your Children's and Young Adult collections, quickly and easily. Our eBooks are hosted on the MackinVIA platform – which means a quick turnaround time to get your titles into the hands of your patrons. We are confident you will find that Mackin provides the vast experience, selection and custom services that are necessary to support your library system.



Here at Mackin, we recommend the one copy, one user model for Public Libraries. The eBooks are available in a variety of license types – including perpetual and subscription.

Easy ordering on Mackin.com

All our content is served through our one continuously updated online catalog: www.mackin.com. Mackin understands Jefferson Parish's needs for an eBook vendor who has a robust catalog and responsive systems to meet requirements.

Mackin.com is a formidable, yet intuitive to use resource for our customers. Users can:

- ✓ Create and manage lists
- ✓ Browse lists created by Mackin's team of highly skilled professional librarians
- ✓ Request custom title recommendations
- ✓ Manage processing and cataloging specifications
- ✓ See discounted pricing online
- ✓ Place orders
- ✓ Track orders
- ✓ Download MARC records and invoices....and so much more!

For more information on Mackin.com, please see our responses to your requirements in the following section.

MackinVIA™ Platform

eBooks can be accessed through your circulation software, using Mackin's integration with eResource Central and through **MackinVIA**, our free award-winning, complete digital resource management system. With just **one login**, your young patrons can utilize and manage all their digital resources. MackinVIA is mobile-friendly and can be accessed through a browser for online reading or download with the free MackinVIA app.



MackinVIA offers full administrative access with features such as usage reports, checkout management, and the ability to restrict title access. We also provide MackinVIA training videos.

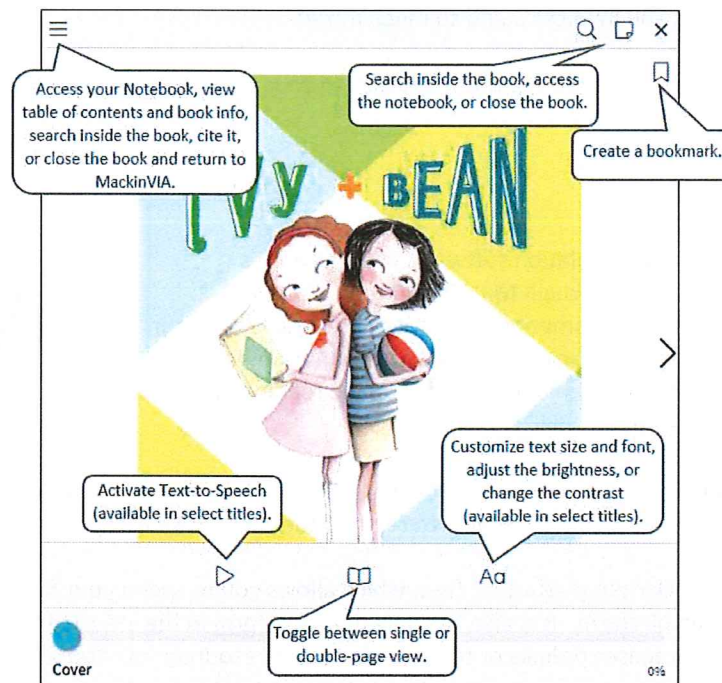
The MackinVIA platform is **free**, which allows you to spend your budget on digital content and not the platform. It is also the **only open platform** in the industry that allows you to add your own databases or links or to migrate existing resources into the platform.



KEY FEATURES INCLUDE:

- Backpack** - Convenient spot where patrons save and manage digital content
- Notebook** - Patrons can take notes, highlight, bookmark and more
- Categories** - Every eBook is assigned a category for quick search results
- Groups** - Create groups of resources by subject, author, holiday, and more
- Search Filters** - Choose the specific ones you want for your library
- Fully Accessible** - Section 508 Compliant

MackinVIA is customizable to personalize the reading experience of each. The user interface is colorful, engaging, and intuitive, allowing users to seamlessly access all their digital resources with a single login and password. Users can search inside the eBooks, utilize a dictionary, cite sources, and export their notes to Google Drive or OneDrive. The Administrator side of MackinVIA is a collection of robust management tools to give staff the ability to oversee the content, circulation, settings, and users of their MackinVIA account(s).



Unmatched Customer Service

Mackin is committed to providing a superior level of customer service. Mackin's Customer Service department is the best in the nation, and a real person answers the phone 24 hours a day, 7 days a week. All of our representatives are well-versed in all aspects of Mackin products and services and are fully equipped to assist you no matter the topic. Customer Service can be reached by phone at 800-245-9540, via email at customerservice@mackin.com, or by using LiveChat on www.mackin.com. In addition, we have a dedicated Digital Services team to assist with digital products and MackinVIA content. Our Customer Service and Digital Service teams are available 7:30am-5:00pm CST, Monday – Friday.

While you will have the benefits of the following personnel working with your account, all of us at Mackin will be able to assist you should a problem arise.

Herbie and Misty Thorpe, Local Sales Consultants

Herbie holds a B.S. in Business Administration (education minor) from the University of West Florida. His wife Misty holds a B.A. in Public Relations (computer technology minor), also from the University of West Florida. As a husband and wife team, Herbie and Misty have worked in library sales for 18 years.

Jessica Foltz, Digital Services Project Manager

Jessica holds a BA from the University of Minnesota and an MA in Library and Information Studies from the University of Wisconsin. With over 10 years of library experience, Jessica has been working with customers to launch, expand, and manage their digital collections since starting at Mackin in 2011.



Mackin Proposal

Digital Content Service Subscriptions

FOR LIBRARY PATRONS:

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

Our proprietary platforms Mackin.com and MackinVIA, used together, allow for discovery and hosting of all your Mackin digital content. Search and discover on Mackin.com available titles for purchase, select titles based on patron request, new releases, or Mackin created lists. Use our easy and intuitive online ordering system, and once your order is fulfilled, your titles will be automatically uploaded into your MackinVIA accounts. You will receive a notification email once these are available.

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

Our free MackinVIA App is available for all major mobile devices as well as Mac and Windows desktop and laptop computers. Please refer to question 4 for a list of our supported devices. The MackinVIA app can be downloaded from app stores or by going to <https://www.mackin.com/hq/digital/mackinvia/#ReaderApp>.

Patrons can access the library's digital collection and read/listen both online and offline while using the app.

3. The apps must provide full access to the library's catalog of titles and all functions of the service including discovery, checking out, returning, renewing, downloading, reading, and listening to downloadable e-books, e-audiobooks, periodicals, and other digital content.

The app provides the same functionality as the website with the added ability to download titles for offline use. While in the app, patrons can browse the library's digital collection; checkout, request, and return titles; save favorites; rate resources; and download eBooks and audiobooks to access offline.

4. The service must be compatible with most devices and platforms including Kindle eReaders, Kindle Fire tablets, Android, Chromebooks, iOS (iPhone/iPad), iPod, Kobo, Mac, MP3 Player, NOOK, Windows, Windows Mobile, etc.

MackinVIA can be accessed on any desktop, laptop, or mobile device with a supported browser. If patrons would like to download titles for offline access, our free MackinVIA App is available for all major mobile devices as well as Mac and Windows desktop and laptop computers.

Supported Browsers:

- Chrome: Latest version
- Edge: Latest version
- Firefox: Latest version
- Safari: Latest version

Supported Devices:

- Android devices: OS 8+
- Chromebooks: Latest version of Chrome
- iPads, iPhones, and iPods: iOS 11.4+
- Fire tablets: Fire OS 6+
- Mac desktops and laptops: OS X 10.10+
- Windows desktops, laptops, and tablets: 10+



5. A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use. This service must allow for holds or waiting lists and users must be able to place holds and suspend their holds.

Patrons can create individual accounts (Backpacks) through self-registration. Backpacks are used to store and manage digital resources. While in their Backpacks, patrons can view and manage their checkouts and requests, save favorites, access their notes, and rate resources. Alternatively, we can work with the library staff to automate Backpack creation through an integration with your patron management system or library catalog, based on library card number.

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

Backpack accounts will sync across devices while online. Any bookmarks or notes created while offline will sync once the device is reconnected to the Internet. Patrons can manually bookmark pages, which will be saved to their Notebooks within the resources. Additionally, MackinVIA will remember the last page read so patrons can resume reading without the need to manually add bookmarks.

7. The service must allow for automatic as well as early check-ins or returns and hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

Patrons can return eBooks and audiobooks prior to their due dates. Additionally, checked-out resources will automatically be returned by the system when their due dates arrive. If emails are included in patrons' Backpack profiles, they will receive email notifications when a requested title is available for them to check out. Additionally, push notifications can be enabled by MackinVIA Administrators, which will let patrons know when a requested title is available on their devices.

8. Patrons must be able to discover, checkout, and download books via the library's ILS (Integrated Library System).

MackinVIA can be integrated with SirsiDynix eResource Central (eRC). Once patrons are signed into the Symphony catalog, they will have full access to MackinVIA eBooks/audiobooks and can view circulation and real-time title availability information. After selecting a MackinVIA title from the catalog, patrons will click the download/checkout link and be directed to MackinVIA for access. If patrons would like to download resources for offline use, the MackinVIA app is needed.

9. All features of the service must be accessible 24/7, at all of the library's locations, and remotely.

All of the content and features within MackinVIA are available 24/7 through a supported browser or device.

10. The service must allow users to obtain a temporary library card within the apps if permitted by the library.

If external authentication is implemented, any valid patron within your system will be granted access to MackinVIA.

11. A library card will be needed to checkout and use content but not to browse the website.

Guest access is permitted with a site-level user ID and password. Guests can browse the library's digital collection and view resources. Backpack accounts are required if patrons would like to checkout and requests titles or utilize any other personalized features. Patrons without Guest or Backpack login credentials will only be able to browse the collection from the catalog.



FOR LIBRARY STAFF:

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

MackinVIA is cloud-hosted. Data is stored, encrypted, and served from Mackin's on-premise data center. Backup servers are stored at a Type 2 SSAE 16 (SOC 2) attested facility in Minnetonka, Minnesota.

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

There are no hosting or maintenance fees for the MackinVIA platform. You only pay for the digital content that you choose to purchase for your library system.

3. The bidder must provide a library administration tool/website that allows staff to set library criteria for check outs, holds, recommendations, and other patron facing functions, purchase content, and access usage and purchase history reports.

The Administrator side of MackinVIA allows librarians to oversee the content, circulation, and settings of their account(s).

- **Resources:** Activate/deactivate, edit, or delete existing resources and add any digital purchases not made through Mackin.
- **Circulation:** View and manage circulation.
- **Settings:** Set the checkout limit, hold and loan periods, and renew options; add or remove search filters; enable or disable display features; and more.
- **Reports:** Track resource statistics and manage subscriptions.

On Mackin.com, library staff can view recommended titles, purchase content, and view Order History. View Order History by navigating to My Account -> Orders. From here, library staff can filter the date range and view past orders.

Purchase Order: 20001490			
Location: ALTOONA AREA PUBLIC LIBRARY			
Date Received:	06/12/2020	Dollar Limit:	\$740.08
Status:	Closed	Order Total:	\$740.08
Qty Sent:	25	Total Invoices:	1
<div>Shipment: 08/14/2020 Tracking Invoice #: 638583 Download Download Marc Records </div>			

4. The library administration tool/website, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Explorer, Firefox, and Safari.

Both Mackin.com and the Administrator side of MackinVIA can be accessed using the supported browsers listed in question 4.



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

Mackin's growing list of eBooks and digital audiobooks includes a wide variety of both fiction and nonfiction titles for your Children's and Young Adult collections. These eBooks cover a wide variety of subjects and topics, including classic novels, engaging nonfiction, popular fiction at all age levels to encourage and support leisure reading. Once your order is fulfilled, the title is added to your MackinVIA accounts and is available for download for your patrons.

Please note: While Mackin.com has the most Children's and Young Adult oriented titles available in the industry and why we suggest you award Mackin for these collections, we also carry many adult oriented titles as well that are available for purchase.

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

The beauty of Mackin is the ability to purchase whatever content you want at any time. We do not hold you to a once a year subscription package. Rather, as your patrons request titles, your library staff is able to visit Mackin.com, build a list or add to an ongoing list, and place their order any time.

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

Mackin is updated daily with the latest title information from our publishers, which means we are constantly updating title availability, new release and publication information. Discover the wide breadth of titles by using our new Advanced Search page. Search by keyword, publisher, title, author, access model, format, and so much more!

The screenshot shows the 'Advanced Search' page of the Mackin website. At the top, there are tabs for 'All', 'Books', 'Ebooks & Digital' (which is selected), 'Makerspace', 'Other', and 'List of ISBNs'. Below the tabs is a search bar with the text 'Search: Ebooks & Digital' and a 'Reset' button. Underneath the search bar, there is a section titled '- The Basics' with several filter options: 'On Sale' (checkbox), 'FREE Teaching Resources' (checkbox), and 'Best of Mackin' (checkbox with a star icon). Below these are three columns of search criteria: 'Keywords', 'Publisher', 'Genre' (with a dropdown menu), 'Reading Levels' (with a dropdown menu and a 'through' field), 'Title Contains', 'Series Title', 'Publication Year' (with a 'through' field), 'Author', 'Subject', 'Interest Level' (with a range slider), and 'All Interest Levels'.

Then, once you make your initial search, use the left-hand column to filter down your results until you find what you're looking for.



Filter Results

★ Best of Mackin (2)

NEW RELEASES

Last 12 Months (5)

PRODUCTS

MackinVIA Ebook (96)

PLATFORMS

☒ MackinVIA Digital (96)

Remove

ACCESS TYPES

☐ Perpetual (51)

☐ Subscription (45)

LICENSE TYPES

☐ Single-user (153)

☒ Multi-user (96)

☐ Class Set: 1 User (4)

EBOOK FEATURES

Assignable (96)

MackinVIA Ebook (96)

☐ Text-to-speech (89)

☐ WWR (79)

☐ Reflowable Content (4)

INTEREST LEVEL

Results for "louisiana" in Ebooks & Digital

SELECT ALL

1-96 of 96 items

SORT BY

Popularity

100

PER PAGE

LOUISIANA PURCHASE THROUGH THE EYES OF THOMAS JEFFERSON (PRESIDENTIAL PERSPECTIVES) by YASUDA, ANITA

WWR/MULTI-USER EBOOK

9781660772494

2015 CORE LIBRARY/ABDO DIGITAL

Title Match:

Dewey 973.4 RL 5.5 IL 3-6 Lexile 760L AR 5.5 MG PV:1 180190EN

\$31.16

Sale Ends: 09/30/2020

~~\$37.00~~

MackinVIA Ebook Multi-user Perpetual

☐ Add to List

LOUISIANA (UNITED STATES OF AMERICA) by HAMILTON, JOHN

WWR/MULTI-USER EBOOK

9781680774245

2016 ABDO DIGITAL

Title Match:

Dewey 976.3 RL 6.2 IL 4-8 Lexile 950L AR 6.2 MG PV:1 183957EN

\$30.36

Sale Ends: 09/30/2020

~~\$36.00~~

MackinVIA Ebook Multi-user Perpetual

☐ Add to List

LOUISIANA PURCHASE THROUGH THE EYES OF THOMAS JEFFERSON (PRESIDENTIAL PERSPECTIVES) by YASUDA, ANITA

WWR/1-YEAR SUBSCRIPTION/MULTI-USER EBOOK

9781660772494

2015 CORE LIBRARY/ABDO DIGITAL

Title Match:

Dewey 973.4 RL 5.5 IL 3-6 Lexile 760L AR 5.5 MG PV:1 180190EN

\$18.36

Sale Ends: 09/30/2020

~~\$21.00~~

MackinVIA Ebook Multi-user Subscription

☐ Add to List

LOUISIANA PURCHASE (WILD WEST) by ROWELL, REBECCA

WWR/MULTI-USER EBOOK

9781660776676

2016 CORE LIBRARY/ABDO DIGITAL

Title Match:

Dewey 973.4 RL 5.5 IL 3-6 Lexile 740L AR 5.5 MG PV:1 183741EN

\$31.16

Sale Ends: 09/30/2020

~~\$37.00~~

MackinVIA Ebook Multi-user Perpetual

☐ Add to List

8. The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens and children, from top publishers, including Hachette, HarperCollins, MacMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Disney, Harlequin, Perseus, and Scholastic, as well as smaller publishers including Grove/Atlantic, Houghton Mifflin Harcourt, Kensington, NLA, Pottermore, Smashwords, Sourcebooks, V.W. Norton, Independent Publishers Group, Blackstone, Lightning Souce, Open Road Media, Kobo, and RBD Digital/Recorded Books.

Mackin has partnerships with over 18,000 publishers – and we carry a variety of products from print books to Makerspace materials to digital resources. We have rights to sell thousands of digital publishers' content to public libraries. Mackin absolutely has the breadth of titles available to fulfill your patron's Children's and Young Adult collection requests.

9. Bidder must continuously seek out and add new publishers to their catalog.

Absolutely, here at Mackin we are constantly reaching out to new publishers and creating partners so we can provide their products to our customers.

10. Current titles added to the library's collection must be available for patrons to check out within 24 hours after staff places orders.

Mackin hosts eBooks from thousands of publishers within our proprietary MackinVIA system, which means that your orders receive top priority and are fulfilled as quickly as possible. Orders placed on weekends or holidays may not be available within 24 hours but you will find the majority of your orders are accessible for checkout within one to seven days.










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

Collection Analysis – Mackin provides complete Collection Management services, including an analysis of your existing collection to help you determine what areas of your collection(s) you desire to focus your expenditures on.

TitleMatch – TitleMatch helps you manage your collection in real time. As you add to your list, titles that are already in your collection (or those that are on another list) are marked with a color-coded TitleMatch icon so that you won't accidentally order duplicates. You can view matches in a collection for a single location or multiple locations. Additionally, you can view matches on your Mackin lists (submitted or unsubmitted) or on previous Mackin orders. NOTE: Due to possible variations in MARC records, publisher data and other factors, your TitleMatch results may not be 100% accurate.

Color Key

-  Exact ISBN
-  Possible Match by Title/Author/Added Entry/Series Title
-  Possible Match by Title/Author or just Title
-  Exact ISBN on a submitted list
-  Possible Match by Title/Author/Added Entry/Series Title on a submitted list
-  Exact ISBN on current list
-  Possible Match by Title/Author/Added Entry/Series Title on a current list

Collection Development – Mackin has a staff of professional librarians that create customized recommendation lists daily for our customers. We can fulfill any request; simply go to Title Lists -> Custom List Request and fill out our Custom List Request Form. Custom List requests are always free with Mackin. These types of lists can range anywhere from broad topics like new non-fiction or fiction, to specific topics narrowed by genre or topic.

Mackin Title Lists – Mackin.com includes access to a number of title lists, including bestsellers, new releases, lists on popular subjects, award winners, and more – instantly available for you to access!

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

When you submit your order online at Mackin.com, an automatic email confirmation is generated stating that the order has been received.

The order status link in **My Account > Orders** provides current status for every title on your order. Simply choose the different status drop-down for your order and you will see the titles that are in each of those categories. If an item is out of print or out of stock indefinitely, you will see that status initiated as soon as we are made aware and this information will also be printed on your packing slip and invoice.

Invoices can be viewed online but also sent by email at the time of order fulfillment. Order History can also be viewed by going to **My Account -> Orders**.

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

As referenced in question 8, MackinVIA can be integrated with SirsiDynix eResource Central (eRC). Any resources in MackinVIA will be automatically added to eResource Central after a sync is performed, eliminating the need for librarians to load MARC records. Additionally, eRC will recognize when titles are deactivated in MackinVIA and will make them undiscoverable in the system.



Once patrons are signed into the Symphony catalog, they will have full access to MackinVIA eBooks/audiobooks and can view circulation and real-time title availability information. After selecting a MackinVIA title from the catalog, patrons will click the download/checkout link and be directed to MackinVIA for access. In order to facilitate easy access outside of the catalog, we are able to support the eRC integration in conjunction with other external authentication protocols.

14. Bidder must be able to integrate content from the library's previous downloadable book service, if needed.

A unique feature of the MackinVIA platform is that you are able to Bring Your Own License (BYOL). We realize that you may have purchased digital resources prior to adopting MackinVIA, so we built our platform to be open and robust enough to accommodate this capability. When existing digital resources are migrated into MackinVIA, a link to the host platform is established. Whenever possible, we will work with the vendor of the product to authenticate it within MackinVIA, so no additional logins are necessary.

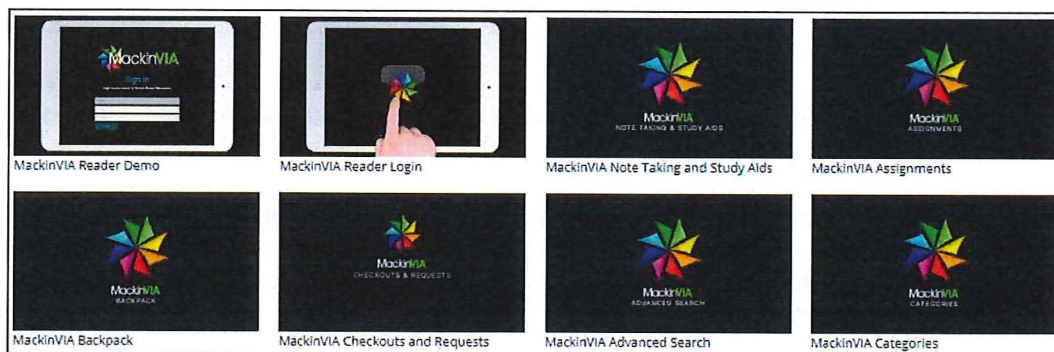
SUPPORT:

1. The bidder must provide assistance with all aspects of the service including but not limited to email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

Mackin has a reputation for providing exceptional customer service and technical support. Mackin's support infrastructure includes the Customer Service and Digital Services teams, which are available to assist Jefferson Parish library staff M-F from 7:30am-5:00pm CT via: Phone: 800-245-9540 (toll-free), Email: customerservice@mackin.com or eservices@mackin.com, and LiveChat at www.mackin.com. During non-business hours, we employ an answering service who will route a message to the appropriate team the following business morning. If the issue is urgent, the answering service will escalate the issue as needed.

Webinars for library staff are available upon request from your local sales consultant, Herbie Thorpe.

Additionally, on-demand, individualized technical assistance is available 24/7/365 at <http://help.mackin.com/>. This site contains help guides and video tutorials covering a variety of topics to help library staff and patrons understand Mackin.com and MackinVIA.



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

We understand the need to adapt to new technology and are always willing to work with customers on requests. We promptly respond to any new browsers and devices to ensure the latest versions are supported.

3. The bidder must support new digital book formats in a timely manner.

We promptly respond to any new digital content formats from our publishing partners.



4. The bidder must provide marketing support and a wide variety of customizable usage reports.

Mackin has a wealth of marketing materials available for customers. Navigate to <https://www.mackin.com/hq/resources/getting-started/>. Our brochures, logos, bookmarks, and posters are all available for download. Should you be interested in more specialized marketing, simply reach out to bids@mackin.com.

MackinVIA administrators have access to a proprietary report engine for resource usage with the ability run reports at the branch and library system level. Usage reports can be customized to any date range. The reports can be viewed on the screen and/or exported to Microsoft Excel. If requested, Mackin can run monthly customized reports based on the needs of Jefferson Parish.

Branch Level Reports: This report displays statistics per title, including title information (title, author, publisher, license and access type, provided by, date added), views, checkouts, and requests. In addition, the total number of logins, views, checkouts, and requests are included in the report.

Library System Level Reports: This report displays statistics per branch, including number of active/inactive titles, number of viewed/not viewed titles, and the total number of logins, views, checkouts, and requests. If requested, Mackin can compile statistics on individual titles.

Additionally, MackinVIA administrators have access to a subscription report with the ability to view current and expired subscriptions. Resource information, usage, and expiration dates are included in the report. Administrators can monitor usage and renew resources as needed. This report can be viewed on the screen and/or exported to Microsoft Excel.

5. The three year contract will take effect upon execution by the Jefferson Parish Council, and end three years later.

Mackin understands this contract term.

6. Annual service and/or hosting fee payments will be on a 12-month (year by year) basis. The library will pay one year at a time, once per year. Content added during the year will be billed for on a monthly basis.

Mackin understands this requirement. However, there is **no annual hosting fee** for MackinVIA and content can be purchased at any time during the course of the contract.

7. The annual service and/or access fees will be binding as quoted and will become part of the final contract.

Mackin understands. There are no annual hosting or access fees.





Bid Number 50 - 131853

**THREE YEAR CONTRACT FOR A DIGITAL CONTENT SERVICE
SUBSCRIPTION FOR A PUBLIC LIBRARY.**

AUGUST 27, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

BID NO: 50-00131853

THREE-YEAR CONTRACT FOR A DIGITAL CONTENT SERVICE SUBSCRIPTION FOR A PUBLIC LIBRARY.

Jefferson Parish Library (JPL) requires a digital content service that will host a discovery website, support and provide downloadable and streaming e-books, e-audiobooks, periodicals, and other digital content that the library can purchase and/or license, to add to the library's website. The service and content must be compatible with all types of Kindles.

The service must include easy-to-use apps and support many types of computers and portable devices, including all kinds of Kindles.

The library requires an online catalog of downloadable content that the library can purchase and/or license at any time during the contract period so the library can choose content based on patron interests, requests and needs.

Digital content must be public library oriented, downloadable e-books, e-audiobooks, periodicals, and other digital content, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers and distributors, including Hachette, Harper Collins, McMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Disney, Harlequin, Perseus, and Scholastic, as well as smaller publishers including Grove/Atlantic, Houghton Mifflin Harcourt, Kensington, NLA, Pottermore, Smashwords, Sourcebooks, and W.W. Norton, Independent Publishers Group, Blackstone, Lightning Source, Open Road Media, Kobo, and RB Digital/Recorded Books.

Jefferson Parish Library is a public library serving a suburban population of approximately 432,493 (2019 census estimate), with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

FOR LIBRARY PATRONS:

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

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

The apps must provide full access to the library's catalog of titles and all functions of the service including discovery, checking out, returning, renewing, downloading, reading, and listening to downloadable e-books, e-audiobooks, periodicals, and other digital content.

The service must be compatible with most devices and platforms including Kindle eReaders, Kindle Fire tablets, Android, Chromebook, iOS (iPhone/iPad), iPod, Kobo, Mac, MP3 Player, NOOK, Windows, Windows Mobile, etc.

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use. This service must allow for holds or waiting lists and users must be able to place holds and suspend their holds.

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

The service must allow for automatic as well as early check-ins or returns, and hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

Patrons must be able to discover, checkout, and download content via the library's ILS (Integrated Library System).

All features of the service must be accessible 24/7, at all of the library's locations, and remotely.

The service must allow users to obtain a digital library card within the service's apps if permitted by the library.

A library card, acquired at the library or via the service's website, will be needed to checkout and use content but not to browse the website.

FOR LIBRARY STAFF:

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

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

The bidder must provide a library administration tool/website that allows staff to set library criteria for check outs, holds, recommendations, and other patron facing functions, purchase content, and access usage and purchase history reports.

The library administration tool/website, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Explorer, Firefox, and Safari.

Digital content must be public library oriented, downloadable e-books, e-audiobooks, periodicals, and other digital content, for library users of all ages.

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

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

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens and children, from top publishers, including Hachette, Harper Collins, McMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Disney, Harlequin, Perseus, and Scholastic, as well as smaller publishers including Grove/Atlantic, Houghton Mifflin Harcourt, Kensington, NLA, Pottermore, Smashwords, Sourcebooks, V.W. Norton, Independent Publishers Group, Blackstone, Lighting Source, Open Road Media, Kobo, and RBD Digital/Recorded Books.

Bidder must continuously seek out and add new publishers to their catalog.

Current titles added to the library's collection must be available for patrons to check out within 24 hours after staff places orders.

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

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

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

Bidder must be able to integrate content from the library's previous downloadable book service, if needed.

SUPPORT:

The bidder must provide assistance with all aspects of the service including but not limited to email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

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

The bidder must support new digital e-books, e-audiobooks, periodicals, and other digital content formats in a timely manner.

The bidder must provide marketing support and a wide variety of customizable usage reports.

SPECIFICATIONS BID # 50-00131853

The three year contract will take effect upon execution by the Jefferson Parish Council, and end three years later.

Annual service and/or hosting fee payments will be on a 12-month (year by year) basis. The library will pay one year at a time, once per year. Content added during the year will be billed for on a monthly basis.

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

DATE: 8/12/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00131853

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 8/27/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

DATE: 8/12/2020

BID NO.: 50-00131853

Page: 3

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

DATE: 8/12/2020

Page: 5

BID NO.: 50-00131853

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

1-7 days ARO

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

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Mackin Educational Resources

ADDRESS: 3505 County Road 42 West

CITY, STATE: Burnsville, MN

ZIP: 55306

TELEPHONE: (800) 245-9540

FAX: (800) 369-5490

EMAIL ADDRESS: bids@mackin.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: 1 - 8/24/2020

NUMBER: 2 - 8/26/2020

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ TBD - based on purchases

AUTHORIZED

SIGNATURE: Kay Heise

Kay Heise

Printed Name

TITLE: Vice President and Secretary

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.

DATE: 8/12/2020

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131853

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	YR	THREE YEAR CONTRACT FOR A DIGITAL CONTENT SERVICE SUBSCRIPTION FOR A PUBLIC LIBRARY.		
			0010 - ANNUAL SERVICE AND/OR ACCESS FEE PER YEAR	\$0.00	\$0.00
2	3.00	YR	***** PER THE ATTACHED SPECIFICATIONS *****		
			0020 - DIRECT TO PATRON SUPPORT SERVICE PER YEAR	No bid	No bid
3	3.00	YR	0030 - TOTAL ANNUAL FEES	\$0.00	\$0.00
4	1.00	EA	0040 - Purchase of Material Content	\$10,000	\$40,000
			NOTE: THIS IS A NON-BIDABLE ITEM AND WILL BE USED FOR CONTENT PURCHASES FOR THE THREE YEAR CONTRACT PERIOD.	this is a recommended collection size for your Children's and YA collection. We will of course build to your requested budget.	

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Mackin Book Company DBA Mackin Educational Resources
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Mackin Educational Resources
INCORPORATED, DULY NOTICED AND HELD ON January 15, 1990,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Randal Heise, 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

8/31/2020

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 Minnesota

PARISH/COUNTY OF Dakota

BEFORE ME, the undersigned authority, personally came and appeared: Kay Heise
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Vice President and Secretary of Mackin Educational Resources (Entity),
the party who submitted a bid in response to Bid Number 50-131853, 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.

Km Heise
Signature of Affiant

Kay Heise
Printed Name of Affiant

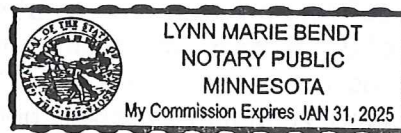
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 31 DAY OF August, 2020.

Lynn Marie Bendt
Notary Public

Lynn Marie Bendt
Printed Name of Notary

20212272
Notary/Bar Roll Number



My commission expires 1/31/2025.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Effective **Monday, May 18, 2020**, Jefferson Parish Government buildings will be open to the public. All visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

Due to COVID-19 safety precautions, all public bid openings have been suspended. Bid openings will continue and be made available via phone conference by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

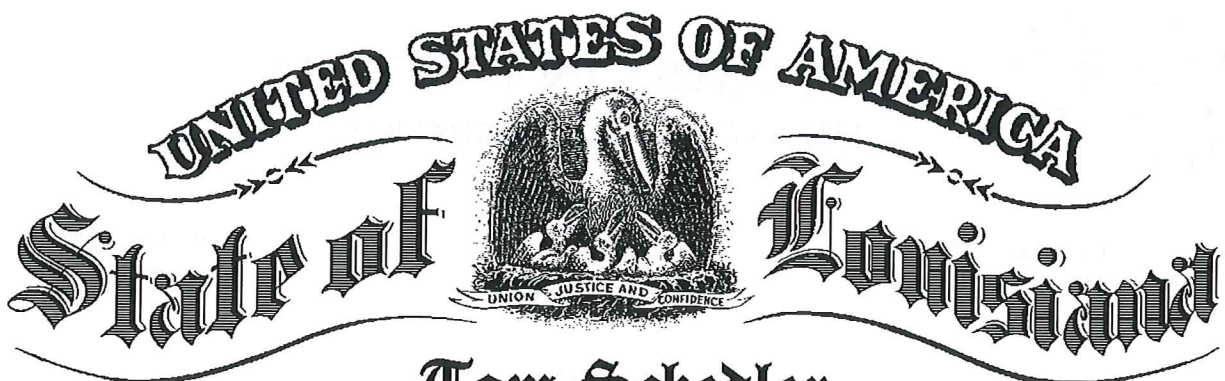
Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Advertised bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

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EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



Tom Schedler

SECRETARY OF STATE

As Secretary of State of the State of Louisiana, I do hereby Certify that

MACKIN BOOK COMPANY

A corporation domiciled in BURNSVILLE, MINNESOTA,

Filed charter and qualified to do business in this State on March 05, 2012,

I further certify that the records of this Office indicate the corporation has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned is in good standing and is authorized to do business in this State.

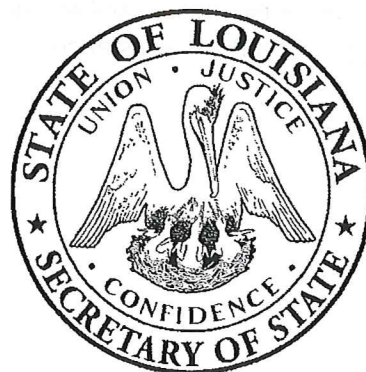
I further certify that this Certificate is not intended to reflect the financial condition of this corporation since this information is not available from the records of this Office.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

February 26, 2018

Secretary of State

Web 40767613F



Certificate ID: 10921361#J6D52

To validate this certificate, visit the following web site, go to **Business Services**, **Search for Louisiana Business Filings**, **Validate a Certificate**, then follow the instructions displayed.
www.sos.la.gov



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/14/2020

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).

PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060		CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 0** **REVISION NUMBER: 0**

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	6024471	08/01/2020	08/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	N	N	6024471	08/01/2020	08/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION	N	N	1119820	08/01/2020	08/01/2021	EACH OCCURRENCE \$12,000,000 AGGREGATE \$12,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	9193958	08/01/2020	08/01/2021	<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

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

CERTIFICATE HOLDER

CANCELLATION

00

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

Michael G Ken



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000131853 THREE YEAR CONTRACT FOR A DIGITAL CONTENT
SERVICE SUBSCRIPTION FOR A PUBLIC LIBRARY.**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
24-Aug-2020 01:49:21 PM



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Addendum # 1

Bid Number: 50-00131853

Bid Date: August 25, 2020

Extended Bid Date: September 1, 2020

THREE YEAR CONTRACT FOR A DIGITAL CONTENT SERVICE SUBSCRIPTION FOR A PUBLIC LIBRARY

Jefferson Parish is under a State of Emergency as of August 23, 2020, due to the expected impact of Hurricane Marco and Hurricane Laura. This bid has been postponed until September 3, 2020.

Sincerely,

Misty A. Camardelle

Misty A. Camardelle
Assistant Director
Jefferson Parish Purchasing

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so 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.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

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CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000131853 THREE YEAR CONTRACT FOR A DIGITAL CONTENT
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Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

26-Aug-2020 10:11:12 AM



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

August 26, 2020

ADDENDUM # 2

Bid Number: 50-00131853

Bid Opening Date: September 1, 2020

THREE YEAR CONTRACT FOR A DIGITAL CONTENT SERVICE SUBSCRIPTION FOR A PUBLIC LIBRARY

Clarification:

The bid opening date is September 1, 2020 at 2:00 cst.

Sincerely,

Misty A. Camardelle

Misty A. Camardelle
Assistant Director
Jefferson Parish Purchasing

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.

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**State of
Louisiana
Secretary of
State****COMMERCIAL DIVISION**
225.925.4704Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
MACKIN BOOK COMPANY	Business Corporation (Non-Louisiana)	BURNSVILLE	Active

Previous Names**Business:** MACKIN BOOK COMPANY**Charter Number:** 40767613F**Registration Date:** 3/5/2012**Domicile Address**3505 COUNTY ROAD 42 W
BURNSVILLE, MN 55306**Mailing Address**3505 COUNTY ROAD 42 W
BURNSVILLE, MN 55306**Principal Business Office**3505 COUNTY ROAD 42 W
BURNSVILLE, MN 55306**Registered Office in Louisiana**201 RUE BEAUREGARD, STE. 202
LAFAYETTE, LA 70508**Principal Business Establishment in Louisiana**201 RUE BEAUREGARD, STE. 202
LAFAYETTE, LA 70508**Status****Status:** Active**Annual Report Status:** In Good Standing**Qualified:** 3/5/2012**Last Report Filed:** 2/17/2020**Type:** Business Corporation (Non-Louisiana)**Registered Agent(s)**

Agent:	NORTHWEST REGISTERED AGENT LLC
Address 1:	201 RUE BEAUREGARD, STE. 202
City, State, Zip:	LAFAYETTE, LA 70508
Appointment Date:	3/5/2012

Officer(s)**Additional Officers: No**

Officer:	RANDAL HEISE
Title:	President
Address 1:	3505 COUNTY ROAD 42 W
City, State, Zip:	BURNSVILLE, MN 55306

Officer:	KAY HEISE
Title:	Vice-President
Address 1:	3505 COUNTY ROAD 42 W
City, State, Zip:	BURNSVILLE, MN 55306

Amendments on File (1)

Description	Date
Stmnt of Chg or Chg Prin Bus Off	1/5/2017

[Print](#)