

DATE: 8/28/2019

Page: 5

BID NO.: 50-00127789

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 12-31-2021

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7-10 business days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Midwest Tape, LLC

ADDRESS: 1417 Timberwolf Drive

CITY, STATE: Holland, Ohio ZIP: 43528

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

EMAIL ADDRESS: jjankowski@midwesttapes.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form 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: \$ 322.29

AUTHORIZED SIGNATURE: 

Jeff Jankowski

Printed Name

TITLE: Vice President

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

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

DATE: 8/28/2019

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT. 0010 - Discount (percentage) from Publisher's non-freight pass through list prices for Trade Edition. 25 %		
2	1.00	EA	0020 - Discount (percentage) from Publisher's non-freight pass through list prices for Short/Non-Trade. 25 %		
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass through list prices for Net/No Discount Items. 25 %		
4	1.00	EA	**LINE ITEMS 0040 THROUGH 0130 IS A LIST OF TYPICAL ITEMS THE JEFFERSON PARISH LIBRARY DEPARTMENT WOULD PURCHASE.** 0040 - Provide the cost of the title with discount applied. Akin (Compact Disc) By: Donoghue, Emma/Culp, Jason ISBN - 9781549178207 Publish Date - 9/10/2019	\$26.24	\$26.24
5	1.00	EA	0050 - Provide the cost of the title with discount applied. Vendetta in Death: An Eve Dallas Novel (Compact Disc) By - Robb, J.D./Ericksen, Susan ISBN - 9781250231024 Publish Date - 9/3/2019	\$29.99	\$29.99
6	1.00	EA	0060 - Provide the cost of the title with discount applied. Contraband (Compact Disc) By - Woods, Stuart/Roberts, Tony	\$26.24	\$26.24

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	1.00	EA	ISBN - 9781984891198 Publish Date - 8/13/2019		
			0070 - Provide the cost fo the title with the discount applied.	\$29.99	\$29.99
8	1.00	EA	A Better Man: A Chief Inspector Gamache Novel (Compact Disc) By - Penny, Louise/Bathurst, Robert ISBN - 9781250230881 Publish Date - 8/27/2019		
			0080 - Provide the cost of the title with discount applied.	\$27.74	\$27.74
9	1.00	EA	Surfide Sisters (Compact Disc) By - Thayer, Nancy/Campbell, Cassandra ISBN - 9781978617186 Publish Date - 07/2/2019		
			0090 - Provide the cost of the title with discount applied.	\$35.99	\$35.99
10	1.00	EA	A Plain Vanilla Murder (Compact Disc) By - Albert, Susan Wittig/Gibson, Julia ISBN - 9781974965908 Publish Date - 7/2/2019		
			0100 - Provide the cost of the title with discount applied.	\$44.99	\$44.99
11	1.00	EA	The Kennedy Heirs: John, Caroline, and the New Generation - A Legacy of Tragedy and Triumph, Includes a PDF of Photographs (Compact Disc) By - Taraborrelli, J. Randy/Petkoff, Robert ISBN - 9781250221513 Publish Date - 6/11/2019		
			0110 - Provide the cost of the title with discount applied.	\$22.49	\$22.49
12	1.00	EA	Unfreedom of the Press (Compact Disc) By - Levin, Mark R./Lowell, Jeremy ISBN - 9781508287629 Publish Date - 5/21/2019		
			0120 - Provide the cost of the title with discount applied.	\$29.99	\$29.99

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	Springfield 1880 (Compact Disc) By - Johnstone, William W./Johnstone, J.A./Turner, J. Rodney ISBN - 9781630158514 Publish Date - 4/30/2019 0130 - Provide the cost of the title with discount applied.	\$44.99	\$44.99
14	1.00	EA	Accidental Presidents: Eight Men Who Changed America (Compact Disc) By - Cohen, Jared/Morey, Arthur ISNB - 9781508264187 Publish Date - 4/9/2019 0140 - Yearly cost of inventory/ electronic ordering service.	\$0.00	\$0.00
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.	\$0.00	\$0.00
19	1.00	EA	0190 - Cost to provide barcode scanning.	\$0.00	\$0.00
20	1.00	EA	0200 - Cost to provide downloadable purchase order record.	\$0.00	\$0.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(On-order record)		
21	1.00	EA	0210 - Cost to provide Marc record including complete call number.	\$1.20/title	\$1.20/title
22	1.00	EA	0220 - Cost for original cataloging record including complete call number.	\$1.20/title	\$1.20/title
23	1.00	EA	0230 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	\$1.45/per title	\$1.45/per title
24	1.00	EA	0240 - Cost to print and apply branch label (per label).	\$0.00	\$0.00
25	1.00	EA	0250 - Cost to print and apply spine label.	\$0.00	\$0.00
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	\$0.99 per unit	\$0.99 per unit
27	1.00	EA	0270 - Cost to apply RFID Stingray tag per disc.	\$0.00	\$0.00
28	1.00	EA	0280 - Cost to provide a RFID Stingray NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	\$0.00	\$0.00

CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Midwest Tape, LLC
INCORPORATED, DULY NOTICED AND HELD ON September 5, 2019,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

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

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



SECRETARY-TREASURER

Sheref Abou-Donia, Controller

9-5-19

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Ohio

PARISH/COUNTY OF Lucas

BEFORE ME, the undersigned authority, personally came and appeared: _____
Jeff Jankowski, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Vice President of Midwest Tape, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00127789 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.

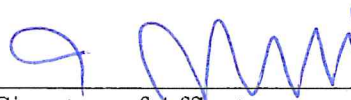
Choice B X There are NO debts which would require disclosure under Choice A of this section.

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

Jeff Jankowski

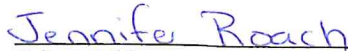
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

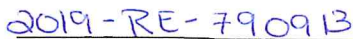
ON THE 6 DAY OF September, 2019.



Notary Public



Printed Name of Notary



Notary/Bar Roll Number



JENNIFER ROACH
NOTARY PUBLIC - OHIO
MY COMMISSION EXPIRES 06-24-2024

My commission expires June 24, 2019

Client#: 1400052

MIDWETAP1

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/08/2019

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

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

PRODUCER USI Insurance Services, LLC CL One SeaGate, Suite 1800 Toledo, OH 43604 419 243-1191		CONTACT NAME: Jennifer Lake PHONE (A/C, No, Ex): 567-803-4414 E-MAIL ADDRESS: jennifer.lake@usi.cm FAX (A/C, No):													
INSURED Midwest Tape, LLC P.O. Box 820 1417 Timberwolf Drive Holland, OH 43528-0820		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A: Continental Insurance Company</td> <td>NAIC # 35289</td> </tr> <tr> <td>INSURER B: National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C: Midwest Employers Casualty Company</td> <td>23612</td> </tr> <tr> <td>INSURER D: Syndicate 2623:623 at Lloyd's</td> <td>99999</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: Continental Insurance Company	NAIC # 35289	INSURER B: National Fire Insurance Co of Hartford	20478	INSURER C: Midwest Employers Casualty Company	23612	INSURER D: Syndicate 2623:623 at Lloyd's	99999	INSURER E:		INSURER F:	
INSURER A: Continental Insurance Company	NAIC # 35289														
INSURER B: National Fire Insurance Co of Hartford	20478														
INSURER C: Midwest Employers Casualty Company	23612														
INSURER D: Syndicate 2623:623 at Lloyd's	99999														
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OH Stop Gap	X X	6071847392	05/09/2019	05/09/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X X	6071847392	05/09/2019	05/09/2020	PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X X	C6071847408	05/09/2019	05/09/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0	X X	6071847425	05/09/2019	05/09/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	X	6971747411	05/09/2019	05/09/2020	X PER STATUTE OTH-ER
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	EWC009148 (XS Ded \$400K)	05/09/2019	05/09/2020	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Cyber/Breach		W1333B190701	05/09/2019	05/09/2020	\$3,000,000 \$3,000,000 \$50,000 Ded

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

** Workers Comp Information **


C EWC009148 Eff Date: 05/09/2019 Exp Date: 05/09/2020

WC Each Accident Limit: \$1,000,000

(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Louisiana Library RP 0378 4747 West Napoleon Ave. Metairie, LA 70001-2310	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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#155378

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) MIDWEST TAPE, LLC Business name, if different from above		
Check appropriate box: <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (Disregarded entity, Corporation, Partnership) > P. <input type="checkbox"/> Other (see instructions)		
Address (number, street, and apt. or suite no.) 6950 HALL STREET City, state, and ZIP code HOLLAND, OHIO 43528 List account number(s) here (optional)		
Requester's name and address (optional)		
Part I Taxpayer Identification Number (TIN) 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 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. Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Part II Certification 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). Certification instructions: 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 4.		
Social security number or Employer identification number 37 1499686		
Sign Here Signature of U.S. person <i>[Signature]</i> Date <i>2/1/2010</i>		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct for 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. Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien. • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States. • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: • The U.S. owner of a disregarded entity and not the entity.		



September 12, 2019

Invitation To Bid From Jefferson Parish
Two (2) Year Contract to Provide Audiobook Compact Discs for
Jefferson Parish Library Department
Bid No.: 50-00127789

Section 1.0 Conditions

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

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

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

September: Username: mteseptember19
Password: KkozRMFr

October: Username: mteoctober19
Password: BCox5Ok8

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

Some of our Audiobook Customized Standing Order Plans include:

- Hot New Fiction, Genre Fiction, Non-Fiction, and Children's/Young Adult
- Best Selling Authors Pre-Publication (Please see Attachment B for list of featured Authors).
- New York Times Best Selling Titles
- Critics' Picks Titles
- New & Notable for Fiction and Children's/Young Adult



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

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

Section 2.0 Specifications

Midwest Tape will provide the library with a discount off of Manufacturer’s Suggest Retail Price (MSRP) at the rate of 25% for all audiobook titles. There are no minimum ordering requirements to receive this discount.

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

All audiobooks are new and will play on standard CD players. Midwest Tape purchases from over 225 publishers We offer content from some of the biggest names in the publishing industry, such as HarperCollins, Tantor, Blackstone, Simon & Schuster, Oasis Audio, Hachette, Macmillan and Dreamscape to name a few. with over 61,528 unique Audio Book titles available. Our Purchasing and Marketing Department work daily to acquire new publishers and titles adding to our ever-growing database of audio book titles. A list of our publishers has been included as Attachment C.

Section 3.0 Ordering

We offer several online tools that make ordering fast, efficient and provides for fund codes, collection codes and location information. Our website and order records are available for **free**. Midwest Tape is fully compatible with SirsiDynix Symphony to help streamline the creation of order records by adding 9xx tags to the vendor records we offer for download. There is absolutely no charge for either the programming of these tags, or the downloading of the vendor records. Using these robust vendor records for the items populating your Midwest Tape carts eliminates entirely your need to hand-create the order in your system. These electronic orders can be transmitted directly to Midwest Tape via EDI with confirmation of orders the same day. A sample of our free vendor record has been provided in our response as Attachment D.

Midwest Tape’s website, www.midwesttape.com, provides for **free**, unlimited logins for Jefferson Parish Library’s selectors and other designated staff. We welcome the evaluation committee’s review of our user-friendly website with the following login combination during the months of September and October:

September: Username: mteseptember19
Password: KkozRMFr

October: Username: mteoctober19
Password: BCox5Ok8



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

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

Section 4.0 Shipping and Billing

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

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

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

Invoices are provided to the library in a number of methods so as to satisfy the needs of Jefferson Parish Library:

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



- Invoices can also be accessed on our website should the need arise to reprint a copy of an invoice.

Every audiovisual item that is sold to Jefferson Parish Library from Midwest Tape is guaranteed for one year against shipping damage and manufacturing defects. Incorrect titles sent in a

shipment may also be returned. The process for your staff is simple: Notify our customer service team, either by phone or email, of a problem within 60 days of the invoice date, we will send a call tag (a UPS label that is prepaid by Midwest Tape) to pick up the item at no charge. Replacements are sent to the library as soon as the damaged items are received back at the Midwest Tape warehouse.

Midwest Tape has a single warehouse in Holland, Ohio – all materials are housed in this single facility.

Additional service – Replacement Disc Program: Midwest Tape's Audio book Replacement Program is designed for customers who need to replace one or two discs of a set. Purchasing individual replacements solves the problem of lost or damaged discs and keeps your hot audio book titles in circulation. Our Replacement Program is available to all our customers; you don't have to be a member of a Customized Standing Order Plan to purchase replacement titles.

Replacements are available for our most popular Fiction, Non-Fiction, and Children's titles, including New York Times Best Selling Titles and Authors. We update the list of available titles daily and add hundreds of new titles each year, and all our audio book replacements are only \$9.99 per disc.

Section 5.0 Discount

Jefferson Parish will receive a 25% discount off of MSRP for our audiobook product line and each title includes being repackaged into our patented SoundSafe™ audio book case.

The Jefferson Parish Library incurs no freight charges.

Section 6.0 Bid Award

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

Section 7.0 Cataloging

As a founding partner in the OCLC cataloging partnership program, Midwest Tape is able to provide you high quality cataloging at an affordable price for Audio Books. Our Full MARC Records cost **\$1.20*** per title. They are the same records you would download from WorldCat©



for a fraction of the cost. Utilizing this service can save your library time and money by eliminating searching, downloading, and overhead charges.

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

Set up time for the Full MARC Records is approximately 21 business days. A sample of a Full Record has been provided in Attachment E.

All Original cataloging (to include Dewey Decimal information) services can be provided by Midwest Tape through this partnership with OCLC and will provide for all local cataloging practices for the Jefferson Parish Library. Original cataloging services can take up to 20 weeks to complete the programming and agreement of content of these records. This type of record has an average cost of \$6.50 or higher depending on the requirements of the library.

We would like to offer to help reduce the original cataloging costs for the library by allowing the Library to transmit information such as dewey numbers, call numbers, genre category, or other information needed to complete a spine label at the time of order. By transmitting this information through an order, the library can utilize our Full MARC Records costing only \$1.20 per title. Linking charges of \$0.25 per 949 tag apply if linking services are required.

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

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

Rebecca Dick, Processing Sales
800-875-2785
rdick@midwesttapes.com

Jeff Anderson, MARC Record Coordinator
800-875-2785
janderson@midwesttapes.com

Section 8.0 Processing

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

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



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

Mike Marciniak, Account Executive
800-875-2785
mmarciniak@midwesttape.com

Janet Timm, Bid Specialist
800-875-2785
jtim@midwesttape.com

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Jankowski", is written over the printed name.

Jeff Jankowski, Vice President
Midwest Tape, LLC

New York Times Bestselling Authors

The following authors are included in Customized Standing Order Fiction plans

(Authors in red have written a #1 Bestseller on the NYT list within the past 5 years)

Ellery Adams	Tom Clancy	Fannie Flagg	Paula Hawkins	Janice Y.K. Lee
Mitch Albom	Mary Higgins Clark	Richard Flanagan	Noah Hawley	Claire Legrand
Nancy Allen	Chris Cleave	Eric Flint	Terry Hayes	Dennis Lehane
Sarah Addison Allen	Bill Clegg	Joanne Fluke	Kevin Hearne	Donna Leon
Isabel Allende	Stephanie Clifford	Gillian Flynn	Greer Hendricks	Edan Lepucki
Sasha Alsberg	Emma Cline	Vince Flynn	Brian Herbert	John Lescroart
Kevin J. Anderson	Ernest Cline	Jonathan Safran Foer	Carl Hiaasen	Steven Levenson
Donna Andrews	Harlan Coben	Ken Follett	Elin Hilderbrand	Laura Lippman
Ilona Andrews	Paulo Coelho	Richard Ford	Joe Hill	Cixin Liu
Mary Kay Andrews	Leonard Cohen	William R. Forstchen	Nathan Hill	Julia London
Jeffrey Archer	Kresley Cole	Frederick Forsyth	Anne Hillerman	Elizabeth Lowell
Ace Atkins	Reed Farrel Coleman	Alan Dean Foster	L. S. Hilton	James Luceno
Kate Atkinson	Jackie Collins	Candice Fox	Tami Hoag	Robert Ludlum
Margaret Atwood	Tara Conklin	Dorothea Benton Frank	Robin Hobb	Eric Van Lustbader
Paolo Bacigalupi	Michael Connelly	Jonathan Franzen	Alice Hoffman	Susan Elia Macneal
Fredrik Backman	Douglas Corleone	Charles Frazier	Kay Hooper	Debbie Macomber
David Baldacci	Bernard Cornwell	Alexander Freed	Nick Hornby	Mike Maden
Clive Barker	Patricia Cornwell	Tana French	Anthony Horowitz	Gregory Maguire
Nevada Barr	Catherine Coulter	Jamie Freveletti	Stephen Hunter	Susan Mallery
Fiona Barton	Robert Crais	Jeaniene Frost	Gregg Hurwitz	Emily St. John Mandel
Ishmael Beah	Jeffrey Cranor	Mark Frost	David Ignatius	Hilary Mantel
Glenn Beck	Deborah Crombie	Jason Fry	Greg Iles	Yann Martel
Ted Bell	Justin Cronin	Alan Furst	John Irving	Ann M. Martin
Chloe Benjamin	Blake Crouch	Diana Gabaldon	Kazuo Ishiguro	George R. R. Martin
Melanie Benjamin	Ctein	Neil Gaiman	Lisa Jackson	Jason Matthews
Brit Bennett	Amy Cuddy	Robert Galbraith	Marlon James	Peter Matthiessen
Alex Berenson	Lindsay Cummings	Lisa Gardner	J. A. Jance	Patricia McCormick
Steve Berry	Michael Cunningham	Julie Garwood	Lisa Jewell	Ian McEwan
Maeve Binchy	Clive Cussler	Lisa Genova	Iris Johansen	Paula McLain
Grant Blackwood	Dirk Cussler	Elizabeth George	Craig Johnson	Emma McLaughlin
Russell Blake	Mary Daheim	Nina George	Denis Johnson	Terry McMillan
Amy Bloom	Stephanie Danler	William Gibson	Aaron Johnston	Larry McMurtry
Judy Blume	John Darnielle	Emily Giffin	Tim Johnston	Brad Meltzer
Chris Bohjalian	Delilah S. Dawson	Lee Goldberg	Darynda Jones	Claire Messud
James O. Born	Sylvia Day	Tod Goldberg	Tayari Jones	Stephenie Meyer
C. J. Box	Peter De Jonge	Terry Goodkind	Miranda July	Fern Michaels
T. C. Boyle	Tatiana De Rosnay	Daisy Goodwin	Andrea Kane	Kyle Mills
Alan Bradley	Jeffery Deaver	Chris Grabenstein	Joseph Kanon	David Mitchell
Harry Brandt	Guillermo Del Toro	Sue Grafton	Jan Karon	Aimee Molloy
Peter V. Brett	J. P. Delaney	Heather Graham	Marshall Karp	Karen Marie Moning
Patricia Briggs	Don Delillo	Claudia Gray	Faye Kellerman	Mary Alice Monroe
Geraldine Brooks	Barbara Delinsky	Shelley Shepard Gray	Jesse Kellerman	Christopher Moore
Terry Brooks	Nelson DeMille	Mark Greaney	Jonathan Kellerman	Edward Kelsey Moore
Dale Brown	Jude Deveraux	Jane Green	Erin Entrada Kelly	Graham Moore
Graham Brown	Anita Diamant	Philippa Gregory	Martha Hall Kelly	Liane Moriarty
Janelle Brown	Max Dilallo	W. E. B. Griffin	Thomas Keneally	Boyd Morrison
Pierce Brown	Richard Dilallo	Martha Grimes	Sherrilyn Kenyon	Toni Morrison
Rita Mae Brown	Anthony Doerr	James Grippando	Philip Kerr	Kate Morton
Sandra Brown	Ian Doescher	John Grisham	Sue Monk Kidd	Jojo Moyes
Lois McMaster Bujold	Ivan Doig	Kathleen Grissom	Laurie R. King	Alice Munro
Robin Burcell	Emma Donoghue	Lauren Groff	Stephen King	Haruki Murakami
Alafair Burke	Gardner Dozois	Andrew Gross	Karen Kingsbury	Jo Nesbo
James Lee Burke	David Duchovny	Lev Grossman	Barbara Kingsolver	Celeste Ng
Jessie Burton	Jennifer Egan	Sara Gruen	Sophie Kinsella	Marieke Nijkamp
Candace Bushnell	Dave Eggers	Yaa Gyasi	Phil Klay	B. J. Novak
Jim Butcher	Barry Eisler	Parnell Hall	Christina Baker Kline	Edna O'Brien
William E. Butterworth IV	David Ellis	Garth Risk Hallberg	Jessica Knoll	Joyce Carol Oates
Tom Cain	Helen Ellis	Laurell K. Hamilton	Herman Koch	Daniel Jose Older
Ian Caldwell	J. T. Ellison	Steve Hamilton	Dean Koontz	Mary Oliver
Marc Cameron	James Ellroy	Tom Hanks	Nicole Krauss	Michael Ondaatje
Orson Scott Card	Delia Ephron	Kristin Hannah	Jayne Ann Krentz	Tommy Orange
Caleb Carr	Louise Erdrich	Sophie Hannah	William Kent Krueger	Delia Owens
Linda Castillo	Jill Alexander Essbaum	Deborah Harkness	Mary Kubica	Ann Packer
Richard Castle	Jeffrey Eugenides	Jane Harper	Rachel Kushner	Maxine Paetro
Katherine Center	Janet Evanovich	Charlaine Harris	David Lagercrantz	Chuck Palahniuk
Samantha Chase	Richard Paul Evans	Robert Harris	Shari Lapena	D. J. Palmer
Tracy Chevalier	Linda Fairstein	Jim Harrison	Alice Laplante	Daniel Palmer
Jennifer Chiaverini	Christine Feehan	Kim Harrison	Stephanie Laurens	Diana Palmer
Lee Child	Julian Fellowes	John Hart	John Le Carré	Michael Palmer
Lincoln Child	Joseph Finder	Kent Haruf	Michael Ledwidge	Sara Paretsky
Yangsze Choo	Joseph Fink	Ethan Hawke	Harper Lee	B. A. Paris

One-stop Audiobook Shop

OVER 225 PUBLISHERS

A.R.E. Press	Covenant Communications	Hay House Audio	OneVoice	Simon and Schuster Audio
Abbeyville Press	Crabtree Publishing Co.	Haymarket Books	Parmenides Publishing	Siren Audio Studios
ACTA Publications	Crossing Press	Hector Herrera	PC Treasures	Smiley Books
AK Press	Crossway Audio	HighBridge Company	Peace Hill Press	Soft Stone Publishing
Alden Films Audio	Crown Financial Ministries	Highroads Media, Inc.	Peachtree Publishing	Sound End Press
Alfaguara	CSA Word	Houghton Mifflin Harcourt	Pear Press	Sound Library
Amber-Allen Publishing	Darian Entertainment	Hovel Audio	Pearson Prentice Hall	Sound Room Publishers
American Media International	Dark Realms Audio	Hyperion Audio Books	Pebble Plus	Sounds True
Audio Activation	Days Ferry Products	Image Entertainment	Pelican Publishing Company	Soundworks
Audio Literature	Delta Systems	Imagination Studio	Penguin Audio	Sourcebooks
Audio Partners	Destiny Image Publishers	In Audio	Penguin-HighBridge Audio	Springwater
Audio Realms	Diviniti Publishing	Independent Publisher's Group	Penton Overseas, Inc.	St. Anthony Messenger Press
Audio Renaissance	Dog Ear Audio	ISIS Audio Books	Persephone Books	Symphony Space, Inc.
AudioGo	Dove Audio	John Bradshaw Media Group	Picture Window Books	Taller del Exitio
AudioLibro	Dr. Blair's in No Time	John Burr Productions	Plain Tales	Tantor Media
August House	Dreamscape Media, LLC	Kamms	Play Along Media	Tate Outloud
Baker Books	ECM Multimedia, Inc.	Key Porter Books	PM Press	Tate Publishing
BDD Audio	Ediciones Selectas Diamantes	L.A. Theatre Works	Pomegranate Press	Taylor & Francis Group
Beacon Press	Editorial Vida	Leapfrog Press	Purple Haze Press	Tharpa Publications
Berkline Press	Effective Learning Systems	Lectorum Publications	PVG	Think and Grow Rich on
Berlitz Publishing	Encore	Lee & Low Books	R.D. Cortina Company	Brilliance Audio
Bethany House Publishers	Encyclopedia Britannica	Legacy Audio Books	Radio Foundation	Thomas Nelson Inc.
Blackstone Audio, Inc.	Entrepreneur Media	Liguori Publications	Radio Spirits	Time Warner Audiobooks
Bolinda Audio	Eye in the Ear	Listen and Live Audio	Random House, Inc.	Topics Entertainment
Books in Motion	Falcon Picture Group, LLC	Listening Library	Recorded Books, LLC	Treasure Publishing
Boys Town Press	Field & Streams Audio	Little, Brown and Company	Red Deer Press	Trump University
Brain Sync	Findhorn Press	Live Oak Media	Red Planet Audiobooks	Tyndale Audio
Bridge Publications, Inc.	Focus on the Family	Living Language	Relax...Intuit, LLC.	Uiverscroft Large Print
Brilliance Audio, Inc.	Fondo de Cultura Economica USA	Macmillan Audio	Relaxation Company	University of Health Care
British Library	FonoLibro	Maverick Books	Replacement	University of Wisconsin Press
BTC Audiobooks	For Dummies	McGraw-Hill Audio	Return to the Heart	Uproar Entertainment
Caedmon	Franklin Covey Publishing	Me+Mi	Revell	Vida Publishers
Candlewick on Brilliance Audio	Freeway Guides	Medallion Publishing, Inc.	Richard Henzel	Virus 261 / AKA 020
Candlewick Press	Full Cast Audio	Medigrace, Inc.	Rodmell	Vision Forum
Cash Cow	Galaxy Press	Meditainment	Rourke Publishing	W. W. Norton & Company
Casscom Media	Garage Sale Millionaire	Mission Audio	Routledge	WaterBrook Multnomah Publishing
CBC Audio	Gildan Media	Mystery Masters	Rowan & Littlefield Education	Waverly Press
Ceder Mill Press	Giron Books	Naomi Aldort	RoyalTrakz Productions	Weinstein Books
Chapter 20 Publishing	Goalminds	Napoleon Hill on Brilliance Audio	Rymar Publishing Co.	Weston Woods
Chicken Soup for the Soul on	Goose Lane Editions	National Geographic Society	Santillana USA	Whitaker House
Brilliance Audio	Graphic Audio	Naxos AudioBooks	Sapphire Enterprises, LLC	Wiley Audio
Children's Group	Graphic Revolve en Espanol	New Millennium Audio	Sara Jordan Publishing	William Novak
Chimes of Freedom Press	Graymalkin Media	New World Library	Say It Rite	Wine Tasting Association
Christian Audio	Great Hall Productions	Nightingale-Conant Publishing	Scholastic	YoYo Libros
Chrome Dreams	Grow & Succeed Publishing, LLC	Nolo	School Specialty Publishing	Your Coach in a Box
Cinco Puntos Press	Grupo Editorial Norma	North Atlantic Books	Self-Realization Fellowship	ZBS Productions
Classic CD Books	Grupo Nelson	Northfield Publishing	Publishers	Zondervan
Coach House	Hachette Audio	Nostalgia Ventures	Servant Books	
Colonial Radio Theatre	Harper Children's Audio	Novus, LLC	Shadow Mountain	
on Brilliance Audio	HarperCollins Publishers	NPG	Shambhala Audio	
Community People Press	Harper Festival	Nueva Onda Audiobooks	Shepherd Press	
Conversation Arts Media	Harvest House Publishers	Oasis Audio	Silver Hollow Audio	
Coral Communication Group				



Attachment D – Sample Vendor Record

=LDR 01921nim 22003252a 4500

=001 on1110581302

=003 MWT

=005 20190905020900.1

=007 sd\fmngnmmned

=008 190905s2019\\xxu\\n\\e\\eng\\d

=040 \\\$aMidwest

=020 \\\$a9781618036834 :\$c{dollar}42.99

=024 1\\\$a9781618036834

=028 42\$a12345942

=100 1\\\$aAnderson, Kevin J..

=245 10\$aKill Zone\$h[sound recording] /\$cKevin J. Anderson.

=250 \\\$aUnabridged.

=260 \\\$a[United States] :\$bTantor Audio,\$c2019.

=300 \\\$a8 sound discs (600 min.) :\$bdigital ;\$c4 3/4 in.

=500 \\\$aCompact disc.

=500 \\\$a08/27/2019

=511 1\\\$aRead by Roger Wayne.

=520 \\\$aDeep within a mountain in Albuquerque, New Mexico, a Cold War-era nuclear weapons storage facility is being used to covertly receive more than 100,000 tons of nuclear waste stored across the U.S. The Department of Energy employee, Adonia, and a few others, including a war hero, a senator, and an environmental activist, are allowed access to perform a high-level security review of the facilities. But Hydra Mountain was never meant to securely hold this much hazardous waste, and it has the potential to explode, taking with it all of Albuquerque and spreading radioactivity across the nation. This disaster situation proves all too possible when a small plane crashes at a nearby military base, setting off Hydra's lockdown and trapping Adonia and her team in the heart of the hazardous, waste-filled mountain. Now, the only direction for them to go is deeper into the mountain, through the tear gas, and into a secretive area, no one was ever supposed to know about.

=650 \4\$aSuspense / Thriller.

=655 \4\$aAudiobooks.

=655 \4\$aFiction.

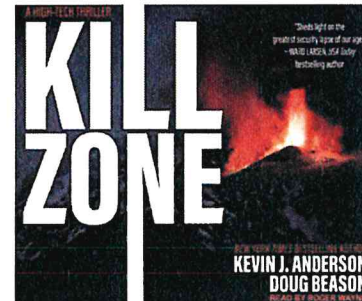
=700 1\\\$aBeason, Doug

=700 1\\\$aWayne, Roger

=856 7\\\$3View cover

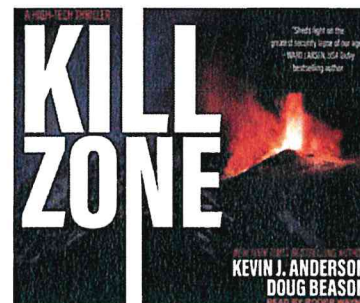
art\$uhttp://midwesttapes.com/images/movies/000/000/000/012/345/000000000012345942.jpg\$2http

=946 \\\$a12345942



Attachment E – Sample Full OCLC Record

=LDR 04917cim a2200565Ki 4500
 =001 on1110581302
 =003 OCoLC
 =005 20190830112722.0
 =007 sd fsngnnmmned
 =008 190729s2019 ctunnnn f n eng d
 =035 \\\$a(OCoLC)1110581302
 =040
 \\\$aTEFMT\$beng\$serda\$cTEFMT\$dOCLCO\$dTEF\$dGK8\$dBLACP\$dTEFMT
 =020 \\\$a9781618036834
 =020 \\\$a1618036831
 =024 3\\\$a9781618036834
 =037 \\\$bMidwest Tape\$hhttp://www.midwesttapes.com
 =037 \\\$a60d9zo\$bBlackstone Publishing
 =037 \\\$a40d9zo\$bBlackstone Publishing
 =043 \\\$an-us-nm
 =049 \\\$aMAIN
 =050 \\\$aPS3551.N37442\$bK55 2019ab
 =082 04\$a813/.54\$223
 =100 1\\\$aAnderson, Kevin J.,\$d1962-\$eauthor.
 =245 10\$aKill zone /\$cKevin J. Anderson and Doug Beason.
 =250 \\\$aUnabridged.
 =264 1\\\$aOld Saybrook, CT :\$bTantor Media,\$c[2019]
 =300 \\\$a8 audio discs (approximately 10 hr.) :\$bCD audio, digital ;\$c4 3/4 in.
 =306 \\\$a100000
 =336 \\\$aspoken word\$bspw\$2rdacontent
 =337 \\\$aaudio\$bs\$2rdamedia
 =338 \\\$aaudio disc\$bsd\$2rdacarrier
 =344 \\\$adigital\$2rdatr
 =344 \\\$boptical\$2rdarm
 =347 \\\$aaudio file\$2rdaft
 =347 \\\$bCD audio
 =500 \\\$aTitle from web page.
 =511 0\\\$aRead by Roger Wayne.
 =500 \\\$aCompact discs.
 =520 \\\$aDeep within a mountain in Albuquerque, New Mexico, a Cold War-era nuclear weapons storage facility is being used to covertly receive more than 100,000 tons of nuclear waste stored across the U.S. The Department of Energy employee, Adonia, and a few others, including a war hero, a senator, and an environmental activist, are allowed access to perform a high-level security review of the facilities. But Hydra Mountain was never meant to securely hold this much hazardous waste, and it has the potential to explode, taking with it all of Albuquerque and spreading radioactivity across the nation. This disaster situation proves all too possible when a small plane crashes at a nearby military base, setting off Hydra's lockdown and trapping Adonia and her team in the heart of the hazardous, waste-filled mountain. Now, the only direction for them to go is deeper into the mountain, through the tear gas, and into a secretive area, no one was ever supposed to know about.



DESCRIPTIONS (Continued from Page 1)

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

BID REJECTION FORM

Bid number: 50-127789

Vendor Name: RECORDED BOOKS INC

Reasons for

Rejection: PERSON ON CORPORATE RESOLUTION DID NOT SIGN THE BID.

ON LINES 1THRU 3 QUOTED TWO PERCENTS PER LINE.
ALTERED THE BID FORM.

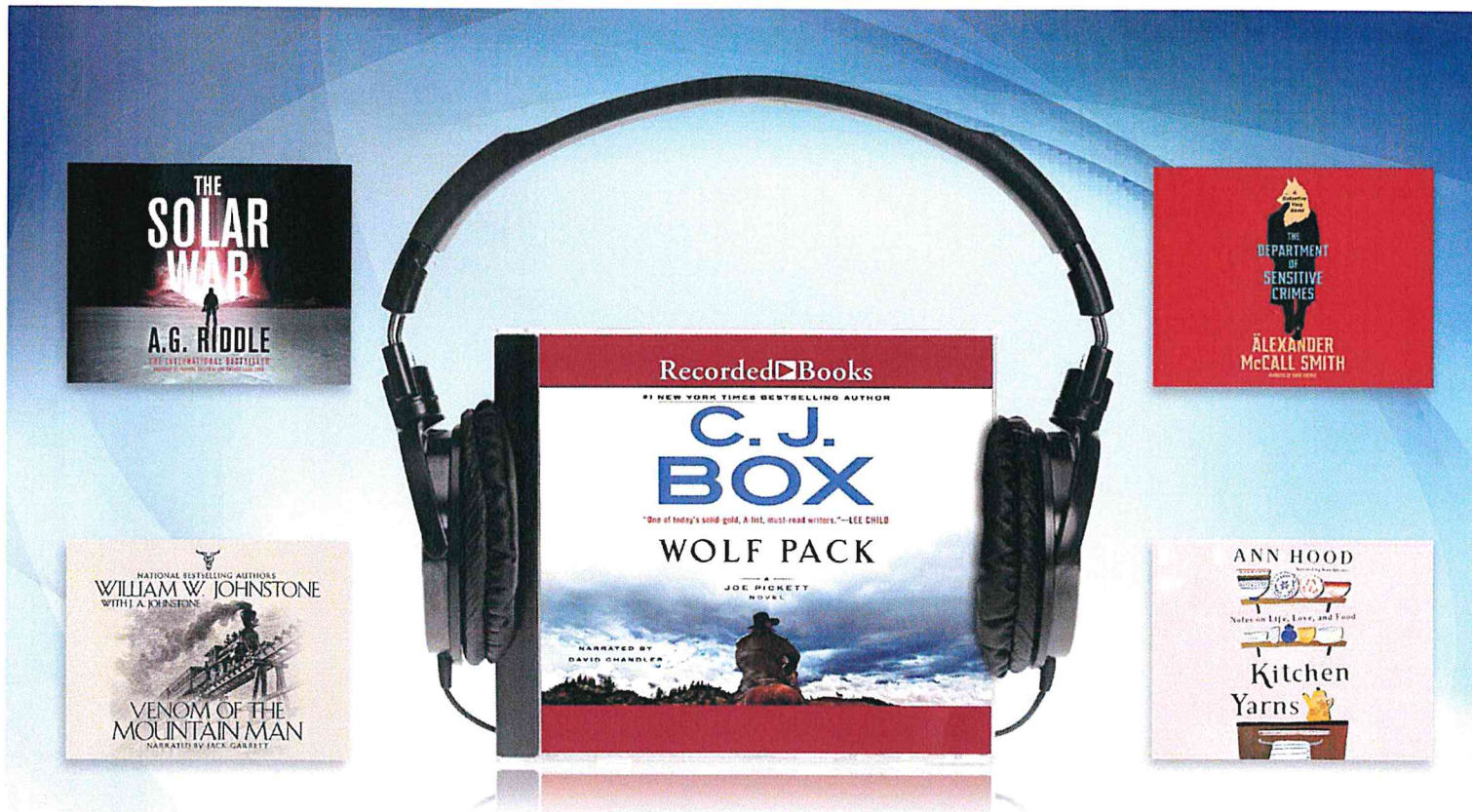
REVIEWED BY:

Buyer Name: Donna Reamey

Date: 9/13/2019

Chief Buyer: 

Date: 9/13/19



Jefferson Parish Public Library

Recorded Books – Request for Proposal (RFP) Package

Subject: Two-Year Contract to Provide Audiobook Compact Discs for the Jefferson Parish Public Library

Due Date: Sept. 12, 2019 | Time Due: 2 p.m. CST

Recorded
▶ Books



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Jefferson Parish Public Library
Jefferson Parish Purchasing Dept., Suite 400 | Gretna, LA 70053

Subject: Two (2) Year Contract to Provide Audiobook Compact Discs for the Jefferson Parish Library Department

We are excited to respond to your Request for Proposal with a unique, affordable collection of audiobooks on CD that will help Jefferson Parish further its vision “to make a positive difference in our community and to keep our citizens moving toward the future with the knowledge and skills needed for the next century.”

Recorded Books is the largest independent publisher of audiobooks in the world. Our catalog has more than 35,000 exclusive titles narrated by award-winning actors. With the RBdigital app, libraries can offer patrons access to audiobooks, eBooks, magazines, comics, entertainment services, educational offerings, health and wellness, and more.



35,000+ Exclusive audiobooks. Our exclusive catalog of more than 35,000 premium titles includes works by Danielle Steel, J.R.R. Tolkien, numerous Newbery Medal winners, and many other leading authors, as well as Audie Award–winning narrators such as George Guidall and Barbara Rosenblatt.



Extensive collection. In addition to exclusive CD titles, Recorded Books has more than 85,000 audiobook titles in our entire collection with content from 46 leading publishers, covering 1,568 unique imprints (including HarperCollinsPublishers, Penguin Random House, and Simon & Schuster).

As a valued partner, Recorded Books can offer daily visitors the tools necessary to promote literacy and lifelong learning among all members of the community. We look forward to working with you to create a one-stop destination for your entire audio collection. If you have any questions, please contact me at any time.

Sincerely,

Clayton Strickland

Clayton Strickland, Louisiana Sales Director
(800) 638-1304 x1317 | cstrickland@recordedbooks.com



1.0 Summary of Recorded Books, Inc.

History

Headquartered in Prince Frederick, Maryland, Recorded Books was founded as an alternative to traditional radio programming and is the original audiobook company. Since our inception in 1979, we have been a pioneer in the audiobook space. Today, Recorded Books is the largest independent publisher of audiobooks in the world.

RBdigital App & Platform

In 2010, Recorded Books recognized an accelerating shift toward digital products in the library market. Consequently, the company began investing in both technology and infrastructure.

Today, Recorded Books brings the broadest array of digital content services together on the RBdigital platform. Our state-of-the-art, cloud-based platform delivers Recorded Books content as well as titles from all major publishers.

With the RBdigital app, libraries can offer patrons access to audiobooks, eBooks, magazines, comics, entertainment services, educational offerings, health and wellness, and more.

Premium Content

Throughout its history, Recorded Books has established a strong reputation for producing top-tier content, including thousands of exclusive audiobooks and premium titles from all major publishers.

Our exclusive catalog of more than 35,000 premium titles includes works by Danielle Steel, J.R.R. Tolkien, numerous Newbery Medal winners, and many other leading authors.

To produce our top-quality recordings, we use award-winning narrators, actors, and directors at our professional studios in New York and Connecticut.

Our content spans all high-demand fiction and nonfiction genres, including romance, business, comedy, education, mystery, sci-fi, biography, classics, and children's titles.

Since our founding in 1979, we've achieved thousands of industry honors, including the National Book Award, Audiobook of the Year, Golden Voice, *AudioFile* Earphones, Cybils, Voice Arts, Youth Media, and Audie awards.

Longstanding Relationships with Libraries

Recorded Books has solid, longstanding relationships with its library customers, many



dating back more than two decades.

Today, we partner with more than 5,000 libraries—both public and academic—including 90% of the top 400 libraries in the US. Recorded Books also supplies digital audiobooks to other library platforms, including Hoopla and OverDrive.

An RBmedia Company

Recorded Books is RBmedia's flagship content brand for bestselling authors and major fiction and narrative nonfiction properties.

RBmedia is a global leader in spoken audio content and digital media distribution technology that reaches millions of consumers—at home, in the car, and wherever their mobile devices take them. RBmedia produces exclusive titles and delivers the finest digital content and information—including audiobooks, educational courses, entertainment services, and much more. RBmedia is owned by KKR—a leading global investment firm that manages multiple alternative asset classes, including private equity, energy, infrastructure, real estate and credit, with strategic manager partnerships that manage hedge funds.

3.0 Qualifications

Recorded Books is a leading publisher of spoken-word content. It is the largest independent publisher of audiobooks and provider of digital media to consumer, retail, professional, school, library and infotainment markets. The company owns an exclusive catalog of more than 35,000 audiobook titles narrated by professional, award-winning actors. Recorded Books also provides digital audiobooks and eBooks, as well as other compelling third-party content, including digital magazines and films. The company operates in the United Kingdom through its W. F. Howes subsidiary and in Australia through its Wavesound subsidiary. Recorded Books was founded in 1979 and is headquartered in Prince Frederick, MD.

Recorded Books has established a reputation for producing top-tier audiobook content. Audiobooks from Recorded Books undergo a thorough editing, proofreading and quality-control process. The company typically casts each book by selecting the appropriate reader from an established and loyal pool of over 250 narrators. Once cast, the book is recorded at the company's Manhattan or Old Saybrook studio locations. The company uses premium raw materials, implements extensive quality control, and retains an in-house CD production facility to produce top-quality recordings. The Recorded Books research team (believed to be the only audiobook publisher with such a capability) ensures through in-depth research that all words are pronounced as the author intended and, before any title is released to the market, the audiobook is sent to proofers for their critical feedback and recommendations.

Recorded Books has solid, long-standing relationships with its library customers, many dating back more than two decades. Starting with the standing order plans (SOPs) rolled out in the 1990s, the company has held the goal of being the provider of choice to librarians for audiobooks. The company's sales approach and SOPs have positioned Recorded Books as "collection development consultants" for libraries, as librarians have utilized Recorded Books to assist them in their audiobook-selection process.

5.0 RFP Requirements

Collection Preparation and Management

Our website recordedbooks.com offers unlimited and always-available access to great content for your library patrons. With the launch of the new Recorded Books website in 2016 we have created a variety of browsing options to aid in collection development. We have curated lists and search options including titles by format, bestsellers, new releases, titles on sale, genre lists, and other featured collections. There is no cost to use this feature.

The library or Recorded Books can search for titles or create a cart of suggested titles on the library's website account. The results can be sorted by alphabetically by title, author, and format. Carts contain the following details: Title, Author, Narrator, Format, ISBN, Business Term, List Price and Discounted Price. A cart may also be downloaded into Excel and sorted accordingly. The export provides the following details: Title, Date Added, Price, Discounted Price, Quantity, Format, Author, Narrator, Publisher, Genre, Line Note, Order Note, Shipping Instructions, ISBN, Product Code, Cart Name, MARC Template Name, MARC Custom Fields, MARC Location Code, MARC Location Name, and MARC Location Quantity.

The library may use an Advanced Search tool or Demand Driven Acquisitions. Advanced Search provides the following options: Title, Author, Series, Genre, Audience, Fiction/Non-Fiction, Format, Bundles (CD and eAudio combined), Narrator, Language, Publisher, Recorded Books Imprint, Date Range, Holdings, Holds Ratio, ISBN, Business Term, Coming Soon, Product ID, and Keyword. The search results can also be added to a cart or exported into Excel and contain the following details: ISBN, Title, Subtitle, Author, Narrator, Publisher, Series, Genre, Product Number, Format, Business Term, Release Date, List Price and Discounted Price, Owned Copies and Holds for RBdigital products if applicable. Demand Driven Acquisitions include all the same options as Advanced Search but also provides for an automated cart creation process (based on library established parameters such as specific authors, holds ratios, spending limits, etc.) and/or automated ordering (Approval Plan).

Standard MARC 21 format records with additional bibliographic information can be customized and downloaded from the cart. Customized MARC templates may be created through the library's website account. Customer Service can help establish these templates based on library parameters.

In addition to the aforementioned tools, Recorded Books maintains quick links on the library website for the following: New Releases, Bestsellers, Upcoming Releases, Current Sales, Featured Selections (i.e. *New York Times* Bestsellers, Exclusives, etc.), and Special Collections (i.e. Language Learning, Themed Collections, etc.). There is no cost to the library for the aforementioned services.

Unique logins and passwords allowing for individual personalization, with the ability for administrative oversight capabilities to aggregate lists and manage users.

The Recorded Books library web account allows for various assigned roles, defined as follows:

Admin: Adds personnel and sets their roles.

Buyer: May build and check out a cart.

Approver: Approves carts that have been sent to them and can check out.

Selector: May build a cart and send or share it with others within the library to approve and purchase.

Administrators may delete, edit, or add users. Administrators may also email any of the users from this page to alert them to changes to their user roles.

Shelf Ready Processing

Recorded Books Inc. does not offer discounts on cataloging and processing services.

The pricing list is as follows:

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

Barcode Cover \$0.25

Property Label \$0.50

Content Label \$0.25

Security or RFID \$1 supplied by the library

Book Description Label \$0.50

Card and Pocket \$0.50

CD Hub \$0.50

For additional information regarding processing or to obtain a quote for digital processing please email Susan Worsham at sworsham@recordedbooks.com.



Invoicing and Inventory Reporting

Packing slips are in paper format. Titles are listed in numerical order by part number. Packing slips are included with each shipment. Our policy is that they are placed in the first box of the order. The box will be labeled box 1 of 3.

Invoicing and Statements:

Invoices include account number, bill to and ship to addresses, purchase order number, quantity and individual title number, list price, discount, discount cost for material, net total for all copies after discount, and the processing cost for material.

Invoices can be provided via US mail or email and 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.

A cap of 499 titles can be put on an order if the library so requests.

Shipping, Storage, Onsite Delivery

Recorded Books will only send new items in excellent condition. In the event that damaged items are received, they will be replaced in a timely manner. All materials will be packed in a professional manner. Shipments are packaged in boxes and packed with packing paper. The maximum weight per box is 40 pounds. Multiple box shipments are numbered, i.e., 1 of 6, 2 of 6, etc., with numbering located on the shipping label. Policy dictates packing slips be included in the first box. Shipments are sent from Recorded Books headquarters (located in Prince Frederick, Md.) via FedEx.

Recorded Books' policy is to deliver completed orders, but split shipments may be requested by notifying customer-service representative. Shipments can be split by available/not available title(s). Recorded Books does not split quantities for a particular title, i.e. if 12 copies are ordered and 12 are not in stock we will hold the shipment until all copies are available to ship. If necessary, multiple accounts may be established by location and the library has the option to drop ship orders (no additional charge), or to ship to one central location. Recorded Books produces and houses their physical-format published titles at the Prince Frederick, Md., facility. A significant inventory is kept on hand for high demand new release titles. If a title is not currently in stock, they are produced on demand. Average turnaround time for first shipment against an order is three days. Orders



may be filled from in-house stock or backordered if not in stock, and be filled within an agreed upon time frame or automatically cancelled.

Shipping of titles is always at no charge. Recorded Books policy dictates the packing slip be included in the first box of the shipment which will be marked as such if there is more than one box included in the shipment. Items centrally shipped will receive a master packing slip for the entire shipment. Packing slips will list the contents of the shipment/package in detail with a reference to the invoice number. The library has the option to drop ship orders (no additional charge) or to ship to one central location. Each drop-shipped package will have a packing slip listing in detail the contents of the shipment and a reference to the aggregate invoice number. Aggregate invoices are delivered to a central location. Unless otherwise noted, all shipments are delivered via FedEx Ground. Tracking numbers may be requested from library customer-service representative. Value added services (processing and cataloging) are included on all invoices. Electronic invoices are transmitted the same day a shipment leaves the Recorded Books facility.

Turn-around time and fill rates:

- 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
- Average fill rates that we supply
- Audiobooks: 100% for Recorded Books–produced inventory. 95% for non–Recorded Books published items purchased through other sources.

Customer Services

- Customer service representatives are available Monday through Friday, 8 a.m. to 5:30 p.m. (ET) to assist you with any questions you may have.
- Call toll-free in the United States and Canada: 1-877-732-2898.
- Mailing Address:
Recorded Books, Inc.
270 Skipjack Road
Prince Frederick, MD 20678



Do you have questions about your order?

- Our customer service department is always ready to answer your questions. You can email your questions to customerservice@recordedbooks.com.
- Or, if you prefer to speak to a person, you can call us toll-free in the United States and Canada at 1-877-732-2898.
- You can also fax questions 24 hours a day to 1-410-535-5499.

Returns and Cancellations

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 the 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 email 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 FedEx to pick up the shipment.

Discounts

Recorded Books—produced audiobook CDs	40%
When ordered through a Standing Order Plan	40%
Recorded Books—produced audiobook MP3-CDs	40%
When ordered through a Standing Order Plan	40%
Titles distributed from other publishers	10%
When ordered through a Standing Order Plan	10%

Bid Forms

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	1.0	EA	0010 – Discount (percentage) from Publisher's non-freight pass through list prices for Trade Edition: 10% on Distributed Books / 40% on Recorded Books, Inc. Publications*		
2	1.0	EA	0020 – Discount (percentage) from Publisher's non-freight pass through list prices for Short/Non-Trade Edition: 10% on Distributed Books / 40% on Recorded Books, Inc. Publications*		
3	1.0	EA	0030 – Discount (percentage) from Publisher's non-freight pass through list prices for Net/No Discount Items: 10% on Distributed Books / 40% on Recorded Books, Inc. Publications*		
4	1.0	EA	0040 Provide the cost of the title with the discount applied. Akin (compact disc) By: Donoghue, Emma/Culp, Jason ISBN: 9781549178207 Publish Date: 9/10/2019	\$35.00	\$31.50
5	1.0	EA	0050 Provide the cost of the title with the discount applied. Vendetta in Death: An Eve Dallas Novel (compact disc) By: Robb, J.D./Eriksen, Susan ISBN: 9781250231024 Publish Date: 9/03/2019	\$39.99	\$36.00
6	1.0	EA	0060 Provide the cost of the title with the discount applied. Contraband (compact disc) By: Woods, Stuart/Roberts, Tony ISBN: 97811984891198 Publish Date: 8/13/2019	\$35.00	\$31.50
7	1.0	EA	0070 Provide the cost of the title with the discount applied. A Better Man: A Chief Inspector Gamache Novel (compact disc) By: Penny, Louise/Campbell, Cassandra ISBN: 9781250230881 Publish Date: 8/27/2019	\$39.99	\$36.00
8	1.0	EA	0080 Provide the cost of the title with the discount applied. Surfside Sisters (compact disc) By: Thayer, Nancy/Campbell, Cassandra ISBN: 9781978617185 Publish Date: 7/2/2019	\$36.99	\$33.33

9	1.0	EA	0090 Provide the cost of the title with the discount applied. A Plain Vanilla Murder (compact disc) By: Albert, Susan Wittig/Gibson, Julia ISBN: 9781974965908 Publish Date: 7/2/2019	\$59.99	\$53.99
10	1.0	EA	0100 Provide the cost of the title with the discount applied. The Kennedy Heirs: John, Caroline, and the New Generation – A Legacy of Tragedy and Triumph, Includes a PDF of Photographs (Compact Disc) By: Taraborelli, J. Randy/Petkoff, Robert ISBN: 9781250221513 Publish Date: 6/11/2019	\$59.99	\$53.99
11	1.0	EA	0110 Provide the cost of the title with the discount applied. Unfreedom of the Press (Compact Disc) By: Levin, Mark R./Lowell, Jeremy ISBN: 9781508287629 Publish Date: 5/21/2019	\$29.99	\$26.99
12	1.0	EA	0120 Provide the cost of the title with the discount applied. Springfield 1880 (Compact Disc) By: Johnstone, William W./Johnstone, J.A./Turner, J. Rodney ISBN: 9781630158514 Publish Date: 4/30/2019	\$39.99	\$36.00
13	1.0	EA	0130 Provide the cost of the title with the discount applied. Accidental Presidents (Compact Disc) By: Cohen, Jared/Morey, Arthur ISBN: 9781508264187 Publish Date: 4/9/2019	\$39.99	\$36.00
14	1.0	EA	0140 Yearly cost of inventory/electronic ordering service	\$0.00	\$0.00
15	1.0	EA	0150 Cost to repackage multidisc CD sets per specifications including placing cover art in sleeve CD Case – Size: Small	\$0.00	\$0.00
16	1.0	EA	0160 Cost to repackage multidisc CD sets per specifications including placing cover art in sleeve CD Case – Size: Medium	\$0.00	\$0.00
17	1.0	EA	0170 Cost to repackage multidisc CD sets per specifications including placing cover art in sleeve CD Case – Size: Large	\$0.00	\$0.00
18	1.0	EA	0180 Cost to produce and apply barcodes and hub label sets	\$1.00	\$1.00

19	1.0	EA	0190 – Cost to provide barcode scanning	\$0.00	\$0.00 \$0.00
20	1.0	EA	0200 – Cost to provide downloadable purchase order record (On-order record)	\$0.00	\$0.00
21	1.0	EA	0210 – Cost to provide MARC Record including complete call number	\$1.25**	\$1.25**
22	1.0	EA	0220 – Cost for original cataloging record including complete call number	\$1.25**	\$1.25**
23	1.0	EA	0230 – Cost to provide OCLC MARC Record including complete call number and item information for item creation	\$1.25**	\$1.25**
24	1.0	EA	0240 – Cost to print and apply branch label (per label)	\$0.50	\$0.50
25	1.0	EA	0250 – Cost to print and apply spine label	\$0.50	\$0.50
26	1.0	EA	0260 – Cost for digital processing including cover art, barcode, branch label and spine label	Starts at \$3.25	Starts at \$3.25
27	1.0	EA	0270 – Cost to apply RFID Stingray tag per disc	\$1.00, Supplied by the library	\$1.00, Supplied by the library
28	1.0	EA	0280 – Cost to provide RFID Stingray 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

*Please discount information included on page 11

**MARC Records can be obtained via www.recordedbooks.com at no charge



DATE: 8/28/2019

Page: 5

BID NO.: 50-00127789

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 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: \$ _____

AUTHORIZED SIGNATURE: _____

Ed Longo

Printed Name

TITLE: COO

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.



CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Recorded Books
INCORPORATED, DULY NOTICED AND HELD ON August 6th 2019,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Jim Schmidt, 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

9/9/19

DATE



Non-Public Works Bid

AFFIDAVIT

STATE OF Maryland

PARISH/COUNTY OF Calvert

BEFORE ME, the undersigned authority, personally came and appeared: Ed Longo
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized COO of Recorded Books Inc. (Entity),
the party who submitted a bid in response to Bid Number 5000127789 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.



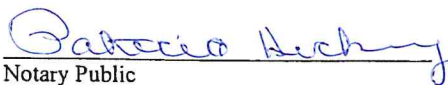
Signature of Affiant

Ed Longo

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 9th DAY OF Sept, 2019.


Notary Public

Patricia Hickey
Printed Name of Notary

Notary/Bar Roll Number

My commission expires 10/18/2020.





CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
08/29/2019

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 Willis Towers Watson Insurance Services West, Inc. fka Willis Insurance Services of California, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37205191 USA		CONTACT NAME: PHONE (A/C No. Ext): 1-877-945-7378 FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
INSURED Recorded Books, Inc. 270 Skipjack Road Prince Frederick, MD 20678		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Company of Hartford INSURER B: Continental Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 20478 35289	

COVERAGES

CERTIFICATE NUMBER: W12416267

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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		6016477938	01/31/2019	01/31/2020	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER					\$
A	AUTOMOBILE LIABILITY		6016477941	01/31/2019	01/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		6016477969	01/31/2019	01/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Workers Compensation and Employers Liability-Per Statute		6016477955	01/31/2019	01/31/2020	EL Each Accident \$1,000,000
						EL Disease-Each Emp \$1,000,000
						EL Disease-Policy Lmt \$1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

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	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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ACORD 25 (2016/03)

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SR ID: 18448264

BATCH: 1346759



Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																													
Go to www.irs.gov/FormW9 for instructions and the latest information.																																															
Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Recorded Books Inc.																																														
	2 Business name/disregarded entity name, if different from above																																														
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one 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) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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.) See instructions. 270 Skipjack Road																																														
	6 City, state, and ZIP code Prince Frederick, MD 20678																																														
	7 List account number(s) here (optional)																																														
remit to: Recorded Books Inc, PO Box 64900, Baltimore, MD 21264-4900																																															
Part I Taxpayer Identification Number (TIN)																																															
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 instructions for Part I, later. 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> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td></tr><tr><td colspan="9" style="text-align: center;">or</td></tr><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 25%;">4</td><td style="width: 25%;">6</td><td style="width: 25%;"> </td><td style="width: 25%;">4</td><td style="width: 25%;">5</td><td style="width: 25%;">3</td><td style="width: 25%;">3</td><td style="width: 25%;">1</td><td style="width: 25%;">2</td></tr></table>			Social security number																		or									Employer identification number									4	6		4	5	3	3	1	2
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or																																															
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4	6		4	5	3	3	1	2																																							
Part II Certification																																															
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.																																															
Certification instructions. 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 for Part II, later.																																															
Sign Here	Signature of U.S. person ▶ <i>Barbara J. Sethu</i>	Date ▶ <i>1/4/19</i>																																													
General Instructions																																															
Section references are to the Internal Revenue Code unless otherwise noted.																																															
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .																																															
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.																																															
<ul style="list-style-type: none">• 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 <i>What is backup withholding</i> , later.																																															