

**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:  [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.**

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
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. <u>25</u> %		
2	1.00	EA	0020 - Discount (percentage) from Publisher's non-freight pass  through list prices for Short/Non-Trade. <u>25</u> %		
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass  through list prices for Net/No Discount Items. <u>25</u> %		
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 - 4/30/3019  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 ISBN - 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.

Jeff Jankowski

Signature of Affiant

Jeff Jankowski

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6 DAY OF September, 2019.

Jennifer Roach

Notary Public

Jennifer Roach

Printed Name of Notary

2019-RE-790913

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
CONTACT NAME: Jennifer Lake
PHONE (A/C, No, Ex): 567-803-4414
E-MAIL ADDRESS: jennifer.lake@usi.cm
INSURER(S) AFFORDING COVERAGE: INSURER A: Continental Insurance Company, INSURER B: National Fire Insurance Co of Hartford, INSURER C: Midwest Employers Casualty Company, INSURER D: Syndicate 2623:623 at Lloyd's, INSURER E: , INSURER F:
NAIC #: 35289, 20478, 23612, 99999

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Cyber/Breach.

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

#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:  
 Individual/Sole proprietor  
 Corporation  
 Partnership  
 Limited liability company. Enter the tax classification (Disregarded entity, Corporation, Partnership) > P.  
 Other (see instructions)

Address (number, street, and apt. or suite no.)  
**6950 HALL STREET**  
 City, state, and ZIP code  
**HOLLAND, OHIO 43528**

Requester's name and address (optional)

Use account numbers, here (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 *How to get a TIN* 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.

Social security number
or
Employer identification number
37 1499686

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- 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.

Sign Here: Signature of U.S. person: *[Signature]* Date: *2/1/2010*

**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:

- Certify that the TIN you are giving is correct for you (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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](http://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: mtseptember19  
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](http://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: mtseptember19  
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](mailto:rdick@midwesttapes.com)

Jeff Anderson, MARC Record Coordinator  
800-875-2785  
[janderson@midwesttapes.com](mailto: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](mailto:mmarciniak@midwesttape.com)

Janet Timm, Bid Specialist  
800-875-2785  
[jtimm@midwesttape.com](mailto:jtimm@midwesttape.com)

Sincerely,

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

# One-stop Audiobook Shop

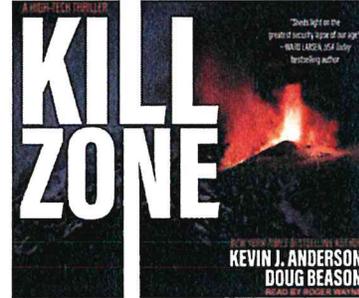
## OVER 225 PUBLISHERS

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 Exito
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
Berklene 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.	Ulverscroft 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				



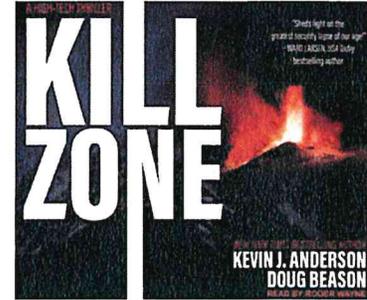
Attachment D – Sample Vendor Record

=LDR 01921nim 22003252a 4500  
 =001 on1110581302  
 =003 MWT  
 =005 20190905020900.1  
 =007 sd\fmngnmmned  
 =008 190905s2019\\xxu\n\ne\\eng\ld  
 =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/000/000/000/012/345/00000000012345942.jpg\$2http  
 =946 \\\$a12345942



Attachment E – Sample Full OCLC Record

=LDR 04917cim a2200565Ki 4500  
 =001 on1110581302  
 =003 OCoLC  
 =005 20190830112722.0  
 =007 sd fsngnmmned  
 =008 190729s2019 ctunnnn f n eng d  
 =035 \\\$a(OCoLC)1110581302  
 =040  
 \\\$aTEFMT\$beng\$erda\$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 \4\$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.

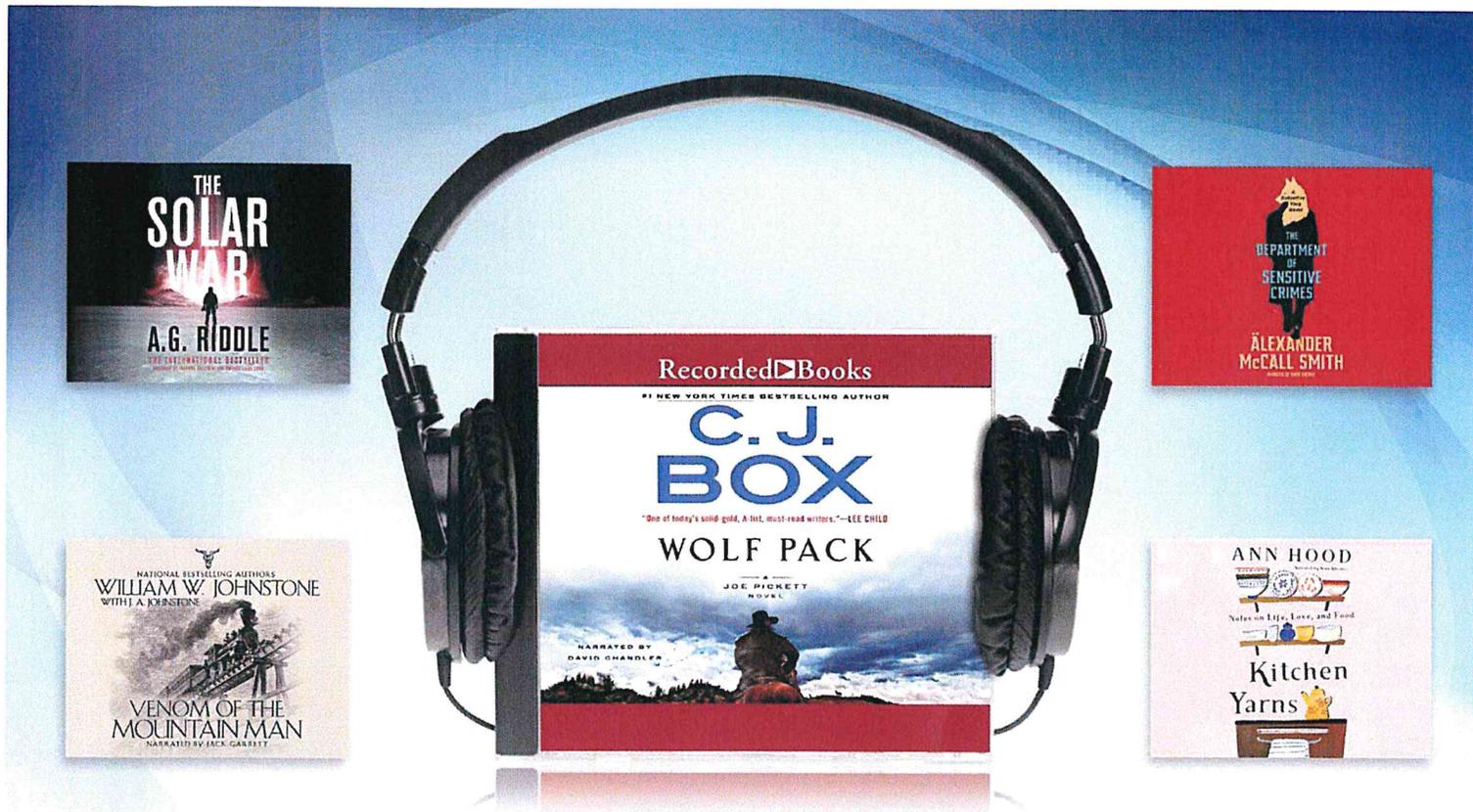
REVIEWED BY:

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



## Table of Contents

<b>COVER LETTER .....</b>	<b>3</b>
<b>1.0 SUMMARY OF RECORDED BOOKS, INC. ....</b>	<b>4</b>
<b>3.0 QUALIFICATIONS .....</b>	<b>6</b>
<b>5.0 RFP REQUIREMENTS.....</b>	<b>7</b>
Collection Preparation and Management.....	7
Shelf Ready Processing .....	8
Invoicing and Inventory Reporting.....	9
Shipping, Storage, Onsite Delivery.....	9
Customer Services .....	10
Returns and Cancellations.....	11
Discounts .....	11
Bid Forms.....	12



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](mailto: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](mailto: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: <b>10% on Distributed Books / 40% on Recorded Books, Inc. Publications*</b>		
2	1.0	EA	0020 – Discount (percentage) from Publisher’s non-freight pass through list prices for Short/Non-Trade Edition: <b>10% on Distributed Books / 40% on Recorded Books, Inc. Publications*</b>		
3	1.0	EA	0030 – Discount (percentage) from Publisher’s non-freight pass through list prices for Net/No Discount Items: <b>10% on Distributed Books / 40% on Recorded Books, Inc. Publications*</b>		
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: 9/033/2019	\$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](http://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.

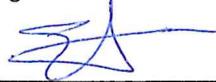
Choice B X \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

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.

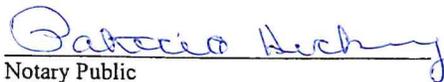


\_\_\_\_\_  
Signature of Affiant

Ed Longo

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 9<sup>th</sup> 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

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).

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

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

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

<b>CERTIFICATE HOLDER</b>  The Parish of Jefferson, Its Districts Departments and Agencies under the direction of the Parish President and the Parish Council Jefferson Parish Library, 4747 W. Napoleon Ave Metairie, LA 70001	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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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](http://www.irs.gov/FormW9) for instructions and the latest information.

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.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

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.

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) \_\_\_\_\_  
*Applies to accounts maintained outside the U.S.*

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)

Requester's name and address (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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number								
4	6	-	4	5	3	3	1	2

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ *Barbara J. Setlow*    Date ▶ *1/4/19*

**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](http://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:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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