

RESPONDING VENDOR'S LIST FOR BID #50-00113000
TWO YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT
DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

INGRAM LIBRARY SERVICES, INC.
BIDS AND CONTRACTS DEPT. MS#623
ATTN: PAMELA R. SMITH
ONE INGRAM BLVD.
LA VERGNE, TN 37086-1986

TAPED EDITIONS, INC.
Dba TEI LANDMARK AUDIO
ATTN: CAROL TULLY
5160 E. 65TH STREET, SUITE 115
INDIANAPOLIS, IN 46220

MIDWEST TAPE, LLC
ATTN: JEFF JANKOWSKI
6950 HALL STREET
HOLLAND, OH 43528

BID: 50-00113000 AUDIO BOOK COMPACT DISC TWO YR CONTRACT

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
=====								
0010 - Discount (percentage) from	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	46% TRADE EDITIONS		.0000	.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
	SOLD AT RETAIL & INCLUDES CASE							
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC	30% DISCOUNT		.0000	.0000	NO			
HIGH BID . :	.0000	LOW BID . :	.0000	AVERAGE BID:	.0000			
0020 - Yearly cost of inventory/	2.0000	YR	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC			.0000	.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
	LIMITED ACCESS & USER							
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
HIGH BID . :	.0000	LOW BID . :	.0000	AVERAGE BID:	.0000			
0030 - Cost to repackage multidisc CD	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER CASE	CLAM CD CASE- SMALL	3.7500	3.7500	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
	INCLUDED IN PURCHASE							
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			6.7500	6.7500	NO			
HIGH BID . :	6.7500	LOW BID . :	3.7500	AVERAGE BID:	5.2500			
0040 - Cost to produce and apply	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							

BID: 50-00113000 AUDIO BOOK COMPACT DISC TWO YR CONTRACT

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER ITEM	BARCODE SCANNING	.08		.2000	.2000	NO	
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE					.0000	.0000	NO	
	SEE DIGITAL PRICE NOTED IN SECTION 0110							
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC					.7500	.7500	NO	
HIGH BID . :	.7500	LOW BID . :	.2000	AVERAGE BID:	.4750			
0050 - Cost to provide downloadable								
	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC			.0000	.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
	VENDOR RECORDS							
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
HIGH BID . :	.0000	LOW BID . :	.0000	AVERAGE BID:	.0000			
0060 - Cost to provide OCLC Marc								
	1.0000	EA	2/13/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER RECORD	BookMARC RECORE-FTP	.3500	.3500	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE	TITLE FULL	OCLC MARC RECORDS	1.2000	1.2000	NO			
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
HIGH BID . :	1.2000	LOW BID . :	.3500	AVERAGE BID:	.7750			
0070 - Cost for original cataloging								
	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC			10.0000	10.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							

BID: 50-00113000 AUDIO BOOK COMPACT DISC TWO YR CONTRACT

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ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
=====								
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE	TITLE FULL	OCLC MARC RECORDS			1.2000	1.2000	NO	
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC					15.0000	15.0000	NO	
COST TO PROCUE CATALOGING NOT AVAILABLE THROUGH					OCLC OR BIDER RECORDS			
HIGH BID . :	15.0000	LOW BID . :	1.2000	AVERAGE BID:	8.7333			
0080 - Cost to provide OCLC Marc	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER ROCORD	OCLC UPGRADE	4.5000	4.5000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE	TITLE FULL	OCLC MARC RECORDS	1.2000	1.2000	NO			
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
HIGH BID . :	4.5000	LOW BID . :	1.2000	AVERAGE BID:	2.8500			
0090 - Cost to print and apply branch	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER ITEM		.2000	.2000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
SEE DIGITAL PRICE NOTE IN SECTION 0110								
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.2500	.2500	NO			
HIGH BID . :	.2500	LOW BID . :	.2000	AVERAGE BID:	.2250			
0100 - Cost to print and apply spine	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER ITEM		.2000	.2000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			.0000	.0000	NO			
SEE DIGITAL PRICE NOTED IN SECTIIION 0110								
MPRESS	** NON-RESPONDING VENDOR **							

BID: 50-00113000 AUDIO BOOK COMPACT DISC TWO YR CONTRACT

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC					.0000	.0000	NO	
HIGH BID . :	.2000	LOW BID . :	.2000	AVERAGE BID:	.2000			
0110 - Cost for digital processing	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	PER ITEM		2.0000	2.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE			3.5000	3.5000	NO			
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
HIGH BID . :	3.5000	LOW BID . :	2.0000	AVERAGE BID:	2.7500			
0120 - Cost for replacement disc.	1.0000	EA	2/10/2015	JHobbie				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BAKER & TAYLOR INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
INGRAM LIBRARY SERVICES INC	VENDOR NO BID THIS ITEM		.0000	.0000	NO			
BARNES & NOBLE BOOKSELLERS	** NON-RESPONDING VENDOR **							
CYPRESS PUBLICATIONS	** NON-RESPONDING VENDOR **							
TEACHING STRATEGIES INC	** NON-RESPONDING VENDOR **							
MIDWEST TAPE	PER DISC		9.9900	9.9900	NO			
MPRESS	** NON-RESPONDING VENDOR **							
INFOGROUP INC	** NON-RESPONDING VENDOR **							
TAPED EDITIONS INC			.0000	.0000	NO			
	SHIPPING/FREIGHT CHARGES AE INCLUDED IN BID	AMOUNT, FOB DELIVERED						
HIGH BID . :	9.9900	LOW BID . :	9.9900	AVERAGE BID:	9.9900			
VENDOR TOTALS FOR BID:								
VENDOR				BID AMOUNT				
INGRAM LIBRARY SERVICES INC				21.2000				
MIDWEST TAPE				17.0900				
TAPED EDITIONS INC				22.7500				
TOTAL ITEMS ON BID :	12							



WWW.JEFFPARISH.NET

JEFFERSON PARISH

DEPARTMENT OF PURCHASING

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

May 15, 2015

Ingram Library Services, Inc.
Bids and Contract Dept. MS#623
One Ingram Blvd.
La Vergne, TN 37086-1986

RE: Jefferson Parish Bid No. 50-00113000
Bid Opening Date: May 14, 2015
Description of Bid: Two year contract to provide Audiobook Compact Discs

Dear Ms. Pamela R. Smith:

Thank you for your bid submission for the above referenced bid. While all bids received are still under review and action for award is still pending, please be advised that your company is the apparent highest percentage bidder quoting on all items. Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual basis item basis, or such combination, as shall in its judgment be in the best interest of Jefferson Parish.

Should you have any questions, please immediately contact my office at 504-364-2678.

Sincerely,

Sidney Duffy

Tom Schedler
Secretary of State

**State of
Louisiana
Secretary of
State**



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
INGRAM LIBRARY SERVICES INC.	Business Corporation (Non-Louisiana)	LA VERGNE	Active

Business: INGRAM LIBRARY SERVICES INC.

Charter Number: 40897351F

Registration Date: 7/24/2012

Domicile Address

ONE INGRAM BOULEVARD
LA VERGNE, TN 37086

Mailing Address

ONE INGRAM BOULEVARD
LA VERGNE, TN 37086

Principal Business Office

ONE INGRAM BOULEVARD
LA VERGNE, TN 37086

Registered Office in Louisiana

5615 CORPORATE BLVD., STE. 400B
BATON ROUGE, LA 70808

Principal Business Establishment in Louisiana

5615 CORPORATE BLVD., STE. 400B
BATON ROUGE, LA 70808

Status

Status: Active

Annual Report Status: In Good Standing

Qualified: 7/24/2012

Last Report Filed: 7/23/2014

Type: Business Corporation (Non-Louisiana)

Registered Agent(s)

Agent:	C T CORPORATION SYSTEM
Address 1:	5615 CORPORATE BLVD., STE. 400B
City, State, Zip:	BATON ROUGE, LA 70808
	7/24/2012

**Appointment
Date:**

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

Officer: SHAWN D. MORIN
Title: Officer
Address 1: ONE INGRAM BOULEVARD
City, State, Zip: LA VERGNE, TN 37086

Officer: SHAWN R. EVERSON
Title: President
Address 1: ONE INGRAM BOULEVARD
City, State, Zip: LA VERGNE, TN 37086

Officer: LINDA K. DICKERT
Title: Secretary
Address 1: ONE INGRAM BOULEVARD
City, State, Zip: LA VERGNE, TN 37086

Officer: LLOYD E. GROGAN
Title: Secretary
Address 1: ONE INGRAM BOULEVARD
City, State, Zip: LA VERGNE, TN 37086

Officer: JOHN R. INGRAM
Title: Officer, Director
Address 1: 4400 HARDING ROAD
City, State, Zip: NASHVILLE, TN 37205

Officer: WILLIAM P. MORELLI
Title: Secretary
Address 1: 4400 HARDING ROAD
City, State, Zip: NASHVILLE, TN 37205

Officer: JEFFREY K. BELSER
Title: Treasurer
Address 1: 4400 HARDING ROAD
City, State, Zip: NASHVILLE, TN 37205

Officer: JANET INGLE
Title: Secretary
Address 1: 4400 HARDING RD
City, State, Zip: NASHVILLE, TN 37205

Officer: ORRIN INGRAM
Title: Director
Address 1: 4400 HARDING RD
City, State, Zip: NASHVILLE, TN 37205

Officer: PAMELA SMITH
Title: Vice-President
Address 1: ONE INGRAM BLVD.

City, State, Zip: LAVERGNE, TN 37086
Officer: DANIEL SHEEHAN
Title: Vice-President
Address 1: ONE INGRAM BLVD
City, State, Zip: LAVERGNE, TN 37086

Amendments on File

No Amendments on file

Print

UCC Document Detail (Unofficial)

UCC Document #: 420836552

Filing Date: 12/12/2013 10:26 AM

Lapse Date: 12/12/2018 11:59 PM

Debtors:

SMITH, PAMELA R , 3074 HOMESTEAD CIR COOKEVILLE, TN 38506-6576

Secured Parties:

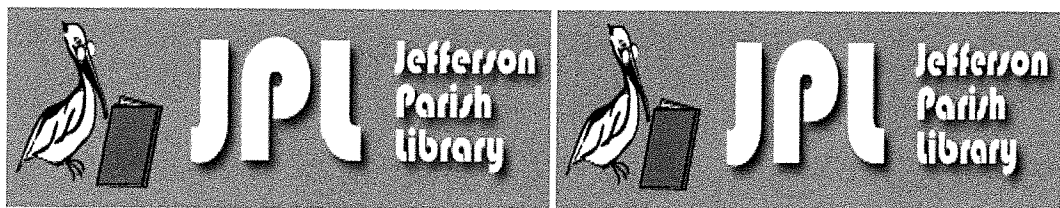
FIRST HERITAGE CREDIT , STE A 145 E SPRING ST COOKEVILLE, TN 38501-3283

Related UCC Documents:

Filing Date

UCC Document #

Type



**INVITATION TO BID
NO: 50-0011300**

**Provide Audiobooks Compact
Discs for Jefferson Parish Library
Department**

**Due Date: May 14, 2015
by 2:00 p.m.**

***Submitted By:*
INGRAM LIBRARY SERVICES INC.**

**One Ingram Blvd.
La Vergne, TN 37086-1986
*Federal ID # 62-1746696***





May 12, 2015

Jefferson Parish General Government Building
Attention: Purchasing Department
200 Derbigny Street
Gretna, LA 70053

Re: Provide Audiobook Compact Discs
Bid No.: 50-00113000

Due: May 14, 2015 @ 2:00 p.m.

Dear Purchasing Agent:

Thank you for including Ingram Library Services Inc. in your search for a vendor to provide spoken word audio CD materials at economical discounts, as well as high levels of service, quality, and performance to Jefferson Parish. Enclosed you will find the completed bid documents and our proposal. Ingram offers a full range of products at cost effective prices.

- Access to over 109,000 Spoken Word Audio titles.
- Internet title search browsing, selection list, ordering, and confirmation.
- Nearly 50 years of outstanding service to libraries like yours across the nation.
- Established and long-term relationships with top publishers such as Chivers, Blackstone, and Brilliance.
- Invoices and claims available online via Ingram's ipage.
- Online ordering, order status, processing, and invoiced titles.
- Account profiling to meet the diverse needs of the member libraries.

Ingram Library Services Inc. would like to make the following clarifications: Jefferson Parish Library will be referred to as Library, Parish or JPL and Ingram Library Services Inc. will be referred to as Ingram from this point forward in this response.

Negotiations will be handled through the Office of Bids and Contracts. **Florence Cline** serves as your Contract Management Specialist. Florence may be reached for negotiation of the contract by telephone at 800-937-5300, extension 35766 by email at florence.cline@ingramcontent.com, or by fax at 615-213-6004.

Name and address of firm:

Ingram Library Services Inc.
One Ingram Blvd.
La Vergne, TN 37086-1986
Telephone No.: (800) 937-5300
www.ingramlibrary.com
FEIN: 62-1746696

By:

Pamela R. Smith

Title:

Vice President of Sales



Bid Number 50 – 00113000

ADDENDA #1

**TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS
FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT**

Bid Opening Date: May 7, 2015 at 2:00 p.m., local time

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053**

**Buyer's Name: Ms. Sidney Duffy, Buyer II
Buyer's Email: sduffy@jeffparish.net
Buyer's Phone: (504) 364-2682**

BID #50-00113000 SPECIFICATIONS

NO. 50-00113000

CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.

CONTACT: Selena Muhoberac

Library Department East Bank Regional

504.838.1128

This contract is for new audiobook compact discs only.

Contract Start Date – November 1, 2015.

SECTION 1.0 CONDITIONS

1.1 Requirements

Library requires a bidder with a warehouse inventory of CD titles on major labels. A copy of the current printed catalog, or access to the online equivalent, must accompany bid.

Bidder must offer prescheduled electronic notification for best sellers, popular titles, and specified street dates.

Bidder must be able to provide processing and cataloging of purchased items.

1.2 Award of Bid

Bid will be awarded solely on the basis of the amount of discount given (Item 0010). All discounts must be based on publisher's retail (U.S. market). Discount must be firm; sliding scale of discounts will not be acceptable; larger discount preferable. No service or stocking fees may be added to the discounted price. Discounted price must include any shipping. Library will not pay any additional shipping charges.

Cost of alternate services will not be considered in the award of this bid.

SECTION 2.0 SPECIFICATIONS

Contract shall be for a period of two (2) years.

Library requires a firm discount; discounts based on a sliding scale are not acceptable. Discount must be from Publishers' non-freight pass through list prices.

All compact discs will be 4-3/4 inch sound only CDs. Interactive CD-ROM, DVD and audio/video combination formats are excluded. Compact discs will provide only audio sound when played on a standard CD player.

Prospective bidders must have a warehouse inventory of CD titles on major labels. A copy of the current printed catalog, or access to the online equivalent, must accompany bid.

BID #50-00113000 SPECIFICATIONS

Bidder must be able to expedite library order of best sellers and popular titles by means of a prescheduled ordering/electronic notification process. Items such as best sellers ordered through this plan must arrive at library by at least street date.

It must be understood and agreed that the estimated dollar expenditure listed shall not be considered as literally binding on the parish of Jefferson. The dollar amount expended may be less than stated.

Approximately 3000 audiobook CD titles will be purchased per year using this contract.

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

SECTION 3.0 ORDERING

Bidder must have an electronic inventory system that the library can search before ordering. Online information must include title, street date, order numbers, list prices and any other information necessary to complete ordering process. Discounts must be shown online. Cost for online searching must be a one-time yearly charge, must not be a per-use or per-hour basis, and must include unlimited number of licenses for personnel. Temporary access, at no charge, to online inventory system may be required for consideration of bid.

Bidders must provide online electronic ordering. A report of the status of the order must be given at the time of the order. Online ordering must be compatible with the library ILS (currently SirsiDynix Symphony 3.4.OJ).

Orders created in the library ILS must be able to be transmitted directly to bidder via EDI. Confirmation of orders must be available within twenty-four (24) hours of the placing of order.

Bidder must provide downloadable purchase order records containing selected titles and number of copies which can be downloaded into the library's ILS system to create purchase orders.

SECTION 4.0 SHIPPING AND BILLING

All materials will be packed in a substantial manner to keep cases and discs from being cracked or damaged. If CD cases or discs are damaged in shipment, replacement cases and processing must be provided at no charge by the bidder.

CDs found to be defective, damaged in shipment, processed incorrectly by bidder, or not as ordered must be accepted for return with postage paid by bidder. Credit memo must be issued and replacements rebilled when shipped. Bidder must pay all return shipping charges. Reimbursement or credit memos will not be acceptable. Call tags, prepaid postage stickers or the equivalent must be provided within five (5) working days of report of problem. Each credit memo must reflect a single purchase order, citing account number, PO number, title, and ISBN. No restocking fees may be charged.

No service or stocking fees may be added to the discounted price. Discounted price must include any shipping. Library will not pay any additional shipping charges.

Bidder must provide inside delivery of all items at no cost to Jefferson Parish Library.

BID #50-00113000 SPECIFICATIONS

If a bidder has more than one warehouse, titles must be shipped to library from at least two warehouses at no additional charge.

Guarantee policy: Minimum thirty (30) day replacement or refund.

No substitutions for titles and/or versions ordered will be accepted.

Each purchase order must be invoiced and shipped separately with PO number appearing on invoice.

Bidder must have a replacement policy for CDs lost or damaged while in circulation.

Invoices must be provided in duplicate. Library prefers titles be listed alphabetically. Invoice must show purchase order number, title, quantity shipped, manufacturers' suggested retail price (U.S. Market), discount allowed, and net price. Cataloging and processing charges must be included with each invoice. Bills including processing and cataloging charges from multiple invoices will not be accepted.

In stock items must be shipped within ten (10) working days of receipt of order.

All items, including those processed and cataloged, must be received by the library within 30 working days of date of order.

The library reserves the right to cancel any titles or orders without penalty prior to their being shipped by bidder.

Bidder will report any titles outstanding ninety (90) days from the date of the order, citing purchase order number.

All Compact discs will be packaged with cover art included and guaranteed new only.

Freight-On-Board (FOB) delivered destination.

SECTION 5.0 DISCOUNT

All discounts must be based on manufacturers' retail (U.S. market). Any prices bid will include delivery F.O.B. designated location.

No service or stocking fees may be added to this discounted price. Discounted price must include any shipping. Library will not pay additional shipping charges.

Discount shall be firm. No charges from publisher to acquire items may be passed on to library.

SECTION 6.0 BID AWARD

Bid will be awarded on the basis of the discount given for Item 0010. Cost of alternate services may not be considered in the award of this bid.

BID #50-00113000 SPECIFICATIONS

SECTION 7.0 CATALOGING

Bidder shall provide cataloging of CDs. Cataloging includes providing OCLC (MARC) records, assigning a call number (Dewey Decimal) and Cutter number/author letters according to Jefferson Parish Library guidelines, and printing and placing spine labels.

Note: All call numbers used for CDs must have a CD prefix to distinguish them from other media and books.

Bidder must provide in-house cataloging and processing of all materials.

Bidder shall state costs individually for providing cataloging records and services, as well as production and placement of spine labels. Applicable discounts from publishers' non-freight pass-through list prices will apply to cataloged and processed CDs.

If bidder has more than one warehouse, titles must be shipped to library from at least two warehouses at no additional charge. If cataloging is required on these items, cataloging charges must be assessed at the rate quoted for items shipped from primary warehouse.

Purchase order record: Bidder shall provide records compatible with library ILS (currently SirsiDynix Symphony) which, when downloaded, create a purchase order with copy and fund information.

Cataloging record: Bidder shall provide an OCLC MARC record; if an OCLC record is not available, bidder may provide record from bidder's database or produce a MARC record when one is not available from either of these sources. Bidder will be required to add data into no more than 6 fields of the MARC record, such as 020c, 049, 099, 250, 586 and 520.

Item data: Bidder shall insert item information into the 949 field of the MARC record. This information shall include, but not be limited to the library code, item barcode, call number, Symphony location code, Symphony item type, item category, and price. When imported into the library ILS (currently Symphony), this information must produce and populate the item information required by Symphony for each copy ordered. Some item information must be taken from the original order submitted by the library.

Assigning call number: Bidder must assign a call number (Dewey Decimal) and cutter letters and numbers according to standard Library of Congress practices and Jefferson Parish Library conventions.

Printing and placing spine labels per Jefferson Parish Library specifications: Spine label shall be placed on spine of cover art of CD. Complete call number, including CD prefix, as well as Cutter number/author letters must be printed on spine label. Sets having multiple discs must have volumes indicated (v. 1 – x) on the spine label for the number of CDs contained in the album.

SECTION 8.0 PROCESSING

Bidder shall provide in-house processing and cataloging of all materials.

BID #50-00113000 SPECIFICATIONS

Bidder shall state processing costs individually. Applicable discounts shall apply to processed CDs.

Processing costs listed are additional unit cost and will not be included in the list price or discounted price of an item.

Compact discs shall be processed to Jefferson Parish Library specifications. Bidders shall provide in-house processing and cataloging of all materials. Bidder shall state costs individually for processing. Prices for providing processing must include cost of materials necessary to complete processing. Discounts shall apply to processed compact discs.

Note: Bidder may use digital processing if placement of labels and barcodes meets library specifications. Library will provide a sequential range of barcode numbers to be used.

Bidder must package CDs for library circulation. Multi disc sets originally packaged in cardboard or fan-fold cases must be repackaged in single spine albums which can hold multiple discs. Single spine albums must have a full sleeve. Cover art must be placed in sleeve.

Branch label: Branch labels must be applied to the back of each cover art. After contract is awarded, library will provide a sample CD showing correct placement and format of barcodes and labels.

Barcodes: A machine-readable barcode shall be located on the upper right hand corner of the back cover art under the clear plastic cover.

Barcodes: A machine printed "hub" barcode with the same barcode number shall be placed on side one of all discs of the title.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113000

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT		
1	1.00	EA	0010 - Discount (percentage) from Publisher's non-freight pass through list prices. 46.0 % Trade Editions		
2	2.00	YR	0020 - Yearly cost of inventory/ electronic ordering service.	\$0.00	
3	1.00	EA	0030 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve. Clam CD Case - Small	\$3.75 per case	
4	1.00	EA	0040 - Cost to produce and apply barcodes (per barcode).	\$0.20 per item	
5	1.00	EA	Barcode scanning 0050 - Cost to provide downloadable purchase order record. On-order record	\$0.08 per item \$0.00 per record	
6	1.00	EA	0060 - Cost to provide OCLC Marc record including complete call number. BookMARC record-FTP	\$0.35 per record	
7	1.00	EA	0070 - Cost for original cataloging record including complete call number.	\$10.00 per record	
8	1.00	EA	0080 - Cost to provide OCLC Marc record including complete call number and item information for item creation. OCLC Upgrade	\$4.50 per record	
9	1.00	EA	0090 - Cost to print and apply branch label (per label).	\$0.20 per item	
10	1.00	EA	0100 - Cost to print and apply spine label.	\$0.20 per item	

ADDENDA #1

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SEALED BID

[illegible]

DATE: 4/27/2015

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00113000

JEFFERSON PARISH

Page: 1

ADDENDA #1

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

BUYER: SDuffy@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/07/2015 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Forms to register may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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

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

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

DATE: 4/27/2015

BID NO.: 50-00113000

Page: 2

ADDENDA #1

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

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

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

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

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

DATE: 4/27/2015

BID NO.: 50-00113000
ADDENDA #1

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: A listing of bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA and will remain posted until close of respective bids.

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

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

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

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

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.
10,12,13,15

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid Solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 4/27/2015

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BID NO.: 50-00113000

ADDENDA #1

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 ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED n/a %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF end of contract period.

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

not applicable

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

not applicable

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Ingram Library Services Inc.

Bids and Contracts Dept. MS#623

ADDRESS: One Ingram Blvd.

CITY, STATE: La Vergne, TN

ZIP: 37086-1986

TELEPHONE: (800) 937-5300

FAX: (615) 213-6004

EMAIL ADDRESS: florence.cline@ingramcontent.com or ils bids@ingramcontent.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: 2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ See pricing page.

AUTHORIZED

SIGNATURE: Pamela R. Smith

Pamela R. Smith

Printed Name

TITLE: Vice President of Sales

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.

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Tennessee

PARISH/COUNTY OF Rutherford

BEFORE ME, the undersigned authority, personally came and appeared: Pamela R. Smith, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of Sales of Ingram Library Services (Entity), the party who submitted a bid in response to Bid Number 50-00113000, 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 ✓ 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 ✓ 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

Pamela R. Smith
Printed Name of Affiant

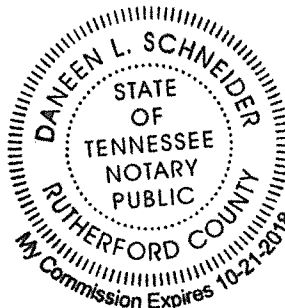
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 12th DAY OF May, 2015.


Notary Public

Daneen L. Schneider
Printed Name of Notary

n/a
Notary/Bar Roll Number



My commission expires October 21, 2018.

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

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

2. COMMERCIAL GENERAL LIABILITY

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

3. COMPREHENSIVE AUTOMOBILE LIABILITY

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

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

JEFFERSON PARISH

DEPARTMENT OF PURCHASING

BRENDA J. CAMPOS
DIRECTOR

April 27, 2015

ADDENDUM #1

Bid No.: 50-00113000

Bid Opening Date: May 7, 2015

For: TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE
JEFFERSON PARISH LIBRARY DEPARTMENT

CLARIFICATIONS, REVISIONS, ADDITIONS:

This addendum hereby revises and replaces the original bid form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.

1. Instruction #10 has been added: successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet.
2. Instruction #15 has been added: NON PUBLIC WORKS BIDS – Completed, Signed and Properly Notarized Affidavits (in Original Format) required.

ADDITIONS:

REVISED SPECIFICATIONS, INSTRUCTIONS, AFFIDAVIT, AND NON-PUBLIC WORKS BIDS
AFFIDAVIT WITH INSTRUCTIONS.

NOTE: ALL ADDENDA MUST BE ACKNOWLEDGED; FAILURE TO DO SO WILL RESULT IN BID REJECTION. THE ATTACHED MUST BE SUBMITTED WITH YOUR BID.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

<p>Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of This addendum on the bid form as indicated. Failure to do so will result in bid rejection.</p>

ADDENDA
#1



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

May 1, 2015

ADDENDUM #2

Bid No.: 50-00113000

Bid Opening Date: May 7, 2015
Revised Due Date: May 14, 2015

For: TWO YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON
PARISH LIBRARY DEPARTMENT

CLARIFICATIONS:

BY ISSUANCE OF THIS ADDENDA THE DUE DATE HAS BEEN POSTPONED TO MAY 14, 2015

QUESTIONS:

- 1.2 AWARD OF BID
 1. Are you basing the bid award on net cost to the library (Item 0010) or the amount of the discount given? ***The amount of the discount given***
- 4.0 SHIPPING AND BILLING
 1. Please clarify the following statement: "bills including processing and cataloging charges from multiple invoices will not be accepted". ***The cataloging and processing charges don't have to be on the invoice with the items, but the library requires cataloging and processing charges for each purchase order on a separate invoice.***
- 6.0 BID AWARD
 1. What are the "alternate services" you are referring to? ***Cataloging & processing***
 2. If we cannot attend the pre-bid conference, will the information shared in the meeting be sent to us? ***The library is not requiring a pre-bid conference.***



WWW.JEFFPARISH.NET

JEFFERSON PARISH DEPARTMENT OF PURCHASING

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

- 7.0 CATALOGING

1. This section states "... Applicable discounts from publishers' non-freight pass-through list prices will apply to cataloged and processed CDs." Are you asking us to give the same discount we get from the publisher? ***The bid is based on the discount amount from Publishers' non-freight pass through list prices.***

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

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

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Ingram would like to make the following clarifications to the sections that apply to this Invitation to Bid.

10. Ingram acknowledges and understands.

12. Ingram acknowledges that products will be purchased on an as needed basis.

13. Orders will ship FOB Destination with Ingram-paid freight from your Ingram designated primary and secondary distribution centers. Ingram currently designates La Vergne, Tennessee as your primary and Fort Wayne, Indiana as your secondary distribution centers. Your distribution center is subject to change by Ingram to provide the best service for your Library. Items receiving processing and cataloging services may ship from the primary distribution center exclusively.

To be eligible for Ingram-paid freight, accounts must be profiled so that purchase orders placed on an individual account combine in invoicing and shipping. No handling fees or other charges are added. Ingram normally ships items via UPS ground transportation, or common carrier.

Ingram will attempt to place orders with our supplier(s) within three (3) business days of receipt of order from the Library for items inventoried by Ingram that are not currently in stock. This is contingent upon the item's continued availability from the publisher, and applies only to publishers with whom Ingram buyers have an established relationship. Should the Library order books not currently stocked by Ingram, we will attempt to order the book if available through normal U.S. wholesale channels. Such titles may require research periods of 90 – 120 days.

If the Library opts to purchase from another vendor this shall be done without penalty or liability toward Ingram.

Ingram will not be able to provide titles from any publisher who deals only directly with libraries or other "end users."

CONTRACT TO PROVIDE AUDIO BOOK COMPACT DISCS FOR THE JEFFERSON PARISH

Ingram Library Services Inc. would like to make the following clarifications: Jefferson Parish Library will be referred to as Library, Parish or JPL and Ingram Library Services Inc. will be referred to as Ingram from this point forward in this response.

SECTION 1.0 CONDITIONS

Ingram understands and acknowledges the Requirements and Award of Bid specifications as outlined in this Invitation to Bid.

SECTION 2.0 SPECIFICATIONS

This contract will be for a period of two (2) years and will commence within 48 hours upon receipt of written notification of award. The discounts offered will remain firm for the duration of this contract. All renewals are contingent upon satisfactory services and contractual obligations being

provided by the JPL and Ingram. Notification of extension should be received within 90 days of contract expiration, if possible.

Ingram's entire bid response, including all attachments, will be considered part of the resultant price agreement and/or purchase order and is to be incorporated by reference to this agreement between the parties with respect to its subject. Any item ordered prior to the contract start date will not receive the discounts offered herein. This includes both standing orders and previous backorders. Should the Library receive a previously ordered item after the contract is in effect, previous discounts will apply.

A Letter of Award must be sent to the attention of Bids and Contracts (Ingram Mail Stop 623) prior to ordering under this contract. A purchase order alone is not considered sufficient acceptance of this contract.

Ingram Library Services Inc. discounts from publishers' list price or the lower freights pass-through price if applicable. Ingram's policy on **freight pass-through** titles is to discount the publishers' list price. For example, if the freight pass-through of a title is \$25.00 the publisher gives a list price of \$24.50 to Ingram. All discounts would be quoted from the \$24.50 price. Ingram does not have a freight pass-through charge or mark-up on titles where Ingram receives additional savings.

Inventory

Ingram is a leading supplier of **books-on-compact disc**, adult and children's spoken word audio, and titles of lasting interest, which are particularly suited to the diverse tastes of your community. Ingram has access to a continually expanding on-hand inventory of **over 109,000 spoken word audio titles**, and is committed to the continued acquisition of new, best-selling titles.

To assist you in meeting the growing patron demand for unabridged spoken word audio, Ingram has added many Unabridged Library Edition publishers. Chivers, Blackstone, Isis, Dual Dolphin, and Brilliance are just a few of the many unabridged lines offered by Ingram.

Standing Order Programs

Ingram Library Services can help ease the burden of keeping up with popular titles and series. With our Standing Order Programs, you are assured to have high demand materials on your shelves before patrons come looking for them. With a variety of standing order programs from which to choose, you can tailor your program to meet the needs of your library and the interests of your patrons. Our Standing Order Programs are offered at no additional charge.

Our MLS-degreed librarians manage each program, so you know they will contain the materials that will generate high circulation. Each program has a specific focus, including titles from popular categories such as bestselling authors, series, graphic novels, inspirational fiction, and many more.

Have it your way—our programs are designed to provide the ultimate flexibility, with the option of enrolling as "Report Only" or "Auto-Ship" through ipage®, our online account management tool that allows you complete access to your program enrollment at your convenience.

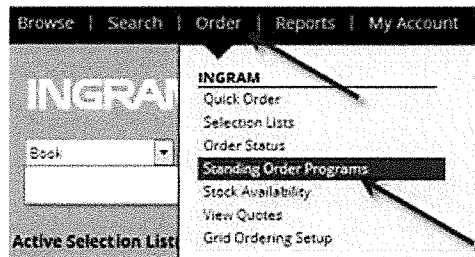
New titles are added to Ingram's database several months in advance of publication. Our Standing Order Program automatically places these titles on selection lists for your library based on your completed profile. For customers who have selected the Auto-Ship feature, major hardcover titles

will ship as soon as they are received or by the street date. Otherwise, titles will consolidate with your next shipment or ship within 15 days of receipt, whichever comes first. You will receive a monthly (or weekly for Popular Video and iSelect®) report on ipage detailing standing orders placed on your account. This advance notice provides both convenience and control, allowing you to adjust orders months before they are shipped. You can change your enrollments and backorders at any time before the titles are actually in process to be shipped.

You'll also stay informed with our monthly *Collection Development* e-newsletter that lets you know when new titles are added to our programs.

Ingram has a wide array of no-commitment Standing Order Programs for our library customers. These Programs allow libraries to keep important portions of their collections up-to-date automatically and to more fully develop parts of the collection to meet community needs. Each Program is specially designed to provide the latest releases with full customization, minimum hassle, and standard discounts. There is no extra charge for participating in our Programs.

To participate, customers complete an online enrollment form by clicking Order/Standing Order Programs.



Select the desired program by clicking on the program name.

Standing Order

☑ = Enrolled + (Total Selected Offerings or Categories | Total Units Represented | Program Type)

STANDING ORDER - ADULT	STANDING ORDER - YOUTH
<ul style="list-style-type: none">• Author (Adult) *Get bestselling authors pre-publication!• Forthcoming Popular Nonfiction (Adult) *Get predicted bestsellers pre-publication!☑ (1 1 Report Only)• Inspirational Fiction *Bestselling inspirational fiction authors in trade paperback• Mass Market Genre Fiction• Nonfiction Continuations (Adult) *Test prep, legal guides, dictionaries, & more!☑ (157 157 Report Only)• Nonfiction Series (Adult)☑ (3 3 Report Only)• Paperback Original Fiction *Top original fiction titles in mass market and trade paperback• Popular Series (Adult) *Bestselling adult fiction series• ReviewALERTSM (Adult) *CHOICE now available!• ReviewALERTSM (Adult Reference)☑ (2 2 Report Only)• Travel Continuations (Adult)	<ul style="list-style-type: none">• Author/Illustrator (Children's) *New offerings available in October!!!• Author (Teen) *New offerings available in September!• Easy Reader☑ (38 38 Report Only)• Nonfiction Series (Youth)• Popular Series (Youth) *Bestselling youth fiction series☑ (188 188 Report Only)• ReviewALERTSM (Youth) ***NEW--select by age range!!!☑ (7 7 Report Only)• ReviewALERTSM (Youth Reference)

STANDING ORDER - ALL AGES

- **Awards*Book Clubs*State Lists**
- **Graphic Novel (Adult & Youth)**
- ☑ (5 | 5 | Report Only)
- **iSelect® Build-Your-Own Standing Order Program** *NEW & IMPROVED!
- **Popular Video** ***New offerings available!!!
- ☑ (5 | 5 | Report Only)

Then complete the enrollment form to select Auto-ship or Report Only, and to specify the quantity, and in some cases binding type, of the titles they wish to receive.

Ingram's MLS-degreed librarians and product specialists select titles that match each program, and the computerized system creates a Program List based on each profile (generally 2 to 3 months before publication date).

The Program lists will appear in ipage under *Lists/All Program Lists* each month, and the library receives email notification that a list has been created.

The screenshot displays the Ingram iPage user interface. At the top, there are navigation links: Browse, Search, Order, Reports, My Account, Home, Lists, Help, and Logout. The Ingram logo and iPage branding are prominent. A search bar is located below the logo. On the right, user information for 'LAWTON PUB LIB' is shown, including account number and user ID. Below this, there are tabs for 'Active Lists' and 'Archived Lists'. A dropdown menu is open, showing various list selection options. The main content area displays a list of active lists, with one entry 'Dallas HM test prep - PRIVATE' highlighted. A 'Thru Locks' button is visible next to this entry. The bottom of the page shows a 'New/Deleted Product(s)' section and a 'Created' timestamp.

Auto-ship customers then have two weeks to edit quantities or delete titles before the list is automatically ordered. Report Only customers can click Order at any time. Customers have the option of modifying quantities or canceling any order prior to shipment and may edit program enrollments at any time.

Ingram Adult Author Standing Order Program

With Ingram's Author (Adult) Standing Order Program, libraries can always be assured of receiving the latest fiction hardcover titles by the most popular authors in a timely manner. This program identifies new titles by the most popular authors months before release. Additional formats are also available, including large print and **audio editions** when they are released within six months of the regular hardcover.

The top authors for libraries have been identified on the enrollment form in **boldface type**. These top authors will release and ship immediately upon receipt from the publisher, as well any Street Smart Select title (Street Smart Affidavit on file required), while other authors hold for consolidated shipment. The Author (Adult) Program runs on the 1st and 15th of each month.

	Binding/Format									Backorder Hold/Release
	Hardcover	Large Print Trade Edition	Large Print Library Edition	Abridged CD	Unabridged CD	Library Edition CD	Portable Audiobooks	Downloadable Audiobooks	E-books	
Contributor										
Abbott, Jeff	1	0	0	0	0	0	0	0	0	HOLD
Adler, Elizabeth	1	0	0	0	0	0	0	0	0	RELEASE
Allende, Isabel	1	0	0	0	0	0	0	0	0	RELEASE
Andrews, V. C.	1	0	0	0	0	0	0	0	0	RELEASE
Archer, Jeffrey	1	0	0	0	0	0	0	0	0	RELEASE
Auel, Jean	1	0	0	0	0	0	0	0	0	RELEASE
Bachman, Richard	1	0	0	0	0	0	0	0	0	RELEASE
Baldacci, David	1	0	0	0	0	0	0	0	0	RELEASE
Barber, Clive	1	0	0	0	0	0	0	0	0	RELEASE

Ingram Inspirational Fiction Standing Order Program

Ingram's Inspirational Fiction Standing Order Program will help collection development librarians select titles in this growing genre. The program works like Ingram's Author Standing Order Program but only includes trade paper editions of best-selling inspirational fiction authors. Some of the authors are also represented on the Author Standing Order Program, which means you can also sign up for the hardcover, large print, or **abridged audio edition** of those popular authors. The Inspirational Fiction Program runs on the 1st and 15th of each month.

Inspirational Fiction Standing Order Program Authors

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z																									
Select	Contributor																								
<input checked="" type="checkbox"/>	Adams, Stacy Hawkins																								
<input checked="" type="checkbox"/>	Aiken, Ginny																								
<input type="checkbox"/>	Alcorn, Randy																								
<input type="checkbox"/>	Alexander, Hannah																								
<input type="checkbox"/>	Alexander, Tamera																								

Popular Series (Adult) Standing Order Program

Libraries will never miss another fiction series title when they enroll in Ingram's Popular Series (Adult) Program. This program sends lists of the newest titles in the most popular fiction series for adults several months pre-publication. The Popular Series (Adult) Program runs on the 1st of each month.

Series	Binding	Publisher	Freq.	US SRP†	Qty
Romance					
Arabesque	Mass Market	Kimani Press	2/mo	6.99	15
Berkley Sensation	Mass Market	Berkley Publishing	6/mo	7.99	15
Dafina	Mass Market	Kensington Publishing Corporation	1-3/mo	6.99	15
Nora Roberts Quality Paperback Originals ‡	Quality Paperback	Berkley Publishing	1-3/yr	16.00	25
Signet Eclipse	Mass Market	Signet	3/mo	7.99	15
Science Fiction/Fantasy					
Dragonlance	Mass Market	Wizards of the Coast	irregular	6.99	15
Forgotten Realms	Mass	Wizards of	irregular	7.99	15

Author/Illustrator (Children's) Standing Order Program

This popular standing order program features popular authors and/or illustrators of books for ages 0-12. When libraries sign up for their desired authors and/or illustrators in this program, the newest titles by writers and/or illustrators as diverse as Christopher Paolini, Mo Willems, and Laura Numeroff will be included on a Selection List within ipage several months before they are published. The bindings available include Trade Hardcover, Library Binding, **Library Edition CD**, Portable Audiobook (Playaway), and **Unabridged CD**. The list will automatically order after two weeks for Auto-Ship customers to allow time to edit the list if desired. Report Only customers are free to place the order when desired. The Author/Illustrator (Children's) Program runs on the 1st and 15th of each month.

Select (✓ all)	Contributor	Binding/Format							Backorder Hold/Release
		Hardcover	Library Binding	Unabridged CD	Library Edition CD	Portable Audiobooks	Downloadable Audiobooks	E-books	
<input type="checkbox"/>	Abdel-Fattah, Randa	1		1					HOLD ▼
<input type="checkbox"/>	Adler, David A. ‡	1		1					HOLD ▼
<input type="checkbox"/>	Agee, Jon	1		1					HOLD ▼

Author (Teen) Standing Order Program

In response to customer's requests, Ingram offers a standing order program featuring popular authors of books for ages 13-17. When a library signs up for this program, the newest YA titles by the library's selected writers will be included on a Selection List within ipage several months before publication date. The bindings available include Trade Hardcover, Library Binding, **Library Edition CD**, Portable Audiobook (Playaway), and **Unabridged CD**. The list will automatically order after two weeks for Auto-Ship customers to allow time to edit the list if desired. Report Only customers are free to place the order when desired. The Author (Teen) Program runs on the 1st and 15th of each month.

Contributor	Binding/Format							Backorder Hold/Release
	Hardcover	Library Binding	Unabridged CD	Library Edition CD	Portable Audiobooks	Downloadable Audiobooks	E-books	
Abdel-Fattah, Randa	1	0	0	0	0	0	0	HOLD
Alexie, Sherman	1	0	0	0	0	0	0	HOLD
Alvarez, Julia	1	0	0	0	0	0	0	HOLD
Anderson, Jodi Lynn	1	0	0	0	0	0	0	HOLD
Anderson, Laurie Halse ‡	1	0	0	0	0	0	0	HOLD
Anderson, M. T. ‡	1	0	0	0	0	0	0	HOLD
Armstrong, Kelley ‡	1	0	0	0	0	0	0	HOLD

Easy Reader Standing Order Program

Libraries can anticipate demand by ordering easy reader books by level with the Ingram Easy Reader Standing Order Program. More than one hundred publishers, imprints, and series are represented in the program, ranging from tried and true fiction favorites such as I Can Read from HarperCollins to nonfiction stars such as National Geographic Kids: Science Readers. Each series is broken out by levels, so libraries can order the quantities they want of the level they need in the bindings they prefer. The delivered list will automatically order after two weeks for Auto-Ship customers to allow time to edit the list if desired. Report Only customers are free to place the order when desired.

<input type="checkbox"/>	Amelia Bedelia (I Can Read!)	Greenwillow	Hardcover	1/yr	17.99
<input type="checkbox"/>	American Museum of Natural History Easy Reader - Level 1	Sterling Publishing	Quality Paperback	3-4/yr	3.95
<input type="checkbox"/>	American Museum of Natural History Easy Reader - Level 1	Sterling Publishing	Hardcover	3-4/yr	9.95
<input type="checkbox"/>	American Museum of Natural History Easy Reader - Level 2	Sterling Publishing	Hardcover	2-4/yr	9.95
<input type="checkbox"/>	American Museum of Natural History Easy Reader - Level 2	Sterling Publishing	Quality Paperback	2-4/yr	3.95
<input type="checkbox"/>	Annie & Snowball (Ready-to-Read)	Simon & Schuster	Hardcover	1-2/yr	15.99
<input type="checkbox"/>	Annie & Snowball (Ready-to-Read)	Simon & Schuster	Quality Paperback	1-2/yr	3.99

iSelect® Build-Your-Own Standing Order Program

The iSelect Program is based on Ingram's buying level of pre-publication titles. Libraries select the categories and indicate the levels they want to see. Then, when Ingram makes a purchase of a forthcoming title at a library's pre-determined level, the library is notified in a weekly Program List. The iSelect Program is fully customizable to meet the needs and interests of every library. If a library only wants to see the hottest titles in certain categories, they can. If a library only wishes to see new titles by certain publishers, they can do that, too. If a library wants to see everything published in a specific category, they can. With iSelect, it's easy!

The iSelect® program allows customers to "Include Only" or "Exclude Only" by Ingram Categories to identify titles that fall within a special community demographic, local area, or other special category.

Ingram's free build-your-own standing order program now allows more customization than ever. Include or exclude by publisher if desired. Include or exclude by Ingram Category if desired:

Catalog Heading Language Arts/Literature, High Interest/Low Vocabulary, Science, more...	Ethnic Orientation African American, Native American, Jewish, more...	Locality New York, N.Y., Los Angeles-Long Beach, Chicago, Illinois, more...
Character Trait Individuality, Self-Esteem, Sharing, more...	Event Wedding, Birthday, Advent, more...	Religious Orientation Christian, Catholic, Jewish, more...
Chronological Period 18th Century, Ancient (To 499 A.D.), 20th Century, more...	Generational Orientation Young Adult, Children, more...	Seasonal Winter, Summer, Fall, more...
	Geographic Orientation North America, South America, Europe, more...	

Select the desired BISACs or sub-BISACs:

Select Primary	Category Name	# Sub-Categories Selected	Select Primary	Category Name	# Sub-Categories Selected
<input type="checkbox"/>	Antiques & Collectibles	0	<input type="checkbox"/>	Law	0
<input type="checkbox"/>	Architecture	0	<input type="checkbox"/>	Literary Collections	0
<input type="checkbox"/>	Art	0	<input type="checkbox"/>	Literary Criticism	0
<input type="checkbox"/>	Bibles	0	<input type="checkbox"/>	Mathematics	0
<input type="checkbox"/>	Biography & Autobiography	0	<input type="checkbox"/>	Medical	0

Catalogs

Ingram's comprehensive family of trade catalogs showcases forthcoming and recently published titles in an attractive and easy-to-follow layout. Our catalogs also feature relevant and timely editorial content including author interviews, merchandising tips, and product news to help librarians stay abreast of trends in the book world. For those who like to shop from their computer, online access to catalog content is available to all ipage subscribers. E-Catalogs transform existing print publications into enhanced web versions with multiple browsing options and interactive features including keyword search, zoom and magnifier functions, sticky notes, e-mail options, and easy ordering.

Simply click any of the E-Catalog links on ipage to start browsing.

The screenshot displays the Ingram Library Services Inc. website interface. At the top, there is a navigation bar with links for 'Browse', 'Search', 'Order', 'Reports', 'My Account', 'Home', 'Links', 'Help', and 'Logout'. Below this, a central menu area is visible, organized into several sections:

- BY PRODUCT TYPE:** Includes links for Books, Audio/Video, Music, Children's, and Reference.
- BY INGRAM LIST & PICKS:** Includes links for New Arrivals, High Interest Titles, Standalone Order Lists, On-Demand Content, and Audio/Video.
- BY INDUSTRY LIST & PICKS:** Includes links for Publishers, National Periodicals, National TV, Radio & Online Publishers, and Audio/Video.
- BY CLASSIFICATION:** Includes links for BISAC, Dewey, and Call Number.
- BY PUBLISHER LIST & PICKS:** Includes links for Publisher Catalogs and Ingram Catalogs.

Below the menu, there are several featured sections with images and text, including 'New Arrivals', 'Additional Lists', and 'Special Offers'. The bottom of the page features a footer with contact information for Ingram Library Services Inc., including the address (One Ingram Blvd., La Vergne, TN 37086), phone number ((800) 937-5300), fax number ((615) 213-6004), and website (ingramcontent.com).

Prescheduled Ordering

Ingram acknowledges the importance of shipping titles in a priority manner to accommodate the Library's patrons. The **Street Smart** program helps libraries receive inventory of high visibility titles **on or before the on-sale date**. Titles included in the program typically have large print runs and major publicity scheduled. The publisher of a title designates it as a Street Smart title by assigning an on-sale date for a new title. Processing and cataloging may add additional time to shipment of titles, depending upon the level of customization required.

We require a signed affidavit in which you agree not to display, sell, or loan for advanced reading any title before the publisher-assigned on-sale date. Ingram will send you an annual affidavit renewal notice. Without this agreement, Ingram will not ship Street Smart titles until the published on-sale date. **Delivery within the allotted time frame is contingent upon the publisher providing books to Ingram in a timely manner.** Ingram is a distributor, and not a publisher, and so does not control street date.

Publishers designate releases as affidavit titles for Ingram at their discretion. If the publisher designates a title as such, by law Ingram cannot ship titles to arrive before their street date. Ingram will make every available effort to ship non-affidavit titles to arrive on the street date; however Ingram is not responsible for late shipment due to publisher's delays. Publishers often change street dates, so check ipage as the scheduled street date approaches to ensure no change has been made.

The Street Smart Select customers who place orders at least 14 days before the on-sale date will get a reminder notice about adhering to the on-sale date.

The Street Smart list page includes a drop-down box with sort options. When you select **Initial Buy** in the drop-down box, ipage re-sorts the titles in the Street Smart list by largest quantities initially purchased by our buyers. This helps you see immediately what items Ingram professionals believe will be in demand. The list sorts in descending order, with largest quantities at the top of the list.

Street Smart	
Learn more about Street Smart	
Ingram Street Smart	Spring Arbor Street Smart
<ul style="list-style-type: none">- Adult Books- Children's Books- Music- Video- Video Games	<ul style="list-style-type: none">- Adult Books- Children's Books- Music- Video

Expenditures/Quantities

Ingram acknowledges that the estimated dollar expenditures and quantities stated are estimates only and no guarantee or warranty is given or implied by Jefferson Parish as to the total amount that will be purchased under this contract.

SECTION 3.0 ORDERING

Online Ordering/Access - ipage®

Ingram can accept orders by toll-free phone, toll-free fax, mail, **electronically**, (email and/or EDI – Electronic Data Interchange), through FlashBack™, or through ipage.

ipage® is Ingram's web-based title selection, ordering and account management tool. Customers with a current, active Ingram accounts are eligible for a free subscription to ipage, which offers libraries easy-to-use ordering capabilities and other features at **no cost**. ipage can be accessed at <http://www.ipage.ingramcontent.com>.

ipage supports direct ordering for spoken word audio CDs, music CDs and video , as well as book product.

The Library may access bibliographic information from the **title detail page** that provides a wealth of information along with the title image. Information on the title detail page includes these elements: title, author, contributors, publisher, publisher date, list price, binding, publisher marketing information, BISAC categories, LC subjects, OCLC number, Dewey, features, target age group, physical information, carton quantity, and reports. You can also view the title status out of print, not yet received, forthcoming titles and projected date, out of stock indefinitely by the publisher and not available from Ingram.

Predictive Searching

Predictive search functionality is available on ipage, allowing for more accurate and efficient searches across our entire database. This technology uses our top-demanded product data to offer suggested completions of the search term you are typing in the search bar.

Book	Title (Keyword)	Harry	Ingram Active
		harry potter and the sorcerer's stone	
		harry potter and the chamber of secrets	
		harry potter and the deathly hallows	
		harry potter and the prisoner of azkaban	
		harry potter and the goblet of fire	

ipage Searching

With **ipage**, the library can do a fast and quick search for items using Simple Search. Simple Search is displayed at the top of every page which includes searches such as book, video, music, title, keyword, **ISBN/EAN**, Dewey, OCLC number, etc.

Book	Title (Keyword)		Ingram Active	Search
IPAGE INFO count #: 2557555 Level: Professional UserID: pmcelh1 Change User				
Title (Start of)				
Title (Phrase)				
Title (Exact)				
Author				
ISBN/EAN				
Keyword(s)				
Series				
Dewey				
OCLC Number				
LC Call Number				
Author/Title(4,4)				
Keyword(s) w/TOC				

Power Search allows ipage users to focus their search to a much narrower list of titles by using some of or all of a specific set of search criteria. This feature is invaluable when searching for a specific title and the user has only limited information about the title. This robust feature allows the Library to **include** the **publisher** to expand the title search.

You can search using:

- title (start of, phrase, keyword, or exact),
- author,
- keywords,
- language,
- publisher,
- pub date,
- author/title (4,4),
- series,
- LC Call Number,
- Dewey, and
- Citation/Review Source and Date Range.
- BISAC media,
- BISAC children's media,
- age group,
- theme,
- BISAC binding,
- BISAC subject category,
- Awards
- Lexile Level
- price,
- publication date,
- physical attributes,
- the minimum number of citations per title, and
- whether a review is full text or starred.

You can also use search **filters** listed under Limit Search too.

Power Search Options
To search for a specific group of items, use our Power Search for books. The more criteria you enter, the more targeted your search result will be. Specific information about certain search fields can be viewed by moving your mouse over the ? icon next to that field.

Title: Keyword: <input type="text"/>	Author/Title (4,4): <input type="text"/>	Limit Search to: Ingram Active <input type="text"/>
Contributor: No Preference <input type="text"/>	Publisher: <input type="text"/>	Citation/Review Source: <input type="text"/>
Keyword(s): <input type="text"/>	Series: <input type="text"/>	Citation/Review Source Date Range: (mm/dd/yyyy) to (mm/dd/yyyy)
Pub Date: Before: <input type="text"/> Jan <input type="text"/>	Price: Less Than: <input type="text"/>	Minimum Number of Citations per Title: <input type="text"/>
BISAC Binding: 1.2M, 3.25 Disk, DOS 1.44M, 3.5 Disk, DOS Acrobat Ebook Reader <input checked="" type="checkbox"/>	Age Group: <input type="text"/>	Review Options: <input type="checkbox"/> Full Text Review <input type="checkbox"/> Starred Review
BISAC Subject Category: <input type="text"/>	Media: <input type="text"/>	Physical Attributes: <input type="checkbox"/> Large Print <input type="checkbox"/> Illustrated
Theme: <input type="text"/>	BISAC Children's Media: <input type="text"/>	Set Type: <input type="checkbox"/> Ingram Set <input type="checkbox"/> Publisher Set
Lexile Code: <input type="text"/>	Dewey Range: to <input type="text"/>	
Lexile Level Range: to <input type="text"/>	LC Call Number: <input type="text"/>	
Grade Range: Preschool <input type="text"/> K-5 <input checked="" type="checkbox"/>	Language: <input type="text"/>	
Awards: No Preference <input type="text"/> Academy Awards <input type="text"/> Agatha Awards <input type="text"/> ALA Notable Books <input checked="" type="checkbox"/>		

Real Time Stock Checking

ipage provides a real-time stock check of Ingram inventory on the Title Detail screen. Your primary and secondary distribution centers are hi-lighted.

Current Stock Information		
(as of 05/11/2015 at 08:00:00 PM)		
Click for Real Time Stock Check		
DC	On Hand	On Order
TN PRIMARY	23	24
IN SECONDARY	54	0
Show More		

Online View of Discounts

The Parish can view discounts in two (2) ways either through Price this List or our quick and easy online quote program.

Libraries can submit selection lists for contract-specific pricing. On the "list of lists" page, the Library will see a button labeled Price this List. Clicking this button will send the list as a pseudo-order using the active ship-to account of the ipage user. The total price of this selection list will display on the "list of lists" page in a green box. This pricing will disappear from the site if the selection list is changed or edited in any way. Additionally, the Library can view items on this list that cannot ship from Ingram by clicking on the Estimated Product Total link. ipage shows current list price.

List Properties - Edit		Order	Duplicate Check	Download	Email	Delete List
List Locks						
List Name: March 2010 School Library Jour Type: Public List						
		Total Products in List: 25				
		Total Units in List: 25				
		Total Retail Price*: \$ 423.16				
		Stock Availability Price this List				
		Set DNE Priorities				
**Total amount shown is based on suggested retail prices. If any title displays an "N/A" in the price field, this means that a price is not available, and the amount reflected in your total.						
All Products (25)		Book (25)				

ipage subscribers can set up a selection list of titles and then request a price quotation for that list. ipage will display the quote within the *Order* section under a function labeled *View Quotes*. From the *View Quotes* area, all ipage users on an account can review existing quotes and print the quote. Those users who have ordering capability on ipage can delete the quote if desired or release it as an order. Quotes are valid for 60 days. To revise a list (including changing quantities) and request that it be re-quoted, simply return to the *Selection List* function, edit the list they want quoted, and resubmit it for quotation.

Quote Totals									
Total Units in Order:				174	Total List Price:				2,209.63
Estimated Shipping Weight:				147 lbs	Grand Total:				2,209.63

P.O. Number: REQUOTE	Request Date: 09/22/2009	Cancel Date: 11/22/2010
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Next> Last>>	<input type="button" value="Delete"/>	<input type="button" value="Release/Ship"/>
--------------	---------------------------------------	---------------------------------------------

Page 1 of 7 2 3 4 5 6 7	<input type="button" value="Print Version"/>
-------------------------	----------------------------------------------

Qty	Title	EAN/ ProductCode	Author	Publisher	Format	List Price	Disc. %	Disc. List	Disc. Extension
1	A IS FOR AIRPLANE	9781585363582 9781585363582	Riehl, Mary Ann McCabe	Sleeping Bear Press	HARD COVER BOOKS	16.95	43.50	9.58	9.58
1	ABIGAIL SPELLS	9780375956171 9780375956171	Alter, Anna	Alfred A. Knopf Books for Young Readers	HARD COVER BOOKS	19.99	13.00	17.39	17.39
1	ABRAHAM LINCOLN - LIB	9780761428398 9780761428398	Aronson, Billy	Benchmark Books (NY)	HARD COVER BOOKS	34.31	43.50	19.33	19.33
1	ADIOS OSCAR	9780545071598 9780545071598	Ellwell, Peter	Blue Sky Press (AZ)	HARD COVER BOOKS	16.99	43.50	9.6	9.60
1	AFRICAN ACROSTICS	9780763636210 9780763636210	Harley, Avis	Candlewick Press (MA)	HARD COVER BOOKS	17.99	43.50	10.16	10.16
1	AL CAPONE SHINES MY SHOES	9780803734609 9780803734609	Choldenko, Jennifer	Dial Books	HARD COVER BOOKS	17.99	43.50	10.16	10.16
1	ALL STAR FEVER	9781559533155 9781559533155	Christopher, Matt	Norwood House Press	HARD COVER BOOKS	22.6	43.50	12.77	12.77
1	ALL THE WORLD	9781416985808 9781416985808	Scanlon, Liz Garton	Beach Lane Books	HARD COVER BOOKS	17.99	43.50	10.16	10.16
1	ALLIE FINKLE STAGE FRIGHT	9780545040457 9780545040457	Cabot, Meg	Scholastic Press	HARD COVER BOOKS	15.99	43.50	9.03	9.03
1	ALSO KNOWN AS HARPER	9780805088816 9780805088816	Leal, Ann Haywood	Henry Holt & Company	HARD COVER BOOKS	16.99	43.50	9.6	9.60
1	ALWAYS IN TROUBLE	9780545024532 9780545024532	Demas, Corinne	Scholastic Press	HARD COVER BOOKS	16.99	43.50	9.6	9.60
1	AMAZING TRAIL OF SEYMOUR SNAIL	9780805086980 9780805086980	Hazen, Lynn E.	Henry Holt & Company	HARD COVER BOOKS	16.99	43.50	9.6	9.60

Online Subscription and Description

The Jefferson Parish Library Department currently subscribes as a current customer at **no charge**.

With **ipage**, an unlimited number of users can access our database at the same time to build selection list, order, account modification, check stock, browse, searching and many other features. ipage offers 24/7 real-time inventory information, the ability to search by thousands of categories, as well as a robust array of publicity and product news sources.

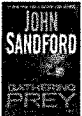
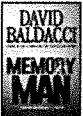


Here are just a few of the ipage features:

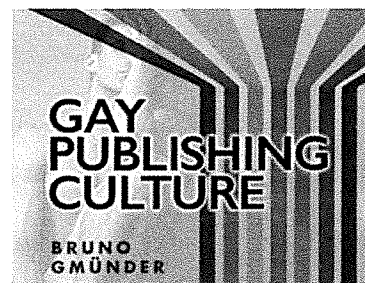
- ☒ Search by Title, ISBN/EAN
- ☒ Search by Author
- ☒ Ingram stock information
- ☒ **Real-time stock check**
- ☒ Title descriptions
- ☒ **Physical Information,**
- ☒ **LC Subjects**
- ☒ **LCCN, Dewey**
- ☒ Ability to create lists
- ☒ Sort by Binding, ISBN, Price,
- ☒ Sort by Pub Date, Publisher
- ☒ Sort by Title
- ☒ **List sharing options**
- ☒ Download brief MARC records
- ☒ **Ordering**
- ☒ **Order status information**
- ☒ Account management/ reports
- ☒ Selection lists created by staff librarians
- ☒ Online catalogs
- ☒ OPAC view

- ☒ **Price this List (Discounts)**
- ☒ Online Quotes
- ☒ **View & Print Invoices**
- ☒ Continuations Program List
- ☒ Standing Order Program
- ☒ View Backorders
- ☒ View/Track Recent Shipment
- ☒ Annotations and citations
- ☒ Cover images for selected titles
- ☒ Advanced search by Series, Dewey
- ☒ Advanced search by author-title,
- ☒ Advanced search by keyword TOC
- ☒ Download ONIX Format
- ☒ Download Selection list
- ☒ Download Catalogs
- ☒ Contributors biographies
- ☒ Power search
- ☒ Access Extended database titles
- ☒ Additional publicity information
- ☒ Excerpts for selected titles
- ☒ Reviews for selected titles (free)
- ☒ Table of contents for selected titles

[Customize My Home Page](#) [Sign Up for The Ingram Wire](#) [Turn Search Options OFF](#)

Trade Bestsellers - New York Times Hardcover Fiction [EDIT](#) [X](#)

1	2	3	4
			
Gathering Prey Sandford, John 9780399168796 \$28.95	Memory Man Baldacci, David 9781455569487 \$30.00	Girl on the Train Hawkins, Paula 9781594633669 \$26.95	All the Light We Cannot See Doerr, Anthony 9781476746586 \$27.00



Spring Arbor Top Demand - Hardcover [EDIT](#) [X](#)

1	2	3	4
			
Jesus Calling: Enjoying Peace in His Pre... Sarah Young 9781591451884 \$15.99	Action Bible: God's Redemptive Story 9780781444996 \$26.99	Jesus Speaks to Me on My First Holy Comm... Angela M Eyring 9781593251499 \$12.95	Chasing Sunsets Karen Kingsbury 9781451687507 \$22.99

WEDNESDAYS WITH INGRAM WEBINAR SERIES

SELL USED →
TEXTBOOKS
← BUY USED

Online Ordering Confirmation Report

When placing your orders through your ILS system, Ingram processes your order and **immediately** places an electronic confirmation files on the Ingram FTP server for customer retrieval or confirmation is emailed. The order totals does not include discount.

If placing an order on **ipage**, you will see the Order Confirmation page **immediately** upon releasing your order. You can print by clicking File on your browser and then clicking Print. You can also print the Order Confirmation in a 3x5. The print slips will also include the notes field from the order and title status such as available, backorder, etc. The print slips can only be viewed and printed using Adobe Acrobat Reader™ software. You can download your Order Confirmation into a comma-delimited form that includes all of the information present in the existing confirmation, including notes and line PO numbers.

Electronic Order confirmation includes the following information: date, account number, shipping address, billing address, purchase order number, order cancellation date, ISBN/EAN, title, author, publisher, list price, # order units, #available to ship, backorder or cancelled titles, binding or format, status code, shipping distribution center, total units orders, total list price, total units in stock/confirmed, total list price in stock/confirmed, total units backordered and total list price backordered. The order totals does not include discount.

ipage provides a way to view the **status of orders** placed. The Order Status screen allows you to search all orders in the system. You can search for orders with specific status such as backorder, processing/committed, in research, cancelled, shipped, and invoiced. ipage provides a way to further refine the search by using control numbers, invoice numbers, ISBN, order entry numbers, PO numbers, titles, warehouse code, and by date range.

Status Code Legend	
Status Code	Description
BO	Backorder
PROC	Committed
IR	In Research
CANC	Cancelled
SHIP	Shipped
INV	Invoiced

Orders Created in the Library ILS/Downloadable PO

Ordering online using our ipage selection list functionality enables the Library to create multiple title lists. These can be downloaded in a variety of formats such as BISAC, FlashBack®, or brief MARC records for import into your ordering or library automation system, provided that one or more of these formats is compatible.

Ingram adheres to all of the Book Industry Approved standards for the computer-to-computer exchange of business transactions for libraries. Ingram has implemented all transactions in industry approved formats available through library automation systems today, and has pioneered many of them. Formats include EDIFACT and X12.

Transactions include purchase order, purchase order acknowledgment, invoice and enriched order transactions. FTP is the method of communications.

EDI - Electronic Data Interchange - Direct from Sirsi Acquisitions to Ingram

- Electronic ordering using the X12 format and FTP for communications
- Enriched EDI ordering

- Text format full order confirmation via email from Ingram email to user-specified email address.
- Electronic invoicing using the X12 format and FTP for communications. Ingram continues to provide paper invoices to e-invoice users.

EDIFACT Order, Order Response and Invoice

- Purchase orders are created in acquisitions and sent to Ingram via FTP.
- Ingram processes the orders and places electronic confirmation files on the Ingram FTP server for customer retrieval.

For customers opting to receive electronic invoices, Ingram places electronic invoice files on the Ingram FTP for customer retrieval. E-invoices streamline workflow and greatly reduce the amount of effort used in the manual posting of invoices. Ingram continues to provide paper invoices to e-invoice users.

Enriched EDIFACT Order

Users can send additional distribution information in the EDIFACT order record that provides Ingram with all the information necessary to create complete holdings records to match the items shipped. The holdings records are loaded with MARC bibliographic records and overlay the on-order items. When the materials arrive from Ingram, they are shelf-ready, and the catalog already contains the necessary records to circulate the items.

ipage has a customized **brief MARC record** download format for (CARL, INNOPAC, Millennium, Paris, SirsiDynix) users. Title records can be exported from ipage as brief MARC records and loaded to (CARL, INNOPAC, Millennium, Paris, and SirsiDynix,) create selection lists and/or **on orders records**.

Custom MARC gives libraries the ability to create and map a custom MARC record profile for downloading brief MARC records for loading to their Integrated Library System (ILS).

Custom MARC feature allows the user to create a list in ipage, and then add local data (like fund, location, collection code, requestor, etc.) in 9xx tags and subfields per the specifications of their ILS for each title to be exported in a brief MARC record. The list is then exported in brief MARC format, and the ILS system loader is used to load the records to the ILS. Upon loading to the ILS, an **order record** and a brief cataloging record are created.

Custom MARC gives the user the opportunity to add as much local data to the title on the ipage side as is desired. This means that the user can avoid additional data entry once the record gets to acquisitions. When the list is loaded to the ILS, the acquisitions data is already in the order records, and the completed order can be placed directly from **acquisitions** via EDI or another method of the library's choosing. Users have complete control of which data elements they wish to include in their brief MARC records (as long as they are compatible with their ILS).

If you do not use or have an acquisitions module, you can still create custom MARC records to load to your catalog with the 9xx tags that you desire. Specifications are available from all of the library automation vendors for the local MARC tags and subfields they support for this purpose. If you want to use this ipage option, please contact your ILS vendor for the specifications.

Custom MARC functionality will provide fully customized output for your library. If you are a new user to the custom MARC download process, your ipage administrator can begin building your custom MARC profile immediately. Without customization, a generic brief MARC record format is available which contains only fixed MARC data like title, author, ISBN, etc.

MARC Setup

Add Data Mapping
 Your selected acquisitions vendor, III Enhanced, has unique requirements for the format of their MARC records. The fields below have been automatically mapped based on your selection of this vendor. Use the Add/Edit Values button to build a list of your library's Locations and Funds. Enter values for these fields exactly as they appear in your acquisition system.

 If desired, you can map additional data elements and values into your MARC download using the fields below.
 Tag #: Subfield: Data Element: Other--Input customer data element
 Add Reset

Data Mapping

Tag #	Subfield	Data Element	Action
001		Ingram Control Number	
008		File Created Date	
010	a	Library of Congress Control Number (LCCN)	
020	a	ISBN/EAN (depending on your MARC download format)	
020	c	Price	
024	a	Universal Product Code	
024	d	Universal Product Code (Additional digits)	
035	a	Alternate Control Number	
082	a	Dewey	
100	a	Author	
245	a	Title	
260	b	Publisher	
260	c	Pub Date	
960	o	Copies (Total Quantity)	Add/Edit Values
960	t	Location	
960	t	Copies (Location Quantity)	Add/Edit Values
960	u	Fund	
960	u	Copies (Fund Quantity)	Add/Edit Values

 Complete

Detailed instructions on setting up your Custom MARC ipage profiles are available by request from library.edi@ingramcontent.com. If you wish to use Custom MARC with ipage and you do not already have the specifications for loading brief MARC records for creating order records from your ILS vendor, please contact them for that information.

Please keep in mind that our Processing and Cataloging staff does not have visibility to additional information stored in ipage.

SECTION 4.0 SHIPPING & BILLING

Packaging

Ingram adheres to the recommendations and requirements of the United Parcel Service guidelines for packaging product and test weight of shipping cartons. The test weight of our larger corrugated boxes is 250 pounds, and our smaller boxes have a test weight of 200 pounds. Paper and/or air pillows as dunnage are placed as needed in the carton before the box is closed and sealed. The shipping cartons Ingram uses have the highest recycled content allowed to maintain burst strength.

Service or Stocking Fees

Ingram does not add a restocking fee nor service charge net titles or titles that require pre-payment. This is part of our superior and innovative services that are beneficial to our customers.

Guarantee Policy

Minimum thirty day replacement or refund on all spoken word audio compact discs.

Return Policy

Any single copy of a non-processed or non-cataloged title ordered in good faith that is found to be damaged or unsuitable whether it is due to Ingram's error or the purchaser's error may be returned under our **Hassle Free Return Policy** within 60 days of invoice date. This policy does not apply to items designated as non-returnable. Ingram will pay return charges only on damaged, defective materials or materials shipped in error by Ingram. Ingram is not responsible for shipping and carrying charges on books returned for any other reason.

HASSLE FREE Returns Policy - Ingram recognizes that libraries occasionally need to return materials. Expeditious handling and returning of materials that are damaged, defective, or shipped in error can be assured by using a Hassle Free form. These forms are provided on the back of each packing list page. Detailed instructions are included on each form with a handy cut-out shipping label.

If defects are discovered with spoken word audio within the first three (3) months of receipt, return it to Ingram using the above-mentioned Hassle Free form for a replacement copy. Ingram cannot accept returns of a single CD; all compact discs in a multi-CD title should be returned. If problems arise after the three (3) month period, please return the tape to the publisher. Brilliance™ offers a lifetime free replacement policy for their Library Edition product. Simply return the damaged compact disc directly to the Brilliance Corporation at the address on the back of the CD box.

Resale Policy

Product purchased from Ingram Library Services is to be retained by the Library. It is not to be resold in a fund-raising enterprise such as a book fair, author appearance, or retail sale of any kind.

Ingram's policy regarding resale of product does not extend to selling used books for fundraising purposes. Ingram does not provide product for book fairs or author signings, e.g.: where the product is to be purchased by the Library from Ingram at discount price and resold to the public for profit at a higher price and unsold copies returned to Ingram.

Items purchased from Ingram may be donated to other libraries, nursing homes, literacy programs, etc. The Library may purchase books under their account for other for special programs, including those using grant funds. Items purchased from Ingram should not be re-sold by the Library for a charge greater than what the Library paid (e.g. purchasing from Ingram at a discount and then selling books to discussion group participants at full list price.)

Credit Memo

Ingram facilitates adjustments to invoices by issuing credit memos. A credit memo will be mailed listing the item(s), dollar amount, and purchase order number credited. Credits will be reflected on the monthly statement with reference to the purchase order number. If a shipment is short shipped, then a replacement item will be mailed after notifying the Customer Care department or utilizing online claiming.

If you find it necessary to return item(s), follow our hassle free return policy guidelines. Upon receipt of the returned titles in our distribution center, Ingram will credit the Library for the cost of the item(s) plus freight charges calculated at the standard UPS rate for the weight of the items returned that are damaged, defective, or shipped in error. Ingram can not issue a Call Tag for items needing to be returned, if needed.

The account management features of ipage offer the ability to transmit certain returns information. The Library can create Hassle Free Returns forms and may also report shortages with the features. After returns have been submitted, the Library may check the status of these returns, including credit information.

Substitution

Ingram does not substitute spoken word audio titles. Only the items ordered will be shipped. Libraries may cancel any new title ordered without penalty prior to order being committed to the picking list. Through ipage, your staff can also check real-time stock status of any title, and get immediate information on whether a title is available through Ingram.

Purchase Order Number

With many invoicing options, Ingram can provide a separate invoice for each purchase order number. This type of invoicing may generate a large number of small invoices. All invoices, packing slips and shipping labels reference individual purchase order numbers. Purchase Order numbers can be up to twenty-two (22) digits in length. If the purchase order number issued by the ordering agency exceeds 22 characters in length, please indicate which characters are to be used on the orders.

Replacement Policy

JPL may call our Customer Care Department for a No Charge Replacement for any item that is damaged, defective, or shipped in error. Ingram does not at this time replace a single CD in a multi-set if lost or damaged during circulation.

Invoicing

Invoices are available by mail, fax, **ipage** and electronically. Your invoice can be separated by product only, processing /cataloging services only or both product and services combined on one invoice. Our normal procedure is to ship your order prior to creating an invoice. Invoices are mailed to the issuing Library or to the appropriate designated agency as established at the time of account set up or maintenance.

Invoices include the following information: (1) shipping address, (2) billing address, (3) account number(s) (4) OE number, (5) quantity, (6) author, (7) title, (8) publisher/studio, (9) ISBN/EAN, (10) unit list price, (11) contractual discount, (12) unit net price, (13) total price, (14) purchase order number, (15) FEIN and (16) processing charges. Items on invoices are listed alphabetically by either the author or the title per the Library's request.

With ipage, the Library is able to view and print all open items, reference credit memos, and open invoices, including invoice details. The Library can also look at its last statement and view the last six payments received by Ingram.

Invoice with Shipment: We also offer the option to have your invoice include with your shipment. Multiple cartons are shipped with a content label on the outside of the carton. The Carton Contents label lists the titles contained in the box, their ISBNs, and quantities. This label allows your library staff to see what is in each box before the carton is even opened. You will not receive a packing slip with your shipment if you select this invoicing option.

EDI Invoice: Ingram has partnered with SirsiDynix to offer an EDIFACT invoice interface with Horizon.(7.2 version or higher) Ingram electronic invoices are placed nightly in the individual Library's outgoing directory on the Ingram FTP server for customer retrieval and upload to Horizon. Electronic invoicing is an optional EDI transaction. Electronic invoice processing automatically posts the invoiced amounts for each line item in Horizon. Electronic invoices do not replace paper invoices. Electronic invoices streamline workflow and greatly reduce the amount of effort used in posting invoices manually.

Ingram can invoice for **cataloging and processing** on the same invoice as the product or on a separate invoice. Processing charges appear as the last line items when billed together with product. Processing is an accumulated charge, not an individual line item per title.

Payment terms under this offer shall be 1% 10 Days/Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped. Ingram offers a 1% cash discount on payments made within 10 days of statement date. Credit card payments are not eligible for this discount. Payments must be postmarked by the 10th of the month to qualify for the 1% discount. This discount is shown on your invoice and must be taken at the time the invoice is paid and cannot be taken retroactively. These additional savings can be substantial when you take advantage of the prompt payment discount.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

Fulfillment/ Fill Rate

In-stock, non-processed and non-cataloged book orders are shipped within 24 hours or on the same business day if placed before local cut-off time at your designated Ingram distribution center. Please allow an additional three (3) to fifteen (15) working days for items receiving processing and cataloging.

Ingram offers the highest fill rate in the industry on first shipment of an order. Ingram can deliver 100% of an order within 90 days if publisher stock is available, meaning those that are not out of print, out of stock indefinitely with the publisher, or those not yet published. For Jefferson Parish Libraries orders, we currently average an 89.3% fill rate on the first shipment of every order you have placed with us this year. We believe no other wholesaler in the business can deliver that level of service on first shipment.

Cancellation

Jefferson Parish may cancel an order or title **prior to being committed** to a picking list by the means of phone, fax, and email. Notification will depend upon the mode in which your order or

title was cancelled. Acknowledgements for phone cancellations are immediate; fax and email will require a 48-hour response.

The **Title Status Report/Cancellation Schedule** is sent to customers on a monthly basis. This report will update customers on current backorder status information as well as indicate which titles could not be supplied within your normal backorder period. Ingram does not provide anticipated delivery date on this report. Please contact the Customer Care department for that information.

Backorder Period

At the end of the 90-day backorder period, all unfilled titles will automatically cancel, except for titles Not Yet Received from the publisher. Title Status Report will be sent to the ordering agency indicating which titles could not be supplied within your normal 90-day backorder period.

The Title Status Report is sent to customers on a monthly basis. This report will update customers on current backorder status information as well as indicate which titles could not be supplied within your normal backorder period. With ipage, the Library can also view backordered items. Under the Order tab, simply click Acquisitions Status for a listing of Order Easy Clicks, including backordered items.

Repackaging

Prices and availability of specific storage cases are listed on your Bid Sheet. Ingram offers other standard storage cases and will work with the JPL to meet their case requirements.

Spoken word audio CD case pricing include the insertion and securing of the original box art to case. Any cases not quoted in this Invitation to Bid can be purchased at standard pricing at the time of adding it to you account profile. Digital processing is a separate fee and does not include cases.

Inside Delivery

When requested by a customer, and if the carrier's operating conditions permit, the carrier may perform inside delivery. This service is provided to ground floors and those floors where elevator or escalator service is available. If inside delivery is desired, the Library must specify this when establishing/updating their account(s). Inside delivery will be clearly designated on the shipper's bill of lading but not on the Ingram shipping label.

FOB Destination

Ingram defines FOB Destination as Ingram being responsible for the products until they are actually delivered to the Library. Once the items have been delivered, liability lies with the receiving agency.

SECTION 5.0 DISCOUNT

All pricing include shipping cost. List prices of individual library materials are set by the publishers/manufacturers and not by Ingram as distributor. Therefore, we cannot guarantee that the retail/list price of an item will not change. Discount is taken on the individual title, and not on the total order. We consider ipage to be our online catalog and print catalog prices should be checked against ipage for the current price at time of order.

With Ingram, these contract discounts also apply to our Standing Order Programs.

Ingram has completed the sheets indicating our percentage discount. Spoken word audio product is discounted off of publisher's current suggested list price. Net titles receive a 0% discount. Trade edition audio books receive a 46.0% discount and non-trade audio books receive a 10% discount.

In drafting a contract, Ingram bases pricing and discount offering upon several factors including dollar value of commitment, actual expenditure, number of accounts and shipping locations. In determining which titles receive less than full trade discounts, Ingram has utilized its best efforts to categorize books for pricing purposes by considering the binding, cost of acquisition, general marketing categories, publisher's discount and other factors. Ingram reserves the right to be the sole and final determinant of the pricing category for this Contract.

Ingram cannot issue credits for accounts failing to follow the proper notification and account set up procedures.

Any item ordered prior to the contract start date will not receive the discounts offered herein. This includes both standing orders and previous backorders. Should the library receive a previously

Jefferson Parish Library Department may currently be purchasing library materials from Ingram under a separate pricing agreement or contract. Upon award of this contract, the Parish may choose to purchase under their current agreement, or under the new contract. They will not be able to purchase under both contracts.

Please note that processing prices are based on use of Ingram standard processing supplies. Any non-standard supplies would need to be provided by the Library. Any additional processing options chosen by the Library will receive the current pricing in place at the time each option is added to their profile.

Any processing components not specifically quoted in this RFP can be added to your profile at the current standard pricing.

The discounts and terms reflected in this response are offered only to the Jefferson Parish Libraries. They are not extended to other public libraries, schools or government agencies.

SECTION 5.0 BID AWARD

Ingram acknowledges and understands that contract award is based on the best discount given and cost of alternate services may not be considered in the award of this ITB.

SECTION 7.0 CATALOGING

With Ingram's exclusive BookMARC® cataloging service, we can give you the most authoritative cataloging available. Our staff of MLS professionals understands the importance of following strict cataloging guidelines. Ingram Library Services provides cataloging services for only those products purchased through Ingram.

We provide access to full-level MARC records through BookMARC, our proprietary cataloging database. BookMARC includes the complete LC MARC database (with over eight million bibliographic records), as well as tens of thousands of entries created by Ingram's MLS-degreed catalogers. It also contains LC Name Authority and Subject Authority records; our MARC records reflect the latest LC-recognized contributor, uniform title, series, and subject and geographic headings. We are a NACO participant, the first vendor to have been accorded that honor.

Ingram cataloging is in accordance with the latest editions and versions of the Anglo-American Cataloging Rules, MARC21 Format, OCLC Bibliographic Formats and Standards, Library of Congress Classification Schedules, Dewey Decimal Classification, Sears List of Subject Headings, and Library of Congress Subject Headings. Our cataloging is consistent with LC rule interpretations and cataloging practices as established and reported in LC's Cataloging Service Bulletin.

Custom Cataloging

In the paragraphs that follow, we have provided information on our current Cataloging services and outlined the cataloging procedures that have worked well for the Library Department's ongoing and opening day collection projects.

Ingram upgrades and performs cataloging specifications as requested by the Library Department when a matching record is present in the BookMARC database. If a cataloging record does not exist in BookMARC than Ingram searches OCLC using the Library's log-in and password. If a cataloging record is located in OCLC, the Ingram cataloging associate sets the Library's holdings and pulls the record into the Ingram MARC editor, where the barcode and local call number are added to the record. All new records are saved to a file and then transmitted to the customer via FTP at the end of each day, so the Library can pull the new records into their online catalog.

If this process is no longer acceptable, Ingram can adapt our cataloging procedure to include an OCLC Batch Load at no additional charge.

The Library Department would set-up a bibliographic batch load project with OCLC and provide the project ID to Ingram. Once the processing of your order(s) is complete, Ingram sends the file of matching bibliographic records to OCLC. OCLC matches the records in the file against WorldCat. For each matching record, OCLC will set the library's holding in OCLC and insert the matching OCLC number in the bibliographic record. OCLC will place the file of bibliographic records on the OCLC PSWeb for the Library Department to download.

As you review our proposal, please keep in mind that Ingram can likely address any need that the Library may have. Prices are custom quoted based on the library's full requirements. Ingram will be happy to negotiate final pricing based upon on these requirements.

Ingram Catalogers are experienced in working with Library Technical Services and Cataloging staff to ensure that the cataloging services we perform accurately reflects the library's local standards and conventions. With Ingram, your project will be given top priority by our cataloging staff. A team of professional MLS-degreed catalogers and professionals experienced in working with Symphony will be assigned to your project. Within the Cataloging Department there are Assistant Catalogers and professional Cataloging Librarians who hold Masters Degrees in Library and Information Science the Ingram team works closely with library staff during set-up and throughout the projects to maintain open lines of communication regarding cataloging issues.

Ingram Library Services will send and receive samples at the beginning of the project, plus continue discussion via conference calls and email between Ingram Cataloging specialists and library staff throughout the projects in order to assure compliance with specifications.

Enriched EDIFACT Order users can send additional item-specified information like branch code, fund code and quantity along with each order line. This information can be returned in Ingram's BookMARC™ records to update holdings and/or overlay on-order records in the catalog.

Ingram's **Custom Cataloging profile** provides several options to the Library, including original records. Classification and cuttering scheme for individual categories are also part of the profile. The profile is refined by Adult, Young Adult, Juvenile, and Easy materials. Within each of those four categories classification and cuttering are further refined in areas of fiction, non-fiction, biographies (individual and collective), reference, and audiovisual materials. Genre headings and special collections are also included in the cataloging profile.

Ingram customizes cataloging to the needs of the Library through a customer profile. The Cataloging and Processing Profile allows the Library to create a unique local call number and cuttering including additional classification symbols to indicate Juvenile, Fiction, etc, within the BookMARC system parameters.

SECTION 8.0 PROCESSING

Ingram Library Services provides processing and cataloging services for those products purchased through Ingram. With over 100 different options, processing can be customized per your specifications. Ingram will ask the Library to complete an Ingram Processing Specification Sheet to ensure consistency of book appearance. Included details are physical processing rules such as label location, taping requirements, and jacketing needs. A BookMARC profile will also be completed for any account requiring spine labels or cataloging records.

Ingram's Processing Service provides a full range of servicing options for all materials which can be combined with our Custom Cataloging Services to provide customers with material that is completely shelf-ready. All processing is carefully done in accordance with the respective library's specifications. Quality control is of utmost importance during this process.

Processing and/or cataloging is profiled on an account level, and any item ordered on an individual account will receive the appropriate processing services. Ingram is able to change your account profile upon written notification, but changes to specifications cannot be made retroactively, nor on an order by order basis.

Available processing options include:

- ☒ Barcode
- ☒ Property / Branch Labels
- ☒ Genre Labels
- ☒ Item Level Labels
- ☒ Label Protector
- ☒ RFID Tag
- ☒ Spine Label
- ☒ 3M Anti-Theft

- ☒ MARC Record
- ☒ Media Cases
- ☒ AR/SRC Label
- ☒ BISAC Label
- ☒ Card Set
- ☒ Catalog Card Kit
- ☒ Circulation Card
- ☒ Date Due Slip
- ☒ Edit Sheets
- ☒ Media Kit Bag
- ☒ Pocket
- ☒ Pocket Label
- ☒ Shelf List Card
- ☒ Spine Tape

Ingram Library Services will be pleased to establish the necessary accounts to accommodate all shipping locations and whether processed or unprocessed books are ordered.

Our new thermal label printing brings another level of quality to Ingram's processing services.

- ☒ Thermal printing is a better quality print with higher density and contrast
- ☒ Process is heat transfer with a single-use ribbon rather than laser printed sheet labels
- ☒ Improved durability on spine and barcode labels
- ☒ Wider variety of font options and sizes
- ☒ Additional print options such as italics, bold, and underline
- ☒ New barcode and spine label stock is white polypropylene film coated with a high-tack adhesive with excellent edge tear resistance
- ☒ Smaller barcode size (2" x ¾")

To ensure that Ingram accurately interprets your processing and cataloging specifications, Ingram will request a sample for each unique cataloging and processing profile you wish to establish. In turn, Ingram will provide the Library with a fully processed and cataloged sample of each commodity for approval before we start final processing and cataloging procedures. This procedure ensures the highest quality and accuracy of cataloged and processed materials.

Standard Repackaging

Prices and availability of specific storage cases are listed on the Bid Sheet. Ingram offers other standard storage cases and will work with the Parish to meet their case requirements. Case pricing include the insertion and securing of the original box art to case.

Digital Processing for Audiovisual Materials

Ingram makes digital processing easier with our exclusive one surface printing that combines all customizable stickers on a single reformatted reprint. Product options include special alert, contents label, platform, and logo options to name a few. This accommodating printing stimulates patrons' interest and increases circulation by featuring your library's logo and brand identity. We print to the exact size of the designated casing then trim and insert the single printed piece to match your custom profile. The result of this digital print is a high quality product that libraries

can be proud of and up to six labels can be printed, which is included in the Digital Physical Processing price.

ADDITIONAL INFORMATION

The Jefferson Parish Libraries have toll-free telephone access to any Ingram point of contact. To reach Ingram Library Services dial **(800) 937-5300**. Your call will be answered by an automated voice system that will offer several prompts to assist you in reaching the correct department:

- **Stephen Casey, Account Manager** **Dial Ext. 35797**
Email: stephen.casey@ingramcontent.com
- Customer Requirements Press Option 1, then 1
- To Place a Book or Audio Order Press Option 1, then 2
- **Debbie Purrington, Account Services Rep** **Dial Ext. 35764**
Email: debbie.purrington@ingramcontent.com
To Set Up / Maintenance an Account or for Information on Programs and Services
- For Customer Care Press Option 1, then 5
To discuss concerns or issues regarding your account
Email: ilscustomerservice@ingramcontent.com
- **Florence Cline, Contract Management** **Dial Ext. 35766**
Email: florence.cline@ingramcontent.com
- Toll-Free FAX Ordering 800-677-5116

28285

Form W-9 (Rev. November 2005) 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) INGRAM LIBRARY SERVICES, INC. Business name, if different from above		
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Exempt from backup withholding		
Address (number, street, and apt. or suite no.) One Ingram Blvd City, state, and ZIP code La Vergne, TN 37086		Requester's name and address (optional)
List account number(s) 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 <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.		
		Social security number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> or Employer identification number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: center;"> 6 2 1 7 4 6 9 6 </div>
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. person (including a U.S. resident alien).		
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 <i>Chui Brown</i>	Date <i>12-11-07</i>
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. U.S. person. 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 (or you are waiting for a number to be issued). 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. In 3 above, 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. For federal tax purposes, you are considered a person if you are:		
<ul style="list-style-type: none"> • An individual who is a citizen or resident of the United States, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or • Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information. 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:		
<ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity. 		

Cat. No. 10251X

Form W-9 (Rev. 11-2005)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/24/2014

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 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	Beecher Carlson Insurance Services 6 Cadillac Drive, Suite 320 Brentwood, TN 37027	CONTACT NAME:	(NASH) Paula Eason
		PHONE (A/C, No, Ext):	615-277-9853
		FAX (A/C, No):	615-277-9879
		E-MAIL ADDRESS:	peason@beechercarlson.com
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Federal Insurance Company	20281
		INSURER B: Great Northern Insurance Company	20303
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

www.beechercarlson.com

INSURED
Ingram Industries Inc., et al.
including Ingram Library Services Inc.
P.O. Box 23049
Nashville TN 37202-3049

COVERAGES

CERTIFICATE NUMBER: 21713180

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35819413	10/1/2014	10/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			73506850	10/1/2014	10/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	71711002	10/1/2014	10/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Certificate Holder is an Additional Insured hereunder, except for workers compensation, but only to the extent of the amount Ingram Library Services Inc. is contractually obligated to indemnify Certificate Holder under the Agreement between Certificate Holder and Ingram Library Services Inc. has assumed under such Agreement.

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parrish
P.O. Box 9
Gretna LA 70054-0009

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

(NASH) Paula Eason

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ACORD 25 (2014/01)

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Vendor # 288779

DATE: 4/27/2015

Page: 5

BID NO.: 50-00113000
ADDENDA #1**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 ✓MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 5/19

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

14 days from receipt of order
on 80% of orders.LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) NA**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Taped Editions, Inc. dba TEI Landmark AudioADDRESS: 5160 E. 65th Street Suite 115CITY, STATE: Indianapolis, IN ZIP: 46220TELEPHONE: (317) 849-1700 FAX: (317) 849-9773EMAIL ADDRESS: Sales@teilandmarkaudio.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: #1NUMBER: #2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ see narrative, page 1, section "Addendum #1" (cf)AUTHORIZED SIGNATURE: Carol TullyCarol Tully
Printed NameTITLE: 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: 4/27/2015
ADDENDA #1

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 6

BID NO.: 50-00113000

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. <u>30</u> %	Discount 30%	.0001
2	2.00	YR	0020 - Yearly cost of inventory/ electronic ordering service.	Ø	Ø
3	1.00	EA	0030 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve.	\$ 6.75*	\$ 6.75
4	1.00	EA	0040 - Cost to produce and apply barcodes (per barcode).	\$.75	\$.75
5	1.00	EA	0050 - Cost to provide downloadable purchase order record.	Ø	Ø
6	1.00	EA	0060 - Cost to provide OCLC Marc record including complete call number.	Ø	Ø
7	1.00	EA	0070 - Cost for original cataloging record including complete call number.	\$ 15.00**	\$ 15.00
8	1.00	EA	0080 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	Ø	Ø
9	1.00	EA	0090 - Cost to print and apply branch label (per label).	\$.25	\$.25
10	1.00	EA	0100 - Cost to print and apply spine label.	Ø	Ø

Includes cost and application of hub label

Cost to procure cataloging not available through OCLC or bidder records.

DATE: 4/27/2015

ADDENDA #1

BID NO.: 50-00113000

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 7

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	EA	0110 - Cost for digital processing including cover art, barcode, branch label and spine label.	Ø	Ø
12	1.00	EA	0120 - Cost for replacement disc.	Ø	Ø
<i>Shipping/freight charges are included in bid amount. FOB delivered.</i>					

Bid No.: 50-00113000
Bid Opening : May 7, 2015
Revised Due Date: May 14, 2015
submitted by Taped Editions, Inc.
dba TEI Landmark Audio
Vendor #: 288779

NARRATIVE

For: Two year contract to provide audiobook compact discs for the Jefferson Parish Library Department

Bidder acknowledges receipt of original bid form and Addendums #1 and #2 dated April 27, 2015, and May 1, 2015 respectively.

Addendum #1:

- (1) If we are the successful bidder, we will provide insurance policies evidencing Parish-mandated insurance requirements.**
- (2) A completed, signed and properly notarized affidavit for Non-Public Works Bids is attached.**

Bidder understands that this contract is on an as-needed basis.
Freight charges are included in the bid price FOB delivered.

Addendum #2:

- (1) Bidder acknowledges receipt of Addendum #2 that the due date has been postponed to May 14, 2015.**

Section 1.0 Conditions

Access to bidders online catalog is available immediately and includes unlimited use by library personnel. The user name is: jeffersonparish The password is: jeffparish1
If we are the successful bidder, the online catalog will be customized specifically for Jefferson Parish to include discount and EDI capabilities. In addition, we will provide Cat-A-Link at no charge which will link your library's on-line catalog to our website catalog allowing you to check for title availability or absence in your system.

Bidder acknowledges that all conditions in Section 1.0 will be met as specified.

Section 2.0 Specifications

Access to bidders online catalog is available immediately and includes unlimited use by library personnel. If we are the successful bidder, the online catalog will be customized

CT

Bid No.: 50-00113000
submitted by Taped Editions, Inc.
dba TEI Landmark Audio
Page 2

specifically for Jefferson Parish to include discount and EDI capabilities. In addition, bidder will provide our Cat-A-Link service at no charge which will link the Jefferson Parish library's on-line catalog to our website catalog allowing you to check for title availability or absence in your system.

Prescheduled ordering can be performed through EDI purchase orders.

Bidder acknowledges that all conditions in Section 2.0 will be met as specified.

Section 3.0 Ordering

TEI's electronic inventory system can be searched through the online web portal which provides general information required to select and order books as well as MARC 9XX record downloads for direct import into the library's ILS. Orders can be placed directly on the web portal, or publications can be reviewed and selected on the portal and then the order placed through the standard EDI purchase order transaction. Orders placed through EDI will be acknowledged with a standard EDI 855 purchase order transaction within 24 hours of the order being placed. Additionally, order history can be obtained from TEI's web portal.

Bidder acknowledges that all conditions in Section 3.0 will be met as specified.

Section 4.0 Shipping and Billing

Any damaged or defective cases or discs will be replaced by the bidder at no charge. Bidder must be notified within ten (10) days of items damaged in shipment.

Bidder will replace damaged or lost discs for eighteen (18) months after purchase at no charge provided the title is not out-of-print.

After eighteen (18) months, discs will be replaced for \$8 per disc provided the title is not out-of-print.

Bidder acknowledges that all conditions in Section 4.0 will be met as specified.

Section 5.0 Discount

Bid is based upon manufacturer's retail (U.S. market) and includes delivery F.O.B. to the designated location.

Bid No.: 50-00113000
submitted by Taped Editions, Inc.
dba TEI Landmark Audio
Page 3

Bidder acknowledges that all conditions in Section 5.0 will be met as specified.

Section 6.0 Bid Award

Bidder acknowledges that the bid will be awarded on the basis of the discount given for Item 0010.

Section 7.0 Cataloging

Bidder is an OCLC partner. If the library is an OCLC subscriber, bidder will coordinate with OCLC on behalf of the library to provide MARC records to the specifications of the library. Any cataloging not available through OCLC or bidder records shall be obtained through a third party at a cost of Fifteen Dollars (\$15) per record.

The purchase order record provided by bidder will be ILS compatible and will provide a purchase order with copy and fund information.

Bidder acknowledges that all conditions in Section 7.0 will be met as specified.

Section 8.0 Processing

Bidder acknowledges that all conditions in Section 8.0 will be met as specified.

Taped Editions, Inc. is a woman-owned small business certified by the State of Indiana and has been in continuous operation since its incorporation in January 1991.



CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Taped Editions, Inc.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Taped Editions, Inc.
INCORPORATED, DULY NOTICED AND HELD ON May 1, 2015
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Carol Tully, 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.

Deanna Kern
SECRETARY-TREASURER

5-4-15
DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Indiana

PARISH/COUNTY OF Marion

BEFORE ME, the undersigned authority, personally came and appeared: Cecil Tully, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President/CEO of Taped Editions (Entity), the party who submitted a bid in response to Bid Number 50-00113000, 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 ✓ there are NO campaign contributions made which would require disclosure under Choice A of this section.

ADDENDA #1

BID #50-00113000

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 ✓ _____ 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.]

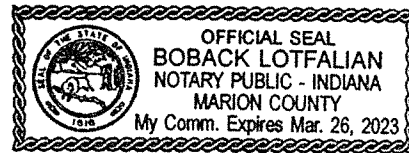


That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Carol Tully
Signature of Affiant
Carol Tully
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 11th DAY OF May, 2015.

Boback Lotfalian
Notary Public
BOBACK LOTFALIAN
Printed Name of Notary
665906
Notary/Bar Roll Number



My commission expires March 26, 2023

CS

Form W-9
(Rev. January 2011)
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)
Taped Editions, Inc.

Business name/disregarded entity name, if different from above
TEI Landmark Audio

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
5160 East 65th Street, Suite 115

City, state, and ZIP code
Indianapolis, IN 46220 - 4840

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 the "Name" line 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

--	--	--	--	--	--	--	--	--	--

Employer identification number

3	5	-	1	8	2	4	7	2	9
---	---	---	---	---	---	---	---	---	---

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* **Coral Tully** Date **01-23-2015**

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 (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

DATE: 4/22/2015

Page: 5

BID NO.: 50-00113000

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 12-31-15

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: Midwest Tape, LLC

ADDRESS: 6950 Hall Street

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: #1

NUMBER: #2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

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.



JEFFERSON PARISH
DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

April 27, 2015

ADDENDUM #1

Bid No.: 50-00113000

Bid Opening Date: May 7, 2015

For: TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE
JEFFERSON PARISH LIBRARY DEPARTMENT

CLARIFICATIONS, REVISIONS, ADDITIONS:

This addendum hereby revises and replaces the original bid form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.

1. Instruction #10 has been added: successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet.
2. Instruction #15 has been added: NON PUBLIC WORKS BIDS – Completed, Signed and Properly Notarized Affidavits (in Original Format) required.

ADDITIONS:

REVISED SPECIFICATIONS, INSTRUCTIONS, AFFIDAVIT, AND NON-PUBLIC WORKS BIDS
AFFIDAVIT WITH INSTRUCTIONS.

NOTE: ALL ADDENDA MUST BE ACKNOWLEDGED; FAILURE TO DO SO WILL RESULT IN BID REJECTION. THE ATTACHED MUST BE SUBMITTED WITH YOUR BID.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of
This addendum on the bid form as indicated. Failure to do so will result in bid rejection.

ADDENDA
#1



WWW.JEFFPARISH.NET

JEFFERSON PARISH

DEPARTMENT OF PURCHASING

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

JEFFERSON PARISH DEPARTMENT OF PURCHASING

BRENDA J. CAMPOS
DIRECTOR

May 1, 2015

ADDENDUM #2

Bid No.: 50-00113000

Bid Opening Date: May 7, 2015
Revised Due Date: May 14, 2015

For: TWO YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON
PARISH LIBRARY DEPARTMENT

CLARIFICATIONS:

BY ISSUANCE OF THIS ADDENDA THE DUE DATE HAS BEEN POSTPONED TO MAY 14, 2015

QUESTIONS:

- 1.2 AWARD OF BID
 1. Are you basing the bid award on net cost to the library (Item 0010) or the amount of the discount given? ***The amount of the discount given***
- 4.0 SHIPPING AND BILLING
 1. Please clarify the following statement: "bills including processing and cataloging charges from multiple invoices will not be accepted". ***The cataloging and processing charges don't have to be on the invoice with the items, but the library requires cataloging and processing charges for each purchase order on a separate invoice.***
- 6.0 BID AWARD
 1. What are the "alternate services" you are referring to? ***Cataloging & processing***
 2. If we cannot attend the pre-bid conference, will the information shared in the meeting be sent to us? ***The library is not requiring a pre-bid conference.***



WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

JEFFERSON PARISH DEPARTMENT OF PURCHASING

BRENDA J. CAMPOS
DIRECTOR

- 7.0 CATALOGING

1. This section states " . . . Applicable discounts from publishers' non-freight pass-through list prices will apply to cataloged and processed CDs." Are you asking us to give the same discount we get from the publisher? ***The bid is based on the discount amount from Publishers' non-freight pass through list prices.***

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

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

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Midwest Tape, LLC
INCORPORATED, DULY NOTICED AND HELD ON May 8, 2015,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Jeff Jankowski, 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

Adam Schoesler, Controller

5-8-15

DATE

DATE: 4/22/2015

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113000

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT		
1	1.00	EA	0010 - Discount (percentage) from Publisher's non-freight pass through list prices. <u>0</u> %	Sold at retail & includes case.	
2	2.00	YR	0020 - Yearly cost of inventory/ electronic ordering service.	\$0.00/ unlimited access & users	
3	1.00	EA	0030 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve.	\$0.00/ included in purchase.	
4	1.00	EA	0040 - Cost to produce and apply barcodes (per barcode).	See digital price noted in section 0110	
5	1.00	EA	0050 - Cost to provide downloadable purchase order record.	\$0.00/vendor records	
6	1.00	EA	0060 - Cost to provide OCLC Marc record including complete call number.	\$1.20/title Full* OCLC MARC Records	
7	1.00	EA	0070 - Cost for original cataloging record including complete call number.	\$1.20/title Full* OCLC MARC Records	
8	1.00	EA	0080 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	\$1.20/title Full* OCLC MARC Records	
9	1.00	EA	0090 - Cost to print and apply branch label (per label).	See digital price noted in section 0110	
10	1.00	EA	0100 - Cost to print and apply spine label.	See digital price noted in section 0110	

DATE: 4/22/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 7

BID NO.: 50-00113000

SEALED BID

[illegible]

Non-Public Works Bid

AFFIDAVIT

STATE OF Ohio

PARISH/COUNTY OF Lucas County

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 50-00113000, 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.

ADDENDA #1

BID #50-00113000

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.

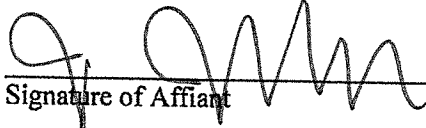
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

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 11th DAY OF May, 2015.


 Notary Public

Chad F Ellis
 Printed Name of Notary

 Notary/Bar Roll Number

My commission expires 12-30-17.



CHAD F. ELLIS
 NOTARY PUBLIC - OHIO
 MY COMMISSION EXPIRES 12-30-2017



May 14, 2015

Invitation To Bid From Jefferson Parish
Two (2) Year Contract to provide Audiobook Compact Discs for
Jefferson Parish Library Department
Bid No.: 50-00113000

Section 1.0 Conditions

Midwest Tape sells all Audio Book titles at Retail Price and is sent to the library in our patented SoundSafe™ Case. The case is included in the retail purchase price. All Audiobook inventory is housed in our single location in Holland, Ohio.

The SoundSafe™ audio book case is shelf-ready and comes in three capacities. 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.midwesttapes.com) and in our weekly and monthly catalogs. A sample of the monthly catalog has been attached as Attachment B. We welcome the evaluation committee's review of our user-friendly website with the following login combination during the month of May & June:

May: Username: mteflowers
Password: tulips

June: Username: mtesummer
Password: beachparty

Section 2.0 Specifications

All audiobooks are new and will play on standard CD players. Midwest Tape purchases from over **225 publishers** with over 36,200 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 at **no charge**. Midwest Tape is fully compatible with SirsiDynix Symphony to help streamline the creation of order records by adding 9xx tags to the vendor records we offer for download. There is absolutely no charge for either the programming of these tags, or the downloading of the vendor records. Using these robust vendor records for the items populating your Midwest Tape carts eliminates entirely your need to hand-create the order in your system. These electronic orders can be transmitted directly to Midwest Tape via EDI with confirmation of orders the



same day. A sample of our free vendor record has been provided in our response as Attachment D.

Midwest Tape's website, www.midwesttapes.com, provides for free, unlimited logins for Jefferson Parish Library's selectors and other designated staff.

Our website provides a feature called the Smart Cart. The Smart Cart allows the user to change, update, and view and sort items from one neatly organized screen. The user has the ability to view title, street date, order numbers, 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 Jefferson Parish Library of how many boxes to expect within a shipment.

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

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

The process for your staff is simple: Notify our customer service team, either by phone or email, of a problem within 60 days of the invoice date, we will send a call tag (a UPS label that is prepaid by Midwest Tape) 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.



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 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.

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.

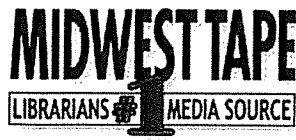
Replacements are available for our most popular Fiction, Non-Fiction, and Children's titles, including New York Times Best Selling Titles and Authors. We update the list of available titles daily and add hundreds of new titles each year, and all our audio book replacements are only \$9.99 per disc.

Section 5.0 Discount

Midwest Tape understands that the Parish desires to select a vendor that provides a discount on audiobook materials. Our audiobooks are sold at list price, not library edition pricing and includes being repackaged into our patented SoundSafe™ audio book case. The Jefferson Parish Library incurs no freight charges.

Section 6.0 Bid Award

Midwest Tape understands that the Parish desires to select a vendor that provides a discount on audiobook materials. Our audiobooks are sold at list price, not library edition pricing and includes being repackaged into our patented SoundSafe™ audio book case.



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. These are full OCLC records and this is the price noted on page 6 of the Invitation to Bid. 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, 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:

Eric Timm, Account Executive
800-875-2785
etimm@midwesttapes.com

Rebecca Dick, Processing Sales
800-875-2785
rdick@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). 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. Please see Attachment G for list of libraries that Midwest Tape currently provides similar processing services.

We would like to clarify the pricing noted on page 6 of the ITB:

Line 0030 - Cost of repacking multidisc compact disc sets into single spine albums, including placing cover art in sleeve is provided with every retail priced audio book sold. This part of the repackaging process is available at no additional charge.

Lines 0040, 0090, 0100 – services requested are provided in Midwest Tape's VIP digital processing services. The processing services as outlined in this ITB can be provided to the library at the cost of **\$2.50** per audiobook and noted on Line 0110. We do not charge 'ala carte' for our processing services and this cost includes the application of the security label, application of the barcode, the integration of the property label and labor costs. We welcome the opportunity to discuss this with the library to provide the most cost-effective processing program.

Lines 0050 – We provide a free vendor/order record directly from our website.

Lines 0060, 0070 & 0080 – 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.



**MIDWEST TAPE ATTACHMENT G –
LIST OF AUDIOBOOK PROCESSING CUSTOMERS - With similar processing
requirements as Jefferson Parish**

ALBUQUERQUE-BERNALILLO CO LIBRARY
ARLINGTON COUNTY PUBLIC LIBRARY
AUSTIN PUBLIC LIBRARY
HOUSTON PUBLIC LIBRARY
DALLAS PUBLIC LIBRARY
BOSTON PUBLIC LIBRARY
BROOKLYN PUBLIC LIBRARY-
CHESAPEAKE PUBLIC LIBRARY
COUNTY OF LOS ANGELES PUBLIC LIBRARY
DAKOTA COUNTY LIBRARY SYSTEM
DENTON PUBLIC LIBRARY
FARGO PUBLIC LIBRARY
FREE LIBRARY OF PHILADELPHIA
LOS ANGELES PUBLIC LIBRARY - ADULT
MIAMI-DADE PUBLIC LIBRARY
MID-CONTINENT PUBLIC LIBRARY
NEW ORLEANS PUBLIC LIBRARY
NEW YORK PUBLIC LIBRARY
OCEAN COUNTY LIBRARY
SAN ANTONIO PUBLIC LIBRARY
SAN DIEGO COUNTY LIBRARY
SKOKIE PUBLIC LIBRARY
SNO-ISLE REGIONAL LIBRARY SYSTEM
THOMAS BRANIGAN MEMORIAL LIBRARY



Exhibit D – Sample VENDOR MARC

=LDR 01454nim a22003252a 4500
 =001 ocn904287224
 =003 MWT
 =005 20150429050403.1
 =007 sd\fmngnmmned
 =008 150429s2015\\x\xu\\n\e\\eng\d
 =010 \\\$a904287224
 =020 \\\$a9781478927983 :\$c{dollar}34.99
 =024 1\\\$a9781478927983
 =028 42\$a11231005
 =100 1\\\$aPatterson, James.
 =245 10\$a14TH DEADLY SIN\$h[sound recording] /\$cJames Patterson.
 =250 \\\$aUnabridged.
 =260 \\\$a[United States] :\$bHachette Audio,\$c2015.
 =300 \\\$a6 sound discs (450 min.) :\$bdigital ;\$c4 3/4 in.
 =306 \\\$a45000
 =500 \\\$aCompact disc.
 =500 \\\$a05/04/2015
 =511 1\\\$aRead by January Lavoy.
 =520 \\\$aDetective Lindsay Boxer is called to a gruesome crime scene, where a woman has been murdered in broad daylight. As she investigates, shocking video footage of another crime surfaces. Their faces obscured by masks, the cold blooded criminals on the tape could be anyone-and now all of Lindsay's co-workers are suspects. As a rash of violence sweeps through San Francisco, and public fear and anger grows, Lindsay and her friends must risk their lives in the name of justice-before it's too late.
 =650 \4\$aSuspense / Thriller.
 =655 \4\$aAudiobooks.
 =655 \4\$aFiction.
 =700 1\\\$aPaetro, Maxine
 =700 1\\\$aLavoy, January
 =856 7\\\$3View cover
 art\$uhttp://midwesttapes.com/images/movies/000/000/000/011/231/000000000011231005.jp
 g\$2http

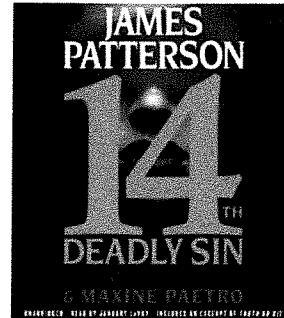
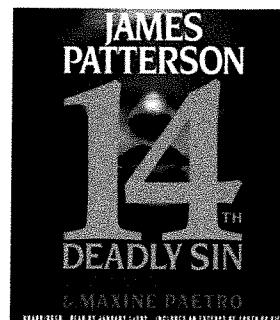




Exhibit E – Sample FULL MARC

=LDR 02774nim a22005772a 4500
 =001 ocn904287224
 =003 OCoLC
 =005 20150428101423.0
 =007 sd\fsngnnmmned
 =008 150219s2015\\orunnnn\\f\\n\\eng\\d
 =020 \\\$a9781478906254\$q(library ed.)
 =020 \\\$a1478906251
 =020 \\\$a9781478927983
 =020 \\\$a1478927984
 =024 3\\\$a9781478927983
 =028 01\$aZbix0\$bBlackstone Audio
 =035 \\\$a(OCoLC)904287224
 =040 \\\$aBLACP\$beng\$serda\$cBLACP\$dOCLCO\$dTEF
 =043 \\\$an-us-ca
 =049 \\\$aMAIN
 =050 14\$aPS3566.A822\$bF68 2015ab
 =082 04\$a813/.54\$223
 =100 1\\\$aPatterson, James,\$d1947-\$eauthor.
 =245 10\$a14th deadly sin /\$cby James Patterson and Maxine Paetro.
 =246 3\\\$aFourteenth deadly sin
 =250 \\\$aUnabridged.
 =264 1\\\$a[Ashland, Oregon] :\$bBlackstone Audio, Inc. ;\$aNew York, NY :\$bHachette Audio,\$c[2015]
 =264 4\$c@2015
 =300 \\\$a6 audio discs (approximately 450 min.) :\$bdigital, CD audio ;\$c4 3/4 in.
 =336 \\\$aspoken word\$bbspw\$2rdacontent
 =337 \\\$aaudio\$bs\$2rdamedia
 =338 \\\$aaudio disc\$bsd\$2rdacarrier
 =344 \\\$adigital\$boptical\$gstereo\$2rda
 =347 \\\$aaudio file\$bCD audio\$2rda
 =500 \\\$aTitle from web page.
 =500 \\\$aCompact discs.
 =500 \\\$aDuration: 7:30:00.
 =511 0\\\$aRead by January LaVoy.
 =520 \\\$aWith a beautiful baby daughter and a devoted husband, Detective Lindsay Boxer can safely say that her life has never been better. In fact (for a change), things seem to be going well for all the members of the Women's Murder Club as they gather to celebrate San Francisco Medical Examiner Claire Washburn's birthday. But the party is cut short when Lindsay is called to a gruesome crime scene, where a woman has been murdered in broad daylight. As Lindsay investigates, shocking video footage of another crime surfaces. A video so horrific that it shakes the city to its core. Their faces obscured by masks, the cold-blooded criminals on the tape could



Sample FULL MARC – con't

be anyone--and now all of Lindsay's coworkers are suspects. As a rash of violence sweeps through San Francisco, and public fear and anger grows, Lindsay and her friends must risk their lives in the name of justice--before it's too late.

=650 \0\$aWomen's Murder Club (Imaginary organization)\$vFiction.

=650 \0\$aPolicewomen\$zCalifornia\$zSan Francisco\$vFiction.

=650 \0\$aMurder\$xInvestigation\$vFiction.

=651 \0\$aSan Francisco (Calif.)\$vFiction.

=655 \7\$aSuspense fiction.\$2gsafd

=655 \7\$aMystery fiction.\$2gsafd

=655 \7\$aAudiobooks.\$2lcgft

=700 1\1\$aPaetro, Maxine,\$eauthor.

=700 1\1\$aLaVoy, January,\$enarrator.

=710 2\2\$aHachette Audio (Firm)

=710 2\2\$aBlackstone Audio, Inc.

=994 \\\aZO\$bTEFMT

E SHORE BRANCH

JEFFERSON PARISH PUBLIC LIBRARY



39999058280163

Attachment F

WITH SAN FRANCISCO UNDER SIEGE
AND EVERY COP A SUSPECT,
THE WOMEN'S MURDER CLUB RISK THEIR LIVES
TO SAVE THE CITY—AND EACH OTHER.

With a beautiful baby daughter and a devoted husband, Detective Lindsay Boxer can safely say that her life has never been better. In fact, things seem to be going well for all the members of the Women's Murder Club (for a change) as they gather to celebrate San Francisco medical examiner Claire Washburn's birthday. But the party is cut short when Lindsay is called to a gruesome crime scene where a woman has been murdered in broad daylight.

As Lindsay investigates, shocking video footage of another crime surfaces—a video so horrific that it shakes the city to its core. Wearing SFPD jackets, their faces obscured by masks, the cold-blooded criminals on the tape could be anyone—and all of Lindsay's coworkers are suspects. As a rash of violent crimes sweeps through San Francisco and public fear and anger grow, Lindsay and her friends must risk their lives in the name of justice...before it's too late.

With shocking twists and riveting suspense, *14th Deadly Sin* proves yet again that when it comes to suspense fiction, in the words of Jeffrey Deaver, "nobody does it better" than James Patterson.

JAMES PATTERSON's books have sold more than 300 million copies, and he has had more #1 bestsellers than any other author. In addition to his novels for adults, he has also written numerous books for young readers, and with initiatives that include ReadKiddoRead.com, he has dedicated himself to improving access to books that will keep kids reading for life. He lives in Florida with his family.

MAXINE PAETRO is the author of three novels and two works of nonfiction, and she is the coauthor of the Women's Murder Club series with James Patterson. She lives in New York with her husband.

JANUARY LAVOY is a New York-based voice, stage, and television actress. She has performed on and Off-Broadway, and appeared extensively in regional theaters across the country. She is best known for her role as Noelle Ortiz on the long-running ABC daytime drama *One Life to Live*.

Also available in print and as an ebook

Total Playing Time: Approx. 7.5 hours on 6 CDs

Produced and Directed by Kevin Thomsen

Recorded by Nate Argiropoulos

Post Production by Chris Howerton

and Martin Music, NYC

Cover Design by Kato He

Cover Photograph by Lucky Luke / Shutterstock

Cover Lettering by James Montalbano /

Terminal Design

Package Design by Mike Joyce

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9 781478 927983	

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PAETRO

JAMES
PATTERSON
14TH
DEADLY SIN

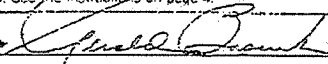
UNABRIDGED READ BY JANUARY LAVOY INCLUDES AN EXCERPT OF TRUTH OR DIE

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

#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 (to show on your income tax return) MIDWEST TAPE, LLC		
Business name if different from above		
Print or type See Specific Instructions on page 2	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited liability company Enter the tax classification: Disregarded entity, C corporation, P partnership > P... <input checked="" type="checkbox"/> Exempt payee	
	Other tax classification:	
	Address (number, street, and apt. or suite no.) 6950 HALL STREET	
	City, state, and ZIP code HOLLAND, OHIO 43528	
List account numbers 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.		
Social security number		Employer identification number 37 1499686
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.		
Sign Here	Signature of U.S. person 	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:		
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.		