

**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  12-31-2019

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES  7-10 Business Days

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME:  Midwest Tape, LLC

ADDRESS:  1417 Timberwolf Drive

CITY, STATE:  Holland, Ohio  ZIP:  43528

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

EMAIL ADDRESS:  sbascuk@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 (October 2, 2017)

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$  398.24

AUTHORIZED SIGNATURE:  

Sue Bascuk   
Printed Name

TITLE:  Vice President of Business Development

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT  0010 - Discount (percentage) from Publisher's non-freight pass  through list prices for Trade Edition. 0 %		
2	1.00	EA	Line Items 0040 through 0130 is a list of typical items the Jefferson Parish Library Department would purchase.  0020 - Discount (percentage) from Publisher's non-freight pass  through list prices for Short/Non-Trade. 0 %		
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass  through list prices for Net/No Discount Items. 0 %		
4	1.00	EA	0040 - Provide the cost of the title with discount applied.  Any Dream Will Do ISBN - 1524783676 EAN - 9781524783679	\$39.99	\$39.99
5	1.00	EA	0050 - Provide the cost of the title with discount applied.  Barely Legal ISBN - 0525492348 EAN - 9780525492344	\$34.99	\$34.99
6	1.00	EA	0060 - Provide the cost of the title with the discount applied.  Charlatans - Street Smart ISBN - 1524775592 EAN - 9781524775599	\$44.99	\$44.99
7	1.00	EA	0070 - Provide the cost of the title with discount applied.	\$29.99	\$29.99

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	EA	The Color of Fear (Sharon McCone Mystery) ISBN - 1478916087 EAN - 9781478916086  0080 - Provide the cost of the title with discount applied.	\$39.99	\$39.99
9	1.00	EA	Crime Scene ISBN - 052549250X EAN - 9780525492504  0090 - Provide the cost of the title with discount applied.	\$39.99	\$39.99
10	1.00	EA	Emma in the Night ISBN - 1427289301 EAN - 9781427289308  0100 - Provide the cost of the title with discount applied.	\$39.99	\$39.99
11	1.00	EA	Exposed (Rosato & Dinumzio Novel #5) ISBN - 1427285748 EAN - 9781427285744  0110 - Provide the cost of the title with discount applied.	\$39.99	\$39.99
12	1.00	EA	The Force ISBN - 150468060X EAN - 9781504680608  0120 - Provide the cost of the title with discount applied.	\$36.99	\$36.99
13	1.00	EA	I Know a Secret (Rizzoli & Isles) ISBN - 14805502510 EAN - 9781480502512  0130 - Provide the cost of the title with discount applied.	\$44.99	\$44.99
14	1.00	EA	Y is for Yesterday (Kinsey Millhone Novel #25) ISBN - 0385393997 EAN - 9780385393997  0140 - Yearly cost of inventory/ electronic ordering service.	\$0.00	\$0.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	1.00	EA	0150 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Small	\$0.00	\$0.00
16	1.00	EA	0160 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Medium	\$0.00	\$0.00
17	1.00	EA	0170 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Large	\$0.00	\$0.00
18	1.00	EA	0180 - Cost to produce and apply barcodes and hub label sets.	\$0.00	\$0.00
19	1.00	EA	0190 - Cost to provide barcode scanning.	\$0.00	\$0.00
20	1.00	EA	0200 - Cost to provide downloadable purchase order record.  (On-order record)	\$0.00	\$0.00
21	1.00	EA	0210 - Cost to provide Marc record including complete call number.	\$1.20/title	\$1.20/title
22	1.00	EA	0220 - Cost for original cataloging record including complete call number.	\$1.20/title	\$1.20/title
23	1.00	EA	0230 - Cost to provide OCLC Marc record including complete call number and item information for item	\$1.45	\$1.45

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	EA	creation. 0240 - Cost to print and apply branch label (per label).	\$0.00	\$0.00
25	1.00	EA	0250 - Cost to print and apply spine label.	\$0.00	\$0.00
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	\$0.99	\$0.99
27	1.00	EA	0270 - Cost to apply RFID tag per disc.	\$1.50	\$1.50
28	1.00	EA	0280 - Cost to provide a RFID NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	\$0.00	\$0.00

**CORPORATE RESOLUTION**

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

AT THE MEETING OF DIRECTORS OF Midwest Tape, LLC  
INCORPORATED, DULY NOTICED AND HELD ON October 9, 2017,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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



SECRETARY-TREASURER

Sheref Abou-Donia, Controller

October 9, 2017

DATE

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Ohio

PARISH/COUNTY OF Lucas

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Sue Bascuk, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Vice President of Business of Midwest Tape, LLC (Entity),  
Development  
the party who submitted a bid in response to Bid Number 50-00121088, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B  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.

Sue Bascuk  
Signature of Affiant

Sue Bascuk  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 10th DAY OF October, 2017.

Mary J Jacobs  
Notary Public

MARY J Jacobs  
Printed Name of Notary

2014NOT0298  
Notary/Bar Roll Number

My commission expires 7/2/2019.



**MARY J JACOBS**  
**Notary Public**  
**In and for the State of Ohio**  
**My Commission Expires**  
**July 2, 2019**





October 12, 2017

Invitation To Bid From Jefferson Parish  
Two (2) Year Contract to provide Audiobooks Compact Discs for  
Jefferson Parish Library Department  
Bid No.: 50-00121088

**Section 1.0 Conditions**

Midwest Tape sells all Audio Book titles at Retail Price and are 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.midwesttape.com](http://www.midwesttape.com)) and in our weekly and monthly catalogs. We welcome the evaluation committee's review of our user-friendly website with the following login combination during the months of October and November:

October: Username: mtghost  
Password: goblins1

November: Username: mtthankful  
Password: gathering

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

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

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



## Section 2.0 Specifications

All audiobooks are new and will play on standard CD players. Midwest Tape purchases from over 225 publishers with over 51,000 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 **B**.

## 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 **C**.

Midwest Tape's website, [www.midwesttape.com](http://www.midwesttape.com), provides for free, unlimited logins for Jefferson Parish Library's selectors and other designated staff.

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

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

## Section 4.0 Shipping and Billing

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

Midwest Tape uses new boxes for each shipment. Our system is designed to provide the most accurate size box for its contents so that the shipping of material is protected and organized for the library. Recycled papers are used to pack the material and corner protectors are used to secure the product in place. If multiple box shipments are being provided to the library, each



box is marked appropriately so as to alert the receiving department of 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**

Our audiobooks are sold at list price 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 at no additional cost to the library.

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

### **Section 7.0 Cataloging**

As a founding partner in the OCLC cataloging partnership program, Midwest Tape is able to provide you high quality cataloging at an affordable price for Audio Books. Our Full MARC Records cost **\$1.20\*** per title. They are the same records you would download from WorldCat© for a fraction of the cost. Utilizing this service can save your library time and money by eliminating searching, downloading, and overhead charges.

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

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

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

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



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

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

Jeff Clark, Account Executive  
800-875-2785  
[jclark@midwesttapes.com](mailto:jclark@midwesttapes.com)

Rebecca Dick, Processing Sales  
800-875-2785  
[rdick@midwesttapes.com](mailto: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 E). The benefits include: perfect label placement every time, deters theft, and it saves the library the expense of creating labels and the labor costs associating with the processing.

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

Sincerely,

Sue Bascuk, Vice President of Business Development  
Midwest Tape, LLC

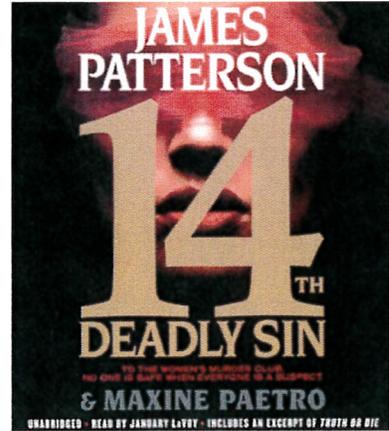
# One-stop Audiobook Shop

## OVER 225 PUBLISHERS

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

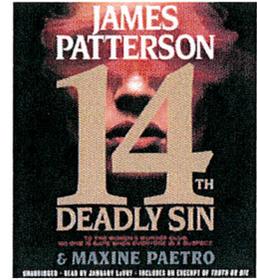
Attachment C – Sample Free Vendor Records

=LDR 01454nim a22003252a 4500  
 =001 ocn904287224  
 =003 MWT  
 =005 20170811020833.1  
 =007 sd\fmngnmmned  
 =008 170811s2015\\x\xu\n\ne\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  
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Attachment D – Sample Full Records

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 =100 1\\\$aPatterson, James,\$d1947-\$eauthor.  
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 =246 3\\\$aFourteenth deadly sin  
 =250 \\\$aUnabridged.  
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 =347 \\\$aaudio file\$bCD audio\$2rda  
 =490 1\\\$aWomen's murder club ;\$vbk. 14  
 =500 \\\$aTitle from disc label.  
 =500 \\\$aIncludes an excerpt by Truth or die.  
 =511 0\\\$aRead by January LaVoy.  
 =508 \\\$aProducer and director, Kevin Thomsen.  
 =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 in police uniforms 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 \0\$aWomen's Murder Club (Imaginary organization)\$vFiction.  
 =650 \0\$aPolicewomen\$zCalifornia\$zSan Francisco\$vFiction.  
 =650 \0\$aMurder\$xInvestigation\$vFiction.  
 =650 \0\$aSpree murderers\$vFiction.

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=651 \0\$aSan Francisco (Calif.)\$vFiction.  
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=655 \7\$aThrillers (Fiction)\$2lcgft  
=655 \7\$aMystery fiction.\$2gsafd  
=655 \7\$aSuspense fiction.\$2gsafd  
=700 1\$aPaetro, Maxine,\$eauthor.  
=700 1\$aThomsen, Kevin,\$eproducer,\$edirector.  
=700 1\$aLaVoy, January,\$enarrator.  
=710 2\$aHachette Audio (Firm)  
=710 2\$aBlackstone Audio, Inc.  
=800 1\$aPatterson, James,\$d1947-\$tWomen's murder club ;\$vbk. 14.

#155378

**W-9** Request for Taxpayer Identification Number and Certification

Form 1099-October 2009  
Department of the Treasury  
Internal Revenue Service

Give form to the requester. Do not send to the IRS.

Name (do not write on your income tax return)  
**MIDWEST TAPE, LLC**

Business name if different from above

Check appropriate box:  
 Individual/Sole proprietor  
 Limited liability company Enter the tax classification: **Partnership**  
 Corporation  
 Partnership  
 Estate  
 Other (see instructions)

Address (number, street, and apt. or suite no.)  
**6950 HALL STREET**

City, state, and ZIP code  
**HOLLAND, OHIO 43528**

Use duplicate numbers, if applicable

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 individual filers, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
OR	
Employer identification number	<b>37 1499686</b>

**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 check 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, for mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

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

**General Instructions**

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

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partner's 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.

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Liane Moriarty says that "No one writes twisted, suspenseful novels quite like Sophie Hannah." Packed with twists and clues, simmering with tension, this electrifying new thriller shows why.

**She's the most famous murder victim in America. What if she's not dead?**

Pushed to the breaking point, Cara Burrows flees her home and family and escapes to a five-star spa resort she can't afford. Late at night, exhausted and desperate, she lets herself into her hotel room and is shocked to find it already occupied—by a man and a teenage girl.

A simple mistake at the front desk...but soon Cara realizes that the girl she saw alive and well in the hotel room is someone she can't possibly have seen: the most famous murder victim in the country, Melody Chapa, whose parents are serving natural life sentences for her murder.

Cara doesn't know what to trust—everything she's read and heard about the case or the evidence of her own eyes. Did she really see Melody? And is she prepared to ask herself that question and answer it honestly if it means risking her own life?

**Performed by Fiona Hardingham, Caitlin Kelly, and Nicole Poole**

Sophie Hannah is the *New York Times* bestselling author of numerous psychological thrillers, including *Woman with a Secret* as well as *The Monogram Murders* and *Closed Casket*, the first novels to be authorized by the estate of Agatha Christie. Her books have received numerous awards, including a UK National Book Award, and are published in twenty-seven countries. She lives in Cambridge, England.

Presented on 8 discs / 9¾ hours

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**Attachment E**



SOPHIE HANNAH

KEEP HER SAFE

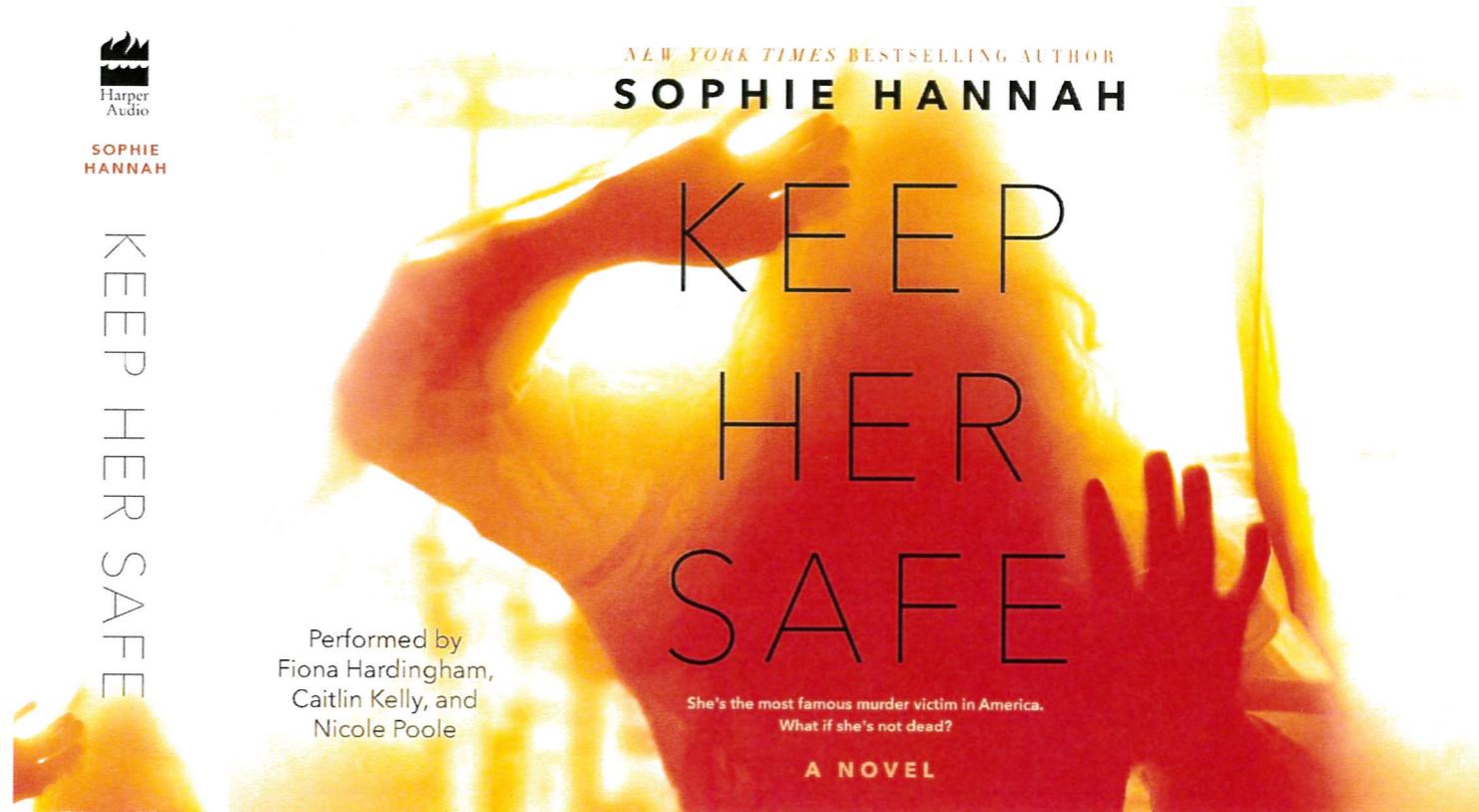
Performed by  
Fiona Hardingham,  
Caitlin Kelly, and  
Nicole Poole

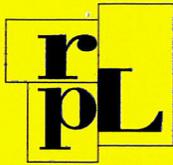
NEW YORK TIMES BESTSELLING AUTHOR  
**SOPHIE HANNAH**

KEEP  
HER  
SAFE

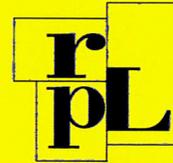
She's the most famous murder victim in America.  
What if she's not dead?

A NOVEL





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Liane Moriarty says that "No one writes twisted, suspenseful novels quite like Sophie Hannah."  
Packed with twists and clues, simmering with tension, this electrifying new thriller shows why.

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Presented on 8 discs / 9¾ hours

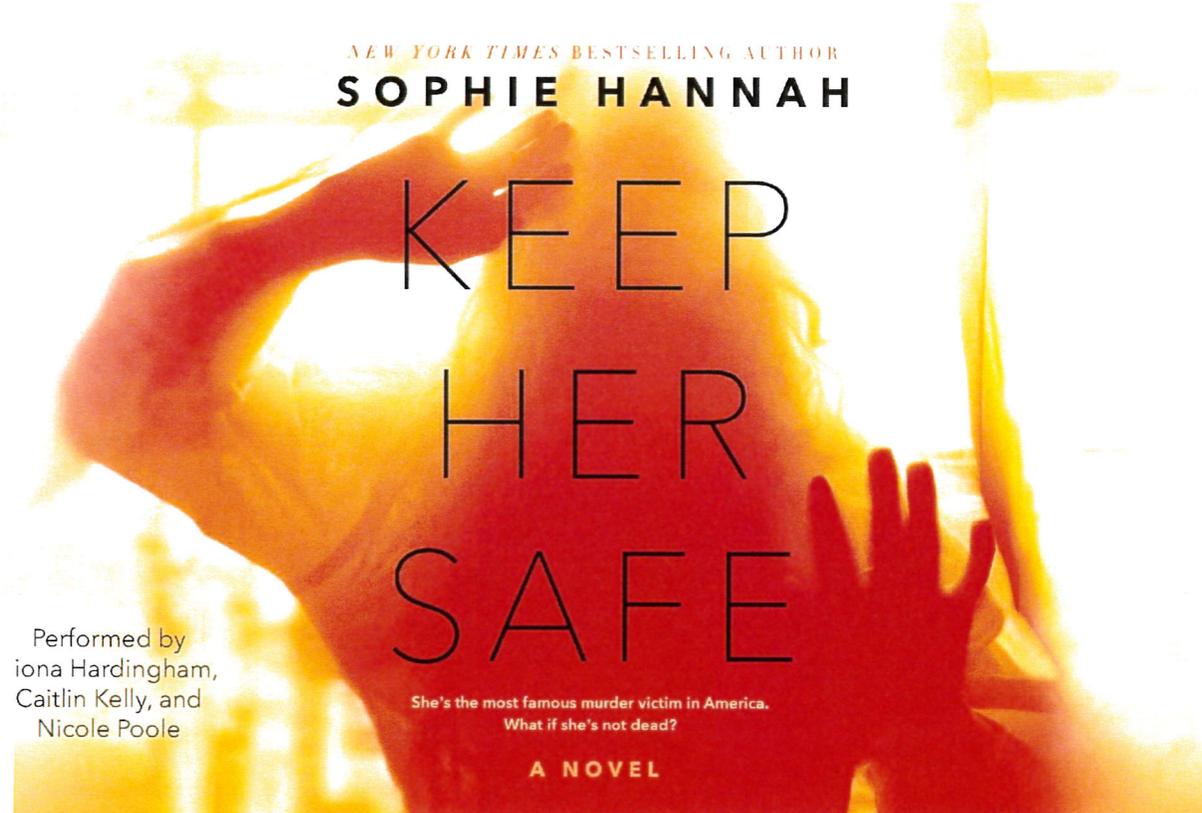
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SOPHIE  
HANNAH

KEEP HER SAFE

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### These elves are off the shelves.

Ollie and Celia think they know what the life of an elf is supposed to be like: Make toys. Help Santa. Make more toys. Help Santa. Try out a new ice-cream flavor. Help Santa.

But then Santa rocks the North Pole with a surprise announcement! He's decided this is going to be his last year in the Big Red Suit, and, instead of letting his oldest son—the unfortunately named Klaus Claus—take over, he's opening up the job to any Claus or elf who wants to apply.

The Santa Trials have begun!

Ollie and Celia enter the contest, having no idea whatsoever that they'll soon have to squeeze through impossible chimneys, race runaway sleighs, sweet-talk a squad of rowdy reindeer, and consume cruel amounts of cookies and milk. It's both an adventure and a survival test, far beyond what any Claus or elf has been asked to do before. But whoever rises to the top will get a reward even bigger than Christmas...

#### ABOUT THE AUTHOR

**Caleb Zane Huett** is a playwright, undercover reindeer, and independent bookseller at Avid Bookshop. He's a graduate of the University of Georgia and currently lives in Athens, Georgia where he plays a lot of video games. *Top Elf* is his first novel.

#### READ BY KIRBY HEYBORNE

**Kirby Heyborne** has received critical acclaim for his starring role in the award-winning World War II drama *Saints and Soldiers*. He has had starring roles in eight other features and two short films and has also appeared on the WB's *Everwood* and many national commercials. He has garnered rave reviews for his narration over the years and is considered one of the finest narrators working today.

Presented on 7 discs / 8 hours: 35 minutes

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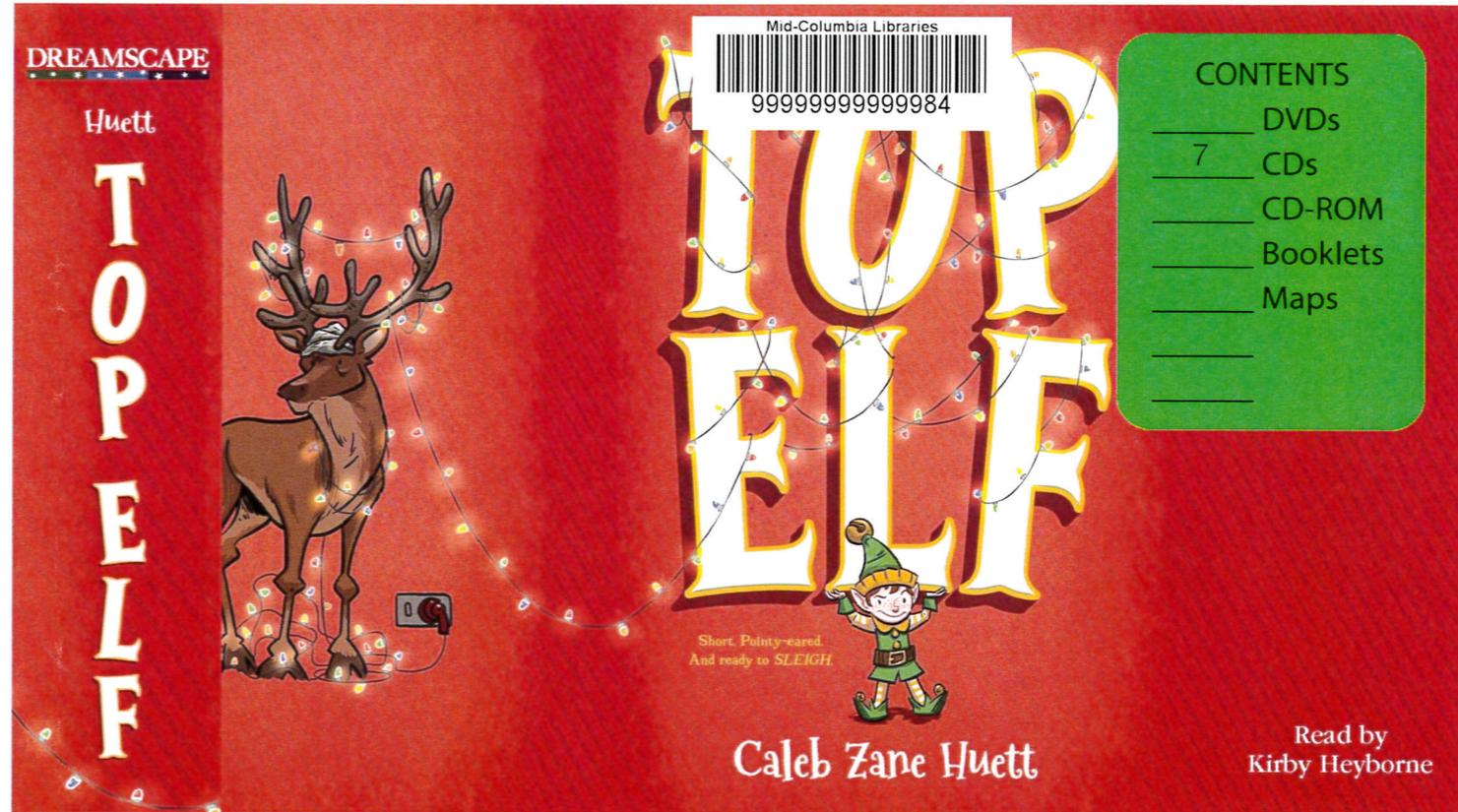
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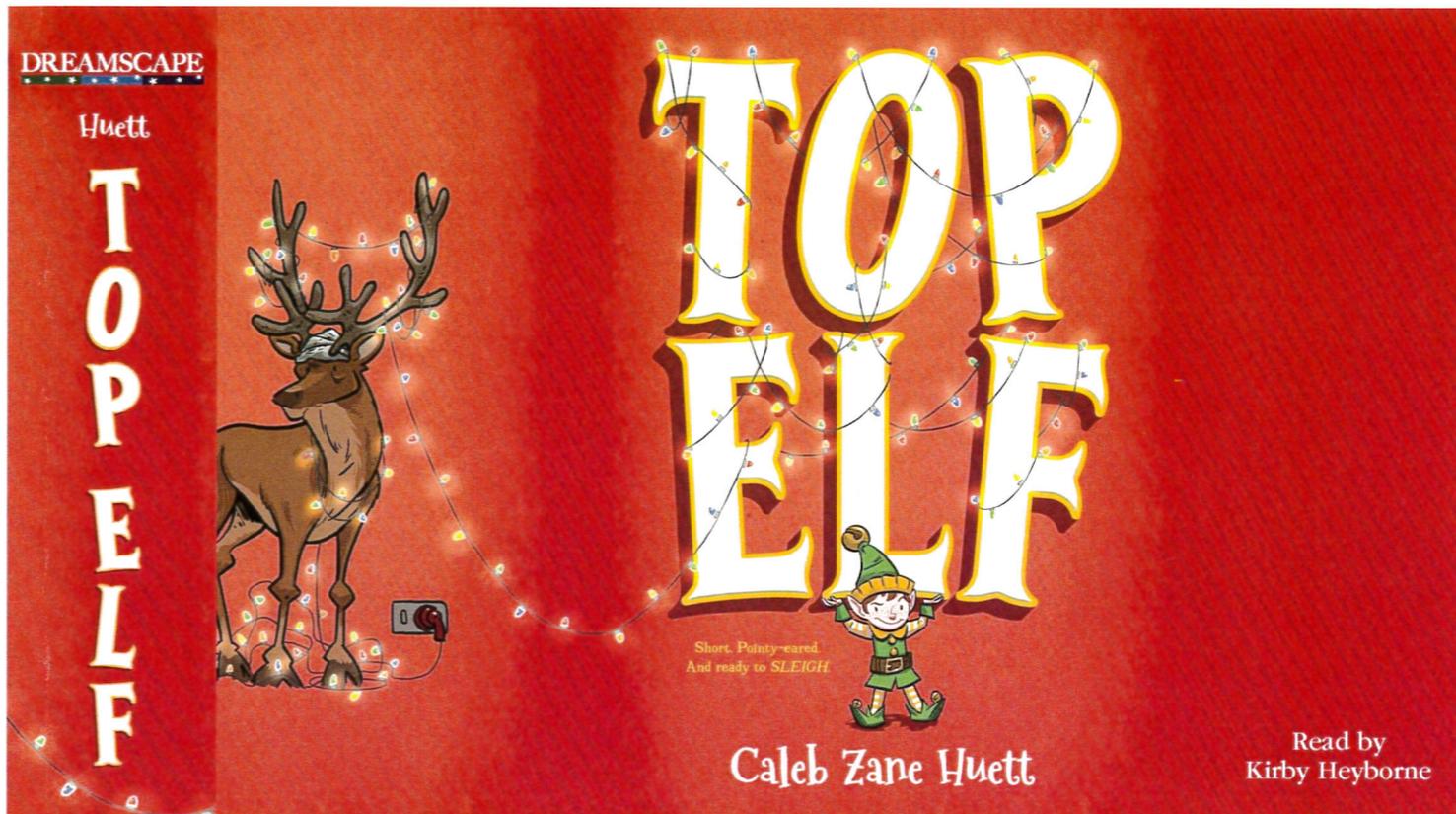
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Is there a monster living in your closet? Are you brave enough to catch him? Parents and children will love sharing this fun and inventive picture book, which reminds us that things aren't always as scary as they seem. In the end, maybe the monster is just looking for a friend!

ABOUT THE AUTHOR

**Adam Wallace** is a *New York Times* bestselling children's writer and cartoonist living in Australia. Wallace writes books that inspire, entertain, and amuse! From *How to Draw to Gross Out to Clumsiness*, there are all types for all ages.

READ BY CHRIS PATTON

**Chris Patton** has been a voiceover artist for over fifteen years and has acted onstage most of his life. A two-time Audie nominee and the winner of an Earphones award, he's voiced over one hundred audiobooks, over two hundred anime titles, many commercials, a handful of video games, and many e-learning and corporate training projects. The frontman and lyricist for the synthpop band Paul Lynde is Dead, he lives in Maryland but is a native Texan.

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How to Catch a Monster Wallace & Elkerton

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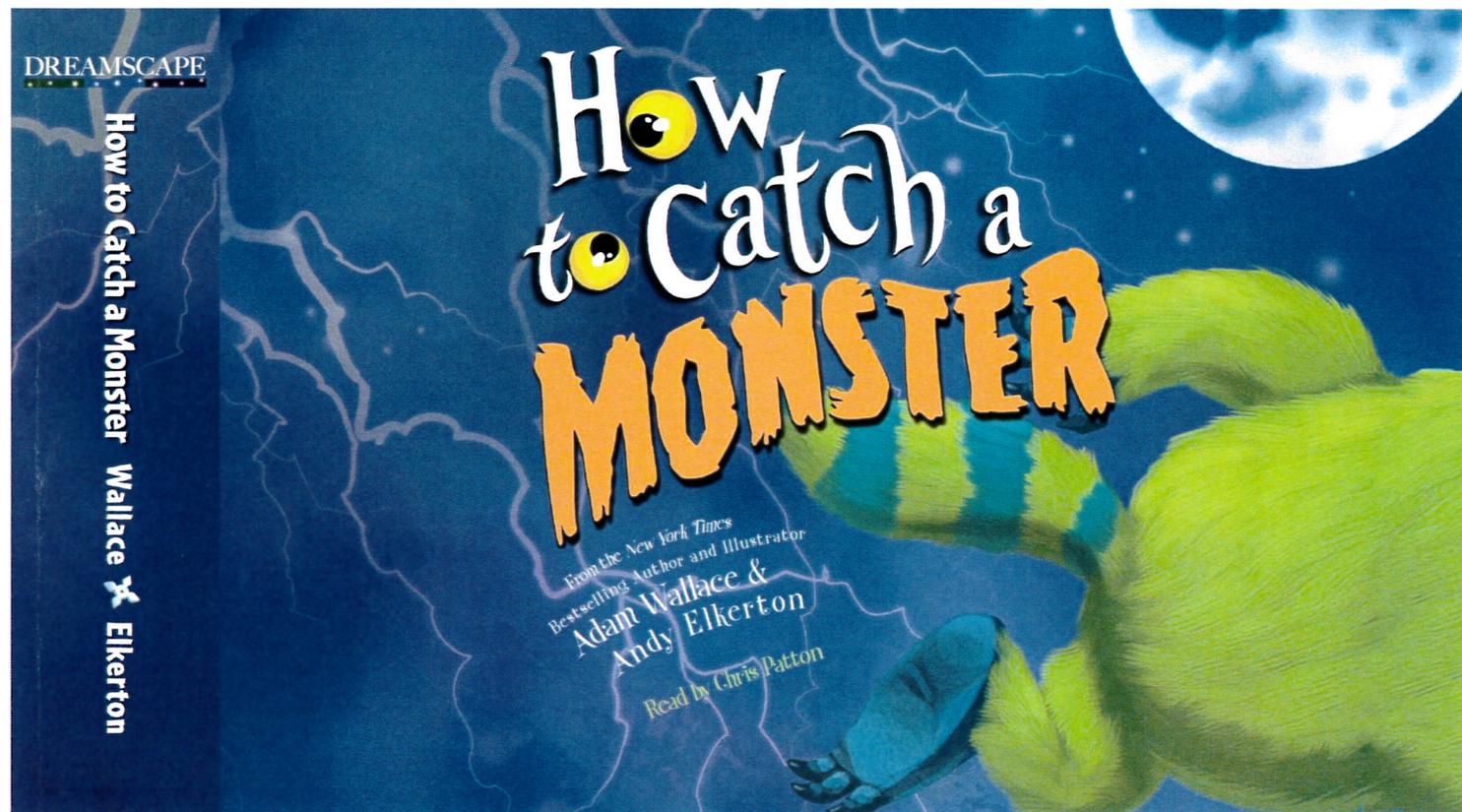
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With an engaging, conversational tone, this easy-to-follow guide will keep you entertained—whether you're a novice meteorologist or just interested in learning more about weather patterns. From clear blue skies to hail to dust storms—and featuring information on how to predict the weather, how to be ready for natural disasters, and how climate change is affecting the world—this guide turns anyone into a weather expert.

From low- and high-pressure systems to floods, hurricanes, and tornadoes, *Weather 101* has all the answers—even the ones you didn't know you were looking for.

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A CRASH COURSE IN UNDERSTANDING THE WEATHER

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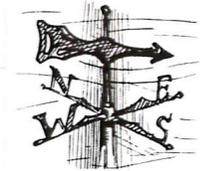


# WEATHER 101

FROM DOPPLER RADAR AND LONG-RANGE FORECASTS TO THE POLAR VORTEX AND CLIMATE CHANGE, EVERYTHING YOU NEED TO KNOW ABOUT THE STUDY OF WEATHER



IN THE WINTER OF 1780 THE POTOMAC RIVER FROZE OVER SO SOLIDLY THAT IT WAS POSSIBLE TO WALK ACROSS IT.



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