Bid Number 50 - 122294

Two (2) year contract to provide music compact discs for the Jefferson Parish Library.

March 22, 2018 AT 2:00 PM

ATTENTION VENDORS!!!

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

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

BID # 50-00122294

A TWO YEAR CONTRACT TO PROVIDE MUSIC COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.

This two-year contract is for new music compact discs only.

The effective date for the contract will be the formal acceptance by the Jefferson Parish Council.

SECTION 1.0 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. 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.

All compact discs will be 4-3/4" 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 an inventory of at least 50,000 titles on major labels in all music genres. Access to the online catalog must accompany bid in order for bid to be considered.

It must be understood and agreed that the estimated dollar expenditures listed shall not be considered as literally binding on the Parish of Jefferson. The dollar amount expended may be lesser or greater than stated.

Approximately 3000 music CDs 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 2.0 ORDERING

Bidders must have an online electronic inventory system that the library can search before ordering. Online inventory shown on this system must give stock levels in real time. Cost for online searching must be a one-time yearly charge and must not be on a per-use or per-hour basis. Temporary access, at no charge, to online inventory system may be required for consideration of proposal.

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 3.5.1.1J).

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. Prices and discounts must be shown online.

SECTION 3.0 SHIPPING AND BILLING PROCEDURES:

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

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 this discounted price. Discounted price must include any shipping. Library will not pay any additional shipping charges.

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.

For every order; bidder must provide two copies of the invoice in the box with the delivered CD's. 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.

All boxes of order must be shipped at the same time.

In stock items must be shipped within ten (10) working days of receipt of order whether all titles ordered are available or not.

All copies of a particular title must be shipped at the same time.

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.

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

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

Bidder must provide cancellation schedule for items which become unavailable.

SECTION 4.0 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 5.0 BID AWARD

Bid award shall be based on total bid price.

SECTION 6.0 CATALOGING

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

Bidder shall provide cataloging of CDs. Cataloging includes providing OCLC (MARC) records, assigning a call number in accordance with Jefferson Parish Library guidelines based on genre & author letters, and printing and placing spine labels.

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.

Music in formats such as downloadable or streaming will require an OCLC MARC cataloging record, but not a purchase order record or assigning of a call number.

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, containing no more than 6 fields, 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, 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 in accordance with Jefferson Parish Library guidelines based on genre & author letters

Printing and placing spine labels on CDs 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.

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

SECTION 7.0 PROCESSING

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

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.

CDs originally packaged in jewel cases must be repackaged in durable and supple polypropylene cases which do not have hinges and have flexible hubs instead of teeth to hold in discs. The case must have a full pocket sleeve that is sealed at the bottom to hold artwork. It artwork is removed from original packaging to be placed in the sleeve of case; artwork must be printed so as to be in one sheet.

Branch Label: Branch labels must be applied to the back of each cover at. Once bid is awarded the library will provide a sample CD showing correct placement and format of barcodes and labels.

Barcodes: A machine-readable barcode shall be affixed on the upper right hand corner of the back cover art, under the clear plastic cover. A second machine-readable barcode shall be placed inside the CD case above and to the right of the CD.

Barcodes: A machine printed "hub" barcode which has the same barcode number as the one placed on the back cover art shall be placed on side one of Disc 1 of the CD. If the title includes multiple CDs, a hub label with the same barcode number must be placed on side one of each CD.

RFID (radio-frequency identification) Tag: Bidder must provide an RFID tag that is NXPICODE SLIX2 (Smart Trac) compliant. The RFID tag shall be affixed to the disc and interior of the CD case. If the title includes multiple CDs, the RFID tag shall be placed on the last disc in the set.

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/22/2018 AND PUBLICLY OPENED THEREAFTER.
For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

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

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from http://purchasing.jeffparish.net and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

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

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

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

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.

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.

3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of $5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of $25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.

8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.

9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.

10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.

13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to 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.

BID NO.: 50-00122294

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 12-31-2018.

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

DELIVERY: FOB JEFFERSON PARISH

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

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Midwest Tape, LLC

ADDRESS: 1417 Timberwolf Drive

CITY, STATE: Holland, Ohio ZIP: 43528

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

EMAIL ADDRESS: jjankowski@midwesttapes.com

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: $ 126.34

AUTHORIZED SIGNATURE: _____ Jeff Jankowski

Printed Name

TITLE: Vice President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122294

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE MUSIC COMPACT DISCS FOR MTHE JEFFERSON PARISH LIBRARY.		
1	2.00	YR	0010 - Discount (percentage) from Publisher's non-freight pass through list prices. 25 %		
			Line Items 0020 - 0110 is a list typical items the Jefferson Parish Library Department would purchase.		
2	1.00	EA	0020 - Provide the cost of the title with the discount applied.	$10.49	
			Avatar Country Artist - Avatar EAN/UPC - 190758020921		
3	1.00	EA	0030 - Provide the cost of the title with the discount applied.	$9.74	
			Awaken, My Love Artist - Childish Gambino EAN/UPC - 810599021405		
4	1.00	EA	0040 - Provide the cost of the title with the discount applied.	$12.74	
			Camila Artist - Camila Cabello EAN/UPC - 889854722227		
5	1.00	EA	0050 - Provide the cost of the title with the discount applied.	$18.74	
			Ceremony and Devotion Artist - Ghost EAN/UPC - 888072036864		
6	1.00	EA	0060 - Provide the cost of the title with the discount applied.	$12.74	
			Glorious Day: Hymns of Faith Artist - Casting Crowns EAN/UPC - 602341022026		
7	1.00	EA	0070 - Provide the cost of the title with the discount applied.	$11.99	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122294

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			It's not us Artist - Umphrey's McGee EAN/UPC - 020286225027		
8	1.00	EA	0080 - Provide the cost of the title with the discount applied.	$13.49	
			TRANSCENDENTAL - DANIIL TRIFONOV PLAYS FRANZ Artist - Daniil Trifonov EAN/UPC - 028947955290		
9	1.00	EA	0090 - Provide the cost of the title with the discount applied.	$10.49	
			Moana Soundtrack Artist - Various Artists EAN/UPC - 050087349134		
10	1.00	EA	0100 - Provide the cost of the title with the discount applied.	$10.49	
			The Nashville Sound Artist - Isbell EAN/UPC - 752830537903		
11	1.00	EA	0110 - Provide the cost of the title with the discount applied.	$11.24	
			Pure Comedy Artist - Father John Misty EAN/UPC - 098787120028		
12	1.00	EA	0120 - Yearly Cost of inventory/ electronic ordering service.	$0.00	
13	1.00	EA	0130 - Cost to repackage multidisc CD sets per CD sets per specifications, including placing cover art in sleeve.	$0.00	
14	1.00	EA	0140 - Cost to produce and apply barcodes and the hub label sets.	$0.00	
15	1.00	EA	0150 - Cost to provide barcode scanning.	$0.00	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122294

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	1.00	EA	0160 - Cost to provide downloadable purchase order record. (On-order record)	$0.00	
17	1.00	EA	0170 - Cost to provide Marc record including complete call number.	$1.20/title (Full Level OCLC MARC)	
18	1.00	EA	0180 - Cost for original cataloging record including complete call number.	$1.20/title (Full Level OCLC MARC)	
19	1.00	EA	0190 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	$1.20/title	
20	1.00	EA	0200 - Cost to print and apply branch label (per lable).	$0.00	
21	1.00	EA	0210 - Cost to print and apply spine label.	$0.00	
22	1.00	EA	0220 - Cost for ditital processing including cover art, barcode, branch label and spine label.	$1.99	
23	1.00	EA	0230 - Cost to apply RFID tag per disc.	$1.00	
24	1.00	EA	0240 - Cost to provide a RFID NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	$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 MARCH 15, 2018, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

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

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

SECRETARY-TREASURER

SHEREF ABOU-DONIA

MARCH 20, 2018

DATE

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☑ **WORKER'S COMPENSATION INSURANCE**

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

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

☑ **COMMERCIAL GENERAL LIABILITY**

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

☑ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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 with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

Client#: 1400052 MIDWETAP1

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/02/2017

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
USI Insurance Services
1120 Madison Ave.
Toledo, OH 43604
419 243-1191

CONTACT NAME: Jennifer Lake
PHONE (A/C, No, Ext): 567-803-4414 FAX (A/C, No): 419-255-5928
E-MAIL ADDRESS: jennifer.lake@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Cincinnati Insurance Company	
INSURER B: Midwest Employers Casualty Co.	
INSURER C: Beazely Insurance Company	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Midwest Tape LLC & S & S Home Video
P.O. Box 820
Holland, OH 43528-0820

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR OH Stop Gap GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC	X	X	EPP0139599	05/09/2017	05/09/2018	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$500,000
							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
								$
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	X		EPP0139599	05/09/2017	05/09/2018	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $0	X		EPP0139599	05/09/2017	05/09/2018	EACH OCCURRENCE	$5,000,000
							AGGREGATE	$5,000,000
								$
A B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		EWC038120500 EWC009148 (XS ded $400K)	05/09/2017 04/01/2017	05/09/2018 05/09/2018	X WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Cyber/Breach			W1333B160401	05/09/2017	05/09/2018	$3,000,000 $3,000,000 $50,000 Ded.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council are additionally insured .

CERTIFICATE HOLDER

Jefferson Parish Louisiana
Library
474 West Napolean Ave.
Metairie, LA 70001-0000

CANCELLATION

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

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 OHIO

PARISH/COUNTY OF LUCAS

BEFORE ME, the undersigned authority, personally came and appeared: _____ Jeff Jankowski, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of Midwest Tape, LLC (Entity), the party who submitted a bid in response to Bid Number 50-00122294, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A <u>or</u> 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 **<u>NO</u>** 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 20th DAY OF March, 2018.

Mary J Jacobs
Notary Public

Mary J Jacobs
Printed Name of Notary

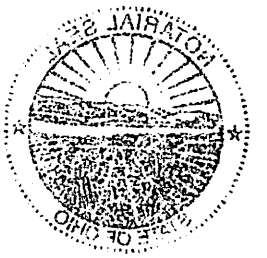
2014 NOT0298
Notary/Bar Roll Number

My commission expires 7/8/2019.

NOTARIAL SEAL
STATE OF OHIO

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

MARY J. JACOBS
Notary Public
In and for the State of Ohio
My Commission Expires
July 2, 2016



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053
Office 504.364.2678
Email: Purchasing@jeffparish.net Website: www.jeffparish.net

March 22, 2018

Invitation To Bid From Jefferson Parish
Two (2) Year Contract to provide Music Compact Discs for
Jefferson Parish Library Department
Bid No.: 50-122294

Section 1.0 Specifications

All Music Compact Disc titles can be viewed on Midwest Tape's website (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 combinations during the months of March and April:

March: Username: mtemarch18
Password: JzsgKdSW

April: Username: mteapril18
Password: UpKkYfHG

Midwest Tape purchases from over 3,000 music studios with over 93,000 unique Music titles available. Our Purchasing and Marketing Department work daily to acquire new studios and titles, adding to our ever-growing database.

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 Music notifications occur bi-weekly as much as 3-4 months before release date. This enables us to continually increase "on order" quantities with the manufacturers.

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.

A single discount profile for our Music offering is provided to the Jefferson Parish Library and is indicated on the required Bid Pricing Form.

All shipments of Music on Compact Discs to the Jefferson Parish Library will be sent free from any shipping charges, regardless of order size.

Section 2.0 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 A.

Midwest Tape's website, 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, music tracks 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 is sorted by each format we provide, including Music albums.

Section 3.0 Shipping and Billing Procedures

Jefferson Parish Library will receive Music CD 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 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) and RMA (Return Merchandise Authorization) form to pick up and return 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:

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

Section 4.0 Discount

The firm discount profile has been indicated on the Bid Pricing Form as requested.

The Jefferson Parish Library incurs no freight charges for any order placed with Midwest Tape.

Section 5.0 Bid Award

Midwest Tape understands that the Parish desires to base the award on total price.

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 6.0 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 Music titles. 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 B.

Record 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

Alexis Schlagheck, Processing Sales
800-875-2785
aschlagheck@midwesttapes.com

Section 7.0 Processing

Midwest Tape can provide the required processing services for the Jefferson Parish Library. We offer digital processing called VIP (Variable Integrated Processing) (see Attachment C). 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.

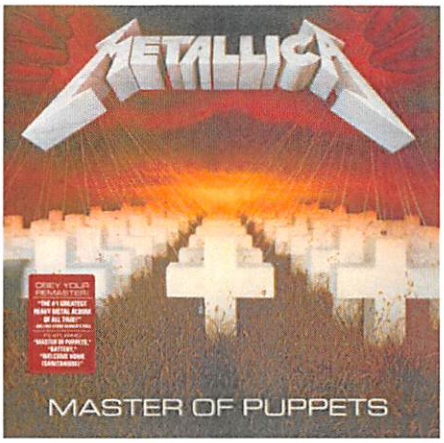
Hand-application of vendor supplied RFID disc overlays and tags can be provided and the cost is noted on the Bid Pricing Form.

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,

Jeff Jankowski, Vice President
Midwest Tape, LLC

Attachment A – Sample Free Vendor Records



=LDR 01325njm a22002892a 4500
=001 ocn900264132
=003 MWT
=005 20180320040358.1
=007 sd\fmngnnmmned
=008 180320s1986\\\\xxu\\n\e\\\\\\\\\\\\eng\d
=010 \\$a900264132
=020 \\$a$c{dollar}11.99
=024 1\$a858978005202
=028 42$a11957777
=110 2\$aMetallica.
=245 10$aMaster of Puppets$h[sound recording] /$cMetallica.
=260 \\$a[United States] :$bBlackened Recordings,$c2017.
=300 \\$a1 sound disc :$bdigital ;$c4 3/4 in.
=306 \\$a5400
=500 \\$aCompact disc.
=500 \\$a11/10/2017
=505 00$tBattery$g(5:12)$tMaster of puppets$g(8:35)$tThe thing that should not be$g(6:36)$tWelcome home (sanitarium)$g(6:27)$tDisposable heroes$g(8:16)$tLeper messiah$g(5:40)$tOrion$g(8:27)$tDamage, INC.$g(5:32).
=520 \\$aMetallica's third album redefined heavy metal and became a multi-platinum hit without the benefit of singles or videos. The album does include classic tracks, including the title track and Welcome Home (Sanitarium).
=520 1\$a"...Metallica's finest 55 minutes...showing them at their most acerbic...and at their most face-pullingly heavy..."--Q
=650 \4$aRock.
=655 \4$aPop/Rock.
=856 7\$3View cover art$uhttp://midwesttapes.com/images/movies/000/000/000/011/957/000000000011957777.jpg$2http

Attachment B – Sample Full Records

=LDR 02287njm a22005652a 4500
=001 ocn900264132
=003 OCoLC
=005 20180228043046.0
=007 sd\fsngnnmmnee
=008 130917r20131986caurcnn\\\\\\\\\\\n\eng\d
=035 \\$a(OCoLC)900264132
=040
\\$aKN4$beng$erda$cKN4$dOCLCO$dOCLCF$dOCL$dOCLCQ$dIMD$dIOU$dTEF$dGRC
=020 \\$a9786315163104
=020 \\$a6315163106
=024 1\$a856115004491
=028 02$aBLCKND005-2$bBlackened
=028 00$a60439-2$bElektra
=033 20$a19850901$a19851227$b6924$cC6
=033 2\$a198509--$a198512--$b5924$cC6
=041 0\$deng$deng$geng
=049 \\$aMAIN
=050 14$aM1630.18.M48$bM37 2013
=082 04$a782.42166$223
=110 2\$aMetallica (Musical group),$ecomposer, performer.
=245 10$aMaster of puppets /$cMetallica.
=264 \1$aBurbank, CA :$bBlackened,$c[2013]
=300 \\$a1 audio disc ;$c4 3/4 in.
=306 \\$a005300
=336 \\$aperformed music$bprm$2rdacontent
=337 \\$aaudiobs2rdamedia
=338 \\$aaudio discbsd2rdacarrier
=344 \\$adigital$boptical$gstereo$2rda
=347 \\$aaudio file$bCD audio$2rda
=500 \\$aReissue of: Elektra 60439-2 (1986).
=500 \\$aTitle from container.
=500 \\$aComposed by Metallica.
=505 0\$aBattery -- Master of puppets -- The thing that should not be -- Welcome home (Sanitarium) -- Disposable heroes -- Leper messiah -- Orion -- Damage, Inc.
=511 0\$aMetallica (James Hetfield, vocals, guitar ; Kirk Hammet, guitar ; Cliff Burton, vocals, bass ; Lars Ulrich, drums).
=518 \\$oRecorded at$pSweet Silence Studios, Copenhagen, Denmark,$dSeptember 1-December 27, 1985.
=500 \\$aCompact disc.
=520 \\$aMetallica's third album redefined heavy metal, and became a multi-platinum hit, without the benefit of singles or videos. The album does include classic tracks including the title track and Welcome Home (Sanitarium).
=546 \\$aSung in English.
=650 \0$aThrash metal (Music)
=650 \0$aHeavy metal (Music)
=650 \0$aRock music$y1981-1990.
=650 \7$aHeavy metal (Music)$2fast$0(OCoLC)fst00954135
=650 \7$aRock music.$2fast$0(OCoLC)fst01099204
=650 \7$aThrash metal (Music)$2fast$0(OCoLC)fst01764165
=650 \4$aCompact disc.
=648 \7$a1981-1990$2fast

METALLICA

MASTER OF PUPPETS

1. **BATTERY** (5:12)
2. **MASTER OF PUPPETS** (8:35)
3. **THE THING THAT SHOULD NOT BE** (6:36)
4. **WELCOME HOME (SANITARIUM)** (6:27)
5. **DISPOSABLE HEROES** (8:16)
6. **LEPER MESSIAH** (5:40)
7. **ORION** (8:27)
8. **DAMAGE, INC.** (5:32)

PRODUCED BY METALLICA AND FLEMMING RASMUSSEN
MIXED BY MICHAEL WAGENER

The music on this Compact Disc was originally recorded on analog equipment. We have attempted to preserve, as closely as possible, the sound of the original recording. Because of its high resolution, however, the Compact Disc can reveal limitations of the source tape.

BLCKNDGSR-2 METALLICA • MASTER OF PUPPETS BLACKENED RECORDINGS