

REJECTED

ALL BID REQUIREMENTS NOT MET

DATE: 9/30/2015

Page: 5

BID NO.: 50-00114458

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 _____

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Samantha Bourne

ADDRESS: 270 Skirjack Rd

CITY, STATE: Prince Frederick, MD ZIP: 20678

TELEPHONE: (800) 698-1304 FAX: (410) 535-6499

EMAIL ADDRESS: _____

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: \$ 5,500.00

AUTHORIZED SIGNATURE: Samantha Bourne

Samantha Bourne

Printed Name

TITLE: RFP Specialist

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

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

DATE: 9/30/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 5

BID NO.: 50-00114458

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE, TO COMPLEMENT AN EXISTING SERVICE FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.		
1	2.00	YR	0010 - Annual service and/or access fee for e-books per year.		\$1,000.00
2	2.00	YR	0020 - Annual minimum content purchases required per year.		\$5,000.00
3	2.00	YR	0030 - Direct to patron support service per year.		\$500.00
<p style="text-align: center;">REJECTED ALL BID REQUIREMENTS NOT MET</p>					

BID NO.: 50-00114458

SPECIFICATIONS

BID NUMBER: 50-00114458

TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE FOR A PUBLIC LIBRARY, TO COMPLEMENT AN EXISTING SERVICE.

Jefferson Parish Library requires a digital content service that will host a discovery website, support and provide e-books that the library can purchase and/or license, to add to the library website.

The service must include easy-to-use apps and support many types of computers and portable devices. The library requires an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interest, requests and needs.

Digital content must be public library oriented, downloadable e-books, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus, and Scholastic.

Jefferson Parish Library is a public library serving a suburban population of approximately 434,123 with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

The service shall complement an existing digital content service to offer library users an alternate method for accessing e-books.

The two (2) year contract will take effect upon contract ratification.

The annual service and/or hosting fee payment will be on a 12-month (year by year) basis. The library will pay the hosting fee one year at a time. Content added during the year will be paid for as ordered.

The Annual service and/or access fee will be binding as quoted, and will become part of the final contract.

FOR LIBRARY PATRONS

The bidder must provide a digital content service that includes hosting and supporting a discovery website and providing e-books that the library can purchase and/or license, to add to the website.

The bidder must provide free user applications (apps) that are easy to download and allow for reading or listening off line.

The apps must provide full access to the catalog of titles and all functions of the service including discover, checking out, returning, downloading and reading or listening to e-books.

The service must be compatible with most types of computers and portable devices including PCs and Apple computers, Apple devices such as iPhone and iPad, Android phones and tablets, Kindles, Nooks and Windows devices.

User authentication must be stored in the apps so patrons won't have to re-authenticate to search for, check out, read or listen to an e-book.

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use.

A personal account must sync seamlessly across a user's devices and computers, including automatically and manually created bookmarks, allowing a user to read a book on multiple devices without losing their place.

The service must allow for automatic as well as early check-ins or returns.

The service must allow for hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

All features of the service must be accessible 24/7, in the library and remotely.

FOR LIBRARY STAFF

The entire service, including the library's content must reside on a server hosted by the bidder.

Hosting and maintenance of the service will be on a subscription basis while downloadable e-books can be purchased and licensed at any time during the life of the contract.

The bidder must provide a Library Administration Tool that allows staff to set library criteria for check outs, holds and other patron facing functions, purchase content, and access usage reports and purchase orders.

The Library Administration Tool, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Firefox and Explorer.

Digital content must be public library oriented, downloadable e-books, for library users of all ages.

The bidder must provide an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interests, requests and needs.

The catalog must be updated continuously with new titles as they are published, and it must be searchable by keyword, title, author, subject, genre, age level, format and publication date.

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens, and children, from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus and Scholastic.

The catalog must allow for quick and easy online ordering, with current titles added to the library's collection within 24 hours after ordering.

The bidder must provide collection development assistance including suggested titles, bestseller lists, new titles list, subject interest lists, award winners and read-a-like-lists.

The bidder must provide electronic order confirmations, order status updates, electronic invoices via email and online purchase history reports.

The bidder must provide OCLC vetted MARC catalog records for each title to allow linking from the library's online catalog to the digital content website.

The bidder's service must be compatible with the library's integrated library system (ILS) for discovery, library card authentication, and patron account synching.

SUPPORT

The bidder must provide assistance with all aspects of the service and include email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

The bidder must update apps, websites and content formats, to be compatible with device and computer operating system updates, and new devices and computers, in a timely manner.

The bidder must provide marketing support including reproducible book marks, posters, graphics for the library's website, templates for press releases and patron handouts, and a wide variety of customizable usage reports.

For Library Patrons

OneClickdigital will provide Jefferson Parish with a digital content service that includes hosting and supporting a discovery website and e-books that the library can purchase and/or license, to add to the website.

Apps are free and easy to use. Reading and listening is available offline after the book has been downloaded

Apps are enabled with full access to allow patrons to complete the checkout process from start to finish

Please see attached list of compatible devices

User re-authentication is not necessary to search or check out books once the initial log in has been completed.

Users have the ability to create a wish list, place books on hold and see titles that have been checked out.

The patrons account allows them to use multiple devices. Users can bookmark their book at any point for use at a later time.

If a book is checked out for the time allotted it will automatically be returned. Users do have the option of returning books before they are due.

The patron can place a title on hold. They can monitor their place in line or remove the hold. When the title becomes available for checkout the user will receive an email notification and have 48 hours to check the book out. If a user signs in to their account when a held title is available, the title will then be automatically added to the users account.

OneClickDigital is available 24 hours a day 7 days a week in the library and remotely.

For Library Staff

All content is hosted on Recorded Books Servers

The service is a yearly subscription platform with the ability to add titles as needed.

The library will receive access to an administrative website. This site allows users to run statistical reports, change library setting and shop for content. This is a secure site with an administrator username and password.

The library administration tool is compatible with multiple internet browsers including Chrome, Firefox, and Internet Explorer.

Recorded Books Inc. provides a wide variety of eBooks including best sellers and back list titles suitable for users of all ages.

The online catalog is available at www.recordedbooks.com.

Our catalog is updated daily and can be searched in a variety of ways.

As a long standing publisher of audiobooks dedicated to serving the public library sector, Recorded Books provides selections for all age ranges and interests from a wide range of sources

Ordering online is user friendly and generally titles are available for the libraries use within 24 hours after the order has been placed.

Recorded Books will create curated lists of content to make it easier for libraries to order. These lists will be curated by the sales representative in your area.

There are a variety of reports that can be produced for the libraries convenience. These include Circulation Reports, Holds, New Patrons, and Patron Recommendations. Invoices are available via email at invoicerequest@recordedbooks.com

MARC records are available for all content and can be linked to the library's online catalog

Recorded Books has provided API's for OneClickDigital to all major ILS providers and can be fully integrated into a cataloging system. This offers users the ability to checkout and download content right from the ILS system.

Support

Recorded Books has a technical support team that is available to assist with any problems the library staff and end users might have. Support is available by email 24 hours a day 7 days a week at support@oneclickdigital.com. Toll free support is available Monday-Friday from 7:30am to 6:30pm EST at 1-877-828-2833. Onsite and offsite training for staff and patrons is also available at no charge.

Updates are performed on a regular basis to ensure compatibility with all major systems and devices.

We have a full selection of marketing tools available for download from our website. These include posters, bookmarks, fliers and shelf talkers.

Compatible Devices

eAudio

iPod Shuffle, iPod Nano, iPod Click Wheel, iPod Classic, iPod Touch, iPad iPhone, Phillips Go Gear vibe series, Samsung Galaxy Tab Series* (Windows 7 & Vista Only) USB connection must be set to MTP Mode, Sansa Fuzw+, Sansa Clip Zip, Sansa Clip, Sony NWZ A,B,E,S,W, and X Series Walkman (DRM 10 compatible devices only) Zen Mozaic LX, Zen X-fi, Zen Sleek, Zen sleek photo.

Windows 7 Vista (unprotected content through OneClickDigital Media Manager)

Coby MP

201,301,315,550,601,620,707,727,757,767,768,800,815,820,823,826,827,828,837

Zen Nano Plus, ZEN wav (MTP User Interface), Zen Stone with/without built-in speaker, Zen Stone Plus with/without built-in speaker, Zen MX, Zen Mozaic EZ Series (300/200/100), Zen X-Fi2, ZEN X-Fi Style, ZEN Style Services (100/300), ZEN Style M300/M100, Zen x-fi3, ZEN Touch2(with or without GPS).

Mac OS x 10.6 OR higher (Protected and Unprotected content through Oneclick Digital Media Manger)

iPod Shuffle, iPod Nano, iPod click wheel, iPod Classic, iPod Touch, iPad, iPhone.

eBooks

Any device that supports Adobe Digital Editions

Apps are available for eAudio and eBooks

iOS for Apple Products

Android for Kindle Fire and Nook color.

For eAudio there is a desktop manager player for PCS and Macs

We authenticate based on the libraries preference. We generally offer authentication by using secure URL, barcode prefix/length, or by IP range. No proxy server is necessary.

BID NO.. 50-00114458

CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Recorded Books Inc.
INCORPORATED, DULY NOTICED AND HELD ON January 21, 2015,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Richard Freese, 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

10/12/15

DATE

**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

BID NO.: 50-00114458

Non-Public Works Bid

AFFIDAVIT

STATE OF Maryland

PARISH/COUNTY OF Calvert

BEFORE ME, the undersigned authority, personally came and appeared: Edward Longo
, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Chief Operations Officer of Recorded Books Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00114458, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

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

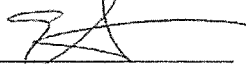
Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

BID NO.: 50-00114458


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

Edward Longo
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 12th DAY OF October, 2015.

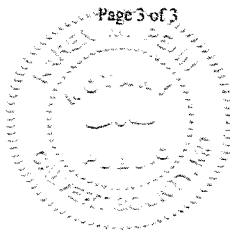

Notary Public

Karen M. Penn
Printed Name of Notary

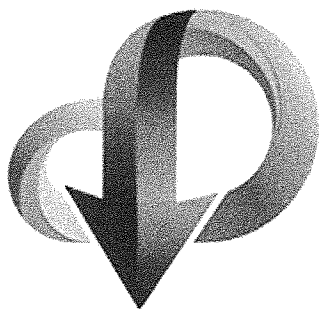
Not needed in Maryland
Notary/Bar Roll Number

My commission expires 3/27/17.

Karen M. Penn
NOTARY PUBLIC
Calvert County, Maryland
My Commission Expires 3/27/2017



Updated: 02.27.2014



CENTRALBIDDING

FROM CENTRAL AUCTION HOUSE

Central Bidding Time: Thu October 15, 2015 2:04:48 PM GMT-6

Welcome to Central Bidding, **MOVALLE** - You are Logged-in - Log Out

Place a Bid for 5000114458 - TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE, TO COMPLEMENT AN EXISTING SERVICE FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.

Please enter your best bid proposal for this project

Louisiana Contractor ID#

Enter all information required on the outside of the sealed envelope in the box below

Bid No 50-0011458 2 year contract for digital book service to compliment
and existing service for the Jefferson Parish Library Department
Recorded Books Inc.
270 Skipjack Rd

[Check Spelling](#)

Bid Bond #

Jefferson Parish Vendor #:

Upload Attachment(s)

[Upload a file](#)

Click the Upload button in order to upload bid related documents





CENTRALBIDDING

FROM CENTRAL AUCTION HOUSE

Central Bidding Time: Fri October 16, 2015 2:10:27 PM GMT-6
Welcome to Central Bidding, **MOVALLE** - You are Logged-in - Log Out

Location:	Prince Frederick > Louisiana > USA
Name:	Karen Penn
Email:	kpenn@recordedbooks.com
Address:	270 Skipjack Road
Zip code:	20678
Contact number:	8006381304
Official Company/Business Name:	Recorded Books Inc.
Are you registered with the State of Louisiana as a Disadvantaged Business Enterprise (DBE)?:	No
Is your company owned by a female?:	No
Is your company owned by a minority?:	No
Louisiana Contractor ID#:	

Where To?



[Main Menu](#)



DATE: 9/30/2015

Page: 5

BID NO.: 50-00114458

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Non Public Works

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Are you requesting an escalation provision?

YES _____ NO No

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF January 15, 2016.

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

NA

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

NA

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Bibliotheca LLC

ADDRESS: 3169 Holcomb Bridge Road, Suite 200

CITY, STATE: Norcross, GA

ZIP: 30071

TELEPHONE: (877) 207-2127 ext. 121

FAX: (877) 207-3129

EMAIL ADDRESS: a.coalla@bibliotheca.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: 0

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 10,000

AUTHORIZED
SIGNATURE: _____

Al Coalla

Printed Name

TITLE: 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.: 50-00114458

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE, TO COMPLEMENT AN EXISTING SERVICE FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.		
1	2.00	YR	0010 - Annual service and/or access fee for e-books per year.	\$0.00	\$0.00
2	2.00	YR	0020 - Annual minimum content purchases required per year.	\$5,000	\$5,000
3	2.00	YR	0030 - Direct to patron support service per year. **See note below.	\$10,000 Optional	\$20,000 Optional
			**** Direct to Patron Support is in addition to the standard support you receive today. All of our patron-facing applications are extremely easy to navigate, therefore, Patron Support is not necessary. However, we have provided this as an additional service.		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, 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

DATE

BE IT KNOWN TO ALL, that I, Dr. Simon Plankenhorn acting on behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation (Companies), at 3169 Holcomb Bridge Rd, Suite 200, Norcross, in the County of Gwinnett located within the State of Georgia and whose zip code is 30071, do hereby designate, establish and appoint Joseph M Al Coalla, as Company's official allocated Attorney-in-Fact ("Agent") to perform on behalf and stead as of 1-December, 2012.

The appointed Agent to the Durable Power of Attorney, as stipulated within the aforementioned instrument, does not have the right to transfer nor convey any of the Principal's property, now owned or later acquired, to himself or herself, the Agent's family member or any associate without full and adequate consideration nor accept a gift of the Principal's property unless otherwise stipulated within this Durable Power of Attorney. In the event that the designated Agent should transfer any of the principal's Property to his/herself without precise detailed written authorization contained with the Durable Power of Attorney, the Agent could be prosecuted, to the fullest extent allowable by law, for fraud and/or embezzlement.

I do hereby revoke and/or rescind any "General Power of Attorney" signed by Company that was previously in effect.

THEREFORE, it is Company wish that Company Agent shall maintain full power and authority to act on Company behalf with respect to the following subjects:

Company Agent's powers shall include the authority to:

- The Agent shall have the power and authority to initiate, handle or manage any and all legal means deemed necessary on Company behalf to ensure the collection of any debt or money owed to Company or Company estate, as well as to resolve and/or reconcile any outstanding claim, despite whether the claim may be against Company or on Company behalf against an individual or entity.
- The Agent shall have the power and authority to right to initiate, establish and/or enter into any binding contracts that may be deemed necessary on Company behalf.
- The Agent shall have the power and authority to manage, maintain, administer and/or operate any business that may be under Company ownership and control.
- The Agent shall have the power and authority to either contract and/or employ any professional or business assistance deemed necessary and appropriate on Company behalf, including, but not limited to, the hiring of any accountant or bookkeeper, business administrator, attorney, and/or real estate professional.
- The Agent shall have the power and authority to prepare, or to have prepared, sign and file any and all necessary documents with the appropriate governmental organization or bureau, which may include, but is not limited to the following authorized items:



- Right to prepare, sign and file federal income, state, local tax returns or any other tax returns required by a governmental entity
- Right to obtain any necessary information or documents from any government bureau, and then to negotiate, concede and/or settle any matter with said government or bureau (including tax matters) on Company behalf.
- Right to prepare, or to have prepared, any application, convey information, and/or execute any other function rationally requested by any government organization or bureau with regards to any governmental benefits that would include, but not limited to, social security, medical or military benefits. In addition, the Agent may appoint someone to perform the function of "Payee" to receive Social Security payments and benefits on Company behalf.
- The Agent shall have the power and authority to perform on Company behalf with the intention of organizing, administering, allocating, dispensing and/or terminating digital assets, if any. Digital assets may include, but are not limited to, electronic assets stored on any of Company computers and electronic devices. Other online accounts may include social networking sites, email accounts, backup services, photographs and document sharing, domain names, financial and/or business accounts, websites, virtual property and/or blogs. Authorization extends to the right to access, download, backup, conversation of files, manage digital assets, clear or clean computer caches and/or delete files.

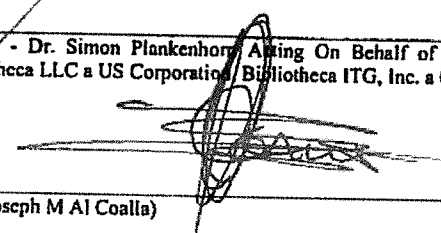
The Agent shall have complete authority to manage and conduct all Company affairs, as initialed above and to exercise all of Company legal rights and powers, including any and all rights and powers that Company may acquire in the future regarding the categories above.

THE AFOREMENTIONED Power of Attorney shall become effective immediately following the signing of this instrument on the date indicated. This instrument shall not be affected should I become disabled or be deemed mentally incompetent, except as may otherwise be provided or stipulated herein or by applicable state statute. This Power of Attorney shall remain in effect until Company demise or is revoked by Company through written notification to Company Agent.

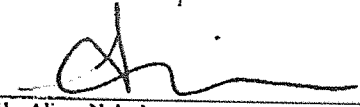
Dated 12-October, 2015.




(Principal Signature - Dr. Simon Plankenhorn Acting On Behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation)



(Agent Signature - Joseph M Al Coalla)



(Signature of Witness #1 - Alison Nolan)



(Signature of Witness #2 - Rachel Schildgen)

STATE OF GEORGIA,

COUNTY OF GWINNETT

On 9-October, 2015 the aforementioned parties appeared before Company, a Notary Public, in an for the above state and county, and is known to Company or provided photo identification and that such individuals executed the foregoing instrument, and being duly sworn, such individuals acknowledged that s/he executed said instrument for the purpose therein contained of his/her free will and voluntary act.


(SIGNATURE NOTARY PUBLIC)

Company Commission expires: _____

R A SCHILDGEN
NOTARY PUBLIC
DEKALB COUNTY, GEORGIA
MY COMMISSION EXPIRES 10-30-18

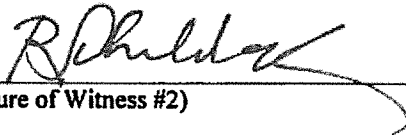
WITNESS VERIFICATION

Dr. Simon Plankenhorn Acting On Behalf of Bibliotheca-ITG, LLC a US Corporation, Bibliotheca LLC a US Corporation, Bibliotheca ITG, Inc. a Canadian Corporation, on the abovementioned date, acknowledges and declared that s/he appointed Joseph M Al Coalla, in our presence, to be his/her Power of Attorney. We, the below listed witnesses, in his/her presence and at his/her request, and in the presence of each other, verify and confirm to the same and hereby sign our names as attesting witnesses.



(Signature of Witness #1)

Alison Nolan
3169 Holcomb Bridge Rd, Suite 200
Norcross, Georgia 30071
678-336-7980

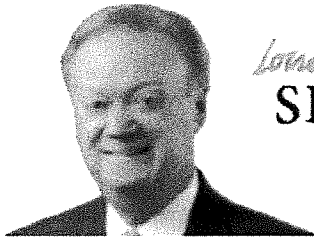


(Signature of Witness #2)

Rachel Schildgen
3169 Holcomb Bridge Rd, Suite 200
Norcross, Georgia 30071
678-336-7980

(<http://www.sos.la.gov/Pages/default.aspx>)

(<http://www.sos.la.gov/Pages/default.aspx>)



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Name	Type	City	Status
BIBLIOTHECA, LLC	Limited Liability Company (Non-Louisiana)	WILMINGTON	Active

Previous Names

Business: BIBLIOTHECA, LLC

Charter Number: 41348835Q

Registration Date: 11/22/2013

Domicile Address

2711 CENTERVILLE ROAD, SUITE 400
WILMINGTON, DE 19808

Mailing Address

2711 CENTERVILLE ROAD, SUITE 400
WILMINGTON, DE 19808

Principal Business Office

3169 HOLCOMB BRIDGE
SUITE 200
NORCROSS, GA 30071

Registered Office in Louisiana

320 SOMERULOS ST.
BATON ROUGE, LA 70802-6129

Principal Business Establishment in Louisiana

320 SOMERULOS STREET
BATON ROUGE, LA 70808-6129

Status

Status: Active

Annual Report Status: In Good Standing

Qualified: 11/22/2013

Last Report Filed: 11/21/2014

Type: Limited Liability Company (Non-Louisiana)

Registered Agent(s)

Agent: CORPORATION SERVICE COMPANY

Address 1: 320 SOMERULOS ST.

City, State, Zip: BATON ROUGE, LA 70802-6129

**Appointment
Date:** 11/21/2014

GET HELP

Amendments on File

No Amendments on file

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GET HELP

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 Minnesota

PARISH/COUNTY OF Ramsey

BEFORE ME, the undersigned authority, personally came and appeared: Al Coalla
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Bibliotheca LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00114458, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

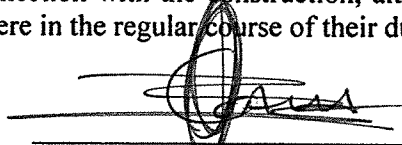
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

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



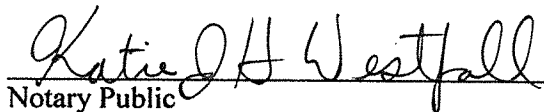
Signature of Affiant

Al Coalla

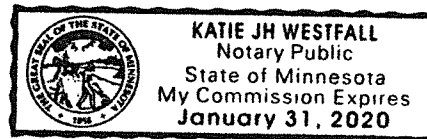
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 9th DAY OF October, 2015.



Notary Public



Katie JH Westfall

Printed Name of Notary

31065316

Notary/Bar Roll Number

My commission expires January 31, 2020

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Bibliotheca, LLC

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **C**

☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

3169 Holcomb Bridge Road, Suite 200

City, state, and ZIP code

Norcross, GA 30071

List account number(s) here (optional)

Requester's name and address (optional)

16 OCT '15 AM 10:35

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

- -

Employer identification number

3 8 - 3 8 3 7 5 2 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶ **June 11, 2013**

General Instructions

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

Purpose of Form

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

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

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

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

INSURANCE REQUIREMENTS - BIDS

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

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

1. WORKER'S COMPENSATION INSURANCE

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

2. COMMERCIAL GENERAL LIABILITY

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

3. COMPREHENSIVE AUTOMOBILE LIABILITY

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

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

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

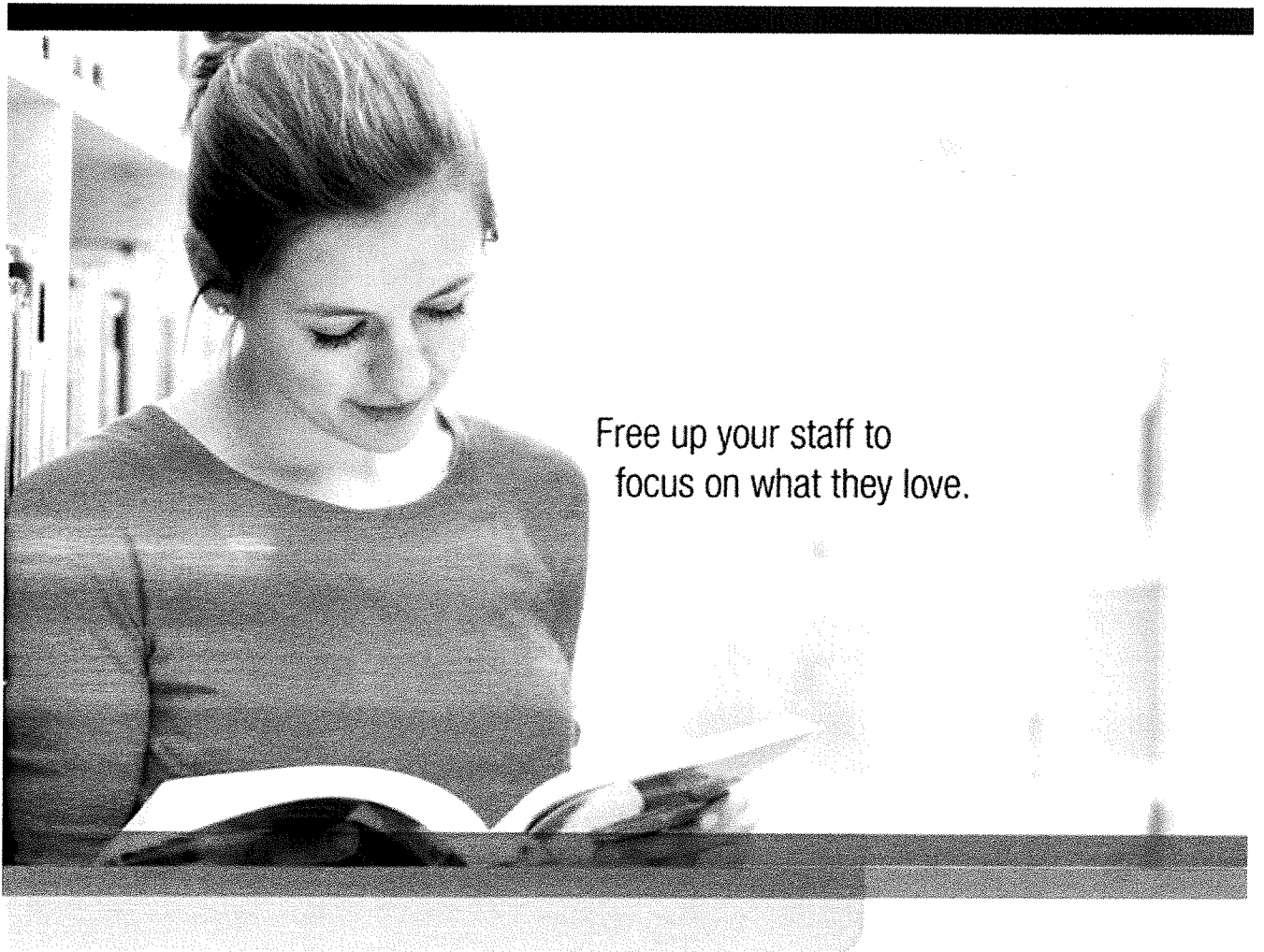
The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

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

Revised 2.10.2014



Free up your staff to
focus on what they love.

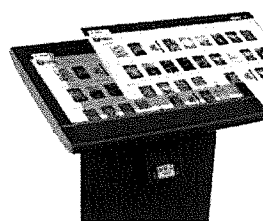
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Available on
nook apps
by Barnes & Noble



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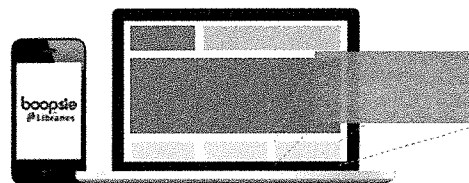


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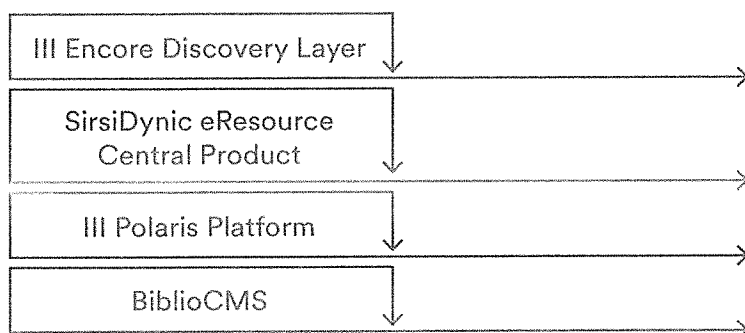
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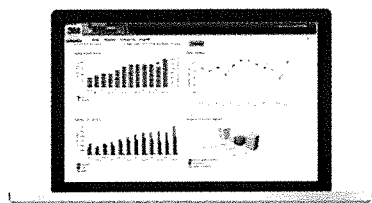
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or set up additional direct patron support service.



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St. Paul, MN 55144 USA

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Email librarysystems1@mmm.com
Web mmm.com/cloud

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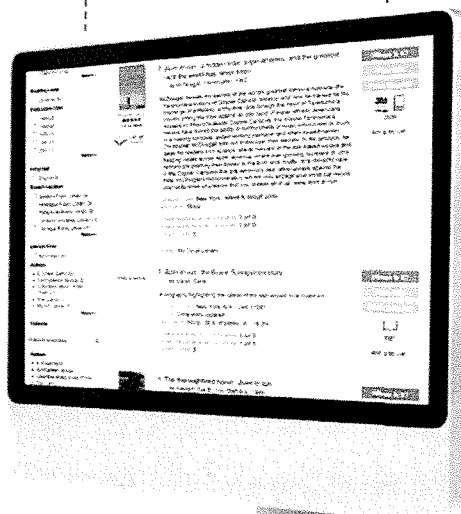


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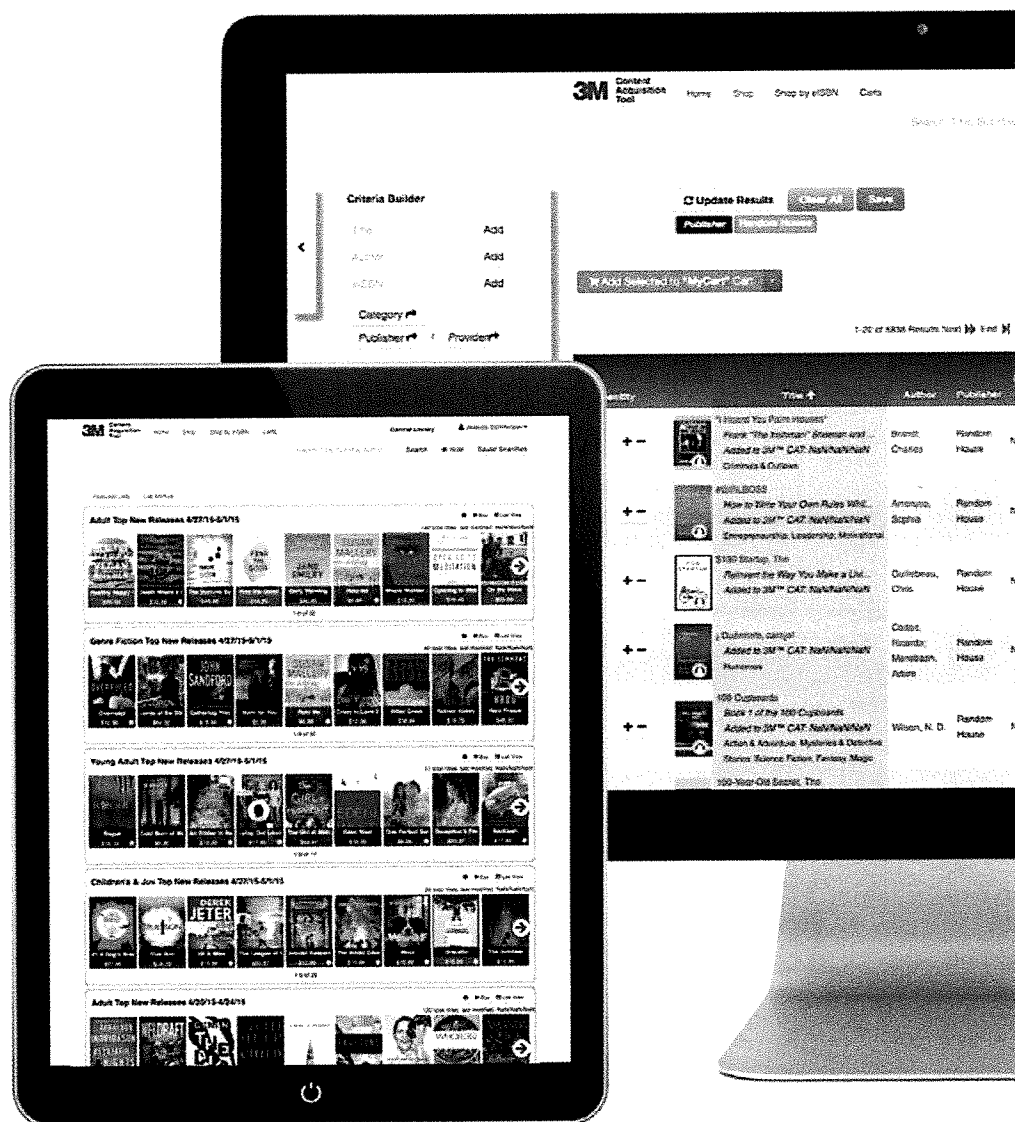
Save time and effort using the innovative tools in our Catalog Acquisition Tool.

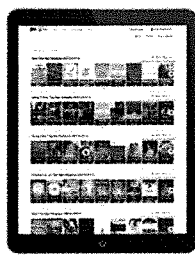


Powerful data.

Know what content is working in your community with our powerful reporting tools.

Start with an Opening Day Collection!





Browse the weekly lists curated by our Collection Development expert.

The ultimate Content Acquisition Tool.



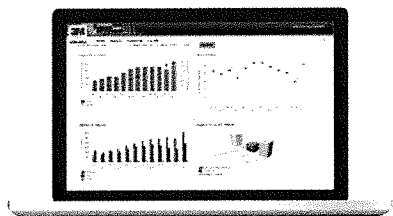
Track and manage your holds and existing titles.



Save your favorite ways to search the catalog.



Create multiple carts and user accounts.



Track what's working with reporting tools.

Purchase History

Circulation Comparison

Holds and Wish Lists

Utilization and Top Circulations

Tier One

Best-selling backlist from our top publishers for an opening day collection.

Top New Releases

Frontlist fiction and nonfiction for adults and K-12 that belongs in all collections.

Best Sellers

Popular national titles as reported by The New York Times, USA Today, IndieBound, LibraryReads and more.

Top Circulating

The biggest circulating ebooks in 3M Cloud Library.

Top Purchases

The most purchased ebooks in 3M Cloud Library.

Starred Reviews

Forthcoming fiction and nonfiction that has received the highest critical praise.

Key Backlists

Essential older titles tied to films, TV shows, holidays, book clubs and breaking news.

Read-a-likes

Titles that conjure a popular work in tone, setting and characterization.



Meet Heather McCormack.

3M's Collection Development and Publisher Relations Manager

Heather defines collection development as the art and science of identifying, buying, tracking and marketing materials that are relevant to your community. Her goal is to make your demanding job easier while strengthening your library's relationship with readers of all tastes and ages.

Former Library Journal
Book Review Editor

Content accessibility and
metadata advocate for libraries

2010 ALA Louis Shores
Award Winner

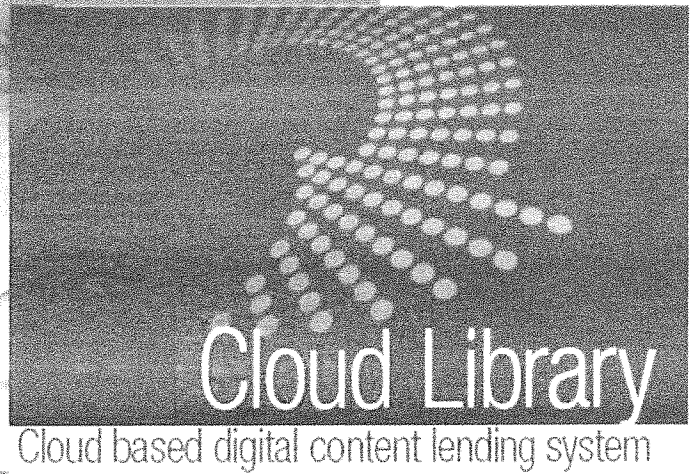
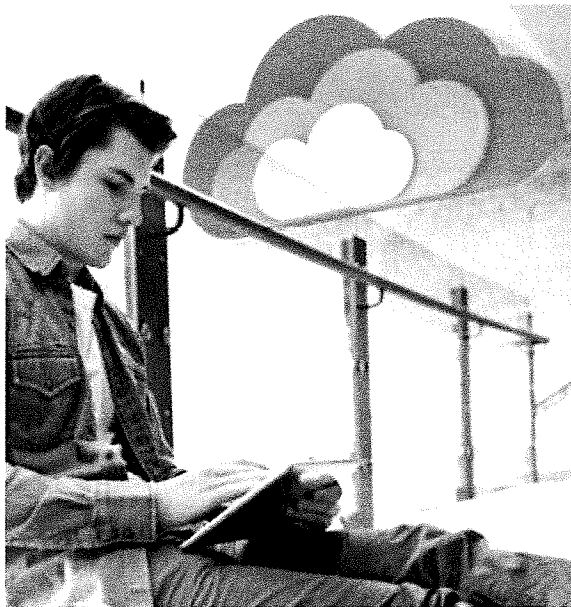
Readers' advisory expert
across formats



3M Library Systems
3M Center, Building 225-4N-14
St. Paul, MN 55144 USA

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DIGITAL BOOK SERVICE PROPOSAL

JEFFERSON PARISH LIBRARY

CLOUD LIBRARY SOLUTIONS
OCTOBER 15, 2015

October 13, 2015

Melissa Ovalle
Jefferson Parish General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053

Subject: Digital Book Service Proposal Bid No. 50-00114458

Dear Ms. Ovalle:

As you experienced firsthand, the Cloud Library allows your customers to enjoy a digital content lending system that is second to none in the industry. And, unlike other e-lending providers whose products are cumbersome to navigate, your customers continue to enjoy our app's ease of use. This ease of use is the key to enhancing the user experience. Our proposed solution ensures the Jefferson Parish Library and its branches will continue to **maximize use rates, enhance the customer experience and increase digital circulation**.

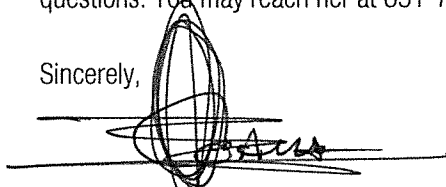
3M Library Systems was recently acquired by Bibliotheca LLC. However, the quality products and people that you have trusted for years as your digital content provider will still be available to the Jefferson Parish Library. Please see the press release on the following page for more information. We believe the integration of 3M Library Systems and Bibliotheca will better serve our customers with an unbeatable selection of products that is not offered by any other company in the library industry.

Key benefits to continuing our unique digital content relationship include:

- ✓ **No Learning Curve.** As an existing Cloud Library customer, you will not experience the downtime associated with installing a new digital content lending service. By going with another vendor, you can expect a less than seamless implementation that could take months. With our existing service, your staff and customers will **continue to enjoy** their digital content lending service **without interruptions**.
- ✓ **Quick and Easy.** We designed the Cloud Library with the customer experience in mind. Our app enables your customers to browse, check out and read digital content from a single application. Unlike other vendors, we are an **industry leader** for **ease of use applications**. For example, our Cloud Library app allows your customers to synchronize bookmarks and notes across devices. Thus, notes they make while reading a title on a PC or Mac are available when they read the title on a smartphone or tablet.
- ✓ **Drive User Rates.** You know that a **community-friendly collection** is important to the continued success of your existing digital collection. Heather McCormack, our highly experienced Collection Manager, and our team will continue to help your library system further drive customer interest and usage rates. As always, we will help your staff build an ongoing digital collection that is current, vast and community-friendly.

We look forward to continuing our long-term and strategic relationship as your digital content lending partner. And, we welcome the opportunity to discuss our proposal in person. Regan Dewey is your account representative, and she is happy to answer any questions. You may reach her at 651-707-4296 or rdewey@mmm.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Coalla', is written over a horizontal line. The signature is stylized with a large, circular flourish at the beginning.

Al Coalla, President
Bibliotheca LLC
3169 Holcomb Bridge Road, Suite 200
Norcross, GA 30071

Bibliotheca Announces Significant Expansion

October 6, 2015

Bibliotheca is excited to announce that their shareholders, One Equity Partners (OEP), today completed the purchase of 3M Library Systems North American business, and entered into agreements to purchase the assets of 3M's remaining global Library Systems business. The new Bibliotheca Group will combine the best of both worlds to help libraries captivate their communities, providing innovative library-focused solutions that connect with people at home, at the library, and on the go.

Each business brings unique products and services to the market, which combined will provide libraries with an unparalleled portfolio of solutions to help them serve their community at home, at the library and on the go.

Going forward, Bibliotheca will combine with the former 3M Library Systems business and will transition it to a single Bibliotheca brand. The new Bibliotheca Group is committed to continued investment in products and staff and will continue to expand into new regions with innovation-led products.

The completed sale transfers 3M's former North America Library business, including the security (EM), productivity (RFID & AMH) and cloud (eBooks) solutions, all of which will be joined with the existing Bibliotheca product set to create the single largest 'best of breed' solution set globally.

Dr. Simon Plankenhorn, Managing Director Bibliotheca Group, commented: "Ever since the incorporation of the Bibliotheca Group in 2011 we have been focused on assembling the greatest team of people and the most innovative product set within the library industry. The news today brings together two strong businesses in the industry and makes Bibliotheca the most experienced and dedicated library company in the world. We are delighted to have concluded the deal and extremely excited to kick off the North America integration as soon as possible".

Matt Tempelis, who joins Bibliotheca from 3M and was previously the 3M Library Systems business leader added, "We're excited for the opportunity to create a company that can continue to deliver innovative, high quality products to libraries across the globe. The combined company has the scale needed to accelerate our product development pipeline. As before, we will continue to listen to the needs of our library customers while delivering the highest possible levels of service and quality that customers have expected."

Transferring customers will see no change to their existing support and maintenance contracts and will benefit from a combined product range, knowledgeable industry experts, and the confidence that they are an extremely valued customer of the largest global company dedicated exclusively to libraries.

About Bibliotheca

Bibliotheca was formed in the spring of 2011 when the three leading independent companies of Bibliotheca (Switzerland), Intellident (UK) and Integrated Technology Group, ITG (North America) merged to create a single, global entity. In January of 2012, the Group was extended further with the acquisition of Trion AG, one of Europe's leading AMH suppliers. Bibliotheca is financially backed by One Equity Partners, a division of JP Morgan Chase & Co. The formation of this Group creates the world's largest company dedicated to the development, deployment and support of RFID-based solutions, with particular focus on public, private and academic library markets. For more information about Bibliotheca, see: www.bibliotheca.com

Contact information

For more information on this release, please contact Andy Chadbourne, President of Global Marketing at Bibliotheca (a.chadbourne@bibliotheca.com , +44 (0)7974 347 464).



CENTRALBIDDING

FROM CENTRAL AUCTION HOUSE

**5000114458 - TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK
SERVICE, TO COMPLEMENT AN EXISTING SERVICE FOR THE
JEFFERSON PARISH LIBRARY DEPARTMENT.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

30-Sep-2015 12:50:28 PM



Bid Number 50 - 00114458

Two (2) year contract for a digital book service, to complement an existing service for the Jefferson Parish Library Department.

October 15, 2015, 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
Melissa Ovalle
movalle@jeffparish.net
(504) 364-2687**

SPECIFICATIONS

BID NUMBER: 50-00114458

TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE FOR A PUBLIC LIBRARY, TO COMPLEMENT AN EXISTING SERVICE.

Jefferson Parish Library requires a digital content service that will host a discovery website, support and provide e-books that the library can purchase and/or license, to add to the library website.

The service must include easy-to-use apps and support many types of computers and portable devices. The library requires an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interest, requests and needs.

Digital content must be public library oriented, downloadable e-books, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus, and Scholastic.

Jefferson Parish Library is a public library serving a suburban population of approximately 434,123 with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

The service shall complement an existing digital content service to offer library users an alternate method for accessing e-books.

The two (2) year contract will take effect upon contract ratification.

The annual service and/or hosting fee payment will be on a 12-month (year by year) basis. The library will pay the hosting fee one year at a time. Content added during the year will be paid for as ordered.

The Annual service and/or access fee will be binding as quoted, and will become part of the final contract.

FOR LIBRARY PATRONS

The bidder must provide a digital content service that includes hosting and supporting a discovery website and providing e-books that the library can purchase and/or license, to add to the website.

Yes

The bidder must provide free user applications (apps) that are easy to download and allow for reading or listening off line.

Yes

The apps must provide full access to the catalog of titles and all functions of the service including discover, checking out, returning, downloading and reading or listing to e-books.

Yes

The service must be compatible with most types of computers and portable devices including PCs and Apple computers, Apple devices such as iPhone and iPad, Android phones and tablets, Kindles, Nooks and Windows devices.

**Please see note below.

User authentication must be stored in the apps so patrons won't have to re-authenticate to search for, check out, read or listen to an e-book.

Yes

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use.

Yes

A personal account must sync seamlessly across a user's devices and computers, including automatically and manually created bookmarks, allowing a user to read a book on multiple devices without losing their place.

Yes

The service must allow for automatic as well as early check-ins or returns.

Yes

The service must allow for hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

We currently do not support text notification.

All features of the service must be accessible 24/7, in the library and remotely.

Yes

FOR LIBRARY STAFF

The entire service, including the library's content must reside on a server hosted by the bidder.

Yes

Hosting and maintenance of the service will be on a subscription basis while downloadable e-books can be purchased and licensed at any time during the life of the contract.

Yes

The bidder must provide a Library Administration Tool that allows staff to set library criteria for check outs, holds and other patron facing functions, purchase content, and access usage reports and purchase orders.

Yes

The Library Administration Tool, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Firefox and Explorer.

Yes

Digital content must be public library oriented, downloadable e-books, for library users of all ages.

Yes

** We currently have an app that works for all Windows-based devices except those devices with the Windows RT operating system. The 3M Cloud app will be upgraded so that it is compatible with Windows RT devices in December 2015.

The bidder must provide an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interests, requests and needs.

Yes

The catalog must be updated continuously with new titles as they are published, and it must be searchable by keyword, title, author, subject, genre, age level, format and publication date.

Yes

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens, and children, from top publishers, including Hachette, Harper Collins, McMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus and Scholastic.

Yes

The catalog must allow for quick and easy online ordering, with current titles added to the library's collection within 24 hours after ordering.

Yes

The bidder must provide collection development assistance including suggested titles, bestseller lists, new titles list, subject interest lists, award winners and read-a-like-lists.

Yes

The bidder must provide electronic order confirmations, order status updates, electronic invoices via email and online purchase history reports.

Yes

The bidder must provide OCLC vetted MARC catalog records for each title to allow linking from the library's online catalog to the digital content website.

Yes

The bidder's service must be compatible with the library's integrated library system (ILS) for discovery, library card authentication, and patron account synching.

Yes

SUPPORT

The bidder must provide assistance with all aspects of the service and include email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

Yes

The bidder must update apps, websites and content formats, to be compatible with device and computer operating system updates, and new devices and computers, in a timely manner.

Yes

The bidder must provide marketing support including reproducible book marks, posters, graphics for the library's website, templates for press releases and patron handouts, and a wide variety of customizable usage reports.

Yes

DATE: 9/30/2015

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00114458

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

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/15/2015 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well 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 must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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

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

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

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

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

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

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

DATE: 9/30/2015

BID NO.: 50-00114458

Page: 2

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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

DATE: 9/30/2015

Page: 5

BID NO.: 50-00114458

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 _____.

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 days ARO

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

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Mackin Educational Resources

ADDRESS: 3505 County Road 42 West

CITY, STATE: Burnsville, MN ZIP: 55306

TELEPHONE: (800) 245-9540 FAX: (800) 369-5490

EMAIL ADDRESS: bids@mackin.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: N/A

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ \$20,000

AUTHORIZED SIGNATURE: [Signature]

Randal M Heise

Printed Name

TITLE: Owner

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

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

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Mackin Educational Resources
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Mackin Educational Resources
INCORPORATED, DULY NOTICED AND HELD ON January 15, 1990,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Randal Heise, 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.

R M Heise
SECRETARY-TREASURER

10/12/15
DATE

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 Minnesota

PARISH/COUNTY OF Dakota

BEFORE ME, the undersigned authority, personally came and appeared: Randal Heise
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Owner of Mackin Educational Resources (Entity),
the party who submitted a bid in response to Bid Number 50-00114458, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.


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

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

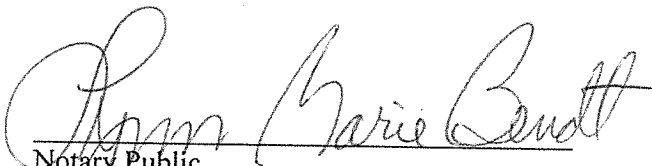
[The remainder of this page is intentionally left blank.]

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


Signature of Affiant

Randal Heise
Printed Name of Affiant

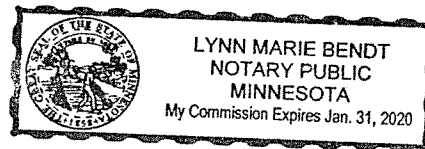
SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 13th DAY OF October, 2015


Notary Public

Lynn Marie Bendt
Printed Name of Notary

20212272
Notary/Bar Roll Number

My commission expires 1/31/20.



Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Mackin Book Company

Business name, if different from above

DBA: Mackin Educational Resources

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

3505 County Road 42 West

City, state, and ZIP code

Burnsville, MN 55306

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *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

41 1658426

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person ▶

K.A.B.

Date ▶

10/13/15

General Instructions

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

Purpose of Form

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

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

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

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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,

INSURANCE REQUIREMENTS - BIDS

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

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

1. WORKER'S COMPENSATION INSURANCE

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

2. COMMERCIAL GENERAL LIABILITY

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

3. COMPREHENSIVE AUTOMOBILE LIABILITY

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

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

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

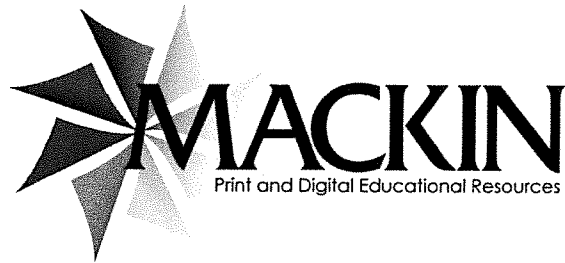
The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

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

Revised 2.10.2014



PHONE 800.245.9540
FAX 800.369.5490
EMAIL bids@mackin.com
WEB www.mackin.com

MAIL 3505 County Road 42 West, Burnsville, MN 55306

October 12, 2015

Jefferson Parish Purchasing Department
Attn: Melissa Ovalle
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053

Two year contract for digital book service

Bid #50-00114458

Due: October 15, 2015 at 2:00 pm

Dear Ms Ovalle,

Mackin has been in business for over 30 years, perfecting the art of listening to our customers and then providing a solution to their needs.

We are experts in the area of providing completely cataloged and processed print books, non-print items, and audiobooks for school and public libraries, and we specialize in the Juvenile (PK-12) marketplace. With nearly 300,000 eBooks from more than 100 digital publishers on our website (www.mackin.com), librarians, staff, and patrons will be assured of finding the exact items needed.

We are a large enough company to meet your complete needs (nearly 450 employees), but we also maintain a small company mentality where our customer always comes first. Everyone at Mackin, from sales to programming, processing to shipping, want to make sure that they provide the absolute best service for your libraries!

When you select Mackin as your vendor, you are receiving an experienced company that can assist you in acquiring and maintaining a wide variety of materials for your libraries. With Mackin you will benefit from:

- Large children's, juvenile, and young adult database, in addition to adult titles, with nearly 300,000 items from more than 100 digital publishers.
- Competitive pricing.
- Easy-to-use website for list generation and order submittal.
- Experienced professionals, teachers and librarians on staff to support your libraries.
- Highest level of Customer Service in the industry.

Our free eResource management system, MackinVIA™, provides easy, convenient access to all of a library's digital materials. Our digital catalog currently includes just over 350,000 titles (nearly 300,000 eBooks) with more products being added monthly. Mackin has established over 17,000 MackinVIA eResource management systems in the past four years. We are very adept at providing high-level services and have thirty years of knowledge and ability in serving the needs of schools and school districts, nationally and around the world.

Most recently, MackinVIA was awarded the Best of Show award at this year's International Society for Technology in Education (ISTE). The award spotlights those products and services that show the greatest promise for educators and students, according to the country's most tech-savvy educators.

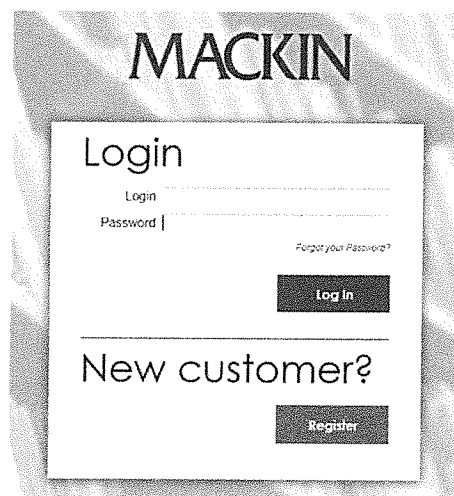


eBooks are available as single-user (1:1) and/or unlimited, simultaneous multi-user access (USA) with either perpetual and/or annual licenses. Ordering digital materials is simple – simply create a list and order online at www.mackin.com! All eBooks or other digital materials ordered will be accessible through the library's MackinVIA account.

Mackin Sample Logins

With so many titles available, the easiest way to provide information about Mackin's current catalog is through access to Mackin.com:

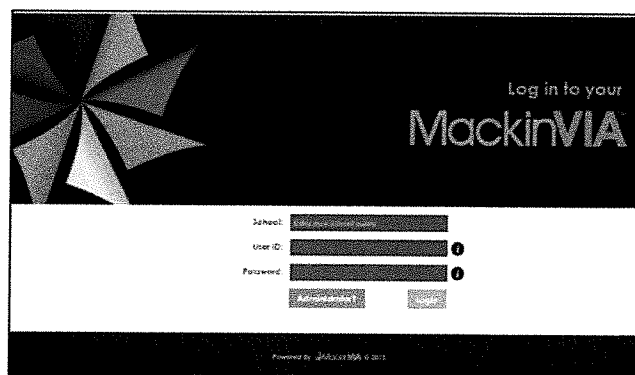
Website: www.mackin.com
Email: bidtest@mackin.com
Password: mackin123



The best way to see how MackinVIA works is to give it a try! We've set up the following preview accounts for access during the review process:

MackinVIA Sample Access Information

Website: www.mackinvia.com
School Name: **Jefferson Parish Library Department**
User ID: **mackin**
Password: **jeffla**



This preview account includes:

- Small sample of available eBooks
- Fully functioning site includes all MackinVIA and MackinVIA Reader options

MackinVIA Backpack Account (individual user account)

Website: www.mackinvia.com

School Name: **Jefferson Parish Library Department**

User ID: **JeffParish**

Password: **jeffla**



This MackinVIA Backpack includes the ability to:

- Create and manage favorites
- Create and manage notebook features such as bookmarks, notes and highlights
- View eBook checkouts
- View eBook request status

As mentioned above, all purchased digital products are delivered and accessed through MackinVIA, whether they are eBooks, databases, digital audiobooks, videos, or website links. Additionally, Mackin works with a variety of proprietary and open source Integrated Library Systems to incorporate a seamless user experience within MackinVIA from your library circulation system.

MackinVIA Overview

MackinVIA has been designed to be intuitive for all levels of user and was created to provide seamless access to all of the library's digital resources utilizing a single login and password for authentication. Highlights of MackinVIA include:

The screenshot displays the MackinVIA Wildcat Media Center interface. Callouts highlight the following features:

- Click on the logo to go home.** (Points to the MackinVIA logo)
- Complete a keyword search.** (Points to the search bar)
- Use your Backpack to save your favorites, notes, checkouts and requests.** (Points to the Favorites, Notebook, Checkouts, and Requests links in the top right)
- View All Titles, Groups, Categories, eBooks, Online Databases, and Audiobooks.** (Points to the left sidebar navigation menu)
- Click "More Info" for additional details about an eResource.** (Points to the "More Info" link on a book card)
- Filter search results by Author, Subject, etc.** (Points to the filter options on the left sidebar)

The main content area shows a list of eBooks under the heading "All Titles". The first book is "The absolutely true diary of a part-time Indian" by Alexie, Sherman. The second book is "Abyssinian cats" by Britton, Tamara L. The third book is "Accidental love" by Soto, Gary. The fourth book is "Ace Lacewing, Bug Detective : bad bugs are my business" by Bledzinski, David. Each book card includes a cover image, title, author, and a brief description.

- Easy Search keyword box in addition to advanced search features including title, author, subject, topic/genre, series, interest level, reading level, Lexile, Fountas & Pinnell, Accelerated Reader, Reading Counts, Guided Reading, language and format type. Any of these search features can be used in conjunction with each other to create concise search results, tailored for each individual user.
- Administrative tools for customization and reports, including title management, password updates, account naming, landing page display defaults, available search filters, title group management, checkout time limits and book limits, hold request periods, dictionary levels, and more.
- In-depth and complete help files for both administrators and individual users provide full descriptions by content area, an index of terms, and the ability to search for help terms.
- Multiple appearance and functionality options
- Added permissions to manage titles in Groups for Account Administrator and Teachers.

MackinVIA Access –

Patrons and staff have unlimited access to the MackinVIA platform for their available digital products at any time! MackinVIA is accessible by any device with internet access, through a browser or offline on over ten different device apps.

For offline reading, install the MackinVIA app – available for Windows, Chromebook and Macintosh desktops and laptops. The MackinVIA app optimizes the offline experience, based on the device being used. Our MackinVIA app is available at no charge on Amazon, iTunes, and Google Play.

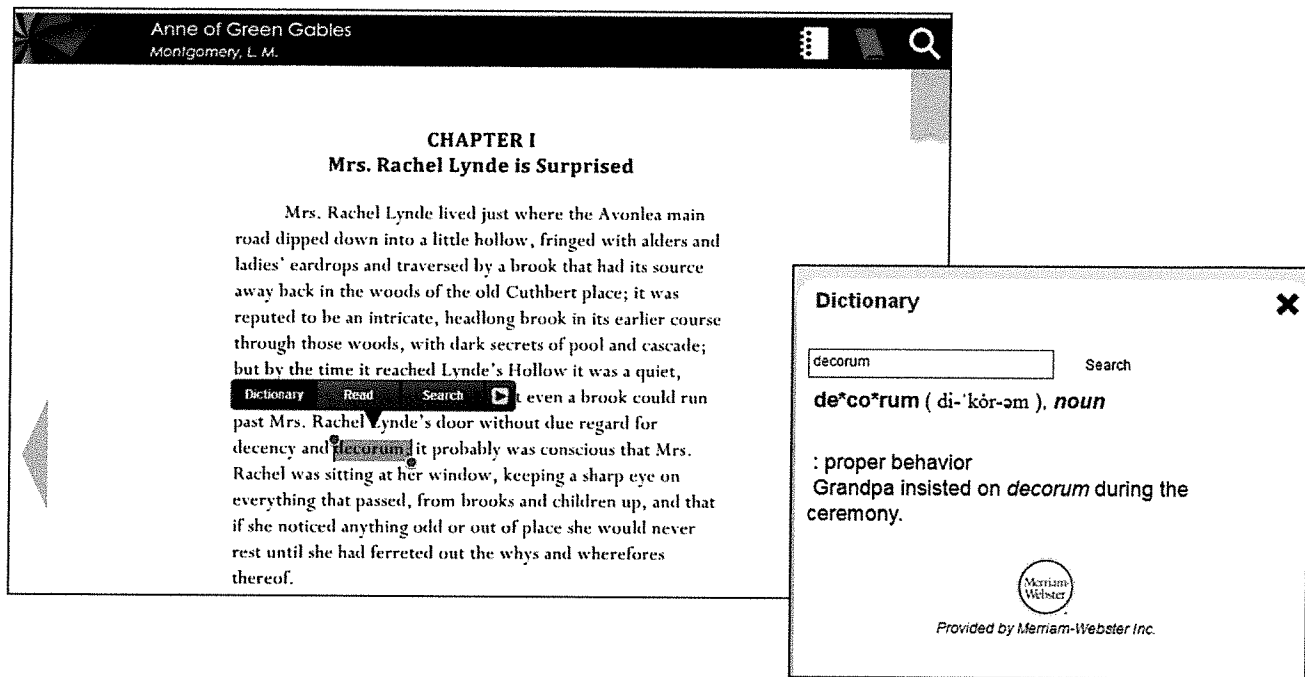


MackinVIA was created to meet the digital needs of the educational community, with a focus on making it intuitive for adults and children. A built-in dictionary, options to bookmark pages, create notes in your individual notebook, text-to-speech capability, and the ability to increase/decrease font sizes to name a few ensure a wonderful reading experience.

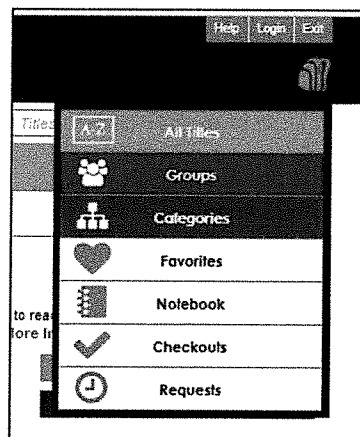
Patrons and staff may access MackinVIA directly at www.mackinvia.com (logos and widgets are available for library webpage) or through the library's Library Management System. Through the use of customized MARC records for your digital purchases, you will be able to discover any eBook in your LMS and then click on the user-friendly link which is provided in the 856 tag of your records. In addition, MackinVIA can be accessed from home or off-site with a single username and password. Any eBooks with download capability can be checked out to a device and read later when internet connectivity isn't available.

MackinVIA can be utilized without any individual user information using a general login and password that can be assigned initially. Individual users can create an individual Backpack account to checkout titles, save favorite eResources, and store notes/highlights about a title. Backpacks require only a User ID, password and first name. Individual email addresses may be entered but are optional.

The Merriam-Webster dictionary feature offers three different levels for the administrator to choose from. Within the MackinVIA eReader, simply clicking and highlighting allows the reader to instantly find a definition for a word in the resource, or type in any word in the search box for a complete definition.



MackinVIA Backpacks can be established (set up) for individual patron access and management of digital content. Individual Backpack accounts allow patrons to store and manage eResources – save favorite eResources in one place, check out and request Mackin-hosted eResources and store notes about eBooks and databases.



Favorites to save titles for future reading.

Notebook to view the notes they have made about eResources.

Checkouts to see a list of titles they currently have checked out, along with due dates.

Requests is where users can see a list of titles they've requested to checkout because they were unavailable (ie, single-user titles for which they are on a waiting list).

Administrative Features.

There are many administrative features available for each MackinVIA account, including homepage layout, available search parameters, dictionary options and more. The administrator can change the name that is displayed on the MackinVIA homepage for local customization. Administrators can also determine checkout length and request hold periods.

MackinVIA Administrator

Settings Manage Permissions Users Promotions Help Center

Settings

Jefferson County Schools

Select your VIA

Account

Information

VIA Name: Jefferson County Schools

School Name: Jefferson County Schools

School Number: Jefferson County Schools

Description: Renewed for JEFFCO by MIB
Created for by: Expires on 2/28/14

0 0 0

Login: mymcm

Password: mcm

MackinVIA Administrator

Settings Manage Permissions Users Promotions Help Center

Checkouts / Renewals

Mackin Demo School

Select your VIA

Checkouts

Loan Period: 7 (1-31 days)

Limit: 50 (1-999)

Renewal: Add 7 times

Requests

Hold Period: 2 (1-99 hours)

Set Limits

If checkouts are disabled, requests are automatically disabled and any active requests will not be shown.

If requests are disabled, all active requests will be discarded.

If both are disabled, Checkouts / Renewals cannot be enabled, and the entire form is for reader.

Powered by: MACKINVIA 1.014

MackinVIA's newest features details current circulation for all digital products, allowing Administrators to see a "snapshot" of all items currently checked out, being read online, on request by a user, or on hold:

MackinVIA Administrator

Settings Circulation Manage Permissions Users Promotions Help Center

Circulation

View: Checkouts Refresh List

Results/Pg: 12 1-12 of 19 Sort By: Resource A-Z

Checkouts: 19 Online Reads: 0 Assignments: 7 Requests: 10 Holds: 0

Item	Checked out by:	User ID:	Return Date:	Action
1-2-3 peas by Baker, Keith	Mesa	mesa	8:58 AM, Monday, August 17, 2015	Cancel Checkout
The 100 most influential inventors of all time by Curley, Robert	Andrew Gehring	Andrew	8:58 AM, Monday, August 17, 2015	Cancel Checkout
100 things you should know about fossils by Parker, Steve	Pavel V	pavel	9:26 AM, Monday, August 17, 2015	Cancel Checkout
100 things you should know about prehistoric life by Matthews, Rupert	Pavel V	pavel	9:26 AM, Monday, August 17, 2015	Cancel Checkout
101 great tanks by Jackson, Robert	Britta Lynn	brittaly	10:44 AM, Tuesday, August 18, 2015	Cancel Checkout
The adventures of Huckleberry Finn by Twain, Mark	Roni Jerns	Roni	9:22 AM, Thursday, August 20, 2015	Cancel Checkout

The Subscription manager reflects all MackinVIA digital materials that were purchased on a subscription basis, their current expiration date, and the ability to purchase / renew the subscription. The Subscription manager also sends automated emails at the first of each month as a reminder for Administrative users to renew materials that may be expiring soon.

The screenshot shows the MackinVIA Administrator web application. At the top left is the MackinVIA logo. The navigation bar includes links for Settings, Circulation, Manage, Permissions, Usage, Notifications, and Help. On the right, there's a user greeting "Welcome, Rebecca Michael" and a Logout button.

Subscriptions

View: Current ▾

Mackin Demo School | **Select your VIA**

Filter Results [icon] [icon]

Results Pg 12 • 1-12 of 181

Resource Type	License Type	Title	Author	Publisher	Purchased By	Added	Expires	Usage	Status	[icon]
Databases	Multi-user	Modern genocide: understanding causes and consequences	ABC-CLIO Information Services	ABC-CLIO	TO MACKIN VIA	02/15/2013	01/01/2021	\$	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : Volume 2	Soundzabound Music Library, L.L.C.	Soundzabound	TO MACKIN VIA	09/05/2013	01/01/2021	9	CURRENT	[icon]
Databases	Multi-user	Britannica annals of American history	Encyclopedia Britannica, inc	Britannica Digital Learning	TO MACKIN VIA	07/10/2012	01/01/2021	49	CURRENT	[icon]
Databases	Multi-user	Life in America online	Facts On File, Inc.	Facts On File	TO MACKIN VIA	07/15/2013	01/01/2021	7	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : Media music masters 2	Soundzabound Music Library, L.L.C.	Soundzabound	TO MACKIN VIA	09/05/2013	01/01/2021	0	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : Sound effects volume	Viers, Rick	Soundzabound	TO MACKIN VIA	09/05/2013	01/01/2021	0	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : Volume 4	Soundzabound Music Library, L.L.C.	Soundzabound	TO MACKIN VIA	09/05/2013	01/01/2021	0	CURRENT	[icon]
Databases	Multi-user	Britannica learning zone	Encyclopedia Britannica, inc.	Britannica Digital Learning	TO MACKIN VIA	07/10/2012	01/01/2021	10	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : 21st century beats	Soundzabound Music Library, L.L.C.	Soundzabound	TO MACKIN VIA	05/05/2013	01/01/2021	10	CURRENT	[icon]
Databases	Multi-user	Soundzabound.com : Media music masters	Soundzabound Music Library, L.L.C.	Soundzabound	TO MACKIN VIA	09/05/2013	01/01/2021	0	CURRENT	[icon]
Databases	Multi-user	Tales2Go	Tales2Go, Inc.	Tales2Go, Inc.	TO MACKIN VIA	10/25/2012	01/01/2021	76	CURRENT	[icon]

MackinVIA provides detailed usage reports through the Administrator access at any time. Parameters include groups, categories, date of usage and resource type (EBooks, online databases, or audiobooks). Reports can be exported to Excel format for further analysis by clicking the *Export All* link at the top right of the report page and custom reports are available by contacting Mackin.

[illegible]

The screenshot shows the 'Usage' window of the MacinVIA Administrator. The window title is 'Usage'. The main content area displays the details for a resource named 'Macin Demo School'. The details are as follows:

- Script: 10000000
- Version: 1.0
- VBA Name: Macin Demo School
- Group: All
- Category: All
- Filter: 1/1/12-00/12
- File: 1/1/12-00/12
- Resource Type: vbaScript

A sidebar on the left shows a tree view with 'MacinVIA Administrator' and 'Macin Demo School'. The 'Macin Demo School' item is selected.

MackinVIA Authentication Integration –

Mackin has developed an integration with SyrsiDynix to offer a MackinVIA solution with eResource Central, a central place for librarians to manage digital resources from multiple providers. The partnership between Mackin and eRC will allow libraries to dynamically update their local title metadata and will let patrons download, preview, and see available eResources all from the library catalog.

MackinVIA is fully capable of importing information to populate, and authenticate, users and their credentials through Active Directory or LDAP. You can also utilize the Backpack Management feature available in the Administrator's MackinVIA to load your own file of patron information with usernames and passwords or Mackin can set up access utilizing LDAP and use current Student Information Management System (SIMS) accounts to create individual backpacks.

In addition, MackinVIA also offers these further options for streamlining patron authentication and automating Backpack management:

- SIP2 – MackinVIA logins are authenticated real-time against the district's SIP server.
- Automated FTP Import – a CSV file of patron data is uploaded to Mackin's secure FTP site; we load the file into MackinVIA to create, update or deactivate Backpacks.
- LDAP – MackinVIA logins are authenticated real-time against the district's directory server.
- Single Sign On (SSO) – MackinVIA is updated (periodically or real-time) by the district's single sign-on solution; patrons only need to login one time into the network.

Training and Support

Mackin is pleased to provide free, ongoing onsite training for all library staff whether in a group or individual setting as needed. Additionally, Mackin provides online webinars and other training sessions occasionally throughout the year. Personal webinars can be scheduled anytime as needed at no additional charge. Our Customer Service department is also pleased to assist with just one call or live chat.

The MackinVIA Guides & Promotions page is available both within MackinVIA Administrator access and directly at <http://www.mackin.com/ELIBRARY/VIA-MATERIALS.aspx>. This page has a wide variety of guides, videos and promotional materials (such as posters and bookmarks) to help you understand how to use MackinVIA as an administrator, patron or staff member and also how to promote MackinVIA.

Promotions

Mackin is continually searching for exciting ways to create extra value for our customers. The Promotions tab highlights the latest MackinVIA promotions – whether it's free eBooks from our publisher partners or other special offers. Promotional information can be found at <https://www.mackin.com/corp/resources/promotions/>.

Services

Mackin has a wide array of free services to assist you with managing library collections.

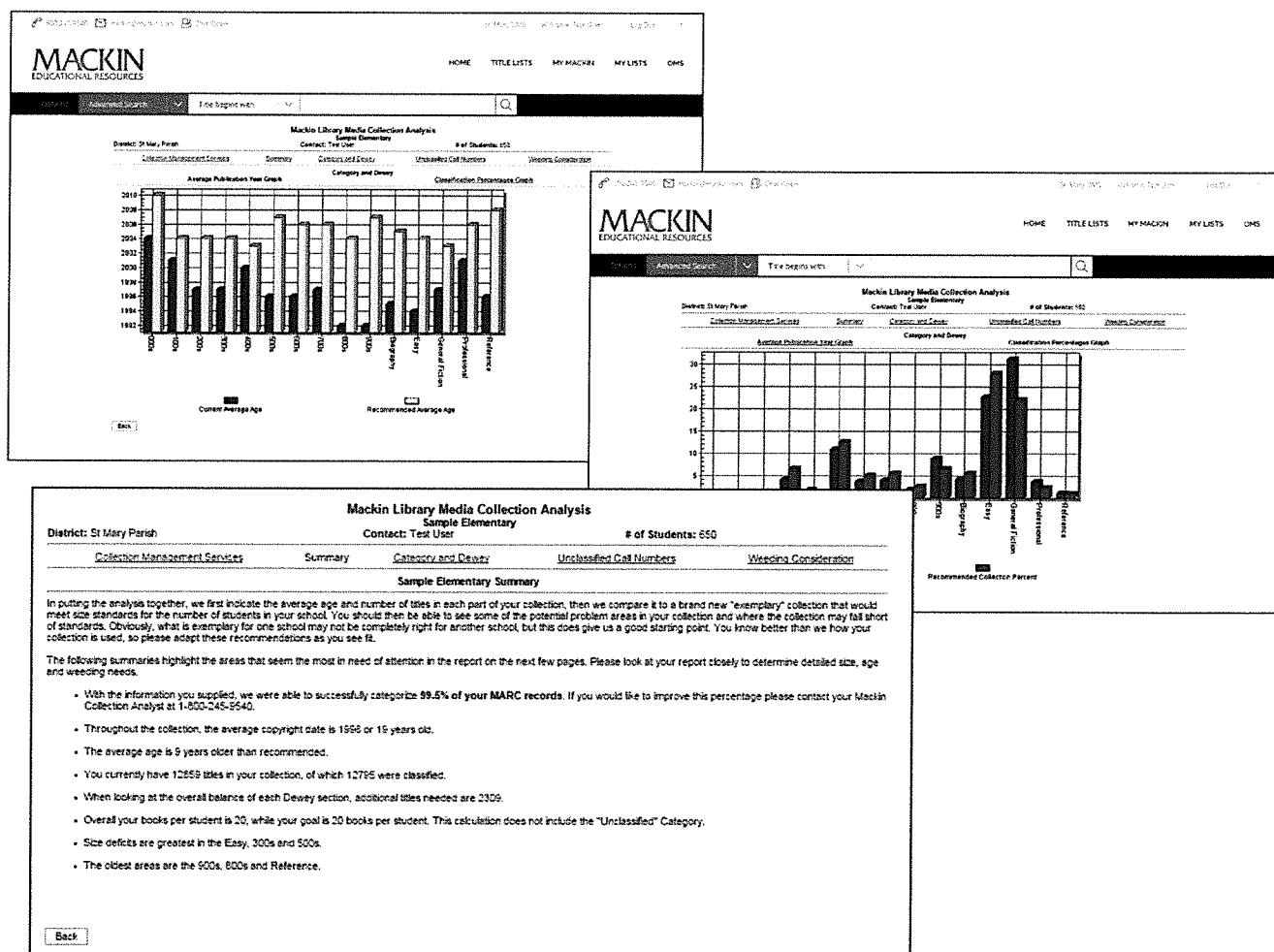
Mackin provides full MARC21 electronic records for every title you order—books, eBooks, audiobooks, CDs, and DVDs. If a title requires original cataloging, our master-degreed catalogers produce a complete MARC21 record. All records have full annotations, LC and/or Sears subject headings and an interest level range. Reading level, reading program levels, reviews and awards are added when applicable.

RDA (Resource Description Access) went into effect on April 1st, 2013 and all materials published after that date are cataloged using the RDA cataloging standard. RDA replaced the AACR2r (Angle American Cataloging Rules 2nd edition revised) standard.

Therefore, Mackin Educational Resources, following industry standards, provides a mix of AACR2r and RDA MARC records. However, if you do not wish to receive RDA formatted records, we are able to provide all of your records in AACR2r format.

COLLECTION ANALYSIS: Our Collection Analysis service is a great way to look at the strengths and potential weaknesses of each library's collection. The analysis can be done online at any time – simply set individual parameters (such as books per patron goals, date of print minimums, etc), upload the MARC records, and review the results. Those results will show the current status of the collection and how it compares to both an exemplary collection and stated goals. The final report will include charts, lists and graphs to compare current results with past analyses to see growth as well as a list of suggested titles to consider for weeding. The online analysis offers easy links to view details of titles in each Dewey section and makes searching for new titles as simple as one click. Collection Analysis can be performed for a single library, and/or all branches.

To view online, simply login and go to My Mackin > My Collection Analysis > Collection Analysis Results:



COLLECTION DEVELOPMENT: Our Master-degreed librarians continually create and update online book lists to fit every library's unique needs. We currently have thousands of book lists available online at Mackin.com – with content ranging from award winners to state standards to hot topics or subject areas. Mackin also provides custom collection development lists on demand to meet individual needs, complete with review sources, reading levels, and annotations. Working with more than 18,000 publishers allows us to find the best, most appropriate titles for your collections. Lists can be printed and mailed, emailed in PDF or Excel, or posted to your online Mackin.com account for easy adjustment of quantities and/or priority indicators.

TITLEMATCH: Included as part of our free Collection Management features is TitleMatch, which helps users manage their collection in real time. Once MARC records have been uploaded, TitleMatch assists with the online search process by looking for possible duplicates - as you add titles to your list, titles that are already in your collection are highlighted so that you won't accidentally order duplicates. TitleMatch allows you to view matches in a collection for single or multiple locations *and* will tell you if your titles are on a list or previous Mackin orders.

For more information about Mackin's free Collection Management services, please visit www.mackin.com/corp/services/library-3/collection-management.

Our customer service staff is always available to answer questions, assist with orders, and make sure that our customers are satisfied. We take pride in our ability to offer the best customer service in the industry. Just call our office toll-free at 1-800-245-9540 or send email to customerservice@mackin.com for prompt and courteous attention. We answer the phones with a live person – 24/7/365 – as we respect your time and would never make you wade through automated messages just to speak with us. Our customer service staff is available from 7:30am – 5:00pm CST, Monday through Friday for phone calls or online Live Chat. After-hours calls, emails or fax requests are responded to the next business day. Mackin has a detailed online Help database that can be accessed through our Mackin.com website. Just follow this web link <https://www.mackin.com/corp/resources/mackinvia/> and you will have detailed MackinVIA help at your fingertips.

Thank you for the opportunity to provide a response to your solicitation. Please do not hesitate to contact me if you have any questions during the review process.

Sincerely,



Krista Briggs

Bids Coordinator



Bid Number 50 - 00114458

Two (2) year contract for a digital book service, to complement an existing service for the Jefferson Parish Library Department.

October 15, 2015, 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
Melissa Ovalle
movalle@jeffparish.net
(504) 364-2687**

SPECIFICATIONS

BID NUMBER: 50-00114458

TWO (2) YEAR CONTRACT FOR A DIGITAL BOOK SERVICE FOR A PUBLIC LIBRARY, TO COMPLEMENT AN EXISTING SERVICE.

Jefferson Parish Library requires a digital content service that will host a discovery website, support and provide e-books that the library can purchase and/or license, to add to the library website.

The service must include easy-to-use apps and support many types of computers and portable devices. The library requires an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interest, requests and needs.

Digital content must be public library oriented, downloadable e-books, including mainly popular fiction and non-fiction bestsellers, for all ages and reading interests. Titles must be from top publishers, including Hachette, Harper Collins, McMillian, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus, and Scholastic.

Jefferson Parish Library is a public library serving a suburban population of approximately 434,123 with sixteen (16) locations, including two (2) regional libraries and fourteen (14) branch libraries.

The service shall complement an existing digital content service to offer library users an alternate method for accessing e-books.

The two (2) year contract will take effect upon contract ratification.

The annual service and/or hosting fee payment will be on a 12-month (year by year) basis. The library will pay the hosting fee one year at a time. Content added during the year will be paid for as ordered.

The Annual service and/or access fee will be binding as quoted, and will become part of the final contract.

FOR LIBRARY PATRONS

The bidder must provide a digital content service that includes hosting and supporting a discovery website and providing e-books that the library can purchase and/or license, to add to the website.

The bidder must provide free user applications (apps) that are easy to download and allow for reading or listening off line.

The apps must provide full access to the catalog of titles and all functions of the service including discover, checking out, returning, downloading and reading or listing to e-books.

The service must be compatible with most types of computers and portable devices including PCs and Apple computers, Apple devices such as iPhone and iPad, Android phones and tablets, Kindles, Nooks and Windows devices.

User authentication must be stored in the apps so patrons won't have to re-authenticate to search for, check out, read or listen to an e-book.

A user must be permitted to create a personal and private account to keep track of titles that they have checked out, placed on hold, and may be interested in for later use.

A personal account must sync seamlessly across a user's devices and computers, including automatically and manually created bookmarks, allowing a user to read a book on multiple devices without losing their place.

The service must allow for automatic as well as early check-ins or returns.

The service must allow for hold or waiting lists with email and text message notification to the user when a title is available for them to check out.

All features of the service must be accessible 24/7, in the library and remotely.

FOR LIBRARY STAFF

The entire service, including the library's content must reside on a server hosted by the bidder.

Hosting and maintenance of the service will be on a subscription basis while downloadable e-books can be purchased and licensed at any time during the life of the contract.

The bidder must provide a Library Administration Tool that allows staff to set library criteria for check outs, holds and other patron facing functions, purchase content, and access usage reports and purchase orders.

The Library Administration Tool, including the bidder's catalog for choosing content, must be compatible with up to date versions of multiple internet browsers, including Chrome, Firefox and Explorer.

Digital content must be public library oriented, downloadable e-books, for library users of all ages.

The bidder must provide an online catalog of downloadable e-book titles that the library can purchase and/or license at any time during the contract period so the library can choose titles based on patron interests, requests and needs.

The catalog must be updated continuously with new titles as they are published, and it must be searchable by keyword, title, author, subject, genre, age level, format and publication date.

The catalog must include fiction bestsellers, new and backlist popular fiction and non-fiction, for adults, teens, and children, from top publishers, including Hachette, Harper Collins, McMillan, Penguin Random House, Simon & Schuster, Bloomsbury, Perseus and Scholastic.

The catalog must allow for quick and easy online ordering, with current titles added to the library's collection within 24 hours after ordering.

The bidder must provide collection development assistance including suggested titles, bestseller lists, new titles list, subject interest lists, award winners and read-a-like-lists.

The bidder must provide electronic order confirmations, order status updates, electronic invoices via email and online purchase history reports.

The bidder must provide OCLC vetted MARC catalog records for each title to allow linking from the library's online catalog to the digital content website.

The bidder's service must be compatible with the library's integrated library system (ILS) for discovery, library card authentication, and patron account synching.

SUPPORT

The bidder must provide assistance with all aspects of the service and include email and toll-free telephone support for library staff and help websites and webinars for library staff and patrons.

The bidder must update apps, websites and content formats, to be compatible with device and computer operating system updates, and new devices and computers, in a timely manner.

The bidder must provide marketing support including reproducible book marks, posters, graphics for the library's website, templates for press releases and patron handouts, and a wide variety of customizable usage reports.

DATE: 9/30/2015

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00114458

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

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/15/2015 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well 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 must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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

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

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

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

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

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

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

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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.