

# BARNES & NOBLE

## BOOKSELLERS

September 12, 2019

**VIA FEDERAL EXPRESS**

Jefferson Parish Purchasing Dept.  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Attn: Donna Reamey

**Re: 50-127789 Two (2) Year Contract to Provide Audiobook Compact Discs for the Jefferson Parish Library Department**

Dear Ms. Reamey,

Barnes & Noble would like to thank the **Jefferson Parish Library Department** for extending the opportunity to participate in competitive bidding for bid #50-127789. As the nation's largest retail, it is our goal to provide added value and outstanding customer service to all entities we seek to serve.

Barnes & Noble Booksellers, Inc. confirms that we shall comply with the requirements, provisions, terms and conditions specified within the RFP.

We look forward to working with **Jefferson Parish** and hope to hear from you soon.

Thank you.

Sincerely,



**Natiesha Evans-Watt**

(O): 212-352-3668

(F): 832-442-3035

[nevans-watt@bn.com](mailto:nevans-watt@bn.com)

**Business Development**

**RFP/Contract Analyst**

Barnes & Noble, Inc.

122 Fifth Avenue

New York, NY 10011

BN.com | nook.com

Barnes & Noble | 

# BARNES & NOBLE

## BOOKSELLERS

### I. Experience & Capabilities

#### A. Executive Summary

Barnes & Noble, Inc., one of the nation's largest booksellers, provides customers a unique experience across its multi-channel distribution platform. As of April 28, 2018, the Company operates 630 bookstores in 50 states, maintains an eCommerce site, develops digital reading products and operates NOOK, one of the largest digital bookstores. Barnes & Noble is utilizing the strength of its retail footprint in combination with its online and digital businesses to provide an omni-channel experience for its customers, fulfilling its commitment to offer customers any book, anytime, anywhere and in any format.

#### B. Contractor Background & Experience

Barnes & Noble, Inc., was founded in 1886 in New York City by William Barnes, Charles M. Barnes and G. Clifford Noble. Barnes & Noble was incorporated in the state of Delaware in December 1986 and is currently headquartered at 122 Fifth Avenue, New York, NY 10011. Barnes & Noble went public in 1993 and is traded on the New York Stock Exchange (NYSE) with the trading symbol: BKS.

Our Company employs approximately 23,000 employees 8,000 full-time and 15,000 part-time employees. B&N Retail includes Sterling Publishing Co., Inc. (Sterling or Sterling Publishing), and is a leader in general trade book publishing. The NOOK segment represents the Company's digital business, offering digital books and magazines for sale and consumption online, NOOK® reading devices, co-branded NOOK® tablets and reading software for iOS, Android and Windows. We carry over 3 million titles in our distribution network and can order from any publisher with books in print.

Barnes & Noble's principal business is the sale of trade books (generally, hardcover and paperback titles), mass market paperbacks (such as mystery, romance, science fiction and other popular fiction), children's books, eBooks and other digital content, NOOK® and related accessories, bargain books, magazines, gifts, café products and services, educational toys & games, music and movies direct to customers through its bookstores or on [www.barnesandnoble.com](http://www.barnesandnoble.com). We offer our customers a full suite of textbook options (new, used, digital and rental).

Barnes & Noble currently manages over 300 institutional accounts (nationwide school districts, libraries and other governmental entities), as well as State contracts with New York and Florida, providing library materials, books, and related services. We have extensive experience in shipping to multiple locations with a single billing location whether they are schools, libraries or corporations.

Contact Us: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Corporate Office | Business Development Division: 122 Fifth Avenue, New York, NY 10011 | Tele: (212) 633-3300

# BARNES & NOBLE

## BOOKSELLERS

### II. Personnel: Key Personnel, Primary Responsibilities and Contact Information

Contact	Primary Responsibility	Contact Information
Amy Mmberger	Process quotes and purchase orders	3721 Veterans Boulevard Metairie, LA 70002 T: (504) 455-4929
Thaddaus Martin	Regional Business Development Assistant  all quotes and purchase orders	2325 S Stemmons Fwy Suite 401 Lewisville, TX 75067 Tele: (214) 488-8534 Email: <a href="mailto:tmartin@bn.com">tmartin@bn.com</a>
Joseph Mascia	Accounts Receivable Manager  Accepts payments	P.O. Box 951610 Dallas, TX 75395-6910  Tele: (732) 656-7267 Email: <a href="mailto:jmascia@bn.com">jmascia@bn.com</a>
N. Evans-Watt	Contract & RFP Analyst  Manages and tracks contract activity	Corporate Office: 122 Fifth Avenue Business Development Division New York, NY 10011 Tele: (212) 352-3668 Email: <a href="mailto:nevans-watt@bn.com">nevans-watt@bn.com</a>

### III. Products, Order Processing & Additional Services

Our products and services include:

- a. **Books** – Barnes & Noble Booksellers, Inc. offers the following books/binding types: Audiobooks; (Published) Books (Trade Binding, Paperback, Textbooks and Technical Manuals), eBooks, NOOK eReaders, NOOK Tablets, CDs, DVDs; Magazines; Textbooks; Educational Toys & Games; Gift Products; and Gift Cards.
- b. **Quotes & Order Processing** – We can ensure that during our stores open hours we can return a quote within 3 hours; more time should be allotted for larger quotes. Our store system is not reliant upon only one individual to provide quotes and process orders, we pride ourselves on cross training numerous booksellers throughout our stores who are aware of your needs and are able to respond to them accordingly and within a short period of time.

Contact Us: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Corporate Office | Business Development Division: 122 Fifth Avenue, New York, NY 10011 | Tele: (212) 633-3300

# BARNES & NOBLE

## BOOKSELLERS

Further, please note Barnes & Noble:

1. Accepts electronically transmitted orders with payment via purchase order and/or purchase card;
  2. Processes orders from multiple locations and ships to multiple locations with individual account codes;
  3. Provides initial shipment within 7-14 working days of receipt of orders, backorder titles for 20 days, and immediate shipment of Not Yet Published (NYP) titles as published or as noted in specific prepublications agreements;
  4. Tracks shipments;
  5. Delivers early notifications of cancelled and backordered titles
  6. Provides an invoice per purchase order number for each shipment sent;
  7. Ships in secure packaging to prevent damage to materials;
  8. Online ordering is not available for bulk contract order, however [www.bn.com](http://www.bn.com) can be used for browsing products; all bulk orders must be placed via your local Barnes & Noble store; and
  9. Discounts are applied to list prices not online pricing.
- c. **Delivery & Packaging** – Standard orders can be processed and expected to be delivered within 7-14 business days after POs are received. We can also specialize the service you need by bringing the books into our local store and repacking them according to your specific needs (PO attached, grade level organization, classroom organization, etc.) and can make them available for pick up or delivery.
- d. **Local Store** – Your local store at **Metairie** has the convenience of last-minute ordering that can often be filled by your local store and in-store browsing and shopping. The added benefit of booksellers is that they are members of your community and are already supporting Louisiana entities directly and indirectly.
- e. **Full Time Local Representative** – Each of our stores has a point of contact to assist with bulk buying. **Amy Momberger** is the Store Manager of the **Metairie** store and is available during regularly scheduled store hours and will serve as your direct point of contact in connection with the execution of this contract, if awarded. Additionally, various members of the management team will be aware of the needs of your organization and service will be based on the full store process rather than simply a single person. We also have an entire corporate division dedicated to servicing our institutional customers located at the home office in New York. This provides an easy billing process with quick turn-around.
- f. **Return Policy** – If you're not satisfied with your purchase, you may return it for a refund. We will issue a refund to your original form of payment for items returned within 30 days. All returned items must be in their original condition; shrink-wrapped products must be unopened. The packing slip in your shipment has specific instructions for returns. We provide a pre-printed return label with our Returns Department Address.
- g. **Payment Terms** – 0% Net 30 Days – no additional discount for early payments.

Contact Us: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Corporate Office | Business Development Division: 122 Fifth Avenue, New York, NY 10011 | Tele: (212) 633-3300

# BARNES & NOBLE

## BOOKSELLERS

### DISCOUNT PRICING

Our standard discount is listed as 0-35% off list price because we cover a wide range of products with a varied discount structure. Actual per title book discounts are determined by the discount B&N receives from the publisher. Trade book discounts generally range between 30-35% off list price and may be eligible for a larger discount based on the amount of titles and /or large quantities requested. Unlike other retailers that buy and retain inventory, B&N negotiates pricing and quantity for bulk purchases at the time of order, this ensures real time availability and real-time discount terms. We also have selected titles that are published under B&N Sterling publishing label where we can provide greater discounts than anyone else in the market.

Product Type	Discount	Notes
Books – Hardcover	0-35%	Additional discounts may be available
Books – Paperback	0-35%	Additional discounts may be available
Books – Used	Not Available	
Books – Out of Print	Not Available	
Textbooks	0-15%	
Audiobooks	0-25%	
Café Consumables	No Discount	
NOOK eReaders & Tablets	0-6%	Varies by Volume
NOOK eBooks	No Discount	
NOOK Accessories	0-15%	Varies by Volume
NOOK Protection Plans	0-25%	Varies by Volume
Magazines	No Discount	
Music CDs	0-35%	
DVDs	0-35%	
Educational Toys & Games	0-35%	
Gift Product	0-35%	
DISCOUNT EXCEPTIONS	DISCOUNT	NOTES
No Additional Discount (“NAD”) Titles	Receive no additional discount regardless of volume	
VOLUME DISCOUNTS	DISCOUNT	NOTES
100 Copies or more of a single (Non-NAD) Title	May be eligible for discounts beyond 35%	
\$2500 or more per order (Non-NAD) Titles	May be eligible for discounts beyond 35%	
For a complete catalog listing please visit <a href="http://www.bn.com">www.bn.com</a>		

Contact Us: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Corporate Office | Business Development Division: 122 Fifth Avenue, New York, NY 10011 | Tele: (212) 633-3300



**Bid Number 50 - 127789**

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

**September 12, 2019 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

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

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

This contract is for new audiobook compact discs only.

Contract Start Date – December 19, 2019.

**SECTION 1.0 CONDITIONS**

**1.1 Requirements**

Library requires a bidder with a warehouse inventory of CD titles on major labels. Access to the online catalog must accompany bid.

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

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

**1.2 Award of Bid**

Bid award shall be based on total bid price.

**SECTION 2.0 SPECIFICATIONS**

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

Library requires a firm discount; discounts based on a sliding scale are not acceptable. Discount must be from Publishers' non-freight pass through list prices. No service or stocking fees may be added to the discounted price. Discounted price must include any shipping. Library will not pay any additional shipping charges.

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

Prospective bidders must have a warehouse inventory of CD titles on major labels. Access to the online catalog must accompany bid.

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

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

Approximately 2000 audiobook CD titles will be purchased per year using this contract.



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

### **SECTION 3.0 ORDERING**

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

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

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

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

### **SECTION 4.0 SHIPPING AND BILLING**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

Freight-On-Board (FOB) delivered destination.

#### **SECTION 5.0 DISCOUNT**

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

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

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

#### **SECTION 6.0 BID AWARD**

Bid award shall be based on total bid price.

#### **SECTION 7.0 CATALOGING**

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

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

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

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

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

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

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

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

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

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

## **SECTION 8.0 PROCESSING**

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

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

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

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

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

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

**BID SPECIFICATIONS FOR BID # 50-00127789**

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

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

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

The successful bidder will provide a RFID Stingray tag, NXP ICODE SLIX2 or compatible. The tag must be compatible with the library’s RFID system provide by Bibliotheca.

DATE: 8/28/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00127789

**JEFFERSON PARISH**

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

BUYER: DREAMEY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 9/12/2019 AND PUBLICLY OPENED THEREAFTER.**

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

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

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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

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

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

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

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

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

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.

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

**PROTESTS:** Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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

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

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

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

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

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

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



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

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

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**10, 12, 13, 15**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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



**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: Barnes & Noble Booksellers, Inc.ADDRESS: 122 Fifth Avenue - Business Development Dept.CITY, STATE: New York, NYZIP: 10011TELEPHONE: (212 ) 352-3668

FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: businessdevelopmentbids@bn.com

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED  
SIGNATURE: Tracy Vidakovich

Printed Name

TITLE: VP, Business Development

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.		
			0010 - Discount (percentage) from Publisher's non-freight pass  through list prices for Trade Edition. <u>0-25</u> %	0-25%	
2	1.00	EA	0020 - Discount (percentage) from Publisher's non-freight pass  through list prices for Short/Non-Trade. <u>0-25</u> %	0-25%	
3	1.00	EA	0030 - Discount (percentage) from Publisher's non-freight pass  through list prices for Net/No Discount Items. <u>0-25</u> %	0-25%	
4	1.00	EA	**LINE ITEMS 0040 THROUGH 0130 IS A LIST OF TYPICAL ITEMS THE JEFFERSON PARISH LIBRARY DEPARTMENT WOULD PURCHASE.**  0040 - Provide the cost of the title with discount applied. <i>*20% Disc. Applied to all items*</i> Akin (Compact Disc) By: Donoghue, Emma/Culp, Jason ISBN - 9781549178207 Publish Date - 9/10/2019		
				\$28.00	\$28.00
5	1.00	EA	0050 - Provide the cost of the title with discount applied.  Vendetta in Death: An Eve Dallas Novel (Compact Disc) By - Robb, J.D./Ericksen, Susan ISBN - 9781250231024 Publish Date - 9/3/2019		
				\$25.60	\$25.60
6	1.00	EA	0060 - Provide the cost of the title with discount applied.  Contraband (Compact Disc) By - Woods, Stuart/Roberts, Tony		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	1.00	EA	ISBN - 9781984891198 Publish Date - 8/13/2019	\$22.40	\$22.40
			0070 - Provide the cost fo the title with the discount applied.		
8	1.00	EA	A Better Man: A Chief Inspector Gamache Novel (Compact Disc) By - Penny, Louise/Bathurst, Robert ISBN - 9781250230881 Publish Date - 8/27/2019	\$25.60	\$25.60
			0080 - Provide the cost ot the title with discount applied.		
9	1.00	EA	Surfide Sisters (Compact Disc) By - Thayer, Nancy/Campbell, Cassandra ISBN - 9781978617186 Publish Date - 07/2/2019	\$29.59	\$29.59
			0090 - Provide the cost of the title with discount applied.		
10	1.00	EA	A Plain Vanilla Murder (Compact Disc) By - Albert, Susan Wittig/Gibson, Julia ISBN - 9781974965908 Publish Date - 7/2/2019	\$47.99	\$47.99
			0100 - Provide the cost of the title with discount applied.		
11	1.00	EA	The Kennedy Heirs: John, Caroline, and the New Generation - A Legacy of Tragedy and Triumph, Includes a PDF of Photographs (Compact Disc) By - Taraborrelli, J. Randy/Petkoff, Robert ISBN - 9781250221513 Publish Date - 6/11/2019	\$47.99	\$47.99
			0110 - Provide the cost of the title with discount applied.		
12	1.00	EA	Unfreedom of the Press (Compact Disc) By - Levin, Mark R./Lowell, Jeremy ISBN - 9781508287629 Publish Date - 5/21/2019	\$19.19	\$19.19
			0120 - Provide the cost of the title with discount applied.		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	Springfield 1880 (Compact Disc) By - Johnstone, William W./Johnstone, J.A./Turner, J. Rodney ISBN - 9781630158514 Publish Date - 4/30/2019	\$31.99	\$31.99
14	1.00	EA	0130 - Provide the cost of the title with discount applied.  Accidental Presidents: Eight Men Who Changed America (Compact Disc) By - Cohen, Jared/Morey, Arthur ISBN - 9781508264187 Publish Date - 4/9/2019	\$44.79	\$44.79
15	1.00	EA	0140 - Yearly cost of inventory/ electronic ordering service.	N/A	N/A
16	1.00	EA	0150 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Small	N/A	N/A
17	1.00	EA	0160 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Medium	N/A	N/A
18	1.00	EA	0170 - Cost to repackage multidisc CD sets per CD sets per  specifications, including placing cover art in sleeve  CD Case - Size: Large	N/A	N/A
19	1.00	EA	0180 - Cost to produce and apply barcodes and hub label sets.	Services not available	
20	1.00	EA	0190 - Cost to provide barcode scanning.	Services not available	
			0200 - Cost to provide downloadable purchase order record.	Service not available	

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127789

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(On-order record)		
21	1.00	EA	0210 - Cost to provide Marc record including complete call number.	Services not available	
22	1.00	EA	0220 - Cost for original cataloging record including complete call number.	Services not available	
23	1.00	EA	0230 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	Services not available	
24	1.00	EA	0240 - Cost to print and apply branch label (per label).	Services not available	
25	1.00	EA	0250 - Cost to print and apply spine label.	Services not available	
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	Services not available	
27	1.00	EA	0270 - Cost to apply RFID Stingray tag per disc.		
28	1.00	EA	0280 - Cost to provide a RFID Stingray NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	Services not available	

## **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**

**BARNES & NOBLE BOOKSELLERS, INC.**

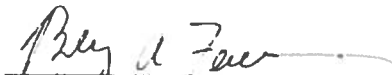
**SECRETARY'S CERTIFICATE**

I, Bradley A. Feuer, Vice President, General Counsel and Corporate Secretary of Barnes & Noble Booksellers, Inc. (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, hereby certify that on January 31, 2017 the Board of Directors approved the below resolutions and that the resolutions have not been rescinded, amended or modified, and remain in full force and effect:

RESOLVED, that any Chief Executive Officer, Chief Financial Officer, Vice President, Vice President, Retail Operations, Vice President, Business Development or other officer of the Corporation delegated authority by any of the foregoing, is hereby authorized to execute and deliver any and all contracts and requests for proposals on behalf of the Corporation for up to \$1,000,000 for the sale of books, ebooks and other products to states, cities, municipalities, school systems, school boards, governmental entities, quasi-governmental bodies, institutions, non-profit-organizations, associations, companies and any other such contracting party, and to do all things necessary or appropriate to carry out the terms of those contracts or awarded contracts, including executing and delivering all agreements, performance bonds and documents contemplated by those contracts.

I further certify that Tracy Vidakovich now holds the office of Vice President, Business Development and that she has held that office since November 14, 2016.

In witness whereof, I have hereunto set my signature as Vice President, General Counsel and Corporate Secretary of the Company on this 31st day of January, 2017.

  
A handwritten signature in dark ink, appearing to read "Bradley A. Feuer", is written over a horizontal line.

Bradley A. Feuer  
Vice President, General Counsel and Corporate  
Secretary  
Barnes & Noble, Inc.



## **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** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

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

Affiant further said:

**Campaign Contribution Disclosures**

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

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

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

Debt Disclosures

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

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

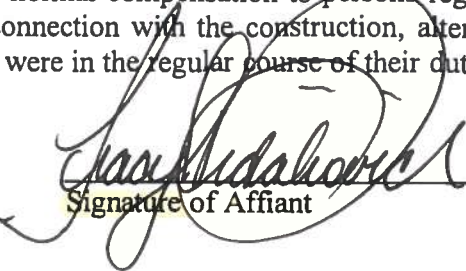
Choice B ✓ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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

  
Signature of Affiant

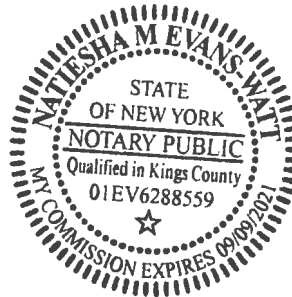
Tracy Vidakovich, VP Business Development  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 4 DAY OF September, 2019.

  
Notary Public

N. Evans-Watt  
Printed Name of Notary

01EV6288559  
Notary/Bar Roll Number



My commission expires 09/09/2021.

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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

---

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

---

### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **☐ WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☐ **COMMERCIAL GENERAL LIABILITY**

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

☐ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

**June 2019**

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

**DEDUCTIBLES:** The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**PROTESTS:** Only those vendors that submit bids in response to a solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing.

(For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.



## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**BARNES & NOBLE BOOKSELLERS, INC.**

2 Business name/disregarded entity name, if different from above

**BARNES & NOBLE BOOKSELLERS, INC.**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

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

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

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

Requester's name and address (optional)

**REMIT TO: P.O. BOX 930455**

6 City, state, and ZIP code

**ATLANTA, GA 31193**

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

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

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

1 3 - 4 0 3 0 3 8 9

### Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ►

Date ► **01.02.2019**

### General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

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

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

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

August 17, 2018

Brett Gelberg  
Barnes & Noble Inc.  
122 Fifth Ave 4th Fl  
New York, NY 10011-5602

## IMPORTANT | Transaction Routing Instructions (ACH and Wire)

Dear Brett,

Thank you for your request for account and bank routing number information for Barnes & Noble Inc.. Please provide the below routing instructions for ACH and wire transactions to remitters who send transactions to the company account.

For accurate and timely processing of transactions, it is very important that remitters correctly identify the company account number and the applicable routing number.

### For ACH delivery:

Bank Routing Number:	021000021
Account Number:	351340559
Account Name:	Barnes & Noble Inc.

### For Wire Transfers:

Bank Routing Number:	021000021
SWIFT Code:	CHASUS33
General Bank Reference Address:	JPMorgan Chase New York, NY 10004
Account Number:	351340559
Account Name:	Barnes & Noble Inc.

### We are here to help.

Please call me if you have any questions. Thank you for your business and the opportunity to serve you.

Sincerely,



Carmen E. De Leon  
Client Service Sr. Associate  
JPMorgan Chase Bank, N.A.  
4 New York Plaza, 15th Floor, New York, NY 10004  
1-646-582-7271  
carmen.e.deleon@jpmorgan.com

© 2017 JPMorgan Chase & Co. All rights reserved. J.P. Morgan and Chase are marketing names for certain businesses of JPMorgan Chase & Co. ("JPMC") and its subsidiaries worldwide. Products and services may be provided by commercial bank affiliates, securities affiliates or other JPMC affiliates or entities. All services are subject to applicable laws and regulations and service terms. JPMorgan Chase Bank, N.A. Member FDIC

The information in this letter is provided as an accommodation to the inquirer. This letter and any information provided in connection therewith are furnished on the condition that they are strictly confidential, that no liability or responsibility whatsoever in connection therewith shall attach to Bank or any of its officers, employees, or agents, that this letter makes no representations regarding the general condition of the companies named herein, their management, or their future ability to meet their obligations, and that information provided in this letter or in connection therewith is subject to change without notice.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
05/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C. No. Ext):</b> (866) 283-7122	<b>FAX (A/C. No.):</b> 800-363-0105
<b>INSURED</b> Barnes & Noble, Inc. 122 Fifth Avenue New York NY 10011 USA	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC #</b>	
	<b>INSURER A:</b> ACE American Insurance Company	22667
	<b>INSURER B:</b> Indemnity Insurance Co of North America	43575
	<b>INSURER C:</b> ACE Fire Underwriters Insurance Co.	20702
<b>INSURER D:</b> XL Specialty Insurance Co	37885	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

Holder Identifier :

**COVERAGES****CERTIFICATE NUMBER:** 570076116050**REVISION NUMBER:**

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

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> *CGL OCC. LIMIT IS EXCESS OF \$50,000 SIR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			XSLG71234253 SIR applies per policy terms & conditions	05/01/2019	05/01/2020	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	Excluded
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			ISA H25280970	05/01/2019	05/01/2020	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
D	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$10,000			US00071041LI19A	05/01/2019	05/01/2020	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WLRC6589371A AOS WLRC65893678 CA MA	05/01/2019	05/01/2020	<input checked="" type="checkbox"/> PER STATUTE OTHER	
A					05/01/2019	05/01/2020	E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

Certificate No : 570076116050

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

Evidence of Insurance.

**CERTIFICATE HOLDER****CANCELLATION**

Barnes & Noble, Inc. 122 Fifth Avenue New York NY 10011 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Northeast Inc.</i>

©1988-2015 ACORD CORPORATION. All rights reserved.



INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

[illegible]

# BARNES & NOBLE

## BOOKSELLERS

### REFERENCES

Organization Name	Address	City	State	Zip	Contact Name	Phone Number	Email Address
Contract #	Contract Name		Start Date – End Date				
Gwinnett County Public Schools	437 Old Peachtree Road NW	Suwanee	GA	30024	Stephanie Maddox	(678) 301-6298	<a href="mailto:Stephanie_maddox@gwinnett.k12.ga.us">Stephanie_maddox@gwinnett.k12.ga.us</a>
B19-15SM	Instructional Materials Catalog Discount		01/01/2019-12/31/2019				
Volusia County Public Schools	3750 Olson Drive	Daytona	FL	32124	Kendra Meeks	(386) 947-8786	<a href="mailto:Klmeeks1@volusia.k12.fl.us">Klmeeks1@volusia.k12.fl.us</a>
CL-905KM	Teaching Aids, Equipment and Supplies		12/1/2018-11/30/2021				
Jefferson County Public Schools	3001 Crittenden Drive	Louisville	KY	40209	Donna Cockerill	(502) 485-3167	<a href="mailto:donna.cockerill@jefferson.kyschools.us">donna.cockerill@jefferson.kyschools.us</a>
7653	Books other than Library or Textbooks						
Schertz-Cibolo-Universal City ISD	1056 Elbel Road	Schertz	TX	78154	Terry Canal	(210) 945-6223	<a href="mailto:tcanal@scuc.txed.net">tcanal@scuc.txed.net</a>
18-0065	General Supplies		5/31/2018-5/31/2022				
New Mexico State Contract	110 St. Francis Drive	Santa Fe	NM	87505	Yulastuti Wulandari	(505) 827-0485	<a href="mailto:Yulastuti.wulandari@state.nm.us">Yulastuti.wulandari@state.nm.us</a>
90-000-19-00032	Library Materials – Statewide Price Agreement		August 5, 2019-August 4, 2020				
Florida State Contract	FL Division of State Purchasing	Tallahassee	FL	32399	Jennifer Hyatt	(850) 488-8366	<a href="mailto:jennifer.hyatt@dms.myflorida.com">jennifer.hyatt@dms.myflorida.com</a>
55101500-17-ACS	Books and Non-print Library Materials & Related Ancillary Services		Expires: May 31, 2020				
New York State Contract	Procurement Service Group Corning Tower Bldg.	Albany	NY	12242	Michael Riley	(518) 474-6716	<a href="mailto:Michael.riley@ogs.state.ny.us">Michael.riley@ogs.state.ny.us</a>
PC66998	Books and Non-print Library Materials & Related Ancillary Services		July 31, 2015-May 31, 2020				

Contact Us: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Corporate Office | Business Development Division: 122 Fifth Avenue, New York, NY 10011 | Tele: (212) 633-3300

# BARNES & NOBLE

## BOOKSELLERS

### For Quotes & Orders

Jeannie Keller, Market Business Development  
Manager – [jkeller@bn.com](mailto:jkeller@bn.com) (504) 455-5135

Store 2071 – 1601B West Bank Expressway  
Harvey, LA 70058 T: (504) 263-1163

Store 2768 – 3721 Veterans Blvd., Metairie LA 70002  
T: (504) 455-4929

Store 2983 – 3414 Highway 190 Suite 10, Mandeville  
LA 70471 T: (985) 626-8884

### For RFP's, Contract Renewals & Vendor Inquiries

Natiesha Evans-Watt, RFP & Contract Analyst  
Barnes & Noble Booksellers, Inc. – Business Development Division  
122 Fifth Avenue – Corporate Office, New York, NY 10011  
Phone: 212-352-3668 | Email: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

Madeline Noi, Business Development Coordinator  
Barnes & Noble Booksellers, Inc. – Business Development Division  
122 Fifth Avenue – Corporate Office, New York, NY 10011  
Phone: 212-352-3769 | Email: [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

### Accounts Receivable

Joseph Mascia, Accounts Receivable Manager  
Phone: 732-656-7267  
Fax: 732-656-2705  
Email: [jmascia@bn.com](mailto:jmascia@bn.com)

### Remittance Information

PO Box 951610  
Dallas, TX 75395-1610