

CLS

customized library services
by Baker & Taylor

ORIGINAL

Submitted on behalf of Baker & Taylor to:

Jefferson Parish Library Department

Attn: Misty A. Camardelle
Jefferson Parish Purchasing Department
200 Derbigny Street
Suite 4400 (West Bank Purchasing Dept.)
Gretna, LA 70053

Bid Number 50-00121088

***Two Year Contract To Provide Audiobooks Compact Discs
For The Jefferson Parish Library Department***

Response Due: October 12, 2017 at 2:00 PM



 **BAKER & TAYLOR**
A Follett Company

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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 NA %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF NA

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

Our average turn around for fully cataloged and processed material (non-rush) is 10 days after receipt of material from the publisher.

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

Louisiana Secretary of State Charter
Number: 40889743Q

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Baker & Taylor, LLC.

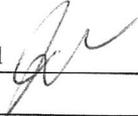
ADDRESS: 2550 West Tyvola Road, Suite 300

CITY, STATE: Charlotte, NC ZIP: 28217

TELEPHONE: (704) 998-3212 FAX: (704) 998-3308

EMAIL ADDRESS: jeff.mcdaniel@baker-taylor.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: Addendum 1 
NUMBER: _____
NUMBER: _____
NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 215,98

AUTHORIZED SIGNATURE: 

Jeffrey W. McDaniel
Printed Name

TITLE: Vice President, CLS & International Public Libraries, Baker & Taylor, LLC.

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.

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.

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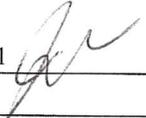
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NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>TWO (2) YEAR CONTRACT TO PROVIDE AUDIOBOOK COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - Discount (percentage) from Publisher's non-freight pass through list prices for Trade Edition. <u>46.5</u> % *Category XII</p> <p>Line Items 0040 through 0130 is a list of typical items the Jefferson Parish Library Department would purchase.</p>		
2	1.00	EA	<p>0020 - Discount (percentage) from Publisher's non-freight pass through list prices for Short/Non-Trade. <u>8.5</u> % *Category IX</p>		
3	1.00	EA	<p>0030 - Discount (percentage) from Publisher's non-freight pass through list prices for Net/No Discount Items. <u>0.0</u> % *Category XI</p>		
4	1.00	EA	<p>0040 - Provide the cost of the title with discount applied.</p> <p>Any Dream Will Do ISBN - 1524783676 EAN - 9781524783679</p>	\$21.40	\$21.40
5	1.00	EA	<p>0050 - Provide the cost of the title with discount applied.</p> <p>Barely Legal ISBN - 0525492348 EAN - 9780525492344</p>	\$18.73	\$18.73
6	1.00	EA	<p>0060 - Provide the cost of the title with the discount applied.</p> <p>Charlatans - Street Smart ISBN - 1524775592 EAN - 9781524775599</p>	\$24.08	\$24.08
7	1.00	EA	<p>0070 - Provide the cost of the title with discount applied.</p>		
			<p>*Please reference Baker & Taylor's Exhibits 2-3 for a full list of discount terms, conditions, and category definitions.</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	EA	The Color of Fear (Sharon McCone Mystery) ISBN - 1478916087 EAN - 9781478916086 0080 - Provide the cost of the title with discount applied.	\$16.05	\$16.05
9	1.00	EA	Crime Scene ISBN - 052549250X EAN - 9780525492504 0090 - Provide the cost of the title with discount applied.	\$21.40	\$21.40
10	1.00	EA	Emma in the Night ISBN - 1427289301 EAN - 9781427289308 0100 - Provide the cost of the title with discount applied.	\$21.39	\$21.39
11	1.00	EA	Exposed (Rosato & Dinumzio Novel #5) ISBN - 1427285748 EAN - 9781427285744 0110 - Provide the cost of the title with discount applied.	\$21.39	\$21.39
12	1.00	EA	The Force ISBN - 150468060X EAN - 9781504680608 0120 - Provide the cost of the title with discount applied.	\$21.37	\$21.37
13	1.00	EA	I Know a Secret (Rizzoli & Isles) ISBN - 14805502510 EAN - 9781480502512 0130 - Provide the cost of the title with discount applied.	\$19.79	\$19.79
14	1.00	EA	Y is for Yesterday (Kinsey Millhone Novel #25) ISBN - 0385393997 EAN - 9780385393997 0140 - Yearly cost of inventory/ electronic ordering service.	\$24.08	\$24.08
*Please reference Baker & Taylor's Exhibits 2-3 for a full list of discount terms, conditions, and category definitions.				Free of Charge	Free of Charge

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

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

** Please reference Baker & Taylor's Exhibit 1 for CLS Shelf Ready pricing.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	EA	creation. 0240 - Cost to print and apply branch label (per label).	**Included in CLS Shelf-Ready Price	**Included in CLS Shelf-Ready Price
25	1.00	EA	0250 - Cost to print and apply spine label.	**Included in CLS Shelf-Ready Price	**Included in CLS Shelf-Ready Price
26	1.00	EA	0260 - Cost for digital processing including cover art, barcode, branch label and spine label.	** \$6.00 CLS Shelf-Ready Price	** \$6.00 CLS Shelf-Ready Price
27	1.00	EA	0270 - Cost to apply RFID tag per disc.	** \$.10 per disc	** \$.10 per disc
28	1.00	EA	0280 - Cost to provide a RFID NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	** \$.20 per tag	** \$.20 per tag
<p>** Please reference Baker & Taylor's Exhibit 1 for CLS Shelf Ready pricing.</p>					

CORPORATE RESOLUTION

*** Baker & Taylor has included in Exhibit 7 our Corporate Designated Authority for your reference.

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

Non-Public Works Bid

AFFIDAVIT

STATE OF North Carolina

PARISH/COUNTY OF Mecklenburg

BEFORE ME, the undersigned authority, personally came and appeared: _____
Jeffrey W. McDaniel, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Vice President, CLS & International of Baker & Taylor, LLC. (Entity),
Public Libraries
the party who submitted a bid in response to Bid Number 50-00121088, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

Choice B 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.

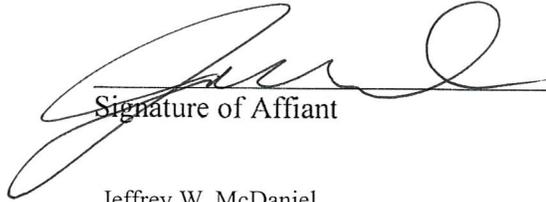
Choice B x There are **NO** debts which would require disclosure under Choice A of this section.

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.



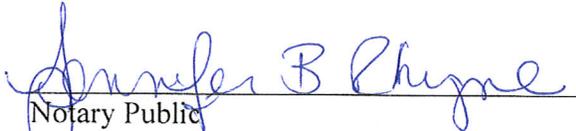
Signature of Affiant

Jeffrey W. McDaniel

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 10th DAY OF October, 2017.



Notary Public

Jennifer B. Rhyne

Printed Name of Notary

19973110029

Notary/Bar Roll Number

My commission expires Nov. 15, 2017

SECTIONS 1.0-8.0 [SP1 –SP5]

SECTION 1.0 CONDITIONS

1.1 Requirements

Baker & Taylor has a long-standing tradition of being the “any book” wholesaler. We are a leading full-line distributor of books and audiovisual products to library facilities, with annual sales of more than 115 million items from over 75,000 publishers, producers and imprints. The oldest book distributor in the United States, Baker & Taylor has provided economical pricing and excellent services for over 185 years. Our contacts and experience in the library marketplace have enabled us to establish the most comprehensive coverage of materials and range of services in the industry. Currently, our national distribution network is comprised of four book and audio visual distribution centers that maintain a combined inventory of over 17.5 million items representing over 1.5 million unique media and book titles. We supply all categories of materials for all levels of library patrons, including general adult readers, researchers, professionals, and Children and Teens. In addition to items that are stocked in our distribution centers, we maintain a product database that contains over 7 million items. Furthermore, our new VIP program gives access to an additional 800,000 titles with in stock availability and adds to B&T's offering, totaling over 2 million of in stock titles. Jefferson Parish is able to access Baker & Taylor's online catalog of materials using their current subscription to TitleSource 360™ via one of the following registered logins and the corresponding established password.

LOGIN ID

dtroxclair@jefferson.lib.la.us

gburke@jefferson.lib.la.us

hhankel@jefferson.lib.la.us

ekorosi@jefferson.lib.la.us

ljames@jefferson.lib.la.us

mfriloux@jefferson.lib.la.us

nfeild@jefferson.lib.la.us

sfaught@jefferson.lib.la.us

thuston@mail.jefferson.lib.la.us

thuston@jefferson.lib.la.us

Baker & Taylor's depth of inventory supports strong fill rates for ongoing and Opening Day Collection materials. Baker & Taylor's overall total fill rate is 98%+ of US titles available in normal wholesale channels.

Baker & Taylor offers industry leading prescheduled electronic notifications of best seller, popular, and high visibility/high demand Spoken Word Audio titles via our family of first look selection lists and our author based Automatically Yours notification programs. These services work in conjunction with our collection development librarians and TitleSource 360™ to inform you of the right titles at the right time. These lists can be custom profiled to meet Jefferson Parish Public Library needs. Please refer to our response to Section 2.0 Specifications for further details.

Baker & Taylor has been leading the industry in providing libraries customized technical services for over forty (40) years. We have developed a multitude of innovative services in the area of collection management, cataloging services and technical processing. From the inception of Customized Library Services, we have been providing “**customized**” **cataloging and shelf ready processing** for Adult and Juvenile books, **spoken word audio**, DVDs and CD music, and digital content. Unlike other vendors who outsource their processes or use automated processes to catalog materials, Baker & Taylor utilizes our cataloging staff to ensure all materials are on time and 100% shelf ready when they arrive at your door. This minimizes the amount of staff time it takes to get items to the shelf.

Project Management Approach

The formation of Baker & Taylor's Customized Library Services brought with it the development of a project-oriented approach to Ongoing Collection Development, Opening Day Collections, and Ongoing Online Cataloging and Processing. This approach allows CLS management to schedule all facets of a project or ongoing service, including resources, and provides the foundation and framework for the entire project while creating a mutual understanding of the requirements of both the Library and CLS.

The first step in the implementation of the CLS project management process is the establishment of a project team. All CLS project teams consist of a minimum of a project manager, collection development manager, an automation specialist/cataloging/processing manager, and an account coordinator. Team members are responsible for managing their assigned resources to complete the project. In turn, each team member works closely with the project manager to ensure compliance to all requirements.

The development of the project team begins upon receipt of a formal/informal proposal request. The project team immediately becomes part of the CLS response team and helps develop an approach that will successfully complete the project and meet the library's requirements. This process ensures that all management resources are in place prior to the submission of our response. Our experience has shown that when the library sets up a project team with similar project responsibilities and scope in advance of the project or ongoing service startup, the documentation and implementation of services is more efficient, accurate, and thorough. Additionally, the library's internal project team, supported by a designated library project manager, can provide a central point of contact for all issues and information. This will help foster communication and insure that all internal library timelines and schedules are met.

Upon successful award to CLS, the project manager immediately contacts the library's project coordinator to begin developing the partnership that will carry throughout CLS service to the library or the projects' completion. At this time, the project manager contacts the library to review the next steps in the process and possible site visit dates and also requests samples of barcodes, genre labels, ownerships labels or other labels as applicable. The project manager will work with the library to schedule a series of conference calls, including the appropriate CLS and library project team members. The goals of these calls will be to establish connectivity to the library's catalog, review the cataloging and processing specifications supplied in the proposal process and further define them if needed, profile any collection development needs, and assist in the coordination of any electronic ordering/account set up. At the end of these conference calls, all CLS project team members will review their notes and provide a comprehensive requirements documentation package to the library. Upon receipt of the library's approval of the requirements package, CLS will create cataloged and processed samples.

Your project manager will deliver these samples to the library, giving the library another opportunity to confirm that CLS understands their requirements. At this time the project manager can walk the library through placing their first orders and discuss a fulfillment schedule with the library.

Ultimately, the key to successful project management is communication. Internally, CLS emphasizes and focuses on team communication for facilitation and completion of all processes and tasks. Externally, this communication is no less important. Team to team communication between the library and CLS builds a confidence and the environment that is needed for the successful completion of any project. In support of this "communications environment", the project manager is responsible for establishing regular conference calls with the library and all the CLS team members. These meetings can serve a number of purposes, such as the regular review of profiles, requirements, and project status updates. Our experience has also proven that these meetings and calls aid in the development of the relationship between CLS and the library by promoting open lines of communication at all times and by helping to resolve any issues or questions to the mutual satisfaction of the library and CLS.

A final component of project management is consulting support. All CLS project managers have significant project and delivery experience that can provide ongoing support and aide to the library. This additional knowledge base is free of charge and comes from working with seasoned project professionals. This support can be an invaluable and timely tool from collection development strategy all the way to the delivery implementation.

1.2 Award of Bid

Baker & Taylor understands that the bid award of bid 50-00121088 will be based on total bid price.

SECTION 2.0 SPECIFICATIONS

Currently, our national distribution network is comprised of four book and audio visual distribution centers that maintain a combined inventory of over 17.5 million items representing over 1.5 million unique media and book titles. We supply all categories of materials for all levels of library patrons, including general adult readers, researchers, professionals, and Children and Teens. In addition to items that are stocked in our distribution centers, we maintain a product database that contains over 7 million items. Furthermore, our new VIP program gives access to an additional 800,000 titles with in stock availability and adds to B&T's offering, totaling over 2 million of in stock titles.

Baker & Taylor offers libraries a wide range of spoken word audio (SWA) products from a tremendous assortment of publishers covering all genres. Baker & Taylor's spoken word audio inventory is over 69 thousand titles.

Jefferson Parish is able to access Baker & Taylor's online catalog of materials using their current subscription to TitleSource 360™ via one of the following registered logins and the corresponding established password.

LOGIN ID

dtroxclair@jefferson.lib.la.us

gburke@jefferson.lib.la.us

nhankel@jefferson.lib.la.us

ekorosi@jefferson.lib.la.us

ljames@jefferson.lib.la.us

mfriloux@jefferson.lib.la.us

nfeild@jefferson.lib.la.us

sfaught@jefferson.lib.la.us

thuston@mail.jefferson.lib.la.us

thuston@jefferson.lib.la.us

Baker & Taylor has means of expediting library orders of best sellers and popular titles via informative publications, the guidance of our collection development team, selection lists, FirstLook, Merchandisers' Variety Program, collectionHQ, and Evidence Based Planning.

Publications

As the world's largest book, movie and music wholesaler, Baker & Taylor produces publications that are crucial information sources for making purchasing decisions. You can find all the hot new release and forthcoming title information available with these periodicals.

You can find Baker & Taylor's publications on the web in pdf format or subscribe to have publications sent to you digitally or via print – dependent upon the publication (print catalog/digital catalog/email newsletter). In addition, Baker & Taylor has the ability to provide the contents of any individual catalog as a file of Machine Readable Catalog (MARC) records that could be loaded as a selection list in your ILS and/or matched against records in the national Online Computer Library Center (OCLC) bibliographic database, as well as information about providing MARC records for titles ordered.

Baker & Taylor's publications can be accessed online via: http://www.btol.com/public_publications.cfm

Collection Development

Baker & Taylor has formal processes and developed tools that can be used to address almost any library collection development need. The key elements are: our professional librarians and technical staff; sophisticated information systems, and, robust product database. In addition, B&T Collection Management Services integrate seamlessly with B&T's TS360™ web site, our industry leading fulfilment, and, shelf-ready services provided by our Customize Library Services organization.

Librarians and Technical Staff

The B&T Collection Management team is comprised of over 20 professional librarians and paraprofessionals. The team is led by Martin Warzala, Director, Collection Management & Technical Development. Our librarians have extensive experience working in library collection development before their employment with B&T. They are active at the state and national level in professional organizations. Members of this team have participated in conference presentation, and, have contributed to professional publications. B&T Collection Management has appropriate technical staff to address the necessary computer and application development issues that are associated with library collection development processes. In addition to supporting ongoing collection development processes, the B&T Collection Management team is available for consulting on library collection management process enhancement, and, change management support.

Selection Lists

Baker & Taylor's Collection Management has one of the most extensive databases in the industry to support ongoing selection as well as opening day collection projects. Our core selection application can access over 3.5 million book, audio and video titles.

Lists prepared by Baker & Taylor will be delivered as carts to TitleSource 360™. TitleSource 360™ offers a variety of selection lists options, including market-specific electronic selection lists covering popular genres, industry current events, and titles in high demand. The user can also create their own selection lists by searching the database via 45 different search indices. Selection lists can be shared by multiple users within a single TitleSource 360™ account. Lists may also be transferred to other users within the account. TitleSource 360™ also gives the user the ability to apply grid distributions to a selection list (i.e. indicated branch, collection/holding codes or items types). The bibliographic data available to the user when looking at selection lists within TitleSource 360™ includes title, author, ISBN, price, UPC, subject headings, estimated discounted price, inventory levels, publication date, Dewey number, and review sources.

Data can be accessed and output by using an extensive range of access points including but not limited to:

- Dewey Classification
- Library of Congress Classification
- Library of Congress Subject Headings
- Fiction Genres
- Juvenile Material Type, i.e. Picture Book, Easy Readers
- Subject Thesauri such as BISAC Subject Classifications
- Non-book Material Genres
- Key Word that can be applied to subject access points, full text annotations, and/or tables of contents

In addition to these subject/content descriptions, data can be accessed and output by non-subject descriptive data elements including but not limited to:

- Review Citation
- Citation in Industry Standard Bibliographies such as Public Library Catalog or Best Books for Children
- Series
- Level of Readership/Intended Audience
- Physical Format/Material Type
- Availability Status
- Stock Status
- Price

Staff Collection Management librarians also maintain bibliographies that can be used to support library collection development projects. Examples include and are not limited to interdisciplinary multicultural collections that have African American, Hispanic/Latino, and/or Asian oriented content.

B&T can provide collection development data in a laser printed hard copy, MARC, or PC compatible format including Microsoft Excel. Data availability includes, but is not limited to the following:

- ISBN/ISSN
- Binding/Format

- List Price
- Delivered Price
- Holdings (see below)
- Class Number (s)
- Author/Editor
- Title
- Edition Statement
- Publisher
- Date of Publication/Copyright
- Series
- Brief Annotation
- Interest Level
- Indication of Status
- Subject Classification

In addition, B&T can include almost any data element that is included in the structure of a MARC record in our hard copy or electronic formats of selection lists. We can include data that indicates:

- Juvenile Material Type, i.e. Picture Book, Easy Readers
- Subject Thesauri Elements such as BISAC Subject Classifications
- Non-book Material Genres
- Review Citation indications
- Citation in Industry Standard Bibliographies such as Public Library Catalog or Best Books for Children
- Physical Format/Material Type
- Availability Status
- Stock Status
- Regional and National Demand accumulated from all B&T customers

Review Sources

Baker & Taylor can provide access to full-text review citations from the following major review sources: AudioFile, Booklist, BookPage, Choice, Doody's, E-Streams, ForeWord, Clarion Reviews, Horn Book Guide, Horn Book Magazine, Kirkus, Voice of Youth Advocates, PW Annex, LJ, SLJ, Criticas, Library Talk, Book Report, and Technology Connection.

FirstLook™ Collection Development Services

FirstLook™ is Baker & Taylor's family of notification services available to libraries. FirstLook™ is supported by a staff of experienced librarians and merchandising specialists who are experts in the publishing and entertainment industries. These services are supported by the industry's most sophisticated collection development management system, and title lists are provided via TitleSource 360™ where they can easily be conditioned and downloaded into SIRSI Symphony via "one click MARC."

FirstLook™ Basic

FirstLook™ Basic is a free collection development program that provides notification of high-visibility new and forthcoming titles. FirstLook™ Basic is available to subscribers of TitleSource 360™. Each month you will automatically receive a new cart that includes an up-to-date title list. Lists are available in the following categories:

New Releases in Adult DVD
 New Releases in Children DVD
 Adult Fiction
 Adult Non-Fiction
 Adult Large Print
 Adult Reference
 Adult Mass Market
 Adult Spanish
 Children and Teens Mass Market
Children and Teens Spoken Word Audio
 Children and Teens Picture Books
 Axis 360 eBooks

FirstLook™ Custom

First Look Custom is a subscription based Collection Development program that delivers fully customized selection lists for both print and non-print material based upon your selection criteria. Our custom-profiled lists make your selection as seamless as possible. You determine which lists you want, how you want them, and when you want to receive them by completing a profile document with your unique specifications in conjunction with your Baker & Taylor Sales Consultant and/or Collection Management staff member.

FirstLook™ Custom Features:

- Multiple selection criteria including but not limited to:
 - Subject criteria, such as Dewey and LC classification, BISAC and genre categories
 - Reviews and citations in review sources and/or bibliographies
 - Audience level
 - Series
 - Publishers
 - Citation in a Baker & Taylor publication or merchandising plan
 - Publication date
 - Format
- Flexible scheduling options
 - One-time special profiles (i.e. replacement lists) available
 - Weekly, semi-monthly, quarterly, contingent upon profile/material type
- Duplication management
 - Titles are checked against previous carts—view a title one time for selection efficiency and to prevent unwanted duplication
- List delivered as carts to:
 - TitleSource 360™
- List sent via FTP, email or US mail in the following formats:
 - Word
 - Excel
 - PDF
 - MARC

B&T can provide collection development data in a laser printed hard copy, MARC, or PC compatible format including Microsoft Excel. Selection Lists can also be loaded into the Library's SIRSI Symphony Acquisitions System via Baker & Taylor's TitleSource 360™, or via MARC acquisition records.

Merchandisers' Variety Program

The Merchandisers' Variety Program allows the Library to create separate profiles by subject category. The key criteria in title identification for these categories is the prepublication purchasing threshold, which represents Baker & Taylor's anticipated demand for these titles.

The Merchandisers' Variety Program addresses all collection areas, including those that are typically not covered in review journals. There are different thresholds for different categories. Category coverage includes adult fiction genres and nonfiction categories, children's and teen areas, **spoken word**, Spanish language, music CD and video DVD.

Examples include, but are not limited to:

Adult & Children's Books
Adult general fiction
Adult mystery
Adult romance
Computer books
Cooking
Crafts and hobbies
Children's chapter books
Children's concept books
Children's easy readers

The Merchandisers' Variety Program can stand by itself or be integrated into a library's FirstLook™ profiles so that titles are delivered only one time, supporting efficient selection and integration with all collection development processes.

How Lists Can Be Generated:

Creating lists of titles - TitleSource 360™ allows for the creation of multiple lists (also known as Carts). After a user has initiated a search, they can then pick and choose which cart/list they want to add to on a title by title (or complete search result) basis. TitleSource 360™ also has market-specific electronic selection lists covering popular genres, industry current events, and titles in high demand. These lists allow the user to look up categories such as "Best Seller list", "Award Winners" etc., view them, add them to an existing cart or to a new cart, and order them via TS360™. E-Lists are displayed by and may be browsed by categories and sub-categories. Each title within a cart/list can contain library specific data (i.e. location, collection type, fund, etc.).

How Bibliographic Tools Interface with Sirsi:

Jefferson Parish will be able to utilize Baker & Taylor's TitleSource 360™ to search for materials and create carts. Jefferson Parish will be able to download these carts and brief MARC records into Sirsi. After running the appropriate reports in Sirsi, these carts can create bibliographic records and order records in Sirsi Acquisitions.

collectionHQ

collectionHQ, used by many of the top library systems in the U.S., U.K. and Australasia, is based on the proven Evidence-Based Stock Management (EBSM) methodology. By analyzing detailed circulation patterns, the methodology provides action plans to help librarians develop and manage collections, saving time and money, improving circulation and aligning the collection with local demand.

collectionHQ's powerful toolset provides valuable insight and clear direction so that librarians can perform tasks that used to take weeks or months in a matter of minutes. From collection maintenance to collection development, collectionHQ eases workloads and frees up staff's time to work on other important areas within the library.

collectionHQ harnesses evidence of a collection's usage. This allows public libraries to analyze their demand and use that to influence subsequent purchases based on the proven EBSM methodology. This allows for detailed spending plans to be quickly created at the branch level.

Additionally, collectionHQ's unique and powerful 'Discovery tool' gives clients access to circulation data collected from over 250 North American Public Libraries. Using 'Discovery', they are able to carry out searches on this data and compare this against their own holdings. They may also identify specific items that are circulating well in other Public Libraries which they do not have in their own collection at present.

Having access to this very powerful library circulation data allows selectors to make more informed selection decisions, both quickly and efficiently, with the added peace of mind that decisions have been backed up by hard evidence.

ESP – Evidence-Based Selection Planning

Baker and Taylor, in conjunction with collectionHQ, has developed a new service, Evidence-Based Selection Planning (ESP), that brings the art of Baker & Taylor's collection development expertise together with the science of collectionHQ's data analytics, to create a decision support system integrated with Title Source 360 to equip libraries with the information to select the right titles and quantities, for the right locations.

ESP is a provided service that supports the purchasing of new materials using evidence from collectionHQ and the title identification from Baker & Taylor. ESP identifies the top forthcoming titles based upon past circulation by author, subject and series, determines the locations where copies need to be placed to satisfy patron demand and monitors budgets through the use of collectionHQ spending plans. Pricing of ESP is determined by the library's varying levels of integration with Baker & Taylor and collectionHQ services. Although designed to work together, utilization of collectionHQ is not a requirement for ESP.

Title Source 360 and ESP Ranking – Convenient and Compelling!

Simply choose **ESP Submission** from the **Action** menu for the cart you wish to rank.

CART NAME:	STATUS	LAST UPDATE	TOTAL \$	TOTAL #	
Health-Fitness Titles Created: 05/31/2016 Book Account: Frank McDonald TS360 Test	Open	05/31/2016	List: \$577.79 Net: \$407.91 Total: \$407.91	Total Titles: 21 Total Qty: 21	Select Action SUBMIT ORDER

The cart is ranked against your selected peer group data, and delivered to your **Title Source 360 ESP Folder** for review. Titles can be sorted in a variety of ways, including the **BISAC Rank** and the **ESP Category** score.



5.) **A Piece of the World**
 Publisher: William Morrow & Co
 In Stock

(A R)

ESP
Adult
Fic

4.6

BISAC

8.7

The ranking of this title indicates that while ranked fairly high in its BISAC Category of **Fiction/Literary**, the title would be expected to perform about as well as an average circulating **Adult Fiction** title, based upon peer group data.

Fiction/Literary



39.) **The Book of Joy**
 Publisher: Avery Pub Group
 In Stock

(A E R T)

ESP
Adult
Non-Fic

5.8

BISAC

10.0

This title was ranked very, very high in its BISAC Category of **Self-Help/Personal Growth/Happiness**, but is expected to perform about as well as an average circulating **Adult Non-Fiction** title, based upon peer group data.

Self-Help/Personal Growth/Happiness

BEST SELLER DEFINITION:

Best sellers are titles for which Baker & Taylor has contractual obligations not to release prior to street date. The street date is determined by the publisher/producer and is a data element displayed in TitleSource 360™.

It is recognized that publication dates announced by the publishers/producers do not mean “street date”. Publication dates are flexible and serve as a guide from the publishers/producers as to when a title might be for sale. Therefore, any item without a street date in TitleSource 360™ will not be defined as a “Best Seller” for the purpose of this agreement. Baker & Taylor offers further definition of the titles and services included:

Eligible titles:

- Must have an established street date as reported in TitleSource 360™.
- Must be delivered to Baker & Taylor by publishers/producers in a sufficient amount of time prior to the designated street date.

Additionally:

- Baker & Taylor monitors pre-publication backorders on a daily basis looking for titles that are building significant backorder volume in the public library market. We have created special monitoring tools and operational workflows to insure that these high visibility/high demand titles are getting special attention in all areas of our operations so that these most popular titles are received at the library before street date.

- Our Collection Development lists cover a wide variety of bestselling editions. As all predicted bestselling titles do not have the same broad-base reader/viewer appeal, all may not qualify as high-visibility titles. Eligible titles for this analysis will be those identified by B&T Buying staff as high-visibility titles. Collection Development will work with the Library to identify any high-visibility titles within the monthly selection lists.

- We recommend final quantity order for each title should be placed 2 months prior to the scheduled street date to ensure delivery of all copies.

Baker & Taylor abides by all the rules and regulations as set forth in the publishing industry. Baker & Taylor will work with our operations team to ensure bestsellers/popular new titles are released in our system as soon as possible based on publisher/producer guidelines. Once titles are released in our system, we will catalog and process materials and ship to the library prior to street date.

Discounts offered in response to bid 50-00121088 by Baker & Taylor are firm. No charges from publishers to acquire items will be passed on to the library. No service or stocking fees will be added to the discounted price.

Your discount will be applied to the publisher's list price at the time of invoicing. Please note that a publisher's list price is subject to change without notice. Baker & Taylor will send all items Free Shipping, FOB Destination with inside delivery.

SECTION 3.0 ORDERING

As part of Baker & Taylor's comprehensive proposal, we are pleased to extend Jefferson Parish's current TitleSource 360™ subscription package free of charge. This package will include an administrative id and 9 user IDs.

Baker & Taylor's TitleSource 360™ is a revolutionary way to order product from one trusted source. Through the latest innovative technology, TitleSource 360™ provides users with fast, accurate and personalized search results, and makes ordering easier than ever. Find the products you need and order them quickly and easily with a streamlined checkout process. In consideration of bid 50-00121088, Baker & Taylor will offer temporary access to Jefferson Parish at no charge.

Baker & Taylor's TitleSource 360™ is the most extensive database of bibliographic acquisitions information for U.S. publications. This subscription database includes book, spoken word audio, DVD, and music CD titles. Each record gives current print status (i.e. Not-Yet-Published, Out-of-Print), in-stock availability, and latest list price. Title information is updated daily and MARC records can be configured to support your current workflow.



Title Source 360 is the only website to offer print, DVD, Blu-Ray, Audio, Music CD, and now downloadable eBook and eAudio content in a one-stop selection experience!

Regardless of what format you select, **Title Source 360** makes it simpler than ever to create synergy and convenience in how you select the content for your library!

TitleSource 360™ Benefits:

- Largest database of book titles and media products
- Fast, customized search results based on prior searches or user profile
- Intuitive interface
- Inventory view and title searching within cart
- Product release calendar
- Special offers and promotions
- Live customer support
- Customized profiles
- Streamlined order management
- Simple batch entry upload and ordering process

TitleSource 360™ makes it faster and easier to order books, movies or music products — now you can have millions of products at your fingertips with one easy-to-use ordering system.

Customized Search and Browse Capabilities

TitleSource 360™ enhanced search capabilities include type-ahead and spell-checking to aid in your search.

Wealth of data at your fingertips

Each view provides publisher status, inventory level, estimated discounted price, cart and order duplication indication—without a single click of a button.

Enhanced MARC profiler

This feature makes integration with your ILS easy and efficient. Output customized, best available, MARC records with your required ILS data including, but not limited to, notes, location codes, fund codes, and collection codes, to create on-order records. On-order records can be used in the acquisitions process and to enable patrons to place holds on pre-pub titles. This feature will efficiently support integration with Sirsi.

Easy Cart Management

The innovative cart drawer is easily accessible on every page, so you can keep your lists and carts organized. Choose from multiple batch entry options: basic data entry, copy and paste and file import—multiple formats are supported.

Innovative Shared Cart Workflow

Share your cart with multiple users and control each step of the process, including selecting who can perform which function and assigning completion deadlines.

TitleSource 360™ makes it faster and easier to order books, movies or music products — now you can have millions of products at your fingertips with one easy-to-use ordering system.

The TitleSource 360™ database contains detailed, comprehensive, up-to-date information on over 8 million book titles, 200,000 DVD titles, and 750,000 music titles. Data elements also include: 45 key search indices (including LC and Dewey classes), eleven filter criteria (including stock status, publication date, binding, format, and grade level), and duplicate checking between orders and selection carts.

Key Features of TitleSource 360™ are:

- Updated daily to insure accurate and current information, including in-stock titles, pre-publication, and new release titles
- Real-time inventory data
- Rich bibliographic information, including over 4.8 million jacket images in full color, first chapters, annotations, tables of contents, as well as standard bibliographic data such as author, ISBN, price, publisher, and publication
- Fully searchable Tables of Contents (1,300,000) and Annotations (4.1 Million). Approximately 900,000 full-text reviews, including Kirkus, Library Journal, Publishers Weekly, School Library Journal, Horn Book, Choice, VOYA, BookPage, Foreword, AudioFile and E-Streams
- Automatically access titles by review publication date
- Over 45 search indices, including BISAC, LC and Dewey classes
- Create, merge, copy, export and transfer selection carts. Carts can even be emailed to other users
- Download MARC records into your ILS system with 9XX tags
- Duplicate checking between orders and selection carts
- Ordering grid capabilities for the library to track multiple branch distribution of title copies as well as three other user defined fields
- Order grid information may be downloaded to the library's ILS system for ordering and/or transmitted to CLS in the electronic order file sent from TitleSource 360™
- Access to Lease Pre-publication lists and Quick Call
- Access to lookup ISBN's in library OPAC with one click
- Administrator determines levels of access for user IDs

eContent – from *Title Source 360* to your repository in 24 hours!



1.) [The Wildling Sisters](#)
 Publisher: Putnam Pub Group

Chase, Eve

9780399174131

Hardcover

\$27.00

07/25/2017



Product Lookup:
[ISBN](#) | [ISBN-10](#)

Net:
 \$18.09



From the primary edition you're viewing, it's one click to **check the Alternate Formats** of your title. Digital editions appear in the very same view!

Grid (0) Check ALT Formats

1.)	2.)	3.)
The Wildling Sisters	The Wildling Sisters	The Wildling Sisters
Chase, Eve	Chase, Eve	Chase, Eve
Publisher: Books on Tape	Publisher: Putnam Pub Group	Publisher: Random House Digital
Published: 07/25/2017	Published: 07/25/2017	Published: 07/25/2017
Edition: Unabridged	Edition:	Edition: Unabridged
ISBN: 9780735207721	ISBN: 9780699191471	ISBN: 9780735207738
Product Lookup	Product Lookup	Product Lookup
Axis360	Axis360	Axis360
\$40.00 Net: \$40.00	\$85.00 Net: \$65.00	\$76.00 Net: \$76.00
	Single-User	Single-User
Dups:	Dups:	Dups:
Qty <input type="text"/> + ADD ADD NOTES	Qty <input type="text"/> + ADD ADD NOTES	Qty <input type="text"/> + ADD ADD NOTES

Duplicate Icons readily appear for Alternate Formats as well!

The **Alternate Formats** button immediately reveals all the other formats of the title, in a convenient view for immediate consideration.

Easily **"Add to Other" Carts** with one click, display other carts you can add to. Easily add **Alternate Formats** into your Large Print, **Digital**, and Paperback lists in seamless fashion!

PAP Replacements

CML Large Print Cart

Forthcoming Titles - 0517

Health-Fitness Titles

Bedford Digital

ADD TO A CART

Alternate Formats – One-click to all the other versions of the title!

TITLE	AUTHOR / ARTIST	ISBN/UPC	FORMAT	PRICE	PUBLISH/RELEA SE DATE	
<input type="checkbox"/>  1.) Rose Gold Publisher: Doubleday A R	Mosley, Walter	9780385635977	Hardcover 	\$25.95 Net: \$17.39	09/23/2014	Dups:  P.O. Line #: Bib #: Notes: Qty: <input type="text"/> <input type="button" value="+ ADD v"/>

One-click displays all the **Alternate Formats** of a title – paperback, LARGE PRINT, eBook, eAudio, etc.

Grid (0)

4.) Rose Gold  Mosley, Walter Publisher: Books on Tape Published: 09/23/2014 Edition: Unabridged ISBN: 9780385382283 Product Lookup NA \$40.00 Net: \$49.00	5.) Rose Gold  Mosley, Walter Publisher: Vintage Books Published: 06/09/2015 Edition: Reprint ISBN: 9780307949790 Product Lookup NA \$15.95 Net: \$14.36	6.) Rose Gold  Mosley, Walter Publisher: Vintage Books Published: 09/23/2014 Edition: ISBN: 9780385536004 Product Lookup NA \$47.85 Net: \$47.85 Single-User Axis360 Dups: 
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Duplicate icons readily appear with ALT Formats, offering a one-click ability to check all other versions of the title!

“Add to Cart” Options for Alternate Formats

All of the same “add to cart” options are readily available to manage and add other formats into your Primary Cart.

“Add to Other” Carts

with one click, display the carts you’ve selected to be in your Active View. Easily add Alternate Formats into your Large Print, Paperback, digital or specialty list in seamless fashion!

- PAP Replacements
- CML Large Print Cart
- Forthcoming Titles - 0517
- Health-Fitness Titles
- Bedford Digital
- ADD TO A CART**

Title Source 360 – Workflow Benefits you shouldn't be without!

Duplicate Check icons at every view

Avoid unwanted purchases, see a dynamic tracking of the title as it moves through our warehouses – no other site provides this level of detail!

2.) Rose Gold

 Mosley, Water
 Published: 02/01/2015
 ISBN: 9781628994605
 Library
 Large Print
 Product Lookup:
[ISBN](#) | [ISBN-10](#)
 In Stock
 (\$A)
 \$36.95 Net. \$36.95

P.O. Line #:
 Bib #:
 Notes:

C Qty + ADD v

▶ Grid (0) ▶ Check ALT Formats

3.) Rose Gold

 Mosley, Water
 Published: 09/23/2014
 Publisher Out of Stock
 ISBN: 9780385535977
 Hardcover

ORDER DATE	PURCHASE ORDER #	ACCOUNT #	TOTAL ORDERED	SHIPPED	CANCELLED	BACKORDER
03/15/2014	VAB-TEST	627363L4252425000000	2	2	0	0

CART NAME	TITLE QUANTITY	OWNER/USER ID	PURCHASE ORDER #	ACCOUNT
Grid Test - VA Beach2		McDonald - selector/mcdonald	VAB-TEST	527363L425242

ORDER NUMBER	WAREHOUSE	SHIPPED	IN PROCESS	CANCELLED	BACK ORDERED	RESERVE
66287762	COM	2	0	0	0	0

Location	Fund	Material Type	Quantity
EIO	E	New/Popular	2

O Qty + ADD v

▶ Grid (0) ▶ Check ALT Formats

CART NAME	TITLE QUANTITY	OWNER/USER ID
BCPL - Replacement List	4	

LOCATION	GENRE	FUND	QUANTITY
AFICTION	FIC	JN	1
AFICTION	FIC	RF	1
AFICTION	FIC	LN	2

C Qty + ADD v

O Qty + ADD v

C Qty + ADD v

O Qty + ADD v

C Qty + ADD v

O Qty + ADD v

Click on the "O" icon to display critical information about previous orders for this ISBN. Only Title Source 360 tracks the title as it moves through every stage of our warehouse!

Click on the "C" icon to display detailed information about other carts containing this ISBN. All the important "grid codes" are displayed for each allocation of the ISBN.

At every view, red icons instantly identify duplicates existing in Carts and Orders

Title Source 360 provides more than 3 years of Order History!

Click on the "O" icon to display a dynamic status of your library's actual orders for that title -- no other site comes close to this kind of instant tracking archive!

Customize your experience using *My Preferences*

PRODUCT TYPES & PRODUCT INTEREST GROUP

All Music Movie Book Product Interest Group: All

AUDIENCE TYPES

All Children's - Babies, Age 0-2 Children's - Grade 4-6, Age 9-11 Vocational/Technical

Children's - Toddlers, Age 2-4 Children's - Grade 1-2, Age 6-7 Scholarly/Associate

Children's - Kindergarten, Age 5-6 Teen - Grade 7-9, Age 12-14 Scholarly/Undergraduate

Children's - Grade 2-3, Age 7-8 Teen - Grade 10-12, Age 15-18 Scholarly/Graduate

Children's - Grade 3-4, Age 8-9 General Adult Professional

HOME BROWSE CARTS CUSTOMER SUPPORT MY B&T ADMIN

ESCAPE FROM THE COLD with Penguin Young Readers!

Sourcebooks RANDOM HOUSE Children's Books Penguin Young Reads

Learn more about TS 360 — Sign up for an interactive webinar! NEW RELEASE CALENDAR MORE PROMOTIONS

CELEBRATE VALENTINE'S DAY

Celebrate Valentine's Day Otto, Carolyn \$17.99 (Net \$17.50)

Love You Always Shiny Shapes Procy, Roger \$7.99

Worm Loves Worm Austen, J. J. \$17.99 (Net \$16.18)

Agatha Parrot and the Heart of Mud Peekit, Kjetan \$16.99 (Net \$11.58)

Petal and Poppy and the Mystery Clough, Lisa \$12.99 (Net \$8.70)

Users can profile/save individual preferences which guide their experience through *Title Source 360* – Audience and Product Type preferences help define the Home Page, New Title Carousels, and initial search results.

Uncheck Preferences in just one click to expand search results!

New Children's Format Preferences help easily refine Juvenile materials

Children's Format (1512)

- Chapter Books (1226)
- Picture Book (159)
- Easy Reader (127)

Children's Format enables selectors to easily select **Picture Books**, **Easy Readers**, and early **Chapter Books**

No other website makes it as easy to find these genres of early reading literature!

Cart Folders - Manage your Carts and Lists just like email!

CARTS > MANAGE CARTS

Manage Carts

The screenshot shows the 'Manage Carts' interface with two tabs: 'CART FOLDERS' and 'ACTIVE CARTS'. The 'CART FOLDERS' tab is active, displaying a list of folders and their respective cart counts. A 'NEW FOLDER' button and a 'View All Carts >>' link are at the top. The folders listed are:

Folder Name	Cart Count
ALA Summer 2017	75 carts
Replacements - ...	4 carts
HPL Demo Folder	6 carts
Fiction - FY2017-18	13 carts
Working Carts	6 carts
MCMLNJ	11 carts
Ordered & Submitted	33 carts
Shared	23 carts
Received	2 carts
B&T/First Look	580 carts
ESP	14 carts
Archived	9 carts
Deleted	0 carts

CART FOLDERS

ACTIVE CARTS

The screenshot shows the 'ACTIVE CARTS' interface, displaying a list of active carts with their respective status icons (SS, A, and a shopping cart icon).

Cart Name	Status
CML Demo Test	SS A
PAP Replacements	SS A
CML Large Print Cart	SS A
Forthcoming Titles - 0517	SS A
Health-Fitness Titles	SS A
BIB Test(1)	SS A

ACTIVE CARTS – click on this link to prioritize the carts you wish to work with during “search and add” tasks

Title Source 360 helps you organize your lists; create personal folders to sort your lists like you do your email!

Gray “system” folders help you easily recognize carts you’ve Received from other staff or through B&T’s First Look service, as well as Shared.

Lists submitted for ESP Title Ranking are stored in the ESP Folder

Manage your Carts “on the fly”

The screenshot shows the 'Manage Carts' interface with a 'Select a cart' dropdown menu. The 'NEW FOLDER' button and 'View All Carts >>' link are at the top. The 'NEW CART' button and 'ACTIVE/RECENT' button are also visible. The folders listed are:

Folder Name	Cart Count
ALA Summer 2017	75 carts
HPL Demo Folder	6 carts
Fiction - FY2017-18	13 carts
Working Carts	6 carts
MCMLNJ	11 carts
Default Folder	4 carts
BPL Demo Folder	0 carts
First Look Demo Folder	2 carts
Ordered & Submitted	33 carts
Shared	23 carts
Received	2 carts
B&T/First Look	580 carts
ESP	14 carts
Archived	9 carts

Roving Carts Drawer – Only *Title Source 360* provides a dynamic link to open your Carts Folders from anywhere!

Click the Carts link to review, edit, delete or browse the titles in any of your folders.

Click **Active/Recent** to review your prioritized list of carts and make edits/changes “on the fly”.

Print-to-Digital Conversion

Convert your favorite print lists - *in seconds!*

Selected Cart Actions:

Results Per Page:

Page 1 of 7 Go to 1

<input type="checkbox"/>	CART NAME:	STATUS	LAST UPDATE	TOTAL \$	TOTAL #	
<input type="checkbox"/>	NY Times Titles - 081417 Created: 05/10/2017 Book Account: BTBK P.O Number: Ent Account: 75042869 -	Open	08/08/2017	List: \$1,564.27 Net: \$1,118.50 Total: \$1,118.50	Total Titles: 50 Total Qty: 65	<input type="button" value="Physical to Digital Conversion"/> <input type="button" value="Print Cart"/> <input type="button" value="Quote Cart"/> <input type="button" value="Rename Cart"/> <input type="button" value="Reports"/> <input type="button" value="Share Cart"/> <input type="button" value="Select Action"/> <input type="button" value="SUBMIT ORDER"/>

Find a favorite print list, and simply click on **Physical-to-Digital Conversion** from the Action Menu!

Physical to Digital Conversion
Print Cart
Quote Cart
Rename Cart
Reports
Share Cart
Select Action
SUBMIT ORDER

Convert Cart Format

* indicates required field

Note: Please be aware all titles may not be available in digital format. Any grids will not copy over to the new cart.

*New Cart Name:

*Select a folder for the copied cart(s):

Select your E-Supplier preference:

Select your digital format preference:

Both
eAudiobook
eBook

Choose to convert your print list to eBook titles, eAudio titles, or both formats of digital content –

In just seconds, **Title Source 360** converts your print cart into a 2nd cart of just the eBook, eAudio or both formats of digital content!

NY Times eTitles - 081417	Open	08/08/2017	List: \$11,213.66 Net: \$11,213.66 Total: \$11,213.66	Total Titles: 114 Total Qty: 228	<input type="button" value="Select Action"/> <input type="button" value="SUBMIT ORDER"/>
Created: 08/08/2017 Book Account: BTBK P.O Number: Ent Account: BTPRT 360 ACCOUNT					

Shared Cart Functionality:

- Simultaneous Access to or Sharing of a single cart by multiple users within single TS360™ account.
- Enhanced Duplicate Checking allows a user to perform a duplicate check for a single title before and/or after placing the title in the cart. Those customers using our Grid Distribution system will now see appropriate Grid information displayed in the printable popup window alongside previously provided duplicate information.
- An Inline Grid Distribution Table is incorporated within the Detailed Title Display to give users the ability to enter multiple rows without having to go to a separate grid screen. It is also available as a popup read-only window for shared grid carts.
- A Requisition Table for shared non-grid carts displays the requisition information supplied by all users and is viewable within the Detailed Title Display or from a popup window when using the Multiple Title Display. Information collected and displayed for each user includes: quantity, notes, and any Grid entries.
- Administrators and Cart Owners can find and replace Grid entries that may be obsolete.

System Requirements:

- Internet Explorer (version 5.0 or higher)

- An internet connection (56K or higher recommended)

Baker & Taylor's TitleSource 360™ is fully compatible with SirsiDynix Symphony. TitleSource 360™ supports EDI ordering via Sirsi. Selection lists, created from items selected by Jefferson Parish and placed in TitleSource 360™ carts, can be delivered to a Jefferson Parish TitleSource 360™ ID. From there, they can be manipulated, downloaded, and ordered via EDI like any other cart.

Baker & Taylor offers EDI confirmations with Siri, which will provide Jefferson Parish with confirmations, backorders, and cancellations.

In addition, if the library decides to utilize shelf-ready cataloging and processing services from Baker & Taylor's CLS division, the EDI orders can also be "enriched" which will allow for communication of branch, fund or collection codes to our CLS division.

Electronic invoicing is available for orders placed with Baker & Taylor. The invoice files are available for the library to pickup from our FTP site, <ftp.bakertaylor.com> using Jefferson Parish's login username and password. The library can retrieve confirmations in the .out directory of our FTP site. After the file is retrieved from the FTP site, the file will receive lines of the PO ordered and close order records for materials invoiced in the SIRSI Acquisitions system.

TitleSource 360™ Update

Coming in 2018, Baker & Taylor will be implementing a new standing order module to TitleSource 360™ where libraries can easily view and manage all of their popular series, authors, and award winners on standing order. This automated acquisitions update will streamline and increase the speed of the material ordering process.

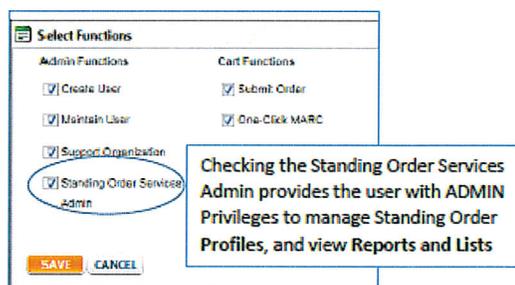
Standing Orders and Notification Profiles in Title Source 360

Fully integrated as a link on the Menu Page that all Users can see.



All Users will have the ability to Search for Series of interest.

ADMINS can extend PROFILES/REPORTS privileges to selected users



S Duplicate Checking – For Series as well as Titles in Series



One click access to the “titles in series” and order information for a specific series.

New Series Duplicate icon!

Instantly reveals whether the title is part of a profiled series! This icon displays whether or not the title is in a cart, and before any order is ever placed!

Series Searching – Series/Author Search Results

The graphic below represents a user's search results for a *Series Search* on Donna Andrews, a popular *Automatically Yours* author.

The first edition Hardcover series appears, followed by the LARGE PRINT and SPOKEN WORD Audio series for Donna Andrews.

Note that *Series Search* results include information on the "last issue" ISBN, Price, Program the Series belongs to, and Frequency of Publication

HIDE PRODUCT IMAGE

Sort By: Series / Author Name Results Per Page: 9 Page 1 of 3 Go to: 1 GO

SERIES / AUTHOR NAME	PROGRAM TYPE	FREQUENCY / CYCLE
<p>1.) ANDREWS, DONNA Publisher/Distributor: Minotaur Books Format: Hardcover Series Audience: Older teens & adults Last Issue ISBN: 9781250115454 Last Issue List Price: \$25.99 Last Issue Publish Date: 10/24/2017 Edition:</p> <p>Title Listing Ordering Information</p>	Automatically Yours	IRREGULAR
<p>2.) ANDREWS, DONNA (LARGE PRINT) Publisher/Distributor: Thorndike Pr Format: Hardcover Series Audience: Older teens & adults Last Issue ISBN: 9781410496925 Last Issue List Price: \$34.99 Last Issue Publish Date: 03/02/2017 Edition: LRG</p> <p>Title Listing Ordering Information</p>	Automatically Yours	IRREGULAR
<p>3.) ANDREWS, DONNA (SPOKEN WORD) Publisher/Distributor: Dreamscape Media Llc Format: Multiple formats available Series Audience: Older teens & adults Last Issue ISBN: 9781520076399 Last Issue List Price: \$59.99 Last Issue Publish Date: 03/01/2017 Edition: Unabridged</p> <p>Title Listing Ordering Information</p>	Automatically Yours	IRREGULAR

Note that the first two series are part of the customer's profile, but the SPOKEN WORD series is not – so no Duplicate icon appears for this series

Title in Series Display - standard Product Search Results

The graphic below displays how the new *Series Duplicate Icons* enhance any simple search result.



New Series Duplicate Icon appears as part of everyday search results – at every title view!

Search Results

Found 8 items for 'die like an eagle' [x] [SAVE THIS SEARCH](#)

Use "My Preferences" filtering to narrow this search. [DISPLAY QUICK VIEW](#)

[ADD SELECTED TO CART](#) [ADD PAGE](#)

The search result below displays a typical search result; the title is part of a series that is profiled for **Automatic Shipment or Title Notification**. Click on the icon to view the series information.

Die Like an Eagle
Andrews, Donna
ISBN: 0781410491671
Product Lookup: [ISBN](#)

Publish Status:
Publisher: Thorndike Pr
Edition/Volume: Large Print
Audience: General Adult
LCCN: 2016024576

Series Name: [Thorndike Press Large Print Mystery Series](#)

1st BISAC Subject: FICTION / Mystery & Detective / Women Sleuths

In Stock
[\(A\)](#)

\$34.99
Net \$18.68

P.O. Line #:

Notes:

S **O**

Order icons appear once the title has been placed on order for the library.

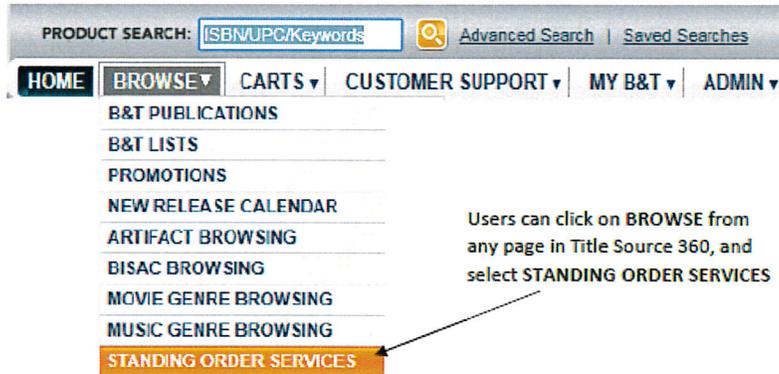
	Inventory	On Order
VIP**	277	0
Central*	31	0
East**	0	71
30-Day Demand:		87

Qty: [+ ADD](#)

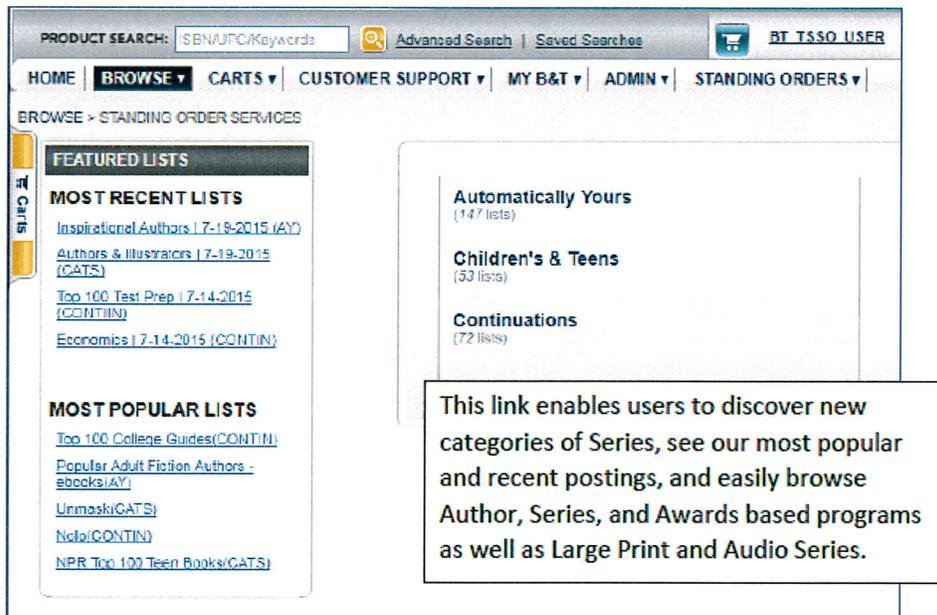
[Grid \(0\)](#) [Check ALT Formats](#)

New Browse Feature in *Title Source 360* – Standing Order Services

Users can find Series of interest through the **BROWSE** feature of *Title Source 360* as well as Series Searching.



Automatically Yours, CATS, and more....



Series Searching – Series/Author Search Results

The graphic below represents a user's search results for a *Series Search* on Donna Andrews, a popular *Automatically Yours* author.

The first edition Hardcover series appears, followed by the LARGE PRINT and SPOKEN WORD Audio series for Donna Andrews.

Note that *Series Search* results include information on the "last issue" ISBN, Price, Program the Series belongs to, and Frequency of Publication

HIDE PRODUCT IMAGE

Sort By: Series / Author Name Results Per Page: 9 Page 1 of 3 Go to: 1 60

SERIES / AUTHOR NAME	PROGRAM TYPE	FREQUENCY / CYCLE
<p>1.) ANDREWS, DONNA Publisher/Distributor: Minotaur Books Format: Hardcover Series Audience: Older teens & adults Last Issue ISBN: 9781250115454 Last Issue List Price: \$25.99 Last Issue Publish Date: 10/24/2017 Edition:</p>	Automatically Yours	IRREGULAR
<p>▶ Title Listing ▶ Ordering Information</p>		
<p>2.) ANDREWS, DONNA (LARGE PRINT) Publisher/Distributor: Thorndike Pr Format: Hardcover Series Audience: Older teens & adults Last Issue ISBN: 9781410496905 Last Issue List Price: \$34.99 Last Issue Publish Date: 03/02/2017 Edition: LRG</p>	Automatically Yours	IRREGULAR
<p>▶ Title Listing ▶ Ordering Information</p>		
<p>3.) ANDREWS, DONNA (SPOKEN WORD) Publisher/Distributor: Dreamscape Media Llc Format: Multiple formats available Series Audience: Older teens & adults Last Issue ISBN: 9781520076395 Last Issue List Price: \$59.99 Last Issue Publish Date: 09/01/2017 Edition: Unabridged</p>	Automatically Yours	IRREGULAR
<p>▶ Title Listing ▶ Ordering Information</p>		

Note that the first two series are part of the customer's profile, but the SPOKEN WORD series is not – so no Duplicate icon appears for this series

Title in Series Display - standard Product Search Results

The graphic below displays how the new *Series Duplicate Icons* enhance any simple search result.



New Series Duplicate Icon appears as part of everyday search results – at every title view!

Search Results

Found 8 items for "die like an eagle" [x]. SAVE THIS SEARCH

Use "My Preferences" filtering to narrow this search. DISPLAY QUICK VIEW

ADD SELECTED TO CART ADD PAGE

Sort By: Publish/Release Date

Go to Page: 1 GO

The search result below displays a typical search result; the title is part of a series that is profiled for **Automatic Shipment or Title Notification**. Click on the icon to view the series information.

Order icons appear once the title has been placed on order for the library.

Inventory	On Order
VIP***	277
Central*	31
East**	0
30-Day Demand:	87

Die Like an Eagle
 Andrews, Donna
 ISBN: 0781410491671
 Product Lookup: ISBN

Hardcover
 Large Print

Publisher: Thorndike Pr
Edition/Volume: Large Print
Audience: General Adult
LCCN: 2018024576

Publish Date: 06/03/2015
Street Date: 06/03/2015
Dewey: 813/.54
L.C. Class: PS3551.N4165 D54 2010B

Series Name: Thorndike Press Large Print Mystery Series
1st BISAC Subject: FICTION / Mystery & Detective / Women Sleuths

In Stock
(A)

\$34.99
 Net \$18.68

P.O. Line #:
 Notes:

Grid (0) Check ALT Formats Qty: + ADD ▼

SECTION 4.0 SHIPPING AND BILLING

All spoken word audiobooks will be packaged (packed and marked) in cardboard boxes in accordance with the best commercial practices. Dunnage to protect cases and disc from being cracked or damaged may consist of paper or plastic materials.

Each box can contain a packing slip – boxes containing a master packing slip are indicated with a capital ‘M’ on the address label. Baker & Taylor has developed a detailed packing list which enables the library to check in the order title by title, noting the price and quantity. Titles are listed alphabetically, by title. Baker & Taylor’s ATS number (authorization to ship) is included on each invoice and packing slip and will allow the library to match the packing slips to invoices.

Baker & Taylor will accept the authorized return of items that are damaged, defective, incorrectly shipped, or incorrectly processed. Baker & Taylor’s standard return policy complies with the guarantee policy in bid 50-00121088. To make a return, Jefferson Parish would contact their assigned Account Coordinator within the time period specified to obtain an

authorization number for your return and a Baker & Taylor issued return tag [return shipping will be paid for by Baker & Taylor]. Once the authorization has been obtained, the library can either have a no charge replacement shipped to the library, or may have the credit applied to the invoice in question. Credit memos will include the purchase order number, account number, title, and ISBN. Restocking fees will not be incurred. Please see the enclosed returns policy, Exhibit 4, for further details on credits and returns along with a sample credit memo.

Baker & Taylor does not have a replacement policy for CD's lost or damaged in circulation. Due to the low overall cost of materials outlined in this bid, we ask that you re-order the item or go directly to the publisher. We have found that the total cost of ownership with our model is lower than with vendors offering replacement policies.

Baker & Taylor will send all items Free Shipping, FOB Destination with inside delivery.

Baker & Taylor has four warehouses available to ship from [Commerce, Ga; Bridgewater, NJ; Momence, IL; Reno, NV]; however, if Jefferson Parish determines that spoken word audiobooks are to be processed via digital media processing, Baker & Taylor will ship from a primary warehouse [Momence, IL], supported by our VIP inventory.

VIP- Virtual Inventory Program

Get access to over 2 million titles readily available to ship with B&T's new VIP Program.

Why buy titles from vendors and retailers who do not provide critical value-added services? Let Baker & Taylor's VIP Program create the one-stop shopping experience that will offer you and your patrons the broadest range of titles and inventory coverage in the industry. B&T has partnered with over 100 of the most important publishers in the business to deliver a unique service, providing us with their inventory positions - on their shelves - in real time!

Benefits of sourcing titles through Baker & Taylor:

- VIP gives access to an additional 800,00 titles with in stock availability and adds to B&T's offering, totaling over 2 million of in stock titles
- Program provides an initial fill rate of over 90% - the highest in the industry
- No disruption to your workflow - get the titles you need with all the value-added services you depend on from Baker & Taylor
- Enhance the breadth of titles you can bring to your patrons
- VIP program is one of the many benefits of TitleSource 360™

VIP Inventory Display – Now you can see the publishers' stock levels!



8.) **The Book of Safety**
 Publisher: Amer Univ in
 Cairo Pr
 In Stock

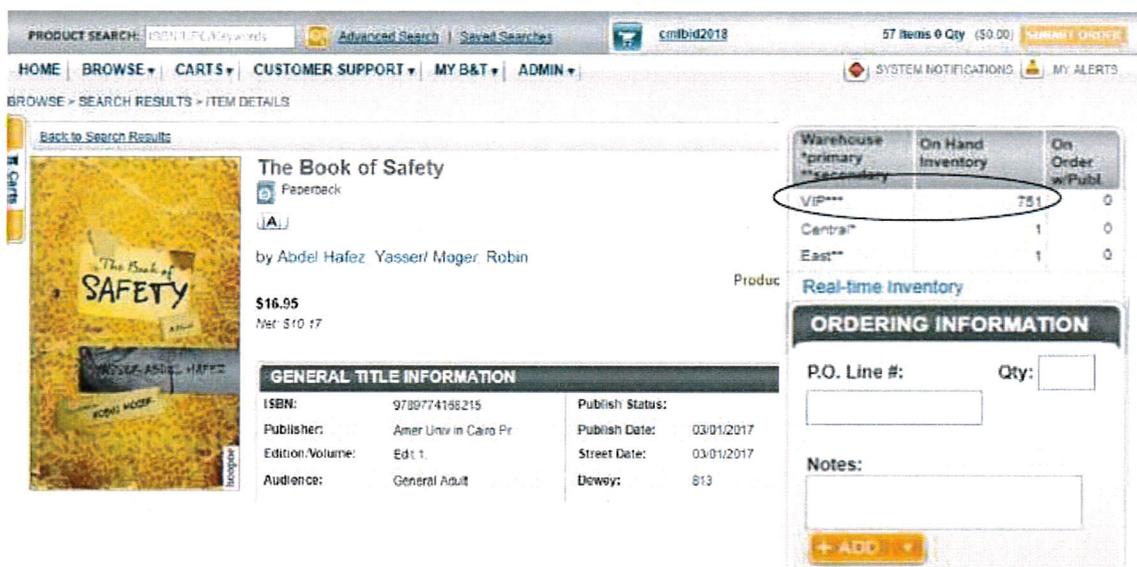
Abdel Hafez, Yasser
 9789774168215
 Product Lookup: ISBN

Paperback \$16.95
 Net \$10.17

Inventory	On Order
VIP** 751	0
Central*	1
East**	1
30-Day Demand:	0

VIP Inventory tells you what our publishers have on their shelves – via multiple updates each week!

- **VIP Inventory** includes over 1 million titles!
- Order with confidence those backlist and low-demand titles; **VIP Inventory** gives you the assurance you'll receive those titles!



The screenshot shows the product details for 'The Book of Safety' by Abdel Hafez, Yasser/ Mager, Robin. The price is \$16.95 (Net \$10.17). The ISBN is 9789774168215. The publisher is Amer Univ in Cairo Pr. The edition is Edit 1, and the audience is General Adult. The publish date is 03/01/2017, and the street date is 03/01/2017. The Dewey number is 813.

The inventory table shows:

Warehouse	On Hand Inventory	On Order w/Publ
VIP**	751	0
Central*	1	0
East**	1	0

The interface also includes a 'Real-time inventory' section and an 'ORDERING INFORMATION' section with fields for P.O. Line #, Qty, and Notes.

- **VIP Inventory Display** appears at multiple views of the title, and Serves as the “next link” in your supply management chain.
- **VIP Inventory** publishers commit to the fastest fulfillment for **VIP Inventory** titles!
- **Primary *, Secondary ** and Real-time inventory** displays
 - o **Title Source 360** Inventory data is updated hourly, and includes a Real-time Inventory check to see what the inventory levels are at any point in the day.
 - o **Title Source 360** also displays up to 3 inventory locations for Movie and Music titles!

Orders placed with Baker & Taylor will be based on the supplied unique identifier assigned to each item [ISBN/UPC]. No substitutions will be made for titles.

Baker & Taylor can profile Jefferson Parish’s accounts to ensure that each purchase order is invoiced and shipped separately with the purchase order number appearing on the invoice.

Invoicing will occur on the date cataloging and processing is completed and the materials are either shipped, or placed in storage at a Baker & Taylor facility. Baker & Taylor will submit invoices in duplicate. Titles can be listed alphabetically by title. If at any point the Library changes their requirements titles can also be listed by artist or purchase order number. Standard Baker & Taylor invoices will list the purchase order number, title, quantity, publisher’s/producer’s list price, discount, extended price, and total price. Processing and cataloging charges will also be listed along with sales tax. Invoices will also include the invoice number, date, account number, the bill to address, ship to address, and remit to address. The invoice number is listed on both the invoice and the packing list. Baker & Taylor’s ATS number

(authorization to ship) is included on each invoice and packing slip and will allow the library to match the packing slips to invoices. Please see Exhibit 5 for a sample standard spoken word audiobook invoice.

In addition, Electronic Invoicing is available for orders placed with Baker & Taylor. The invoice files are available for the library to pick up from our FTP site, ftp.bakertaylor.com using the library login with its username and password. The library can retrieve confirmations in the .out directory of our FTP site.

For shelf ready materials, CLS will employ the appropriate amount of resources to maintain the fastest possible turnaround time. Our average turn around for fully cataloged and processed material (non-rush) is 10 days after receipt of material from the publisher. Baker & Taylor has streamlined its receiving and operational process for street date material to ensure the fastest possible turn time. Our commitment for those titles that have established street dates will be to ship the material 10 days after receipt from the publisher. Materials are typically received from the publisher two weeks prior to street date thereby giving CLS ample time to provide the materials by street date.

Baker & Taylor is capable of setting up accounts to ensure a cancellation period can match a certain requested number of days or order fulfillment requirement. Jefferson Parish will be able to contact their assigned account coordinator via phone, email, or fax to request specific cancellations. Please note that Jefferson Parish may not cancel a title once it is in our cataloging and processing workflow.

All compact discs will be packaged with the original art and in new condition.

SECTION 5.0 DISCOUNTS

Discounts offered in response to bid 50-00121088 by Baker & Taylor are firm. No charges from publishers to acquire items will be passed on to the library. No service or stocking fees will be added to the discounted price.

Your discount will be applied to the publisher's list price at the time of invoicing. Please note that a publisher's list price is subject to change without notice.

Baker & Taylor will send all items Free Shipping, FOB Destination with inside delivery and each delivery will include a shipping label and packing list. Baker & Taylor's enhanced shipping label includes the pack date, freight carrier, purchase order number, account number, B&T picklist number, carton number and individual carton weight. While the number of cartons in each shipment isn't indicated on each carton, each carton in a shipment is numbered, and the final carton also indicates total carton count (e.g. 1,2,3, and 4 of 4). Baker & Taylor has developed a detailed packing list which enables the library to check in the order title by title, noting the price and quantity. Titles are listed alphabetically, by title. Baker & Taylor's ATS number (authorization to ship) is included on each invoice and packing slip and will allow the library to match the packing slips to invoices.

SECTION 6.0 BID AWARD

Baker & Taylor understands that the bid award of bid 50-00121088 will be based on total bid price.

SECTION 7.0 CATALOGING

Baker & Taylor will comply with the cataloging requirements as outlined by utilizing our cataloging methodology.

Customized Library Services' custom cataloging is Baker & Taylor's premier service. Baker & Taylor has performed in-house, on-line cataloging, editing, and maintenance for libraries since 1989. Our preferred method is to access the Library's ILS using the Z39.50 protocol. Customized Library Services has partnered with The Library Corporation (TLC) to create a state of the art cataloging methodology that leverages Z39.50 protocol for accessing the library's database and a resource pool of records from the Library of Congress and any Baker & Taylor created records. This technology allows our CLS catalogers to have access to the most current version of the library's cataloging records without the overhead of being directly online. Records obtained from the Library's database are saved to a library specific work file located in our secure cataloging utility. The records in the work file are used in the creation of spine labels and as a vehicle for providing item-linking information. Original cataloging (described below as well) will be performed as needed.

Major Features of the CLS Preferred Cataloging Methodology (Z39.50):

Only authorized CLS catalogers have access to the library's database and work file. The cataloger will process material first by searching for a matching record in the library's database and work file simultaneously.

A successful search occurs when our cataloger matches the data elements found in the appropriate record tags. CLS considers the title, author, imprint/publisher, edition and date of publication when matching a record. During the CLS profiling, the project team will document the appropriate attributes for matching records. When a matching record is found, the appropriate item level information (examples: barcode number, list price, collection code, etc.) is keyed and the record is saved to the library's work file.

If a record is not found in the library's database or work file, the CLS Bibliographic Database is searched, followed by LC MARC and the resource databases of TLC. The CLS Bibliographic Database contains all CIP records upgraded to full MARC standards by CLS catalogers, as well as new records created by CLS original catalogers.

If the record is not found in the above resources, the Library may also choose to have CLS search OCLC on their behalf for records not found in the library's catalog. Once a record is located in OCLC it is saved to the Library's work file and the record is updated to the Library's specifications. The option of utilizing OCLC will also help to minimize the Library's need for original cataloging. Please note that the process of using OCLC is available upon CLS' receipt of a signed third party agreement which grants permission to our catalogers to access OCLC on the library's behalf. There are no additional charges from CLS for this service. However, it should be noted that all corresponding OCLC charges will be the responsibility of the Library. On a weekly basis, an electronic file is sent to OCLC to update the library's holdings for all contributed records.

When a full matching record is found in one of the resource databases, it is upgraded to meet the library's specifications and the appropriate item tag is keyed. The record is then saved to the library's work file.

If the matching record found is not a full level record, the record is upgraded to meet LC standards and is saved to the CLS Bibliographic Database. The record is then further edited to meet the library's specifications and the appropriate item record is keyed. The record is then saved to the library's work file. The exception to a full level record would be that some AV pre-pub records are not upgraded to full MARC standards. However, these records are upgradeable to the Library's local standards. If a matching record cannot be found in the multi-database search string, a request is forwarded to an original cataloger in the CLS department. Our original catalogers will create a record according to RDA rules. LC authority files are used to validate author and subject headings. Once the record is created, it is saved into the CLS Bibliographic Review File. Once the record has been reviewed and approved, it is saved in the CLS Bibliographic Database. The library's assigned cataloger is notified and the record will be edited to meet the library's specification and appropriate item tag is keyed. A sample MARC record is enclosed in Exhibit 6.

Every title sent to the library will have a full MARC record with the appropriate item tags. The records will either be new additions to the library's catalog, edited and modified to the library's standards, or existing records from the library's catalog.

When the cataloger has completed the order, the call number and bibliographic information are extracted directly from the MARC record for us in the digital media processing phase.

The file of records will be put on the B&T FTP server for the library to retrieve and load. Records are compatible with the Library's ILS. The records are maintained on the Library's work file for historical reference.

Discount and pricing information has been submitted via pages 6-9 of the Jefferson Parish Invitation to Bid. Your discount will be applied to the publisher's list price at the time of invoicing. Please note that a publisher's list price is subject to change without notice. Further details regarding pricing and discounts have been outlined with Baker & Taylor's Exhibits 1-3.

SECTION 8.0 PROCESSING

Baker & Taylor will comply with the physical processing requirements as outlined by utilizing our processing methodology. Baker & Taylor is happy to provide samples upon request.

The CLS department has over 300 trained in-house professionals staffed to handle the library's customized requirements. These staff members are dedicated to meeting the library's requirements and exceeding your expectations. Our commitment to excellence and doing the job right the first time is unmatched in our industry. After cataloging is complete, the processing department completes the physical processing of each item. The processors review the processing instructions gathered at the site visit. Following the DMP (digital media processing) instructions for spoken word audiobooks, the original vendor artwork is digitally reproduced to your exact specifications. As a result, all of the artwork information and all of your vital label details, such as branch and barcode information, now fit on a single

custom printed sheet that is inserted into a sturdy case. DMP also helps reduce the risk of theft as the new artwork now has your library information permanently embedded. B&T also offers eye-readable and scan-able disc hub labels and multi-disc set processing.

RFID

CLS Shelf Ready Processing can also include the application and linking of RFID tags. Baker & Taylor's Customized Library Services has been providing RFID services for print and audiovisual material since 2001. To date, we have linked, printed and/or applied tags for over 1 million items. As the number of vendors and product offerings has grown with regard to RFID technologies, CLS too has grown in our vendor relationships and linking and application capabilities. We currently work with 3M, Checkpoint, Tech-Logic, ITG, Biblio-theca, and VTLS and we own equipment from each vendor.

As this is a developing technology with unlimited potential for library use, Baker & Taylor's Customized Library Services will continue to support the needs and requirements of our customers. After the material is fully processed, it is ready for the final and most important stage in our CLS process, back audit.

Back Audit

The back audit team is the final step in ensuring the material we ship to the library is of the highest quality and is in compliance with the library's profiled specifications. The CLS back auditors inspect each order by cross referencing the completed processing and the processing instructions gathered at the site visit. Once the library's material passes this stage, the order is ready to be staged for delivery to the library.

Discount and pricing information has been submitted via pages 6-9 of the Jefferson Parish Invitation to Bid. Your discount will be applied to the publisher's list price at the time of invoicing. Please note that a publisher's list price is subject to change without notice. Further details regarding pricing and discounts have been outlined with Baker & Taylor's Exhibits 1-3.

GENERAL CONDITIONS

10. Baker & Taylor understands and will comply.
12. Baker & Taylor understands.
13. Baker & Taylor is offering free freight in response to bid number 50-00121088.
15. Baker & Taylor has included in our response to bid 50-00121088 the completed, signed, and notarized Affidavit required.

CLS EXHIBITS

EXHIBIT 1 – PRICING PROPOSAL: SPOKEN WORD AUDIO MATERIAL

Based on the information contained in your completed bid document, we are pleased to propose the following pricing **spoken word material**. Baker & Taylor/CLS reserves the right to adjust pricing if the Library's requirements change at any time throughout the project. Should the library require additional services in collection development, cataloging, processing, reporting, storage, or shipment, Baker & Taylor/CLS may adjust pricing accordingly. If the library system cannot be accessed via our Z39.50 methodology, then CLS may discuss alternative methodologies for system and shelf ready material. It should be noted that the cost for an alternative methodology other than what is outlined within this proposal, would be different than the pricing quoted below. All items will be supplied by CLS unless otherwise noted:

SPOKEN WORD AUDIO ONGOING COLLECTION SERVICES.....\$6.00/UNIT

INCLUDES:

1. ADAPTIVE AND COPY CATALOGING WITH CIP UPGRADES WHERE NEEDED, UTILIZING Z39.50 PROTOCOL
2. ITEM LINKING
3. PROJECT MANAGEMENT SUPPORT
4. REPACKAGE INTO STANDARD DMP SPOKEN WORD AUDIO CASES
5. HUB LABELS
6. DIGITAL MEDIA PROCESSING TO INCLUDE: COVER ART, BARCODE, BRANCH LABEL, AND SPINE LABEL

ADDITIONAL SERVICES AT THE LIBRARY'S REQUEST:

DESCRIPTION 0270 – COST TO APPLY RFID TAG PER DISC (ADDITIONAL)\$**.10**/DISC*
DESCRIPTION 0280 - BAKER & TAYLOR SUPPLIED RFID TAG* (ADDITIONAL)\$**0.20**/TAG*

- * BAKER & TAYLOR CURRENTLY WORKS WITH MOST RFID SYSTEMS. OUR TAGS OPERATE AT 13.56MHZ, AND ARE RE-WRITEABLE, AND FULLY COMPLIANT WITH ISO15693. IF AFTER COMPATIBILITY TESTING B&T DOES NOT HAVE THE CURRENT SOFTWARE/HARDWARE IN PLACE FOR THE SYSTEM CHOSEN BY THE LIBRARY, BAKER & TAYLOR RESERVES THE OPTION TO REVISE THIS PRICING. IN THESE INSTANCES CUSTOMERS SHOULD SUPPLY B&T UNPROGRAMMED RFID TAGS
- ◆ FOR THOSE RECORDS WHERE CATALOGING IS NOT AVAILABLE IN THE LIBRARY'S DATABASE OR B&T'S CATALOGING UTILITY, CLS WILL PROVIDE AN ORIGINAL CATALOGING RECORD FOR \$10.00/TITLE. TITLES REQUIRING ORIGINAL CATALOGING WILL BE PRICED SEPARATELY AT \$10.00/TITLE FOR THE FIRST COPY OF EVERY TITLE ORDERED. IF MULTIPLE COPIES OF A TITLE ARE ORDERED, THE \$10.00 CHARGE WILL ONLY APPLY ONCE, HOWEVER, THE COMPREHENSIVE CATALOGING AND PROCESSING CHARGE WILL APPLY TO EACH UNIT INCLUDING THE INITIAL UNIT THAT RECEIVES THE \$10.00 CHARGE.

EXHIBIT 1 – PRICING PROPOSAL: SPOKEN WORD AUDIO MATERIAL

Based on the information contained in your completed bid document, we are pleased to propose the following pricing **spoken word material**. Baker & Taylor/CLS reserves the right to adjust pricing if the Library's requirements change at any time throughout the project. Should the library require additional services in collection development, cataloging, processing, reporting, storage, or shipment, Baker & Taylor/CLS may adjust pricing accordingly. If the library system cannot be accessed via our Z39.50 methodology, then CLS may discuss alternative methodologies for system and shelf ready material. It should be noted that the cost for an alternative methodology other than what is outlined within this proposal, would be different than the pricing quoted below. All items will be supplied by CLS unless otherwise noted:

SPOKEN WORD AUDIO ONGOING COLLECTION SERVICES.....\$6.00/UNIT

INCLUDES:

1. ADAPTIVE AND COPY CATALOGING WITH CIP UPGRADES WHERE NEEDED, UTILIZING Z39.50 PROTOCOL
2. ITEM LINKING
3. PROJECT MANAGEMENT SUPPORT
4. REPACKAGE INTO STANDARD DMP SPOKEN WORD AUDIO CASES
5. HUB LABELS
6. DIGITAL MEDIA PROCESSING TO INCLUDE: COVER ART, BARCODE, BRANCH LABEL, AND SPINE LABEL

ADDITIONAL SERVICES AT THE LIBRARY'S REQUEST:

DESCRIPTION 0270 – COST TO APPLY RFID TAG PER DISC – IF THIS OPTION IS SELECTED, BAKER & TAYLOR WILL SUPPLY, LINK, AND APPLY RFID TAG ON EVERY DISC IN A SET * (ADDITIONAL)\$3.60/UNIT*
BAKER & TAYLOR SUPPLIED RFID TAG* (ADDITIONAL)\$0.10/UNIT*

- * BAKER & TAYLOR CURRENTLY WORKS WITH MOST RFID SYSTEMS. OUR TAGS OPERATE AT 13.56MHZ, AND ARE RE-WRITEABLE, AND FULLY COMPLIANT WITH ISO15693. IF AFTER COMPATIBILITY TESTING B&T DOES NOT HAVE THE CURRENT SOFTWARE/HARDWARE IN PLACE FOR THE SYSTEM CHOSEN BY THE LIBRARY, BAKER & TAYLOR RESERVES THE OPTION TO REVISE THIS PRICING. IN THESE INSTANCES CUSTOMERS SHOULD SUPPLY B&T UNPROGRAMMED RFID TAGS
- ◆ FOR THOSE RECORDS WHERE CATALOGING IS NOT AVAILABLE IN THE LIBRARY'S DATABASE OR B&T'S CATALOGING UTILITY, CLS WILL PROVIDE AN ORIGINAL CATALOGING RECORD FOR \$10.00/TITLE. TITLES REQUIRING ORIGINAL CATALOGING WILL BE PRICED SEPARATELY AT \$10.00/TITLE FOR THE FIRST COPY OF EVERY TITLE ORDERED. IF MULTIPLE COPIES OF A TITLE ARE ORDERED, THE \$10.00 CHARGE WILL ONLY APPLY ONCE, HOWEVER, THE COMPREHENSIVE CATALOGING AND PROCESSING CHARGE WILL APPLY TO EACH UNIT INCLUDING THE INITIAL UNIT THAT RECEIVES THE \$10.00 CHARGE.

EXHIBIT 2 - DISCOUNT TERMS AND CONDITIONS OF SALE

Baker & Taylor, LLC. Discount Terms and Conditions of Sale (SPOKEN WORD AUDIO) Jefferson Parish Public Library

Baker & Taylor, LLC. is pleased to offer the discount terms and conditions listed below. The pricing grid below provides discounts for each product category offered by Baker & Taylor.

Product Category	Category Definition (a)	Price Indicator	Discount
I.	Adult Trade Hardcover Editions (Popular Fiction & Non-Fiction, and may include some spoken word audio)	0 - (zero) (Hardcover Trade Editions) C - (Hardcover Computer Books)	42.0%
II.	Juvenile Trade Hardcover Editions (POPULAR FICTION & NON-FICTION)	J	42.0%
III.	Adult Quality Paperback Editions (Popular Fiction & Non-Fiction)	B - (Paperback Trade Editions) C - (Paperback Computer Books)	33.0%
IV.	Juvenile Quality Paperback Editions (Popular Fiction & Non-Fiction)	G	33.0%
V.	Mass Market Paperback Editions	P	33.0%
VI.	Single Edition Reinforced (Juvenile)	R	15.0%
VII.	Publisher's Library Edition (Juvenile)	Z	15.0%
VIII.	University Press Trade Editions (may be of any binding and include some spoken word audio)	A	8.5%
IX.	Text, Technical, Reference, Professional Medical, Small Press, some University Press titles (excluding University Press Trade Editions) and/or Titles of Limited Demand (may be of any binding and include some spoken word audio)	S/X/N - (Text, Technical, or Reference Editions) L - (Hardcover Editions from Small Press and Hardcover Titles of Limited Demand—primarily Adult) 7 - (Hardcover Titles of Limited Demand—primarily Juvenile) M - (Paperback Editions from Small Press and Paperback Titles of Limited Demand—primarily Adult) 1 - (Paperback Titles of Limited Demand—primarily Juvenile) T/U/V/W/4/Letter O - (Specialty Textbooks) 5/6/8 - (Professional Medical Titles)	S = 8.5% X = 8.5% N = 0.0%(b) L = 42.0% (c)(d) 7 = 42.0% (d) M = 33.0% (c)(d) 1 = 33.0% (d) T = 0.0% U = 0.0% V = 0.0% W = 0.0% 4 = 8.5% Letter O = 8.5% 5 = 0.0% 6 = 0.0% 8 = 0.0%
X.	Imported English and Non-English Language Editions	F/K/3	F = 0.0% K = 0.0% 3 = 0.0%
XI.	Enhanced Service Program	Y / Q	0.0 % (e)
XII.	Spoken Word Audio	H	46.5%
XIII.	Board Books	I	15.0%
XIV.	Novelty Items/Activity Books	I	15.0%
XV.	Special Programs, such as: - Paw Prints and Follett Bound Editions - Turtleback Editions - Playaway Audio Editions	D E All Playaway Audio editions	D = 0.0% E = 15.0% 15.0%

- (a) Please see Attachment B for full category definitions, which are attached hereto and incorporated herein by reference. Materials produced for TextStream print-on-demand services may fall into any category.
- (b) Titles which receive minimal publisher discount will be invoiced at publisher's list price.
- (c) Represents publishers with limited sales volume, based upon a semi-annual review. These titles may be of any binding type or publisher of origin.
- (d) Represents individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). These titles may be of any binding type or publisher of origin.
- (e) Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price.

Baker & Taylor, LLC.
Discount Terms and Conditions of Sale

Also, please note that:

- Publisher's list price is subject to change without notice.
- Except where otherwise noted, book discounts are applied to current publisher's list price at the time of shipment.
- Baker & Taylor reserves the sole right to be the final determinant of product categories, category definitions and price indicators. The discounts vary based on this determination.
- Titles are categorized by Baker & Taylor for pricing purposes by considering the binding, general marketing categories, demand for certain titles, preferred stock status, cost of acquisition, cost of distribution, and the size or type of publisher, as well as factors related to relationships with publishers such as shipping terms, payment terms, publisher's discount, returnability to publishers and other factors.
- Product categories, category definitions and price indicators are subject to change at Baker & Taylor's sole discretion, without notice, based upon the above-described factors for categorizing titles.
- For domestic titles where no publisher list price is assigned by the publisher, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For imported titles where no publisher list price is assigned by the publisher for the U.S. market, Baker & Taylor will assign such titles a U.S. dollar price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- For Paw Prints and Follett Bound editions, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor's estimate of market conditions.
- Titles of limited demand or from small or specialty publishers generally are included in Product Category IX or Product Category XI.
- The discount terms and conditions listed do not apply to Baker & Taylor's Continuation Services or Approval Programs.
- Baker & Taylor provides an invoice that identifies the publisher's current list price, the discount offered, and the exact price charged for each title ordered.

EXHIBIT 3 - CATEGORY DEFINITIONS

- I. **Adult Trade Hardcover Editions (O, C)** (*may include some spoken word audio materials*)
High demand materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: 14th Deadly Sin by James Patterson, ISBN: 9780316404021.
- II. **Juvenile Trade Hardcover Editions (J)**
High demand, juvenile materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: Are You Ready to Play Outside by Mo Willems, ISBN: 9781423113478.
- III. **Adult Quality Paperback Editions (B, C)**
High demand paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: The Boys in the Boat by Daniel Brown, ISBN 9780143125471.
- IV. **Juvenile Quality Paperback Editions (G)**
High demand, juvenile paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: Tuck Everlasting by Natalie Babbitt, ISBN: 9780312369811.
- V. **Mass Market Paperback Editions (P)**
A standard rack size paperback typically found in bookstores or other retail outlets. An example of a mass market paperback would be: The City of Ember by Jeanne Duprau, ISBN: 9780375822742.
- VI. **Single Edition Reinforced (R)**
A high quality binding designed to provide a long shelf life in a heavy use environment. Although the binding is fanned and glued it may not be sewn, which is typically found in the publisher library edition. Subject content can include both fictional and non-fiction works appealing to juveniles as well as adults. These bindings are identified by the publisher to Baker & Taylor. An example of a single edition reinforced binding would be: Because of Winn Dixie by Kate DiCamillo, ISBN 9780763650070.
- VII. **Publisher Library Editions (Z)**
Fiction as well as non-fiction materials appealing to both juveniles and adults, designed with the rugged durability required of the environment typically found in a library setting. Publisher Library Editions are traditionally of the highest quality, usually fanned, sewn and glued to provide the greatest possible shelf life of any binding. These bindings are identified by the publisher to Baker & Taylor. An example of a publisher library edition would be: Curious George Visits the Library by Margaret Rey, ISBN: 9781599614199.
- VIII. **University Press Trade Editions (A)** (*may include some spoken word audio materials*)
This category would include any University Press Trade Editions, both adult and juvenile, and are subject to publisher reclassification. An example of a university press trade edition would be: Alexander McQueen: Savage Beauty by Andrew Bolton, ISBN: 9780300169782.
- IX. **Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (S, X, N, L, M, V, T, U, W, Letter O, 1, 4, 5, 6, 7, 8)**
Category of materials includes, but is not limited to, text, technical, reference, professional medical, small press, and some university press titles (excluding University Press Trade Editions). It includes titles purchased from publishers on a non-returnable basis, those publishers that extend little discount to Baker & Taylor, and publishers whose titles have limited sales volume based upon a semi-annual review. It includes individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Additionally, any publisher which is not in compliance with some of Baker & Taylor's purchasing requirements could be in this category. Materials in this category are both adult and juvenile, may be of any binding and may include some spoken word audio materials. Examples within this category would be: The Merck Index, ISBN: 9781849736701, Strategies That Work, ISBN: 9781571104816, Beauty and the East ISBN: 9781566563871, Generals of the Bulge: Leadership in the U.S. Army's Greatest Battle ISBN 9780811711999, Frankie Works the Night Shift, ISBN 9780060090951, and Floods, ISBN 9781624030031
- X. **Imported English and Non-English Language Editions (F,K,3)**
Titles produced and distributed outside of the domestic US. These titles may be of any binding type and represent various publishers. An example would be El Angel Caido by Nalini Singh, ISBN 9788490625224.
- XI. **Enhanced Service Program Titles (Y/Q)**
This category includes materials where Baker & Taylor receives no discount from the publisher, or prepayment is required by the publisher, or publishers which have restrictions on returns, or books of small or non-commercial publishers with limited sales volume based upon a semi-annual review. Any publisher which is not in compliance with Baker & Taylor's purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will receive no discount and are subject to a service charge. An example within this category would be: Business Income Coverage Guide, ISBN: 9781941627532.
- XII. **Spoken Word Audio (H)**
Materials designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles can be either fiction or current non-fiction. An example of a spoken word audio edition would be: The Complete Sherlock Holmes by Sir Arthur Conan Doyle, ISBN: 9781491542286.
- XIII. **Board Books (I)**
Durable materials from widely distributed domestic publishers designed for young children; pages are manufactured of heavy gauge cardboard to prevent tearing. These editions typically feature few pages, simple themes and colorful illustrations or photographs. An example of a board book would be: Runaway Bunny by Margaret Wise Brown, ISBN: 9780061074295.
- XIV. **Novelty Items/Activity Books (I)**
Specially packaged gift set or novelty item related to a book product or attached as an accessory to a book product. These items would include a book with toy, rag books, washable cloth books, books with accessories or kits, electronic sound books, sticker books, tracing books or coloring books. This category also includes any non-book merchandise such as model kits, hobby kits, flash cards or jigsaw puzzles. An example of an item in this category would be: Very Hungry Caterpillar Cookbook & Cookie Cutters Kit by Lara Starr, ISBN 9781452125527.
- XV. **Special Programs (D and E as indicated in the Discount Terms and Conditions of Sale)**
Programs, formats, or editions offered only by Baker & Taylor or not included in any other category. These programs include but may not be limited to Paw Prints, FollettBound and Turtleback editions. Examples of items in this category would be: Clifford's Valentines Day by Norman Bridwell, ISBN 9781435201736 (PawPrints prebound edition) and Junie B. Jones is Captain Field Day by Barbara Park, ISBN 9780613337670 (Turtleback prebound edition)

ENHANCED SERVICES PROGRAM

Baker & Taylor is pleased to offer a service that will save your library time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the library can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

Baker & Taylor's Enhanced Services Program provides the library with access to millions of active book titles representing over 66,000 imprints. This breadth of coverage is greater than that of any other book industry wholesaler.

The "ESP" program builds on B&T's already outstanding publisher relations by:

- Expanding our vendor relations team responsible for the follow-up of all publisher orders, improving the speed of delivery of all titles to the library;
- Widening our publisher base to include hundreds of small non-commercial publishers formerly considered apply direct by the book industry; and
- Increasing our reporting capabilities by providing order status reports for 100% of all titles not yet published and by supplying anticipated publication release dates for all out of stock items.

This category includes material where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or books of small, limited in demand and/or non-commercial publishers. Any publisher which is not in compliance with Baker & Taylor's purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will be invoiced at list price.

For libraries concerned about purchasing these types of titles, B&T's TitleSource 360™ for Windows can assist the librarian in researching a particular item's category and format. Surcharge titles will appear with a Y or Q in the discount code field. Additionally, you may contact your Customer Service representative or Information Services via phone, fax, or email (btinfo@baker-taylor.com) to determine surcharge titles before placing an order.

As a convenience to the library, B&T can exclude these titles from all orders by adjusting your account profile setup. Please contact your Customer Service Representative for additional information.

EXHIBIT 4 - RETURNS POLICY & SAMPLE CREDIT MEMO



INSTITUTIONAL RETURNS

(Revised July 2015)

The following guidelines are required to ensure prompt handling of your return. All product returns (**excluding Book Leasing programs**) require prior authorization from a Customer Service Representative. ***You may contact your appropriate representative via the toll-free number listed on your packing list.***

How to Obtain Return Authorization

Please use the Return Authorization Form from your shipment's packing list to make all returns. Contact your Customer Service Representative for return authorization. ***All claims must be made within 45 days from the date of invoice.***

1. When calling for return authorization, please have the following information available:
 - A. Return Authorization Form
 - B. Your account number and ATS# from the shipment's packing list (located mid-page under the Return Authorization Form explanation)
 - C. Reason for the claim/return
 - D. Action being requested -
 1. Replacement of product
 2. Credit to your account; no replacement product necessary
2. Your Customer Service Representative will assign your return an authorization number (RTA#). To expedite the process, please clearly mark the RTA# on the Return Authorization Form and on the outside of the carton in the upper right corner from the shipping label.
3. Make your return via an insured and traceable carrier; Baker & Taylor is not liable for returns lost in transit.
4. ***Products incorrectly shipped by Baker & Taylor may be returned with authorization within 45 days of the product's date of invoice.*** Product(s) meeting the definition of Publisher defective may be returned with prior authorization within six months of the product's date of invoice. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable.

DAMAGED SHIPMENTS: If you receive a damaged carton(s) which resulted in damaged product(s), please hold the product(s) and save the carton for Carrier inspection. If the damage is visible at the time of delivery, bring it to the Carrier's attention and note it on the Bill of Lading. Then, contact your Baker & Taylor Customer Service Representative via the toll-free number listed on the packing list.

CLAIMING SHORTAGES: Please check your packing list or invoice before claiming shortages. ***All claims must be made within 45 days from the product's invoice date.*** Please ensure you have received all cartons of a shipment prior to signing for receipt from the Carrier. Cartons you have signed for as received from the Carrier are not claimable as shortages from Baker & Taylor.

INTERNATIONAL CUSTOMERS ONLY: For information on making returns of damaged, defective, or incorrect products, please contact your local International Sales Office or our International Customer Service Department (internationallibrarycustomerservice@baker-taylor.com). You may also refer to the website http://www.btol.com/international_libraries_details.cfm?sideMenu=Contact%20Us&home=home_help_details.cfm&ctx=1

All returns should be sent to:

Baker & Taylor Returns Center
Department R
251 Mt. Olive Church Road
Commerce, GA 30599



CREDIT# 5000597321
 CREDIT DATE 12/20/01
 ACCOUNT # XXXXXX Lxxxxxx 4 0000000
 ATS # MOM00000000

PAGE 001

SAMPLE BOOK AND SPOKEN WORD AUDIO CREDIT MEMO

FED TAX ID 56-1761729
 SHIPPED FROM MOMENCE
 CUSTOMER SERVICE X-XXX-XXX-XXXX
 CREDIT X-XXX-XXX-XXXX
 GST/TAX ID # 00-0000000000000000
 PO # 5555555

BILL TO	ACCOUNT # XXXXXX Lxxxxxx 4 0000000 SAN # Bid #123456-1 NAME: Customer Name ADDRESS XXX XXXXXXXX XXXXXXXX XXXXXXX, XX XXXXX
SHIP TO	ACCOUNT # XXXXXX Lxxxxxx 4 0000000 SAN # Bid #123456-1 NAME: Customer Name ADDRESS XXX XXXXXXXX XXXXXXXX XXXXXXX, XX XXXXX

QTY	TITLE	AUTHOR	ISBN / Binding	PUBLISHER	LIST PRICE	DISCOUNT	NET PRICE	EXTENDED PRICE
1	Draw 50 creepy crawlies / 00000001	Ames, Lee J. / 222222	0606007504 : TBK	Doubleday,	\$ XX.XX	XX.XX %	XX.XX	X.XX

CREDIT MEMOS MUST BE USED WITHIN 12 MONTHS OF DATE OF ISSUE OR THEY EXPIRE. PREPAYMENTS AND DEPOSITS ON ACCOUNT EXCLUDED.

MEMO REASON: M104 CREDIT REASON
 SUB TOTAL VAS \$ XXX.XX
 USD CURRENCY \$ X.XX

TOTAL AMOUNT	\$ XXX.XX
REMIT TO:	BAKER & TAYLOR, INC. PO Box 7777 Philadelphia, PA 19175-0486

TERMS : 00 NET 30 DAYS
 AMOUNTS CREDIT IN USD

PLEASE INDICATE CREDIT MEMO NUMBER ON YOUR REMITTANCE

EXHIBIT 5 – SAMPLE INVOICE



INVOICE # 5000597321
 INVOICE DATE 12/20/01
 ACCOUNT # XXXXXX Lxxxxx 4 00000000
 ATS # MOM00000000

PAGE 001

SAMPLE BOOK AND SPOKEN WORD AUDIO INVOICE

FED TAX ID 56-1761729
 SHIPPED FROM MOMENCE
 CUSTOMER SERVICE X-XXX-XXX-XXXX
 CREDIT X-XXX-XXX-XXXX
 GST/TAX ID # 00-0000000000000000
 PO # 5555555

BILL TO	ACCOUNT # XXXXXX Lxxxxx 4 00000000 SAN # Bid #123456-1 NAME: Customer Name ADDRESS XXX XXXXXXXX XXXXXXXX XXXXXXX, XX XXXXX
SHIP TO	ACCOUNT # XXXXXX Lxxxxx 4 00000000 SAN # Bid #123456-1 NAME: Customer Name ADDRESS XXX XXXXXXXX XXXXXXXX XXXXXXX, XX XXXXX

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

FIRST SHIPMENT FOR ORDER 00000001

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	ISBN / Binding	PUBLISHER	LIST PRICE	DISCOUNT	NET PRICE	EXTENDED PRICE
1	Draw 50 creepy crawlies / 00000001	5555555		Ames, Lee J.		0606007504 : TBK	Doubleday,	\$ XX.XX	XX.XX %	XX.XX	X.XX
1	Go ask Alice / 00000001	5555555		Anonymous		0671664581 : SAL	Simon and Schuster Books for Young	\$ XX.XX	XX.XX %	XX.XX	X.XX
1	Origami in the classroom. / 00000001	5555555		Araki, Chiyo.		0804804532 : HRD	C. E. Tuttle Co.	\$ XX.XX	XX.XX %	XX.XX	X.XX
3	OPENING DAY COLLECTION @ xx.xx									VAS	\$ XXX.XX
1	MYLAR JACKET NON-STA @ 00.00										\$ X.XX

CITY TAX
 COUNTY TAX
 STATE TAX
 TOTAL

TERMS : 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE	\$ XXX.XX
REMIT TO:	BAKER & TAYLOR, INC. PO Box 7777 Philadelphia, PA 19175-0486

PLEASE INDICATE INVOICE NUMBER ON YOUR REMITTANCE

EXHIBIT 6 – SAMPLE MARC RECORD

Spoken Word Audio CD

=LDR 01412pim 2200361 a 4500
=001 bl2006019027
=005 20100105102554.0
=007 sd\fungnmmned\|||||||
=008 060802s2006\|nyunnnnj\|f\|n\eng\d
=010 \\\\$abl2006019027
=020 \\\\$a0739337270
=028 02\$aYA 1109A\$bListening Library
=050 14\$aPZ7.Z837\$bBoo 2006c
=082 04\$a[Fic]\$222
=100 1\\\$aZusak, Markus.
=245 14\$aThe book thief\$h[sound recording] /\$cMarkus Zusak.
=260 \\\\$aNew York :\$bListening Library,\$cp2006.
=300 \\\\$a11 sound discs (13 hr., 50 min.) :\$bdigital, Dolby processed ;\$c4 3/4 in.
=306 \\\\$a135000
=511 0\\\$aRead by Allan Corduner.
=500 \\\\$aUnabridged.
=500 \\\\$aCompact discs.
=520 \\\\$aTrying to make sense of the horrors of World War II, Death relates the story of Liesel--a young German girl whose book-stealing and story-telling talents help sustain her family and the Jewish man they are hiding, as well as their neighbors.
=651 \0\$aGermany\$xHistory\$y1933-1945\$vJuvenile fiction.
=650 \0\$aChildren's audiobooks.
=651 \1\$aGermany\$xHistory\$y1933-1945\$vFiction.
=650 \1\$aBooks and reading\$vFiction.
=650 \1\$aStorytelling\$vFiction.
=650 \1\$aDeath\$vFiction.
=650 \1\$aJews\$zGermany\$xHistory\$y1933-1945\$vFiction.
=650 \1\$aWorld War, 1939-1945\$xJews\$xRescue\$vFiction.
=650 \1\$aAudiobooks.
=700 1\\\$aCorduner, Allan.\$4nrt

EXHIBIT 7 – DESIGNATED AUTHORITY



BAKER & TAYLOR

the future delivered

Policy & Operating Guide

Policy Number: 1006; Sequence Number: 15-005

Date Effective: 02/20/15

Date Issued: 02/20/15

Approved By: George Coe, President & CEO

Supersedes Sequence: 14-001

I. PURPOSE:

To provide the legal authority for certain employees to execute bids/bonds on behalf of Baker & Taylor, LLC.

II. PROCEDURE:

Authorization letter attached designates signing individuals. In addition, the Chief Financial Officer and/or SVP, Controller must review all bids requiring bid or performance bonds before they are released.



Designation of Signing Authority

Pursuant to authority duly delegated by the sole member of Baker & Taylor, LLC, the undersigned President and Chief Executive Officer of Baker & Taylor, LLC hereby designates those certain employees of Baker & Taylor, LLC listed in Schedule A attached hereto and made a part hereof by reference ("Schedule A") as having the requisite authority to execute on behalf of Baker & Taylor, LLC all bids, bid bonds, performance bonds, contracts and other documents relating to the supply of Baker & Taylor, LLC's products to libraries, schools, and/or other institutional customers of Baker & Taylor, LLC (the "Designation of Signing Authority").

This Designation of Signing Authority is effective as of February 20, 2015 and shall remain in effect until modified or revoked by the Chief Executive Officer, President, Chief Financial Officer or sole member of Baker & Taylor, LLC. The employees listed in Schedule A shall be the only persons authorized to bind Baker & Taylor, LLC for the purposes stated herein and any previous designations of authority are of no further effect as of the date hereof.

This as of February 20, 2015.

BAKER & TAYLOR, LLC

By:

George E. Coe
President and Chief Executive Officer



**SCHEDULE A
TO
DESIGNATION OF SIGNING AUTHORITY**

For purposes of the foregoing Designation of Signing Authority, the following employees of Baker & Taylor, LLC have the requisite authority to execute on behalf of Baker & Taylor, LLC all bids, bid bonds, performance bonds, contracts and other documents relating to the supply of Baker & Taylor, LLC's products to libraries, schools, and other institutional customers of Baker & Taylor, LLC.

George F. Coe
Peter Chepul
David Cully
Gary Dayton
Amandeep Kochar
Jeffrey W. McDaniel
Lee Ann Queen
Robert Rotello
Jennifer B. Rhyne
L. Scott Schuster
Nancy Jo Sims
Beth Ellen Simonetti
Kelly Tarlton

EXHIBIT 8 - COI

EXHIBIT 9 – VENDOR REGISTRATION APPLICATION AND W9



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

JEFFERSON PARISH VENDOR APPLICATION

All vendors interested in submitting bids, or proposals to provide equipment, materials, supplies, services or performing major repairs/construction for Jefferson Parish must complete this form and indicate commodity codes applicable to their business. This application **MUST** be accompanied with vendor's signed W-9 Form (or W-8IMY Form if an international vendor) and a listing of applicable commodity codes. This application will not be processed otherwise. In order to receive payments within 1 day of payment processing, please complete Vendor Direct Deposit Form available online at <http://purchasing.jeffparish.net> and email to Purchasing@jeffparish.net. If a direct deposit form is not received then you will received a paper check via the mail. Please note that it may delay payment by up to 5 days due to handling and mail time.

Name of Business: Baker & Taylor, LLC		
Physical Address: 2550 West Tyvola Road - Ste. 300		Remittance Address: PO Box 277930 / Atlanta, GA 30384-7930
City: Charlotte	State: NC	Zip: 28217
Phone Number () 800-775-7930, ext. 3245	Fax Number: () 704-998-3260	
Email Address (REQUIRED): bids@baker-taylor.com	Federal Identification Number (REQUIRED): 47-3179974	
Nature of Business: Wholesaler of book, e-book, spoken word audio on CD, DVD/Blu-ray, and Music on CD product		
Trade, Specialty, or Professional Licenses: N/A		

Please check one:
Corporation: Individual: Partnership: Other: Limited Liability Company

Authorized to do Business in Louisiana: Yes: No:



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

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. Please indicate below as applicable:

DBE: MBE: WBE: SBE:

Vendors registering to conduct business with Jefferson Parish hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics as well as applicable Jefferson Parish ethical standards and Jefferson Parish standard terms and conditions. Further, it shall be the duty of every applicant for certification of eligibility for a parish contractor 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.

Vendor Contact Name: Lee Ann Queen	Title: Director-Pricing Services
Signature: 	Date: 10-10-2017

Prospective bidders are strongly encouraged to register for our e-procurement web portal. All bids are uploaded onto this portal for review and response. There is no cost to register, view, download and submit bids. For more information on this and other bid information, please visit the Jefferson Parish Purchasing Department webpage located at <http://purchasing.jeffparish.net> or you can directly go to our e-procurement portal at www.jeffparishbids.net. Vendors will be automatically notified of solicitations for which they have registered to receive.

Jefferson Parish uses the National Institute for Governmental Procurement Commodity Codes to notify prospective bidders of solicitations to which they would be interested in. By selecting the appropriate commodity codes and listing them on Page 3 of this application, prospective bidders may be notified of current solicitations. Please go to at <http://purchasing.jeffparish.net> for a complete [list of commodity codes and enter in the form below.](#)

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. BTAC Acquisition Corp.		
	2 Business name/disregarded entity name, if different from above Baker & Taylor, LLC (EIN 47-3179974)		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	5 Address (number, street, and apt. or suite no.) 2550 West Tyvola Road - Ste. 300		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	6 City, state, and ZIP code Charlotte, NC 28217		Requester's name and address (optional)
	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 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.

Social security number									
or									
Employer identification number									
1	6	-	1	7	5	8	4	4	5

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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); and
4. 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 on page 3.

Sign Here	Signature of U.S. person ▶ <i>Lee Ann Queen</i>	Date ▶ <i>10-10-2017</i>
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Signify 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Bid Number 50-00121088

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

BID DUE: OCTOBER 12, 2017 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
Buyer Name: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

Other Changes Continued:

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

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

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

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

This contract is for new audiobook compact discs only.

SECTION 1.0 CONDITIONS

1.1 Requirements

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

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

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

1.2 Award of Bid

Bid award shall be based on total bid price.

SECTION 2.0 SPECIFICATIONS

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

The 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. A copy of the current printed catalog with access to the online equivalent, 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 3000 audiobook CD titles will be purchased per year using this contract.

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

SECTION 3.0 ORDERING

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

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

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

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

SECTION 4.0 SHIPPING AND BILLING

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

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

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

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

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 DISCOUNTS

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.

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.

DATE: 9/27/2017
BID NO.: 50-00121088

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/12/2017 AND PUBLICLY OPENED THEREAFTER.

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

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

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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: 9/27/2017

BID NO.: 50-00121088

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.

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10, 12, 13, 15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
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 _____

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: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

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: \$ _____

AUTHORIZED
SIGNATURE: _____

Printed Name

TITLE: _____

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.

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	EA	The Color of Fear (Sharon McCone Mystery) ISBN - 1478916087 EAN - 9781478916086 0080 - Provide the cost of the title with discount applied.		
9	1.00	EA	Crime Scene ISBN - 052549250X EAN - 9780525492504 0090 - Provide the cost of the title with discount applied.		
10	1.00	EA	Emma in the Night ISBN - 1427289301 EAN - 9781427289308 0100 - Provide the cost of the title with discount applied.		
11	1.00	EA	Exposed (Rosato & Dinumzio Novel #5) ISBN - 1427285748 EAN - 9781427285744 0110 - Provide the cost of the title with discount applied.		
12	1.00	EA	The Force ISBN - 150468060X EAN - 9781504680608 0120 - Provide the cost of the title with discount applied.		
13	1.00	EA	I Know a Secret (Rizzoli & Isles) ISBN - 14805502510 EAN - 97814805502512 0130 - Provide the cost of the title with discount applied.		
14	1.00	EA	Y is for Yesterday (Kinsey Millhone Novel #25) ISBN - 0385393997 EAN - 9780385393997 0140 - Yearly cost of inventory/ electronic ordering service.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121088

SEALED BID

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

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

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

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

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

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

COMMERCIAL GENERAL LIABILITY

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

COMPREHENSIVE AUTOMOBILE LIABILITY

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

October 2, 2017

ADDENDUM # 1

Bid No.: 50-00121088

Bid Opening Date: October 12, 2017

For: Two (2) Year Contract to Provide Audiobooks Compact Discs for the Jefferson Parish Library Department

CLARIFICATION.

Question: Section 1.1 Requirements and Section 2.0 Specifications both say that a copy of the vendor's current printed catalog along with access to online equivalent must accompany the bid. We provide electronic catalogs in addition to our database of searchable titles, and do not have a single print catalog of spoken audio titles. Is a print catalog a requirement, or would trial access to our online database including e-catalogs be sufficient? If a print catalog is required, we could provide a print copy of our most recent monthly catalog of forthcoming popular titles, which includes a section for forthcoming spoken audio titles.

Answer: In Section 1.1 Requirements and Section 2.0 SPECIFICATIONS, delete the sentence "A copy of the current printed catalog with access to the online equivalent, must accompany bid."

Replace with "Bidder's must provide access to their online catalog; access information must be submitted with bid submission."

Sincerely,

Misty A. Camardelle

Misty A. Camardelle, Buyer II
Jefferson Parish Purchasing Department

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

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