



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000125313 PURCHASE OF AUTO REPAIR ONLINE DATABASE
SUBSCRIPTION**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

16-Jan-2019 01:29:23 PM



Bid Number 50 - 00125313

PURCHASE OF AUTO REPAIR ONLINE DATABASE

01/24/2019 at 11:00 am

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

Temporary Location:

Paul D. Connick Sr., Emergency Operations & Communications Center

910 3rd Street,

Gretna, LA 70053

Mark Buttery

MButtery@jeffparish.net

504.364.2810

DATE: 1/16/2019

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00125313

JEFFERSON PARISH

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

VENDOR: [Cengage Learning, Inc. \(Gale resources\)](#)

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 1/24/2019 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, Paul D. Connick Sr. Emergency Operations & Communications Center at 910 3rd Street, Gretna, LA 70053. 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 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. A copy of these resolutions 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 purchasing.jeffparish.net and clicking on On-line forms.

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.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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 as appropriate and a written response will be provided as soon as possible.

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

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment 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.

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.

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 A117.1-1961).

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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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(l), 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 stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

DATE: 1/16/2019
BID NO.: 50-00125313

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

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

VENDOR: Cengage Learning, Inc. - Gale resources

BUYER: MBUTTERY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

10 days from notice of award

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

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: _____

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

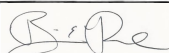
***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

Cengage Learning, Inc. (Gale resources)

SIGNATURE:

(Must be signed here)



TITLE:

Vice President Sales, Public Libraries

PRINT OR TYPE NAME:

Brian Risse

ADDRESS:

27500 Drake Road

CITY, STATE:

Farmington Hills MI

ZIP:

48331

TELEPHONE:

(800) 877-4253

FAX:

()

EMAIL ADDRESS:

bidteam@cengage.com

TOTAL PRICE OF ALL BID ITEMS: \$ 8,800/yr @ 2 years = \$17,600

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125313

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	YR	<p>PURCHASE OF ANNUAL SUBSCRIPTION OF AUTO REPAIR ONLINE DATABASE</p> <p>Chiltonlibrary.com 0010 - Auto Repair Online Database</p> <p>This Contract is to provide the Jefferson Parish Library Department with an interactive online auto repair reference center for a public library.</p> <p>Database - EBSCO AutoMate (or equal)</p> <p>An annual subscription for public libraries must include the following:</p> <p>Unlimited simultaneous user access 24 hours a day/7 days a week, in the library and remotely.</p> <p>URL to vendors online service that can be placed on the library's website.</p> <p>The entire service is available virtually, online, on a server hosted by the vendor.</p> <p>Ability to browse for vehicle makes and models.</p> <p>Do-it-yourself auto repair and mainten- ance information on most major manufacturers of domestic and imported vehicles, from the 1950's to the present.</p> <p>Vehicle specifications and maintenance schedules.</p> <p>New repair procedures, tehcnical service bulletins and recalls added to the database on a regular basis.</p> <p>Compatible with most portable devices, pcs and macs.</p> <p>Online help for users; interactive statistical reports.</p> <p>Please see more details attached.</p>	<p>\$8,800</p> <p>No charge for delivery of this online resource.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes: from 1940s</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>\$17,600</p>

ChiltonLibrary

ChiltonLibrary.com is a comprehensive online auto repair database for today's self-repair and auto mechanic of any experience level. Patrons may access Chilton's car manuals from their local library, at home, in the garage, and anywhere they have Internet access—including smartphones and tablets. Constant access proves useful for on-the-road breakdowns and the quick sharing of repair information. Content is updated continuously to provide the most advanced and current information.

ChiltonLibrary.com provides exclusive photographs, diagnostic trouble codes and routines, step-by-step repair procedures, Original Equipment Manufacturer (OEM) maintenance schedules, wiring diagrams, recalls, and Technical Service Bulletins (TSBs) for automobiles and light trucks. Vehicle coverage begins in 1940, offering thousands of manufactures of domestic and imported vehicles, including cars, trucks, vans, and SUVs.

Standard features include:

- > Step-by-step instructions that provide a one-stop source for answers, plus videos and animations that show how to complete repairs
- > Close-up photos and images to enhance understanding of written directions
- > Wiring diagrams to help explain system operation
- > Troubleshooting and diagnostic information that helps pinpoint vehicle performance problems
- > Maintenance and specification tables that highlight key information
- > Domestic and import vehicle information through the current model year—with monthly updates
- > Individual tabs for repair, maintenance, and recall information
- > Keyword searches and nested tree menus for quick access to information
- > An expanded drop-down menu that includes 'trouble codes' to help users identify what their car's computers are telling them
- > Automotive Service Excellence (ASE) Test Prep Quizzes: Library patrons can prepare for the most popular certification exams with sample questions that allow them to assess their readiness
- > Labor Time Lookup Tool: This accurate, easy-to-use tool will inform patrons on the time and cost (multiply labor time by the hourly labor rate) of performing a repair

Additional benefits include:

- > Models: Repair, maintenance and specification tables provide critical data on thousands of domestic and imported models from 1940 onward; no other source contains more years, makes and models
- > Convenience: Provides 24/7 access anywhere with an internet connection
- > Simplicity: Detailed, step-by-step instructions reduce the need to use multiple sources of repair information designed for the do-it-yourselfer
- > In-depth information: Contains diagnostic trouble codes, descriptions, probable causes, step-by-step routines, specifications, and troubleshooting guide to ensure that even advanced DIY-ers have all the accurate information they need to complete the repair
- > Multimedia Content: Exclusive videos and animated graphics help to explain system operations providing added clarity and comprehension
- > Photographs: Includes close-up photographs and illustrations, providing strong visual support
- > Diagrams: Vacuum and wiring diagrams help explain complex system operation during troubleshooting
- > Updating: Unlike printed books, the information on ChiltonLibrary.com is updated on a monthly basis, ensuring the most accurate and up-to-date information available

Comparison of journal titles available in ChiltonLibrary.com and Ebsco: Automate

Features	ChiltonLibrary.com	Ebsco: Automate
Videos & Animations	Yes	No
TSBs & Recalls	Yes	Sort of; although fewer and weak search tool.
Search Features	Yes	Yes
Close-up Photos/ Illustrations	Yes	Yes, although sometimes hard to decipher.
Specifications Tables	Yes	Yes
Maintenance Tables	Yes, additional features with vehicle mileage.	Yes, additional features with vehicle mileage.
Service & Repair Procedures	Yes	Yes
Printing Capability	Yes	Yes
Wiring Diagrams	Yes	Yes
Remote Access	Yes	Yes
OE Content	Strong OE service and repair content, plus growing Collision repair data sets.	Yes
Parts Database	No	No
Capability to Zoom into Images	Yes	Yes
Advanced Search Feature	No	No
Labor Times	Yes	Some; although often lacking.
Sample ASE Test Prep Questions	Yes	No
Navigation	Easiest navigation; expandable content tree and breadcrumb trail. Fully responsive design.	Automate has about 10 categories as the organization. After that, the items are lumped alphabetically in the category to be rummaged through one-by-one.
Interface	Easy to use; Responsive design that remains true to the Chilton outline that many are familiar with.	Clean-looking interface with basic issues (e.g. drop-down boxes without scroll bars, many article links appear twice, etc.).
Vehicle Selection	Simple, fast and easy. Vehicle selection by Year, Make, Model with sub-models and engine, transmission, etc., configurations identified in the system tree.	Simple, fast and easy. Sub- model selection may allow for more targeted results but may be confusing to user.
Basic Information	Chilton has some general information articles, especially from earlier years, in addition to: repair tips, videos, animations, and labor times	Ebsco has general information in many sections, (e.g. if it is found in textbooks). Examples of subject matter are basic: electricity, tools, safety, emissions (OBD background), and basic DTC descriptions.