



Submitted on behalf of Baker & Taylor to:

Jefferson Parish Purchasing Department

Attention: Shanna Folse, Buyer
Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, LA 70053

Bid No. 50-00130732

**Two (2) Year Contract to Provide Music Compact Discs for
the Jefferson Parish Library Department**

Response Due: June 11, 2020 at 2:00 pm





June 10, 2020

Ms. Shanna Folse, Buyer
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053

RE: Invitation to Bid Number 50-00130732, Two Year Contract to Provide Music Compact Discs for the Jefferson Parish Library Department
Due: June 11, 2020 at 2:00 pm

Dear Ms. Folse:

Thank you for allowing Baker & Taylor the opportunity to bid on the supply of Music CDs for the Jefferson Parish Library. We have reviewed the requirements and are confident we can satisfy the specifications of the Library. Our response is detailed on the following pages, following the format requested.

Should you have any questions upon reviewing our response, please contact me at (800) 775-7930, ext. 3135. I will be pleased to answer any questions or to clarify any information.

Thank you for your consideration. We look forward to your response to our proposal.

Sincerely,

A handwritten signature in blue ink that reads "Stefanie Kremer".

Stefanie Kremer
Director, Pricing Services

Baker & Taylor, LLC
2550 West Tyvola Road, Suite 300
Charlotte, NC 28217
800-775-7930, ext. 3135
stefanie.kremer@baker-taylor.com

DATE: 5/18/2020

Page: 5

BID NO.: 50-00130732

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

Average is 10 full days from receipt of the producer

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) 998-3235 FAX: (704) 998-3260

EMAIL ADDRESS: stefanie.kremer@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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 119.00

AUTHORIZED SIGNATURE: Stefanie Kremer

Stefanie Kremer

Printed Name

TITLE: Director, Pricing Services

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130732

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	YR	<p>TWO (2) YEAR CONTRACT TO PROVIDE MUSIC COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - Discount (percentage) from Publisher's non-freight pass</p> <p>through list prices.</p> <p><u>25.0</u> %</p> <p>Line Items 0020 - 0110 is a list typical items the Jefferson Parish Library Department would purchase.</p> <p>TWO (2) YEAR CONTRACT TO PROVIDE MUSIC COMPACT DISCS FOR THE JEFFERSON PARISH LIBRARY</p>		
2	1.00	EA	<p>0020 - Provide the cost of the title with the discount applied.</p> <p>I</p> <p>Artist - Bon Iver</p> <p>EAN/UPC - 00656605235028</p>	\$11.24	\$11.24
3	1.00	EA	<p>0030 - Provide the cost of the title with the discount applied.</p> <p>No Geography</p> <p>Artist - Chemical Brothers</p> <p>EAN/UPC - 00602577286858</p>	\$8.99	\$8.99
4	1.00	EA	<p>0040 - Provide the cost of the title with the discount applied.</p> <p>That's What I Heard</p> <p>Artist - Robert Cray</p> <p>EAN/UPC - 00644216972098</p>	\$9.74	\$9.74
5	1.00	EA	<p>0050 - Provide the cost of the title with the discount applied.</p> <p>NFI!</p> <p>Artist - Lana Del Ray</p> <p>EAN/UPC - 00602508075889</p>	\$10.49	\$10.49
6	1.00	EA	<p>0060 - Provide the cost of the title with the discount applied.</p> <p>Velvet</p>		

*Unit price quoted is with the discount applied. Discounts are applied to the producer's list price. List prices used for calculating discounts are manufacturers' current, suggested list prices, where available. Where no list price is supplied by the manufacturer, a list price will be assigned by Baker & Taylor. Please reference Exhibit 2 for Discount Terms & Conditions.

**Please reference Exhibit 1 for CLS Shelf Ready pricing.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130732

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	* UNIT PRICE QUOTED	TOTALS
7	1.00	EA	Artist - Adam Lambert EAN/UPC - 00194690116773	\$9.74	\$9.74
			0070 - Provide the cost of the title with the discount applied.		
8	1.00	EA	My Turn Artist - LiL Baby EAN/UPC - 00602508761683	\$8.99	\$8.99
			0080 - Provide the cost of the title with the discount applied.		
9	1.00	EA	A Simple Trick to Happiness Artist - Lisa Loeb EAN/UPC - 00093624895282	\$9.74	\$9.74
			0090 - Provide the cost of the title with the discount applied.		
10	1.00	EA	Never Will Artist - Ashley McBryde EAN/UPC - 00093624895282	\$10.49	\$10.49
			0100 - Provide the cost of the title with the discount applied.		
11	1.00	EA	Gigaton Artist - Pearl Jam EAN/UPC - 00602508630224	\$13.49	\$13.49
			0110 - Provide the cost of the title with the discount applied.		
12	1.00	EA	Map of the Soul: Seven Artist - BTS ((Bangtan Boys) EAN/UPC - 08809440339532	\$20.99	\$20.99
			0120 - Yearly Cost of inventory/ electronic ordering service.		
13	1.00	EA	0130 - Cost to repackage multidisc CD sets per CD sets per	Free of Charge	Free of Charge
			specifications, including placing cover art in sleeve.		
14	1.00	EA	0140 - Cost to produce and apply barcodes and the hub label	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
				**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price

*Unit price quoted is with the discount applied. Discounts are applied to the producer's list price. List prices used for calculating discounts are manufacturers' current, suggested list prices, where available. Where no list price is supplied by the manufacturer, a list price will be assigned by Baker & Taylor. Please reference Exhibit 2 for Discount Terms & Conditions.

**Please reference Exhibit 1 for CLS Shelf Ready pricing.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130732

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	1.00	EA	sets. 0150 - Cost to provide barcode scanning.		
16	1.00	EA	0160 - Cost to provide downloadable purchase order record. (On-order record)	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
17	1.00	EA	0170 - Cost to provide Marc record including complete call number.	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
18	1.00	EA	0180 - Cost for original cataloging record including complete call number.	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
19	1.00	EA	0190 - Cost to provide OCLC Marc record including complete call number and item information for item creation.	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
20	1.00	EA	0200 - Cost to print and apply branch label (per lable).	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
21	1.00	EA	0210 - Cost to print and apply spine label.	**Included in CLS Shelf Ready Price	**Included in CLS Shelf Ready Price
22	1.00	EA	0220 - Cost for ditital processing including cover art, barcode, branch label and spine label.	\$4.90 per/unit CLS Shelf Ready Price**	\$4.90 per/unit CLS Shelf Ready Price**
23	1.00	EA	0230 - Cost to apply and program RFID tag per disc.	**Included in CLS Shelf Ready Price**	**Included in CLS Shelf Ready Price**
24	1.00	EA	0240 - Cost to provide a RFID NXP ICODE SLIX2 tag. Tag must be compatible with the library's RFID system provided by Bibliotheca.	\$0.20 per/title Bibliotheca compatible RFID tag	\$0.20 per/title Bibliotheca compatible RFID tag

**Please reference Exhibit 1 for CLS Shelf Ready pricing.

DATE: 5/18/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130732

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			BIBLIOTHECA COMPATIBLE RFID TAG		

Non-Public Works Bid

AFFIDAVIT

STATE OF North Carolina

PARISH/COUNTY OF Mecklenburg

BEFORE ME, the undersigned authority, personally came and appeared: _____
Stefanie S. Kremer, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Director, Pricing Services of Baker & Taylor, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00130732, 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.

Stefanie S. Kremer
Signature of Affiant

Stefanie S. Kremer
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 5th DAY OF June, 2020

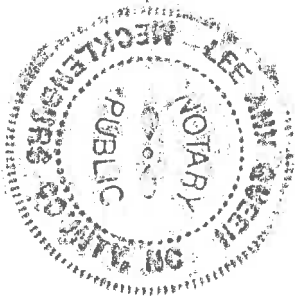
Lee Ann Queen
Notary Public

Lee Ann Queen
Printed Name of Notary

19973090050
Notary/Bar Roll Number

My commission expires November 11, 2022

Notary Public
State of North Carolina
County of Mecklenburg



Please see Baker & Taylor's Designation of Authority document that follows this page for your reference.

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



Policy & Operating Guide

Policy Number: 1006; Sequence Number: 19-001

Date Effective: 09/11/19

Date Issued: 09/11/19

Approved By: Aman Kochar, Executive Vice President

Supersedes Sequence: 18-002

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 Executive Vice President 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 September 11, 2019 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 September 11, 2019.

BAKER & TAYLOR, LLC

By: 

Amandeep Kochar
Executive Vice President



**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.

Peter Chepul
Amandeep Kochar
Stefanie Kremer
Lee Ann Queen
Robert Rotello
Jennifer B. Rhyne
L. Scott Schuster
Kelly Tarlton

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☐ WORKER'S COMPENSATION INSURANCE

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

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

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

☐ **COMMERCIAL GENERAL LIABILITY**

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

☐ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/13/2020

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

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

PRODUCER Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): 800-363-0105
INSURED Baker & Taylor LLC 2550 West Tyvola Road - Ste. 300 Charlotte NC 28217 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Property & Casualty Ins Co of Hartford	34690
	INSURER B: Hartford Fire Insurance Co.	19682
	INSURER C: Twin City Fire Insurance Company	29459
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 570081420103 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown as requested		
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Gen Agg Cap Limit \$25M GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			83CSES26402	04/01/2020	04/01/2021	EACH OCCURRENCE	\$1,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	
							MED EXP (Any one person)	\$10,000	
							PERSONAL & ADV INJURY	\$1,000,000	
							GENERAL AGGREGATE	\$4,000,000	
							PRODUCTS - COMP/OP AGG	\$2,000,000	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			83 CSE S26403	04/01/2020	04/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	
							BODILY INJURY (Per person)		
							BODILY INJURY (Per accident)		
							PROPERTY DAMAGE (Per accident)		
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE		
							AGGREGATE		
A C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			83WNS26400 AOS 83WBRS26401 WI	04/01/2020 04/01/2020	04/01/2021 04/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
							E.L. EACH ACCIDENT	\$1,000,000	
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000	
							E.L. DISEASE-POLICY LIMIT	\$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder, the Jefferson Parish, its Districts Departments and Agencies, under the direction of the Parish President and the Parish Council are included as Additional Insured in accordance with the policy provisions of the Business Auto Coverage & General Liability Coverage policy.

CERTIFICATE HOLDER Jefferson Parish Purchasing Department 200 Derbigny Street General Government Building, Suite 4400 Gretna LA 70053 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Central, Inc.</i>
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Baker & Taylor's Response to Jefferson Parish Bid Number 50 - 00130732

SECTION 1.0 SPECIFICATIONS

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 190 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 book and audiovisual distribution centers 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 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 Music CD products from a tremendous assortment of publishers covering all genres. Jefferson Parish can access Baker & Taylor's online catalog of materials using their current subscription to Title Source 360™. The Library may log in using any of their current registered login IDs and the corresponding established password.

Baker & Taylor is pleased to offer discounts from the publisher and manufacturer's list price for print materials. The discounts extended by Baker & Taylor are applied to the current publisher and manufacturer's list price; however, publisher and manufacturer's list price are subject to change without notice. Your discount will be applied to the publisher and manufacturer's list price at the time of shipment.

Discounts offered 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 2.0 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, 9 user IDs, full text reviews from 19 review sources (including BookList) grid ordering capabilities, MARC profiler, and our FirstLook™ Custom collection development services.

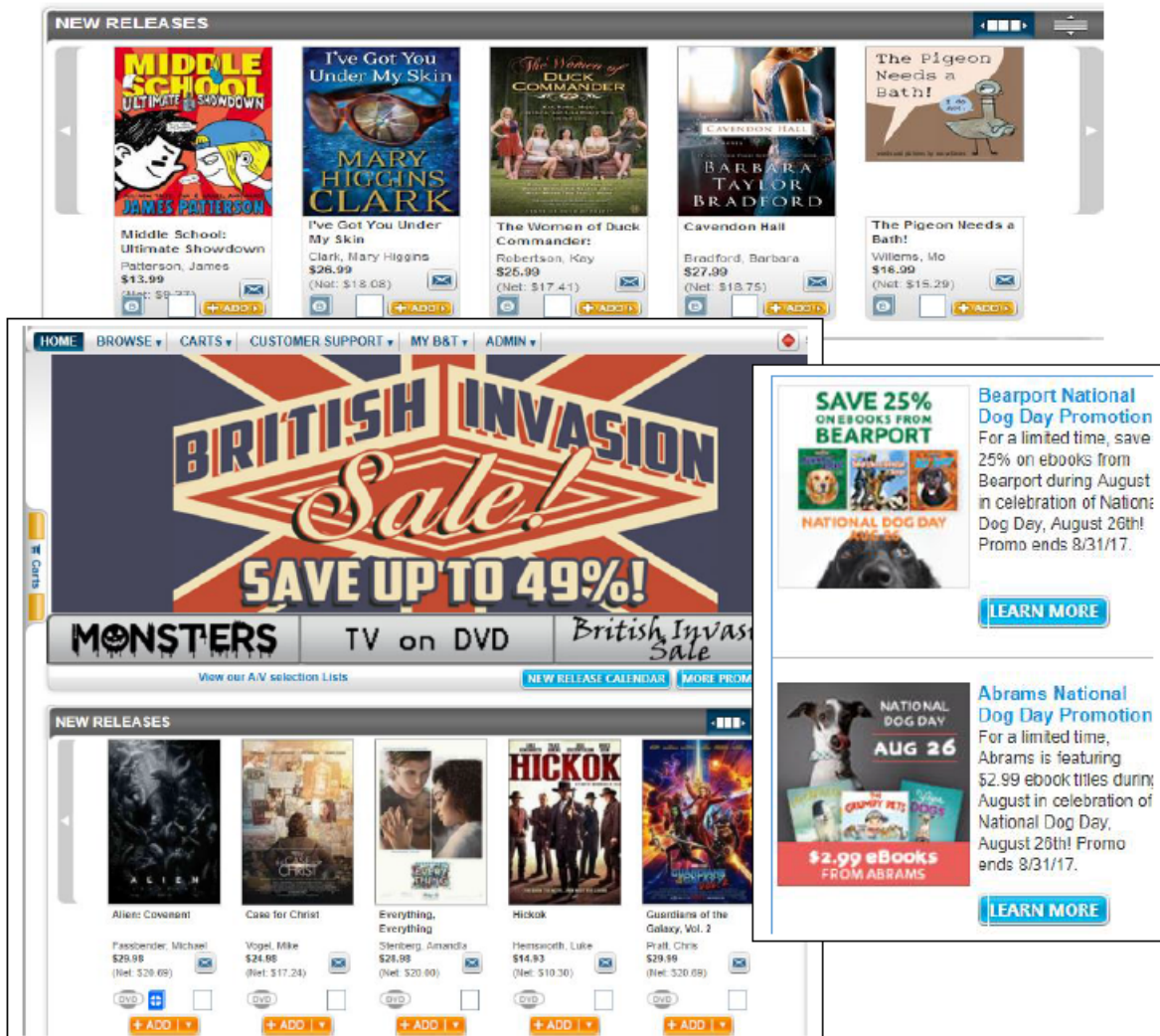
Title Source 360

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.

Baker & Taylor's TitleSource 360™ is the most extensive database of bibliographic acquisitions information for U.S. publications. This subscription database includes book, Music CD, 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

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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, and 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

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- Access to lookup ISBN's in library OPAC with one click
- Administrator determines levels of access for user IDs

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!

Play with Me! NOPE! PLANTY OF LOVE IN GO AROUND SHORT CRACK SEA CITY C SAINT & THILY

Sourcebooks RANDOM HOUSE Children's Books Penguin Young Readers

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: \$17.90)

Love You Always
Shiny Shapes
Priddy, Roger
\$7.99

Worm Loves Worm
Austrian, J. J.
\$17.99
(Net: \$10.19)

Agatha Parrot and the Heart of Mud
Poskitt, Kieran
\$16.99
(Net: \$11.38)

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!

Manage Carts

CART FOLDERS **ACTIVE CARTS**

NEW FOLDER [View All Carts >>](#)

Folder Name	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

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”

MANAGE CARTS

Select a cart

NEW FOLDER [View All Carts >>](#) **NEW CART** **ACTIVE/RECENT**

Folder Name	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 Drop box	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”.

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.

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- 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)

How Lists Can Be Generated:

Creating lists of titles – Title Source 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. Title Source 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 SirsiDynix Symphony:

Jefferson Parish will be able to utilize Baker & Taylor's Title Source 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.

Baker & Taylor's Title Source 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 pick up 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.

SECTION 3.0 SHIPPING AND BILLING PROCEDURES

All Music CD products 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.

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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 50-00130732. 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 3, for further details on credits and returns.

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 two warehouses available to ship from [Commerce, Ga; Momence, IL]; however, if Jefferson Parish determines that Music CD products are to be processed via digital media processing, Baker & Taylor will ship from a primary warehouse [Momence, IL].

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.

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 can set 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.

Baker & Taylor's Response to Jefferson Parish Bid Number 50 - 00130732

SECTION 4.0 DISCOUNTS

Discounts offered 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 5.0 BID AWARD

Baker & Taylor understands that the bid award of bid 50-00130732 will be based on total bid price.

SECTION 6.0 CATALOGING

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

Customized Library Services' custom cataloging is Baker & Taylor's premier service. Baker & Taylor has performed in-house, online 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 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

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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.

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.

SECTION 7.0 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 Music CD products, 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.

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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.

EXHIBIT 1

PRICING PROPOSAL

MUSIC CD MATERIAL

Based on the information contained in your bid document, we are pleased to propose the following pricing for **Music CD 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:

MUSIC CD ONGOING COLLECTION SERVICES.....\$4.90 /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 MUSIC CD CASES
5. HUB LABELS ON EACH DISC
6. DIGITAL MEDIA PROCESSING TO INCLUDE: COVER ART, BARCODE, BRANCH LABEL, AND SPINE LABEL
7. AFFIX AND LINK LIBRARY-SUPPLIED STINGRAY OVERLAY OR OTHER RFID TAG TO ONE DISC PER UNIT

ADDITIONAL SERVICES AT THE LIBRARY'S REQUEST:

DESCRIPTION 0240 - BAKER & TAYLOR SUPPLIED RFID TAG [ITEM 24 ON BID FORM, BIBLIOTHECA COMPATIBLE RFID TAG] (ADDITIONAL).....\$0.20/EACH
BAKER & TAYLOR SUPPLIED STINGRAY OVERLAY TAG (ADDITIONAL).....\$1.00/EACH

* AV CATALOGING AND PROCESSING PRICES FOR CDs AND DVDs ARE FOR BOTH SINGLE AND MULTIPLE DISC RELEASES.

- ◆ 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 (AUDIO VISUAL MATERIAL)
Jefferson Parish Public Library

Please refer to the following Terms and Conditions of Sale for the discounts offered to the **Jefferson Parish Public Library** for **Audio Visual Material**.

Media Type	Price Range	Discount off Current Producer's List Price
Music CD	Any Price	25.0%*

List prices used for calculating discounts are manufacturers' current, suggested list prices, where available. Where no list price is supplied by the manufacturer, a list price will be assigned by Baker & Taylor.

*AV titles with minimal discount or supplier restrictions or titles from small, specialty vendors will be invoiced at Manufacturers Suggested Retail Price.

EXHIBIT 3

AV RETURNS POLICY

Library & Education Account Audio/Video Product Returns Policy (Revised June 2016)

SCENE & HEARD A/V

The following guidelines are required to ensure the prompt handling of your Audio / Video (AV) returns; Music CD, DVD, Blu-ray and 4k disc product. Note; Vinyl product is not returnable, per manufacturer's policies, and is a "one way" sale. All Music CD, DVD, Blu ray and 4K disc AV product returns (**excluding DVD/BD lease return product - please contact AV Customer Service for separate return procedures for your DVD/BD Lease program product**) require prior return authorization from an AV Customer Service Representative. ***Please contact your AV Customer Service Rep at 800-775-1200.***

How to Obtain Return Authorization

Contact your AV Customer Service Representative for return authorization numbers. ***All claims must be made within 45 days of invoice date.***

1. When calling for return authorization, please have the following information available:
 - A. Your account number and invoice #s
 - B. Reason for the claim/return
 - C. Action being requested -
 1. Replacement of product (defective return will receive a replacement of the same title)
 2. Credit to your account; no replacement product necessary for incorrectly shipped items
 3. Overstock return credit requires Customer Service Manager and Sales Manager approval
2. Your AV Customer Service Representative will assign your return an authorization number (RA#). To expedite the process, please clearly mark the RA# on the outside of the carton in the upper right corner from the shipping label and on inserted documents.
3. Ship 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 requires an authorization to be returned. Product should be returned within seven days of invoice date; must be returned within 45 days of the product's invoice date.*** Product(s) meeting the definition of a Manufacturer's defective may be returned with a prior authorization. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable, unless disc is defective. In which case a replacement of same title will be sent (multi disc sets require *all* discs to be returned).

DAMAGED SHIPMENTS: If you receive a damaged carton(s) which resulted in damaged Audio/Video 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 AV Customer Service Rep** via the toll-free number above.

CLAIMING SHORTAGES: Please check your packing list or invoice before claiming shortages. ***All claims must be made within 15 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.

All returns with RA# should be sent promptly to:

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

Questions? Contact your B&T
AV Customer Service Rep (800-775-1200)
Email via AVInfo@Baker-Taylor.com or
LibraryA/Vcustomerservice@baker-taylor.com
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