



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000144690 Three (3) Year Contract to Provide Serials Periodicals for the  
Jefferson Parish Library Department  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

27-Mar-2024 01:22:05 PM



**Bid Number 50-00144690**

**Three (3) Year Contract to Provide Serials Periodicals for the Jefferson Parish Library Department**

**BID DUE: April 23, 2024 AT 2:00 P.M.**

**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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Doris Abraham  
Buyer Email: [DABRAHAM@jeffparish.net](mailto:DABRAHAM@jeffparish.net)  
Buyer Phone: 504-364-2690**

**THREE-YEAR CONTRACT FOR A SERIALS VENDOR  
(SUBSCRIPTION AGENCY) FOR A PUBLIC LIBRARY,  
INCLUDING A DIGITAL NEWSSTAND SERVICE.**

NOTE: A subscription vendor consolidates orders for magazines, journals, newspapers, and other serial publications, allowing a library to order its subscriptions from a single source, receive a single invoice for those subscriptions, and benefit from a single source of customer service, rather than maintaining hundreds of publisher contacts. Vendors provide collective reporting, historical account records, and tracking of subscriptions on order.

**SPECIFICATIONS**

**SERIALS SUBSCRIPTION SERVICE**

The library requires a serials subscription service to supply approximately 1,800 public library oriented serial subscriptions. The subscriptions should be mainly in print, with an occasional electronic title and shall include approximately 350 unique titles; the remaining titles shall be duplicate subscriptions for branch libraries.

The bidder must be able to supply general, popular, and uncommon public library magazine and newspaper subscriptions, as well as technical, scholarly, and reference serial subscriptions, from major and independent publishers.

The bidder must maintain an interactive website with a comprehensive database of serial titles to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development by the library. The website must include an interactive database of all of the library's subscriptions, dates of library's subscriptions, and links to relevant invoices that the library can customize and export in a variety of formats as needed.

The bidder's website must include customizable reports that the library can retrieve at any time, in a variety of formats; including, but not limited to, the following:

1. Current subscriptions by title and by library branch.
2. Serials changes.
3. Claims submitted.
4. Responses and dispositions.
5. Collection assessment.
6. Membership titles.

## **Bid Specifications for Bid No. 50-00144690**

A dedicated representative must be assigned to the library and must be readily accessible via e-mail and phone, with a back-up plan in place so that when a representative is out, queries are handled in a timely manner.

### **DIGITAL NEWSTAND SERVICE**

The library requires a digital newsstand service that will host a website and apps for the library and provide digital periodicals that the library can subscribe to and add to the website for patrons to check out and download.

Available titles must include popular public library oriented periodicals from top publishers. Digital periodicals must be full-color, digitized versions of popular print periodicals in their entirety. The digital versions must include all articles and ads that appear in print versions as well as popular digital periodicals titles that are not available in print.

#### **A. COLLECTION DESCRIPTION**

1. The annual order will be for approximately 1,800 serial subscriptions, to include approximately 350 unique titles, the remainder being duplicate subscriptions for branch libraries. Currently the library is comprised of 16 locations including 2 regional branches with two new locations to be opened (Avondale Library and Jefferson Highway).
2. The library's serials collection is comprised of approximately 90% general public library magazine and newspaper subscriptions, and 10% technical, scholarly or reference serial subscriptions.
3. The library's current digital magazine collections include approximately 285 digital magazines. The annual order for this bid will be for approximately 150 to 200 digital magazines, with at least 97% general, popular, public library-type magazine titles.

The service complements the library's other digital periodicals service by offering a different selection of magazines and an alternative user interface to help the library meet a wide range of patron need and requirements. The service may offer at least one of the largest magazine publishers that is not available via other public library digital magazine services.

#### **B. AWARD TIME PERIOD & COVERAGE**



### **Bid Specifications for Bid No. 50-00144690**

1. The award will cover subscriptions to be renewed and new titles to be added on an as-needed basis during the duration of the contract.
2. New subscriptions may include additional copies of titles already received or subscriptions to titles that are new to the library.
3. The three-year contract will take effect on July 13, 2024, or upon acceptance by the Jefferson Parish Council, and end three years later.
4. Payment will be on a 12-month (year by year) basis with the library making one annual payment. New subscriptions added during the year will be paid for as ordered.
5. Award condition: all or none. The bidder must be able to provide print and digital subscriptions.

#### **C. COST**

1. The discount percent and service fee percent will be binding as quoted and will become part of the final contract.
2. The bid shall be awarded on the basis of discount amount. The discount must be given on the entire order rather than on a title by title basis, regardless of the contents of the order.
3. The discount must be given on all types and formats of serials including but not limited to newspapers, organizational memberships that are required to subscribe to a serial, specific publishers, reference works, scholarly journals, and titles with costs over a certain dollar amount.
4. The discount shall be applied to any individual quotations requested during the life of the contract. The discount shall apply to any titles that may be ordered during the life of the contract.
5. Any handling/service charges must be included on a percent basis of the order. Handling/service charges shall be separate line items on all invoices to which they apply.
6. All postage and transportation charges must be included in the invoiced price.

**D. SUBSCRIPTION ORDER & RENEWAL SERVICES**

1. Bidder must maintain an interactive website to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development.
2. Bidder must maintain a database of serial titles via their website.
3. Bidder's website must include a comprehensive database of all of the library's subscriptions that the library can customize and export in a variety of formats.
4. A Serial Title record in bidder's database must include:
  - An interactive list of all of the library's subscriptions to a particular title, dates of library's subscriptions, and links to relevant invoices.
  - Title Status, such as active, publication resumed, publication delayed, suspended or ceased, all including dates when changes took place.
  - Name changes with links to appropriate record in the title database.
  - Publisher only accepts direct orders.
  - ISSN.
  - Link to publisher's website.
  - Link to list of issues and dates available.
  - Links to claims for the title.
5. Bidder must notify library, in a timely manner, when invoices are available online.
6. Bidder must provide a toll-free phone number and email directly to website tech support.
7. Bidder must provide complimentary training and online help via bidder's website.
8. Bidder's website must include customizable reports including, but not limited to, current subscriptions by title and by library branch, serials

## **Bid Specifications for Bid No. 50-00144690**

changes, claims submitted, responses and dispositions, collection assessment and membership titles that the library can retrieve at any time in a variety of formats.

9. Bidder must submit address changes and service stops, starts and restarts in a timely manner, for new and reopening libraries. Bidder must provide proof that address changes have taken place.
10. Bidder's website must include claims records that are retrievable by title and by library branch.
11. To ensure that service is not interrupted, subscriptions shall be placed so that renewals start in the months following the current expiration dates.
12. Bidder will, according to publisher compliance, arrange for common expiration dates for all titles ordered if requested by the library.
13. Bidder must clear all orders direct with publishers, not through other agents, middlemen, etc. There shall be no sub-contracting of orders or claims.
14. Bidder must be able to provide subscriptions to any serial that is available from any other subscription agency.
15. As evidence of the comprehensiveness of their title file, bidder must provide access to their website.
16. Bidder must provide assistance in locating missing issues when regular claiming does not yield copies needed.
17. Bidder must maintain an online complimentary issue replacement service with an inventory of issues from the past year for at least 2,000 popular serial titles that includes inventory data and allows for electronic ordering.
18. Via email and website, bidder must furnish itemized invoices arranged by library branch which include the following:
  - Invoice number;
  - Title of each serial;
  - Cost of each serial;
  - ISSN;
  - Start date;
  - Frequency of publication;

**Bid Specifications for Bid No. 50-00144690**

- Subscription term;
  - Number of copies of each title;
  - Handle/service charge, if any;
  - Total cost for each library branch;
  - Total cost of invoice;
  - Total cost of entire order;
  - Months of publication, when available;
  - Costs before and after discount is applied for each library and entire order
20. Invoices must also be accessible electronically via bidder's website and exportable in various formats and include the data listed above.
21. Bidder must be willing to accept orders of any size at any time, without adding an additional processing fee above the handling/service charges set out in the bid.
22. Bidder must be willing to accept cancellations at any time during the term of the subscription and try to obtain refunds.
23. All serials listed on each order must be delivered unless the publication has ceased, been suspended or the item is obtainable only from the publisher. In each instance, the bidder will indicate the reason for omitting the item.
24. Bidder must notify the library of any changes concerning the periodical titles the bidder handles. This information should include the following:
- Discontinued, ceased and suspended titles;
  - Titles that must be ordered directly from the publisher;
  - Title mergers or splits;
  - Name changes;
  - Frequency of publication changes;
  - Titles delayed or behind in publication;
  - Titles that have resumed publication; and
  - New titles.
25. When there is a title change, bidder must not make library responsible for adding the new titles and cancelling previous titles on their renewal lists.
26. Bidder must provide notification when a publisher has a time limit for acceptance of claims.



## **Bid Specifications for Bid No. 50-00144690**

27. Five to six months prior to annual renewal time, bidder must provide, via their website, interactive Renewal Lists detailing all titles previously ordered, indicating current status, including but not limited to active, direct only, ceased, name change, current prices, renewal dates, to be used for renewal order processing. Bidder must provide a Renewal List for each library branch.
28. Bidder must assign one individual to be responsible for the library's account. This individual must have the authority to act on the library's behalf with publishers as necessary. This dedicated representative must be assigned to the library and must be readily accessible via phone, email or messaging via vendor's website, with a back-up plan in place so that when a representative is out, queries are handled in a timely manner.
29. Bidder must provide proof of payment. The invoice must be certification that publishers have been paid by the agent.

### **E. DIGITAL NEWSTAND SERVICE**

Jefferson Parish Library requires a digital newsstand service that will host a website and apps for the library and provide digital magazines that the library can subscribe to and add to the website for patrons to check out and download.

#### **THE SERVICE MUST PROVIDE OR ALLOW FOR THE FOLLOWING:**

- A website and apps for browsing, checking out, downloading, and reading digital magazines online or offline, accessible via a single, personal, user account
- Full color, digitized versions of popular print magazines, in entirety, cover to cover, including all articles and ads that appear in print versions, as well as popular digital magazine titles that are not available in print.
- The website must be accessible for browsing, checking out, and downloading magazines 24/7, at all of the library's locations, and remotely, wherever internet access is available.
- The entire service, including the library's subscription content, must be on a server hosted by the vendor.
- A library patron must be able to access their personal account, including checked out items, on more than one computer or portable device

### **Bid Specifications for Bid No. 50-00144690**

- Inventory must include popular, public library oriented magazines, from top publishers, including, but not limited to, Time, Conde Nast, Meredith, and Hearst.
- The bidder must continuously add new titles and new publishers to its catalog of available content.
- Must include easy to download free apps that will allow for reading magazines offline on many different computers and devices.
- Compatible with PCs and Macs and a wide range of portable devices including but not limited to iPad, iPhone, Android, Nook HD, Kindle Fire, and Windows devices.
- Support by email or telephone and online instructions.
- Easily available usage reports and marketing materials.
- The library must be able to trial the product prior to accepting the bid.
- The bidder must maintain an interactive website with a comprehensive database of available digital titles to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development by the library. The website must include an interactive database of all of the library's subscriptions, dates of library's subscriptions, and links to relevant invoices that the library can customize and export in a variety of formats as needed.
- The bidder's website must include customizable reports that the library can retrieve at any time, in a variety of formats, including, but not limited to current subscriptions, title changes, claims, checkouts, views, and downloads.



DATE: 3/27/2024  
BID NO.: 50-00144690

INVITATION TO BID  
THIS IS NOT AN ORDER  
**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

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PURCHASING SPECIALIST:  
DABRAHAM@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 4/23/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

**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. 136353 and/or Resolution No. 141125 as amended.

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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

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

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

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

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

**D. PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local 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).



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

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

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 136353 or 141125 as amended. 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.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies) When 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.



**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 X NO \_\_\_\_\_MAXIMUM ESCALATION PERCENTAGE REQUESTED 7 %

calendar year.

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Catalog prices are updated each

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  
(Magazines/Periodicals/Journals/Newspapers)45 days ARO

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

N/A**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Cox Subscriptions, Inc. dba W.T. Cox Information ServicesADDRESS: 201 Village RoadCITY, STATE: Shallotte, NCZIP: 28470TELEPHONE: ( 800 ) 571-9554FAX: ( 877 ) 755-6274EMAIL ADDRESS: dknox@wtcox.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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1 4-16-24NUMBER: 2 4-16-24NUMBER: 3 4-22-24

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

TOTAL PRICE OF ALL BID ITEMS: \$ N/A percentage bidAUTHORIZED  
SIGNATURE: Debra M KnoxDebra M. Knox

Printed Name

TITLE: Director of Contract Administration

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.: 50-00144690

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three (3) Year Contract to Provide Serials Periodicals for the Jefferson Parish Library Department		
1	3.00	YR	0010 - DISCOUNT AMOUNT  6 %	\$ _____	\$ _____
2	1.00	EA	0020 - SERVICE FEE	\$ _____	\$ _____
3	3.00	YR	0030 - DISCOUNT FOR NEWSPAPERS  0 %	\$ _____	\$ _____
4	3.00	YR	0040 - DISCOUNT FOR SCHOLARY JOURNALS  0 %	\$ _____	\$ _____
5	3.00	YR	0050 - DISCOUNT AMOUNT FOR MEMBERSHIPS NECESSARY TO RECIEVE AN  ORGANAZATIONS' PERIODICAL PUBLICATIONS 0 %	\$ _____	\$ _____
6	3.00	YR	0060 - DISCOUNT AMOUNT FOR REFERENCE SERIALS  0 %	\$ _____	\$ _____
7	1.00	EA	0070 - LIST PRICE OVER WHICH BIDDER DOES NOT APPLY A DISCOUNT	\$ 100.00	\$ 100.00
8	3.00	YR	0080 - ANNUAL PLATFORM FEE FOR DIGITAL NEWSSTAND	\$ 8,400.00	\$ 8,400.00
9	3.00	YR	0090 - DISCOUNT AMOUNT FOR DIGITAL NEWSSTAND TITLES  5 %  ***PER SUBMITTED SPECIFICATIONS***	\$ _____	\$ _____

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

Cox Subscriptions, Inc. dba W.T. Cox Information Services

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INCORPORATED.

AT THE MEETING OF DIRECTORS OF Cox Subscriptions, Inc. dba W.T. Cox Information Services  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Debra M. Knox, 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**

3/27/2024

\_\_\_\_\_  
**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** North Carolina

**PARISH/COUNTY OF** Brunswick

BEFORE ME, the undersigned authority, personally came and appeared: Debra M. Knox

\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized Director of Contract Admin. of Cox Subscriptions, Inc. (Entity),  
dba W.T. Cox Information Services

the party who submitted a bid in response to Bid Number 50-00144690, 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.

Debra M Knox  
Signature of Affiant

Debra M. Knox  
Printed Name of Affiant

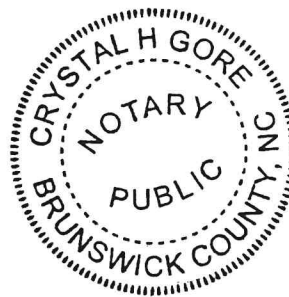
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 8th DAY OF April, 2024.

Crystal H. Gore  
Notary Public

Crystal H. Gore  
Printed Name of Notary

2030110016  
Notary/Bar Roll Number

My commission expires February 14 2026



## **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.

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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.

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### **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 if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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





**Jefferson Parish**  
**Response to Specifications for**  
**Providing Serial Publication Services**

Debra M. Knox  
Director of Contract Administration  
WT Cox Subscriptions  
201 Village Road  
Shallotte, NC 28470  
800-571-9554  
[dknox@wtcox.com](mailto:dknox@wtcox.com)



## **RESPONSE TO SPECIFICATIONS**

### **SERIALS SUBSCRIPTION SERVICE**

*The library requires a serials subscription service to supply approximately 1,800 public library oriented serial subscriptions. The subscriptions should be mainly in print, with an occasional electronic title and shall include approximately 350 unique titles; the remaining titles shall be duplicate subscriptions for branch libraries.*

### **UNDERSTANDING OF VENDOR REQUIREMENTS**

Cox Subscriptions, Inc. doing business as WT Cox Information Services is headquartered in coastal North Carolina, and is geographically centered between Wilmington, North Carolina and Myrtle Beach, South Carolina. WT Cox Information Services is fully staffed and provides all personnel, facilities, equipment, supplies, software and appropriate interfaces for the placement and ongoing management of new and renewal subscriptions, both foreign and domestic.

WT Cox Information Services was established in 1974 and formally incorporated in 1982. WT Cox Information Services is privately held and has been under the same ownership offering collection management services since the beginning of company establishment. WT Cox Information Services has no parent company or outside investment firms. Our company, in its entirety is completely US based. WT Cox Information Services is a small business with fifty-nine full time employees and seasonal temporary staff during heavy workload periods. We remain under the same original ownership of Mr. Willard T. Cox, his successors and his staff of professionals with carefully controlled business development. WT Cox Information Services employs a well-experienced and refined group of professionals with a diverse background in business information technology and the library industry.

WT Cox Information Services is a premier full service information partner with over 20,000 customers throughout the United States and domestic territories worldwide. We offer a portfolio of services that include print and electronic subscription access, publisher package management, and personal customer service specialists as well as an impressive reputation for being very flexible and easy to work with as information service partners.

WT Cox Information Services is well known for the level of service commitment to our libraries. Large projects include service to entire library systems comprised oftentimes of hundreds of separate entities. These include academic campuses, corporate offices, public library systems and government agencies worldwide, including Department of Defense contracts from all military branches. WT Cox Information Services is responsible for the transition of current collections with major publishers based on the high standards invoked by the Audit Bureau of Circulation, which governs practices and procedures of

legitimate subscription agencies. WT Cox Information Services is a full service subscription agency with membership to American Library Association, Special Library Association and Public Library Association as well as the Association of Subscription Agents, a worldwide membership group. We adhere strictly to ASA standards of excellence for subscription agents. Proof of memberships will be provided on award.

With a deep heritage of serials experience from our leadership, WT Cox Subscription is well placed as a full service subscription agency. Currently serving nearly 20,000 libraries worldwide, we take great pride in the reputation we have built as being a high-end service provider. When it comes to quick, efficient, accurate and reliable resolve, libraries have looked to our dependable service for years.

We are fully staffed with a team of professionals available to work in close conjunction with you and your library staff to coordinate package deals with publishers as necessary, assist in electronic accessing issues and manage serials collections from beginning to end. WT Cox Subscription employs senior management personnel with extensive expertise in this area from both responsibilities at WT Cox Information Services and prior experience with large agencies.

WT Cox Information Services is a financially sound corporation with a strong management team and competent employees. With a successful history in the subscription marketplace of nearly forty years, we have a solid record of providing excellent service and pricing options. WT Cox Information Services offers an unheard level of service and flexibility to assist in transition of service and will tailor our systems to meet your needs.

*The bidder must be able to supply general, popular, and uncommon public library magazine and newspaper subscriptions, as well as technical, scholarly, and reference serial subscriptions, from major and independent publishers.*

WT Cox will service periodical, serials, publishers' series, standing orders and continuing titles (continuations), both domestic and foreign. We offer a full range of print, digital delivery, print plus online and online only titles including local and national newspapers. Basic service will include the acquisition and delivery of all new orders, renewals, late renewals, back issues, transfer renewals, added copy subscriptions, special orders, membership and associated Publications. Publications shall include, but not be limited to journals, periodicals, newspapers, annuals, yearbooks, government Publications, microforms, monographic series, society proceedings and Congresses. WT Cox Information Services has long term relationships with at least 9,000 publishers worldwide. We also offer publisher package management for your complete suite of services.

*The bidder must maintain an interactive website with a comprehensive database of serial titles to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development by the library. The website must include an interactive database of all of the library's subscriptions, dates of library's subscriptions, and links to relevant invoices that the library can customize and export in a variety of formats as needed.*

*bidder's website must include customizable reports that the library can retrieve at any time, in a variety of formats; including, but not limited to, the following:*

1. *Current subscriptions by title and by library branch.*
2. *Serials changes.*
3. *Claims submitted.*
4. *Responses and dispositions.*
5. *Collection assessment.*
6. *Membership titles.*

## **WEB-BASED CUSTOMER INTERFACE**

WT Cox provides, as part of your basic service, our exclusive interactive online system. Coxnet is a “real time” system that allows customers to review their most current account information. Database access is available 24 hours a day, 7 days a week.

Our system gives all customers the ability to administer and manage their account via the Internet. This innovative program allows customers to order (with administrative approval capabilities), file claims, review and alter renewals and retrieve various details of their accounts.

This “real time” system allows the user to see up to the minute information on orders, renewals, invoices, titles, claims, changes and a variety of reports.

All modules of Coxnet are interactive and web based. The online system includes the following modules:

Subscription Module that includes A-Z title listing, media type and package information, order, bibliographic and account details, publisher policies, claim/change/edit link on main screen, keyword search, title and title access links.

Claim Details Module includes claim details, message forum and resolve/resubmit functions.

Orders Module includes details on order groups, capability to download order list into CSV or excel format, order, bibliographic and account details

Renewals Module allows online renewal function, 24/7 access and downloadable list to PDF or excel. Includes feature that calculates costs as you move through renewal process to assist with budgetary concerns

Reports Module includes one stop location for reports, multi-file options, customizable reports available. 24/7 access

Title Module includes online access to catalog, search by feature, media types, language search, bibliographic information and is available in real time

Check In Module includes capability to check in subscriptions, add titles that are not ordered through WT Cox Subscriptions and also acts as another claim portal.

Coxnet also provides a user management module or “administrator” console to control user access. In general, an organizational account will be set up with administrative capabilities. All subaccounts will be viewable via one “Master” account and also viewable as individual subaccounts. Subaccounts and any special packages necessary are assigned a unique identifying number and may be further identified by ship to addresses, billing addresses, funding codes and a variety of other parameters. Subaccounts will be identified to your specifications. Administrative capabilities can be provided or restricted as dictated by your library’s approval processes. Librarians can be given the capability to renew, order and claim (or any combination) or can be restricted from doing so. All orders from the Library will fall under the administrative account. One master administrator should be identified. Subaccounts can be separated by



ship-to, Hegis, cost codes or internal reference codes. Reports can be generated by any common denominator.

Database records available include title, publisher, ISSN, available formats and also includes a separate title information database which is searchable in a variety of formats. Within the title database, memberships, membership titles and packages are clearly identified.

The internal title information within your collection can be customized with publisher ID numbers, account numbers, invoicing information and any number of information the Library deems necessary.

Online titles include registration and access information. Additionally, a customized online access report is available to Library as part of basic service.

Coxnet records are updated daily in real time.

### **MANAGEMENT REPORTS**

WT Cox Subscriptions, supplies as regular reports the following: Active Orders; Active Orders by Language; Irregular Titles; Online Electronic Journals; Standing Orders; Active Claims; Resolved Claims; Claiming Restrictions; Master List of Title Changes; Customer Specific List of Title Changes; Price Change Report; User Management and Permissions. All title information personnel, customer service personnel and IT personnel are involved in ensuring that data fields populate completely and accurately. System checks occur regularly and on demand if deficiencies are reported.

Customized reports are as variable as staff requesting them but are generally specific historical price analysis; invoice and payment reporting; code reports, i.e., funding as it relates to titles purchased; statement of accounts; membership titles; title recaps by location or fund code. There is no limitation on the type of report that can be provided.

Some examples include:

**Financial Summary Report.** Report detailing all credit or debit invoices designated by ship-to address and fiscal year. This report shall contain, at a minimum, the invoice number, dollar amount of invoice, dollar amount of credit or debit invoices and service charge levied.

**Claims List.** Report summarizing claims activities each month. Report includes claims filed, outstanding claim and resolution as indicated by publisher and shall be cumulative, by title, for all claims retaining unresolved.

**Subscription Status Information.** Report detailing any title irregularities or changes to title for each library. Estimated price increases or actual price increases will be provided as part of this monthly status report.

**Consolidated Reports.** WT Cox Subscriptions acknowledges that library administration may consider the monitoring of deliverables. As part of basic service in this endeavor, WT Cox Subscriptions will supply the following cumulative reports:

**Consolidated Monthly Claims Reports.** Report detailing claims filed categorized by ship-to address, sorted by title that provides claim history

**Report of Correspondence.** Copies of letters outside of routine correspondence for approval before distribution to contract users.

**Report of Annual Renewal Materials.** Copies of materials distributed to contract users will be provided for approval.

**Semi-Annual Report.** Report issued in February and August detailing ship-to addresses, contact telephone numbers, number of titles ordered per Station and cumulative collar value of orders.

**Forecast of Pricing.** A report detailing economic factors affecting coming year prices, i.e., publisher price increases.

Customized management reports are available on demand and at no charge to Library as part of basic service.

Requested information can be sorted, subtotaled and re-totaled by all or any combination of fields indicated by library. Our system is open architecturally and can accommodate requests of multiple information fields delivered in presentation of choice with your specific data points. Management reports are delivered on request as part of basic service at no charge.

WT Cox Subscriptions will supply reports in electronic formats including PDF, ASCII comma delimited format or MS Excel. Printed reports are also available for delivery. Library may request reports in either or any format. Reports will be made available on CD ROM, spreadsheet or software programs commonly available as part of standard office operations. WT Cox Subscriptions will provide access to data and programs necessary for report production.

*A dedicated representative must be assigned to the library and must be readily accessible via e-mail and phone, with a back-up plan in place so that when a representative is out, queries are handled in a timely manner.*

## **CUSTOMER SERVICE**

Our management philosophy is company-wide. Every team member involved in your service is committed to excellence.

Your WT Cox Subscriptions representative will act as your one point of contact liaison with publishers on behalf of your library. Your representative will provide accurate and timely responses to you. Customer service representatives work directly with publisher to resolve start up, claim and problems as they occur. A Senior Customer Service Team Leader shall be assigned to your account. Each Customer Service Team Leader is supported by a clerical staff working in the background.

Customer service representatives communicate with the publisher in a variety of ways. Primarily, claims are filed electronically as they are received. Online access issues and newspaper delivery issues are responded to immediately and by phone. Routine claims that cannot be accepted electronically based on publisher restrictions are transmitted daily by mail.

WT Cox Subscriptions works closely with personnel to form solid working relationships to ensure a successful partnership. Consistent communication is the key to the most efficient management of library collections. We work as a team with library staff. Free and open communication and information needed willingly provided in a timely fashion will enhance our most effective relationship.

Online access issues are given top priority and are considered emergency issues. Customer service personnel will place a phone call to publisher service center and take immediate action to regain access for online journals.

In the event that electronic access is ever interrupted, WT Cox Subscriptions will work closely with publisher to determine compensation for loss of electronic access. In general, either a credit will be issued or terms of access will be extended. Our goal is meet the needs and specifications of the Library for remedies and solutions. Publishers notify our title information department so records can be updated. Records are available in Coxnet in real time.

WT Cox Subscriptions has a "rush" procedure in place for online access issues. Online access issues are resolved on the same day whenever possible and based on publisher responsiveness. Electronic access issues are given a high priority. Swift and decisive action is taken. Our customer service representatives and their clerical support teams have authority to take definitive action with publishers on your behalf.

Claims are issued daily and are set up in three cycles at eight week intervals. Escalation procedures are put in place if no resolution has occurred.

Full claim and problem resolution service shall be provided to "ship-to" addresses. Claims to publishers include, at a minimum, the following information:

- (a) Subject title of claim
- (b) Problem identification
- (c) Order date
- (d) Term of subscription
- (e) Payment amount
- (f) Proof of payment
- (g) Change of address, name, etc.

WT Cox Subscriptions will work directly with publisher to resolve duplicate copy issues if/as they occur.

WT Cox Subscriptions will be responsible for notifying publishers when changes of address occur but under no circumstances beyond five (5) days of notification by the library.

Memberships that include publications as part of membership entitlement are listed on initial title lists, renewals and invoices and will include information regarding associated publications such as frequency and quantity. Special membership benefits information is included as well. This information is displayed as part of bibliographic information and will be provided as a written summary as requested.

WT Cox Subscriptions will provide sample copies when requested by library dependent on publisher restrictions. While publishers generally cooperate with requests for sample issues, not all publishers will provide samples. This is particularly true of journal publishers. When and where possible, WT Cox Subscriptions will provide sample issues directly from our Replacement Issue Library in these cases. WT Cox Subscriptions will also purchase sample copies if directed to do so. WT Cox Subscriptions will also provide information on new titles when requested.

WT Cox Subscriptions will acquire back issues dependent on publisher allowances. Consumer titles may not be available based on publisher supply. In that case, WT Cox Subscriptions will attempt to provide

requested back issues directly from our Replacement Issue Library. Every administrative remedy will be exhausted when publisher cannot supply back issue.

Customer service final plan is contingent on nature of problem and reasoning for lack of response by publisher. Customer service management will escalate communication up the publisher's management chain for responses. Every administrative remedy will be exhausted in the pursuit of a suitable resolution.

WT Cox Subscriptions shall supply missing issues at no charge when claims have been filed within publisher's stated time limits.

A report of claims filed is available at any time via Coxnet. Printed reports shall be available on demand and as requested. An annual report summarizing claims and history of resolution or lack thereof shall be provided and is available on demand.

We provide service to obtain replacement copies for defective, mutilated, or lost in transit issues. We have available to us many fulfillment agencies to assist in obtaining replacements. We also maintain an in-house Replacement Issue Library. This library is available to customers as part of basic service. Customer service representatives will exhaust all available remedies to secure missing issues for the library from outside sources to include publishers and distributors specializing in acquisition of back issue collections.

WT Cox Subscriptions maintains a separate building to house our Replacement Issue Library along with a clerical staff responsible for inventory and organization of issues. We maintain an inventory of the most commonly ordered magazines and journals. There are approximately 5,000 titles on any given day. Additionally, all remedies are utilized to secure missing issues from a variety of sources.

### **DIGITAL NEWSTAND SERVICE**

*The library requires a digital newsstand service that will host a website and apps for the library and provide digital periodicals that the library can subscribe to and add to the website for patrons to check out and download.*

*Available titles must include popular public library oriented periodicals from top publishers. Digital periodicals must be full-color, digitized versions of popular print periodicals in their entirety. The digital versions must include all articles and ads that appear in print versions as well as popular digital periodicals titles that are not available in print.*

#### **A. COLLECTION DESCRIPTION**

1. The annual order will be for approximately 1,800 serial subscriptions, to include approximately 350 unique titles, the remainder being duplicate subscriptions for branch libraries. Currently the library is comprised of 16 locations including 2 regional branches with two new locations to be opened (Avondale Library and Jefferson Highway).
2. The library's serials collection is comprised of approximately 90% general public library magazine and newspaper subscriptions, and 10% technical, scholarly or reference serial subscriptions.



3. The library's current digital magazine collections include approximately 285 digital magazines. The annual order for this bid will be for approximately 150 to 200 digital magazines, with at least 97% general, popular, public library-type magazine titles.
4. The service complements the library's other digital periodicals service by offering a different selection of magazines and an alternative user interface to help the library meet a wide range of patron need and requirements. The service may offer at least one of the largest magazine publishers that is not available via other public library digital magazine services.

WT Cox Information Services understands, acknowledges and accepts Collection Description as written and required.

#### **B.AWARD TIME PERIOD AND COVERAGE**

Award conditions are understood, acknowledged and accepted as written.

#### **C.COST**

WT Cox Subscriptions prides ourselves on the value we provide to libraries and the level of service given as well as the ability to save your library money.

- 1.The discount percent and service fee percent will be binding as quoted and will become part of the final contract.
- 2.It is understood that the bid shall be awarded on the basis of discount amount. The discount must be given on the entire order rather than on a title by title basis, regardless of the contents of the order.
- 3.The discount shall be given on all types and formats of serials including but not limited to newspapers, organizational memberships that are required to subscribe to a serial, specific publishers, reference works, scholarly journals, and titles with costs over a certain dollar amount.
- 4.The discount shall be applied to any individual quotations requested during the life of the contract. The discount shall apply to any titles that may be ordered during the life of the contract.
- 5.Any handling/service charges must be included on a percent basis of the order. Handling/service charges shall be separate line items on all invoices to which they apply.
- 6.All postage and transportation charges must be included in the invoiced price.

The discount offered shall be fixed and designated as percentage on publisher's current list price across the board. Discount shall remain firm for life of contact. Discount structure shall be firm without conditions, qualifications, or caveats. Our contract will not be tied to increases in regulatory fees, administrative fees, applicable taxes, surcharges or any other miscellaneous fees.

Discount afforded shall be applied to any additional pricing requested or titles ordered. There are no supplemental handling/service charges. All postage and transportation charges are included in the invoice price.

## D.BILLING

1. *Bidder must maintain an interactive website to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development.*

WT Cox Information Services maintains an interactive website required. A brief overview is provided in this Response.

2. *Bidder must maintain a database of serial titles via their website.*

WT Cox Information Services maintains a database of serial titles in our system provided at no charge to libraries.

3. *Bidder's website must include a comprehensive database of all of the library's subscriptions that the library can customize and export in a variety of formats.*

WT Cox Information includes a comprehensive database of all of the subscriptions in your library systems' orders. This information can be customize and exported in a variety of ways detailed in this Response.

4. *A Serial Title record in bidder's database must include:*
  - *An interactive list of all of the library's subscriptions to a particular title, dates of library's subscriptions, and links to relevant invoices.*
  - *Title Status, such as active, publication resumed, publication delayed, suspended or ceased, all including dates when changes took place.*
  - *Name changes with links to appropriate record in the title database.*
  - *Publisher only accepts direct orders.*
  - *ISSN.*
  - *Link to publisher's website.*
  - *Link to list of issues and dates available.*

- *Links to claims for the title.*

WT Cox Information Services maintains full records of titles as required in our online customer interface.

5. *Bidder must notify library, in a timely manner, when invoices are available online.*

Invoices are available online as soon as they are generated. Libraries can opt in to notification.

6. *Bidder must provide a toll-free phone number and email directly to website tech support.*

WT Cox Information Services shall provide a toll free number, email information and our 24/7 online customer dashboard during award transition.

7. *Bidder must provide complimentary training and online help via bidder's website.*

Our company operates with a team approach in order to maintain quality control, scheduling of timely deliveries, tracking charges and satisfaction of reporting requirements. At all stages of order processing, invoicing, renewals and customer service, we conduct strict quality assurance measures. Our management team is completely accessible to assist with the resolution of any service problems. Cox Subscriptions has a strong history of providing exceptional customer service. We enjoy an excellent reputation in the library community.

As new technologies are developed or enhancements are offered in our internal and external systems, company-wide training sessions occur and documentation is distributed internally with key features and functions noted. Both full-time and part-time employees are given the same training.

The transition team and the customer service team are on point to provide training on our web-based interface for collection management. Training is provided via webinar individually or within a group of staff members as the Library requests or may be provided on-site as requested. Our systems are quite easy to use and are intuitive. Regional Sales Directors are fully versed in training on our systems and are also available to you on request.

Our transition specialist is available on-site and your customer service team leader is available to assist via phone, email or online. As necessary, written documentation is provided.

8. *Bidder's website must include customizable reports including, but not limited to, current subscriptions by title and by library branch, serials changes, claims submitted, responses and dispositions, collection assessment and membership titles that the library can retrieve at any time in a variety of formats.*

WT Cox Information Services provides customizable and standard reports required.

9. *Bidder must submit address changes and service stops, starts and restarts in a timely manner, for new and reopening libraries. Bidder must provide proof that address changes have taken place.*

WT Cox Information Services customer service teams act as your liaison with publishers and will handle all day to day problem resolution.

10. *Bidder's website must include claims records that are retrievable by title and by library branch.*

WT Cox Information Services online customer interface includes claim records that are retrievable by each library branch.

11. *To ensure that service is not interrupted, subscriptions shall be placed so that renewals start in the months following the current expiration dates.*

Renewal orders are placed in a timely fashion to ensure continuous service.

12. *Bidder will, according to publisher compliance, arrange for common expiration dates for all titles ordered if requested by the library.*

Common expiration date goals are met based on publisher acceptance.

13. *Bidder must clear all orders direct with publishers, not through other agents, middlemen, etc. There shall be no sub-contracting of orders or claims.*

Orders are cleared directly with publishers.

14. *Bidder must be able to provide subscriptions to any serial that is available from any other subscription agency.*

WT Cox Information Services has long-term and excellent relationships with approximately 9,000 publishers. We do not anticipate difficulty providing titles for your collection.

15. *As evidence of the comprehensiveness of their title file, bidder must provide access to their website.*

Please contact us for access and demonstrations for our proprietary online customer interface.

16. *Bidder must provide assistance in locating missing issues when regular claiming does not yield copies needed.*

WT Cox Information Services maintains a Replacement Issue Library for your use. Our customer service team exhausts all administrative remedies to secure desired replacement issues.



17. *Bidder must maintain an online complimentary issue replacement service with an inventory of issues from the past year for at least 2,000 popular serial titles that includes inventory data and allows for electronic ordering.*

WT Cox Information Services maintains a Replacement Issue Library for your use. Our customer service team exhausts all administrative remedies to secure desired replacement issues.

18. *Via email and website, bidder must furnish itemized invoices arranged by library branch which include the following:*

- *Invoice number;*
- *Title of each serial;*
- *Cost of each serial;*
- *ISSN;*
- *Start date;*
- *Frequency of publication;*
- *Subscription term;*
- *Number of copies of each title;*
- *Handle/service charge, if any;*
- *Total cost for each library branch;*
- *Total cost of invoice;*
- *Total cost of entire order;*
- *Months of publication, when available;*
- *Costs before and after discount is applied for each library and entire order*

WT Cox Information Services furnishes itemized invoices as detailed above. Invoices are available via email or most commonly and recommended, via our online customer interface.

20. *Invoices must also be accessible electronically via bidder's website and exportable in various formats and include the data listed above.*

WT Cox Information Services provides invoices as required.

21. *Bidder must be willing to accept orders of any size at any time, without adding an additional processing fee above the handling/service charges set out in the bid.*

WT Cox Information Services accepts orders at any time during the subscription term with no additional fees beyond those established at time of award.

22. *Bidder must be willing to accept cancellations at any time during the term of the subscription and try to obtain refunds.*

WT Cox Information Services shall accept cancellations based on publisher restrictions. We shall attempt to secure refunds. Additional information about our cancellation policy is provided in Supplemental Information that follows.

23. *All serials listed on each order must be delivered unless the publication has ceased, been suspended or the item is obtainable only from the publisher. In each instance, the bidder will indicate the reason for omitting the item.*

Renewal and invoicing documents contains information regarding status of unavailable serials. Information is also available via our online customer interface.

24. *Bidder must notify the library of any changes concerning the periodical titles the bidder handles. This information should include the following:*

- *Discontinued, ceased and suspended titles;*
- *Titles that must be ordered directly from the publisher;*
- *Title mergers or splits;*
- *Name changes;*
- *Frequency of publication changes;*
- *Titles delayed or behind in publication;*
- *Titles that have resumed publication; and*
- *New titles.*

WT Cox Information Services provides a notification service providing title change information available via our online customer interface.

25. *When there is a title change, bidder must not make library responsible for adding the new titles and cancelling previous titles on their renewal lists.*

All title changes including new, renewal and changes are automatically included.

26. *Bidder must provide notification when a publisher has a time limit for acceptance of claims.*

WT Cox Information Services provides claim information in both renewal and invoice documents as well in our title database.

27. *Five to six months prior to annual renewal time, bidder must provide, via their website, interactive Renewal Lists detailing all titles previously ordered, indicating current status, including but not limited to active, direct only, ceased, name change, current prices, renewal dates, to be used for renewal order processing. Bidder must provide a Renewal List for each library branch.*

WT Cox Information Services provides renewal invoices at least five (5) months in advance. Renewals include all information detailed above. See Additional Information section following numbered questions.

28. *Bidder must assign one individual to be responsible for the library's account. This individual must have the authority to act on the library's behalf with publishers as necessary. This dedicated representative must be assigned to the library and must be readily accessible via phone, email or messaging via vendor's website, with a back-up plan in place so that when a representative is out, queries are handled in a timely manner.*

WT Cox Information Services assigns a senior customer service team leader fully supported by administrative staff working in the background and providing backup services in the event team leader is not available. You will be assigned a customer service team leader during transition at award.

29. *Bidder must provide proof of payment. The invoice must be certification that publishers have been paid by the agent.*

WT Cox Information Services employs a positive pay system with our banking partner. We will supply proof of payment on demand.

#### **D. DIGITAL NEWSTAND SERVICE**

*Jefferson Parish Library requires a digital newsstand service that will host a website and apps for the library and provide digital magazines that the library can subscribe to and add to the website for patrons to check out and download.*

**THE SERVICE MUST PROVIDE OR ALLOW FOR THE FOLLOWING:**

*A website and apps for browsing, checking out, downloading, and reading digital magazines online or offline, accessible via a single, personal, user account*

*Full color, digitized versions of popular print magazines, in entirety, cover to cover, including all articles and ads that appear in print versions, as well as popular digital magazine titles that are not available in print.*

*The website must be accessible for browsing, checking out, and downloading magazines 24/7, at all of the library's locations, and remotely, wherever internet access is available.*

*The entire service, including the library's subscription content, must be on a server hosted by the vendor.*

*A library patron must be able to access their personal account, including checked out items, on more than one computer or portable device*

*Inventory must include popular, public library oriented magazines, from top publishers, including, but not limited to, Time, Conde Nast, Meredith, and Hearst.*

*The bidder must continuously add new titles and new publishers to its catalog of available content.*

*Must include easy to download free apps that will allow for reading magazines offline on many different computers and devices.*

*Compatible with PCs and Macs and a wide range of portable devices including but not limited to iPad, iPhone, Android, Nook HD, Kindle Fire, and Windows devices.*

*Support by email or telephone and online instructions.*

*Easily available usage reports and marketing materials.*

*The library must be able to trial the product prior to accepting the bid.*

*The bidder must maintain an interactive website with a comprehensive database of available digital titles to provide for electronic ordering, claiming, renewing, title research, invoicing, and collection development by the library. The website must include an interactive database of all of the library's subscriptions, dates of library's subscriptions, and links to relevant invoices that the library can customize and export in a variety of formats as needed.*

WT Cox now offers libraries a digital newsstand inside and outside of your libraries walls. This is the perfect addition to your collection!

Discover this robust and user-friendly platform built specifically for your students and faculty.

**Magzter** is built for public and academic libraries and provides thousands of magazines and newspapers with diverse content across 40+ topic categories and in over 30 languages.

Allow your patrons to check out and read all of their favorite domestic and international magazines in digital format month after month. This platform is user-friendly and provides access to titles via the Magzter apps (Apple iOS, Android) or a web browser (Internet Explorer, Google Chrome, etc).



Libraries now have a cost-effective alternative to buy digital subscriptions, access user analytics and provide content to remote learners outside of the library. With flexible set-up options, easy end-user apps and administration tools, the Magzter platform is seamless for librarians.

**Features:**

- UNLIMITED SIMULTANEOUS USERS - Patrons can check out titles that your library subscribes to month-after-month.
- SMART READING ZONE - You can convert your library into a Smart Reading Zone and offer unlimited access to thousands of magazines inside your library.
- USER-FRIENDLY PLATFORM - Easy management of users and titles for the library and simple app design for readers.
- TITLE CHOICES - Thousands of popular US and International titles are available.
- USAGE DETAILS - View usage reports to assist in the ability to quantify your digital collection purchases.

To request a free trial and pricing and to book a one-on-one demo for your library email [sales@wtcox.com](mailto:sales@wtcox.com) to get started.

## **ADDITIONAL INFORMATION ON PROCESS AND PROCEDURE**

### INVOICE PROCESS AND PROCEDURE

WT Cox Subscriptions will coordinate internal invoicing of library collection to meet the needs set forth by the fiscal year parameters designated.

WT Cox Subscriptions acknowledges and understands that two copies of each invoice shall be prepared for each branch.

Your library can be in control of when invoices are received. By using our online system, Coxnet, you will be able to print invoices at any time at your convenience, downloaded in PDF format. Our administrative console limits access to designated staff based on your parameters.

WT Cox Subscriptions will supply both printed invoices and electronic invoices in format designated. We are also capable of integration with your specific ILS. Invoices shall be presented as required.

Invoices contain, at a minimum, the following information:

- Order date
- Designated BILL TO and SHIP TO addresses
- Title, quantity, frequency and price
- Title format (print, print and online, online)
- Library's Purchase Order Number
- Unique Order ID number

- Subscription term
- Package title and accompanying titles included in package
- Library's fund codes
- Cost of each periodical
- Total number of titles and copies ordered
- Final cost with service charge or discount listed separately

Invoices can be presented as required. Funding codes can be detailed on main invoice or provided on separated invoices by funding codes if desired. Each invoice is given a unique number which is never duplicated. Each invoice is dated for numerical and chronological filing identification.

Multiple invoicing needs are met by the design of our internal systems. In general, an organizational account will be set up with administrative capabilities. All sub-accounts will be viewable via one "Master" account and also viewable as individual sub-accounts. Sub-accounts and any special packages necessary will be assigned unique identifying numbers and will be further identified, as necessary, by ship to addresses, billing addresses, funding codes and a variety of parameters that may be determined by the Library. Sub-accounts will be identified to your specifications.

## RENEWALS

A renewal document shall be prepared for delivery to you no later than June 15<sup>th</sup> and shall be made available in both print and electronic versions.

Renewal documents are provided in June of each year for review and annotation with changes. This timeline allows ample time for review and change. Renewals can also be downloaded at any time from

our online system Coxnet. Renewals can be sent in printed sets or transmitted electronically. Library may choose method of delivery. Renewals included, at a minimum, the following information:

- Complete Bill To and Ship To address
- Title
- Applicable ISSNs
- Quantity
- Subscription period
- Library Purchase Order Number
- Library Budget Code
- Subscription Status: i.e., new, renewal, bill later
- Publisher
- Publisher/Reference/Customer Number
- Frequency
- Bibliographic status
- Vendor's subscription ID number
- Any titles that may not be due for renewal but that are on record for Library

## ORDERS

Orders are accepted at any time during the year. Orders shall be merged into main invoice to maintain integrity of both Library lists.

WT Cox Subscriptions places orders, at a minimum, once a week. Orders are placed electronically where permissible to reduce the time necessary to process at publisher point of order. WT Cox Subscriptions will cause orders to begin at expiration of current subscription periods to ensure that your library pays for entitlement only once. Transition services are provided at no charge.

Orders and renewals will include, but not be limited to, all regular subscriptions and also the following subcategories:

All indexes, supplementary numbers, and added volumes; in the same matter as the 'parent' subscription. If a supplementary item is not included, we will notify the Library and offer alternatives for the supplementary item order.

Not included in the Basic Subscription Price: WT Cox Subscriptions will provide all materials published within a given subscription year or term of subscription. All indices, supplementary numbers and added volumes, which are included as part of a basic subscription, will be supplied to ordering agency automatically. Additional items that are not included in the basic subscription price will be made available to the library/ordering agency by special order and provided at publisher's list price plus previously negotiated firm fixed service charge. No additional handling charges shall be incurred with the exception of any shipping or handling charges levied by publisher.

No Charge Materials. Annual or miscellaneous indexes, title pages, table of contents or other materials normally supplied by publisher as part of basic subscription package without charge will be supplied automatically to library through WT Cox Subscriptions at no additional charge. No additional handling fees or supplemental charges will be incurred by ordering agency.

WT Cox Subscriptions accepts authorized rush orders by library preferred method of transmission that can include any combination of the following: telephone call, email, fax or via CoxNet, our exclusive online order system. Rush orders will be placed within 24 hours and shall include accompanying payment. There are no restrictions or penalty fees imposed by WT Cox Subscriptions for rush orders, irrespective of size. All rush orders are prepaid to guarantee delivery.

## CUSTOMER SERVICE

Our management philosophy is company-wide. Every team member involved in your service is committed to excellence.

Your WT Cox Subscriptions representative will act as your one point of contact liaison with publishers on behalf of your library. Your representative will provide accurate and timely responses to you. Customer service representatives work directly with publisher to resolve start up, claim and problems as they occur. A Senior Customer Service Team Leader shall be assigned to your account. Each Customer Service Team Leader is supported by a clerical staff working in the background.

Customer service representatives communicate with the publisher in a variety of ways. Primarily, claims are filed electronically as they are received. Online access issues and newspaper delivery issues are responded to immediately and by phone. Routine claims that cannot be accepted electronically based on publisher restrictions are transmitted daily by mail.

WT Cox Subscriptions works closely with personnel to form solid working relationships to ensure a successful partnership. Consistent communication is the key to the most efficient management of library collections. We work as a team with library staff. Free and open communication and information needed willingly provided in a timely fashion will enhance our most effective relationship.

Online access issues are given top priority and are considered emergency issues. Customer service personnel will place a phone call to publisher service center and take immediate action to regain access for online journals.

In the event that electronic access is ever interrupted, WT Cox Subscriptions will work closely with publisher to determine compensation for loss of electronic access. In general, either a credit will be issued or terms of access will be extended. Our goal is meet the needs and specifications of the Library for remedies and solutions. Publishers notify our title information department so records can be updated. Records are available in Coxnet in real time.

WT Cox Subscriptions has a “rush” procedure in place for online access issues. Online access issues are resolved on the same day whenever possible and based on publisher responsiveness. Electronic access issues are given a high priority. Swift and decisive action is taken. Our customer service representatives and their clerical support teams have authority to take definitive action with publishers on your behalf.

Claims are issued daily and are set up in three cycles at eight week intervals. Escalation procedures are put in place if no resolution has occurred.

Full claim and problem resolution service shall be provided to “ship-to” addresses. Claims to publishers include, at a minimum, the following information:

- (h) Subject title of claim
- (i) Problem identification
- (j) Order date
- (k) Term of subscription
- (l) Payment amount
- (m) Proof of payment
- (n) Change of address, name, etc.

WT Cox Subscriptions will work directly with publisher to resolve duplicate copy issues if/as they occur.

WT Cox Subscriptions will be responsible for notifying publishers when changes of address occur but under no circumstances beyond five (5) days of notification by the library.

Memberships that include publications as part of membership entitlement are listed on initial title lists, renewals and invoices and will include information regarding associated publications such as frequency and quantity. Special membership benefits information is included as well. This information is displayed as part of bibliographic information and will be provided as a written summary as requested.

WT Cox Subscriptions will provide sample copies when requested by library dependent on publisher restrictions. While publishers generally cooperate with requests for sample issues, not all publishers will provide samples. This is particularly true of journal publishers. When and where possible, WT Cox



Subscriptions will provide sample issues directly from our Replacement Issue Library in these cases. WT Cox Subscriptions will also purchase sample copies if directed to do so. WT Cox Subscriptions will also provide information on new titles when requested.

WT Cox Subscriptions will acquire back issues dependent on publisher allowances. Consumer titles may not be available based on publisher supply. In that case, WT Cox Subscriptions will attempt to provide requested back issues directly from our Replacement Issue Library. Every administrative remedy will be exhausted when publisher cannot supply back issue.

Customer service final plan is contingent on nature of problem and reasoning for lack of response by publisher. Customer service management will escalate communication up the publisher's management chain for responses. Every administrative remedy will be exhausted in the pursuit of a suitable resolution.

WT Cox Subscriptions shall supply missing issues at no charge when claims have been filed within publisher's stated time limits.

A report of claims filed is available at any time via Coxnet. Printed reports shall be available on demand and as requested. An annual report summarizing claims and history of resolution or lack thereof shall be provided and is available on demand.

We provide service to obtain replacement copies for defective, mutilated, or lost in transit issues. We have available to us many fulfillment agencies to assist in obtaining replacements. We also maintain an in-house Replacement Issue Library. This library is available to customers as part of basic service. Customer service representatives will exhaust all available remedies to secure missing issues for the library from outside sources to include publishers and distributors specializing in acquisition of back issue collections.

WT Cox Subscriptions maintains a separate building to house our Replacement Issue Library along with a clerical staff responsible for inventory and organization of issues. We maintain an inventory of the most commonly ordered magazines and journals. There are approximately 5,000 titles on any given day. Additionally, all remedies are utilized to secure missing issues from a variety of sources.

## CANCELLATIONS

Cancellations are accepted at any time of the year. Ability to cancel is based solely on publisher policy. When cancellation time has been exceeded, .i.e., publisher refuses to cancel, WT Cox Subscription will re-direct publication to Replacement Issue Library. WT Cox Subscriptions will cancel titles effective with the requested end date unless restricted by publisher policy. No cancellation charges shall be applied to Library budget. This policy does not apply to titles which cannot be cancelled according to publisher policy. Cancelled titles are automatically deleted from next main renewal issued.

Refunds shall be requested from publisher for any unused portions of subscription based on timely cancellations. Refunds will be paid in full to Library and are based on refunds afforded by publisher. Customer service team will exhaust all administrative remedies to secure refund for cancellation publisher even when cancellation and refund is contrary to publisher's stated policy. Billing errors and inaccurate orders become the sole responsibility of WT Cox Subscriptions.

Representatives are available via toll-free phone lines and facsimile lines. Email contact can be made 24/7.

Claims filing is also available via our database management system detailed below. This value-added benefit is also available 24/7.

All monies refunded by publishers will be refunded in full to libraries in cases where no replacement options are offered. In cases where titles have been discontinued and the option is offered by publisher, WT Cox Subscriptions will offer substitute materials for unexpired portions of subscriptions during remaining term of subscription upon approval.

WT Cox Subscriptions will provide written evidence of attempts to secure refunds from publishers on behalf of libraries when titles have been cancelled upon request in a timely fashion, based on publisher restriction. Libraries may receive refund as an actual reimbursement of funds via check or by accepting credit issued by WT Cox Subscriptions.

Customer service representatives will advise library of any reduction in subscription cost as it occurs.

ACORD™

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>McGriff Insurance Services LLC</b> <b>1111 Military Cutoff Road #221</b> <b>Wilmington, NC 28405</b> <b>910 763-3431</b>		<b>CONTACT NAME:</b> Debbie Caylor <b>PHONE (A/C, No, Ext):</b> 910 763-3431 <b>FAX (A/C, No):</b> 877-297-1096 <b>E-MAIL ADDRESS:</b> DCAYLOR@mcgriff.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> The Cincinnati Insurance Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		EPP0663337	08/23/2023	08/23/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		EPP0663337	08/23/2023	08/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		EPP0663337	08/23/2023	08/23/2024	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Liability		EPP0663337	08/23/2023	08/23/2024	1,000,000
A	Crime Coverage		EPP0663337	08/23/2023	08/23/2024	50,000
A	Sexual Misconduct		EPP0663337	08/23/2023	08/23/2024	1,000,000

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

Newspaper/Magazine Distributor

REF.: Bid #50-00144690 Serials Periodicals

## CERTIFICATE HOLDER

## CANCELLATION

Jefferson Parish Library  
 200 Derbigny Street Ste 4400  
 Gretna, GA 70053

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

*Bud Ooster*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/15/2024

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

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

<b>PRODUCER</b>	<b>CONTACT NAME:</b>
MMA LLC, HIGH POINT SBU STE 200-SMALL BUSINESS UNI 3625 N ELM ST. GREENSBORO NC 27455	<b>PHONE (A/C, No, Ext):</b> (866) 539-0725 <b>FAX (A/C, No):</b> (866) 828-2424
	<b>E-MAIL ADDRESS:</b> Certificate@Hanover.com
<b>INSURED</b>	<b>INSURER(S) AFFORDING COVERAGE</b>
COX SUBSCRIPTIONS INC WT COX INFORMATION SERVICES 201 VILLAGE RD SW SHALLOTTE NC 28470	<b>INSURER A:</b> Allmerica Financial Benefit <b>NAIC #</b> 41840
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
	<b>UMBRELLA LIAB</b>						
	<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	N			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below			W26 H242318 05	05/26/2024	05/26/2025	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)  
RE: Bid #50-00144690 ; Serials Periodicals

**CERTIFICATE HOLDER****CANCELLATION**

JEFFERSON PARISH LIBRARY 200 DERBIGNY STREET SUITE 4400 GRETN A GA 70053	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 

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# Magzter Proposal

201 Village Road  
Shallotte, NC 28470  
Tel: 800.571.9554  
Fax: 910.755.6274  
[www.wtcox.com](http://www.wtcox.com)

Prepared for: Jefferson Parish

Date: 4/18/2024

## Pricing Details

**Magzter - Simultaneous Users for One Year Term**  
14 locations / 436,000 Pop. Served

**Collection Included:**  
Full collection

**\$8,400.00**

## Quote Approval

*By completing and returning this portion below, the Library authorizes WT Cox Information Services to place this order according to the terms and pricing listed above and will be invoiced within 30 days.*

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_

Preferred authentication method and details:

- ☐ **Library Card** – list range and total digits
- ☐ **Email domain based** – ie @myschool.edu  
(Any user with a valid email address with this domain may access Edzter)
- ☐ **Coupon code** (Share the unique code with any user you wish to grant access)
- ☐ **Smart reading zone** (GPS enabled devices entering set zone will receive access)
- ☐ **IP - IP range**
- ☐ **Proxy** – Proxy IP

### Billing Information:

Primary Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_ **Experience Choice.** \_\_\_\_\_



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000144690 Three (3) Year Contract to Provide Serials Periodicals for the  
Jefferson Parish Library Department  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

16-Apr-2024 02:11:47 PM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

April 16, 2024

### ADDENDUM # 1

Bid Number: 50-144690

Bid Opening Date: April 23, 2024 at 11 A.M. cst

### Three (3) Year Contract to Provide Serials Periodicals for the Jefferson Parish Library Department

#### CLARIFICATIONS:

- Q1. Can you supply a list of the periodicals Jefferson Parish plans to order?  
A1. On page 1 of 8 of the Specifications: Refer to the Serials Subscription Service Section – 350 unique titles.
- Q2. Should vendors leave the Total Price of All Bid Items, Unit Price Quoted column, and Total column blank on the Bid Form, since award is based on lowest discount only?  
A2. All items on the bid form must have a percentage discount or a price.

Sincerely,

A handwritten signature in cursive script that reads "Doris Abraham".

Doris Abraham  
Purchasing Specialist II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form 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.**

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000144690 Three (3) Year Contract to Provide Serials Periodicals for the  
Jefferson Parish Library Department  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

16-Apr-2024 02:19:53 PM





# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

April 16, 2024

### ADDENDUM # 2

Bid Number: 50-144690

Bid Opening Date: April 23, 2024 at 2:00 P.M. cst

Three (3) Year Contract to Provide Serials Periodicals for the Jefferson Parish Library Department

### CLARIFICATIONS:

Addendum No. 1 stated that the bid opening was at 11 A.M.,  
should read: 2:00 P.M. cst

Sincerely,

A handwritten signature in black ink that reads "Doris Abraham".

Doris Abraham  
Purchasing Specialist II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

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WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



**5000144690 Three (3) Year Contract to Provide Serials Periodicals for the  
Jefferson Parish Library Department  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

22-Apr-2024 09:20:24 AM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

April 22, 2024

### ADDENDUM # 3

Bid Number: 50-144690

Bid Opening Date: April 23, 2024 at 2 P.M. cst  
Postponed to: April 30, 2024 at 2 P.M. cst

**Three (3) Year Contract to Provide Serials Periodicals for the Jefferson Parish Library Department**

### CLARIFICATIONS:

**Q1.** Which is correct?? Will the contract reflect the Pricing by Format or is it Discount ALL??

Section C. Cost on page 3 of 8 in the bid specifications:

Item 1. The discount percent and service fee percent will be binding as quoted and will become part of the final contract.

Then contradicts this here...

Section C. Cost on page 3 of 8 in the bid specifications:

Item 3. The discount must be given on all types and formats of serials including but not limited to newspapers, organizational memberships that are required to subscribe to a serial, specific publishers, reference works, scholarly journals, and titles with costs over a certain dollar amount.

**A1.** Line No. 0070 on the Bid Form (page 7) – List Price over which bidder does not apply a discount; so the discounts will apply to all items; except on the items that the bidder does not allow based on Line No. 0070 based on the item list price.

So – if the list price for an item is over the amount listed on Line 0070; then a discount is not applied; such as specific publishers, reference works, scholarly journals.

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# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

Bid No. 50-00144690  
Addendum No. 3

Sincerely,

A handwritten signature in cursive script that reads "Doris Abraham".

Doris Abraham  
Purchasing Specialist II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

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