REQUEST FOR PROPOSAL

TO PROVIDE FOR

THE PURCHASE, CATALOGING AND PROCESSING
OF NEW BOOKS

FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

RFP No.: 0350

Proposal Receipt Date: July 8, 2016

Proposal Receipt Time: 4:30 PM

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70053

(504)364-2678

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1.1 Background

The Jefferson Parish Library is a public library system which includes 2 regional libraries, 13 branches, 1 satellite branch and Outreach services. The Library currently has a collection of over 850,000 items and serves the entire population of Jefferson Parish, which in 2014 was 435,716. During the period covered by the contract resulting from this RFP, the library will be purchasing and updating collections for additional, replacement, or renovated facilities.

In order to obtain books in the most cost effective manner and provide a collection that requires the least amount of staff work to make it easy to access and checkout, the Jefferson Parish Library wishes to enter into a contract which will provide books to the library which are discounted from publisher's non-freight pass-through list price and are cataloged and processed according to Jefferson Parish Library specifications.

The Library requires a firm discount for each class; discounts based on a sliding scale are not acceptable.

The library may select a primary and secondary vendor for contracts. Contract will be awarded to no more than two vendors and in the manner most advantageous to the Library.

The library desires to purchase books under the contracts generated by this RFP process. By means of separate bids, the Library will obtain books of local interest, books published in languages other than English, and any other books not obtainable through this contract.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

1.3 Goals and Objectives

The Jefferson Parish Library Department desires to obtain shelf-ready books for its customers in the most efficient and cost effective manner possible.

1.4 Proposer Minimum Requirements

Firm must be experienced at providing systems similar in nature and complexity to the project outlined in this request for proposal; and meet the following criteria:

Vendors' proposals must provide proof of inventory of at least 500,000 titles currently in stock.

Vendors must have an online electronic inventory system that the library can search before ordering. Online inventory shown on this system must give stock levels in real time. System must also indicate prices and discounts online. Cost for online searching must be a one-time yearly charge and must not be on a per-use or per-hour basis. Temporary access, at no charge, to online inventory system may be required for consideration of proposal.

Vendors must provide online electronic ordering. Online ordering must be compatible with SirsiDynix Symphony 3.5.0 or higher. Orders created in Symphony must be able to be uploaded directly to vendor. A report of the status of the order must be given at the time of the order.

Vendor must be able to expedite library order of best sellers, continuations and other popular books by means of prescheduled ordering or electronic notification. Items such as best sellers ordered through a prescheduled ordering plan must arrive at library at least by street date.

Proposers must provide references for at least five (5) comparable public libraries for whom similar or larger scope services are currently being provided or completed within the last two years.

1.5 Schedule of Events

		Date	Time (CST)
1.	RFP mailed to prospective proposers	6/15/16	At least 30 days prior to the last day that proposals will be accepted

2.	Pre-Proposal Conference	NOT REQUIRED	
3.	Deadline to receive written inquiries	6/25/16	7-10 days after Pre-proposal Conference
4.	Proposal Receipt Date and Time	7/8/16	4:30 PM
5.	RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.

6.	Council Selection via resolution	To be scheduled
7.	Contract Ratification via resolution	To be scheduled

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.6 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department ***no later than date and time shown in the Schedule of Events in order to be considered responsive.***

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: **Purchase, cataloging and processing of new books.**
- Proposal No. **0350**
- Proposal Receipt Date and Time: **Friday, July 8, 2016 at 4:30 PM**

Proposals will be received at:
Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.7 Proposal Response Format –

Proposals submitted for consideration should follow the format and order of presentation described below:

A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

   Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

B. Table of Contents: Organized in the order cited in the format contained herein.

C. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work (Part II) and Proposer Qualifications.

D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to

government entities existing customer satisfaction, demonstrated volume of merchants, etc.

E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.

F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.

G. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals.

H. Cost Proposal: Proposer's fees and other costs shall be submitted in a **separate sealed envelope** with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

1.8 Number of Response Copies

Each Proposer shall submit one (1) signed original response along with seven (7) additional copies of the proposal, including mandatory affidavits (signed and notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (6) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

1.9 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer's response shall

demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.10 Pre-proposal Conference – NOT REQUIRED FOR THIS RFP.

1.11 Written Inquiries

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the proposer, shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
Phone: (504)364-2678 Fax: (504)364-2693
Buyer Email: ***SDuffy@jeffparish.net***

1.13 Required Signed and Notarized Affidavits

Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission. For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit.* **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission. Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Section 2-895(b) of the Jefferson Parish Code of Ordinances.**

***Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution

1.14 Proposal Guarantee – NOT REQUIRED FOR THIS RFP.

1.15 Performance Bond

The successful proposer shall be required to provide a performance (surety) bond in the amount of two million six hundred fifty thousand dollars ($2,650,000) to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties. The proposer acknowledges and agrees that the performance bond may be forfeited for successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

1.16 Fidelity Bond Requirements - NOT REQUIRED FOR THIS RFP

1.17 Proposal Validity

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

1.18 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, proposers shall submit changes or addenda in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or addenda shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

1.19 Cost of Offer Preparation

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

1.20 Acceptance of Proposal Content

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the JP Council.

1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial

offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

1.22(A) The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, www.jeffparish.net.

1.22(B) Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

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

1.24 Taxes

"Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson parish shall be quoted exclusive of State and Parish taxes."

1.25 Selected Proposer's Responsibilities

The selected proposer shall be required to provide all items and services offered in his proposal. The Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

1.26 Sub-Contractor Responsibilities

If the proposer intends to subcontract portions of the work or to satisfy any of the Proposer Requirements referenced in Section 1.3 through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of

the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). The information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor and shall be included in the proposal. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council resolution.

1.27 Insurance Requirements

Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffparish.net.

1.28 Subcontractor Insurance

The proposer shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 113646. A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, www.jeffParish.net.

1.29 No Guarantee of Quantities

The Parish of Jefferson does not guaranty quantity or services required in the scope of work defined in Part II. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of scope of work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the pricing schedule.

1.30 Contract Negotiations

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for ratification. Contract negotiations are limited by section 1.11 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP evaluation committee shall seek authorization from the Council to negotiate a contract with another proposer under that RFP.

1.31 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

1.32 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all Proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty-five percent (25%) of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

CS = (LPC/PC*X)

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores

for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Parish Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified firms and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website, www.jeffparish.net, for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the evaluation committee; except that the Council may select a proposer other than the highest-ranked proposer provided that proposer selected has been given a cumulative score by the committee that is no more than ten percent (10%) lower than the cumulative score for the highest-ranked proposer.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

1.33 Indemnification

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Proposer under this RFP.

Further, Proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

1.34 Payment for Services

The proposer shall address and send the invoice to the **Jefferson Parish Library** pursuant to the payment terms negotiated in the agreement. Payments will be made by the **Jefferson Parish Library** no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the **Jefferson Parish Library.** Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

1.35 Termination

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the Parish; but said agreement may be terminated under any or all of the following conditions:

A. By mutual agreement and consent of the parties hereto.

B. By the Parish as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the Parish will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the manager) to cure any such failure.

C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.

D. By the Parish for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate

sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.36 Assignment

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the Parish, in the Parish's sole discretion.

1.37 EEOC and ADA Compliance

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.38 Audit of Records

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

1.39 Record Retention

The proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least three (3) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

1.40 Record Ownership

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by proposer upon request at expiration or earlier termination of this agreement.

1.41 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the proposer's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

1.42 Contract Changes

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

1.43 Substitution of Personnel

In conformity with Section 1.6, substitution of personnel shall be ratified by the Parish Council. In additional to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

1.44 Force Majeure

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

1.46 Claims or Controversies

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The publishing industry divides books into classes according to the nature and binding type of the book; vendors regularly issue different discounts for different types of books. The Library requires a firm discount for each class; discounts based on a sliding scale are not acceptable. If a proposal gives more than one discount per class, the proposal may be rejected.

Class A--General trade books are current regular trade adult, young adult, and children's fiction and non-fiction from standard trade and book publishers.

Class B-- Textbooks, technical, scientific, reference and university press publications

Class C-- Publishers Library editions (reinforced bindings)

Class D-- Unbound paperbacks

Class E--Short discount: Titles on which the vendor receives little or no discount

Selection:

1. In order for the library to have the largest selection from which to select, an inventory of at least 500,000 titles (each with unique ISBN/EAN) currently in stock is required.
2. Vendor must be able to expedite library order of best sellers, continuations and other popular books by means of prescheduled ordering or electronic notification. Items such as best sellers ordered through a prescheduled ordering plan must arrive at library at least by street date.
3. Vendor must be able to provide opening day collections of up to 100,000 volumes, including all cataloging, processing, storing of collection until needed and shipping

Ordering:

4. Vendors must have an online electronic ordering system that the library can search before ordering
5. Online inventory shown must give stock levels in real time
6. Prices and discounts must be shown online
7. Cost for online searching must be a one-time yearly charge and must not be on a per-use or per-hour basis

8. Temporary access, at no charge, to online inventory system will be required for consideration of proposal
9. Vendors must provide online electronic ordering which is compatible with the SirsiDynix Symphony 3.5.0 or higher
10. Vendors must provide downloadable purchase order records containing selected titles and number of copies which can be downloaded into the library's Symphony system to create purchase orders.
11. Vendor must provide a report of the status of the order when the order is placed.

Processing:

Books shall be processed to Jefferson Parish Library specifications. Vendors shall state costs individually for processing. Prices for providing processing must include cost of materials necessary to complete processing. Applicable discounts from classes A, B, C, D and E shall apply to processed books.

12. Dust jackets: Classes A, B, C and hardbound Class E: Vendor will provide books with dust jackets with 1-1/2 mil Mylar dust jacket covers applied to the dust jackets. These will be taped to the inside cover of the book.
13. Plastic laminate: Class D paperbacks and paperbound Class E: Vendor will cover paperbacks in clear plastic laminate no less than 5 mils thick or more than 12 mils thick.
14. Branch label: Vendor shall print branch labels containing the 3-letter abbreviation for each library, according to Jefferson Parish Library specifications. Vendor shall apply branch label to back inside end page of each book.
15. Barcodes: Vendor must have capability of producing barcodes based on batches of barcode numbers provided by Jefferson Parish Libraries to be compatible with the Jefferson Parish Library numbering system and complying with the algorithmic scheme of determining the barcode's check digit. Library requires one machine readable barcode and one eye-readable barcode per book.
16. Barcodes: Books in classes A, B, C and hardbound class E--the machine-readable barcode shall be affixed on the dust jacket of the books with dust jackets on the outside upper right hand corner of the back cover, under the Mylar dust jacket cover. The machine-readable barcodes shall be affixed on books without dust jackets on the outside upper right hand corner of the back cover. The eye-readable portion of the barcode shall be affixed on the top center of end page facing the back cover.
17. Barcodes: Books in class D and paperbound class E--the machine-readable barcode shall be affixed on the outside upper right hand corner of the back cover. The eye-readable portion of the barcode shall be affixed on the top center of first blank end page facing the back cover.
18. Barcode protection: Label protectors must be applied over machine readable barcodes that are not covered by the dust jacket or laminate.

19. Spine label: Vendor must print spine label containing complete call number and Cutter letters and/or numbers and apply it to spine of book or spine portion of dust jacket according to Jefferson Parish Library specifications.
20. Spine label protection: Vendor must cover spine label with clear label protector.
21. BISAC subject labels: Vendor must print BISAC subject heading label according to Book Industry Study Group (BISG) specifications and Jefferson Parish Library conventions and apply it to the front of each book.

Cataloging:

22. Cataloging record: Vendor shall provide an OCLC MARC record; if an OCLC record is not available, vendor may provide record from vendor's database or produce a MARC record when one is not available from either of these sources Vendor may be required to add constant data, provided by Library, into no more than 5 fields of the MARC record.
23. Item data: Vendor shall insert item information, containing no more than 6 fields, into the 949 field of the MARC record. When imported into Symphony, this information must produce and populate the item information required by Symphony for each copy ordered. Some item information must be taken from the original order submitted by the library.
24. Assigning call number: Vendor must assign a call number (Dewey Decimal) and Cutter letters using specifications found in Cutter – Sanborn Three-Figure Author Table (the red book) and numbers according to standard Library of Congress practices and Jefferson Parish Library conventions.
25. Assigning BISAC heading: Vendor must assign BISAC subject headings according to Book Industry Study Group (BISG) specifications and Jefferson Parish Library conventions and insert it into the 695 field of the MARC record.

Delivery/shipping:

26. Vendor must provide inside delivery of all items at no cost to Jefferson Parish Library.
27. Delivery time of in-stock items (working days from receipt of order) must be within ten (10) working days.
28. Vendor must provide delivery of items as they become available on a daily Monday-Friday basis; holding items for bulk delivery or "palletizing" of boxes is not allowed.
29. For every order, vendor must provide two copies of invoice in the box with delivered books
30. All boxes of order must be shipped at the same time
31. Vendor must provide a cancellation schedule for those items which become unavailable

32. Vendor must pay all return shipping charges. Reimbursement or credit memos for shipping charges will not be acceptable. "Call tags" must be provided by email or online. No restocking fees will be allowed.
33. Each credit memo or invoice for materials and processing charges must reflect only one single purchase order. Purchase order number must be printed on each credit memo or invoice
34. If a vendor has more than one warehouse, titles must be shipped to library from at least two warehouses at no additional charge. If cataloging is required on these items, cataloging charges must be assessed at the rate quoted for items shipped from primary warehouse.

Discounts/Pricing:

35. The publishing industry divides books into classes according to the nature and binding type of the book; vendors regularly issue different discounts for different types of books. The Library requires a firm discount for each class; discounts based on a sliding scale are not acceptable. If a proposal gives more than one discount per class, the proposal may be rejected.

    Class A--General trade books are current regular trade adult, young adult, and children's fiction and non-fiction from standard trade and book publishers.

    Class B-- Textbooks, technical, scientific, reference and university press publications

    Class C-- Publishers Library editions (reinforced bindings)

    Class D-- Unbound paperbacks

    Class E--Short discount: Titles on which the vendor receives little or no discount

2.2 Period of Agreement

The Jefferson Parish Library seeks proposals to provide for purchase of new books for a three-year (3) contract period, with 2 one-year (1) options to extend.

The term of any contract resulting from this solicitation shall begin on (or about) September 2016.

2.3 Cost Proposal (Price Schedule)

Price proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the

proposals on all factors and criteria state in the RFP. The price proposals shall not be included in the evaluation criteria.

Pricing should be submitted on the Pricing Schedule furnished in Attachment "C. For the purposes of scoring, only Attachment C will be used for scoring. All prices proposed shall be firm and inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

Proposers are required to submit discounts using Attachment D. This shall be submitted together with Attachment C in a separate sealed envelope.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

All items shall be delivered F.O.B. destination to:

East Bank Regional Library
4747 W. Napoleon Avenue
Metairie, LA 70001

2.6 Financial Profile – Not required for this RFP

2.7 Proposal Elements

2.7(A) Technical

Each proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

Resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.

Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.

Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof

Proposer shall likewise include any information including to Innovative Concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

2.7(B) Qualifications and Experience

Detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquires and complaints.

Resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project. Resumes of any all subcontractors shall likewise be included.

References for at least five (5) comparable public libraries for whom similar or larger scope services are currently being provided or completed within the last two years. Include name of customer contact, position, company, location of business, telephone number and email address. At least one reference should be a project that includes BISAC classification, and one should be a project that includes an opening day collection. Indicate references using EDI processes to download purchase order and item information into the library's ILS. If no reference is marked to indicate opening day collection, BISAC or EDI, it will be assumed that the vendor has not previously provided these services. References will be contacted to determine the quality of performance/workmanship of previous contracts and services as well as the timely completion of previous services.

Include information demonstrating the Proposer's financial stability and certification to obtain and maintain bonding and insurance requirements will be assigned a higher score. Proposals which lack the description of the company's financial status or the required certification of bonding and insurance requirements will be assigned a lower score.

2.7(C) Ability to Meet Specifications

Each proposer is required to fill in "Attachment B – "Ability to meet specifications". This attachment must be included with the other documents as required by the technical section of the RFP.

PART III EVALUATION

3.1 Evaluation Criteria (See Attachment B)

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do. Attachments "B", "C", and "D" outline the evaluation criteria. Ability to meet specifications is laid out in Attachment "B". The processing price scheme is laid out in Attachment "C". The discount by book class is laid out in Attachment "D". For the purposes of scoring cost, only Attachment C will be used.

The proposed evaluation criteria shall measure how well an offeror's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the offeror proposes to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

The following criteria will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish of Jefferson, not on the basis of what may be inferred.

Technical Proposal Maximum # of Points 75

The following criteria are of importance and relevance to the evaluation of this RFP.

	Weighting Points
Responsiveness to instructions of RFP	(10)_____
Ability to meet specifications (Attachment B)	(25)_____
Size of inventory	(15)_____
Proven ability to provide services requested as indicated by references	(25)_____

1) COST PROPOSAL

The proposer with the lowest cost on processing (Attachment "C") shall receive 10 points.

Other proposers will receive a cost score computed as follows:

CS = (LPC/PC*X)

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 10% of the total number of points assigned

The proposer with the highest discount (Attachment "D") shall receive 15 points.

Other proposers will receive a cost score computed as follows:

CDS = (PD/HPD*X)

Where: CDS = Computed discount score for Proposer

HPD = Highest proposed discount of all Proposers

PD = Proposer's discount

X = 15% of the total number of points assigned

CS+CDS = maximum # of Points 25

TOTAL MAXIMUM POINTS FOR THIS RFP _____

ATTACHMENT A

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009.

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

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.

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.

DEDUCTIBLES

No insurance required shall include a deductible greater than $10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

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

ATTACHMENT "B"

Ability to meet specifications

This must be filled in by each vendor and included with the other documents submitted in response to the technical portions of this RFP.

Number of titles (unique ISBN/EAN) currently in stock in vendor's inventory

_____

Method of notification of best sellers, continuations and other popular books

_____

Vendor has program which guarantees that items such as best sellers ordered through a prescheduled ordering plan arrive at library at least by street date (y/n)

_____

Vendor can supply books in Class A (y/n)

_____

Vendor can supply books in Class B (y/n)

_____

Vendor can supply books in Class C (y/n)

_____

Vendor can supply books in Class D (y/n)

_____

Vendor can supply books in Class E (y/n)

_____

Vendor must be able to provide opening day collections (y/n)

_____

URL of vendor's online electronic ordering system, including password if necessary

_____

_____

Vendors can provide downloadable purchase order records (y/n) (Library will contact vendor to obtain

sample record)

Vendor can provide and apply dust jackets and plastic laminate as specified (y/n) _____

Vendor can provide and apply branch labels as specified (y/n) _____

Vendor can produce and apply barcodes as specified (y/n) _____

Vendor can print and apply spine label according to Jefferson Parish Library specifications (y/n) _____

Vendor can print and apply BISAC subject heading label according to specifications (y/n) _____

Vendor can provide MARC label according to library specifications (y/n) _____

Vendor can insert item information into item record which will produce and populate item information (y/n) (Library will contact vendor to obtain sample record) _____

Vendor can assign a call number (Dewey Decimal) and Cutter letters and numbers according to specifications (y/n) _____

Vendor can assign BISAC subject headings according to specifications (y/n) _____

Vendor will provide inside delivery of all items at no cost (y/n) _____

Vendor will provide delivery as specified (y/n) _____

Vendor will provide two copies of invoice in the box with delivered books (y/n) _____

Vendor will provide a cancellation schedule for those items which become unavailable (y/n) _____

Vendor will pay all return shipping charges (y/n) _____

Vendor will issue credit memo or invoice as specified (y/n) _____

Vendor has how many warehouses? _____

The primary warehouse from which orders for Jefferson Parish Library will be filled is

_____

The secondary warehouse from which orders for Jefferson Parish Library will be filled is

_____

ATTACHMENT "C"

Price Schedule (to be filled in by vendor)

Prices proposed by the Proposers must be on this price schedule. Attachment C must be placed in a separate sealed envelope and submitted with the response to this RFP. Prices proposed shall be firm. For scoring purposes, this form shall be used. Vendor shall state costs individually for the following. If vendor cannot provide item(s) below, that space should be left empty.

a. Yearly cost for use of online searching/electronic ordering system

_____

b. Cost for dust jackets 1-1/2 mil Mylar dust jacket covers applied to the dust jackets, taped to the inside covers of the book

_____

c. Cost to cover paperbacks in clear plastic laminate no less than 5 mils thick or more than 12 mils thick.

_____

d. Cost for producing and applying machine readable barcode

_____

e. Cost for producing and applying eye readable barcode

_____

f. Cost for providing downloadable purchase order record

_____

g. Cost for providing MARC record including complete call number including Dewey decimal number and Cutter number and letters

_____

h. Cost for original cataloging record including complete call number including Dewey decimal number and Cutter number and letters

_____

i. Cost for providing MARC record including complete call number including Dewey decimal number and Cutter number and letters and item information for item creation

_____

j. Cost for printing and applying spine label

_____

k. Cost for covering spine label with label protector

_____

l. Cost for printing and applying BISAC label

_____

Grand total _____

ATTACHMENT "D"

Discounts proposed by the Proposers must be on this price schedule. Attachment D must be placed in a separate sealed envelope and submitted with Attachment C in a separate sealed enevelope. Vendor shall state discounts individually for the following. If vendor cannot provide item(s) below, that space should be left empty.

% discount from publishers' non-freight pass-through list prices:

Class A: _____

Class B: _____

Class C: _____

Class D: _____

Class E: _____

Average % discount _____

Request for Proposals #0350

The purchase, cataloging and processing of new books for the Jefferson Parish Library Department

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Purchase, cataloging and processing of new books for the Jefferson Parish Library Department.

Request for Proposals will be received until 4:30 p.m. Local Time on: Friday, July 8, 2016

Acknowledge Receipt of Addenda:
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: _____

Address: _____

_____

Phone Number: _____ Fax Number_____

Type Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

_____

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

_____

SECRETARY-TREASURER

_____

DATE

Request for Proposal
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.**
- **Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(6) of the Jefferson Parish Code of Ordinances**

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____

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

he/she is the fully authorized _____ of _____ (Entity),

the party who submitted a proposal in response to RFP Number _____, to the Parish of

Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Affiant further said:

Debt Disclosures

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

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

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

Affiant further said:

Solicitation of 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 elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

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

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B _____ There are **NO** subcontractors 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

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

_____
Signature of Affiant

_____
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE _____ DAY OF _____, 20___.

_____
Notary Public

_____
Printed Name of Notary

_____
Notary/Bar Roll Number

My commission expires _____.

REQUEST FOR PROPOSAL
RFP 0350

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFPs) from qualified firms to provide for the Purchase, Cataloging and Processing of New Books for the Jefferson Parish Library Department.

PROVIDE A THREE (3) YEAR CONTRACT WITH TWO (2) ONE YEAR OPTIONS TO RENEW AT ONE-YEAR INTERVALS FOR THE ACQUISITION OF NEW SHELF READY LIBRARY BOOKS

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points

PRE–Proposal Conference: NOT REQUIRED

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:
JEFFERSON PARISH PURCHASIING DEPARTMENT
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET, SUITE 4400
GRETNA, LA 70053

UNTIL **4:30 P.M.** LOCAL TIME ON **JULY 8, 2016**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law.

A copy of the RFP is available gratis from: http://purchasing.jeffparish.net or
Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053
(504)-364-2678

Brenda J. Campos
Director
Purchasing Department

Jenifer Lotz
Chief Buyer
Purchasing Department

ADV: The New Orleans Advocate: June 15, 22 and 29, 2016