

MIDWEST LIBRARY SERVICE
RESPONSE TO
SOLICITATION #SW16012
TO ESTABLISH A STATE WIDE CONTRACT
FOR BOOKS

State of Oklahoma
Department of Central Services
Central Purchasing



Midwest Library Service

11443 ST. CHARLES ROCK ROAD • BRIDGETON, MISSOURI 63044-2789 • U.S.A.
Phone: 800-325-8833 • 314-739-3100
FAX: 800-962-1009 • 314-739-1326
mail@midwestls.com
www.midwestls.com

June 27, 2016

Mr. Gerald Elrod
Contracting Officer
Office of Management and Enterprise Services
Central Purchasing
5005 N. Lincoln Blvd., Suite 300
Oklahoma City, OK 73105

Dear Mr. Elrod:

The enclosed pages constitute our complete response to Solicitation#: SW16012, to establish a state wide contract for the procurement of books.

Midwest Library Service has been supplying libraries with academic and scholarly books for more than 55 years. We provide books from more than 15,000 U.S., Canadian, and U.K. publishers including:

- University presses
- Scientific, technical, and health science publishers
- Small presses
- Reference and textbook presses
- Trade presses
- Paperback presses, including trade, quality, and mass market
- Religious and theological presses
- Associations, Societies, Institutes
- Reprinters
- Non-profit organizations
- Privately published and corporate
- Ebooks

Starting with a handful of academic libraries in 1959, today we serve more than 1000 academic and public libraries in the U.S. and Canada. Midwest Library Service has the experience to provide services that are designed to assist libraries in creating smooth, efficient workflows.

Efficient, flexible, personalized service is our primary focus. Order fulfillment is not limited to items in our inventory or enclosed catalogs and, while our discounts are competitive, they reflect our desire to complete a library's order. Put simply, Midwest Library Service's paramount goal

is to make every effort possible to fulfill our customers' orders in their entirety. While inventory-dependent vendors prefer to ship almost exclusively from inventory, we will ship from inventory, order directly from the publisher or, when necessary, will source books from out of print dealers or the United Kingdom. As a result, our fulfillment rate is often as high as 98 percent, alleviating cancelled orders and the need to reorder.

Allison Korleski, your Regional Sales Manager, is the account manager for the term of the contract. She may be reached at 314-873-2982 or korleski@midwestls.com. Trish Banta, your Library Service Representative, has over 30 years of experience and will handle your phone calls, correspondence and any questions or concerns regarding your orders. She may be reached at 800-325-8833 or banta@midwestls.com. Based on the many compliments we've received from customers over the years, we're confident that you'll find our service not only meets, but exceeds your expectations.

Please contact me with any questions regarding our proposal. You may reach me at 800-325-8833 or hlesser@midwestls.com. We appreciate your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'H. Lesser', with a long horizontal flourish extending to the right.

Herbert M. Lesser
Vice President

Enclosures:

OMES-FORM-CP-076

OMES-FORM-CP-004

Past Performance Information E.4.1.1.

Organizational Capacity E.4.2.1.

Technical Proposal E.4.3.1.

Technical Proposal E.4.3.2

Note: Order fulfillment is not limited to items in the enclosed catalogs

Price Response E.4.4.1

Amendment #1

Certificate of Insurance



Responding Bidder Information

"Certification for Competitive Bid and Contract" MUST be submitted along with the response to the Solicitation.

1. RE: Solicitation # SW16012

2. Bidder General Information:

FEI / SSN : 430834505

VEN ID: 69851

Company Name: Midwest Library Service

3. Bidder Contact Information:

Address: 11443 St. Charles Rock Road

City: Bridgeton

State: MO Zip Code: 63044

Contact Name: Herbert M. Lesser

Contact Title: Vice President

Phone #: 800-325-8833

FAX#: 800-962-1009

Email: hlesser@midwestls.com

Website: www.midwestls.com

4. Oklahoma Sales Tax Permit¹:

☐ YES – Permit #: _____

☒ NO – Exempt pursuant to Oklahoma Laws or Rules

5. Registration with the Oklahoma Secretary of State:

☐ YES - Filing Number: _____

☒ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☒ YES – include a certificate of insurance with the bid

☐ NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)²


Authorized Signature

06/27/2016

Date

Herbert M. Lesser

Printed Name

Vice President

Title

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/faqbus-sales.html>

² For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/faqs.html#c221>



NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: Central Purchasing Division Agency Number: _____

Solicitation or Purchase Order #: SW16012

Supplier Legal Name: Midwest Library Service

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☒ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.


Supplier Authorized Signature

6/27/16
Certified This Date

Herbert M. Lesser

Printed Name

Vice President

Title

800-325-8833

Phone Number

hlesser@midwestls.com

Email

800-962-1009

Fax Number

REFERENCE LISTING

Code	FIRST NAME	LAST NAME	PHONE	FAX	COMPANY	CITY	STATE	DURATION
101	Dana	Belcher	580-559-5564	580-436-3242	East Central Univ.	Ada	OK	1998-present
102	Harriett	Hobbs	918-444-3285	918-458-2197	Northeastern St. Univ.	Tahlequah	OK	1985-present
103	Melecia	Caruthers	405-522-3490	405-525-7804	Oklahoma Dept. of Libraries	Oklahoma City	OK	1998-present
104	Galadriel	Lackey	405-744-6306	405-744-7579	Oklahoma St. Univ.	Stillwater	OK	1981-present
105	Linda	Pye	580-774-7021	580-774-3112	Southwestern Ok. St. Univ.	Weatherford	OK	1975-present
106								
107								
108								
109								
110								
111								
112								
113								
114								
115								

Survey Questionnaire – State of Oklahoma

To:

Dana Belcher

(Name of person completing survey)

Phone:

5805595564

Fax:

5804363242

Subject: Past Performance Survey of:

Midwest Library Services

(Name of Vendor)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the State in the selection of firms to perform various services. The firm/individual listed above has listed you as a client for which they have previously performed work for. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client Name:

East Central University

Completion

Project Name:

supply of books


Date:

6/20/16

Past Performance Survey of:

Midwest Library Service
(Name of Vendor)

NO	CRITERIA	Scale	Score
1	Ability to provide a wide selection of products.	(1-10)	9
2	Ability to maintain schedule (delivery as scheduled, or quoted)	(1-10)	10
3	Quality of products offered.	(1-10)	10
4	Professionalism and ability to manage (includes customer service, response time, returns phone calls , emails)	(1-10)	10
5	Accounts Receivable/ Invoice Operations	(1-10)	10
6	Communication, (includes explanation of products available, offers suggestions, cross reference abilities)	(1-10)	10
7	Return Policies	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor again	(1-10)	10

Dana Belcher		
Printed Name (of Evaluator)		Signature (of Evaluator)

Thank you for your time and effort in assisting the State of Oklahoma in this important endeavor.

Please list any additional comments you may have in the space provided below.

MIS is an integral part of our
acquisition process.

Survey Questionnaire – State of Oklahoma

To:

Harriett Hobbs

(Name of person completing survey)

Phone:

918 444 3285

Fax:

918 458 2197

Subject: Past Performance Survey of:

MIDWEST library Service

(Name of Vendor)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the State in the selection of firms to perform various services. The firm/individual listed above has listed you as a client for which they have previously performed work for. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again).

Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client Name:

Northeastern State University

Completion

Project Name:

supply of books

Date:

open

Past Performance Survey of:

MIDWEST LIBRARY SERVICE
(Name of Vendor)

NO	CRITERIA	Scale	Score
1	Ability to provide a wide selection of products.	(1-10)	10
2	Ability to maintain schedule (delivery as scheduled, or quoted)	(1-10)	10
3	Quality of products offered.	(1-10)	10
4	Professionalism and ability to manage (includes customer service, response time, returns phone calls , emails)	(1-10)	10
5	Accounts Receivable/ Invoice Operations	(1-10)	10
6	Communication, (includes explanation of products available, offers suggestions, cross reference abilities)	(1-10)	10
7	Return Policies	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor again	(1-10)	10

Harriett Hobbs	Harriett Hobbs
Printed Name (of Evaluator)	Signature (of Evaluator)

Thank you for your time and effort in assisting the State of Oklahoma in this important endeavor.

Please list any additional comments you may have in the space provided below.

We have been using Midwest for many years
and are very pleased with all of their
services.

Survey Questionnaire – State of Oklahoma

To:

Melecia Caruthers

(Name of person completing survey)

Phone:

405 522-3490

Fax:

405-525-7804

Subject: Past Performance Survey of:

MIDWEST LIBRARY SERVICE

(Name of Vendor)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the State in the selection of firms to perform various services. The firm/individual listed above has listed you as a client for which they have previously performed work for. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client Name:

Oklahoma Department of Libraries

Completion

Project Name:

supply of books


Date:

open

Past Performance Survey of:

MIDWEST LIBRARY SERVICE
(Name of Vendor)

NO	CRITERIA	Scale	Score
1	Ability to provide a wide selection of products,	(1-10)	10
2	Ability to maintain schedule (delivery as scheduled, or quoted)	(1-10)	10
3	Quality of products offered.	(1-10)	10
4	Professionalism and ability to manage (includes customer service, response time, returns phone calls , emails)	(1-10)	10
5	Accounts Receivable/ Invoice Operations	(1-10)	10
6	Communication, (includes explanation of products available, offers suggestions, cross reference abilities)	(1-10)	10
7	Return Policies	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor again	(1-10)	10

Melecia Caruthers	
Printed Name (of Evaluator)	Signature (of Evaluator)

Thank you for your time and effort in assisting the State of Oklahoma in this important endeavor.

Please list any additional comments you may have in the space provided below.

Every representative or employee I have dealt with has always been helpful, professional, and knowledgeable. They respond quickly and always follows up on any issues or questions.

Survey Questionnaire – State of Oklahoma

To: Galadriel Lackey
(Name of person completing survey)
Phone: (405) 744-6306 Fax: (405) 744-7579
Subject: Past Performance Survey of: Midwest Library Service
(Name of Vendor)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the State in the selection of firms to perform various services. The firm/individual listed above has listed you as a client for which they have previously performed work for. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again).

Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

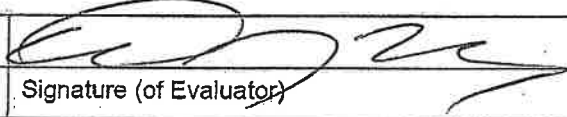
Client Name: Oklahoma State University
Project Name: supply of books

Completion
Date: open

Past Performance Survey of:

Midwest Library Service
(Name of Vendor).

NO	CRITERIA	Scale	Score
1	Ability to provide a wide selection of products.	(1-10)	10
2	Ability to maintain schedule (delivery as scheduled, or quoted)	(1-10)	10
3	Quality of products offered.	(1-10)	10
4	Professionalism and ability to manage (includes customer service, response time, returns phone calls , emails)	(1-10)	10
5	Accounts Receivable/ Invoice Operations	(1-10)	10
6	Communication, (includes explanation of products available, offers suggestions, cross reference abilities)	(1-10)	10
7	Return Policies	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor again	(1-10)	10

<u>Galadriel Lackey</u>	
Printed Name (of Evaluator)	Signature (of Evaluator)

Thank you for your time and effort in assisting the State of Oklahoma in this important endeavor.

Please list any additional comments you may have in the space provided below.

Oklahoma State University has had a long relationship with vendor.
Their electronic services support our workflows, critical as
staffing decreases.

Survey Questionnaire – State of Oklahoma

To: Linda Pye
(Name of person completing survey)

Phone: 580-774-7021 Fax: _____

Subject: Past Performance Survey of: Midwest Library Service
(Name of Vendor)

The State of Oklahoma is implementing a process that collects past performance information on firms and their key personnel. The information will be used to assist the State in the selection of firms to perform various services. The firm/individual listed above has listed you as a client for which they have previously performed work for. We would appreciate your taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Client Name: Southwestern Oklahoma State University Completion _____

Project Name: supply of books Date: open

Past Performance Survey of:

Midwest Library Service
(Name of Vendor)

NO	CRITERIA	Scale	Score
1	Ability to provide a wide selection of products.	(1-10)	9
2	Ability to maintain schedule (delivery as scheduled, or quoted)	(1-10)	9
3	Quality of products offered.	(1-10)	10
4	Professionalism and ability to manage (includes customer service, response time, returns phone calls, emails)	(1-10)	10
5	Accounts Receivable/ Invoice Operations	(1-10)	10
6	Communication, (includes explanation of products available, offers suggestions, cross reference abilities)	(1-10)	10
7	Return Policies	(1-10)	10
8	Overall customer satisfaction and comfort level in hiring vendor again	(1-10)	10

LINDA PYE	<u>Linda Pye</u>
Printed Name (of Evaluator)	Signature (of Evaluator)

Thank you for your time and effort in assisting the State of Oklahoma in this important endeavor.

Please list any additional comments you may have in the space provided below.

We have been very pleased with Midwest Library Service. The customer service is great!

E.4.2.1. Organizational Capacity Statement

Midwest Library Service has been supplying libraries with academic and scholarly books for more than 55 years. We provide books from more than 15,000 U.S., Canadian, and U.K. publishers including:

- University presses
- Scientific, technical, and health science publishers
- Small presses
- Reference and textbook presses
- Trade presses
- Paperback presses, including trade, quality, and mass market
- Religious and theological presses
- Associations, Societies, Institutes
- Reprinters
- Non-profit organizations
- Privately published and corporate

Starting with a handful of academic libraries in 1959, today our fifty employees, located at our centralized facility in Bridgeton, MO serve more than 3500 academic libraries in the U.S. and Canada. And, we remain privately held, under consistent ownership since our inception.

Efficient, flexible, personalized service is our primary focus. Order fulfillment is not limited to items in our inventory, and while our discounts are competitive, they reflect a desire to fulfill our customer's orders. For information on all of our services, visit www.midwestls.com.

C.1 Introduction

Midwest Library Service submits this completed proposal. It constitutes our response to Solicitation #SW16012, which establishes a state wide contract for the procurement of books.

C.2. Categories

Midwest Library Service is able to fulfill the categories as specified in Section C.2 with the exception of subscription materials.

C.3. Account Management

The Account Manager for the term of this contract is Allison Korleski. She is the Regional Sales Manager responsible for Oklahoma accounts.

Allison Korleski
Midwest Library Service
11443 St. Charles Rock Road
Bridgeton, MO 63044
800-325-8833
314-873-2982 (cell)
korleski@midwestls.com

C.4. Purchasing Process and Pricing

Midwest Library Service is able to meet the Purchasing Process requirements. A completed Bid Sheet, Attachment C, is included with this proposal.

C.5.1. Service Level Requirements and Expectations

Midwest Library Service is able to meet the mandatory Service Level Requirements as specified in Section C.5.1.1. through C.5.1.5.

C.5.2. Desirable Service Level Expectations

Midwest Library Service is able to meet or exceed the Desirable Service Level Expectations as specified in Sections C.5.2.1 through C.5.2.22. Additional details are provided below as requested.

C.5.2.10. Rush Delivery

Midwest Library Service does not provide a comprehensive Rush Delivery Service. Authorized Users are encouraged to contact their assigned Library Service Representative, who will determine if the requested item is in stock. If so, the item will be invoiced and shipped as the Authorized User directs.

C.5.2.12. Return of Product

Authorized Users may return books damaged during shipment or with manufacturing defects. Options include credit or no-charge replacement. Books found with printing or binding defects can be returned for replacement without any time limitation.

Items damaged in during shipment to the Library should be brought to the attention of the carrier, FedEx, and your Library Service Representative. This allows us to replace the defective book and submit a claim to the carrier.

Incorrectly shipped materials may be returned to Midwest Library Service for credit.

C.5.2.13. Returns Due to User Error

Most books are shipped on a fully returnable basis, consistent with our philosophy of maximum service. Returns for credit should be made within 90 days and be in new condition. Some publishers will not accept returns for reasons other than defects or shipment errors. As a result, their books are non-returnable. Regular returns may be made without prior authorization, unless the book was obtained from one of these non-returnable publishers (as indicated on our invoices).

C.5.2.18. Notification of Back Orders

Midwest Library Service provides Back Order Notifications three ways: online via InterACQ, our web-based portal; by e-mail to users designated by the Authorized User; and by standard mail to the Library. All back orders are solely based upon the publisher's available inventories.

C.5.2.21. Complaint Resolution Procedure

Midwest Library Service is highly regarded for its focus on meeting and exceeding the service requirements of its customers. We are committed to providing the best balance between service and terms. In addition, we remain privately held, under consistent ownership since our inception.

After 57 years of working with the library community, Midwest Library Service continues to focus on providing the highest level of quality service to its customers. Our centralized office and warehouse location is located in Bridgeton, Missouri, a suburb of Saint Louis. Trish Banta and Jackie Madden, the assigned Library Service representatives are located in Bridgeton. Allison Korleski, the Regional Sales Manager is responsible for all Oklahoma accounts. Her office is located in Loveland, Colorado.

Any concerns should be brought to the attention of any one of these three representatives. In the unlikely event that an acceptable resolution has not been provided by our representatives, our customers can contact the Operations Manager, Pamela Caskey, or General Manager, Trudy Barrett.

ATTACHMENT C - BID SHEET

Vendor Name:

Midwest Library Service

BOOKS CATEGORIES	Responding (Yes/No)	% Discount off List	Additional Comments/Bulk Discounts/Prompt Payment Discounts
GENERAL, DOMESTIC	Yes	0-15%	
ENCYCLOPEDIA, DOMESTIC	Yes	0%	
LEGAL PUBLICATIONS, LAW BOOKS, DOMESTIC	Yes	0-15%	
MEDICAL BOOKS, DOMESTIC	Yes	0-15%	
MULTI-MEDIA PRODUCTS, RECORDED PUBLICATION MATERIALS	No	n/a	
PERIODICAL AND OTHER SERIAL SUBSCRIPTIONS, DOMESTIC	No	n/a	
REFERENCE, DOMESTIC	Yes	0-15%	
SCIENTIFIC, DOMESTIC	Yes	0-15%	
TECHNICAL, DOMESTIC	Yes	0-15%	
TEXTBOOKS, DOMESTIC	Yes	0-15%	
TRADE BOOKS, DOMESTIC	Yes	0-30%	

Date of Issuance: 06/08/2016Solicitation No. SW16012

Requisition No. _____

Amendment No. 1Hour and date specified for receipt of offers is changed: ☒ No ☐ Yes, to: _____ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:**U.S. Postal Delivery:**

Gerald Elrod
Contracting Officer

405 - 522 - 1037
Phone Number

, OK -

or

Personal or Common Carrier Delivery:

Gerald.Elrod@omes.ok.gov
E-Mail Address

, OK -

Description of Amendment:**a. This is to incorporate the following:**

The contract has been revised as follows:

Section 4 of Page 1 of the cover page has been revised to read "July 5th, 2016".

Section D.2.1 of the RFP has been revised to read "D.2.1. The State intends to award to multiple Suppliers as a result of this Request for Proposal (RFP). Said contract will be awarded to the responsible Supplier(s) whose response, conforming to the RFP, is deemed best value."

Attachment C has been revised to read "Attachment C" in the title of the document.

Revised copies of affected documents have been posted.

b. All other terms and conditions remain unchanged.

Midwest Library Service
Supplier Company Name (**PRINT**)

6/27/16

Date

Herbert M. Lesser
Authorized Representative Name (**PRINT**)

Vice President
Title


Authorized Representative Signature



MIDWLIB-01

MARYC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/21/2016

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Charles L. Crane Agency Co. 100 N Broadway, Ste 900 Saint Louis, MO 63102	CONTACT NAME:		
	PHONE (A/C, No, Ext): (314) 241-8700	FAX (A/C, No): (314) 444-4970	
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Ohio Casualty Insurance Co.		24074
INSURED Midwest Library Service 11443 Saint Charles Rock Road Bridgeton, MO 63044	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

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
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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			BZS57006639	01/01/2016	01/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAS57006639	01/01/2016	01/01/2017	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 \$			USO57006639	01/01/2016	01/01/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	XWS57006639	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L. EACH ACCIDENT \$ 1,000,000 E L. DISEASE - EA EMPLOYEE \$ 1,000,000 E L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

OFFICE OF MANAGEMENT AND ENTERPRISE
SERVICES CENTRAL PURCHASING
5005 N. LINCOLN BLVD. SUITE 300
Oklahoma City, OK 73105

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

© 1988-2014 ACORD CORPORATION. All rights reserved.