



Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form

FY 2019 spend \$57,680.00
FY 2018 spend \$39,500.00

Department	Library	Department Contact	Belinda Catman
Contact Email	belinda.catman@lfpl.org	Contact Phone	502-574-1845

Contract Type: check one	New	Amendment		
		Additional Funds	Time Extension	Scope
Professional Service				
Sole Source (goods/services)	✓			
Requested Contract Dates (MM/DD/YYYY)	Start 07/01/2019	End 06/30/2020		

VENDOR INFORMATION

Vendor Legal Name	Cengage Learning, Inc.				
DBA	Gale				
Point of Contact	Mir Loving	Email	mir.loving@cengage.com		
Street	20 Channel Center Street				
Suite/Floor/Apt		Phone	800-877-4253 ext. 8464		
City	Boston	State	MA	Zip Code	02110
Federal Tax ID#		SSN# (If sole proprietor)			
Louisville Revenue Commission Account #					
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business		
Select if applicable					

FINANCIAL INFORMATION

Not to Exceed Contract Amount	69,000.00		(including reimbursement expenses, if applicable)				
Fund Source: General Fund	✓						
Federal Grant		Federal Granting Agency					
Other		Describe:					
Account Code String #	1101	730	5922	591270	521114		
Payment Rate		per hour		per day		per service	
		per month		Other	Varies		
Payment Frequency	✓	Monthly		Upon Completion / Delivery			
		Quarterly	✓	Other	Annual		



Office of Management and Budget
Division of Purchasing
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CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Amendments: Describe the circumstances under which a time extension or scope change is needed.

New: Be specific about the work to be performed / product to be purchased including but not limited to: scope of work; description of service; work product created; why the service / product is necessary; and benefit to Louisville Metro Government.

Cengage provides three reference databases-Legal Forms which allows patrons access to legal forms that they can print out and utilize; Gale Biography which contains biographical articles from reference books and journals; and Literature Resource Center which contains literary criticism, writer biographies, and reference and journal articles on literary topics.

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to: a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

Cengage is the only provider for these products.

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good / service and there is a single source within a reasonable geographical area of the good / service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director

Signature

Lee Burchfield

Date

4-30-19

Printed Name

Purchasing Director

Signature

Joel Neaveill

Date

7/30/19

AGREEMENT FOR SOLE SOURCE PURCHASE

THIS CONTRACT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **LOUISVILLE FREE PUBLIC LIBRARY**, herein referred to as “**METRO GOVERNMENT**”, and **CENGAGE LEARNING, INC.**, with offices located at 20 Channel Center Street, Boston, Massachusetts 02110, herein referred to as “**CONTRACTOR**”,

WITNESSETH:

WHEREAS, the Metro Government wishes to purchase books, audio books, and access to databases and other library materials for use by Library patrons; and

WHEREAS, the Contractor has been determined by the Metro Government to be a sole source to provide same,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

I. SCOPE OF WORK

A. Contractor shall, at the request of the Metro Government, provide goods and services under the terms of this Agreement.

B. Contractor shall supply, upon an order from the Metro Government:

1. Books, audio books, databases and other library materials as described by the Metro Government in its orders for same and as described on Attachment A attached hereto and fully incorporated herein. If there is a conflict between the terms of this Agreement and Attachment A, this Agreement shall control.

II. FEES AND COMPENSATION

A. The Metro Government shall pay Contractor for services rendered and goods supplied as agreed to in writing between the parties and as described on Attachment A. Aside from Attachment A, the Library has attempted to define a pricing structure for this Agreement, but has found it cannot do so since the market for the goods to be purchased

fluctuates and cannot therefore be committed to writing for the term of this Agreement. The Library and Contractor shall therefore agree in writing to pricing and any other terms for each transaction they execute. Total compensation payable to Contractor under this Agreement shall not exceed **SIXTY THOUSAND DOLLARS (\$60,000.00)**.

B. Payment shall be made pursuant to Contractor's detailed invoice, itemized by the specifications of each item purchased and any other terms related to the transaction.

C. The Metro Government shall not reimburse out of pocket expenses under this Agreement.

III. DURATION

A. This Agreement shall begin July 1, 2019 and shall continue through and including June 30, 2020.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for goods and services delivered up to and including date of termination shall be made by the Metro Government.

IV. RECORDS-AUDIT

Contractor shall maintain during the course of the work, and retain not less than five years from the date of final payment on the contract, complete and accurate records of all of Contractor's costs which are chargeable to the Metro Government under this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public

accounting firm selected by it. The records to be thus maintained and retained by Contractor shall include (without limitation): (a) payroll records accounting for total time distribution of Contractor's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Contractor's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

V. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Contractor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Contractor's (or Contractor's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

VI. INSURANCE REQUIREMENTS

A. Prior to commencing work, Contractor shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky

Revised Statutes (KRS 342.350) will also be acceptable. The Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to Metro Government and approved by the Metro Government's Risk Management Division. The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Metro Government. Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Metro Government's option, actual copies of policies.

B. The following clause shall be added to the Contractor's (and approved subcontractors) Commercial General Liability Policies:

1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."

C. The insurance to be procured and maintained and minimum Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract (and such minimum limits shall not limit access to the full amount of insurance available (whether through primary, excess or umbrella policies) on the contractors or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

COMMERCIAL GENERAL LIABILITY: via the Occurrence Form, primary and non-contributory, with a \$1,000,000 Combined Single Limit for any one Occurrence and

\$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage and Products/Completed Operations, including:

- a. Premises - Operations Coverage
- b. Products and Completed Operations
- c. Contractual Liability
- d. Broad Form Property Damage
- e. Independent Contractors Protective Liability
- f. Personal Injury

WORKERS' COMPENSATION (if applicable): insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and EMPLOYERS' LIABILITY - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "A- VI", unless proper financial information relating to the Company is submitted to and approved by Metro Government's Risk Management Division.

E. MISCELLANEOUS

1. The Contractor shall procure and maintain insurance policies and shall furnish Certificates of Insurance upon the execution of the Contract. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to Metro Government at least fifteen (15) days prior to the expiration of any policy(s).

2. Upon execution of the contract, Certificates of Insurance as required above shall be furnished to:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Louisville Fire Department

611 West Jefferson Street, 3rd Floor
Louisville, Kentucky 40202

3. Upon Renewal of insurance coverage (s), Certificates of Insurance evidencing renewal shall be furnished to:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202

4. CANCELLATION OR MATERIAL CHANGE OF COVERAGE: Contractor shall notify Metro Government's Risk Management Division of any policy cancellation within two business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, Contractor shall notify Metro Government's Risk Management Division within two business days. If Contractor fails to notify Metro Government as required by this Agreement, Contractor agrees that such failure shall be a breach of this Agreement. Metro Government reserves the right to require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro Government's Risk Management Division.

5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

VII. REPORTING OF INCOME

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Contractor agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Contractor further agrees to provide such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

VIII. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

IX. AUTHORITY

The Contractor, by execution of this Agreement, does hereby warrant and represent that it is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

X. CONFLICTS OF INTEREST

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein;

or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation

therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto. In the event of a conflict between the terms of this Agreement and the terms in any of the Attachments, this Agreement shall govern.

XII. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

XIII. SEVERABILITY

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

XIV. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

XV. CALCULATION OF TIME Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. For example, if on January 1, Contractor is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

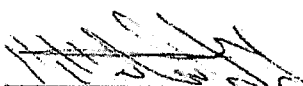
XVI. CAPTIONS The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

XVII. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS The Contractor shall reveal any final determination of a violation by the Contractor or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor. The Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND
LEGALITY CONTINGENT UPON
METRO COUNCIL APPROVAL
OF THE APPROPRIATION FOR
THIS AGREEMENT:

LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT


MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

Date: 8/12/19


JOEL NEAVEILL, DIRECTOR, PURCHASING
DEPARTMENT

Date: 8/14/19

LOUISVILLE FREE PUBLIC LIBRARY


LEE BURCHFIELD, DIRECTOR

Date: 8-14-19

CENGAGE LEARNING, INC.

By: 

Title: Brian McDonough SR VP Sales

Date: 8-13-2019

Taxpayer Identification No
(TIN): _____

Louisville/Jefferson County
Revenue Commission Account
No.: _____

ATTACHMENT A

4/25/2019

Cengage Learning - Quote

<http://www.gale.cengage.com/>

QUOTE

Confidential Price Quote - LF, LRC & BIC

04/25/2019

Pricing on this Proposal Guaranteed: 07/31/2019

Presented To: Jody Hampton

Prepared By: Mir Loving, Subscription Renewal Specialist, (800) 877-4253 x18464,
mir.loving@cengage.com [<mailto:mir.loving@cengage.com>]

Deliver To Address:
301 YORK ST
LOUISVILLE
Kentucky
United States
402032205

Account #: 143618

Account #: 143618

Deliver To: LOUISVILLE FREE PUBLIC LIBRARY
Jody Hampton

Invoice To: LOUISVILLE FREE PUBLIC LIBRARY
Lisa Dekker

Gale Primary Source Titles

	Qty	Total List Price	Total Sales Price
Gale Biography In Context Digital Archive Hosting, Imprint: Gale Research Inc, ISBN: 182412, Subscription Dates: 07-15-2019 to 07-14-2020, Number of Sites: 1	1	\$0.00	\$4,888.65
Literature Resource Center Digital Archive Hosting, Imprint: Gale Research Inc, ISBN: 182413, Subscription Dates: 07-15-2019 to 07-14-2020, Number of Sites: 1	1	\$0.00	\$5,650.31
		Total List Price	Total Sales Price
Total for Gale Primary Source Titles:		\$0.00	\$10,538.96

4/25/2019

Cengage Learning - Quote

Gale Primary Source Item Total: \$10,538.96

Subscription Titles	Qty	Total List Price	Total Sales Price
Legal Forms, Imprint: US Legal Forms, ISBN: 225807, Subscription Dates: 07-15-2019 to 07-14-2020, Number of Sites: 1	1	\$0.00	\$10,526.52
		Total List Price	Total Sales Price
Total for Subscription Titles:		\$0.00	\$10,526.52

Confirmation Required

Selecting 'I Confirm' does not require immediate payment. Once confirmed, your invoice will be sent on the start date of your purchase. Your payment terms are: Net 30, unless otherwise requested and agreed to.

After clicking the 'I Confirm' button, an email will be sent to your Gale account manager confirming your purchase of these products.

If you have any additional comments or questions, please enter them below.
If you require a purchase order number to appear on your invoice, please enter it here.

Sub-Total:\$21,065.48
ORDER TOTAL:\$21,065.48
Tax and freight charges will be applied to invoice where applicable.

I confirm

Thank you for your interest in Gale-Cengage Learning products.

Payment terms are days from start date. All trademarks and registered names are used herein under license. This Quote Form incorporates your License Agreement with Cengage Learning, including any and all Amendments, Addendums, Exhibits and Schedules attached thereto or incorporated by reference and the standard Terms of Use set forth at <http://www.cengage.com/terms/>. This Quote Form shall be deemed to have been accepted by Customer upon receipt by Cengage Learning of (i) any written confirmations indicating acceptance or; (ii) upon receipt of a Customer Purchase Order. If any written confirmations or Customer Purchase Orders in any way conflicts with or is inconsistent with the conditions of sale herein, this Quote Form will prevail and supercede any inconsistent terms.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

4/25/2019

Cengage Learning - Quote



CENGAGE LEARNING
27500 DRAKE ROAD
FARMINGTON HILLS, MI 48331-3535
UNITED STATES
Phone: (248) 699-4253 / (800) 877-4253
Fax:

Confidential Price Quote - LF, LRC & BIC (133437)

04/25/2019

Pricing on this Proposal Guaranteed: 07/31/2019

Presented To: Jody Hampton

Prepared By: Mir Loving, Subscription Renewal Specialist, (800) 877-4253 x18464, mir.loving@cengage.com
(mir.loving@cengage.com)

Account #: 143618

Account #: 143618

Deliver To: LOUISVILLE FREE PUBLIC LIBRARY
Jody Hampton

Invoice To: LOUISVILLE FREE PUBLIC LIBRARY
Lisa Dekker

Total: \$21,065.48

TO PLACE YOUR ORDER	Method of payment
1. MAIL TO: Cengage Learning P.O. Box 95501 Chicago, IL 60694-5501 United States	☐ Check or Money Order enclosed. Cengage Learning pays postage and handling (in the U.S. and Canada).
2. FAX TO:	☐ Charge my Credit Card. Cengage Learning pays postage and handling (in the U.S. and Canada).
3. FOR ORDERS WITH CHECK, MAIL TO: Cengage Learning P.O. Box 95501 Chicago, IL 60694-5501 United States	☐ VISA ☐ MasterCard ☐ American Express ☐ Discover
	Card No. _____ Exp. Date _____ CVV # _____ Signature _____
	☐ I have an established account. Please bill me (including postage and handling)
	P.O. # _____

Thank you for choosing Gale-Cengage Learning as your Information Provider!

Thorndike Press
10 Water Street, Suite 310
Waterville, ME 04901
Toll Free (800) 223-1244 Toll Free Fax (800) 558-4676
thorndike.gale.com



June 22, 2017

LOUISVILLE FREE PUBLIC LIBRARY

ADDRESS
CITY, STATE ZIP-CODE

To Whom It May Concern:

This is in response to any questions or concerns regarding the purchase and/or subscription of Thorndike Press titles.

Thorndike Press is the sole publisher, with exclusive Large Print rights, of Thorndike LP titles. The imprints included under Thorndike Press are Thorndike Press Large Print, Wheeler Publishing, Kennebec Large Print, Christian Large Print, Large Print Press and Five Star.

Thorndike Press Large Print titles range from \$10.95 - \$39.99, List Price. Discounts are available on all Thorndike Press publications, ranging up to 40% off subscriptions.

Thank you for your interest in Thorndike Press titles. Please contact me if I can be of any future assistance.

Best regards,

Sabine McAlpine
Strategic Account Manager

Thorndike Press – Gale – Cengage Learning
10 Water St, Suite 310 Waterville, ME 04901
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www.gale.com/thorndike