



1417 Timberwolf Drive  
Holland, Ohio 43528

June 26, 2019

Riley James  
Procurement & Contract Specialist  
City of Riverside  
Finance Department, Purchasing Division

Dear Mr. James:

Midwest Tape extends our approval for the City of Riverside's Public Library (RPL) to utilize the Redwood City Public Library's (RCPL) Agreement for Professional Services based on the RFP issued by Redwood City March of 2017 - Pool of Vendors for Provision of Library Materials, Collection Development Services, and Library Materials Processing.

Terms of the Agreement will be applied and interpreted as follows for RPL:

- The term of the contract is three years (beginning August 14, 2017) with 2-1/yr renewal options. Term ending August 14, 2022.
- Riverside Public Library receives a discount off of Manufacturer's Suggested Retail Price of 30% off of MSRP for DVDs and Blu-Ray DVD. Music CD's are discounted at 25% off MSRP with the exception to this discount on Universal Music which is discounted 10% off of MSRP.
- Audio Books are sold at Retail Price but include our patented SoundSafe™ case designed exclusively for library use.
- Midwest Tape will provide RPL with processing services for DVD and Audiobooks and are tailored to their exact needs. Please note that Riverside Public Library requires more DVD/BR processing services than Redwood City Library and is priced accordingly.

Price per copy of DVD/Blu-Ray DVD and Audiobooks to physically process according to Library's specifications:

Riverside Public Library - Processing Prices:

Single Disc DVD/Blu-Ray \$3.75                      Audiobook Flat Rate: \$4.25

Redwood City Public Library - Processing Prices:

Single Disc DVD/Blu-Ray \$3.25                      Audiobook Flat Rate: \$4.40

Double Disc and Multi-Disc DVD/Blu-Ray and Music CD titles are processed differently than singles and their charges are as follow:

Double disc DVD/Blu-Ray	\$4.45
Multi-disc (3 or more) DVD/Blu-Ray	\$5.75

Please note, Riverside Public Library is provided another account for their audiovisual material and are processed in a slightly different manner with additional services including RFID disc overlay with activation. The additional account's processing prices are as follows:

Single Disc DVD/Blu-Ray	\$3.85
Double Disc DVD/Blu-Ray	\$4.20
Multi-disc (3 or more) DVD/Blu-Ray	\$7.15

Midwest Tape provides to both Riverside Public Library and Redwood City Library our Full OCLC MARC Records. These records cost \$1.20 per title (not per item). Item linking (barcode added to existing record) is charged \$0.25 per tag. We also offer free vendor level records right from our website if the library should need that option.

Should you require further information, please contact our office at 800-875-2785, the following team members are available to assist:

Corey Etterling, Account Executive – [cetterling@midwesttapes.com](mailto:cetterling@midwesttapes.com)

Lindsey Gibbs, Processing Coordinator – [lgibbs@midwesttapes.com](mailto:lgibbs@midwesttapes.com)

Janet Timm, Bid/RFP, Contract Coordinator – [jtim@midwesttapes.com](mailto:jtim@midwesttapes.com)

Sincerely,

Jeff Jankowski, Vice President  
[jjankowski@midwesttapes.com](mailto:jjankowski@midwesttapes.com)