

COMMUNITY HIGH SCHOOL DISTRICT 99
OFFICE OF THE DISTRICT CONTROLLER

To: Board of Education
VIA: Hank Thiele
FROM: Mark Staehlin *MS*
Jeree Ethridge *JE*
DATE: May 11, 2022
RE: Award of Bid for English Department Novel

The English Departments at each campus purchase a large number of novels each year for students at all grade levels. This is a complex bid process involving more than 140 different titles and just over 14,000 books. We request the vendor to package individually, and mark for delivery to a specific classroom, for each teacher at each campus. This involves more than 64 separate packages. When the books are received, we use District staff and/or student helpers to deliver the packages to each classroom.

This year's bid required delivery of the books to be by July 29, 2022. Exact quantities were subject to change as final enrollment and class assignments had not yet been finalized by the District when the list of required units for each title was prepared. Vendors were required to guarantee prices for each title for at least 90 days.

Our Request for cost proposals was posted on our website and sent to several vendors that we have used in the past. Notification was also published in local papers as is required with any formal bid request. Five (5) vendors responded to our request with sealed bids. A public bid opening was held on May 9, 2022. The bids from the five were as follows:

<u>Bidder</u>	<u>Bid</u>
Superior Text, LLC	\$103,465.97 - No bid on 5 titles
BookPal	\$111,660.20
Summit International	\$116,195.90
Textbook Warehouse	\$127,888.73
Follett	\$199,755.68

The lowest bidder, Superior Text, is unable to supply all of the titles listed in the bid specifications. We disqualified Superior Text for that reason. The next lowest bidder, BookPal, is able to supply all of the titles listed in the bid specifications. We previously awarded bids to BookPal for the 2019-2020 and 2021-2022 school years and we were very pleased with the service from this company.

It is the administrations recommendation that the Board of Education accept the lowest responsible bid of \$111,660.20 from BookPal to provide novels in accordance with the specifications, instructions and requirements provided in the April 22, 2022 "Request for Proposal for Community High School District 99 English Department Novels."

If you have any questions or concerns, please do not hesitate to contact either of us.