

# COMMUNITY HIGH SCHOOL DISTRICT 99

6301 Springside Ave ~ Downers Grove, Illinois 60516

Phone: (630) 795-7100 ~ Fax: (630) 795-7199

[www.csd99.org](http://www.csd99.org)

April 21, 2023

Dear Vendors:

This is to solicit your sealed bid to provide English Novels, to be delivered to Downers Grove North High School and Downers Grove South High School, as noted in the Schedule of Proposal.

Included is the schedule of proposal for Downers Grove North High School and Downers Grove South High School, along with the required "Certification Forms". Please print and complete in detail, sign and return one copy of the "Schedule of Proposal" and **all required "Certifications"** in a sealed envelope **clearly** marked, "**Sealed Bid – English Novel Bid**".

The Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of this school district.

Bids are due on or before **Monday, May 8th at 1:00PM (local time)**, and will be opened and publicly read at the Administrative Service Center, 6301 Springside Avenue, Downers Grove, IL 60516.

If you have any questions regarding this bid, please email Melinda Baur at [mbaur@csd99.org](mailto:mbaur@csd99.org).

Sincerely,

*Jeree Ethridge*

Jeree Ethridge  
CSBO

Encl: Instructions to Bidders  
Schedule of Proposal  
Certification Forms (3)

**COMMUNITY HIGH SCHOOL DISTRICT 99  
DOWNERS GROVE, ILLINOIS**

**PROJECT:** To Furnish and Deliver English Novels to Community High School District 99.

**INSTRUCTIONS TO BIDDERS**

Sealed bids will be received at the Administrative Service Center, Community High School District 99 at the place and date as follows:

Administrative Service Center  
Community High School District 99  
6301 Springside Ave  
Downers Grove, Illinois 60516

**Due Date: Monday, May 8, 2023 at 1:00PM (local time)**, at which time the bids will be opened and publicly read.

Any bids received after the time and date specified may be too late to be considered.

Bids shall be made on the items as listed in the "Schedule of Proposal". Prices quoted shall be guaranteed for a period of ninety (90) days after the date of the proposal.

Bids shall be submitted on forms to be provided by Community High School 99 and completed in full. The sealed envelope containing your bid should be plainly marked: "**Sealed Bid – English Novel Bid**". The Board of Education reserves the right to reject any or all bids, to waive minor informalities in any bid, or to make award in the best interest of Community High School District 99.

**Errors and Omissions:**

All bids shall be submitted with each space properly completed. **The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in bidding will be considered and Bidders will be held strictly to the bids as submitted.**

All bidders must satisfy themselves as to the intent of these specifications. Should a Bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, they shall advise the District who will issue the necessary clarifications to all prospective Bidders by means of addenda.

### **Withdrawal of Bids:**

All bids shall be deemed final, conclusive and irrevocable, for at least 60 days after the date of the bid opening. Bids may be withdrawn in person, or by letter, facsimile transmission, and electronic mail or similar means, provided that the withdrawal is actually received by the party to whom bids are to be submitted prior to the time for the opening of bids. No bid shall be withdrawn after the scheduled closing time for the submission of bids without the consent of the Board.

### **Investigation of Bidders:**

- A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. The Bidder shall furnish such information as may be requested and shall be prepared to show completed types of services included in their bid.
- B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the contract.

### **Title and Risk of Loss:**

Title to the goods herein described shall not pass until said goods have actually been received by the Board of Education or its consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board of Education or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

**Delivery:**

Deliveries shall be made to the Downers Grove North High School and Downers Grove South High School receiving areas, between the hours of 8:00 a.m. and 2:00 p.m., no later than Friday, July 28, 2023. Any item not delivered by this date may, at the discretion of the Board of Education, be canceled from the Purchase Order. Your bid price must be a delivered price, F.O.B. the Board's destination, with all transportation and handling charges paid by the bidder.

**Reservation of Rights by the Board of Education**

The Board of Education reserves the right to change quantities, reject any or all bids, to waive irregularities, and to accept the bid which in its sole and absolute discretion is considered to be in the best interests of the District. Any such decision shall be considered final.

The Board of Education further reserves the right to adjust quantities in its best interest at the time of contract award without a change in unit prices quoted. Quantities in this bid packet are reasonable estimates only.

**Rejection and Cancellation:**

The Board of Education reserves its rights to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Board of Education to accept future shipments nor deprive it of its rights to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment for the benefit of creditors is made by the Seller, the Board of Education may cancel this order without liability except for deliveries previously made or for goods covered by the invitation to bid then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein. All goods shall be new, without flaws or defects of any kind. Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss.

### **Waivers:**

The Board of Education's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Board of Education's right thereafter to enforce and compel strict compliance with every term, condition, and specification hereof.

### **State Tax:**

The Board of Education is exempt from paying Illinois Use tax, Illinois Retailer's Occupation tax, Federal Excise taxes, and any federal transportation tax.

### **Exceptions**

Any exceptions to these conditions or deviations from written specifications must be in writing and **attached** to the bid form.

### **Signature Constitutes Acceptance:**

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

### **Certification:**

- I. Each bid must be accompanied by a ***Certificate of Eligibility to Bid***, certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of 720 ILCS 5/33E-3 (bid rigging) or 720 ILCS 5/33-E4 (bid rotating) of the *Illinois Criminal Code of 1961, as amended*, or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer of the State of Illinois. The Certificate of Eligibility to Bid form is included within the bid documents.

**Failure to do so shall disqualify your bid.**

- II. Each bid from a **Vendor/Contractor** with 25 or more employees must be accompanied by a ***Certificate of Compliance with the Illinois Drug-Free Workplace Act*** 30 ILCS 580/1 *et. seq., as amended* certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. Each bid from an **Individual** must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. The Certificates of Compliance with the *Illinois Drug-Free Workplace Act* forms are included within the bid documents.

**Failure to do so shall disqualify your bid.**

- III. Each bid must be accompanied by a **Certificate Regarding A Sexual Harassment Policy** certifying that the bidder has a written sexual harassment policy that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the *Illinois Human Rights Act, 775 ILCS 5/1 et. seq., as amended* and the complaint process available through the Department of Human Rights and Illinois Human Rights Commission; and, states that anyone filing a complaint will be protected against retaliation. The Certificate Regarding Sexual Harassment Policy form is included with the bid documents.  
**Failure to do so shall disqualify your bid.**

## SCHEDULE OF PROPOSAL

### COMMUNITY HIGH SCHOOL DISTRICT 99

**PROJECT:** To Furnish and Deliver English Novels to Community High School District 99

Bidders may submit a substitute ISBN item. Any proposed substitute ISBNs must be listed on a separate page of the bid submission along with the original requested ISBN the bidder is unable to provide. The bidder may be requested to provide a copy of any proposed substitute ISBN book for the District to review.

Bidders must list any ISBNs they are unable to provide, and for which they are unable to provide a substitute ISBN with the same title, on a separate page of their Bid submission.

The District intends to award and pay for this bid in its entirety by check.

All items listed in this schedule of proposal are to be delivered to two separate high school locations. Both schools have loading docks. The addresses are as follows:

Downers Grove North High School  
4436 Main Street  
Downers Grove, IL 60515

Downers Grove South High School  
1436 Norfolk Street  
Downers Grove, IL 60516

Once the successful bidder has been selected and approved, the District will issue separate Purchase Orders for each classroom where the books will be used. We anticipate issuing approximately sixty (60) individual Purchase Orders. Twenty-four (24) are expected to be for deliveries to the North Campus and thirty-six (36) are expected to be for deliveries to the South Campus. These counts may vary slightly.

Each Purchase Order will indicate school delivery address, teacher name and classroom number. Shipments are to be delivered in separate packaging based on each Purchase Order. Individual Purchase Order materials may not be combined with materials from another Purchase Order even if it is being shipped to the same high school and same teacher as classroom locations may be different.

School address, teacher name and classroom number must be clearly visible on each address label, on every box, and must be able to be seen by our receiving clerks without their having to open each box. District employees will be responsible to transport the items from the loading dock areas of each high school to the specific classroom.

Schedule of Proposal – Book Pricing List

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
A Man Called Ove	978-1668010815	20		
A Memory Called Empire	978-1250186447	60		
A Raisin in the Sun	978-0679755333	570		
A Tale of Two Cities	978-0451530578	120		
All American Boys	978-1481463348	157		
America Now Short Essays on Current Issues	978-1319056575	3		
American Born Chinese	978-1250811899	380		
American Primitive	978-0316650045	30		
Anansi Boys	978-0063070738	60		
Animal Farm	978-0451526342	270		
Antigone	978-1580493888	60		
AP Stylebook 56th edition	978-1541601659	30		
As I Lay Dying	978-0679732259	30		
Barracoon	978-0062748218	60		
Beowulf	978-0393320978	30		
Binti (Book 1)	978-0765385253	30		
Borne	978-0374537654	30		
Brave New World	978-0060850524	16		
Citizen	978-1555976903	30		
Clap When You Land	978-0062882776	60		
Cloud Atlas	978-0375507250	90		
Coming of Age (short stories)	978-0844250762	15		
Crime and Punishment	978-0143107637	30		
Crime and Punishment	978-0679734505	60		
Crooked House	978-0062073532	60		
Deadline	978-0060850913	20		
Dear Martin	978-1101939529	35		
Dispatches From the Edge	978-0061136689	90		
Dog Songs	978-0143125839	60		
Dragon Hoops	978-1626720794	60		
Fahrenheit 451	978-1451673319	310		
Fahrenheit 451 Graphic Novel	978-0809051014	32		
Fiddler in the Subway	978-1439181591	60		
Firekeeper's Daughter	978-1250866035	15		
Firekeeper's Daughter (audiobook)	978-1250779519	1		
Frankenstein	978-0451532244	70		
Frindle	978-0689818769	15		
Get in Trouble	978-0812986495	60		
Gilgamesh	978-0743261692	30		
Gods of Jade and Shadow	978-0525620778	360		
Hail to the Chiefs	978-0448481227	6		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Hamlet (Shakespeare)	978-0743477123	60		
Hard-Boiled Wonderland and the End of the World	978-0679743460	24		
Holes	978-0440414803	55		
Holidays On Ice	978-0316078917	30		
House on Mango Street	978-0679734772	290		
Housekeeping	978-1250769763	70		
How the Garcia Girls Lost Their Accents	978-1565129757	24		
I Am Legend	978-0765357151	65		
Importance of Being Earnest	978-0486264783	100		
In Cold Blood	978-0679745587	210		
Invisible Man	978-0679732761	120		
Killing Mr. Griffin	978-0316099004	10		
Kindred	978-0807083697	5		
Klara and the Sun	978-0593318171	60		
Land of Big Numbers	978-0358272557	90		
Lord of the Flies	978-0399501487	390		
Lovecraft Country	978-0062292070	60		
Men We Reaped	978-1608197651	240		
Mexican Gothic	978-0525620785	180		
Monster	978-0064407311	55		
Montana 1948	978-1571310613	295		
Night	978-0374500016	795		
Nothing Can Possibly Go Wrong	978-1250779618	105		
Of Mice and Men	978-0140177398	105		
On Writing Well	978-0060891541	60		
One of Us Is Lying	978-1524714680	35		
Othello	978-0743477550	60		
Our America: Life and Death on the Southside of Chicago	978-0671004644	20		
Patron Saints of Nothing	978-0525554929	24		
Persepolis	978-0375714573	140		
Pipeline	978-1559365871	40		
Planet of the Apes	978-0345447982	60		
Pride and Prejudice	978-0141439518	16		
Punching the Air	978-0008422141	15		
Punching the Air (audiobook)	978-0063025707	1		
Red Rising	978-0345539809	30		
Romeo & Juliet	978-0671723852	150		
Romeo & Juliet	978-0743477116	420		
Romeo & Juliet Graphic Novel Original Text	978-1906332617	60		
Rosencrantz & Guildenstern Are Dead	978-0573614927	40		
Sing, Unburied, Sing: A Novel	978-1501126079	210		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Snow Flower and the Secret Fan	978-0812980356	30		
Speak	978-0312674397	40		
Stamped: Racism, Antiracism	978-0316453691	15		
Stamped: Racism, Antiracism (audiobook)	978-1549184253	1		
Sudden Flash Youth	978-0892553716	90		
That Can Be Arranged	978-1524856229	150		
The 57 Bus	978-1250229137	20		
The Age of Innocence (Penguin)	978-0140189704	90		
The Autobiography of Malcolm X	978-0345350688	90		
The Boy In The Black Suit	978-1442459519	20		
The Catcher in the Rye	978-0316769488	218		
The Color Purple	978-0143135692	120		
The Crucible	978-0140481389	300		
The Curious Incident of the Dog in the Night Time	978-1400032716	75		
The Devil's Highway	978-0316010801	30		
The Fault in Our Stars	978-0142424179	30		
The Glass Castle	978-0743247542	340		
The Great Gatsby	978-0743273565	510		
The Great Gatsby: The Graphic Novel	978-1982144548	30		
The Handmaid's Tale	978-0385490818	150		
The Kite Runner	978-1594631931	90		
The Making of a Poem	978-0393321784	60		
The Memory Police	978-1101911815	240		
The Namesake	978-0358062684	60		
The Ocean at the End of the Lane	978-0063070707	130		
The Odyssey	978-1554814268	30		
The Other Wes Moore	978-0385528207	725		
The Perks of Being a Wallflower	978-0671027346	20		
The Philosophy Book	978-0756668617	90		
The Picture of Dorian Gray	978-0486278070	60		
The Removed	978-0062997555	160		
The Scarlet Letter	978-1949611267	210		
The Sixth Grade Nickname Game	978-0786804320	15		
The Space Between Worlds	978-0593156919	65		
The Storytelling Animal	978-0544002340	30		
The Thing Around Your Neck	978-0307455918	60		
The Things They Carried	978-0618706419	1088		
The Three Theban Plays	978-0140444254	180		
The Tiger's Wife	978-0385343848	90		
The Time Machine	978-0486284729	30		
The Trial and Death of Socrates	978-0486270661	90		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
The White Tiger	978-1838953942	30		
Their Eyes Were Watching God	978-0060838676	120		
They Called Us Enemy	978-1603094504	16		
They Say, I Say 5th Ed	978-0393538700	315		
We Are Not Free	978-0358668107	24		
We Are Not From Here	978-1984812261	90		
We Have Always Lived In The Castle	978-0143039976	300		
What is Congress?	978-0593223703	15		
What is the Constitution	978-1524786090	15		
What is the Declaration of Independence?	978-0448486925	15		
What is the story of Ebenezer Scourge	978-0593226025	15		
What is the story of Looney Tunes	978-1524788360	15		
What is the story of Willy Wonka?	978-0593224205	15		
What is the Supreme Court?	978-0593386781	15		
What Strange Paradise	978-1984899248	100		
What was the Civil Rights Movement?	978-1524792305	15		
When The Elephant's Dance	978-0142002889	60		
When the Emperor Was Divine	978-0385721813	120		
When you Reach Me	978-0375850868	15		
Where the Red Fern Grows	978-0440412670	15		
Who is Michael Jordan	978-0451532459	15		
Who was Alexander Hamilton	978-0399544279	15		
Wide Sargasso Sea	978-0393352566	60		
Wonderbook	978-1419729669	60		
Wuthering Heights	978-0141439556	210		
<b>TOTAL</b>		<b>15,901</b>		

For purposes of state reporting only, checking this box certifies that this business is minority owned, female owned, owned by person with disabilities or locally owned.



**COMMUNITY HIGH SCHOOL DISTRICT 99**

**CERTIFICATION II**  
**CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT**

**PROJECT:** To Furnish and Deliver English Novels to Community High School District 99  
[Vendors with 25 or More Employees]

- This certifies that we have less than 25 employees.
  
- This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_ [Vendor]

By \_\_\_\_\_  
Authorized Officer of Vendor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL

**NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.**

COMMUNITY HIGH SCHOOL DISTRICT 99

**CERTIFICATION III**  
**CERTIFICATE OF COMPLIANCE WITH SEXUAL HARASSMENT POLICY**

**PROJECT:** To Furnish and Deliver English Novels to Community High School District 99

I hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act*, as amended (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at the minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

\_\_\_\_\_ [Vendor]

By \_\_\_\_\_  
Authorized Officer of Vendor

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL

**NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.**