

# 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 22, 2022

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 9th 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  
Assistant Controller

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 9, 2022 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, he shall advise the District Controller 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 29, 2022. 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-four (64) individual Purchase Orders. Twenty-seven (27) are expected to be for deliveries to the North Campus and thirty-seven (37) 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 Raisin in the Sun	978-0679755333	285		
A Tale of Two Cities	978-0451530578	50		
A Thousand Splendid Suns	978-1594483851	40		
All American Boys	978-1481463348	120		
American Born Chinese	978-1250811899	380		
Anansi Boys	978-0062564337	30		
Animal Farm	978-0451526342	210		
Antigone	978-1580493888	30		
Barracoon: The Story of the Last "Black Cargo"	978-0062748218	10		
Binti (Book 1)	978-0765385253	15		
Cloud Atlas	978-0375507250	40		
Copper Sun	978-1416953487	50		
Crime and Punishment	978-0679734505	30		
Crooked House	978-0062073532	70		
Dear Martin	978-1101939529	35		
Death of a Salesman	978-1408108413	40		
Disappearing Earth	978-0525436225	85		
Dispatches From the Edge	978-0061136689	90		
Dog Songs	978-0143125839	35		
Dragon Hoops	978-1626720794	80		
Fahrenheit 451	978-1451673319	135		
Fahrenheit 451 Graphic Novel	978-0809051014	24		
Frankenstein (Signet Classics)	978-0451532244	30		
Ghost	978-1481450164	25		
Gods of Jade and Shadow	978-0525620778	320		
Holidays On Ice	978-0316078917	60		
House on Mango Street	978-0679734772	265		
I Am Legend	978-0765357151	30		
I Am Messenger	978-0375836671	25		
I Am Not Your Perfect Mexican Daughter	978-1524700485	30		
In Cold Blood	978-0679745587	30		
Jake Reinvented	978-1484798423	25		
Just Mercy	978-0812984965	5		
Killing Mr. Griffin	978-0316099004	15		
Klara and the Sun	978-0593318171	440		
Looking For Alaska	978-1417729159	85		
Lord of the Flies	978-0399501487	255		
Lovecraft Country	978-0062292070	60		
Macbeth	978-0743477109	45		
Maxi's Secret	978-0399545689	10		



Title	ISBN	Quantity per Title	Unit Price	Total Cost
Men We Reaped	978-1608197651	85		
Mexican Gothic	978-0525620785	115		
Mockingbird	978-0142417751	10		
Monster	978-0064407311	25		
Montana 1948	978-1571310613	120		
News of the World: A Novel	978-0062409218	30		
Night	978-0374500016	715		
Of Mice and Men	978-0140177398	115		
On Writing Well	978-0060891541	120		
One Flew Over the Cuckoo's Nest	978-0451163967	60		
One of Us is Lying	978-1524764722	50		
Othello	978-0743477550	30		
Our America: Life and Death on the Southside of Chicago	978-0671004644	15		
Persepolis	978-0375714573	230		
Planet of the Apes	978-0345447982	60		
Raisin in the Sun	978-0573614637	40		
Romeo & Juliet	978-0198321668	110		
Romeo & Juliet	978-0743477116	285		
Romeo & Juliet Graphic Novel Original Text	978-1906332617	30		
Rosencrantz & Guildenstern Are Dead	978-0573614927	30		
Sing, Unburied, Sing: A Novel	978-1501126079	150		
Speak	978-0312674397	45		
Stargirl	978-0440416777	10		
Sudden Flash Youth	978-0892553716	30		
The Absolutely True Diary of a Part-Time Indian	978-1428764507	15		
The Age of Innocence (Penguin)	978-0140189704	60		
The Awakening	978-1503293182	80		
The Catcher in the Rye	978-0316769488	210		
The Color Purple	978-0143135692	270		
The Crucible	978-0140481389	345		
The Curious Incident of the Dog in the Night-time	978-1400032716	60		
The Fault in Our Stars	978-0142424179	30		
The Glass Castle	978-0743247542	315		
The Great Gatsby	978-0743273565	450		
The Handmaid's Tale	978-0385490818	70		
The Kite Runner	978-1594631931	60		
The Making of a Poem	978-0393321784	15		
The Memory Police	978-1101911815	210		
The Namesake	978-0618485222	30		

Title	ISBN	Quantity per Title	Unit Price	Total Cost
The New David Espinoza	978-0062489883	35		
The Old Man and the Sea	978-0684801223	20		
The Other Wes Moore	978-0385528207	380		
The Philosophy Book	978-0756668617	30		
The Picture of Dorian Gray	978-0486278070	60		
The Sound and the Fury	978-0679732242	60		
The Space Between Worlds	978-0593156919	130		
The Thing Around Your Neck	978-0307455918	30		
The Things They Carried	978-0618706419	805		
The Three Theban Plays	978-0140444254	155		
The Tiger's Wife	978-0385343848	90		
The Time Machine and The Invisible Man	978-0451530707	35		
The Trial and Death of Socrates	978-0486270661	60		
The Underground Railroad	978-0345804327	60		
Their Eyes Were Watching God	978-0060838676	115		
They Called Us Enemy	978-1603094504	30		
They Say/ I Say (5th edition)	978-0393538700	280		
To Kill a Mockingbird	978-0099419785	15		
We Have Always Lived In The Castle	978-0143039976	300		
What is the Statue of Liberty?	978-0448479170	10		
What is the story of Scooby Doo?	978-1524788247	10		
What is the Story of The Wizard of OZ?	978-1524788308	10		
What the Moon Saw	978-0440239574	10		
What Was Pompeii?	978-0448479071	10		
What was the Lewis and Clark Expedition?	978-0448479019	10		
When The Elephant's Dance	978-0142002889	90		
When the Emperor Was Divine	978-0385721813	90		
Where are the Constellations?	978-0593223734	10		
Where is the Great Barrier Reef?	978-0448486994	10		
Who is Alexander Hamilton?	978-0399544279	10		
Who is Dwayne Johnson "The Rock"?	978-0593226377	10		
Who Was Princess Diana?	978-0448488554	10		
Wuthering Heights	978-0141439556	150		
<b>TOTAL</b>		11,454		

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 I**  
**CERTIFICATE OF ELIGIBILITY TO BID**

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

Pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-11), hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended (720ILCS 5/33E-3) and that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961, as amended (720ILCS 5/33E-4).

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ (Print or Type) \_\_\_\_\_ (Title)

Signature: \_\_\_\_\_  
(Authorized Officer of Vendor)

Phone: \_\_\_\_\_

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 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.**