

COMMUNITY HIGH SCHOOL DISTRICT 99
Office of the District Controller

To: Board of Education
Via: Hank Thiele
From: Mark Staehlin, Jeree Ethridge
Date: June 10, 2020
Re: Award of Bid for English Department Novels

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 130 different titles and nearly 15,000 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 70 separate packages. When the books are received, we deliver the packages to each classroom.

This year's bid required delivery of the books to be by July 31, 2020. 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. Accordingly, 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 local vendors that we have used in the past. Notification was also published in local papers as is required with any formal bid request. Seven (7) vendors responded to our request with sealed bids. A public bid opening was held on June 8, 2020. The bids from the seven were as follows:

<u>Bidder</u>	<u>Bid</u>
Complete Book & Media Supply, LLC	\$108,864.23
BookPal	\$111,336.09
Textbook Warehouse	\$114,179.44
Superior Text, LLC	\$117,746.04
Follett, Inc.	\$119,447.98
Barnes & Noble	\$120,235.93
Perma-Bound Books	\$108,637.12 – Did not bid on 20 titles

The lowest bidder able to provide the entire order is Complete Book & Media Supply LLC. They are based in Texas. We checked several references for Complete Book & Media Supply LLC and all reported being very pleased with the service from this company. They provided all required certifications and appear capable of meeting all bid requirements.

It is my recommendation that the Board of Education accept the lowest responsible bid of \$108,864.23 from Complete Book & Media Supply, LLC to provide novels in accordance with the specifications, instructions and requirements provided in the May 29, 2020 "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 me.