

COMMUNITY HIGH SCHOOL DISTRICT 99

6301 Springside Ave ~ Downers Grove, Illinois 60516

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

www.csd99.org

April 26, 2024

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 13th 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.

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 13, 2024 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 an 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 an 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 the 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 26, 2024. 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-six (26) are expected to be for deliveries to the North Campus and thirty-four (34) are expected to be for deliveries to the South Campus. These counts may vary slightly.

Each Purchase Order will indicate the 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
1984	978-0451524935	20		
#murdertrending	978-1368013703	18		
4.50 from Paddington	978-0062073662	4		
A Child's Anthology to Poetry	978-0062393371	13		
A Long Way Gone: Memoirs of a Boy Soldier	978-0374531263	20		
A Man Called Ove	978-1668010815	52		
A Memory Called Empire	978-1250186447	48		
A Murder is Announced	978-0062073631	4		
A Raisin in the Sun	978-0679755333	283		
A Tale of Two Cities	978-0451530578	74		
A Wrinkle In Time	978-0312367541	20		
All American Boys	978-1481463348	180		
American Born Chinese	978-1250811899	330		
American Primitive	978-0316650045	30		
Anansi Boys	978-0063070738	25		
And Then There Were None	978-0008123208	20		
Animal Farm	978-0451526342	246		
Antigone	978-1580493888	195		
AP Stylebook 56th edition (July 5, 2022)	978-1541601659	16		
As I Lay Dying	978-0679732259	30		
Barracoon: The Story of the Last "Black Cargo"	978-0062748218	55		
Beowulf	978-0393320978	18		
Blended	978-1442495012	33		
Borne	978-0374537654	30		
Brave New World	978-0060850524	60		
Chaos Theory	978-0593307731	12		
Citizen	978-1555976903	55		
Clap When You Land	978-0062882769	20		
Clap When You Land	978-0062882776	55		
Counting by 7s	978-0142422861	15		
Crime and Punishment (must be Oliver Ready Translation)	978-0143107637	22		
Crooked House	978-0-06-207353	20		
Dear Martin	978-1101939529	27		
Dispatches From the Edge	978-0061136689	66		
Dog Songs	978-0143125839	26		
Dragon Hoops	978-1626720794	267		
Fahrenheit 451	978-1451673319	238		
Fahrenheit 451 Graphic Novel	978-0809051014	28		
Fiddler in the Subway	978-1439181591	52		
Five Feet Apart	978-1665904964	20		
Five Little Pigs	978-0062073570	20		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Frankenstein	978-0451532244	74		
Game Changer	978-0061998676	12		
Ghosts of War	978-0061664717	12		
Gilgamesh	978-0743261692	22		
Gods of Jade and Shadow	978-0525620778	210		
Hamlet (Shakespeare)	978-0743477123	150		
Heart of a Champion	978-0316067263	12		
Heretics Anonymous	978-0062698872	12		
Hey Kiddo	978-0545902489	15		
Holidays On Ice	978-0316078917	195		
House on Mango Street	978-0679734772	247		
How Do You Live?	978-1616209773	20		
I Am Legend	978-0765357151	30		
I am Not Your Perfect Mexican Daughter	978-1524700515	27		
Importance of Being Earnest	978-0486264783	128		
In Cold Blood	978-0679745587	195		
Inheritance Games	978-0241476178	12		
Invisible Man	978-0679732761	120		
Island of Blue Dolphins	978-0547328614	20		
Killing Mr. Griffin	978-0316099004	15		
Klara and the Sun	978-0593318171	120		
Land of Big Numbers	978-0358272557	114		
Legend	978-0142422076	15		
Long Way Down	978-1481438254	20		
Lord of the Flies	978-0399501487	320		
Lovecraft Country	978-0062292070	143		
Macbeth	978-0743477109	60		
Macbeth	978-1107615496	65		
Men We Reaped	978-1608197651	144		
Mexican Gothic	978-0525620785	72		
Miles Morales: SpiderMan	978-1484788509	15		
Monster	978-0064407311	30		
Montana 1948	978-1571310613	279		
Ms Marvel	978-0785190219	15		
News of the World	978-0062409218	33		
Night	978-0374500016	424		
Nothing but the Truth	978-0545174152	20		
Of Mice and Men	978-0140177398	143		
On Writing Well	978-0060891541	105		
One Flew Over the Cuckoos Nest	978-0451163967	65		
One of Us Is Lying	978-1524714680	27		
One of Us is Lying	978-1524714758	12		
Orlando: A Biography	978-0156701600	95		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Othello	978-0743477550	44		
Persepolis	978-0375714573	236		
Pipeline	978-1559365871	30		
Project Hail Mary	978-0593135228	18		
Punching The Air	978-0062996480	20		
Punching the Air	978-0062996497	21		
Rebound	978-0358494836	20		
Red Rising	978-0345539809	35		
Refugee	978-1407184326	20		
Romeo & Juliet	978-0198321668	198		
Romeo & Juliet	978-0743477116	210		
Romeo & Juliet Graphic Novel Original Text	978-1906332617	52		
Rosencrantz & Guildenstern Are Dead	978-0802126214	55		
Salt to the Sea	978-0142423622	20		
Scythe	978-1442472433	18		
Sin & Syntax: How to Craft Wicked Good Prose	978-0385346894	35		
Sing, Unburied, Sing: A Novel	978-1501126079	150		
Small Steps	978-0385733144	20		
Snow Flower and the Secret Fan	978-0812980356	30		
Something Like Home	978-0593566183	13		
Speak	978-0312674397	10		
Speak	978-0374371524	35		
Starter Villain	978-0765389220	12		
The ABC Murders	978-0062073587	4		
The Age of Innocence (Penguin)	978-0140189704	60		
The Autobiography of Malcolm X	978-0345350688	65		
The Ballad of Black Tom	978-0765387868	30		
The Best American Science & Nature Writing, 2023	978-0063293212	60		
The Book of Phoenix	978-0756410797	62		
The Book Thief	978-0375842207	20		
The Catcher in the Rye	978-0316769174	100		
The Catcher in the Rye	978-0316769488	150		
The Color Purple	978-0143135692	240		
The Contender	978-0064470391	15		
The Crossover	978-0544935204	13		
The Crucible	978-0140481389	472		
The Curious Incident of the Dog in the Night Time	978-1400032716	52		
The Darkest Part of the Forest	978-0316213080	12		
The Death of a Salesman	978-0140481341	35		
The Devil's Highway	978-0316010801	8		
The Family Under The Bridge	978-0064402507	20		
The Fault in Our Stars	978-0142424179	35		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
The Giver	978-0544340688	35		
The Glass Castle	978-0743247542	255		
The Grace Year	978-1250145451	18		
The Great Gatsby	978-0743273565	432		
The Great Gatsby: The Graphic Novel	978-1982144548	87		
The Handmaid's Tale	978-0385490818	148		
The Homework Machine	978-0689876790	20		
The Kite Runner	978-1594631931	33		
The Little Prince	978-0152023980	20		
The Making of a Poem	978-0393321784	55		
The Memory Police	978-1101911815	180		
The Murder at the Vicarage	978-0063213920	4		
The Murder of Roger Ackroyd	978-0062073563	16		
The Namesake	978-0358062684	40		
The Ocean at the End of the Lane	978-0063070707	92		
The Odyssey	978-1554814268	30		
The Other Wes Moore	978-0385528207	575		
The Outsiders	978-0142407332	20		
The Perks of Being a Wallflower	978-1847394071	20		
The Philosophy Book	978-0756668617	64		
The Picture of Dorian Gray	978-0486278070	137		
The Removed	978-0062997555	120		
The Scarlet Letter	978-1949611267	75		
The Season of Styx Malone	978-1524715984	13		
The Storytelling Animal	978-0544002340	24		
The Thing Around Your Neck	978-0307455918	38		
The Things They Carried	978-0618706419	860		
The Three Theban Plays	978-0140444254	120		
The Tiger's Wife	978-0385343848	60		
The Time Machine	978-0486284729	35		
The Trial and Death of Socrates	978-0486270661	90		
The Weight of Blood	978-0063029156	18		
The White Tiger	978-1416562603	35		
Their Eyes Were Watching God	978-0060838676	68		
There's A Boy In The Girls Bathroom	978-0394805726	20		
They Called Us Enemy	978-1603094504	12		
They Say/ I Say (5th edition)	978-0393538700	492		
Tiger Daughter	978-0593648971	13		
Understanding Comics: The Invisible Art, Scott McCloud	978-0060976255	35		
Unwind	978-1416912057	20		
Walking with Miss Millie	978-0399544569	21		
We Have Always Lived In The Castle	978-0143039976	300		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
What Happened to Cass McBride	978-0316166393	32		
What is a Presidential Election?	978-0593753231	13		
What Strange Paradise	978-1984899248	36		
What was the Plague?	978-0593383650	13		
What were the Negro Leagues?	978-1524789985	13		
What were the Shark Attacks?	978-0593521588	13		
When the Emperor Was Divine	978-0385721813	120		
Where The Red Fern Grows	978-0440412670	20		
Who is Taylor Swift?	978-0593754221	13		
Wide Sargasso Sea	978-0393352566	48		
Wonderbook	978-1419729669	60		
Wuthering Heights	978-0141439556	180		
TOTAL		14,697		

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.