

COMMUNITY HIGH SCHOOL DISTRICT 99

6301 Springside Ave ~ Downers Grove, Illinois 60516

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

www.csd99.org

May 29, 2020

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, June 8th at 12:00 p.m. (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 contact me at 630-795-7121 or via email at mstaehlin@csd99.org.

Sincerely,

Mark Staehlin

Mark Staehlin
District Controller

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

**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 Downers Grove South High School, Community High School District 99 at the place and date as follows:

Attention: Jeree Ethridge
Community High School District 99
South High School
1436 Norfolk Street
Downers Grove, IL 60516
Open Monday through Thursday 10:00 a.m. to 2:00 p.m.

Due Date: Monday, June 8, 2020 at 12:00p.m. (local time). Bids will be opened and publicly read at 1:00PM (local time) at the Administrative Service Center 6301 Springside Ave. Downers Grove, IL 60516.

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 7:00 a.m. and 2:00 p.m., no later than Friday, July 31, 2020. 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.

COMMUNITY HIGH SCHOOL DISTRICT 99
Schedule of Proposal

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 must also provide two (2) copies of any proposed substitute ISBN book, along with their bid submission, 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 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 Purchases Orders for each classroom where the books will be used. We anticipate issuing approximately seventy (70) individual Purchase Orders. Thirty-two (32) are expected to be for deliveries to the North Campus and thirty-eight (38) 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.

Title	ISBN	Quantity per Title	Unit Price	Total Cost
A Lesson Before Dying	978-0375702709	65		
A Light in the Attic	978-0061905858	10		
A Midsummer Night's Dream	978-0743477543	211		
A Raisin in the Sun	978-0679755333	342		
A Tale of Two Cities	978-0451530578	65		
A Thousand Splendid Suns	978-0739489505	30		
All American Boys	978-1481463331	34		
All American Boys	978-1481463348	369		
America Now Short Essays on Current Issues	978-1319056575	1		
American Born Chinese	978-0312384487	456		
Anansi Boys	978-0062564337	207		
Animal Farm	978-0451526342	220		
Antigone	978-1580493888	110		
Beowulf	978-0393320978	40		
Born a Crime	978-0399588198	25		
Brown Girl Dreaming	978-0147515827	25		
Catcher in the Rye	978-0316769174	105		
Citizen: An American Lyric	978-1555976903	81		
Cloud Atlas	978-0375507250	55		
Clybourne Park	978-1848421325	39		
Coming of Age short stories	978-0844250762	1		
Copper Sun	978-1416953487	94		
Crime and Punishment (Pevear & Volokhonsky Translation)	978-0679734505	60		
Dear Martin	978-1101939529	46		
Death of A Salesman	978-0140481341	180		
Death on the Nile	978-0062073556	15		
Devil's Highway	978-0316010801	35		
Diamond Dogs, Turquoise Days	978-0441012787	90		
Dispatches From the Edge	978-0061136689	78		
Dolphin Tale 2: The Junior Novel	978-0545681742	10		
Dolphin Tale: The Junior Novel	978-0545348423	10		
Fahrenheit 451	978-1451673319	332		
Fahrenheit 451 Graphic Novel	978-0809051014	34		
Falling Up	978-0060248024	10		
Fiddler in the Subway	978-1439181591	15		
Frankenstein	978-8175993167	35		
Gatsby	978-0486845593	15		
Ghost	978-1481450164	35		
Ghost Boys	978-0316262262	35		

Title	ISBN	Quantity per Title	Unit Price	Total Cost
Gilgamesh	978-0743261692	40		
Holidays On Ice	978-0316078917	116		
House on Mango Street	978-0679734772	350		
How the Garcia Girls Lost Their Accent	978-1565129757	7		
I Am Not Your Perfect Mexican Daughter	978-1524700515	31		
I Am Legend	978-0765357151	144		
I Am Not Your Perfect Mexican Daughter	978-1524700485	15		
I am the Messenger	978-0375836671	47		
In Cold Blood	978-0679745587	236		
Invisible Man	978-0679732761	44		
Just Mercy	978-0812984965	60		
Just Mercy (Adapted for Young Adults): A True Story of the Fight for Justice	978-0525635925	1		
La Travesía de Enrique	978-0553535549	30		
Look Both Ways a Tale Told in Ten Blocks	978-1534464278	31		
Looking for Alaska	978-0142402511	47		
Lord of the Flies	978-0399501487	522		
Macbeth	978-0743477109	251		
Men We Reaped	978-1608197651	315		
Monster	978-0064407311	53		
Montana 1948	978-1571310613	312		
News of the World: A Novel	978-0062409218	80		
Night	978-0374500016	589		
Now Write! Sci-Fi Fant & Horror	978-0399165559	50		
Of Mice and Men	978-0140177398	751		
On Writing Well	978-0060891541	105		
One Flew Over the Cuckoo's Nest	978-0451163967	196		
Othello	978-0743477550	25		
Our America: Life & Death on the Southside of Chicago	978-0671004644	10		
Our Plane is Down!	978-1906053321	15		
Persepolis	978-0375714573	109		
Planet of the Apes	978-0345447982	54		
Reviser's Toolbox	978-0965657440	1		
Romeo & Juliet	978-0198321668	140		
Romeo & Juliet	978-0743477116	128		
Romeo & Juliet Graphic Novel Original Text	978-1906332198	0		
Romeo and Juliet	978-1679598067	10		
Romeo and Juliet The Graphic Novel: Plain Text	978-1906332624	20		
Rosencrantz & Guildenstern Are Dead	978-0573614927	25		
Scarlet Letter	978-1593082079	135		

Title	ISBN	Quantity per Title	Unit Price	Total Cost
Silas Marner	978-0553212297	60		
Sing, Unburied, Sing: A Novel	978-1501126079	128		
Snow Flower & Secret Fan	978-0812980356	30		
Snow Flower and the Secret Fan	978-0812968064	60		
Speak	978-0312674397	57		
Stamped: Racism, Antiracism, and You	978-0316453691	1		
The Adventures of Huckleberry Finn	978-0553212266	60		
The Age of Innocence (Penguin)	978-0140189704	29		
The Alchemist	978-0061122415	83		
The Book of Phoenix	978-0756410797	38		
The Book Thief	978-0375842207	101		
The Brothers Karamazov	978-0374528379	29		
The Call of the Wild	978-1673349511	20		
The Call of the Wild- Low Level	978-1622507207	30		
The Catcher in the Rye	978-0316769488	200		
The Color Purple	978-0156028356	107		
The Crucible	978-0140481389	597		
The Curious Incident of the Dog in the Night-time	978-1400032716	60		
The Fault In Our Stars	978-0147513731	39		
The Glass Castle	978-0743247542	352		
The Great Gatsby	978-0743273565	366		
The Iliad	978-1593082321	31		
The Importance of Being Earnest	978-0451531896	30		
The Importance of Being Earnest	978-0486264783	105		
The Influencing Machine	978-0393342468	25		
The Joy Luck Club	978-0143038092	5		
The Jungle	978-0486419237	35		
The Kite Runner	978-1594631931	118		
The Making of a Poem	978-0393321784	25		
The Murder of Roger Ackroyd	978-0062073563	30		
The One and Only Ivan	978-0061992278	30		
The Other Wes Moore	978-0385528207	60		
The Philosophy Book	978-0756668617	93		
The Sound and the Fury	978-0679732242	89		
The Storytelling Animal	978-0544002340	55		
The Things They Carried	978-0544309760	354		
The Things They Carried	978-0618706419	492		
The Three Theban Plays	978-0140444254	186		
The Tiger's Wife	978-0385343848	93		
The Trial and Death of Socrates	978-0486270661	93		

Title	ISBN	Quantity per Title	Unit Price	Total Cost
Their Eyes Were Watching God	978-0060838676	55		
They Called Us Enemy	978-1603094504	15		
They Say/ I Say (4th edition)	978-0393631678	413		
Things Fall Apart	978-0385474542	0		
To Kill a Mockingbird	978-0446310789	715		
We Have Always Lived In The Castle	978-0143039976	163		
Where the Sidewalk Ends: Poems and Drawings	978-0060256678	10		
Wild Seed	978-1538751480	15		
Wuthering Heights	978-0141439556	158		
Wuthering Heights	978-1419542268	55		
Your Heart is a Muscle the Size of a Fist	978-0316386555	163		
TOTAL		14,873		

By: _____
(Print or Type)

_____ (Title)

Signature: _____
(Authorized Officer of Vendor)

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.