

COMMUNITY HIGH SCHOOL DISTRICT 99

6301 Springside Ave ~ Downers Grove, Illinois 60516

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

www.csd99.org

April 25, 2025

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 **Thursday, May 15th 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: *Thursday, May 15, 2025 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 25, 2025. 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 fifty-nine (59) individual Purchase Orders. Twenty-four (24) are expected to be for deliveries to the North Campus and thirty-five (35) 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	52		
#murdertrending	978-1368013703	8		
A Memory Called Empire	978-1250186447	20		
A Midsummer Night's Dream - Plain Text	978-1906332907	20		
A Midsummer Night's Dream (graphic novel - original text)	978-1907127281	125		
A Raisin in the Sun	978-0679755333	360		
A Tale of Two Cities	978-0451530578	20		
A Tale of Two Cities	978-0486406510	60		
A Thousand Ships	978-1509836192	125		
All American Boys	978-1481463348	80		
American Born Chinese	978-1250811899	440		
American Spirits: The Famous Fox Sisters	978-1635928051	60		
AMSCO Advanced Placement Edition: AP Language and Comp	978-1690385547	30		
And Then There Were None	978-0062073471	23		
Animal Farm	978-0451526342	40		
Antigone	978-1580493888	217		
As I Lay Dying	978-0679732259	30		
Barracoon	978-0062748218	50		
Beowulf	978-0393320978	60		
Born a Crime	978-0399588198	30		
Born a Crime	978-0525582199	30		
Borne	978-0374537654	30		
Brave New World	978-0060850524	50		
Bridge to Terabithia	978-0060734015	20		
Catcher in the Rye	978-0316769174	60		
Citizen	978-1555976903	30		
Clap When You Land	978-0062882776	20		
Copper Sun	978-1416953487	31		
Crime and Punishment (must be Oliver Ready Translation)	978-0143107637	30		
Crooked House	978-0062073532	0		
Dear Martin	978-1101939529	30		
Death of a Salesman	978-0140481341	10		
Dispatches From the Edge	978-0061136689	90		
Dog Songs	978-0143125839	50		
Dragon Hoops	978-1626720794	220		
El Deafo	978-1419748318	16		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Fahrenheit 451	978-1451673319	320		
Fahrenheit 451 Graphic Novel	978-0809051014	65		
Fiddler in the Subway	978-1439181591	85		
Five Little Pigs	978-0062073570	8		
Frankenstein (Signet Classics)	978-0451532244	60		
Gilgamesh	978-0743261692	55		
Gilgamesh (Hervert Mason verse)	978-0618275649	130		
Glass Castle	978-0743247542	30		
Gods of Jade and Shadow	978-0525620778	300		
Gregor the Overlander	978-0439678131	30		
Hamlet (Shakespeare)	978-0743477123	150		
Holidays On Ice	978-0316078917	30		
House on Mango Street	978-0679734772	162		
I Am Legend	978-0765357151	90		
Importance of Being Earnest	978-0486264783	45		
In Cold Blood	978-0679745587	55		
Insignificant Event in the Life of a Cactus	978-1454923459	16		
Invisible Man	978-0679732761	150		
Julius Caesar	978-0743482745	35		
Klara and the Sun	978-0593318171	90		
Land of Big Numbers	978-0358272557	80		
Long Way Down	978-1481438261	370		
Looking for Alaska	978-0142402511	15		
Lord of the Flies	978-0399501487	365		
Love in English	978-0062996527	15		
Lovecraft Country	978-0062292070	205		
Macbeth	978-0743477109	60		
Macbeth	978-1107615496	200		
Matilda	978-0142410370	16		
Maus (graphic novel)	978-0394747231	30		
Measuring Up	978-0062973870	16		
Men We Reaped	978-1608197651	0		
Mexican Gothic	978-0525620785	110		
Monster	978-0064407311	65		
Montana 1948	978-1571310613	160		
News of the World	978-0062409218	60		
Night	978-0374500016	510		
Nothing Can Possibly Go Wrong	978-1250779618	20		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Of Mice and Men	978-0140177398	60		
On Writing Well	978-0060891541	65		
One Flew Over the Cuckoos Nest	978-0451163967	60		
One of Us Is Lying	978-1524714680	30		
Orlando: A Biography	978-0156701600	90		
Othello	978-0743477550	45		
Outliers	978-0316017930	30		
Parable of the Sower	978-1538759394	35		
Peril at End House	978-0008129521	15		
Persepolis	978-0375714573	245		
Pipeline	978-1559365871	30		
Planet of the Apes	978-0345447982	60		
Red Rising	978-0345539809	30		
Remarkably Bright Creatures	978-0063204157	20		
Restart	978-1338053807	16		
Romeo & Juliet	978-0743477116	210		
Romeo & Juliet (Oxford edition)	978-0198321668	170		
Romeo & Juliet Graphic Novel Original Text	978-1906332617	20		
Romeo and Juliet (graphic novel)	978-0763668075	20		
Rosencrantz & Guildenstern Are Dead	978-0802126214	50		
Scythe	978-1442472433	30		
Shaq Uncut	978-1455507252	30		
Sin & Syntax: How to Craft Wicked Good Prose	978-0385346894	20		
Sing, Unburied, Sing: A Novel	978-1501126079	156		
Snow Flower and the Secret Fan	978-0812980356	10		
Solito	978-0593498088	20		
Speak	978-0374371524	45		
Spy School The Graphic Novel	978-1534455436	16		
The ABC Murders	978-0062073587	15		
The Age of Innocence (Penguin)	978-0140189704	60		
The Anthropocene Reviewed	978-0525555247	90		
The Autobiography of Malcolm X	978-0345350688	50		
The Ballad of Black Tom	978-0765387868	30		
The Best American Science & Nature Writing 2024	978-0063333994	35		
The Best of Me	978-0316242400	65		
The Big Book of Modern Fantasy	978-0525563860	60		
The Book Thief	978-0375842207	20		
The Catcher in the Rye	978-0316769488	120		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
The Color Purple	978-0143135692	120		
The Contender	978-0064470391	15		
The Crucible	978-0140481389	640		
The Curious Incident of the Dog in the Night Time	978-1400032716	50		
The Death of a Salesman	979-8306868936	55		
The Devil's Highway	978-0316010801	60		
The Eyes and the Impossible	978-1524764203	16		
The Fault in Our Stars	978-0142424179	30		
The Glass Castle	978-0743247542	365		
The Grace Year	978-1250145451	8		
The Great Gatsby	978-0743273565	585		
The Great Gatsby - a Graphic Novel Adaptation	978-1406398625	15		
The Great Gatsby: The Graphic Novel	978-1982144548	30		
The Handmaid's Tale	978-0385490818	85		
The House on Mango Street	978-0679734772	8		
The Influencing Machine	978-0393342468	35		
The Kite Runner	978-1594631931	30		
The Lightning Thief (Percy Jackson and the Olympians)	978-0786838653	40		
The Making of a Poem	978-0393321784	55		
The Memory Police	978-1101911815	240		
The Murder of Roger Ackroyd	978-0063221086	8		
The Namesake	978-0358062684	65		
The Ocean at the End of the Lane	978-0063070707	90		
The Odyssey	978-1554814268	60		
The Other Wes Moore	978-0385528207	323		
The Philosophy Book	978-1465458551	90		
The Picture of Dorian Gray	978-0486278070	240		
The Removed	978-0062997555	80		
The Scarlet Letter	978-1949611267	45		
The Secret History of Science Fiction	978-1892391933	60		
The Storytelling Animal	978-0544002340	55		
The Thing Around Your Neck	978-0307455918	45		
The Things They Carried	978-0618706419	873		
The Three Theban Plays	978-0140444254	180		
The Tiger's Wife	978-0385343848	90		
The Time Machine	978-0486284729	55		
The Trial and Death of Socrates	978-0486270661	90		
The Weight of Blood	978-0063029156	8		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
The White Tiger	978-1416562603	10		
The Wild Iris	978-0880013345	30		
The Wild Robot	978-0316581097	36		
Their Eyes Were Watching God	978-0060838676	20		
They Say, I Say 6th Ed	978-1324070030	395		
Tiger Daughter	978-0593649008	20		
V for Vendetta (graphic novel)	978-1779511195	22		
We Have Always Lived In The Castle	978-0143039976	355		
What is Rock and Roll?	978-0451533814	16		
What is the story of Willy Wonka?	978-0593224205	16		
What Strange Paradise	978-1984899248	60		
What was the Great Depression?	978-0448484273	16		
What was the Titanic?	978-0515157260	16		
What was the Vietnam War?	978-1524789770	16		
When the Emperor Was Divine	978-0385721813	60		
Who is Amelia Earheart?	978-0448428567	16		
Who is Simone Biles?	978-0593521762	16		
Who was Helen Keller?	978-0448431444	16		
Who was Jackie Robinson?	978-0448455570	16		
Wide Sargasso Sea	978-0393352566	20		
Wonderbook	978-1419729669	50		
Wuthering Heights	978-0141439556	189		
TOTAL		15,293		

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.