COMMUNITY HIGH SCHOOL DISTRICT 99

To: Board of Education

Via: Hank Thiele

From: Jeree Ethridge

Date: May 16, 2024

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 bid process involves 181 different titles, totaling around 15,000 books.

Our request for cost proposals was posted on our website and sent to several vendors that we have used in the past. Notification was also published in the local paper as is required with any formal bid request. Eight vendors responded to our request with sealed bids. A public bid opening was held on May 13, 2024. The bids from the eight vendors were as follows:

Bidder	Bid
Lehrbook LLC	$110,463.22 (Did not bid 18 titles)
BookPal	$121,840.91
Superior Text	$129,868.05
Complete Book & Media	$131,136.76
Follett	$134,814.17
Barnes & Noble	$147,930.41
Textbook Agency	$177,273.31
BookSource	$177,777.35

The lowest bidder, Lehrbook LLC, is unable to supply all the titles listed in the bid specifications. We disqualified Lehrbook LLC for that reason. The next lowest bidder, BookPal, is able to supply all of the titles listed in the bid specifications.

It is the administrations recommendation that the Board of Education accept the lowest responsible bid of $121,840.91 from BookPal to provide novels in accordance with the specifications, instructions and requirements provided in the April 26, 2024 "Request for Proposal for Community High School District 99 English Department Novels."