

# COMMUNITY HIGH SCHOOL DISTRICT 99

6301 Springside Ave ~ Downers Grove, Illinois 60516

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

[www.csd99.org](http://www.csd99.org)

April 17, 2026

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 11, 2026 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](mailto: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 11, 2026 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 Thursday, July 30, 2026. 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-one (61) individual Purchase Orders. Twenty-five (25) are expected to be for deliveries to the North Campus and thirty-six (36) 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's 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
#murdertrending	978-1368013703	38		
4:50 from Paddington	978-0063214088	8		
A Memory Called Empire	978-1250186447	60		
A Midsummer Night's Dream - graphic novel (original text)	978-1907127281	106		
A Murder is Announced	978-0063214040	6		
A Phoenix First Must Burn	978-1984835659	1		
A Raisin in the Sun	978-0679755333	360		
A Tale of Two Cities	978-0451530578	90		
A Tale of Two Cities	978-0486406510	90		
A Thousand Ships	978-0063035406	90		
A Universe of Wishes	978-1984896230	1		
All American Boys	978-1481463348	138		
American Born Chinese	978-1250811899	433		
American Nations	978-0143122029	16		
And Then There Were None	978-0062073471	40		
Animal Farm	978-0451526342	150		
Antigone	978-1580493888	210		
As I Lay Dying	978-0679732259	30		
Barracoon: The Story of the Last "Black Cargo"	978-0062748218	60		
Beezus and Ramona	978-0380709182	14		
Beowulf	978-0393320978	30		
Born a Crime	978-0399588198	60		
Born A Crime	978-0525582199	90		
Brave New World	978-0060850524	120		
Catcher in the Rye	978-0316769174	120		
Citizen	978-1555976903	30		
Come On In	978-1335146496	1		
Copper Sun	978-1416953487	30		
Corruptible	978-1982154103	16		
Crime and Punishment (must be Oliver Ready Translation)	978-0143107637	30		
Crooked House	978-0062073532	40		
Dear Martin	978-1101939529	30		
Death of the Author	978-0063391161	90		
Disability Visibility	978-0593381700	1		
Dispatches From the Edge	978-0061136689	120		
Dog Songs	978-0143125839	60		
Dragon Hoops	978-1626720794	302		
Ella Minnow Pea: A Novel in Letters	978-0385722438	270		
Exhalation	978-1101972083	60		
Fahrenheit 451	978-1451673319	348		
Fahrenheit 451 Graphic Novel	978-0809051014	15		
Fiddler in the Subway	978-1439181591	150		
Five Little Pigs	978-0062073570	22		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Frankenstein (Signet Classics)	978-0451532244	70		
Fresh Ink	978-1524766313	1		
Gilgamesh	978-0743261692	30		
Gilgamesh (Herbert Mason verse)	978-0618275649	122		
Gods of Jade and Shadow	978-0525620778	270		
Hamlet (Shakespeare)	978-0743477123	90		
Hatchet	978-1416936473	14		
Holes	978-0440414803	14		
Holidays On Ice	978-0316078917	30		
House on Mango Street	978-0679734772	340		
Hunger Games	978-0439023528	60		
I Am Messenger	978-0375836671	75		
I, Robot	978-0553382563	15		
Importance of Being Earnest	978-0486264783	50		
In Cold Blood	978-0679745587	125		
In the Time of the Butterflies	978-1565129764	30		
Into the Wild	978-0385486804	30		
Invisible Man	978-0679732761	90		
Julius Caesar	978-0743482745	90		
Just Mercy- Adapted for Young Adults	978-0593177044	30		
King Lear: A Graphic Novel	978-0763643447	17		
Klara and the Sun	978-0593318171	60		
Long Way Down	978-1481438261	214		
Look Both Ways	978-1481438292	17		
Lord of the Flies	978-0399501487	165		
Love in English	978-0062996510	18		
Lovecraft Country	978-0062292070	150		
Macbeth	978-0743477109	120		
Macbeth	978-1107615496	90		
Macbeth: A Graphic Novel	978-0763678029	17		
Magic for Beginners	978-0812986518	60		
Momentous Events in the Life of a Cactus	978-1454943358	14		
Monster (Graphic Novel)	978-0062274991	30		
Montana 1948	978-1571310613	220		
Murder on the Orient Express	978-0062073501	6		
My Side of the Mountain	978-0590981811	17		
Night	978-0374500016	456		
Nothing to Envy: Ordinary Lives in North Korea	978-0385523912	130		
Oedipus the King (Plays for Performance Series)	978-1566633086	130		
Of Mice and Men	978-0140177398	108		
On Writing Well	978-0060891541	60		
Once Upon an Eid	978-1419754036	1		
One Flew Over the Cuckoo's Nest	978-0451163967	120		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
One of Us Is Lying	978-1524714680	30		
Orlando: A Biography	978-0156701600	60		
Othello	978-0743477550	60		
Parable of the Sower	978-1538732182	30		
Peril at End House	978-0008129521	8		
Persepolis	978-0375714573	90		
Pipeline	978-1559365871	40		
Playing the Cards your Dealt	978-1338348569	14		
Prisoners of Geography	978-1501121470	16		
Rebels with a Clause: Tales and Tips from a Roving Grammarian	978-0063433878	120		
Restart	978-1338053807	18		
Romeo & Juliet	978-0743477116	180		
Romeo & Juliet (Oxford edition)	978-0198321668	180		
Romeo & Juliet Graphic Novel Original Text	978-1906332617	60		
Romeo and Juliet (graphic novel)	978-1906332624	16		
Rosencrantz & Guildenstern Are Dead	978-0802126214	60		
Ruin Road	978-1338894134	60		
Running out of Time	978-0063306585	14		
Scary Out There	978-1481450713	1		
Scythe	978-1442472433	38		
Shubeik Lubeik	978-1524748418	30		
Sing, Unburied, Sing: A Novel	978-1501126079	270		
Snow Flower and the Secret Fan	978-0812980356	30		
Soul of America	978-0399589829	16		
Speak	978-0374371524	60		
Take the Mic: Fictional Stories of Everyday Resistance	978-1338343700	1		
The ABC Murders	978-0062073587	8		
The Anthropocene Reviewed: Essays on a Human-Centered Planet	978-0525555247	210		
The Ballad of Black Tom	978-0765387868	30		
The Best American Science & Nature Writing 2025	978-0063414211	30		
The Best of Me	978-0316242400	90		
The Bluest Eyes	978-0307278449	10		
The Book of Phoenix	978-0756410780	6		
The Book Thief	978-0375842207	45		
The Catcher in the Rye	978-0316769488	188		
The Color Purple	978-0143135692	30		
The Crucible	978-0140481389	570		
The Devil's Highway	978-0316010801	60		
The Fault in Our Stars	978-0142424179	47		
The Getaway	978-1338752021	30		
The Glass Castle	978-0743247542	430		
The Grace Year	978-1250145451	38		
The Great Gatsby	978-0743273565	580		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
The Great Gatsby: A Graphic Novel Adaptation	978-1536216769	18		
The Great Gatsby: The Graphic Novel	978-1982144548	30		
The Influencing Machine	978-0393541571	30		
The Kite Runner	978-1594631931	68		
The Maid	978-0593356173	16		
The Making of a Poem	978-0393321784	60		
The Memory Police	978-1101911815	210		
The Murder of Roger Ackroyd	978-1948652797	38		
The Namesake	978-0358062684	60		
The Namesake	978-0618485222	40		
The Ocean at the End of the Lane	978-0063070707	90		
The Odyssey	978-1554814268	30		
The Odyssey: A Graphic Novel	978-0763642686	17		
The Other Wes Moore	978-0385528207	300		
The Outsiders	978-0142407332	17		
The Philosophy Book	978-1465458551	90		
The Picture of Dorian Gray	978-0486278070	150		
The Plague: A New Translation	978-0593082096	15		
The Removed	978-0062997555	90		
The Road	978-0307387899	100		
The Scarlet Letter	978-1949611267	180		
The Storytelling Animal	978-0544002340	30		
The Thing Around Your Neck	978-0307455918	60		
The Things They Carried	978-0618706419	1030		
The Three Theban Plays	978-0140444254	150		
The Tiger's Wife	978-0385343848	120		
The Time Machine	978-0486284729	60		
The Weight of Blood	978-0063029156	16		
The White Tiger	978-1416562603	30		
The Word for World is Forest	978-0765324641	70		
Their Eyes Were Watching God	978-0060838676	90		
They Say/ I Say (6th edition)	978-1324070030	425		
Towards Zero	978-0062073549	8		
Walden & On the Duty of Civil Disobedience	978-1957240022	30		
We Have Always Lived In The Castle	978-0143039976	360		
What is Greek Mythology?	979-8217051021	14		
What is the Story of Dracula (Who HQ)	978-1524788452	14		
What was the Ice Age	978-0399543890	14		
What was World War 1	978-0593521656	14		
Where are the Great Pyramids?	978-0448484099	15		
Where Is Machu Picchu?	978-0515159615	15		
Where is our Solar System (Who HQ)	978-0515158182	14		
Where is the Grand Canyon?	978-0448483573	15		

TITLE	ISBN	Quantity per Title	Unit Price	Total Cost
Where Is the Serengeti?	978-1524792565	15		
Where Were the Seven Wonders of the Ancient World?	978-0593093306	15		
Who are the Rolling Stones	978-1101995587	14		
Who is Oprah Winfrey	978-1524787509	14		
Who was Jane Goodall? (Who HQ)	978-0448461922	14		
Who was the First Man on the Moon	978-0593224434	14		
Wide Sargasso Sea	978-0393352566	60		
Wishtree	978-1250043221	17		
Wonderbook	978-1419729669	60		
Wuthering Heights	978-0141439556	180		
You Owe You	978-0593234983	17		
<b>TOTAL</b>		16,339		

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.