



Warren Township High School District 121

34090 N. Almond Road

Gurnee, Illinois 60031

Phone: (847) 548-7055

Fax: (847) 548-0564

Email: Mengel@wthhs.net

NOTICE TO BIDDERS

The Board of Education of Warren Township High School District 121, 34090 N. Almond Road, Gurnee, Illinois 60031 will receive Bid Proposals for **PAPERBACK BOOKS** for the 2020-2021 school year all in accordance with the contract documents, including specifications as filed with the Assistant Superintendent of Business Services and Operations.

Bid documents and specifications are on file and may be examined any time on or after April 15, 2020.

Contact: Mr. Michael Engel
Assistant Superintendent of Business Services and Operations
Warren Township High School #121
Board of Education
34090 N. Almond Road
Gurnee, Illinois 60031

Bid Due Date: 1:30 p.m. on May 5, 2020

The Board of Education reserves the right to waive any irregularities, reject any or all proposals, and to accept a bid other than the lowest bid when in its opinion, such action will serve the best interests of the Board of Education of Warren Township High School District 121.

For the Board of Education:

Michael A. Engel
Assistant Superintendent of Business Services and Operations

INSTRUCTIONS TO BIDDERS

Bid Proposals

All bid proposals must be submitted on the form of the bid proposal marked EXHIBIT “A” and EXHIBIT “B” furnished by the Board of Education of Warren Township High School District 121. **Bid proposals submitted on other forms may be rejected.** Facsimile copies of bids are not accepted.

Bid proposals must be signed (using ink) in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.

Bid documents shall be submitted in sealed envelopes clearly labeled as follows:

BID PROPOSAL: PAPERBACK BOOKS

ADDRESSED TO: Board of Education
Warren Township High School District 121
34090 N. Almond Road
Gurnee, IL 60031
Attn: Michael Engel

Interpretations, Discrepancies, and Omissions

No oral interpretations will be given to any Bidder as to the meaning of any bid documents and/or specifications. No oral response will be given to alleged discrepancies or omissions in the specifications or instructions. Any requests for interpretations or responses must be submitted in writing to the Board of Education, Warren Township High School District 121, 34090 N. Almond Road, Gurnee, Illinois 60031. No such requests received after **1:00 p.m. on April 30, 2020** will be considered. Any replies to requests received, will be issued to all known bidders by written Addendum. Furnish your email address to the District by email to mengel@wths.net. The District will furnish any addendum by email to you.

Bid Deposit

None required. Bidder acknowledges their failure to perform within the intent of the bid solicitation may disqualify them from future bidding to the Board of Education, Warren Township High School District 121.

Examination of Specifications

Each bidder shall acquaint themselves with the conditions as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the specifications and/or work required under the contract. Bidder’s exercise of his privileges of the foregoing will in no way relieve the bidder from any obligation with respect to the bid proposal. The quantities indicated are a reasonable estimate at this time. The Board of Education reserves the right to revise any or all quantities at the time they issue purchase orders.

Time for Receiving Bids

Bid proposals must be delivered to the Board of Education, Warren Township High School District 121, 34090 N. Almond Road, Gurnee, Illinois 60031 prior to **1:30 p.m. on May 5, 2020**, the bid opening time. Bids received after the scheduled date will not be accepted.

Withdrawal of Bids

Bids may be withdrawn by written request of the person submitting the original bid. Such request must be received **prior** to the bid opening time.

Award of Contract

Contracts will be awarded to the lowest responsible bidder(s) if the bid complies with the conditions of the bid documents and if the award of the contract(s) is in the best interest of the Board of Education of Warren Township High School District 121. Contracts can be awarded on an item-by-item basis therefore contracts may be awarded to multiple vendors. If the bid prices are based on being awarded the entire bid, please indicate as such and provide alternative bids on an item-by-item cost.

Exemptions from Taxes

Warren Township High School District No. 121 is exempt from Federal, State and Municipal Taxes.

Price Guarantee

Prices will be guaranteed for one year from the bid due date.

Reservation of Rights by the District

The Board of Education reserves the right to reject any and all bids.

The District reserves the right to award to any vendor which meets the minimum acceptable level of quality as outlined in the specifications. Products which are bid but do not meet or exceed the specifications as outlined in the bid documents will not be considered. Awards may be made on a unit, group or total bid basis, whichever is more advantageous to the District. Bidders are required to bid on each line item separately. Bidders may specify the District's acceptance on one item shall be contingent upon the District's acceptance of one or more additional items submitted in the same bid. The District has the right to entertain offers of deduct based on total award.

Department of Human Rights Regulations

All bidders must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number must be on the bid form. Bidders who do not have a D.H.R. number can satisfy this requirement by signing the enclosed Certificate of Compliance and submitting it with the bid.

Prevailing Wage Law

If applicable bidders are required to pay no less than the prevailing wage for all laborers, workers and mechanics performing work under contract with the District. Also, it is required that the contractor shall

provide assurance such as with a bond or letter containing a statement that will guarantee faithful performance in regard to the prevailing wage law.

Delivery

Bid prices are to include all delivery costs. Delivery must be made no later than July 15, 2020 after Board approval.

Delivery to the O'Plaine Campus, 500 N. O'Plaine Road, Gurnee, Illinois 60031 and the Almond Campus, 34090 N. Almond Road, Gurnee, Illinois 60031 will be required. Applicable items, quantities and addresses will be listed on the purchase orders. Purchase orders will include school location and room numbers. **These must appear on the shipping label. All items received must be labeled with the catalog number.**

Hold Harmless and Indemnity

The vendor shall assume the defense of and shall pay, indemnify and save harmless the District, its agents and employees, from all suits, actions, claims, damages, losses and costs of every kind and description to which they or their agents or employees may be subjected by reason of injury, including death, to persons, or damage to property resulting from our growing out of any act of commission or omission by the Vendor, its agents or employees, or its subcontractors.

Said defense will be applicable in connection with any activity, including any removal, relocation, construction, installation or maintenance work, service or operation being undertaken or performed by or for the Vendor whether on or off the site or any portion thereof, whether such suits, actions, claims, damages, or its agents and employees, or by other persons, corporations or legal entities to whom the district or its agents and employees, may be liable.

Signature Constitutes Acceptance

The signing of the bid form shall be construed as acceptance of all the provisions contained herein.

Bid Affidavit

I have examined the specifications and instruction included herein and agree, provided I am awarded a contract within thirty (90) days of contract date or purchase order date, to provide the specified items and/or series or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

The Contractor/Vendor certifies that the Contractor is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

Bid Summary - Paperback Books

All bids shall be submitted in a sealed envelope and delivered to the Warren Township High School District No. 121 **on or before May 5, 2020, 1:30 p.m.** Faxed Bids will NOT be considered. It is the responsibility of the bidder to insure that their bid arrive prior to the above stated TIME AND DATE. Any Bids received after the date and time will be deemed NO BID and returned unopened to the bidder. No corrections can be made after the time of opening.

Almond English

Title	ISBN	#Needed	Price Each	Total Price
The Great Gatsby	978-0743273565	869		
The Things They Carried	978-0618706419	941		
Native Son	978-0060533489	98		
Passing	978-0486437132	490		
The Crucible	978-0142437339	537		
Persepolis	978-0375714832	270		
Macbeth	978-0486278025	150		
The Other Wes Moore	978-0385528207	260		
The 57 Bus	978-0374303235	210		
The Inexplicable Logic of My Life	978-0544586505	90		
Long Way Down	978-1481438261	360		
The Watchmen	978-1401245252	163		
V for Vendetta	978-1401208417	162		
Fahrenheit 451	978-1451673319	210		
The Iliad	978-0140445923	89		
Medea	978-0486275482	124		
The Awakening	978-0486277868	117		
Metamorphosis	978-0553213690	114		
Hamlet	978-0486272788	123		
The Importance of Being Earnest	978-0486264783	70		
The Kite Runner	978-1594631931	67		
Little Fires Everywhere	978-0735224315	150		
The Maltese Falcon – all sections	978-0679722649	25		
Night	978-0374500016	67		
Educated	978-0399590504	420		
The Circle	978-0345807298	420		

Almond SPED

Title	ISBN	#Needed	Price Each	Total Price
Catcher in the Rye	978-0316769488	15		
Breakfast at Tiffany's	978-0679745655	5		
The Odyssey: Abridged	ISBN-10: 0981816290	60		

Almond Foreign Language

Title	ISBN	#Needed	Price Each	Total Price
2019)	978-1438011752	23		
Bien Dit 3	978-1328676634	30		
Bien Dit 2	978-1328676627	25		
Principe para Tess TRB	978-1622632169	120		
Santillana Level 3 practice	978-1616059293	300		
Descubre 3 Cuaderno de Practica	978-1680046878	270		
Triángulo Aprobado, 2013	978-1938026416	110		
Abriendo Puertas	978-0547858630	45		

Almond EL

Title	ISBN	#Needed	Price Each	Total Price
Abduction	978-0142406175	60		
Milkweed	978-0375861475	60		
Romeo and Juliet- Pacemaker Classics*	978-0835912174	60		
Runaway Twin	978-0142418499	40		
Enrique's Journey Young Adult	978-0385743280	40		
Julius Caesar Pacemaker Classic	978-1616511036	40		
Abduction	978-0142406175	20		
Enrique's Journey Young Adult	978-0385743280	20		
Enrique's Journey Young Adult- Spanish	978-0553535549	10		
I'm Not Your Perfect Mexican Daughter	978-1524700515	20		
I'm Not Your Perfect Mexican Daughter- Spanish	978-0525564324	20		
Of Beetles & Angels	978-0316826204	20		
Remix- Conversations with Immigrant Teenagers	978-1556356100	20		
The Poet X- Elizabeth Acevedo	978-0062662811	25		
No Fear Shakespeare: Hamlet	978-1586638443	25		
The Things They Carried	978-0618706419	25		
Face2Face series	978-05216603362	25		
House on Mango Street	978-0679734772	35		
Jude- Kate Morgenroth	978-0689864797	35		
The Umbrella Man and Other Stories- Roald Dahl	978-0142400876	5		
Zombie Survival Guide- Max Brooks	978-1400049622	5		
The Curious Incident of Dog in the Night Time	978-1400032716	5		
Pyongyang: A Journey in North Korea	978-1897299210	5		

O'Plaine SPED

Title	ISBN	#Needed	Price Each	Total Price
Milkweed	978-0375861475	52		
Among the Hidden	978-0689824753	52		
Shakespeare Made Easy - Barron's Romeo and Juliet	978-0812035728	52		
Of Mice and Men	978-0140177398	52		
Shakespeare Made Easy - Barron's Julius Caesar	978-0812035735	52		
Of Beetles and Angels	978-0316826204	52		

O'Plaine Social Studies

Title	ISBN	#Needed	Price Each	Total Price
5 Steps to a 5: Elite Edition	978-1260454734	230		
Cracking the AP World History: Modern Exam 2020,	978-0525568407	55		

O'Plaine English

Title	ISBN	#Needed	Price Each	Total Price
Milkweed	978-0440420057	655		
Lord Of The Flies	978-0399501487	300		
To Kill A Mockingbird	978-0446310789	470		
Romeo and Juliet	978-0743477116	900		
Tuesdays with Morrie	978-0767905923	210		
I Know Why the Caged Bird Sings	978-0345514400	75		
Sold	978-0786851720	340		
A Tale of Two Cities	978-0553211764	250		
A Long Way Gone	978-0374531263	240		
The Road	978-0307387899	370		
True Grit	978-1468306293	160		
Of Mice and Men	978-0140177398	400		
Sir Gawain and the Green Knight	978-0140424539	160		
The Odyssey	978-0140268867	400		
Life of Pi	978-0156027328	320		
1984	978-0451524935	75		
Julius Caesar	978-0743482745	310		
The Autobiography of Ben Franklin	978-0486290737	40		
Their Eyes Were Watching God	978-0061120060	220		

Firm Name _____

Address _____

Signed _____ Date _____

Print Name _____

Telephone (____) _____ Fax (____) _____

Total Bid Detail (from detailed table) \$_____

Total Bid or Discount if entire bid is awarded to bidders: \$_____

Subscribed and sworn to before me this _____ day of _____, 2020

Signature of Notary Public

Warren Township High School District 121

34090 N. Almond Road

Gurnee, Illinois 60031

Phone: (847) 548-7055 Fax: (847) 548-0564

Exhibit B

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PAPERBACK BOOKS BID

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION BY CONTRACTOR/VENDOR PURSUANT TO
CHAPTER 38, ARTICLE 33E OF THE ILLINOIS REVISED STATUTES

The Contractor/Vendor hereby certifies that said Contractor/Vendor was not barred from originally bidding on this contract or from entering into this Contract as a result of a Violation of either Section 33E-3 or 33E-4 of Public Contracts Act (Ill. Rev. Stat. Chapter 38, Article 33E). **CONTRACTOR'S/VENDOR'S CERTIFICATION BY:**

By: _____

Print Name of Company Agent

Title

Signature of Bidder

Name of Vendor

Subscribed and sworn to before me this _____ day of _____, 2020

Signature of Notary Public

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Exhibit B

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PAPERBACK BOOKS BID

STATEMENT OF NONDISCRIMINATION

I, _____, as a part of my bid on a contract for
(Contractor Name)

PAPERBACK BOOKS at Warren Township High School District #121 certify:

- A. That in the hiring of employees for the performance of work under this contract or any subcontract, as contractor, or any persons acting on his behalf, shall, by reason of race, creed, or color, shall not discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, nor a person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed, or color.
- C. For the performance of the contract, the contractor shall agree as follows: That all contractors or subcontractors will comply with all state laws regarding nondiscrimination. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, national origin, age, ancestry, or gender.

By: _____
Print Name of Company Agent

Title

Signature of Bidder

Subscribed and sworn to before me this ____ day of _____, 2020

Signature of Notary Public

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Gurnee, Illinois 60031
Phone: (847) 548-7055 Fax: (847) 548-0564

PAPERBACK BOOKS BID

PREVAILING WAGES STATEMENT

I, _____, as a part of my bid on a contract for
(Agent of Contractor)

PAPERBACK BOOKS at Warren Township High School District #121, hereby certify that:

It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay all laborers, workers, and mechanics employed by them not less than an up-to-date and current general prevailing rate of wages in the locality for each craft or type of workman or mechanic needed to perform such work and the current general prevailing rate for legal holidays and overtime pursuant to Illinois Department of Labor and pursuant to Illinois Law and Statutes in such cases made and provided. The Illinois Department of Labor will provide each County Clerk with the most recently revised prevailing wage rates determined by the Illinois Department of Labor on the first day of each month.

By: _____
Print Name of Company Agent

Title

Signature of Bidder

Subscribed and sworn to before me this _____ day of _____, 2020

Signature of Notary Public

of 4

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PAPERBACK BOOKS BID

SEXUAL HARASSMENT POLICY CERTIFICATE

_____ contractor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2 – 105) that [he, she, it] has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (ii) the definition of sexual harassment under State Law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

By: _____
Print Name of Company Agent

Title

Signature of Bidder

Subscribed and sworn to before me this _____ day of _____, 2020

Signature of Notary Public