

**Township High School
District 113
1040 Park Ave. West
Highland Park, IL 60035**



**Invitation for Bid
Bookstore Managed
Services**

Submit your bid to:
Pete Nedza, Procurement Manager
Township High School District 113
1040 Park Ave. West, Highland Park, IL 60035
Phone: 224-765-1023 | Email: pnedza@dist113.org

OVERVIEW

Township High School District 113 serves the communities of Highland Park, Deerfield, Bannockburn, Highwood, Riverwoods, and the Town of Fort Sheridan and located 25 miles north of Chicago. The District has two high schools, Deerfield High School and Highland Park High School. Each high school has a central bookstore serving approximately 3,700 students and 600 faculty and staff members.

The bookstore is responsible for maintaining the master textbook list, which is a listing of all textbooks used in the school (lists may differ by location). The bookstore orders, inventories, and sells all textbooks and electronic textbooks, as well as buys books back from students. In addition to selling both new and used textbooks, the bookstore is also responsible for selling items such as course packets and binders, English class paperback books, PE uniforms, locks, school supplies, school spirit wear, and serves as a central bursar's office for the school. Payments for many school functions are paid at the bookstore, including field trips, dances, theatre events, club/athletic dues, banquets, etc. The bookstore also takes payment for any Infinite Campus fee.

Approximately one week before the start of school, a large book sale is held in the school cafeterias/student commons. All students come in to buy books and pay student fees. Approximately 10-15 extra workers/volunteers are needed during this peak time.

Textbook and supplies markup detail:

Category	Sales Tax 8%
Textbooks	✓
Textbooks (Sold Online)	✓
School Supplies	✓

Bookstore sales totaled approximately \$374,000 for the 2021-22 school year.

Books are bought back at 60% for new books and 80% for used books (exact % is based on the condition of the book).

DEFINITIONS

- "BOARD" or "DISTRICT" or "SCHOOL DISTRICT": The Board of Education of Township High School District 113, Lake County, Illinois.
- "BID": a sealed bid as required under 105 ILCS 5/10-20.21 and 105 ILCS 5/10-22.34c.
- "BID DOCUMENTS" include:
 - Bid Submission Form
 - Bid Conditions
 - Bid Specifications
 - Bid Forms and Exhibits
 - Addenda, if any
 - Bid Contract
 - References
- All Forms and Documents Submitted by Submitter
- Contract executed by the Board and successful Submitter
- Bid Checklist
 - "Submitter" or "Bidder": an individual or entity submitting a Bid.
- "SELLER" or "CONTRACTOR": The successful Submitter

PURPOSE OF INVITATION FOR BID

The District is seeking bids to outsource the bookstore operations and 1:1 device management for FY23,

FY24, FY25, FY26 and FY27 with the option to renew annually for a period of 2 years. Following are the key elements of the bid:

- The District is seeking off campus bookstore with on-campus support for 1:1 device management program. The start date for the transition must be 3-4 months before FY23.
- Except as necessary for transition purposes or for 1:1 device management, the outsourced provider will manage all hiring, training, and other personnel matters at their off-campus location. Outsourced provider's employees will not be present on-campus unless specifically required for transition purposes during the first fiscal year or for 1:1 device management. Such employees must pass background checks.
- The outsourced provider is to work with the District Representatives present at each school to coordinate transition and other administrative issues. The transition period shall take no more than one fiscal year. During the transition year, the outsourced provider will provide employees to work the on-campus bookstores. Following the transition year, the outsourced provider will manage the bookstore online.
- Students (unless otherwise coordinated by the outsourced provided and District Representatives) will purchase the books directly from the outsourced provider and the outsourced provider will directly provide students with the books. The District will pay for the cost of books for students who qualify for a fee waiver. The District Representative will work directly with the outsourced provider to handle the book orders and/or payment for these students.
- The District cannot guarantee that students will use the outsourced provider for their book-buying needs. The District will endorse the outsourced provider as the recommended bookstore of the District, but will not require students to use the outsourced provider.
- The District will not be responsible for payment to the bookstore for its services or products, except for the 1:1 device management program or as otherwise specifically coordinated by the outsourced provider and District Representatives (which may include the transition period).
- The outsourced provider will provided a process to liquidate the district's current inventory, listed in Exhibit D. A dollar value may be provided by the provider as part of the bid.
- Textbook inventory to be owned and managed by outsourced provider.
- All technology requirements (i.e. bookstore system, servers, etc.) to be provided by outsourced provider. The system used to manage the 1 to 1 function will be owned and maintained by the outsourced provider.
- Outsourced provider must have the ability to sell textbooks, eBooks, supplies, etc., completely on-line.
- Outsourced provider must have the ability to assist with management and maintenance of the student 1 to 1 program.
- All digital platforms for eBooks will be maintained and managed by the outsourced provider.
- Outsourced provider should assume all operations and costs. District will provide space and utilities, for the 1:1 device management program and as otherwise coordinated by the outsourced provider and District Representatives.
- The bidder must provide its pricing for the textbooks and ebooks listed in Exhibit A, which, unless otherwise agreed to by the outsourced provider and the District Representative, will be paid directly by students.

FORM OF BID

1. **Bid Submission:** The Bid Submission Form and all other documents listed in the Bid and Bid Checklist must be submitted to the Administrative Office at 1040 Park Ave. West, Highland Park, IL 60035, no later than the date and time set forth on the Bid Submission Form. The bid must be submitted in a sealed envelope addressed to Pete Nedza, Procurement Manager and labeled with "Bookstore Operations – Bid" on the outside of the envelope. The name, address, and phone number, e-mail and a contact name for the Submitter must also be listed on the outside of the bid. The sealed bid must be submitted on the forms provided.

Provide five (5) hard copies and one (1) digital file on USB Flash Drive in PDF format.

All communication in connection with this request shall be submitted in writing as follows:

Submit your bid to:
Pete Nedza, Procurement Manager
Township High School District 113
1040 Park Ave. West, Highland Park, IL 60035
Phone: 224-765-1023 | Email: pnedza@dist113.org

2. **Alternate Bids:** Alternate bids shall not be considered unless requested by the Board. An alternate bid shall not become a part of the Contract unless approved by the Board in writing upon the award of the bid.
3. **Delivered Price:** The Submitter's bid price must be a delivered price for all goods, services, and/or a total price for all labor and services, as applicable. The Bid price must be firm for at least one hundred fifty (150) calendar days after the latest date for submission of Bids.
4. **Qualification:** The Submitter shall submit with the Bid Submission Form a fully completed and executed Qualification Statement on the form contained in the Bid Documents.
5. **Contract:** The Submitter shall be required to submit an executed Contract to cover all goods and services under the Bid, as set forth on Form I.

BID REQUIREMENTS

When submitting a bid, the following items must be included:

1. Overview of Company
2. Sample List of Book Costs – Please provide the cost of books to students for the items specified in Exhibit A.
3. Textbook Management – Describe how you would manage the master textbook list. How do you plan to assist departments with the adoption process? Describe your process to help students with eBook login issues.
4. Books for Students Who are Part of the Fee Waiver Program – Describe how you plan on working with the District Representative to process book orders for students who are part of the fee waiver program and whose books will be paid by the District. There are current 199 students at Highland Park High School and 46 students at Deerfield High School that are part of the fee waiver program.
5. 1 to 1 Management and Maintenance – Describe your plans to assist with the 1 to 1 program, including: daily loaner checkout/in, transferring chromebook setup, tier 1 support, etc. Include details regarding the onsite Chromebook technician. The District's current Chromebook technician will be employed through June 30, 2022 so a technician from the outsourced provider will not be required until FY 23.
6. District Inventory - The outsourced provider will provide a process or a dollar value to liquidate the

district's current inventory, listed in Exhibit D.

7. Transition Plan – If awarded the contract, please describe the transition plan. Start with the date you would begin the transition and outline what we should expect. Include details regarding the personnel you will be providing.
8. Technology Plan – Please describe your proposed technology plan including eCommerce, Chromebook management & tracking systems, and application for digital content delivery from multiple publishers.
9. References – Please include 3 references from similar high-schools/community colleges. Also, include a listing of all bookstores you operate.
10. Five (5) hard copies and one (1) digital file on USB Flash Drive in PDF format of the Bid document must be submitted by 3:00 P.M. on February 11, 2022 to Mr. Pete Nedza, Procurement Manager, Township High School District 113, 1040 Park Avenue West, Highland Park, IL 60035. The envelope must be clearly marked with “Bookstore Operations – Bid” with the name of the vendor submitting the bid. Bids will not be accepted if they are submitted by fax or email.
11. Per 105 ILCS 5/10-22.34c, Contractor must include with its bid composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the services on-campus, and the individual names and other identifying information of on-campus employees must be made available upon request of the Board;
12. Contractor must execute and include in its Bid an affidavit, in the form set forth in the Bid Documents, and notarized, by the president or chief executive officer of Contractor, that each of the employees that will be present on-campus completed a criminal background check as required by Section 10-21.9 of the School Code within 3 months prior to submission of the Bid and the results of such background checks will be made available upon request of the Board;
13. The Board does not plan to terminate any of its current employees as a result of this Contract within the meaning of 105 ILCS 5/10-22.34c. However, to the extent any qualified Board employees are terminated as a result of this Contract, Contractor shall offer available positions to qualified Board employees whose employment is terminated, as required under 105 ILCS 5/10-22.34c.

INSURANCE REQUIREMENTS

During the term of this Agreement, the vendor, at its sole cost and expense, and for the benefit of Township High School District #113, shall carry and maintain the following insurance:

- Commercial General Liability insurance, insuring against all liability of the vendor related to this Agreement, with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000) general aggregate;
- Comprehensive automobile liability Insurance (if the vendor will be operating entity owned, hired, or non-owned vehicles on campus) in the amount of \$1,000,000 per occurrence and in the aggregate for bodily injury and property damage;
- Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Vendor's respective employees with Employers Liability of limits of \$1,000,000 Each Accident; \$1,000,000 Disease – Each Employee; \$1,000,000 – Policy Limit; and
- Umbrella or Excess Liability insurance providing follow form coverage to the underlying coverages with minimum limits of Four Million Dollars (\$4,000,000) per occurrence and Four Million Dollars (\$4,000,000) general aggregate.
- The Commercial General Liability insurance shall include Sexual Misconduct coverage.
- All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service.
- The Contractor shall name the Board and its individual board members, officers, employees, agents,

volunteers, successors, and assign as additional insured on all insurance policies required herein, with the exception of the worker's compensation insurance. The insurance required of the Contractor shall be primary.

- The Contractor shall provide a certificate of insurance on a form acceptable to the Board evidencing the required insurance. The certificates of insurance and all insurance policies required to be obtained by the Contractor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty days prior written notice given to the Board. If any of the insurance coverages are required to remain in force after final payment, all additional certificates evidencing continuation of such coverage shall be submitted with the final application for payment.
- All insurance required of the Contractor shall state that the coverage afforded to the additional insured shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insured have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

SUBMITTER REPRESENTATIONS

1. Complete Understanding: Each Submitter warrants and represents that he or she has read and understands the Bid Documents.
2. Specifications: Each Submitter warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents.
3. Authorized Representative: Each Submitter warrants and represents that he or she is the authorized representative of the Submitter and has the authority to bind the Submitter under the terms and conditions contained in the bid.

AWARD

1. Award of Bid: Bid shall be awarded to the lowest responsible, responsive Submitter whose Bid best meets the needs of the District, as determined by and in the sole discretion of the Board. Any award shall be subject to the requirements of 105 ILCS 5/10-22.34c. Board reserves the right to accept a Bid in whole or in part and to award all or part of the work to one or more Submitters. The School District also reserves the right to reject any Bids when it is determined that the Submitter is not properly qualified to carry out the obligations of the Contract. Any such decision shall be considered final.
2. Bid Reservation: The Board reserves the right to reject any and all Bids or any part thereof and to waive technicalities in the Bid or Bid process.
3. Interpretation of Bid Documents: If any person contemplating submitting a Bid is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Assistant Superintendent for Finance a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Assistant Superintendent for Finance. A copy of such addendum will be mailed or delivered via email to each person receiving a set of such Bid Documents and to such other prospective Submitters as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective Submitter to receive a written interpretation prior to the time of the opening of Bids will not be grounds for withdrawal of his or her Bid. Oral explanations or representations will not be binding.

QUALITY OF WORK/CONDITION OF GOODS

1. Title and Risk of Loss: Title to any goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board 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.
2. Inspection: All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Project Bid Specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.
3. Payment and Price: Payment by the Board for any goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein, and payment for any services provided hereunder shall not constitute a waiver of any rights to enforce the terms of or standards of service in the Contract.
4. Warranties: The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of acceptance, unless the Project Bid Specifications require a greater warranty period.
5. Patent Infringement: The Seller shall indemnify and hold harmless the Board, its successors, employees, agents, assigns, and users of the goods and services herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. The Seller agrees that it will assume, upon request, the defense of any and all such suits and pay all costs and expenses incidental thereto.
6. Standards of Service. Submitter represents and agrees that services outlined in the Bid, and provided by successful Submitter, are professional services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important role, and further represents and warrants that such Services shall be performed and provided in accordance with the highest professional standards, and in accordance with all licenses, laws, regulations and industry best practices. The Board is seeking responses to this Bid to obtain competitive pricing for the requested services.

MISCELLANEOUS

1. Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.
2. Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Bid Documents unless specifically set forth in writing.

3. Default: If any Submitter fails to fulfill any or all terms and conditions of the Bid Documents, said Submitter shall be declared to be in default, shall forfeit the Bid Deposit, and shall be subject to any and all other remedies available to the Board.
4. Compliance with Applicable Law: The Submitter shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS 5/1 *et al.*) in performing under the Bid Documents.

To the extent the services provided by the Contractor hereunder include the construction or demolition of any fixed works for the District, including any maintenance, repair, assembly or disassembly work performed on any District equipment, the Contractor is subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/0.01 *et seq.*) and shall pay not less than the prevailing rate of wages to all laborers and workers performing such services, as determined by the Illinois Department of Labor for the Lake County area. The current prevailing wage rates are available on the Department of Labor's website and are deemed incorporated herein. Bidders are required to increase wages as necessary during the term of this Contract if such prevailing rates are revised. Proof of prevailing wages paid (a certified payroll record) shall be submitted with invoices requested for payment.

5. Assignment: The Submitter shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.
6. Indemnification: To the fullest extent permitted by law, the Submitter shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns ("Indemnitees"), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims") brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Submitter; and (2) any breach by the Submitter of the terms or requirements of the Bid Documents.

BID SPECIFICATIONS

Introduction

Township High School District 113 is requesting bids from experienced and qualified sources to outsource bookstore operations , which are currently being performed by District employees. See Exhibit B. Additionally, the District is seeking for experienced and qualified 1:1 device management services, including daily, onsite Chromebook management services, beginning in FY 23.

If this Bid is awarded, all bookstore personnel, except for the District Representatives, will be on the submitter payroll. The Submitter is expected to provide sufficient staff to cover the bookstore during the transition phase and as otherwise needed, and 1:1 device management services onsite throughout the duration of the Agreement. The contractor must guarantee the district that the staff man hours, necessary to achieve the performance specifications will be provided for the 1:1 device management and transition phase. The basis of such guarantee must be stated in writing. The building assignments, wage rates and benefit package of workers shall be determined by the contractor; provided that the benefits package shall be comparable to the benefits package currently being provided to the School District's employees who perform the services, as required under 105 ILCS 5/10-22.34c. (Note that the benefits package for the Chromebook technician is exempt from this requirement.) The current benefit package for the relevant District employees is described at Exhibit B. **Contractor's bid must include a comprehensive description of Contractor's employee benefits package, as well as a list of the number of employees who will provide the services, the job classifications of those employees and the wages the Contractor will pay those employees.**

The emphasis of the response should be clear indication of the contractor ability and cost to conduct a performance based program that will provide for improved services and a significant enhancement in the quality of school building environment. Purchase of all supplies, equipment, etc. shall be the responsibility of the contractor. The response should be concise and informative.

Background

The 2021-2022 projected expenditures for salaries/benefits of current staff of the District is estimated to cost \$116,191. Staffing for both schools includes two Bookstore Administrative Assistants (one at each school), each who work 7.5 hours each workday for 205 days each school year. (see Exhibit B).

A program of documented procedures, work schedules, software, and in-service training and development in support of these procedures is necessary to maintain the bookstores. The bookstores must be managed to achieve greater quality and cost efficiencies, to make more effective use of resources such as staffing, supplies, equipment, time and capital. The intent of this bid is to select the company most qualified to provide these services.

Contract Award

The period of initial contract shall be five (5) years. The initial contract will begin April 1, 2022 (or date of award, whichever is later) through June 30, 2027. The contract may be extended annually for a period of 2 years yearly beyond that period with Board of Education approval. The District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposed can be made. No legal liability on part of the District for any payment may arise until funds are made available for this contract. The District reserves the right to cancel the contract with cause, with (30) thirty days' notice any time during the contract period.

Requirements

The bookstore operations and 1:1 device management shall accomplish the following requirements:

- Provide off campus bookstore services to students.
- Provide on-campus support for 1:1 device management program.
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- Start date for transition purposes must be 3-4 months before FY23.

- Own and manage textbook inventory.
- Provide all technology requirements (i.e. bookstore system, T-1s, servers, etc.). The system used to manage the 1 to 1 function will be owned and maintained by the outsourced provider.
- Ability to sell textbooks, eBooks, supplies, etc. on-line.
- Ability to assist with management and maintenance of the student 1 to 1 program.
- Maintain and manage all digital platforms for eBooks.
- Assume all operations and costs. District will provide space and utilities for the 1:1 device management and during the transition period for the bookstore, as may be necessary.

Qualifications

The following are general qualifications and requirements of the contractor.

- a. The contractor shall have owned and operated a contract for online bookstore operations and 1:1 device management, serving Illinois School Districts for at least the last five (5) years and providing facilities services for at least four (4) Illinois public school districts containing at least (2) high schools, with a minimum student enrollment of 2,000 in each of the last five (5) years.
- b. The contractor shall demonstrate longevity of experience in school district and high quality performance of similar services in similar school districts. The contractor must provide a reference list of at least three school district or community college clients for whom the company is currently providing online bookstore operations and 1:1 device management. All of the references must be from entities that are similar in size and scope to Township High School District No. 113.
- c. The contractor must have experience in providing online bookstore operations and 1:1 device management services to school districts or higher educational institutions, with budgetary operations and administrative requirement comparable to or larger than those of the district.
- d. The contractor must show evidence of established processes and procedures in the area of online bookstore operations and 1:1 device management, which qualify the contractor to provide these services.
- e. The contractor must show its ability to guarantee cost-effectiveness as evidenced by the results of successful contract with comparable of larger school district or higher educational institutions.
- f. The contractor must show evidence of fiscal stability and solvency, and maintain appropriate insurance coverage to protect the interest of the contractor and the district as well as meet and adhere to any pertinent local, state and federal requirements.
- g. The contractor must show adequate financial capacity to maintain the payroll and supply costs required in this agreement given the payment procedures and time frames indicated elsewhere in this document. Contractor must maintain appropriate insurance coverage to protect the interest of the contractor and the District.
- h. The contractor must have a demonstrated local presence and track record of providing online bookstore operations and 1:1 device management in school districts or higher educational institutions.
- i. The contractor must have the corporate support to provide an effective quality improvement program.
- j. The contractor must have demonstrated and documented a high customer satisfaction and contract renewal rate.
- k. The contractor must have a proven strategy to evaluate, develop, and retain qualified bookstore employees.
- l. The contractor shall demonstrate prompt and satisfactory response times and communications and quality responses (including on site response) to School District concerns regarding customer service, quality of the work, or other matters related to the online bookstore operations and 1:1 device management services. Each bidder shall provide a one-page description of its Customer Service Policy including response times, procedures and lines of responsibilities in time-sensitive situations or if safety concerns arise, and resolution of the District concerns regarding customer service.
- m. Contractor may be requested to submit the following evidence of the company's financial ability: copies of contractors most recent annual audit including Income Statement and Balance Sheet; if contractor is an individual proprietor or does not have an income statement or balance sheet a copy of Contractor's Scheduled C from contractor's U. S. Income Tax Return showing financial results of contractors business may be submitted in lieu thereof. Copies of reports for state and federal taxes and workers compensation, unemployment, and FICA. The Board reserves the right to request additional information and make further investigation concerning Contractor's responsibility before awarding the Contract.

Evaluation Process

The District will evaluate whether the Contractor is a responsible, responsive bidder based on the following criteria:

- a. Corporate capability and experience: considers the experience of the contractor in providing managing and engaging employees of public school district, the number of high schools served diversity of responsibilities and provision of similar services, reference, etc.
- b. Focus of contractor's business: considers the primary business of contractor, development of contractor as facilities management in similar business, proximity of similar business partnerships, and support mechanisms, etc.
- c. Performance record: considers performance of contractor as measured by customer satisfaction, customer retention longevity in maintaining these statistics, nature of agreements with similar customers
- d. Training and development of staff: considers evidence of programs and systems designed to train, motivate and develop people in bookstore operations and 1:1 device management successful experience in implementing such programs with employees school districts.
- e. Key personnel and support: considers background, specialized experience, technical competence and development track of key personnel and extensiveness and relevance of back up support mechanisms to be proved by contractor.
- f. Operation information: considers key components of programs to be provided, depth of resources to support these programs and history of provision of services. Such services must be currently provided by contractor to other high school clients and resources must belong to contractor.
- g. Quality management considers the record and mechanism provided by contractor to insure that high quality services and support are received by the district.
- h. Comprehension and quantification: considers evidence that the contractor comprehends the scope and objectives of this project and is able to quantify a basic plan for meeting it.
- i. Presentation of information: considers the presentation conciseness and digestibility of the information required to assist the district in making its determination.

Auxiliary or Related Services

The contractor is encouraged to include information concerning any auxiliary services directly related to the operation that may augment the proposed services and prove advantageous to the District. If those services are listed, the contractor must provide sufficient detail and evidence to show proficiency and experience in the provision of same, as well as a concise indication of how they are to be provided or performed. The cost of those services shall be itemized separately and attached to the response form.

Employees

- a. The contractor shall be solely responsible for all employment and benefit matters for its employees, including without limitation payment of wages and other compensation (including without limitation regular and overtime compensation), withholdings and contributions, benefits, insurance, health benefits workers compensation and unemployment insurance. Any and all employment-related claims shall be solely between the successful contractor and its employees-related claims shall be solely between the contractor and its employees and subject to the indemnification provisions of the contractor contract with the District.
- b. The contractor may assign positions, locations, salaries, and hours to be worked as it sees fit. Specific locations and assignments of all staff during the transition phase that will be provided to the district.
- c. The contractor shall comply with all wage and hours of employment requirements of federal and state laws. The contractor shall be responsible for supervising and training of personnel. Supervision activities include employee and labor relations, personnel development, and hiring and termination of contractor staff.
- d. The contractor shall maintain its own personnel and fringe benefits policies for its employees, including all employee handbooks. A copy of these documents must be submitted with all Bid documents.
- e. The contractor shall not hire employees for on-campus services in excess of the number required for efficient operation.
- f. The district may request in writing the removal of any on-campus employee of the contractor who violates any district policies or laws or conducts himself/herself in a manner that is detrimental to the well-being of the students.
- g. In the event of the absence, termination removal or suspension of any contractor employee, the contractor shall immediately restructure the on-campus staff without disruption of service and notify the district of any new staffing assignments.
- h. The use of student workers and volunteers shall be mutually agreed upon.

- i. In accordance with 105 ILCS 5/10-21.9, Contractor shall authorize a fingerprint-based criminal history records check by the Board and a DCFS Child Abuse Registry background investigation for individuals performing Services on District property, which investigations shall be commenced (and, at the District's option, completed) prior to the Contractor commencing Services. Unless otherwise agreed by the Board, such background investigations shall be performed at Contractor's expense. Contractor represents that they have no prior criminal convictions that would preclude hiring by the Board under the provisions of the School Code or Board of Education Policy.
- j. Contractor acknowledges that this Agreement is contingent upon the Board deeming acceptable the results of such criminal history records check, a DCFS Child Abuse Registry check, a Statewide Sex Offender Database check, and a Statewide Murderer and Violent Offender Against Youth Database check for all on-campus employees.
- k. Pursuant to Section 24-5 of the School Code, all on-campus employees of the contractor must provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant not more than 90 days preceding time of presentation to the board. All criminal background checks and physical examinations shall be at the cost of the contractor.
- l. Contractor will comply with current and future regulation requiring that all employees provide the necessary documentation to affirm that they are eligible for employment (Form I-9, US Department of Justice, Immigration and Naturalization Service).
- m. Contractor will also be in compliance with current and future local, state and federal laws and regulations.
- n. No use of subcontractors shall be permitted. All personnel assigned to the District must be employees of the contractor.
- o. The contractor shall minimize on-campus employee turnover. Contractor acknowledges and agrees that work force stability is essential to perform promptly and efficiently to satisfy obligations of the District. The contractor shall demonstrate a history of minimal employee turnover. Each bidder shall submit a sworn statement describing its employee turnover rate for the last three years with a brief description of how the rates are calculated. Each contractor must list the names, experience and length of employment of the personnel to be assigned to the District.
- p. If an employee quits, is terminated or is otherwise removed from service in the District the contractor shall retrieve all the District's keys from the employee before he/she leaves the building on the last day of work and insure all electronic access is removed.
- q. The use of tobacco alcohol and illegal substances in any form on District property is prohibited.
- r. At the close of each instance of work or use the Contractor shall leave District property and equipment in substantially the same condition as at the outset of each instance of work or use ordinary wear and tear excepted. The contractor shall be responsible for the cost of repair and/or replacement of any damage to the Districts property or equipment which occurs as a result of or in connection with the contractor actions or omissions.
- s. Contractor staffing are to remain active during all hours of service at the building sites. Sitting, sleeping, lying down, wandering without purpose are not permitted. Contractor will provide employees with written lists of tasks to be accomplished during the workday once regular tasks have been completed.
- t. By Executive Order 2021-22 of the Governor, all of Contractor's employees must receive a COVID-19 vaccine unless exempt from vaccination on medical or religious grounds. Contractor's employees who do not provide proof that they are fully vaccinated will need to participate in weekly testing for COVID-19. The District reserves the right to establish its own weekly testing on the District's premises in which Contractor's employees may be required to participate. Contractors shall include a signed attestation form with their bids concerning compliance with the COVID-19 vaccination and weekly testing requirements.

Staffing

- a. For this contract, the definition of full time employee shall be every employee whose weekly payroll hours average 40 hours.
- b. Staffing for bookstore staff shall be at least the minimum staffing level that is shown in this document. Such staffing will be required and verified for every workday included in this contract.
- c. Contractor shall staff appropriately to meet the needs of after school events, evening, weekends and holidays.
- d. The contract positions shall be staffed in accordance with the terms of the contract. Should the staffing fall below the contract or its amendments, the contractor will be deducted pay.
- e. Contractor shall provide immediate coverage of terminated or reassigned positions.
- f. Contractor to cover tardiness/absenteeism at no cost to District. Extended absenteeism in excess of three working days must be covered by replacement.

- g. District shall reserve the right to require Contractor to remove from any site any employee of the Contractor who shall be deemed incompetent or detrimental to the best interest of the District.
- h. No burden of proof will be required of district for such removal.
- i. Contractor employees will not solicit District employees, students, or parents for pleasure, conversation, or enrichment. All conversation with staff and students will be confined to services discussion.
- j. Contract will provide an employee roster to the Assistant Superintendent for Finance.

Contractor Attire and Conduct

- a. Contractor employees shall be properly attired at all times.
- b. Contract employees will wear District provided employee identification badges. These badges are to be worn at all times so that safety is not impeded.
- c. Contract will require employees to cover, with clothing, any skin tattoos deemed to be objectionable by the District.
- d. Contractor employees will park in areas designated by the District. Such areas may be removed from the school to permit parking for Staff and parents.
- e. Contractor staff shall take break and lunch periods in locations as stated by District.

Use of District Supplies and Equipment

- a. Contractor's supervisor shall make every effort to see that employees under his/her supervision at no time are to tamper with, remove, or "borrow" the personal property of teachers and students. The same is also to apply to that property and equipment owned by the District. Should an employee of the Contractor quit or be terminated, it is the responsibility of the Contractor's supervisor to see that any District property (e.g. building keys), be removed from terminated employee before he/she leaves the building on the last day of employment.
- b. Contractor is responsible to repair or replace any damaged equipment by employees during performance of duties.

Use of District Facilities

- a. The use of local call phone system, copier machines, vending machines, desk and chair will be permitted as part of this contract.
- b. Contractor will be responsible for all office supplies for this position.
- c. All contractor employees will be required to use District-provided time clock equipment for recording hours worked.

School Year

- a. District 113 maintains a school calendar for the school year. This calendar is representative of a normal school attendance year. The District annually adopts a school calendar similar to the 2021-2022 calendar (Exhibit C.)

Payment Terms

- a. The District will only provide payment for the following services: (1) the employee provided to each school by the contract for the 1:1 device management; (2) employees used in the 2021-2022 school year for the transition phase; and (3) any other payments specifically agreed to by the District Representative and the contractor.
- b. District will provide monthly payment to the contractor for approved billings within (30) thirty days after such monthly billings are approved.
- c. To obtain 30 day payment the Contractor will be required to submit the monthly pay request by the 15th of the current work month.
- d. For the first contract month of this contract, this pay request will consist of expected billable service hours, as would be typical of 1/12th of the contract amount.
- e. For each subsequent contract month, the pay request will be the contract amount as reduced by reductions and increased by additions. Such reductions may include a penalty for Contractor's failure to staff up to agreed-upon levels, and shall be made for wages and benefits based on the hourly rate stipulated on the Pricing Form.
- f. Overtime sheets must be provided and signed by contractor and /or District designee before payment is issued.
- g. All payments shall be subject to the *Local Government Prompt Payment Act*.

Summary

The district is interested in securing the most qualified company to provide online bookstore operations and 1:1 device management. The contractor will work with the Assistant Superintendent for Finance and work with the District Representatives to ensure efficient use of personnel, optimum utilization of the facilities, and be a liaison within the community.

BID FORMS

Submitter Instructions

Carefully complete every form that is included in this Bid Forms Section. All forms and attachments (e.g. Pricing Form and insurance certificate) should be included in your sealed bid envelope.

Provide five (5) hard copies and one (1) digital file on USB Flash Drive in PDF format of your bid in a sealed envelope. Failure to complete all the required information or providing any incomplete, inaccurate or misleading information will result in disqualification of your bid.

Please contact Ali Mehanti, Assistant Superintendent for Finance, 1040 Park Ave. West, Highland Park, IL 60035, Email: amehanti@dist113.org, in writing if you have any questions regarding the bid forms or Bid requirements.

BID CHECKLIST

(All items must be included with the Bid)

1. ____ BID SUBMISSION FORM (signed and notarized)
2. ____ BID BOND (attach bid bond or certified check)
3. ____ CERTIFICATE OF INSURANCE (Submitter's current)
4. ____ BID PRICING SHEET (Required) (Form A)
5. ____ SEXUAL HARASSMENT POLICY CERTIFICATE (Form B and Attachment)
(must be signed and notarized)
6. ____ CERTIFICATE OF ELIGIBILITY TO CONTRACT (Form C) (must be signed and notarized)
7. ____ QUALIFICATION/REFERENCES (Form D) (must be signed and notarized)
8. ____ W-9 FORM (Sample of first page is included as Form E) (the full current version of the Form W from the IRS website must be completed and signed)
9. ____ CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT (Form F) (signed)
10. ____ CERTIFICATE OF COMPLIANCE WITH 105 ILCS 5/10-22.34c (Form G) (signed)
11. ____ SECTION 10-21.9 AFFIDAVIT (Form H) (signed and notarized)
12. ____ CONTRACT FORM (Form I) (signed)
13. ____ ATTESTATION COVID-19 VACCINATION/TESTING (Form J) (signed)
14. ____ Provide five (5) hard copies and one (1) digital file on USB Flash Drive in PDF format of your bid in a sealed envelope.

15. ___ Required attachments

- a. Customer Contact Procedures
- b. Training programs
- c. Audited Financial Statements
- d. Description/copies of employee benefits programs
- e. Job classifications and wages for employees, including the Chromebook technician

ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

_____, being first
and duly sworn, deposes and says:

That he is _____ of

(Partner, Officer, Owner, etc.)

(Contractor)

The party making the foregoing bid or bid states that such bid is genuine and not collusive, or sham; that said Contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any Contractor or person, to put in a sham bid or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person to fix the bid price element or said bid, or of that of any other Contractor, to secure any advantages against any other Contractor or any person interested in the proposed contract.

(Name of Contractor, if Contractor is an Individual)

(Name of Partner, if Partner is a Partnership)

(Name of Officer, if Contractor is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and sworn to this _____ day of _____.

By _____

(SEAL)

BID SUBMISSION FORM

Township High School District 113
1040 Park Ave. West, Highland Park, IL 60035

Bid Deposit: 5%

Payment and Performance Bond: 100% required after award

Total Bid Pricing:

Fiscal Year	Chromebook Management Services	Other	Total (adding columns 2 and 3)
Remainder of FY22	\$ <u>N/A</u>	(+) Cost of on-site staff for transition:	\$ _____
23	\$ _____	N/A	\$ _____
24	\$ _____	N/A	\$ _____
25	\$ _____		\$ _____
26	\$ _____	N/A	\$ _____
27	\$ _____	N/A	\$ _____
28	\$ _____	N/A	\$ _____

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from submitting a Bid on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 1961* (720 ILCS 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her Bid is in compliance therewith.

The undersigned affirms that the documents and information provided in this Bid are true and complete. The undersigned further affirms that submission of this Bid constitutes an agreement to provide all services and comply with all requirements outlined in this Bid.

By: _____

Firm Name: _____

Print Name: _____

Address: _____

Title: _____

City: _____

Telephone: _____

State: _____

Email Address: _____

Date: _____

**Subscribed and sworn to before me
this __ day of _____, 2022.**

Notary Public:

FORM A
BID PRICING SHEET

The contractor, after carefully examining the requirements and specifications and having become familiar with local conditions, proposes to provide and furnish all the labor, materials, tools, equipment, supplies, and services necessary to perform and complete in a high-quality manner all of the contracted work, at the following cost to the District.

	Year 0.5	Year 1	Year 2	Year 3	Year 4	Year 5
Chromebook Services	N/A					
On-Site Staff for Textbook Transition		N/A	N/A	N/A	N/A	N/A

Further Cost Breakdown

NOTE: Pursuant to Section 10-22.34c of the *School Code*, the contractor must provide a minimum 3-year cost projection, using generally accepted accounting principles, which the contractor is prohibited from increasing if the bid is accepted, for each and every expenditure category and account for performing the services, as set forth below:

	<u>Year 1*</u>	<u>Year 2</u>	<u>Year 3</u>		
Labor Costs ¹	_____	_____	_____	_____	_____
Benefits Costs	_____	_____	_____	_____	_____
Taxes: FICA, FUI, SUI	_____	_____	_____	_____	_____
Training Costs	_____	_____	_____	_____	_____
Supplies	_____	_____	_____	_____	_____
Inventory	_____	_____	_____	_____	_____
Software	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____
Performance Bond	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Overhead/Profit	_____	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____	_____

¹ Include Staff Data Sheet to support labor costs. Note: this should include the cost of the Chromebook management employees that will be on District premises beginning with FY 23 through FY 27. For the remainder of FY22 and FY 23, this should also include the positions listed in Exhibit B.

FORM B
Certificate Regarding Sexual Harassment Policy

_____ (Submitter) does hereby certify (pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois Law; (iii) a description of sexual harassment utilizing examples; (iv) internal compliant process including penalty; (v) the legal recourse, investigate and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided. Submitter further certifies that it will comply with the Illinois Human Rights Act implementing regulations required for all public contractors and included herein as Attachment to Form B.

By: _____
Authorized Agent of Submitter

Date: _____

Subscribed and sworn to before me this _____ day of _____, 2022.

Notary Public

Attachment to Form B
Illinois Human Rights Act Regulations

Contractor shall be required to comply with the following provisions only if and to the extent they are applicable under the law. The Contractor agrees to fully comply with the requirements of the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et. seq.*, including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act*, 42 U.S.C. Section 12101 *et. seq.*, and rules and regulations promulgated thereunder. The following provisions are included in this contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20). As required by Illinois law, in the event of the Lessor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the *Illinois Human Rights Act* or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulations. During the performance of this contract, the Contractor agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Lessor's obligation under the *Illinois Human Rights Act* and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.

E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the *Illinois Human Rights Act* and the Department's Rules.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with *Illinois Human Rights Act* and the Department's Rules.

G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

FORM C

Certificate of Eligibility to Contract

I, _____ (pursuant to Section 5/10-20.21 (b) of the *School Code*) hereby certify that neither I, nor any of my partners, or officers or owners of (name of Entity)

_____.

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the *Illinois Criminal Code* of 1961, 720 ILCS 5/33 E-1 *et seq.* as amended;
2. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the *Illinois Criminal Code* of 1961, as amended;
3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of (name of business) _____ and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 *et seq.*

In certifying to the above, I hereby acknowledge that the school board may declare any contract awarded pursuant to this bid void if this certification is false.

Date Authorized Agent of Submitter

Subscribed and sworn to before me this _____ day of

_____, 2022.

Notary Public

FORM D
Contractor Qualification/References Statement

Submitted To:

Submitted by:

Firm: _____

Address: _____

City: _____

State / Zip: _____

Bid: _____

Phone: _____

Email: _____

HAS FIRM SUBMITTED A QUALIFICATION FORM FOR OTHER WORK? _____ Yes
_____ No

TYPE OF FIRM:

Corporation Partnership Other (Provide Explanation)
 Closed Shop Open Shop Minority Business Enterprise
 Individual Woman Owned Business Enterprise

Type of MBE/WBE certification:

If your organization is a corporation, answer the following:

Date of incorporation: _____
State of incorporation: _____
President's Name: _____
Vice President's Name: _____
Secretary's Name: _____
Treasurer's Name: _____

If your organization is a partnership, answer the following:

Date of organization: _____
Type of partnership (if applicable): _____
Name(s) of general partner(s): _____

If your organization is individually owned, answer the following:

Date of organization: _____
Name of Owner: _____

Years in business as Contractor under present firm name: _____

Under what other or former names has your organization operated? _____

Number of employees: _____ Office _____ Field _____
 Type of work _____

(please specify)

DIRECTORS, MANAGERS, SUPERVISORS AND BOOKSTORE EXPERIENCE:

Name:	Title	Years with Firm	Years Experience

OFFICERS, PARTNERS OR OWNERS AND EXPERIENCE:

Name:	Title	Years with Firm	Years Experience

JURISDICTIONS AND TRADE CATEGORIES IN WHICH YOUR ORGANIZATION IS LEGALLY QUALIFIED TO DO BUSINESS:

Jurisdictions Number	Trade Categories	Registration/License

FOUR LARGEST SCHOOL CONTRACTS COMPLETED OR IN PROGRESS IN LAST FIVE YEARS:

Owner	Owner's Representative & Phone Number	Contract Amount
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Average annual billing for last five years: \$ _____

Last year's billing: \$ _____

MAJOR CUSTOMERS UNDER CONTRACT:

Business Amount	Start Date	Supervisor	Contract
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Total customers under contracts: (including those not listed above) \$ _____

Dunn & Bradstreet Rating: _____

Current Bids on which firm is a Candidate for Contract Award:

	YES	NO
Has firm ever failed to complete a Contract?	_____	_____
Has any officer, partner or owner of firm ever been an officer, partner or owner of another firm when it failed to complete a Contract?	_____	_____
Has firm had any sub-contractor fail to complete a contract in last five years?	_____	_____
Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against firm or its officers?	_____	_____
Has firm been a party to any lawsuits in last five years? (If answer to any of above questions is yes, provide explanation)	_____	_____

REFERENCES:

Banks:

Insurance Company:

Bonding Company:

REFERENCES (CONTINUED):

Suppliers:

Other:

FINANCIAL STATEMENT:

CPA Firm: _____

Attach a financial statement, preferable audited, including your organization's latest balance sheet and income statement showing the following items:

Is the attached financial statement for the identical organization names on page one? Yes _____
No _____

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent- subsidiary).

The answers to the foregoing questions and all statements herein contained are true and correct

Firm: _____

By: _____

Signature:

Title: _____

Date: _____

(corporate seal)

Attest: _____

FORM F
CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

_____, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILS 580/3) 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 the contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By: _____ Authorized Agent

Date: _____

FORM G

CERTIFICATION OF COMPLIANCE WITH 105 ILCS 5/10-22.34C

The Bidder/Contractor hereby certifies that:

- (a) For all services performed and employees hired under the Contract, the Contractor agrees to provide liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to Section 10-22.3 of the Illinois School Code (see paragraph 8.5 of the Bid Conditions);
- (b) Contractor has included in its Bid evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to Section 10-22.3 of the Illinois School Code;
- (c) Contractor shall provide a benefits package for its employees, who will perform the services, comparable to the benefits package provided to the Board's employees who perform those services;
- (d) Contractor has included in its Bid a list of the number of employees who will provide the services, the job classifications of those employees, and the wages the Contractor will pay those employees;
- (e) Contractor has provided a minimum 3-year cost projection for each and every expenditure category and account for performing the requested services, using generally accepted accounting principles, which the Contractor is prohibited from increasing if its bid is accepted by the Board;
- (f) Contractor has included in its Bid composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the services and that the individual names and other identifying information of employees are available upon request of the Board;
- (g) Contractor has executed and included in its Bid an affidavit, in the form set forth in the Bid Documents, and notarized, by the president or chief executive officer of Contractor, that each of its employees completed a criminal background check as required by Section 10-21.9 of the School Code within 3 months prior to submission of the Bid and the results of such background checks will be made available upon request of the Board;
- (h) Contractor agrees that the Contract will include and Contractor will comply with a provision requiring the Contractor to offer available positions pursuant to the Contract to qualified School District employees whose employment is terminated because of said Contract; and
- (i) Contractor agrees that the Contract will include and Contractor will comply with a provision requiring the Contractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

Signature

FORM H

STATE of ILLINOIS)
)
COUNTY OF _____)

SECTION 10-21.9 AFFIDAVIT

I, _____, the president or chief executive officer of _____ state, under oath, that each of _____ employees has completed a criminal background check as required under Section 10-21.9 of the *School Code*, (105 ILCS 5/10-21.9) within three (3) months prior to this bid submission.

Affiant further sayeth naught.

By: _____

Title: _____

Subscribed and sworn to before me
this ____ day of _____, 2022.

Notary Public

FORM I

**AGREEMENT BETWEEN BOARD OF EDUCATION
OF TOWNSHIP HIGH SCHOOL DISTRICT NO. 113
AND
[NAME OF CONTRACTOR]**

THIS AGREEMENT is made as of the ____ day of _____, 2022, by and between the Board of Education of Township High School District No. 113, Lake County, Illinois (hereinafter “Board” or “District”) and *[NAME OF CONTRACTOR AND TYPE OF LEGAL ENTITY]* (hereinafter “Contractor”).

WITNESSETH:

WHEREAS, District has selected Contractor to provide the services described herein; and

WHEREAS, Contractor desires to provide such services;

NOW, THEREFORE, in consideration of the terms and conditions stated herein, the parties agree as follows:

1. **BID SPECIFICATIONS**

Contractor shall provide services to the District in accordance with the Bid Documents dated ____, 2021 (hereinafter “Bid Specifications”), which are attached hereto as Exhibit A and incorporated herein, as well as in accordance with all other exhibits attached hereto and incorporated herein. The Bid Specifications, bid instructions, addenda, Contractor’s bid and this Agreement (collectively the “Contract Documents”) shall constitute the full and entire Agreement for the services contemplated hereunder.

2. **TERM**

The Agreement shall commence April 1, 2022 (or date of award, whichever is later), and terminate on June 30, 2027, unless terminated earlier as provided in the Contract Documents. The parties may mutually agree to extend the Agreement on a year-to-year basis thereafter. The compensation to be paid by District to Contractor during the extension periods, if any, shall be in accordance with the Contract Documents.

3. **PLACE OF CONTRACT**

This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Illinois.

4. **SAVINGS CLAUSE: INTENT**

In the event any provision specified herein is determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

Contractor shall not assign this Agreement without prior written consent of the District. This

Agreement is not intended to, and does not, confer any right or benefit upon any third or other party other than the Contractor and District. No other party other than the Contractor and District, or their successors or assigns, shall have any right or standing to enforce or pursue legal action to enforce this Agreement.

5. PRESENCE OF CHILD SEX OFFENDERS ON SCHOOL PROPERTY

Contractor acknowledges that pursuant to Section 11-9.3 of the *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without specific notification to and permission of the Superintendent or Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. Contractor shall ascertain that its employees and employees of subcontractors are notified of this law and that said employees are directed to notify Contractor if they have been convicted of a sex offense restricting their presence on school property. Contractor will then provide appropriate and immediate notification to District.

6. THIRD PARTIES

Contractor shall not assign this Agreement without prior written consent of the District. This Agreement is not intended to, and does not, confer any right or benefit upon any third or other party other than the Contractor and District. No other party other than the Contractor and District, or their successors or assigns, shall have any right or standing to enforce or pursue legal action to enforce this Agreement.

7. TERMINATED EMPLOYEES

The District does not plan to terminate any of its current employees as a result of this Contract within the meaning of 105 ILCS 5/10-22.34c. However, to the extent any qualified District employees are terminated as a result of this Contract, Contractor shall offer available positions to qualified Board employees whose employment is terminated, as required under 105 ILCS 5/10-22.34c.

8. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and in providing service hereunder, shall not be deemed to be the agent of the District. All persons performing work hereunder for the Contractor shall be employees or sub-contractors of the Contractor, not of the District, and all work performed by such persons shall be under the control and supervision of the Contractor.

9. INDEMNIFICATION

The Contractor shall protect, defend, hold harmless and indemnify the Board and the District, its Board members, officers, agents, employees, representatives, successors, and assigns from and against any and all claims, actions, liabilities, losses and expenses, including court costs and attorney's fees, relating to any and all losses and/or damages, including injury or death to persons and damage to property, allegedly or actually arising out of or incidental to a breach of this

Agreement or the Contractor's performance of the work, services, or activities pursuant to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate the day and year first written above.

[NAME OF CONTRACTOR]

**BOARD OF EDUCATION OF
TOWNSHIP HIGH SCHOOL DISTRICT NO. 113
LAKE COUNTY, ILLINOIS**

BY: _____

BY: _____

ITS: _____

ITS: _____

ATTEST:

ATTEST:

BY: _____

BY: _____

ITS: _____

ITS: _____

FORM J

ATTESTATION – COVID-19 VACCINATION/TESTING

STATE OF ILLINOIS)
LAKE COUNTY) SS:

As a contractor of Township High School District No. 113 (“**District**”) that employs individuals who fit the definition of “School Personnel” under Executive Order 2021-22, _____ [insert name of contractor] (“**Contractor**”), must comply with Illinois Executive Order 2021-22.² Beginning on September 19, 2021, School Personnel who do not provide proof that they are fully vaccinated will be subject to at least weekly testing for COVID-19 and must provide proof of negative results.

Pursuant to 23 Ill. Admin. Code 6.50,³ Contractor hereby attests that it will collect and maintain proof of vaccination against COVID-19, and/or proof of compliance with the testing requirements under 23 Ill. Admin Code 6.40 from the School Personnel it employs for as long as Executive Order 2021-22 remains in effect (including any individuals who become School Personnel after the date of this Attestation). The Contractor further attests that it will exclude from District premises (including offsite programs in which School Personnel would have contact with District students or staff) any School Personnel it employs who have not provided proof of being fully vaccinated or compliance with applicable testing requirements.

Contractor shall bear all costs to comply with the requirements outlined in this Attestation. Contractor further attests that it will comply with any subsequently-issued executive orders, rules, or guidance regarding COVID-19 vaccination or testing.

By signing below, the undersigned represents and warrants that he/she has the proper authority and power to execute this Attestation on behalf of Contractor and to bind Contractor to the terms and conditions hereof.

Executed and delivered this _____ day of _____, 2022.

CONTRACTOR

Signature

Printed Name and Title

² Executive Order 2021-22, may be found at: <https://www.illinois.gov/government/executive-orders/executive-order-executive-order-number-22.2021.html>.

³ Emergency Rules Supporting Executive Order 2021-22, may be found at: https://www.isbe.net/Documents/18389_23-6RG-E.pdf.

**EXHIBIT A:
Cost of Books for Students**

<u>Type</u>	<u>Title</u>	<u>Fee to Student</u>
<u>Digital Only</u>	<p align="center"><i>Calculus for AP</i> <i>Digital Bundle: Calculus for AP® Enhanced WebAssign + Online Fast Track to a 5 + VitalSource eBook (1-year access)</i> Publisher: 2017, Cengage (National Geographic) ISBN# 9781337011716</p>	
<u>Digital Only</u>	<p align="center"><i>CodeHS online access</i> Company: CodeHS Inc. 42A Dore St San Francisco, CA</p>	
<u>Digital Only</u>	<p align="center"><i>Chemistry E-Book</i> Publisher: Savvas ISBN# 9780133177640</p>	
<u>Textbook Only</u>	<p align="center"><i>Multivariable Calculus Concepts & Contexts, 3rd edition (textbook)</i> Publisher: ©2005 Brooks/Cole Publishing ISBN# 9780534410049</p>	
<u>Textbook Only</u>	<p align="center"><i>Linear Algebra & It's Applications, 3rd Edition (textbook)</i> Publisher: ©2006 Pearson ISBN# 9780321287137</p>	
<u>Textbook Only</u>	<p align="center"><i>Introduction to Accounting - An Integrated Approach (8th Edition)</i> ISBN: 9781119600107, softcover</p>	
<u>Digital & Textbook</u>	<p align="center">ENVAGA18 ALG2 CC SE + DCW 3YR LI COPYRIGHT 2018 Pearson (eCode)</p> <p align="center"><i>enVision Algebra 2</i> COPYRIGHT 2018 Pearson ISBN: 9780328931569 (Textbooks)</p>	
<u>Digital & Textbook</u>	<p align="center">PHYSICS FOR SCIENTISTS AND ENGINEERS: A STRATEGIC APPROACH WITH MODERN PHYSICS 5E, AP EDITION ©2022 WITH MASTERING PHYSICS W/ETEXT 9780137302260 6-year license with each book Savvas</p>	
<u>Digital & Textbook</u>	<p align="center"><i>America's History For The A.P. Course (e-Book)</i> Publisher: MPS Bedford, Freeman ISBN# 9781457651601</p> <p align="center"><i>America's History, For The A.P. Course, 8th Ed. (Textbook)</i> Publisher: 2014, MPS Bedford, Freeman ISBN# 9781457673825</p>	
<u>Paperback</u>	<p align="center"><i>Adventures of Huckleberry Finn: A Case Study in Critical Controversy: 2nd Edition</i></p> <p align="center">9780312400293</p>	
<u>Paperback</u>	<p align="center"><i>Kindred</i></p>	

	<i>9780807083697</i>	
<u>Paperback</u>	<i>American Street</i> <i>9780062473059</i>	

**EXHIBIT B:
Employee Positions and Salary Information**

School Name	Position	Daily Hours Worked	Hourly Wages	Annual Work Days	Annual Open/Close Days	Annual Paid Sick Days	Annual Paid Vacation	Annual Paid Holidays	Type of Health Insurance*	Employer Insurance Contribution Health and Dental	Salary Total
Highland Park High School	Bookstore Admin Assistant	7.5	\$27.71	205		15	0	14	F,D	100% single and 76% family	\$48,631.05
Deerfield High School	Bookstore Admin Assistant	7.5	\$19.58	205		15	0	14	F,D	100% single and 76% family	\$34,362.90
Minimum Initial Contract Term Estimated Labor Cost		Total Daily Hours	Total Hourly Wages	Total Work Days	Total Open/Close Days	Total Sick Days	Total Vacation Days	Total Holiday Days		Total Anticipated Benefit Costs	Total Salary Cost
\$116,191.95		15	\$47.29	410	0	30	0	28		33,198.00	\$82,993.95

Benefits provided for staff full-time & part-time over 600 Annual Hours

- Voluntary Life
- IMRF-Voluntary Life
- VAC-IMRF Additional Contributions
- Medical
- Dental
- Basic Life
- Voluntary 403B
- IMRF

EXHIBIT C: District Calendar



TOWNSHIP HIGH SCHOOL DISTRICT 113 2021 – 2022 District Calendar

1040 Park Avenue West
Highland Park, IL 60035
(224) 765-1000
dist113.org

Approved by the Board of Education on 06/15/2020. Can be changed at any time by BOE vote or for emergencies as determined by the Superintendent.

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16+	17+	(18)	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6*	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11*	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student/Teacher days: 10/12
Accum S/T days: 10/12

Student/Teacher days: 19/19
Accum S/T days: 29/31

Student/Teacher days: 20/20
Accum S/T days: 49/51

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11*	12	13
14	15	16	17	18	19	20
21	22	23	24	25*	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 ^e
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ^e	18 ^e	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ^e	22 ^e	23	24	25	26
27	28					

Student/Teacher days: 18/18
Accum S/T days: 67/69

Student/Teacher days: 12/13
Accum S/T days: 79/82

Student/Teacher days: 19/20
Accum S/T days: 98/102
Semester 1: 89 Days

Student/Teacher days: 18/19
Accum S/T days: 116/121

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7 ^e	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30*	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6 ^e	7 ^e	8 ^e	9 ^e	10 ^e
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student/Teacher days: 17/17
Accum S/T days: 133/138

Student/Teacher days: 20/20
Accum S/T days: 153/158

Student/Teacher days: 21/21
Accum S/T days: 174/179

Student/Teacher days: 3/3
Accum S/T days: 177/182
Semester 2: 88 Days

LEGEND				
() School Begins/Ends	+ Institute Day	○ In-Service Day	* Legal Holiday	— End of Semester
e Emergency Make-up	■ Student non-attendance	■ Summer break		

August	
11, 12, 13	New Teacher Orientation
16, 17	Institute Days
18	First Day of Student Attendance
September	
6	Labor Day
7	Not in Attendance (Rosh Hashanah)
16	Not in Attendance (Yom Kippur)
October	
11	Columbus Day
November	
24	Veterans Day
21	Not in Attendance
25	Thanksgiving Day
26	Not in Attendance
December	
13, 14, 15, 16	Final Exams
17	In-Service Day
20	Winter Break Begins
January	
3	School Resumes for Students
14	First Semester Ends (89 days)
17	Martin Luther King Jr. Day
18	In-Service Day
February	
21	Presidents' Day
22	Institute Day
March	
7	Casimir Pulaski
21	Spring Break Begins
28	School Resumes
April	
15	Not in Attendance (Good Friday)
TBD	Illinois State Testing Day
May	
16	Last Day for Seniors
30	Memorial Day
31	Final Exams
June	
1, 2	Final Exams
3	Last Day of Student Attendance (without emergency days)
3	Second Semester Ends (88 days)
10	School Closes

Exhibit D
The District's Current Bookstore Inventory

Physical Textbooks:

Title	ISBN	Quantity
1984	9780451524935	26
7 Habits of Highly Effective Teens	9781476764665	21
Abraham	9780060838669	8
Absolutely True Diary of a Part-Time Indian	9780316013697	8
Achiever Exam Prep Guide for AP European History	9781948641401	7
ACT 2022	9781264267064	8
Adoration of Jenna Fox	9780312594411	82
Adventures of Huckleberry Finn	9780312400293	26
All My Sons	9780141185460	51
All Quiet On The western Front		44
American Like Me	9781501180927	32
American Street	9780062473059	125
Americanah	9780307455925	6
An Iliad	9780307275394	4
AP French 1e Student Edition (workbook) Publisher: Vista Higher Learning	9781543343885	2
AP Spanish Language And Culture Exam Prep Workbook Publisher: © 2020 Vista Higher Learning	9781618572462	6
Arcadia	9780802126993	10
Associated Press Stylebook	9780465012626	20
Atonement	9780385721790	19
Au Revoir Les Enfants	9782070388738	23
Awakening	9780486277868	91
Bartleby	9780486264738	56
Be Prepared for the AP Computer Science Exam in Java	9780997252866	42
Beantree	9780062277756	34
Beartown	9781501160769	26
Becket	9781573225083	6
Before We Were Free	9780440237846	48
Beloved	9781400033416	9
Between the World and Me	9780812993547	6
Big Mouth and Ugly Girl	9780064473477	34
Binti	9780765385253	28
Black Water	9780452269866	70

Body of Christopher Creed	9780152063863	10
Book of Unknown Americans	9780345806406	27
Born A Crime	9780399588198	245
Boys Girls Superheroes	9780226130101	3
Catcher in the Rye	9780316768488	55
Catcher in the Rye	9780316769488	135
China's son	9780440229261	28
Chinese Link, Level 1 Part 1, Activity Manual - 9780205696383	9780205696383	4
Chinese Link, Level 1 Part 1, Character Book - 9780205782987	9780205782987	1
Chinese Link, Level 1 Part 1, Textbook - 9780205637218	9780205637218	3
Chinese Link, Level 1 Part 2, Activity Manual - 9780205741236	9780205741236	2
Chinese Link, Level 1 Part 2, Character Book - 9780205783045	9780205783045	6
Chinese Link, Level 1 Part 2, Textbook - 9780205691968	9780205691968	4
Citizen	9781555976903	123
Civil Disobedience and Other Essays	9780486275635	23
Climbing the Stairs	9780142414903	30
Color of Water	9781594481925	7
Consumer Education & Economics, Student Activities Manual		3
Consumer Education & Economics, Textbook - Used \$40		3
Copenhagen	9780385720793	20
Crazy Horse Electric Game	9780060094904	60
Crossing the Danger Water	9780385422437	10
Crucible	9780140481389	29
Curious Incident of the Dog in the Nighttime	9781400032716	27
Dear Martin	9781101939529	31
Death of a Salesman	9780140481341	8
Dewbreaker	9781400034291	13
Do Androids Dream of Electric Sheep	9780345404473	24
Ender's Game	9780812550702	20
Eng Bridging & Expanding ELL		6
Essentials of International Relations, Brand New \$80	9780393283402	22
Extremely Loud & Incredibly Close	9780618711659	53

FA - Art Supplies - Art Eraser		23
FA - Art Supplies - Band Gloves		48
FA - Art Supplies - Charcoal Pencil		5
FA - Art Supplies - Graphite Pencil Kit		25
FA - Art Supplies - Micro Pen		15
FA - Art Supplies - Paint Brush Set		49
FA - Art Supplies - Sketch Pad		45
FA - Band Gloves		119
FA - Beginning Guitar - Guitar Method Book 1	9780793533923	5
FA - Orchestra - Bass \$8 - 9780849732058	9780849732058	10
FA - Orchestra - Cello \$8 - 9780849732041	9780849732041	9
FA - Orchestra - Viola \$8 - 9780849732034	9780849732034	15
FA - Orchestra - Violin \$8 - 9780849732027	9780849732027	9
FA - Sketch Pad		41
Fahrenheit 451	9781451673319	195
Fire Next Time	9780679744726	33
Frankenstein	9780553212471	34
Frida Kahlo	9781940408361	61
Galileo	9780802130594	18
Gatekeepers	9780142003084	12
Give Me Liberty	9780393920321	72
Great Gatsby	9780743273565	99
H is for Hawk	9780802124739	29
Hamlet	9781451669411	41
Handmaid's Tale	9780385490818	104
Hate U Give	9780062498533	81
Hebrew From Scratch I	9653501127	8
Hitler's Canary	9781250076274	18
Home Fire	9780735217690	12
House of the Scorpion	9780689852237	23
Hunger Games	9780439023528	24
In the Time of the Butterflies	9781565129764	12
Interpreter of Maladies	9780395927205	6
Into The Wild	9780385486804	12
Intro to Accounting	9781119600107	7
Is it Day or Night	9781250044211	8
Journey of Ibn Fatouma	9780385423342	11
Julius Caesar	9781439196717	48
Just Mercy	9780525580065	25
Keeping Corner	9780786838608	36
Kentucky Cycle	9780822213093	51

Kentucky Cycle	9780802125279	6
Kindred	9780807083697	191
King Lear	9780451526939	20
King Lear	9781501118111	14
Klara and The Sun	9780593318171	66
Le Petit Nicolas	9782070364237	16
Life of Pi	9780593318171	8
Linear Algebra	9780321287137	9
Listening Is an Act of Love	9780143114345	10
Little Prince	9780156012195	24
Lord of the Flies	9780399501487	134
Lord of the Flies	9780143129400	21
MA - Geometry Tools - 6 in 1 Tool		420
MA - Geometry Tools - Compass		216
Macbeth	9780743482790	10
Macbeth (Oversized)	9781451694727	82
Magic Fish	9781984851598	110
Master and Margarita	9780679760801	37
Master Harold and the Boys	9780307475206	32
Merchant of Venice (Oversized)	9781439191163	73
Metamorphoses	9780810119802	45
Midsummer Nights Dream	9780743477543	7
Monster	9780064407311	2
Multivariable Calc - Heavily Used \$20	9780534410049	9
My 13th Year	9780439339056	63
My Traitor's Heart	9780802136848	42
Narrative of the Life of Fredrick Douglass	9780486284996	54
Native Son	9780060837563	17
Not Quite Not White		13
Object-Oriented Data Structures Using Java, Brand New \$125	9781449613549	9
October Mourning: A Song for Matthew Shepard	9781536215779	73
Oedipus the King, Antigone, Sophecles	9780882950945	160
Of Mice and Men	9780140186420	55
One Flew Over the Cuckoo's Nest	9780141181226	31
One of Us is Next		1
Othello (Oversized)	9781501146299	46
Other Wes Moore	9780385528207	24
Outliers	9780316017930	10
Ox-Bow Incident	9780812972580	17

Ox-Bow Incident	9780375757020	37
PE - Dance Shirt		existing inventory
PE - Hear Rate Strap		682
PE - Lock (Soph/Junior/Senior ONLY)		305
PE - Uniform Purchase - Ladies Cut PE Shirt		existing inventory
PE - Uniform Purchase - Ladies PE Shorts		existing inventory
PE - Uniform Purchase - Men's PE Shirt		existing inventory
PE - Uniform Purchase - Men's PE Shorts		existing inventory
Persepolis	9780375714573	70
Pobre Ana	9781603723817	33
Practice Makes Perfect - Calculus	9780071638159	7
Prince	9780486272740	29
Purple Hibiscus	9781616202415	10
Pygmalion	9781416500407	11
Questions in Preparation for the AP Calculus (AB) Examination	9781934780428	66
Raisin in the Sun	9780679755333	109
READ180, Real Book	9781328003379	18
Red Scarf Girl	9780064462082	28
Road, The	9780307387899	36
Romeo and Juliet (Oversized)	9781451621709	189
Salvage the Bones	9781608196265	8
Sarah's Key	9780312370848	39
SC - Student Lab Notebook - 100 Page	9781930882744	105
SC - Student Lab Notebook - 50 Page	9781930882232	63
Scarlet Letter	9780451531353	31
Scarlet Letter	9780553210095	10
Self-Reliance and Other Essays	9780486277905	17
Separate Peace		29
Several Short Sentences About Writing	9780307279415	17
Siddhartha	9780553208849	74
Snow in August	9780316242820	55
Sophocles (The Three Theban Plays) Translated by Robert Fagles	9780140444254	2
Supplies - General - 8-color set - Marker, Sharpie Set		15

Supplies - General - Binder - 3-ring, 1.5-inch	14
Supplies - General - Binder - 3-ring, 1-Inch	13
Supplies - General - Binder - 3-ring, 2-inch	14
Supplies - General - Binder - 3-ring, 3-inch	14
Supplies - General - black, fine tip - Marker, Sharpie	24
Supplies - General - black, Magnum, chisel tip, large - Marker, Sharpie	14
Supplies - General - Construction Paper - 50-Sheet	8
Supplies - General - Correction Fluid - Pen	10
Supplies - General - Dividers - 5-tab	25
Supplies - General - Dividers - 5-Tab Deluxe	11
Supplies - General - Ear Buds - with Pouch	298
Supplies - General - Envelope - #10 Letter	90
Supplies - General - Envelope - Clasp, 9 x 12	100
Supplies - General - Eraser - Pink	24
Supplies - General - Flash Drive - 8 GB	10
Supplies - General - Folder 2-Pocket - w/Clips	11
Supplies - General - Folder 2-Pocket Red - DHS Logo	50
Supplies - General - Folder, 10-Pocket - Spiral	10
Supplies - General - Folder, 8-Pocket - Spiral	2
Supplies - General - Glue Stick	12
Supplies - General - Highlighters - 5-Color	19
Supplies - General - Index Cards - 3 x 5 Color	11
Supplies - General - Index Cards - 3 x 5 White, Ruled	5
Supplies - General - Index Cards - 4 x 6 White, Ruled	14
Supplies - General - Kleenex - Mini Pack	14
Supplies - General - Legal Pad	13
Supplies - General - Marker - black, chisel tip, regular	11
Supplies - General - Marker Set - 8-Color, Washable	14
Supplies - General - Notebook, Composition - Poly	9
Supplies - General - Notebook, Quad Ruled	15
Supplies - General - Notebook, Spiral - 1-Subject, 70 pg	49

Supplies - General - Notebook, Spiral - 3-subject, 120 pg		22
Supplies - General - Notebook, Spiral - 5-Subject, 200 pg		25
Supplies - General - Paper - Loose Leaf		10
Supplies - General - Paper, Graph		50
Supplies - General - Pencil - #2 Lead		100
Supplies - General - Pencil - #2 Lead, 12-count		25
Supplies - General - Pencil - Mechanical		98
Supplies - General - Pencil - Red, DHS Logo		25
Supplies - General - Pencils, Colored - 12-count		15
Supplies - General - Poster Board - 22 x 28		115
Supplies - General - Post-It Notes - 1 x 2 inch		25
Supplies - General - Post-It Notes - 3 x 3 inch		24
Supplies - General - Report Cover - Slide Bar Edge		10
Supplies - General - Report Cover-Clear - w/Clips		15
Supplies - General - Ruler - 6 inch, plastic		23
Supplies - General - Sheet Protector		25
Supplies - General - Tape - with Dispenser		15
Tale of Two Cities	9781586174422	112
Taming of the Shrew	9780743477574	25
Tempest (Oversized Edition)	9781501130014	37
The American Reader	9780062737335	6
The Brief and Wonderous Life of Oscar Wao	9781594483295	11
The Illad	9780451474346	29
They Say/I Say (Fifth Edition)	9780393538700	20
Things Fall Apart	9780385474542	60
Things They Carried	9780618706419	64
Thousand Splendid Suns	9781594483851	36
To the Lighthouse	9780156907392	30
Tortilla Curtain	9780143119074	62
Tortilla Curtain	9780140238280	77
Turtles All the Way Down	9780525555377	25
Untouchable	9780141393605	40
Walden, Life in the Woods		7
We Were Liars	9780385741279	80
When the Emperor Was Divine	9780385721813	48
Wreckage	9781882413973	3

You Can't Say You Can't Play	9780674965904	6
A Land of Permanent Goodbyes	978-0-399-54685-3	6
A Lie of the Mind to be taught 2nd semester	978-0-8222-656-9	1
A Midsummer Night's Dream	978-1-5011-4621-3	4
Alg II Trig Honors- Algebra Trigonometry Classics Ed. Text	0-13-165710-0	13
Alg II Trig Reg- Algebra 2 Text	0-6182-5020-4	28
All American Boys	978-1-4814-6334-8	1
American Street	978-0-06-247305-9	10
AP & Chem Hon- Chemistry Zumdahl 10th ed Hardcover Text purchased 17-18; Text purchase OPTIONAL	978-1-305-95773-2	2
AP Calc AB & BC: Calculus 11th ed hardcover text (part of the etext 6 yr bundle above) TEXT IS OPTIONAL PURCHASE	978-1-337-28688-6	55
AP Econ- Economics AP 17th edition	978-0-07-329392-9	27
AP Euro History- History of Western Society	978-0-312-68321-4	3
AP French- Preparing for the AP French test workbk + 1 yr contract	978-0-13-317537-0	0
AP Music Theory workbk	978-0-393-62231-7	1
AP Psych- Psychology Meyers 2nd edition AP Psych	978-1-4641-1307-9	10
AP Span Lit- Abriendo Puertas: Ampliando Student Workbook (green)	978-0-547-85863-0	9
AP Spanish Preparing for the Language and Culture Examination	978-0-13-323801-3	14
APUSH- Give Me Liberty 5th Brief ed -- hardcover	978-0-393-63899-8	29
Barely Missing Everything	978-1-5344-0445-8	15
Biology	978-0-328-92512-4	5
Bodega Dreams	978-0-375-70589-2	1
Boy Gets Girl	978-0-571-19983-9	2
Brighton Beach Memoirs	978-0-573-61941-0	18
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