

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



**Request for Proposal  
Bookstore Managed Services**

Submit your proposal to:  
Ali Mehanti, Assistant Superintendent for Finance  
Township High School District 113  
1040 Park Ave. West, Highland Park, IL 60035  
Phone: 224-765-1003 | Email: [amehanti@dist113.org](mailto:amehanti@dist113.org)

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## OVERVIEW

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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 bursars 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%	Markup 15%	Service Charge 4%
<b>Textbooks</b>	✓	✓	
<b>Textbooks (Sold Online)</b>	✓	✓	✓
<b>School Supplies</b>	✓	✓	✓

Bookstore sales and collected fees totaled approximately \$2,000,000 for the 2018-19 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).

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## PURPOSE OF REQUEST FOR PROPOSAL

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The District is seeking proposals to outsource the bookstore operations for FY21, FY22, FY23, FY24 and FY25 with the option to renew annually for a period of 5 years. Price must be firm for a 90-day period. Following are the key elements of the proposal:

- All hiring, training, management of personnel to be provided by outsourced provider. All employees must pass background checks.
- Textbook inventory to be owned and managed by outsourced provider.
- All technology requirements (i.e. bookstore system, T-1s, servers, etc.) to be provided by outsourced provider. The system used to manage the bursar function will be owned and maintained by the District.
- Outsourced provider should have the ability to sell textbooks, supplies, fees, etc. on-line.
- Outsourced provider should assume all operations and costs.
- District will provide space and utilities.
- All District cash collection outside of textbooks and supplies (i.e. bursar function) to be handled by outsourced provider. Cash to be submitted to the District with no mark-up.

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## PROPOSAL REQUIREMENTS

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

- A. Overview of Company
- B. Pricing – Please outline your proposed pricing model for the District. In this section please include the fee you propose to pay the District (i.e. rental fee) and/or any management fee you may charge the District.
- C. Organization Chart – Please include a proposed organization chart that must include the estimated salary range the proposed employees would make. Please describe your proposed staffing model. Model should include staffing structure at each school, management over each school. Also, include training plan and back-up plan for sick days, vacation days etc., as well as, include plan for staffing peak periods (i.e. book sales, semester change, end of year buy-backs).
- D. Book Pricing/Buy-Back Structure – Please provide pricing for two scenarios – 1. Buy-back prices at flat 50% and mark-up 15%. 2. Buy-back prices at flat 50% and mark-up 20%.
- E. Technology Plan – Please describe your proposed technology plan. What system will you be using, does it have e-commerce capabilities, what, if anything, will be required from the District?
- F. Purchase of District Inventory – Please describe the method for calculating the one-time purchase of District inventory.
- G. 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.
- H. Textbook Management – Describe how you would manage the master textbook list. How do you set prices for textbooks?
- I. References – Please include 3 references from similar high-schools/community colleges. Also, include a listing of all bookstores you operate.
- J. Current Employees – It is the District’s intent to require that the selected vendor interview current bookstore management.
- K. Five (5) hard copies and one (1) digital file on USB Flash Drive in PDF format of the RFP document must be submitted by 2:00 P.M. on November 8, 2019 to Mr. Ali Mehanti, Assistant Superintendent for Finance, Township High School District 113, 1040 Park Avenue West, Highland Park, IL 60035. The envelope must be clearly marked with “Bookstore Operations – RFP” with the name of the vendor submitting the proposal. Proposals will not be accepted if they are submitted by fax or email.

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## INSURANCE REQUIREMENTS

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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;
- Automobile liability Insurance (if the vendor will be operating entity owned vehicles on campus) with a combined single limit of \$1,000,000;
- 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 Commercial General Liability insurance policy shall name Township High School District #113, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District.

The Vendor shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling Township High School District #113 to terminate this Agreement immediately.

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**ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE**

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\_\_\_\_\_, being first  
and duly sworn, deposes and says:

That he is \_\_\_\_\_ of

\_\_\_\_\_  
(Partner, Officer, Owner, etc.)

\_\_\_\_\_  
(Contractor)

The party making the foregoing proposal or RFP states that such RFP 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 RFP 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 RFP price element or said RFP, 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)

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**ACKNOWLEDGEMENT OF RFP SPECIFICATIONS**

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Please note any exceptions to the RFP specifications in the space below. Unless noted below, it is assumed that your RFP is in compliance with all specifications.

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I hereby agree and sign that I have thoroughly read and understand the specifications and my RFP is in compliance with the specifications except as noted above.

WITNESS

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE