

**Addendum #2 to RFP #04202012**  
**Bookstore Services**  
**McHenry County College**

This Addendum is in response to the inquiries from potential bidders. This Addendum constitutes changes to the specifications as sent out in the original RFP and other pertinent information shared with all vendors. All changes and information listed on this Addendum should be considered as the official modifications to the specifications and should be included in your proposal with these in mind.

Please acknowledge your receipt of this addendum by attaching a signed copy of the addendum with your proposal response.

Received and acknowledged by: \_\_\_\_\_

1. Can you provide a 3 year enrollment history to help explain the large sales swings in the bookstore?

**Headcount**

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Summer	2,666	2,976	3,332
Fall	5,383	6,456	6,793
Spring	5,270	6,442	6,628
<b>Total</b>	<b>13,319</b>	<b>15,874</b>	<b>16,753</b>

**Credit Hours**

	<u>2008/2009</u>	<u>2009/2010</u>	<u>2010/2011</u>
Summer	12,003	13,534	15,660
Fall	48,944	62,582	62,461
Spring	47,548	59,917	59,025
<b>Total</b>	<b>108,495</b>	<b>136,033</b>	<b>137,146</b>
FTE	3,616.50	4,534.43	4,571.53

2. What is the current fiscal year's percentage increase or decrease versus last year?

- **Sales 7/1/2010-4/6/2011 2,373,632      Rental 39,781**
- **Sales 7/1/2011-4/6/2012 2,158,591      Rental 200,93**

3. What percentage of sales in the store are financial aid charges?

- **26.4%**

4. Section 1.2 and 4.2.1 - Please confirm the number and location of "regional locations" and "satellite locations" referenced in these sections and describe the current level of services that are provided to these sites. Also indicate if dedicated and secured space is available at each of the sites.

5. There is only one location, the main campus, 8900 US Highway 14, Crystal Lake. This is a dedicated secured space.

6. Section 3.4 - Please provide all current "College Board policies, procedures, and regulations that the Contractor is expected to comply with."
  - Board Policies can be found at: <http://www.mchenry.edu/board/BoardPolicyManual.pdf>
7. Section 3.10.1 2) - Please clarify the meaning and application of this provision.
  - Termination of the Agreement by the contractor for any reason shall not cause the College to be required to pay for any inventory, advanced payments or investments made in any form. Termination of the agreement by the contractor without cause will cancel any obligations for any future guaranteed payments by the College unless previously notified of breach.
8. Section 3.10.1 3) and Section 5.2.6 - Please clarify the repayment of unamortized investment upon termination.
  - Termination without cause or leasehold improvement provided as part of this agreement.
9. Section 4.2.16 and Section 4.5.3 - Please clarify the buyback policy. Specifically, is it a requirement to pay 50% of the new selling price or 50% of the purchase price?
  - 50% of the purchase price
10. Sections 4.2.15 - Does the store currently offer Central Stores services? If so, what is the volume of business, the discount offered, and are the sales included in the Supplies sales figures?
  - No central stores, orders flow through Office Depot
11. Section 4.5.5 - Is the policy outlined in this section the current policy? If not, what is the current policy?
  - Policy is correct except for item iii. It should read 12 day return policy for 8 week classes.
12. Section 4.7.7 - Is it the College's intention to approve each and every "new" item (SKU)? Please describe the approval process – parties involved, information required, timing, etc.
  - This paragraph speaks for itself. It states that the College shall reserve the right of final approval. This will be worked out with the successful bidder.
13. Section 4.8.7 - Please clarify and to the extent applicable provide the wage rates "competitive with the local market" standard i.e. campus, general retail, campus stores, other?
  - It is the responsibility of the winning bidder to provide this information.
14. Section 4.15.3 - Please provide a list of the departments and existing contract arrangements referenced in this section.
  - This is referenced here to prevent any problems later if clubs want to sell T-shirts or items for a fundraiser. At this time it isn't possible for us to give a precise list but it does happen for some special events
15. FY 11 Financial Statement - Please provide a complete statement including Total Operating Expenses and Operating Income.

- The College's financial statement can be found at:  
<http://www.mchenry.edu/finance/FY2011CAFR.pdf>