

**Addendum #1 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: \_\_\_\_\_

<b>RFP Page</b>	<b>Section</b>	<b>Questions / Requests</b>
6	1.2	<b>Shah Center</b> – Please provide the enrollment at this Center for FY10 and FY11. - Is space provided for bookstore use? <b>No Bookstore sales at the Shah Center.</b>
22	4.2.3	<b>Product restrictions</b> – Are there any specific product restrictions? (i.e. Pepsi; Coke; etc.) <b>None</b>
23	4.2.15	<b>AR / Billings</b> – What program / platform does the College use for processing AR purchases? <b>Datatel</b>
27	4.4.10	<b>Booklist</b> – Does the College or Bookstore currently provide the booklist to another party? <b>No</b>
29	4.5.1a	<b>New Text Pricing</b> – How are new textbooks currently priced? Please provide an example using a textbook that costs \$75.00 from the publisher. <b>Margin 20%, \$93.75</b>
32	4.5.11	<b>Lowest Price Guarantee</b> – What is the bookstores current policy regarding this feature? <b>No guarantee program</b>
33	4.8	<b>Staffing</b> – Please provide a current organization chart for the bookstore inclusive of start dates. <b>Director, 1988 Full-time</b> <b>Textbook Buyer, 2009 Full-time</b> <b>Supply Buyer, 1988 Full-time</b> <b>Payable/Receivables Clerk, 2008, Part-Time (25 hours)</b> <b>Student Employees, Part-time (65 hours)</b>
37	4.12.3	<b>Security System</b> – Please provide details of the system currently in place. <b>Old library system, 3M</b>
46	6.16	<b>Payment Plan</b> – Does the bookstore currently offer this type of program? If yes, please provide details of how it is implemented, monitored and collected. <b>No</b>

51-53      Appendix II      **Revenue** – Please provide a breakdown of the book sales (new text; used text; rentals). Does the bookstore sell computer hardware? If yes, where are these sales recorded? Please provide broken out for 2010/2011.

New - \$1,250,340

Used - \$1,115,875

Rental - \$5,037 New program in Spring

Computer Hardware/Software together \$70,899

53      **Book revenue decrease** – Is the book revenue decrease for 2010/2011 due to the implementation of the rental program?

- How many titles were made available to rent?

- Was the rental program managed by the bookstore? If yes, what parameters or requirements were made of the faculty? If no, what Party managed the process?

Rental Program started in Spring 2011

Spring available rentals 116, summer available rentals 172

Store managed rentals and partnership with Nebraska Book

Faculty must commit to adopt book for following semester